

Business Procedure

Alcohol and other Drugs Management Document Number – OHS-PROC-411

This document applies to the following sites:

All Sites <input checked="" type="checkbox"/>	
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1.0 Purpose

This Business Procedure outlines Stanwell Corporation Limited (SCL) alcohol and other drugs policy and supports the objectives of the Corporate Health & Safety Policy. It promotes health and safety in the workplace and seeks to minimize the risk of injury to personnel. Management of alcohol and other drugs shall be seen in the context of an overall fitness for duty framework, which includes fatigue and other factors.

The misuse of alcohol and medications, and the use of other drugs can have serious consequences in the workplace. SCL has an obligation under the *Work Health & Safety Act 2011* to provide a safe workplace. It shall therefore take action when the health or safety of people in the workplace is affected by substance misuse.

SCL also recognises that some Employees may need support for an alcohol and/or drug related problem. Accordingly, it provides Employee Assistance Program (EAP) Counsellors as a free service.

This Business Procedure:

- Outlines the responsibilities of Personnel, Management and SCL in relation to the effects of alcohol, medications and other drugs in the workplace;
- Describes how alcohol and other drug issues will be fairly and consistently managed;
- Specifies how drug and alcohol testing will be conducted; and
- Recommends how Employees with drug and/or alcohol related problems can seek assistance.

2.0 Scope

This Business Procedure applies to everyone working at or attending a recognised workplace of SCL. All personnel at a SCL workplace shall comply with this procedure as a condition of access.

When Employees are formally representing SCL outside these recognised workplaces, and alcohol is provided and consumed, responsible consumption is encouraged.

3.0 Obligations

All Personnel shall comply with this Business Procedure for management of alcohol and other drugs.

All Employers have an obligation to ensure that this Business Procedure is in place to promote, support, monitor and review the workplace practices and outcomes.

All Employers have an obligation to ensure that as far as reasonably practical those workers who may not meet SCL's fitness for duty standard as it relates to alcohol and other drugs are transported to their home or to an alternative suitable place to allow recovery.

Where an unacceptable risk is identified the situation must be managed to remove or minimise the risk.

4.0 Responsibilities

Everyone at a SCL workplace has a responsibility to present for work in a state that does not compromise their ability to work safely and meets the requirements of this Business Procedure.

4.1 Employees, Contractors and Visitors

Employees, Contractors and Visitors (all Personnel) must maintain their fitness for duty by not exceeding the concentration of drugs and alcohol as specified in Section 11 of this Business Procedure while:

- at work;
- on call;
- driving a company vehicle; or
- operating company plant or equipment.

Employees, Contractors and Visitors must not:

- Consume alcohol and/or illicit drugs at the workplace; or
- Use medications contrary to the manufacturer's instructions or Medical Practitioner's advice.

Employees, Contractors and Visitors:

- Should notify their Supervisor (host if Visitor) if there is any factor that may influence their fitness for duty.
- Should encourage other Personnel to comply with this Business Procedure;
- Must participate in drug and/or alcohol tests if requested; and
- Should notify their Supervisor or other responsible person (if a person will not self manage their potential impairment) immediately if they suspect others in the workplace are behaving in a way that suggests they may not meet the fitness for duty criteria as it relates to drugs and alcohol.

4.2 Stanwell Corporation Limited

SCL will:

- Educate its Employees about the effects of alcohol and other drugs on health and wellbeing;
- Offer alcohol and other drug rehabilitation and assistance to any Employee, taking into account the individual's right to privacy and confidentiality; and
- Report no less than quarterly to Employees on the number and location of tests carried out.

4.3 Site Manager / Relevant General Manager

Site Managers / Relevant General Managers are responsible for:

- Implementing this Business Procedure at the workplace;
- Investigating apparent breaches of the provisions of this Business Procedure; and take appropriate actions where breaches of the Business Procedure have occurred (Refer Section 13.1).
- Ensuring that during recruitment processes, prospective Employees are advised that testing for alcohol and other drugs is undertaken;
- Ensuring that the Employee and workplace induction processes includes education on the standards, obligations and responsibilities of this Business Procedure;
- Assisting Supervisors and Managers in applying this Business Procedure. This includes facilitating access to counselling, rehabilitation and other assistance services when required;
- Monitoring the application of this Business Procedure; and
- Providing advice to management, particularly on the privacy and confidentiality rights of Employees.

4.4 Workplace Health and Safety Personnel and Rehabilitation and Return to Work Coordinators

Workplace Health and Safety Personnel and Rehabilitation and Return to Work Coordinators are responsible for:

- Ensuring that information and education regarding this Business Procedure are provided in Employee and workplace inductions;
- Offering to arrange alcohol and other drug support, counselling and medical advice for Employees;

- Providing advice on establishing suitable alternate duties (where possible) and/or a safe location for individuals with a BAC level above 0.000% but less than 0.050% or impaired by medication; and
- Maintaining privacy and confidentiality.

4.5 Supervisors

Supervisors are responsible for:

- Implementing this Business Procedure where a reasonable suspicion has been formed or that a person may be affected by alcohol and/or other drugs (see Appendix 1);
- In consultation with appropriate personnel, arranging suitable alternate duties (where possible) and/or a safe location for individuals with a confirmed BAC level above 0.000% but less than 0.050% or impaired by medication;
- In consultation with appropriate personnel, arranging suitable work for Employees taking prescription and/or over the counter medication;
- Ensuring that any incident relating to a confirmed positive result from testing for alcohol or other drugs is documented and that the Site Manager is notified;
- Maintaining privacy and confidentiality, including acting on reports of concern about privacy and confidentiality (See Section 6); and
- Facilitating other actions as defined under this Procedure.

4.6 Collectors and Testing Providers

Collectors and Testing Providers are responsible for:

- Implementing this Business Procedure for the collection and testing of specimens taken for alcohol and other drugs;
- Report Monthly to the Corporate Health & Safety Manager on number and location of tests; and
- Ensuring that privacy and confidentiality is maintained.

5.0 Counselling and Support

5.1 Employee Assistance Program

SCL provides a confidential Employee Assistance Program (EAP) through an external service provider. This program is available to all Employees and their families free of charge. Contact details of the EAP are posted around each SCL workplace. SCL can provide information regarding the service and will arrange an appointment on request. An Employee may directly contact SCL's EAP if they so choose.

5.2 Employee Support

SCL recognises that some people may require support for alcohol or drug related issues. If an Employee believes he or she requires assistance, or where SCL considers an individual may require assistance, that Employee will be encouraged to obtain support through:

- EAP Counsellors;
- Community Health Services;
- Rehabilitation and Return to Work Coordinators;
- Support groups or other specialist services;
- A Medical Practitioner; or
- An Occupational Health Nurse or Health and Safety Adviser.

Any Employee who participates in a treatment or rehabilitation program to manage an alcohol and/or drug related issue will be granted appropriate leave. This will be in accordance with the relevant SCL workplace industrial instruments.

5.3 Rehabilitation / Support

SCL will, in all cases, offer an appropriate, fully funded rehabilitation program in accordance with SCL's procedure for workplace rehabilitation and WorkCover claims.

6.0 Privacy and Confidentiality

The use of information gained as a result of an alcohol or other drug test will be strictly limited to purposes consistent with this Business Procedure.

Throughout the drug testing process confidentiality is important. SCL and its testing provider will be the only entities able to match a specific saliva sample with a specific person.

Subject to the operational reporting requirements of this Business Procedure, SCL will ensure that Employee, Contractor and Visitor information is kept confidential and secure. All documentation and requests for disclosure will be handled according to relevant legislation. Information will only be used for the purpose of determining fitness for duty, assignment of appropriate duties or rehabilitation purposes.

SCL and its Testing Provider will only release information to a third party as required by law, and with the written permission of the Site Manager/General Manager after the individual concerned has been advised. The individual concerned will be advised, and this advice will be documented. Records of test results are not to be passed on by the company to any future Employer (except with the express permission of the donor, or in the case of a transmission of business where the Employees' transfer their employment to the new owner).

Records of test results of Contractors will be kept secure and not passed on to any person other than their Employer's nominated representative.

SCL will take all reasonable steps to respect the privacy and confidentiality of individuals' definitive test results. The behaviour and actions of all parties involved will be under close scrutiny with regards to maintaining the privacy and confidentiality of individuals definitive test results. Concerns about privacy and confidentiality should be reported to their Supervisor, Health and Safety Representative or Union Delegate. Breaches of confidentiality are considered a serious matter and will be treated in accordance with the organisation's performance management processes.

6.0 Privacy and Confidentiality (cont'd)

Where Employees act as Collectors, they acknowledge and understand their responsibilities outlined in this Business Procedure.

Where relevant to an accident or incident investigation, the records will only be referenced in the investigation, and flagged with the appropriate cross-referencing. These records will be kept in accordance with the regulatory requirements.

7.0 Identification

Identification of persons who may be affected by alcohol or other drugs can occur as a result of:

- Voluntary disclosure by the person affected;
- Direct observation of the affected person's behaviour, consistent with Appendix 1;
- The person is found consuming alcohol or using other drugs at work;
- Following a workplace incident (See Section 10.3); and
- The alcohol and other drugs testing processes.

8.0 Prescription Drugs and Non-prescription Drugs

SCL recognises some Employees, Contractors or Visitors take prescribed drugs and non-prescribed drugs (e.g. over-the-counter medication) that may affect their fitness for duty.

Individuals using these medications should:

- Advise their Medical Practitioner or Pharmacist of the type of work they do at the time of obtaining the prescription or medication and obtain relevant information about the possible side effects;
- If affected, advise their Supervisor and/or Manager that they are taking medications and there may be possible side effects;
- Take the medications only as prescribed or instructed; and
- Take note of warnings or instructions on packaging.

9.0 Education and Training

SCL will provide all Employees with an education program on alcohol and other drugs issues in the workplace and their responsibilities under this Business Procedure.

This education will give Employees the knowledge and ability to manage their own fitness for duty.

The education program will be on-going and flexible. It will respond to reviews of trends in overall test results.

As noted in Section 5.1, an Employee Assistance Program is available to provide Employees and their families with assistance and/or counselling. EAP consultants can provide further education and information as required.

Testing providers, and SCL Employees required to perform testing, will be trained and certified. They will need to meet appropriate standards and equipment vendors' recommendations.

10.0 Testing for Alcohol and Other Drugs

It is a condition of entry and presence on site that all Employees, Contractors and Visitors can be tested for alcohol and other drugs.

Testing will be conducted by a suitably trained, qualified Collector who is authorised by SCL.

Any Employee, Contractor or Visitor who refuses to undertake a test under this Procedure will be treated the same as a person having returned a confirmed positive test result and the provisions stipulated in Section 13 of this Procedure will apply. SCL will ensure that Personnel fully understand the consequences of refusing to undertake a test and will be provided with appropriate advice.

Any person who is requested to undergo testing and refuses such a request will not be allowed entry to, or to remain in, the workplace.

10.1 Testing Criteria

The person being tested for drugs other than alcohol is to complete a workplace approved Consent/Chain of Custody Form.

Refusal to complete this form will be treated as a confirmed positive result. SCL will ensure that Personnel fully understand the consequences of refusing to sign and will be provided with appropriate advice.

A Consent/Chain of Custody Form will respect the individual's confidentiality. It is noted that the medical declaration is optional not compulsory. Personnel are not required to disclose medications if they do not wish to.

The Collector is to follow an alcohol or saliva drug screening collection protocol in accordance with industry best practice and closely aligned with ASNZS 4760:2019. Any saliva specimen taken as part of this Procedure will be for the sole purpose of drug testing and will not be used for any other purpose such as DNA profiling. Specimens that require testing away from the workplace are subject to strict chain of custody protocols under the control of a laboratory operating according to industry best practice.

10.2 Random Testing

Health and Safety Committees will monitor and review results and make recommendations to management on the frequency of tests.

Note: Random testing may also be initiated by the Health and Safety Committee, where there is a concern of a high level of risk and may also be scheduled to coincide with community social events where it is likely that alcohol and other drug use may occur.

10.3 Testing for With Cause Incidents

If an incident occurs in the workplace that a Supervisor or Health and Safety Adviser believes caused or could have caused serious injury or near miss to people and/or serious damage to plant and equipment (With Cause), the individual(s) involved should be tested as soon as practicable for alcohol and/or drug use by a Collector.

Any testing if undertaken will form part of the incident investigation process.

10.4 Testing as a Result of Reasonable Suspicion

If a Supervisor has a reasonable suspicion that a person at work may not meet SCL's fitness for duty standard as it relates to alcohol or other drugs, they shall initiate testing by a Collector as outlined in this Procedure. If other Employees, Contractors or Visitors suspect an individual at work may not meet SCL's fitness for duty standard as it relates to alcohol or other drugs, they should advise a Supervisor, SCL representative (e.g. Contract Administrator) or a Health and Safety Adviser. Appendix 1 lists typical symptoms that would assist in assessing fitness for duty. The Supervisor should complete the *Alcohol and other Drugs Management Observation and Assessment Form T-22139* to document signs, symptoms and behaviours displayed by the person/s.

In the event that it is not possible or practical for the individual in question to undertake testing, a Supervisor will direct them not to perform any further work. The subject individual will remain in

an area where he or she presents no safety risk to themselves or others until they can be tested. Alternatively, SCL will make arrangements for their safe transport home (alternatively a suitable place of rest), including relocation of vehicle and/or return to site later. Misuse of reasonable suspicion testing will be treated as harassment. If a person is removed from duties as a result of Collectors/tests not being available, the person will not be disadvantaged.

10.5 Voluntary Self-Testing

Breath-testing devices are provided at all SCL sites to allow Personnel to voluntarily self-test their breath alcohol content (BAC). Self-test drug and alcohol kits will be made available to Employees and may be obtained through a Health and Safety Adviser, Occupational Health Nurse, Union Delegate, EAP, or directly from the drug and alcohol testing service provider, on a confidential basis.

A person who obtains a BAC positive result or an unconfirmed result for other drugs in a voluntary self-test, is obligated not to commence or continue work.

An Employee who receives a BAC positive result or an unconfirmed result for other drugs in a voluntary self-test can contact their Supervisor, Health and Safety Adviser or Occupational Health Nurse if he/she requires assistance with transport home or access to support and/or counselling services.

An Employee who cannot attend work because they are unfit for duty shall apply for appropriate leave (e.g. Sick Leave) in accordance with the relevant SCL procedure or site industrial agreement.

If a person self tests and their reading is greater than 0.000% but less than 0.050% and they wish to remain at work they should advise their Supervisor of their reading and they may be given alternate duties. Personnel will not be disadvantaged and they will have the same options as those Personnel with the same readings who are identified as part of the formal testing program.

Results of an Employee's voluntary self-test will not be recorded, and will not be used in any performance management process. Personnel are not required or obligated to divulge the result of any self tests.

10.6 Third Party Testing

Employees attending workplaces other than a Stanwell workplace will be expected to meet the site standards for that workplace while representing Stanwell. Failure to meet these site standards will result in an investigation and subsequent counselling and/or performance management if required.

10.7 Pre-employment Testing

Screening and detection protocols associated with the SCL recruitment process are not subject to this Business Procedure. For more information, refer to SCL recruitment policy.

10.8 Testing Instruments and Readings

10.8.1 Alcohol

Breath Alcohol Concentration (BAC) testing will be conducted using a breathalyser that meets the relevant current Australian Standard. Equipment used for BAC testing must be calibrated in accordance with the relevant current Australian Standard.

A BAC positive test will require a second test 20 minutes afterwards to confirm BAC. The second reading will be the official BAC level recorded and will be treated as a confirmatory test.

Note: The second reading may not necessarily show a lower reading as the individual may still be in the absorptive phase with the blood alcohol concentration rising.

10.8.2 Other Drugs

On-site initial drug testing will be conducted through the collection and analysis of a saliva specimen using a saliva-testing device that has been at least verified to manufacturers' performance specifications and that tests for the drug classes in AS 4760:2006 and, when

available, that tests to the drug classes and cut offs in AS/NZS 4760:2019. An unconfirmed positive saliva test result will require a confirmatory test, which involves laboratory confirmation testing, in accordance with AS 4760:2006 Sect 5 (transitioning to AS/NZS 4760:2019 Sect 5).

Testing may include, but is not limited to, screening for the classes of drugs identified in AS/NZS 4760:2019 Tables A1 and B1.

Appendix 3 lists the drug types and cut-off levels screened to confirm a result as positive.

All collection and transportation procedures will be in accordance with Sect 2 AS/NZS 4760:2019 or relevant industry guidelines.

If an individual returns an unconfirmed result to the initial on-site saliva drug test, the Collector will obtain a second split specimen including the referee sample. These samples will be secured, appropriately packaged and dispatched to the testing provider's laboratory.

11.0 Test Results

11.1 Test Results – Alcohol Testing

An individual will return a positive test if the BAC reading is 0.050% or greater.

11.1.1 Negative Test Result to Alcohol

When an individual returns an alcohol breath test of less than 0.050% the following applies:

- a) Persons who return a BAC reading of 0.000% will have a negative result and shall commence or return to normal duties, Visitors may be admitted to or may remain at the workplace.
- b) Persons who return a BAC reading of greater than 0.000% but less than 0.050% will be deemed to have a negative result. A further test will be undertaken in 20 minutes to ascertain a reading and updated BAC result. If this result is between 0.000% and 0.050% these persons shall in conjunction with their Supervisor, review their work schedule for the day and put in place appropriate task controls to reduce the risk of injury to themselves or others while at the SCL workplace.

In the case of a Visitor if their breath result is greater than 0.000% but less than 0.050% they may have their site access restricted or removed.

In the case of a Contractor the Contractor's employer or the Contractor's site representative shall be informed as soon as possible.

If an Employee or Contractor is placed on restricted duties as a consequence of their result, a further test shall be conducted after a minimum of 30 minutes to ascertain their current status. If the BAC reading is 0.000% the Employee or Contractor will be permitted to return to their normal duties.

If the Employee or Contractor has a BAC reading greater than 0.000% but less than 0.050% and suitable restricted duties are not available, they will be directed not to perform any further work. They will then have two options:

- Remain in an area where they present no safety risk to other persons at a workplace or the public until their BAC drops to 0.000%, or
- Be offered transport by their Employer to a suitable place of recovery or arrangements made by their Employer for their safe transport from the workplace, including relocation of vehicle and/or return to site later.

If a person is removed from duties or given alternate duties as a result of a negative test the person will not be disadvantaged. These results are not to be recorded and confidentiality shall be ensured at all times. Only those persons directly associated with the allocation of duties shall be informed of this and will treat this information as confidential and not passed to any other person.

11.1.2 Positive Test Result to Alcohol

(Including Refusal to Undergo a Test or Leaving Site)

A person will be treated as having a BAC positive test result when they: -

- Return a BAC reading of 0.050% or greater;
- Refuse to undergo a BAC test; or
- Leave the workplace to avoid testing.

This person will also be deemed to be unfit for duty (in the case of a Visitor this means access and entry to the workplace). In the interests of the welfare of the person and the public in general, SCL will offer to provide its Employees (alternative safe arrangements will be offered to Contractors and Visitors):

- Transport home, or alternatively a suitable place of rest,
- Where a SCL Employee's vehicle is located at the workplace SCL will offer to transport the vehicle or provide return transport to site later.

The person will also be advised that they should not drive with a blood alcohol content over their prescribed limit.

When a Contractor returns a BAC positive test result, the Contractor's Employer and/or the Contractor's site representative shall be informed as soon as possible and a subsequent written report sent to the Contractor's designated Manager.

11.2 Test Results – Drug Testing

11.2.1 Negative Result to the Initial On-site Test

Persons who return a negative result to the saliva drug-screening test shall:

- Commence or return to normal duties; or
- If a Visitor, be admitted to, or remain at the workplace.

11.2.2 Unconfirmed Result to the Initial On-site Test

If a person returns an unconfirmed result to an on-site initial saliva drug test, they are not permitted to enter or remain at the workplace and they shall be required to provide a second specimen to confirm the result. The Collector will obtain the second specimen as soon as practicable after identifying an unconfirmed result in the initial on-site saliva drug test. The Collector in accordance with the relevant current Australian Standard will take a referee specimen.

A Chain-of-Custody Form is to be completed by the Collector and the Donor for all confirmatory and referee specimens that are dispatched by the Collector.

The confirmatory and referee specimens will be dispatched to the testing provider's laboratory for analysis in accordance with the relevant current Australian Standard. The Collector shall ensure the confirmatory specimen is suitable for all required laboratory testing to be performed, including the provision of a separate referee specimen. The referee specimen is to be tested in the event of additional laboratory analysis being required or requested by the individual under appeal.)

The referee specimen will be stored in accordance with AS/NZS 4760:2019 Section 3.7.2, at the testing provider's laboratory and shall remain the property of the Donor until the expiry of the appeal period or a lodged appeal has been settled. Following expiration of the appeal period (See Section 11.6), the referee specimen will be destroyed in accordance with the Laboratory operations manual and without reference to the Donor or SCL.

A person who returns an unconfirmed positive result may have their access or attendance at a SCL site refused.

In the interests of the welfare of the person and the public in general, SCL will offer to provide its Employees (alternative safe arrangements will be offered to Contractors and Visitors):

- Transport home, or alternatively a suitable place of rest, or
- Where a SCL Employee's vehicle is located at the workplace SCL will offer to transport the vehicle or provide return transport to site later.

The person will also be advised that they must not drive.

For Contractors, the relevant SCL representative will liaise with the individual's Employer regarding transport home.

Any person who returns an unconfirmed result to an initial on-site test will be required to undergo a return to work test at the start of their next scheduled attendance. If their result on this test is negative, the individual will be permitted to resume normal duties.

11.3 Person Claims an Unconfirmed Result Due to Medication

Any person with an unconfirmed opiate result due to medication will have work activities reviewed as part of a risk management process to ensure they are not placed at risk of injury to themselves or others.

Controls such as undertaking office based activities, retesting periods (e.g. after 3 hours), and consultation with a health professional (e.g. Occupational Physician) may be used. If there is concern about the risk posed and the effectiveness of risk management controls, removal from site and transport home for the individual remains an option.

11.4 Refused Test and/or Intentional Leaving of the Test Site at the Time of Testing

Personnel who refuse to undergo drug testing stated in this Procedure (initial screening, confirmatory or return to work) shall be treated as having returned a confirmed positive test result and the procedure for confirmed positive results of this Procedure will apply. SCL will ensure that Personnel fully understand the consequences of refusing to undertake a test and will be provided with appropriate advice.

A person, who after being notified of their requirement to be tested, that intentionally leaves the SCL workplace to avoid being tested, will be treated as having returned a confirmed positive test result.

Contracting Personnel or Visitors who refuse testing or intentionally avoid testing may have their access to a SCL workplace refused permanently.

11.5 Tampering

An Employee who provides a substituted specimen or interferes with a saliva specimen in an attempt to prevent detection of a drug will be subject to disciplinary action.

Any Visitor under reasonable suspicion regarding the substitution of or tampering with a saliva specimen shall be removed from the workplace. The provision of a further specimen from the Visitor is required before entry to the workplace will be considered.

A Contractor or Visitor who attempts to substitute or tamper with a sample may have their access to a SCL workplace refused permanently.

The Donor and Collector shall witness at all times the collection, and if applicable initial testing, until labelling and sealing of the specimen(s) is complete.

The Collector shall adopt an accepted process, including visual inspection of the oral cavity, to ensure the risk of interference and adulteration of collected saliva specimen(s) is minimized. Donors will ensure that they do not eat, drink or smoke for at least 10 minutes prior to any testing.

If the testing laboratory confirms the presence of an adulterated substance within the specimen, the specimen will be classified as invalid for further testing.

11.6 Appeal of a Confirmed Positive Saliva Result

If a person disputes a confirmed positive result, the person shall have a period of 14 days to appeal following receipt of written notification of the result.

A written notice of appeal must indicate whether the person wishes to request that the same or a different NATA Accredited confirmatory laboratory test the referee specimen.

An Employee will not be disadvantaged until the final outcome of the appeal process is reached. If the referee specimen has been deemed invalid then the confirmatory result will be deemed invalid and treated as a negative result.

Failure by the Employee or their representative to lodge an appeal within the 14 day appeal period is considered to be the equivalent of no appeal being lodged.

The referee specimen shall be analysed in accordance with ASNZS 4760:2019 section 5.17.

The Employee requesting confirmatory testing of the referee specimen shall meet the costs of the confirmatory test except where the referee specimen confirmatory test result is negative or invalid. SCL will pay upfront the costs of testing in this instance with the Employer to recover costs if the test is positive.

A positive confirmatory test of the referee specimen will be treated in accordance with procedures for confirmed positive results (See Section 13).

A negative or invalid confirmatory test result for the referee specimen will be treated in accordance with procedures for confirmed negative result (See Section 12).

11.7 Classification of Laboratory Confirmed Positive Results

If the specimen returns a laboratory confirmed positive result to any of the drugs listed in Appendix 3 Table 2, the specimen is considered as a laboratory confirmed positive result and will be dealt with in accordance with procedures for confirmed positive results (See Section 13).

11.8 Tests Confirm the Presence of Morphine

If the laboratory analysis confirms the presence of Morphine (in the absence of 6-acetylmorphine – i.e. indicator of Heroin) the person shall be required to provide proof within a reasonable timeframe that they hold a legitimate S8 Medical Prescription for the drug(s) in question. A Medical Practitioner's certificate for medical clearance stating the person is fit for duty must be held. The person must be managed as part of the organisation's rehabilitation plan, which clearly specifies the duties they are able to perform.

If the person fails to provide proof of an S8 Medical Prescription or the person does not have a current rehabilitation plan, the specimen will be considered positive and will be dealt with in accordance with procedures for confirmed positive results (See Section 13).

Where the laboratory analysis confirms the presence of over the counter medication containing Pseudoephedrine, no further action will be taken and test results will be considered negative in accordance with procedure for confirmed negative results (See Section 12).

12.0 Procedures for Confirmed Negative Results

Where a person obtains a confirmed negative result (at or below the target concentration following confirmatory testing) the following steps will apply:

12.1 Employee

If the laboratory analysis of the confirmatory saliva specimen returns a confirmed negative result, no notes or documentation will be placed on the Employee's personnel file, and no deduction of leave or pay will occur and the Employee will not be disadvantaged.

12.2 Contractor

If the laboratory analysis of the confirmatory saliva specimen returns a confirmed negative result, a copy of the report may be provided to the Contractor concerned, SCL and the Contractor's Employer or the Employer's representative on-site if required.

12.3 Visitor

If the laboratory analysis of the confirmatory saliva specimen returns a negative result, the Visitor will be advised accordingly and will be permitted access to SCL sites in accordance with usual practice.

13.0 Management of Persons With a Confirmed Positive Result

13.1 Confirmed Positive Results or Further Breach of the Drug and Alcohol Procedure – Employee

Employees having confirmed positive results will be offered support as outlined in counselling and support (See Section 5) and following this, will refer to the Performance Management process.

13.2 Confirmed Positive Result – Contractor’s Employee

A copy of the confirmed positive test report shall be sent to the Contractor concerned, SCL and the Contractor’s Employer or the Employer’s representative on-site.

The Contractor will advise the SCL representative of remedial action taken.

The Contractor may be required to show cause demonstrating why the Contractor’s Employee should be allowed to return to the SCL workplace.

A Contractor’s Employee who returns a second confirmed positive result within 12 months from the first confirmed positive test result may be refused access to the site at the discretion of the SCL Site Manager. The Contractor’s Employee may be refused access to any or all SCL sites.

At its discretion, SCL may seek reimbursement of the costs incurred by SCL from the Contractor’s Employer for all testing subsequent to initial saliva drug screening test.

13.3 Confirmed Positive Result – Visitor

A record will be kept of the Visitor’s name and that person will be required to return a negative result before future access to the site may be granted.

A Visitor who returns a second confirmed positive result may be refused access to any or all SCL sites at the discretion of SCL.

14.0 Application for Leave

No deduction of pay or leave will occur until after the receipt of a confirmed positive result subject to the appeals process.

Employees who are unable to work because they cannot comply with the conditions of this Procedure shall apply for leave for time they are unable to work.

Applications for leave will only be processed after the receipt of a confirmed positive result for drugs or a BAC positive result. The Employee will nominate the leave type when the Supervisor advises them of the test result.

15.0 Further Information

Further information or assistance (e.g. counselling service details, self test kits, drug fact sheets, health information) with this Business Procedure can be obtained from your Supervisor, First Aid Officer, Health and Safety Adviser, Rehabilitation and Return to Work Co-ordinator, Occupational Health Nurse, or Union Delegate.

16.0 Audit and Review

16.1 Review of Common Procedure

16.2 Audit and Review of Actual Performance

Managers together with Health and Safety are to ensure that alcohol and other drugs risk control measures, incident reporting and response procedures are in place, followed and audited on a regular basis.

16.3 Review of Incidents

SCL shall ensure that alcohol and other drugs related issues are considered in the investigation and reporting of incidents.

17.0 Review, Consultation and Communication

Review:

This Document is required to be reviewed, as a minimum, every 5 years or more frequently, if required, through changes in Legislation, Australian Standards or workplace practices (includes events, results, issues etc.).

Consultation:

Personnel consulted during the review of this document include the Corporate Health and Safety team as well as any other personnel who have an interest in the process.

Communication/Requirements after Update:

This Business Procedure will be communicated to sites by an e-mail from the Manager Health and Safety and on GenNet.

18.0 References (Including Information Services)

Source	Reference
Legislation	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 (Qld) • Work Health and Safety Regulation 2011 (Qld) • Privacy Act 1988 (Cth) • Workplace Relations Act 1996 (Cth) • Traffic Act 1949 (Qld) • Corporations Act 2001 (Cth)
Standards	<ul style="list-style-type: none"> • Australian Standard AS 4760-2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid. • Australian and New Zealand Standard ASNZS 4760:2019 Procedure for specimen collection and the detection and quantification of drugs in oral fluid. • Australian Standard: AS 3547:1997 Breath Alcohol Testing Devices for Personal Use.
Business Procedures	<ul style="list-style-type: none"> • Recruitment, Selection and Appointment Business Procedure PEO-PROC-23
Stay Safe	<ul style="list-style-type: none"> • Alcohol and Other Drugs Stay Safe OHS-PROC-411A
Tools	<ul style="list-style-type: none"> • Alcohol and Other Drugs Management – Observation and Assessment Form T-2139

19.0 Definitions

The definitions in this document pertain only to the matters dealt with in this document. They shall not be used to infer rights and/or obligations in any other industrial mechanism

Words	Definition
Fitness for Duty as it relates to Drugs and or Alcohol	Returning an alcohol test above the defined limits as prescribed by this Procedure; returning a drug test result above the limits defined in relevant current Australian Standards for example AS4760- 2006 – <i>Procedures for Specimen Collection and the Detection and Quantitation of Drugs in Oral Fluid</i> . In transition to ASNZS 4760:2019 <i>Procedure for specimen collection and the detection and quantification of drugs in oral fluid</i>
Alcohol	Ethyl Alcohol, Ethanol
Appeal Period	As defined in - Appeal of Confirmed Positive Saliva Result (See Section 11.6).
Breath Alcohol Concentration (BAC)	Blood alcohol concentration or its equivalent breath alcohol concentration. The units used for expression of blood alcohol concentration in this Standard being per cent (%) with the equivalent breath concentration being expressed as the percentage of grams in 210 Litres of expired breath.
BAC Positive	A person will return a BAC positive result if the BAC reading is 0.050% or greater.
BAC Negative	A person will return a BAC negative result if the BAC reading is less than 0.050%.
Chain-of-Custody	A series of procedures to account for the integrity of each oral fluid specimen by tracking its handling and storage from point of specimen collection to final disposal of the specimen. This includes a signed declaration and agreement to provide a specimen.
Chain-of-Custody Form	A form used from time of collection of the specimen to its receipt by the laboratory, as well as dispatch between laboratories.
Collector	A SCL Employee or representative of the drug and alcohol testing service provider who has undertaken and completed an accredited training course in conducting workplace drug and alcohol testing.
Confirmed Negative	A test result at or below the target concentration following confirmatory drug testing.
Confirmed Positive	A test result above the target concentration following confirmatory drug testing.
Confirmatory Test	An analytical procedure that uses mass spectrometry to identify and quantify unequivocally a specific drug or metabolite.
Contractor	A person who carries out work under a contract for services with SCL, either as an individual or as an Employee of a company other than SCL or its related bodies corporate as defined in the Corporations Act 2001 (Cth).
Disciplinary Action	Action taken at the discretion of SCL in accordance with the terms of this Standard, and it may include termination of employment of an Employee, termination of engagement of a Contractor or refusal of entry to a Contractor's Employee. Where relevant, disciplinary action will be taken in accordance with SCL's performance management policy and procedure.
Donor (AS)	A person who provides an oral fluid specimen to be assessed for the presence of drugs.
Drug	Any substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any form which, when consumed or used by any person, deprives or alters the person either temporarily or permanently of any of their normal mental or physical faculties. For the purpose of this Procedure the term shall be applied to the drugs/metabolites listed in Table 2 of Appendix 3.
Employee	Person having a valid contract of employment with SCL and/or is in receipt

Words	Definition
	of salary or wages from SCL or its related bodies corporate as defined in the Corporations Act 2001 (Cth).
Employee Assistance Program (EAP)	The EAP is provided by trained professionals operating externally to SCL. They provide counselling, information and assistance on a wide range of problems including work stress, relationship and family problems, conflict and managing change, and other issues that may lead to alcohol and other drug problems.
Fit for Duty	Means that a person is in a state (physical, mental and emotional) which enables them to perform assigned tasks competently and in a manner which does not threaten or compromise the safety or health of themselves or others.
Formally Representing	When an Employee has been requested to attend a function/event on behalf of the organisation.
Industrial Instrument	All forms of employment contract including collective agreement, award, common law contract, executive contract etc.
Illegal or Illicit Drugs	Every substance or article which is a dangerous drug under or within the meaning of the Drugs Misuse Regulation 1987 (Qld).
Immunoassay Screening	The use of antibodies to detect the presence of drugs.
Initial Testing	An on-site testing procedure which is used to exclude the presence of a drug or a class of drugs.
Laboratory	An independent place at which the analytical procedures are conducted and conform with best industry practice and procedures.
Near Miss	Any unplanned incident that occurs at the workplace which has the potential to result in a serious injury, damage to plant, or the environment.
Negative Test Result	A result at or below the nominated or target concentration used for initial drug testing.
Non-prescribed Drug	Any drug legally obtained but not prescribed by a Medical Practitioner, including but not limited to over-the-counter medication.
Overhaul	Planned period of time where plant or equipment is taken offline for routine maintenance and statutory inspections or as otherwise specified by the organisation's industrial instrument.
Person/s, Personnel	Employees, Contractors and Visitors.
Prescription Drugs	Drugs legally prescribed by a Medical Practitioner.
Random	A selection process where each variable in the sample has the same probability of being selected.
Reasonable Suspicion	Is an opinion that is formed as a result of an observation that is conducted with reference to Appendix 1.
Referee Specimen (AS)	A separate container of the collected second specimen or an additional specimen collected at the same time as the second specimen, which is sealed at the point of collection and subsequently transported and securely stored at the confirmatory testing laboratory for analysis in the event of a disputed analysis.
Return-to-Work Test	A saliva drug-screening test/alcohol test that is conducted upon a person's return to a SCL workplace to confirm a negative result after having tested either unconfirmed result to initial on-site testing or confirmed positive in confirmatory testing.
S8 Medical Prescription	A group of medications that the Commonwealth Government has classified and placed restrictions on prescription by your Medical Practitioner and supply by your Pharmacist. These drugs have potential for abuse and diversion into the illegal drug market.
Second Specimen	A saliva specimen that is obtained by the Collector as soon as reasonably

Words	Definition
(Confirmation)	practicable from a person who has had an unconfirmed result to the on-site saliva drug-screening test. The second specimen will be used for confirmatory testing and split for a referee specimen.
Serious Injury	A work related incident which results in disability, illness or time lost from work of one day/shift or more.
Shall/Will/Must	Indicates that a statement is mandatory.
Should	Indicates a recommendation.
Supervisor	Any person with supervisory or management responsibility and accountability for work team members.
Testing Provider	The entity engaged by SCL to undertake alcohol and drug testing on behalf of SCL, in accordance with this Procedure.
Unconfirmed Result	A result that requires confirmatory testing of the specimen to unequivocally determine the presence or absence of a drug.
Visitor	A person seeking access to a SCL workplace without entering into an employment relationship or contract with SCL. For example, attending a SCL workplace as an invited guest of an Employee or Contractor.
Working Party Representative	Nominated member of Union and Management groups that have collaboratively developed the Common Policy and Procedure for The Management for Fitness for Work within Queensland Government Owned generators.

20.0 Revision History

Rev. No.	Rev. Date	Revision Description	Written by	Endorsed By	Approved by
0	19.06.2009	New Document	Michael Joy		Andrew Krotewicz
1	21.08.2013	Document has been reviewed to encompass the corporation – Stay Safe is an extract of this document and has been given the same number as this document	Chris Shackleton	ESC-13-8-2.2	Richard Van Breda
2	10.09.2020	Scheduled Review.	Jan Fullard	Kriss Ussher	Michael Joy

21.0 Attachments

[Appendix 1: Alcohol and Other Drugs](#) – Observation of person suspected of AOD use

[Appendix 2: Alcohol and Other Drugs](#) – Legislative requirements

[Appendix 3: Alcohol and Other Drugs](#) – Tables of drug types and levels

Appendix 1 – Alcohol and Other Drugs

Observation of Person Suspected of Alcohol and/or Drug Use

A person may be reasonably suspected of not meeting the SCL fitness for duty standard as it relates to alcohol and/or prescriptive or illegal drugs where the person is demonstrating one or more of the following physical symptoms or behaviours. Employees displaying these symptoms may require medical treatment. Care shall be taken, as some of the symptoms outlined below are similar to those for the onset or occurrence of a heart attack, stroke or other illnesses. Therefore, these symptoms are listed as a guide only as to symptoms that may be exhibited when a person may be affected by alcohol or other drugs.

Physical Symptoms

- Flushing, dizziness
- Bloodshot eyes, dilated (enlarged) pupils
- Unclear judgement, confused
- Shakiness
- Uncoordinated movements
- Irregular breathing
- Slow reactions or hyperactivity
- Loss of memory
- Slurred speech
- Smells of alcohol
- Aggression, tension, depression
- Loss of inhibitions, tendency to laugh or talk more than usual
- Vomiting/unconsciousness
- Irrational behaviour – incl. hallucinations, anxiety, irritability, threatening manner
- Convulsions, trembling
- Increased sweating
- Sleepiness

Appendix 2 – Alcohol and Other Drugs

Legislative Requirements (Information Only)

Employees and others must ensure they comply with general and specific legal requirements related to the duties or positions they undertake.

In accordance with Section 16 of the *Traffic Act 1949 (Qld)*, these requirements include, but are not limited to, the following:

- a) for a person in charge of a bicycle, motor bike, buggy, all terrain vehicle or motor vehicle, a BAC of less than 0.050%;
- b) for a person who has not attained the age of 25 years, who is the holder of a provisional licence, a BAC of not more than zero (0.000%);
- c) for a person in charge of truck, bus, articulated motor vehicle, crane, vehicle carrying dangerous goods, elevating work platform, earth moving equipment, or forklift a BAC of not more than zero (0.000%); and
- d) for a person engaged in activities on the railway system, a BAC of not more than zero (0.000%).

Appendix 3 – Alcohol and Other Drugs

Tables of Drug Types and Levels

TABLE 1: ON-SITE IMMUNOASSAY SCREENING TEST CUT OFF CONCENTRATIONS

(Table A.1: ASNZS 4760-2019 in transition from Table 3.1: AS 4760-2006)

Class of drug	Cut-off concentration ng/mL
Amphetamine-type substances	50
Cannabinoids	15
Cocaine and metabolites	50
Opiates	50
Oxycodone	40

NOTE: The cut-offs apply to the concentration in the neat oral fluid specimen (obtained from the donor).

TABLE 2: CONFIRMATORY TEST CUT OFF CONCENTRATIONS

(Table 3: ASNZS 4760-2019 in transition from Table 5.1: AS 4760-2006)

Compound	Cut-off concentration ng/mL
Amphetamine	25
Methylamphetamine	25
Methylenedioxyamphetamine	25
Methylenedioxyamphetamine	25
Δ^9 -tetrahydrocannabinol (THC)	5
Cocaine	25
Benzoyllecgonine	25
Codeine	25
Morphine	25
6-Acetylmorphine	10
Oxycodone	20

Notes:

1. These targets represent the undiluted oral fluid concentration.
2. For analytes not included in this Table, the laboratory shall select a target concentration as appropriate for oral fluid.