

Lots of reading for this week! 6-5-22



# HIGH 5

High 5 to the whole team – thanks for such a great alignment session last Friday with Peter – and the follow through has been really great!

## Team reminder

A reminder that if you are wanting leave you need to complete the portal page – yes, it has now been fixed! There is a new tab with staff forms – go there and fill in your dates, but also follow through with me to ensure I have received them!

This needs to be done by the 20<sup>th</sup> of the month (for the next month). However, just for June, I'm wanting to get this one out a bit earlier, so if you are seeking leave dates, please get them to me by end of next week.

It's getting harder to grant every leave now, with staff numbers lower, so there will only be one leave at a time, and not all leave dates may be granted.

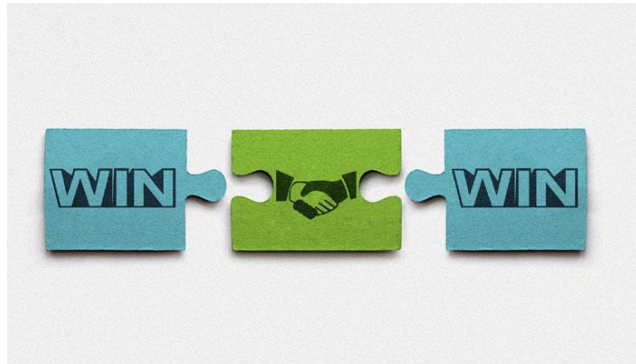
*Please remember to put the correct Vets initials on the consult/surgery!! This info feeds into the statistics I keep for the clinic, so it's important that the right data is available – this week there were several transactions under Znoi's name.....*

*We have a new drug & alcohol policy – I have attached it to this newsletter – please read it and **email me** that you have read and understood, thanks!!*

*When everyone has done that, I'll post it on the portal.*



# Biggest win



Goes to Emily and Austin – the quiet achievers, who work behind the scenes and keep things running smoothly!!

Well done guys – you are doing an amazing job!!

AND.....  
great  
team work  
on  
keeping  
Patrick's  
Legend  
status  
under  
wraps and  
giving  
him a BIG



surprise!!

Yes, it was an early morning, but, Im pretty sure we can all agree the meal was great, the company was brilliant, and the opportunity to be part of Patrick's special celebrations was awesome!!!

# Focus point

As we all agreed in the alignment session.....

*Worming figures/month/week/day (Im only capturing these two)*

	<i>Feb</i>	<i>March</i>	<i>April</i>
<i>Endogard</i>	<i>223/55/8</i>	<i>209/52/7</i>	<i>213/53/7</i>
<i>Nexgard spectra</i>	<i>14/3.5</i>	<i>15/3.75</i>	<i>23/5.75</i>

I have a meeting with Peter next week, and he has asked for an interim update, we will be able to give that to you next Friday, so you can gauge how you are going.



**Worming notes – these will be posted on the portal in the next few days – keep an eye out for the email!**

## WHAT'S COMING UP?

Amber and Emily – Zoom training on Monday 10am

*Wednesday 1pm vets and nurses – bring your ideas and thoughts around the co-consult – everyone will have 2 minutes to say their piece and then we thrash it out – we will not leave until the co-consult is clarified and everyone on the same page.*

Thursday 12th – Summa from Hills 12 noon – pizza lunch for everyone who is involved in the transfer of info/selling foods.



Austins birthday  
Monday – Happy  
18<sup>th</sup>!!

Donna on leave  
next week.



Bec from

Advance here on Wednesday 11<sup>th</sup>

Olli off next Friday 13<sup>th</sup>.

BRILLIANT WORK, TEAM!! SUPER PROUD OF  
ALL OF YOU!!

Policy to  
read



## **Redgum Drug and Alcohol Policy**

This policy shows:

our commitment to health and safety in this workplace, and to reducing health and safety risks for all workers, contractors and visitors, and our commitment to complying with the requirements of the Work Health and Safety Act 2012 (SA) and the Work Health and Safety Regulations 2012 (SA), especially those for drugs and alcohol.

The policy will also show how we will deal with drugs and alcohol use and/or their effects in the workplace.

This policy applies to everyone at Redgum Vet and Pet Boarding.

### **Definition**

Drug and alcohol use can affect a person's ability to work safely and creates a risk to work health and safety.

### **Responsibilities**

No-one must drink alcohol or use drugs at the workplace, except:

- for legitimate medical reasons: You must notify your practice manager, or, if unavailable, your direct upline supervisor, if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication.
- at workplace-based social events: This is dealt with in more detail under 'Social events' in this policy.

The manager/supervisor at this workplace will arrange for you to be removed safely from the workplace, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor who may assign you other duties or arrange for you to leave the workplace.

### **Managing drugs and alcohol**

Redgum Vet & Pet Boarding Practice Manager will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them.

Redgum Vet & Pet Boarding Practice Manager will consult with workers, Health and Safety Representatives and/or the work health and safety committee on this issue.

The Practice Manager will review shifts and hours worked as well as the pressures related to those shifts (i.e. the content and context of the working day) and will alter shifts and/or support persons to minimise the risk of overwork and burnout.

The Practice Manager will review the established roster and make changes as deemed necessary to minimise the risk of overwork and/or burnout.

The Practice Manager will introduce tools to research overwork/burnout, so that an awareness of these factors will be an open and honest discussion between staff.

The Practice Manager will encourage all staff to speak up if they feel they or another staff member is at risk of overwork/burnout.

The Practice Manager will intervene in situations where a client may be distressed and/or acting inappropriately, as may cause stress for the employee.

### **Disciplinary action**

If anyone is found to breach this policy, management will immediately remove (or arrange for removal) of the employee from the work site, so as to minimise risk of injury to them or others. The employee will receive a formal warning, followed by encouraging them to get treatment, suspension, and finally, dismissal.

In certain instances, and with the consent of the employee, a testing program may be introduced.

The testing program will be undertaken prior to starting work for the day. It will be conducted in the managers office, using a breathalyser unit.

In the event of a positive test result, management will immediately remove (or arrange for removal) of the employee from the work site, so as to minimise risk of injury to them or others. The employee will receive a formal warning, followed by encouraging them to get treatment, suspension, and finally, dismissal.

Redgum Vet & Pet Boarding acknowledges that people have the legal right to refuse to be tested, unless specified in legislation or in their contract or employment agreement.

Sample Social events Responsible social events can be held at this workplace (include likely events). To ensure everyone remains safe:

Redgum Vet & Pet Boarding will provide regular information and training about the effects of drug and alcohol use on personal and work health and safety, and on the components of this policy.

Policy authorised by Louise Absalom (Practice Manager)

Signature Date

Review Date