

## Prohibited items

### Purpose and Scope

The Centre acknowledges that the safety of its staff and learners is of key importance. This policy is to ensure that The Centre Staff and learners have a safe working environment free from prohibited items.

### Policy

#### 1 The Centre's commitment

- 1.1 The Centre is committed to
  - 1.1.1 Zero tolerance to prohibited items
  - 1.1.2 Maintaining a safe environment for staff and learners
  - 1.1.3 Maintaining its responsibility under the law to report incidents relating to prohibited items to the police in a timely manner
  - 1.1.4 Meeting the responsibility under the requirements of The Centre's Child Safe Policy

#### 2 Illegal substances and drug use

- 2.1 Any staff or learner who attends The Centre affected by, under the influence or in possession of **an**;
  - 2.1.1 Illegal substances
  - 2.1.2 will be asked to leave the premises immediately.
  - 2.1.3 May be reported to the police if found in the possession of an illegal substance
  - 2.1.4 Breaches of the policy may be subject to disciplinary action (refer to section 6)

#### 3 Prescription or over the counter medication

- 3.1 It is the responsibility of staff or learner to
  - 3.1.1 be aware of any prescription or over the counter medication side effects to ensure that the side effects do not interfere with their ability to behave safely.
- 3.2 Will be asked to leave the premises or activity immediately if they are unduly affected by the prescribed drugs

#### 4 Weapons

- 4.1 The Centre has a zero tolerance regarding weapons.
- 4.2 Weapons of any kind are not to be carried by staff or learners.
- 4.3 Where it is suspected that staff or clients are carrying a weapon
  - 4.3.1 Call police on 000

<b>TOID: 4172</b>	Prohibited Items Policy	OPS 013-1	V 6.0	Approval Date 09-2022	Page 1 of 3
-------------------	-------------------------	--------------	-------	--------------------------	-------------

# Policy

4.3.2 Inform Centre management

4.3.3 Initiate a lockdown

## 5 Smoking, and Vaping

5.1 The Centre is a smoke-free workplace in and around buildings and common areas

5.2 There is a designated smoking area adjacent to The Centre. All staff and learners who smoke or vape must use this designated area to smoke.

5.3 Inhaling industrial products is not permitted

## 6 Consequences of breaching this policy

6.1 Staff, clients or learners found to have breached this policy may be subjected to disciplinary action according to The Centre Policies and procedures.

### Definitions

#### Illegal Substances

Any drug which is illegal to possess or use or any legal drug used in an illegal manner.

#### Weapon

As defined by the Control of Weapons Act 1990

#### Learner/ Client

Any person engaged in programs or activities conducted by or at The Centre

#### Staff

For the purpose of this policy staff refers to permanent, full-time or part-time employees, casual staff, volunteers and tutors. Contractors are also included

#### Prohibited item

As defined by the Crimes Act 1958 (Vic)

#### Industrial products

For the purposes of this policy, industrial products include items such as:

- Paints
- Glues
- Chemicals
- Petrol

### Version Control

Procedure Operative From	09- 2005	Date and Current Version	V6.0 09/2022
Responsible Officer	CEO	Policy Approved By	Leadership

### References

Control of Weapons Act 1990	Crimes Act 1958 (Vic)
-----------------------------	-----------------------

<b>TOID: 4172</b>	Prohibited Items Policy	OPS 013-1	V 6.0	Approval Date 09-2022	Page 2 of 3
-------------------	-------------------------	-----------	-------	-----------------------	-------------

# Policy

Control of Weapons Regulations 2021	
-------------------------------------	--

## Related Policy

Occupational Health and Safety Policy	HR Policy
Child Safe Policy	Critical Incident Policy

## Related Procedures

Learner Code of Conduct	Staff Code of Conduct
Staff Discipline Procedures	Emergency Management Plan
Occupational Health and Safety Procedure	Critical Incident Policy

## Related Document, Forms or Guidelines

Staff Induction	Learner Induction
-----------------	-------------------

<b>TOID: 4172</b>	Prohibited Items Policy	OPS 013-1	V 6.0	Approval Date 09-2022	Page 3 of 3
-------------------	-------------------------	--------------	-------	--------------------------	-------------