Alcohol and Other Drugs
Action and Evaluation Plan

Wellbeing Goal: *This can be the same as the Vision in the WorkWell Group Terms of Reference*	**Plan Timeframe:** *Aim to begin activities around the time of accreditation and complete all activities within 24months*

Rational

Alcohol and other drug use continues to be a serious and widespread issue for many individuals, their whānau, and communities.

<Workplace> has seen an increase in the number of workplace incidents reported over the last 12 months. There is potential that these may be a result of alcohol and other drug use, however at present there is no recording system in place to identify this.

A formal alcohol and other drug policy currently exists. This was developed as a result of findings from the Organisational Profile Tool conducted in September 2012, however the October 2012 staff survey indicated that only 30% of staff know about the policy.

The staff survey also identified that 55% of employees drink alcohol more than four times a week and that 70% of them typically consume three or more standard drinks on a day when they are drinking.

To reduce long-term health risks, it is recommended that the quantity of alcohol consumed is no more than two standard drinks for women and three standard drinks for men per day, on no more than five days per week.

Toi Te Ora
Public Health Service
BAY OF PLENTY DISTRICT HEALTH BOARD
Serving Bay of Plenty and Lakes Districts

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Objective: *e.g. Increase/decrease in number of staff reporting X behaviours*						

	Activities What are we planning to do	**Tasks** What Steps are needed to make it happen?	**Communication** How will employees be made aware	**Timeline** When do we want it done by	**Responsibility** Who will make it happen?	**Resources** Costs, equipment etc.
Organisational Change	Review the alcohol and other drug policy to ensure it has a wellbeing focus	• Form policy sub-group • Review content and send policy to all staff for feedback • Collate feedback and amend draft • Finalise policy • Obtain management approval • Add to policy folder • Launch policy, communicate to all staff • Incorporate policy into induction material				
	Review incident reporting procedures to ensure that the cause is included in reporting	• Review reporting procedures • Consult with staff • Collate feedback and amend draft • Finalise procedures • Establish reporting system • Obtain management approval • Add to folder and launch procedures				
	Review employment practices and working conditions that may impact on employee stress e.g. working hours, flexible working, job design, workload	• Review current employee workload at monthly meeting • Develop revised schedule and other options as required • Provide any necessary training to support employees with allocated tasks • Review on an ongoing basis				

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Physical Environment	Provide food and non-alcoholic beverages at workplace social events	• Provide training to administration staff regarding Workplace Host Responsibility guidelines • Ensure the event budget allows for the inclusion of food and non-alcoholic beverages				
	Provide a discreet area where employee concerns can be discussed confidentially with their Manager	• Review suitability of existing areas • Scope options for providing a new area • Communicate to employees regarding the new area and include information about it in induction information for new employees				
Individual Change	Raise awareness of harm caused by alcohol and other drugs on health, whānau and work	• Display posters and leaflets • Promote the use of online tools for individuals to assess own use • Run quarterly educational workshops				
	Provide access to support services	• Investigate possible options in relation to EAP's, private services, community-based services • Promote selected options to all employees and incorporate options into the alcohol and other				

Evaluation Strategies:
- Organisational Profile – availability and awareness of workplace alcohol and other drug policy; absenteeism and sickness rates
- Staff survey – number of staff reporting changes in frequency of drinking pattern/amount of alcohol consumed
- Staff survey - number of EAP referrals with an alcohol/other drug focus; support service referrals
- Evidence of activities actioned
- Number of reported alcohol or other drug related incidents in the workplace