



Gladstone Ports Corporation
Growth, Prosperity, Community.

GPC Policy - Drug and Alcohol

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Policy Intent

This drug and alcohol policy is intended to ensure that Gladstone Ports Corporation (GPC) meets its responsibilities under section 28 of the Workplace Health and Safety Act 1995 to provide a safe workplace.

This policy should be read and applied in conjunction with the GPC Drug and Alcohol Testing Procedure (Docs #163222)

GPC's Objective

GPC's objective is to ensure that the health and safety of people at its sites are not put at risk by the actions of people under the influence of drugs and alcohol.

Application

This policy will apply to:

- all employees, contractors, visitors (including board members) entering onto GPC workplaces.
- all GPC employees working on premises external to GPC's own, including but not limited to, premises of suppliers and /or customers of GPC.

The objective of this policy will be achieved by:

- Prohibiting the unauthorised possession and consumption of alcohol and illegal drugs by any person while on GPC sites.
- Conducting pre-employment drug testing.
- Prohibiting people under the influence of drugs or alcohol from entering onto GPC sites.
- Providing facilities and resources to enable employees, contractors and visitors to self-test for drug and alcohol.
- Conducting a random drug and alcohol testing regime at all GPC operated sites.
- Implementing a regular testing regime for employees who fail drug and alcohol tests.
- Mandatory drug and alcohol testing of any person driving or operating vehicles or equipment which is involved in an incident or dangerous events, as defined by the *Workplace Health and Safety Act 1995*
- Testing of GPC employees, contractors, visitors where there is reasonable suspicion that they are affected by drugs or alcohol.

Policy Implementation

- Providing drug and alcohol education, awareness and counselling programs for GPC employees.
- Requiring adherence to GPC's drug and alcohol policy in all contracts of service.

Medical Review Officer

GPC will appoint a Medical Review Officer (MRO) who will determine whether or not a non-negative test result is scientifically accurate, and has a legitimate medical explanation. The MRO will make determinations about the results of tests and provide advice to GPC on its response to test results.

Workplace safety is GPC's primary focus for implementing its drug and alcohol policy.

It is a condition of access to GPC sites that all people must participate in drug and alcohol testing when required to do so.

Positive drug and alcohol test results will, in the first instance, trigger a well-being focused response.

Principles

The privacy and dignity of people being tested as part of the implementation of this policy will be protected.

GPC respects the privacy of individuals and will maintain confidentiality of all personal information collected.

In the case of post-incident testing, the health and safety of the individual(s) involved will take precedence over any testing regime.

Drug screening tests will be undertaken using an oral swab with reference to *AS4760 Procedures for the collection detection and quantification of drugs in oral fluid*.

Testing Methods

Drug confirmation tests will be undertaken in an accredited laboratory in accordance with *AS4760 Procedures for the collection detection and quantification of drugs in oral fluid*.

Alcohol tests will be undertaken using alcohol breath analysers in accordance with *AS/NZS 3547:1997 Breath Alcohol testing devices for personal use*.

Testing Limits**Blood Alcohol Target Concentrations**

	<u>Target Concentration</u>
Operators of Heavy Vehicles, Plant or Machinery as per the Queensland Government Road Safety Guidelines	0.00 g/100mL
All Other Employees	0.02 g/100mL

Immunoassay Initial Test Target Concentrations (Screening Test)

<u>Class of Drug</u>	<u>Target Concentration ng/mL</u>
Opiates	50
Amphetamine-type stimulants	50
Δ9-tetrahydrocannabinol (THC)	25
Cocaine and metabolites	50

Non-immunoassay Initial Test Target Concentrations (Confirmation Test)

<u>Compound</u>	<u>Target Concentration ng/mL</u>
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methyl amphetamine	25
Methelenedioxymethylamphetamine	25
Methelenedioxyamphetamine	25
Δ9-tetrahydrocannabinol (THC)	10
Cocaine	25
Benzoylcgonine	25
Ecgonine methyl ester	25

Accountability

The...	Is accountable for...
Gladstone Ports Corporation	<p>Ensuring that all:</p> <ul style="list-style-type: none"> • employees, • external parties under a “contract of service”; and • all visitors to GPC operated sites <p>are aware of their responsibilities under the GPC Drug and Alcohol Policy.</p> <p>Ensuring that adequate resources are provided to effectively implement this Policy.</p>
Managers & Supervisors	<p>Ensuring that all employees are aware of the GPC Drug and Alcohol Policy and Procedures.</p> <p>Ensuring that the GPC Drug and Alcohol Policy and Procedures are used with reference to, and in conjunction with, any other regulations applicable to the employee’s terms of employment with GPC.</p> <p>Ensuring that matters undertaken to implement the GPC Drug and Alcohol Policy and Procedures are kept confidential.</p> <p>Ensuring that the provisions of this Policy and related Procedures are enforced.</p>
Employees	<p>Ensuring that they present themselves as “Fit for Work” at the commencement of a shift and remain so for the duration of that shift.</p> <p>Abiding by the requirements of this Policy.</p> <p>Notifying their Supervisor if they reasonably suspect that any person on site may be under the influence of drugs or alcohol.</p>
Contractors	<p>Ensuring that they present themselves as “Fit for Work” when undertaking work duties at GPC sites and remain so for the duration of their presence on GPC sites.</p> <p>Abiding by the requirements of this Policy.</p> <p>Notifying their GPC representative if they reasonably suspect that any person on site may be under the influence of drugs or alcohol.</p>
Visitors	<p>Ensuring that they present themselves as “Fit for Work” when visiting a GPC site and remain so for the duration of their presence on a GPC site.</p> <p>Abiding by the requirements of this policy.</p> <p>Notifying their GPC representative if they reasonably suspect that any person on site may be under the influence of drugs or alcohol</p>

<p>Medical Review Officer</p>	<p>Checking the integrity and accuracy of the drug and alcohol testing process.</p> <p>Liaising directly with candidates.</p> <p>Providing advice to GPC on appropriate response procedures.</p>
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- Alcohol refers to all substances that contain alcohol (including drinks, foods and medicine).
- Drug refers to all substances (including prescription medication) that when taken into the body alters the way the body functions physically or psychologically.
- Contractors are people who perform work at an agreed price / rate (i.e., labour hire personnel employed by labour hire agency; person/s performing work within constraints of own ABN, etc) but are not assigned a GPC payroll number

Definitions

- Employee is a person who is employed by GPC under an industrial instrument or employment contract whether short or long term.
- Fit for Work is a state in which a person complies with the testing limits set in this Drug and Alcohol Policy.
- Reasonable Suspicion is a judgement of impairment based on the indicators set out in the GPC Drug and Alcohol Procedures.
- Visitor is any person who is legitimately on-site and not a GPC employee or Contractor.
- Workplace is any place where work is, or is to be, performed by a worker or a person conducting a business or undertaking.

Costs

GPC will fund drug and alcohol testing and the provision of the GPC approved Employee Assistance Program service.

Disputes

Matters put into dispute, pertaining to the application of this Policy, will be dealt with in accordance with the GPC Dispute Procedure.

Policy review

This policy shall be reviewed every 2 years.

Legislation

Workplace Health and Safety Act 1995.
Information Privacy Act 2009.

**Further
Information**

For further information contact the GPC Health, Safety, Environment & Security Department.