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# INTRODUCTION, Aim and Objectives

## Introduction

Company is committed to providing a safe and healthy working environment and has developed this procedure to demonstrate that we have effective measures in place to deal with any risks which may arise from drug and alcohol misuse in the workplace.

Company policy is:

* the possession, storage or use of illegal drugs in the workplace is prohibited
* consumption of alcohol while at work or conducting work is prohibited
* Whilst at work, Company employees, (including but not limited to secondees, GST Contractors, Fixed Term Contractors and Casual Workers), shall be drug and alcohol free.
* Social events after normal working hours in Company offices where consumption of alcohol has been authorised by the CEO, or a member of the SLT for functions out of the office, will be conducted in accordance with the guidelines stated in Appendix 3

## Aim

To ensure that the workplace is free from the adverse effects of drugs and alcohol use.

To ensure that Company meet our client site requirements in relation to drugs and alcohol.

## Objectives

1. All employees will have knowledge of drug and alcohol testing which may be used.
2. Affected employees are aware of Client Project / Contract requirements in relation to drug and alcohol testing.
3. All employees will have access to drug and alcohol awareness education.
4. Achieve openness in the reporting of drug and alcohol misuse in the workplace.
5. Achieve negative drug and alcohol test results from all employees and contractors.

# SCOPE

This procedure applies to all current Company employees, contractors and sub-contractors working on a Company managed location.

In instances where Company employees, contractors and sub-contractors are engaged at client sites, the Contract / Project HSE Management Plans will detail the contract / project specific drug and alcohol policy, testing protocols, threshold limits and actions to be taken following the implementation of the testing protocols. This procedure shall also be invoked in the event of Company employees providing an initial nonnegative and confirmed positive test result whilst at client sites.

Note:

For the purpose of this procedure, Company managed location refers to the Company head office, regional offices and any location managed by Company for business undertakings.

If a Company employee registers an initial nonnegative and confirmed positive test result at a client site in accordance with the client / contract / project testing protocols, irrespective of the testing tolerance levels, the consequences of providing the initial nonnegative and confirmed positive test result as detailed in this procedure shall apply.

## Drug and Alcohol Testing Scenarios

The following drug and alcohol testing scenarios apply.

### Pre-Employment

Company new starts shall be scheduled to undertake a drug and alcohol test at a mutually agreed time prior to commencement of employment.

Testing will be undertaken by an independent testing agency.

### Reasonable Cause

Where it is suspected that Company employees, contractors and sub-contractors may not be drug and alcohol free, the issue should be raised with the individual’s supervisor and that individual may be subject to a drug and / or alcohol test. Reasonable cause is usually based on an individual’s actions, behaviour or appearance.

Testing will be undertaken by an independent testing agency.

### Post-incident Testing

Company employees, contractors and sub-contractors whose performance could have contributed to an incident where there was actual or the potential for harm may be required to undergo a drug and / or alcohol test.

Post-incident drug and alcohol tests must be conducted as soon as possible after the incident.

Testing will be undertaken by an independent testing agency.

### Random Testing

Company employees, contractors and sub-contractors will be required to comply with random testing for drugs and / or alcohol. Such tests may be taken at any time. In any Company managed location, the sampling range and frequency of tests will be changed from time to time; however, these will be changed to ensure that there is no bias or tendency towards the selection of any specific individuals or any specific groups.

Testing will be undertaken by an independent testing agency.

Site contacts will be nominated for each Company managed location and will be the first point of contact for the testing agency when they arrive. In the event that the site contact is required to be tested, they shall be tested first and supervised by the testing agency until the test is complete.

### Informed Consent

All persons who undergo drug and/or alcohol testing should always be told the purpose of the exercise, who will receive the test results, the name of the testing organisation, and the likely consequences for them if they refuse to participate. All persons shall be requested to sign an informed consent form as part of the testing protocols.

### Testing Standards

**Drug testing**:

Urine sampling is the preferred method of testing. Sample collection and testing will be conducted by an independent testing agency. The methods and standards relating to the collection, transportation, chain of custody and testing or urine samples for drugs meet the requirements of the Australian/New Zealand Standards AS/NZS4308:2023.

**Alcohol testing:**

The methods and devices used to carry out the breath alcohol testing meet the requirement of the Australian Standard AS3547-2019.

## Refusal to Test

An individual who refuses to submit to a drug and / or alcohol test will have disobeyed an instruction reasonably given and be considered to have failed the test. Failure to comply with a request (without a plausible explanation or justification) for drug and / or alcohol testing will be just cause for a disciplinary investigation.

Behaviour that constitutes a refusal to submit to a test includes, but is not limited to, the following:

1. Refusal to take a test.
2. Failure to report to the testing facility.
3. Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation, refer to 2.3 below.
4. Tampering with or attempting to adulterate the specimen or collection procedure.
5. Not reporting to the collection site in the allotted time.
6. Leaving the scene of an accident without a valid reason before the test has been conducted.

## Unable to provide a sample

### Company Managed Location

Should a company employee be unable to provide a urine sample, the individual will be supervised and fluids provided until a sample is produced. Should the drug testing agency need to leave the Company managed location the individual will be accompanied to an independent testing agency to provide a sample.

### Client Site

Should a Company employee, contractor or sub-contractor be unable to provide a urine sample, the individual will be supervised, and fluids provided until a sample is produced. Should the drug testing agency need to leave the client site then the individual will continue to be supervised and escorted back their respective employee premises where arrangements shall be made for the individual to be tested by an independent testing agency.

## Dilute / tampered Samples

### Company Managed Location

Should a Company employee’s sample be too diluted to be tested / appear to be diluted, the individual will be supervised until they are able to provide a further sample. If the temperature of the urine sample is outside the range of 32 to 38 degrees Celsius, consideration must be given that the sample given has been purchased/given so the person is able to pass.

Should the independent testing agency need to leave the Company managed location, the individual will be escorted to a medical provider or drug testing agency to provide a further sample..

### Client Site

Should a Company employee, contractor or sub-contractor sample be too diluted to be tested / appear to be diluted, the individual will be supervised until they are able to provide a further sample. Should the drug testing agency need to leave the client site then the individual will continue to be supervised and escorted back their respective employee premises where arrangements shall be made for the individual to be tested by a medical provider or drug testing agency.

## Action to be Taken in the Event of an Initial Non Negative Test and Confirmed Positive Test

### Company Employees

Company employees, (including but not limited to secondees, GST Contractors, Fixed Term Contractors and Casual Workers), who provide a nonnegative test result for drugs and / or alcohol while at work may be removed from duty until a confirmed laboratory test is received. If removed from duty, the individual shall remain on full pay and be escorted home for their safety.

If the confirmatory test is negative the individual will be reinstated.

If the confirmatory test is positive, the individual will be subject to an investigation to identify the source of the positive result. Disciplinary proceeding shall be applied as appropriate.

A positive test is defined as exceeding the drug or alcohol threshold limits. The Company threshold limits are defined in Appendix 1.

### Protection of the individual from any publicity relating to a positive test

Test results will be treated as confidential and will be dealt with through the HR Division. Records will be kept on the individual’s Personnel Record.

All personnel shall be made aware of this policy.

## Rehabilitation Support

Employees who may have a problem with alcohol use, misuse, abuse, dependency or illegal drug use are highly encouraged to take advantage of the Employee Assistance Programme (EAP). All employees are encouraged to use EAP’s resource before their employment status is affected by drug and alcohol use.

A random testing regime of up to two years will be outlined in the rehabilitation contract for employees who have attended counselling, rehabilitation or treatment for any drug or alcohol-related problem. Failure to comply with the testing regime or returning a positive alcohol or drug test will result in the implementation of disciplinary procedures which may result in dismissal.

### Voluntary Rehabilitation

Company is supportive of those who voluntarily seek assistance for substance abuse. Employees will not be discriminated against for voluntarily seeking assistance. However, voluntary participation in treatment programmes will not prevent disciplinary action for procedural violations that have already occurred.

### Company Referred Rehabilitation

Employees who test positive for alcohol and/or drugs above the threshold limits may be given the opportunity for referred rehabilitation.

If company referred rehabilitation is offered a rehabilitation contract will be drawn up in consultation with the employee, HR Manager, Line Manager. All costs associated with the rehabilitation programme will be borne by the individual.

# Presecription / Non prescription legal drugs

Individuals who are taking prescription or non-prescription legal drugs that may affect their performance on the job must report such usage to their immediate supervisor. Such drugs may be allowable, if they are consistent with safe performance of the employee’s duties and are being used at the prescribed dosage. Use of such drugs must be declared to the tester prior to testing.

Where an individual is working on a Client’s site then the specific site requirements must be complied with.

# DESIGNER DRUGS

Drug tests may include testing for designer drugs. The individual being tested will be informed if designer drugs are to be tested for and that the said test result shall be available following analysis at the testing agency’s AS/NZ 4308:2023 accredited laboratories.

# RESPONSIBILITIES

The implementation of this procedure is the responsibility of senior management.

Site Managers and Supervisors are responsible for the day to day implementation of this procedure.

All Company personnel are responsible for compliance with the requirements of this procedure.

# REFERENCES, DEFINITIONS AND ABBREVIATIONS

## References

Documents that support or are referred to in this procedure are listed below:

|  |  |
| --- | --- |
| **Reference** | **Title** |
| AS/NZS 4308:2023 | Procedures for the collection, detection and quantitation of drugs of abuse in urine |
| AS3547-2019 | Australian Standard – “Breath alcohol testing devices for personal use” |
|  |  |
|  |  |

# APPENDIces

# Appendix 1 Company THRESHOLD LIMITS FOR DRUGS AND ALCOHOL

**Alcohol Threshold**

The alcohol threshold level shall not exceed zero micrograms per litre of breath (calibrated measuring device meets the standard AS3547:2019 Breath Alcohol Testing Device).

**Drugs Thresholds**

The drug threshold levels are those described in the Table 1: Immunoassay Initial Test Cut-off Levels and Table II: Confirmatory Test Cut-off Levels AS/NZS Standard 4308:2023.

|  |  |
| --- | --- |
| Compound | Cut off level  (micrograms/litre) |
| Morphine  Codeine  6-Acetylmorphine | 300  300  10 |
| Amphetamine  Methylamphetamine  Methylenediozymethylamphetamine  Methylenedioxyamphetamine  Benzlypiperazine\*  Ephedrine\*  Phentermine\*  Pseudoephedrine\* | 150  150  150  150  500  500  500  500 |
| 11-Nor-Δ9-Tetrahydrocannabinol-9-Carboxylic Acid | 15 |
| Benzoylecgonine  Ecgonine methyl ester | 150  150 |
| Oxazepam  Temazepam  Diazpam  Nordiazepam  *a*-hydroxy-alprazolam  7-amino-clonazepam  7-amino-flunitrazepam  7-amino-nitrazepam | 200  200  200  200  100  100  100  100 |

\*These drugs may be optionally tested within each class and the specified cut-off levels shall apply

# Appendix 2 breath alcohol recording form

**Positive for Alcohol**

(for use when initial screening has detected alcohol)

|  |  |
| --- | --- |
| Date: |  |
| Employee: |  |
| Employer: |  |
|  | |
| Time of 1st breath test: |  |
| 1st Reading: |  |
| Person conducting breath test: |  |
| Signature of person conducting breath test: |  |
| Name of Witness: |  |
| Signature of Witness: |  |
| Signature Employee: |  |
|  | |
| Time of 2nd breath test: |  |
| 2nd Reading: |  |
| Person conducting breath test: |  |
| Signature of person conducting breath test: |  |
| Name of Witness: |  |
| Signature of Witness: |  |
| Signature Employee: |  |
|  | |
| If 2nd result exceeds threshold value – name of person arranging safe transport home |  |

# Appendix 3 Guidelines for Social functions

To assist in the planning and hosting of a company function where alcohol will be available:

Have clear start and finish times for the function.

The use of alcohol is a personal choice. No one should feel pressured to either drink or not drink. No one should feel uneasy or embarrassed as a result of their choice.

Any employee consuming alcohol shall not be returning to or commencing work after the function.

An adequate supply of non-alcoholic beverages including water is available.

Food should be provided when alcohol beverages are being served.

Minors are not served alcohol.

Individuals who appear to be excessively intoxicated or impaired are not served alcohol.

Responsible behaviour and good judgement are to be encouraged including sober driver support and pre booking of travel arrangements.