



Procedures for Drug and Alcohol Testing

Document Number:	163222 v15
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Approved:	01.03.2007
Reviewed:	22.06.2009 17.06.2011 12.07.2011

Table of Contents

Table of Contents	1
Procedures For Drug and Alcohol Testing	2
1. Intent	2
2. Application.....	2
3. Content.....	2
4. Accountabilities.....	2
5. Testing Methods and Limits	2
5.1 Testing Methods	2
5.2 Testing Limits	3
6. Procedures for Testing	4
6.1 Pre-employment testing.....	4
6.2 Employee Self testing	4
6.3 Random testing	5
6.4 Follow-up testing.....	9
6.5 Post incident testing	9
6.6 Suspicion testing.....	9
6.7 Testing at a Non GPC Site	10
7. Procedures For Responses	10
7.1 Role of Medical Review Officer.....	10
7.2 Screening test result is Negative	11
7.3 Screening test result is Non-negative.....	11
7.4 Confirmation test result is Negative.....	11
7.5 Confirmation test result is Positive.....	12
7.6 Subsequent Breaches of GPC’s Drug and Alcohol Policy	12
7.7 Safe Transfer Home.....	13
8. Procedures For Refusal to undertake a drug or alcohol test	13
9. Confidentiality	13
10. Record management.....	13
11. Discipline	13
12. Disputes	13
13. Definitions.....	14

PROCEDURES FOR DRUG AND ALCOHOL TESTING

This procedure should be read and applied in conjunction with the GPC Drug and Alcohol Policy DOC# 106901

1. INTENT

This procedure sets out how Gladstone Ports Corporation (GPC) will achieve its policy objective of ensuring 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.

2. APPLICATION

These procedures apply to all people as defined in the GPC Drug and Alcohol Policy.

3. CONTENT

These procedures establish the processes to be followed in implementing the GPC Drug and Alcohol Policy, including:

- How drug and alcohol testing will be conducted;
- The actions to be followed in response to drug or alcohol tests including immediate responses and follow-up actions; and
- How matters of confidentiality, discipline and disputes will be handled.

4. ACCOUNTABILITIES

The accountabilities included in the GPC Drug and Alcohol Policy will apply to these procedures.

5. TESTING METHODS AND LIMITS

5.1 Testing Methods

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

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*.

5.2 Testing Limits

5.2.1 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

5.2.2 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

5.2.3 Non-immunoassay Initial Test Target Concentrations (Confirmation Tests)

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

6. PROCEDURES FOR TESTING

6.1 Pre-employment testing

As part of its normal recruitment process GPC requires the preferred candidate to undertake a drug test prior to their employment being finalised. This testing is undertaken by an off-site service provider and involves urine testing for:

- Opiates
- Sympathomimetic amines
- Cannabis metabolites
- Cocaine metabolites
- Benzodiazepines

Results of these tests are retained on the employee's personal file by GPC's Employee Relations Department if the candidate is successful in securing employment at GPC.

6.2 Employee Self testing

GPC will provide drug and alcohol self testing kits at the following locations and provide its employees with instruction in their use.

- Auckland Point Security Hut
- Barney Point Crib Room
- Revegetation and Landscaping Crib Room
- RGTCT Drug and Alcohol Testing Facility
- RGTCT Occupational Health Centre
- RGTCT Main Car park
- RGTCT Warehouse
- Quarry Crib Room
- Yarroon Street
- Kullaroo House
- Port Alma
- Port of Bundaberg

Employees may use these kits at work or take them off-site to undertake tests before presenting for work. An employee undertakes this test of their own accord therefore no documentation is required. However, all employees have obligations under the *Workplace Health and Safety Act 1995* to not wilfully place at risk the health and safety of themselves or any person at the workplace. Presenting for work in the knowledge that they have returned a non-negative test result may breach the Act.

If an employee returns a non-negative reading from a self test (conducted off-site, prior to the commencement of their shift, or during their shift), they:

- 1 May request a screening test; or
- 2 Choose not to present for work, using their leave entitlements (e.g. annual leave, sick leave, RDO, leave without pay) to cover their absence; or
- 3 Choose to leave work, after advising their Supervisor, and use their leave to cover their absence.

6.3 Random testing

Random drug and alcohol testing will be conducted on GPC operated sites by an independent, appropriately qualified and competent service provider (the Tester).

The Tester will develop and implement an operationally appropriate random selection process which must meet the satisfaction of GPC management.

The goals of the random selection process will be:

- To, on average, test each GPC employee at least twice each year for drugs.
- To, on average, test each GPC employee at least twice each year for alcohol.
- To ensure that Contractors and visitors are also tested.

The random selection process will be reviewed regularly to ensure that its application meets these goals.

6.3.1 Random Alcohol Testing

6.3.1.1 Timing

Because of the nature of the task, alcohol testing will typically be undertaken at the start of shifts or following breaks in shift.

6.3.1.2 Candidate Selection

Candidates will be selected by selecting a ball from a bag. A white ball will indicate non-selection; a coloured ball will indicate selection.

At RGTCT.

- Candidates selected at the turnstile gates will be required to proceed to the drug and alcohol testing room to undertake an alcohol screening test.
- Candidates selected from vehicles entering site may be tested in the vehicle, or upon request of the candidate, in the drug and alcohol testing room. All occupants of that vehicle will be tested. Candidates returning a non negative screening test will be required to park their vehicle and proceed to the drug and alcohol testing room to undertake further alcohol testing.

At Kullaroo House and Yarroon Street.

- All candidates selected will go to the designated meeting room on the ground floor of the Yarroon Street office to undertake an alcohol screening test. Candidates returning a non negative screening test will be required to be taken to a designated testing facility to undertake further alcohol testing.

At Barney Point.

- Candidates selected at the turnstile gate will be required to proceed to the designated room at Barney Point to undertake an alcohol screening test.
- Candidates selected from vehicles entering site may be tested in the vehicle, or upon request of the candidate, the designated room at Barney Point. All occupants of that vehicle will be tested. Candidates returning a non negative screening test will be required to proceed to the designated testing facility to undertake further alcohol testing.

At Auckland Point.

- Candidates selected from vehicles entering site may be tested in the vehicle, or upon request of the candidate, at a designated testing facility. All occupants of that vehicle will be tested. Candidates returning a non negative screening test will be required to be taken to a designated testing facility to undertake further alcohol testing.

At Earth Works Sites.

- Candidates selected entering sites as pedestrian traffic will be required to proceed to the designated drug and alcohol testing room to undertake an alcohol screening test.
- Candidates selected from vehicles entering site may be tested in the vehicle, or upon request of the candidate, at designated testing facility. All occupants of that vehicle will be tested. Candidates returning a non negative screening test will be required to be taken to a designated testing facility to undertake further alcohol testing.

At Port Alma and Bundaberg.

- Candidates selected entering sites as pedestrian traffic will be required to proceed to a designated drug and alcohol testing room to undertake an alcohol screening test.
- Candidates selected from vehicles entering site may be tested in the vehicle, or upon request of the candidate, at designated testing facility. All occupants of that vehicle will be tested. Candidates returning a non negative screening test will be required to be taken to a designated testing facility to undertake further alcohol testing.

Where not specified a designated testing area will be established at each site. Candidates will be required to enter the testing area one at a time to undertake the test.

Prior to the test being conducted candidates will be requested to provide their full name, date of birth, ID card number to confirm their identity and the name of their Supervisor's or responsible GPC person. Visitors will be asked to provide some other proof of identity.

6.3.1.3 Alcohol Testing Procedure

- i. All alcohol testing procedures shall comply with AS/NZS 3547:1997 Breath alcohol testing devices for personal use.
- ii. The person being tested will be required to supply an air sample from their lungs directed into an approved breath analysis instrument (Mobile Hand Unit). The sample shall be sufficient to obtain a valid reading on the instrument.
- iii. If the test indicates blood alcohol content of 0.02 g/100mL– Blood Alcohol Content (BAC) or above, the person is required to do a second confirmation test.
- iv. The confirmation test must be carried out no less than 15 minutes and no more than 60 minutes after the original test. The confirmation test will be conducted using a wall mounted testing unit.
- v. The person being tested must refrain from taking any fluid or substance; during the waiting period, this includes smoking.
- vi. If an employee returns a non-negative screening test result at a location where there is no wall mounted testing unit their Supervisor must arrange for them to be transported to a site which has appropriate equipment to conduct confirmation testing.
- vii. If the confirmation test result is less than 0.02 g/100mL BAC, the result will be deemed as negative and the person may return to their normal duties. No record will be entered on their personnel file.

However, if the person is a plant or machinery operator and their confirmation result is less than 0.02 g/100mL BAC but above 0.00 g/100mL BAC compliance with the Queensland Government Road Safety Guidelines requires that they do not undertake duties involving the operation of heavy vehicles, plant or machinery. Their Supervisor needs to ensure that this restriction is applied until such time that re-testing confirms that the employee returns 0.00 g/100mL BAC.

- viii. If the result of the confirmation test is equal to, or above, 0.02 g/100mL BAC then a positive result will be recorded. The Tester will notify the employee's Supervisor who will commence the actions outlined in this Procedure. The result will be recorded on the employee's personal file.
- ix. Failure to submit to a test without an acceptable reason will be regarded as a positive result.

6.3.2 Random Drug Testing

6.3.2.1 Timing

Drug testing will be carried out at any time.

6.3.2.2 Candidate Selection

Candidates will be selected by selecting a ball from a bag. A white ball will indicate non-selection; a coloured ball will indicate selection.

At RGTCT.

- Candidates selected at turnstile gates will be required to proceed to the drug and alcohol testing room to undertake a drug screening test.
- Candidates selected from vehicles entering site will be required park their vehicle and proceed to the drug and alcohol testing room to undertake a drug screening test. All occupants of that vehicle will be tested.

At Kullaroo House and Yarroon Street.

- All candidates selected will be required to go to the designated meeting room on the ground floor of the Yarroon Street office to undertake a drug screening test.

At Barney Point.

- Candidates selected at turnstile gate will be required to proceed to the designated room at Barney Point to undertake a drug screening test.
- Candidates selected from vehicles entering site will be required to proceed to the designated room at Barney Point to undertake a drug screening test. All occupants of that vehicle will be tested.

At Auckland Point

- Candidates selected from vehicles entering site will be required to proceed to a designated testing facility to undertake a drug screening test. All occupants of that vehicle will be tested.

At Earth Works.

- Candidates selected entering sites as pedestrian traffic will be required to proceed to a designated drug and alcohol testing room to undertake a drug screening test.
- Candidates selected from vehicles entering site will be required to proceed to the designated drug and alcohol testing room to undertake a drug screening test. All occupants of that vehicle will be tested.

At Port Alma and Bundaberg.

- Candidates selected entering sites as pedestrian traffic will be required to proceed to the designated drug and alcohol testing room to undertake a drug screening test.
- Candidates selected from vehicles entering site will be required to proceed to the designated drug and alcohol testing room to undertake a drug screening test. All occupants of that vehicle will be tested.

A designated testing area will be established at each site where not specified. Candidates will be required to enter the testing area one at a time to undertake the test.

Prior to the test being conducted candidates will be requested to provide their full name, date of birth, ID card number to confirm their identity and the name of their Supervisor's or responsible GPC person. Visitors will be asked to provide some other proof of identity.

6.3.2.2 Drug Testing Procedure

- i. Drug tests will be conducted in a designated area at GPC sites.
- ii. All drug testing procedures, handling, disposal and clean-up shall comply with AS 4760 Procedures for the collection, detection and quantitation of drugs in oral fluid.
- iii. The person being screened will be required to supply an oral fluid sample in the appropriate testing device provided to them by the Tester. The sample shall be sufficient to obtain a valid reading on the instrument.
- iv. If a negative screen result is returned the collected specimen will be disposed of and the person may return to their normal duties.
- v. If a non-negative screening result is returned for any of the substances outlined in Section 4.2. of this Procedure the collected specimen will be labelled and prepared for despatch to a laboratory for confirmation testing.
- vi. The person returning the non-negative screening result will be required to remain with the Tester. The Tester will contact the person's Supervisor if an employee, or their GPC representative, if a Contractor or visitor, who will then manage the situation in accordance with this Procedure.
- vii. Failure to submit to a test without an acceptable reason will be regarded as a positive result and will be treated accordingly.

6.4 Follow-up testing

Any employee who returns a positive confirmation test result for drugs will be subject to follow up testing. In the 12 months after their initial breach the employee will be tested up to four times. The timing of these follow-up tests will be determined by the Medical Review Officer (MRO). This information will be known to the Tester, the MRO and relevant GPC Occupational Health staff but not to any other party.

If no further positive results are reported in the follow-up period the employee will be placed back in the usual random selection pool of all employees.

6.5 Post incident testing

In the event of a workplace incident, as defined in the GPC Drug and Alcohol Policy, the individual(s) involved will be requested to conduct a breath test and provide an oral fluid sample as soon as circumstances allow.

In this type of situation the health and safety of the individuals involved will take precedence over any testing regime.

The candidates will be escorted to a testing area where the tests will be conducted by either the Tester, or appropriately trained GPC staff members.

QML Gladstone Region – 0749722877

Business Hours – Select Option 1

After Hours – Select Option 2

6.6 Suspicion testing

If a Supervisor has observed or received advice that an employee is showing signs of being under the influence of drugs or alcohol, it is their responsibility to act on this information. A comprehensive list of impairment indicators is included as Appendix A.

On the basis that reasonable suspicion is established, the individual concerned will be required to undertake drug and alcohol tests. Their Supervisor will ensure that the candidate is taken for screening tests.

When the testing room is open and appropriately qualified staff are available, testing can be undertaken at this venue. In other circumstances the Supervisor will arrange for the candidate to be escorted to the Tester's nominated premises to undertake screening tests.

As soon as practicably possible after the testing has been conducted the Supervisor shall complete the Supervisor's Reasonable Suspicion Form, put it in the envelope clearly marked "Confidential" and deposit it in the container provided in the Occupational Health Building at RGTCT. If posted from Port Alma or Port of Bundaberg it is as per the labelled address on the envelope. To maintain confidentiality do not retain any copies of the form.

The outcome of the screening test will determine what further action is necessary.

Analysis of trends in suspicion testing will be conducted by the GPC Occupational Health Section to identify victimisation, harassment, continued incidents and injuries whilst impaired. If analyses of records shows evidence that suggests an individual is being victimised Occupational Health staff will bring the matter to the attention of the appropriate Supervisor or Manager for resolution.

The details surrounding reasonable suspicion testing **must** remain confidential. In particular the Supervisor must not divulge the identity of the person reporting their suspicion to the other party.

Approaching an employee, contractor or visitor on reasonable suspicion can be done by Managers and Supervisors. In determining who should approach the candidate consideration should be given to: the workplace culture; the rapport between the candidate and the person considered for the approach; and the communication skills and personality of the candidate.

Discussions with the candidate could be initiated by raising concerns about health and safety responsibilities at GPC and the candidates work performance.

6.7 Testing at a Non GPC Site

If GPC becomes aware that an 'on-duty' employee was subject to a screening testing procedure at a non- GPC site and returned a result that was not within the acceptable standards set by the GPC then, the employee will be removed from that site. The matter will then be subject to the same action as if the testing was conducted at a GPC site.

7. PROCEDURES FOR RESPONSES

7.1 Role of Medical Review Officer

GPC will appoint a Medical Review Officer (MRO) who will be actively involved in the response to any non-negative or positive drug or alcohol testing result. Medical review of drug and alcohol tests results protects both the employee and employers from the liabilities inherent in any testing program. The integrity of a testing program depends on its fairness and accuracy. No individual should be labelled a substance abuser in error. The MRO plays a central role in ensuring that this does not happen.

The MRO will have direct contact with the candidate and will be responsible for ensuring:

- Independence and impartiality;
- Integrity and accuracy of the drug testing process;
- Quality assurance; and
- Confidentiality

7.2 Screening test result is Negative

If a person returns a negative result for a drug or alcohol screening test the collected specimen will be disposed of and the person may return to their normal duties. No record of the test will be recorded on their personal file.

7.3 Screening test result is Non-negative

7.3.1 Alcohol Test

A Contractor or visitor returning a non-negative alcohol test will immediately be asked to leave the GPC site. GPC will advise their employer of the outcome of the screening test and request that they address the issue.

When an employee presents a result equal to, or above, the test levels set out in Section 5.2 of this Procedure that person must undertake a confirmation test within 15 to 60 minutes of the original test.

If the person believes that their result is due to other matters they will be referred to the MRO who will make a final determination about their fitness to attend work and advise the employee's Supervisor.

7.3.2 Drug Test

A Contractor or visitor returning a non-negative test will immediately be asked to leave the GPC site. GPC will advise their employer of the outcome of the screening test and request that they address the issue.

When an employee returns a non-negative result for a drug screening test the test sample will be sent to a laboratory for confirmation testing. This process may take 3-4 days. The employee's Supervisor will be advised of the outcome of the test and the employee will immediately be referred to the MRO who will make a determination about their fitness for work.

If the MRO concludes that they are fit to attend work the MRO will contact the employee's Supervisor and advise them of their recommendation and any conditions related to the employee's work.

If the MRO determines that the employee is unfit for work, they will not be permitted to enter, or remain, on a GPC workplace. The MRO will contact the employee's Supervisor and advise them of their recommendations.

The MRO may suggest that further screening tests be undertaken when the employee next presents for work.

Should an employee, contractor or visitor dispute the result of the initial screening test they will be afforded the opportunity to undertake a second screen and have their sample independently assessed by an appropriate testing facility.

7.4 Confirmation test result is Negative

7.4.1 Alcohol

If the result of a confirmation test for alcohol is negative it will be recorded as negative and the person will be deemed to be fit for work. However, if the person is a plant or machinery operator and their confirmation result is under 0.02 g/100mL BAC but above 0.00 g/100mL BAC, compliance with the Queensland Government Road Safety Guidelines requires that they do not undertake duties involving the operation of heavy vehicles, plant or machinery. Their Supervisor needs to ensure that this restriction is applied.

7.4.2 Drugs

If the result of a confirmation drug test is negative, it will be recorded as a negative result and the employee shall be deemed to be fit for work and permitted to return to full normal duties. Any leave taken while awaiting the outcome of the confirmation test will be reimbursed.

In the event that confirmation testing returns a negative result and an employee is being harassed at work as a consequence of the process, the Supervisor should provide a referral to the GPC's Employee Assistance Program

7.5 Confirmation test result is Positive

7.5.1 Alcohol

Where an alcohol confirmation result is equal to or greater than 0.02g/100mL BAC, it will be deemed as a positive result. The employee will be deemed to be unfit for work and asked to step down from their duties, and leave the site immediately. The test result will be recorded on the employee's personal file.

7.5.2 Drugs

When a drug confirmation test returns a positive result the employee will be placed on leave from the workplace and until they can be assessed by the MRO. The MRO will assess the case and recommend when the employee can return to work and under what conditions. Once an employee is found to have breached GPC's Drug & Alcohol Policy the assistance of a counselling service will be made available to them.

7.5.3 Absence from work

Absence from work due to a positive alcohol or drug test must be taken as leave. The type of leave will be determined in consultation with the employee's immediate Supervisor / Superintendent / Manager. If the employee does not have adequate sick leave available they may access other forms of accumulated leave. If accumulated leave is unavailable they will be granted unpaid leave.

If the employee is employed on a casual basis they will be granted accumulated leave or unpaid leave.

7.5.4 Further Testing

The MRO will assess all cases involving a positive test result, and recommend:

- i. When the employee can return to work and under what conditions; and
- ii. The frequency and duration of any subsequent drug and/or alcohol testing.

7.6 Subsequent Breaches of GPC's Drug and Alcohol Policy

If an employee returns a second positive test result for drugs or alcohol in the space of 24 months, it is mandatory for that individual to attend counselling. If the employee fails to participate they will be dealt with under the GPC Disciplinary Procedure.

If a third positive reading occurs within the 24-month period this may be considered as a dismissible offence and their employment status will be reviewed.

If a contractors or a visitor tests positive for a second time within a 24 month period their access to a GPC site will be reviewed with a possible consequence being a ban from all GPC work sites.

7.7 Safe Transfer Home

If it is deemed appropriate, the Supervisor may be asked to arrange for the employee and their vehicle to be taken home. If a person refuses to be driven home, or allow a third party to drive their vehicle home, then the Supervisor should inform them that if they drive their own vehicle after recording a non-negative test they may be breaching the law. Further they should be advised that if they have an accident and are injured, they may not be able to make a claim to WorkCover as a journey claim.

When a Contractor or visitor presents a non-negative result, their Manager or organisation will be asked to provide safe transport arrangements when they are notified of the result.

8. PROCEDURES FOR REFUSAL TO UNDERTAKE A DRUG OR ALCOHOL TEST

If a person selected to undertake any drug or alcohol test refuses to participate, a result of a confirmed positive test will be recorded and they will be stood down from their position and asked to leave the workplace.

The matter will then be addressed as a breach of the GPC Code of Conduct. Reporting of such incidents to the relevant General Manager is mandatory. The matter will be dealt with using the GPC Disciplinary Procedure.

9. CONFIDENTIALITY

GPC respects the privacy of personal information and will ensure the confidentiality of any personal information collected.

10. RECORD MANAGEMENT

Records relating to the collection and transport of on-site and laboratory results will be managed in accordance with *AS:4760 Procedures for the collection, detection and quantitation of drugs in oral fluid*.

All test results will be sent from the external laboratory directly to the MRO for review. GPC Occupational Health Section will manage the long term storage of these results.

Records of the number of tests undertaken and the employees tested will be kept to enable the regular review, and where necessary amendment, of the random selection process.

11. DISCIPLINE

Any disciplinary matters arising from a breach of GPC's Drug and Alcohol Policy or Procedures will be dealt with in accordance with GPC's Disciplinary Policy and Procedures.

12. DISPUTES

Any disputes in the implementation of this procedure should in the first instance be referred to the Department Manager or the Employee Relations Department. All disputes shall be handled in accordance with the GPC Disputes Procedure.

13. DEFINITIONS

Acceptable Limit	An acceptable Blood Alcohol Concentration (BAC) or drugs in oral fluid level for persons carrying out work on GPC worksites, as outlined in the GPC Drug and Alcohol Policy;
Approved Leave	Leave of absence as approved by the Department Manager or Employee Relations and may include annual leave, unpaid leave, long service leave or sick leave;
Approved Service Provider (Tester)	A GPC approved person or organisation trained in the use of drug screening and alcohol testing equipment;
Approved Testing Device	Reader based oral fluid drug testing system or breathalyser unit used in compliance with a relevant Australian Standard;
Approved Testing Facility	A testing laboratory certified by the National Association of Testing Authorities (NATA);
B.A.C	Blood Alcohol Concentration;
Breath Testing	Process of obtaining a sample of a candidate's breath by using an approved testing device
Candidate	Any person selected to supply a sample of oral fluid or breath in accordance with this Procedure;
Confirmed Test / Confirmatory Test	Sample tested by an approved testing facility after a positive screening;
Contractor	Any person who is working for the GPC under a written or implied contract for service;
Chain of Custody Form	Documented process to account for the integrity of each collected specimen by tracking its handling and storage from collection to disposal of the specimen;
Employee	A person who is employed by the GPC under an industrial instrument or employment contract whether short or long term;
Drug Screening	Process of obtaining a sample of a candidate's oral fluid using an approved screening device;
Incident	An event causing actual or potential harm to self, others, property, plant, or environment;

Post Incident Selection	The selection of a person for drug and / or alcohol screening who was involved in an incident as defined by the WHS Act, on a GPC workplace.
Negative Result / Reading (Alcohol)	A result gained using an approved testing device that is below the GPC cut-off level;
Negative Result / Reading (Drugs)	A screening or laboratory test result that does not indicate the presence of drugs above the standard cut- off level;
Non-Negative Result	A screening result that indicates the presence of drugs or alcohol above the standard cut off level.
Positive Result Reading (Alcohol)	A result using an approved testing device registers equal to or above the GPC cut-off level.
Positive Result Reading (Drugs)	A laboratory test result that confirms that presence of drugs above the standard cut off level;
Random Testing	The selection of candidates as determined by the external providers;
Reasonable Suspicion	A judgement of impairment based on the indicators set out in these procedures.
Refused Screening	Any candidate who has been advised that they have been selected for screening and who subsequently refuses or fails to submit a sample.
Risk	The chance of something happening that will have an impact on objectives. It is measured in terms of consequences and likelihood;
Sample	Oral fluid or breath provided by a candidate for the purpose of this procedure;
Screening	Initial testing of a sample to indicate if any drugs are present;
Visitor	Any person at a company workplace for activities such as, but not limited to, performing deliveries, canvassing to supply goods, obtaining or supplying information or workplace tour;
Voluntary Alcohol Test	Self test using an approved testing device by a person outside of a selected testing program;
Workplace	Any location where a business undertaken by the company exists.

Appendix A – Indicators of impairment by alcohol or drugs

Appendix B – Supervisors Reasonable Suspicion Form

Appendix C –Supervisor Response Checklists

Appendix A –

Drug and Alcohol Impairment Indicators

Typical indicators of impairment due to drug or alcohol include:

- Slurred or impaired speech;
- The person's breath smells of alcohol;
- The person staggers, their movements are jerky and off target;
- The person admits to drinking a certain quantity of alcohol;
- The person's eyes are bleary and heavy;
- The person exhibits a dulled tired appearance;
- The person is aggressive in their speech or manner;
- The person's face is flushed;
- The person's pupils are large with sluggish reaction to light,
- The person behaves in an unusual, dangerous, erratic or euphoric state,
- Evidence of substance misuse within work areas, including vehicles, which can be linked with reasonable certainty to an individual.

Appendix B

CONFIDENTIAL

Supervisors Reasonable Suspicion Form

It was reported to me by _____ at ____ / ____ / ____
(name of Initiator) (time)

that _____ was suspected of being impaired by Drugs or Alcohol.
(name of suspected person)

It was reported that the employee had demonstrated the following (**tick those that apply**):

- Slurred or impaired speech;
- The person's breath smells of alcohol;
- The person staggered, their movements were jerky and off target;
- The person admitted to drinking a certain quantity of alcohol;
- The person's eyes were bleary and heavy;
- The person exhibited a dulled tired appearance;
- The person was aggressive in their speech or manner;
- The person's face was flushed;
- The person's pupils were large with sluggish reaction to light,
- The person behaves in an unusual, dangerous, erratic or euphoric state,
- Evidence of substance misuse within work areas, including vehicles. Supervisor must be able to identify with reasonable certainty who was involved,
- Evidence is provided by a co-worker that a worker may be under the effects of drugs and / or alcohol and this opinion is supported by the Supervisor.
- Other specify) _____
(Additional Information)

Course of Action taken (circle **Yes** or **No**)

- Was the issue reported by more than one party? **Yes** or **No**
- Are there other circumstances (disagreements) that would lead to the reporter making such a claim? **Yes** or **No**
- Was the employee observed on more than one occasion? **Yes** or **No**

I confirm that a test has been undertaken:

_____/_____/_____
(Name of Supervisor) (Signature of Supervisor) (Date)

Once reasonable suspicion is reported, a Drug or Alcohol test MUST be conducted and this form MUST be completed.

**The original form must be delivered to the Occupational Health Section.
(No copies are to be created)**

Appendix C -

Positive Alcohol Test Response Supervisor Checklist

Please Tick off the following steps as they are conducted:

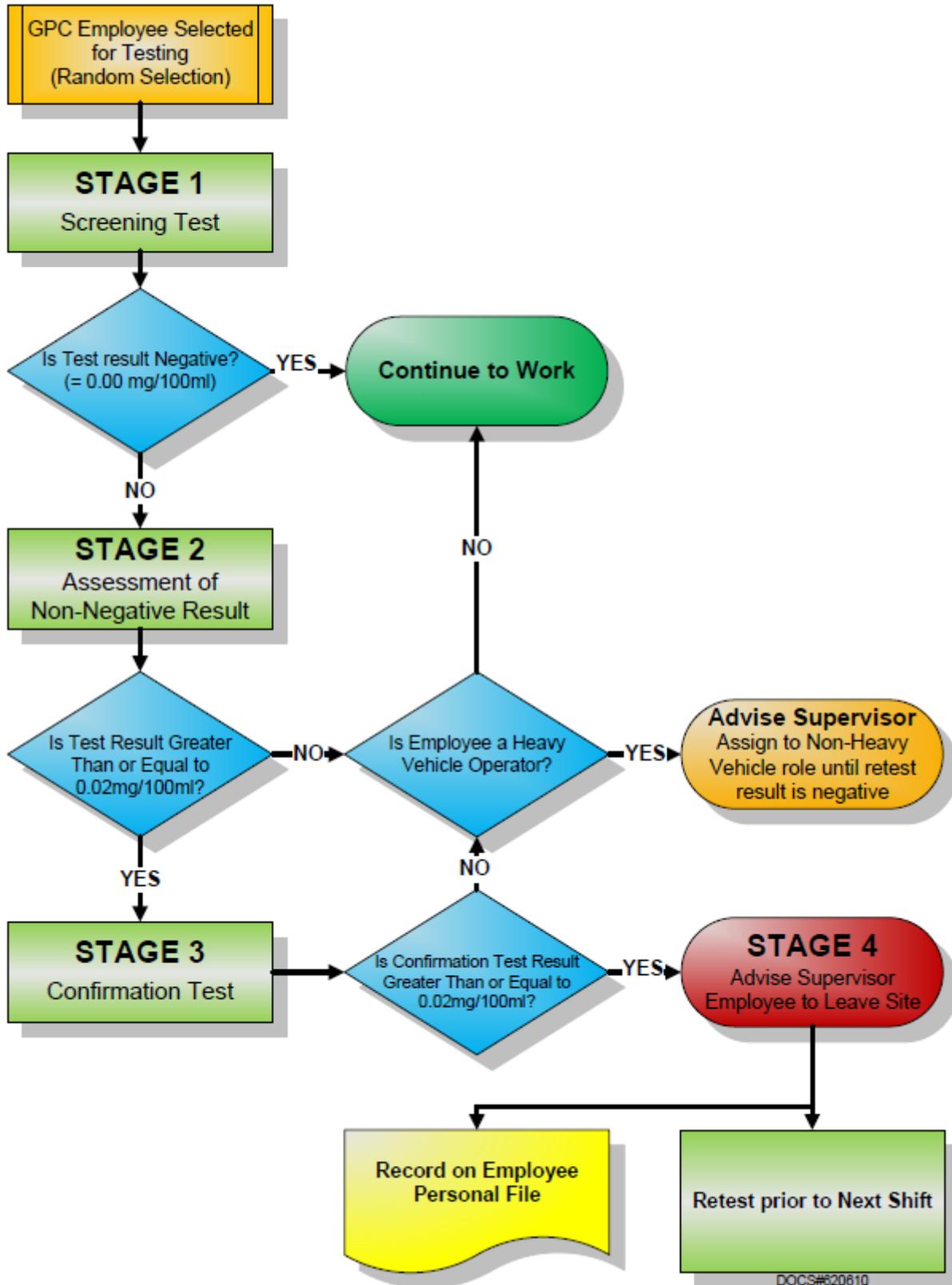
- Notify the employee that they are in breach of the GPC Drug and Alcohol Policy; disciplinary action will be taken; and the breach will be recorded on the employee's personal file and occupational health client file.
- Discuss the need for the employee to get assistance and support through the Employee Counselling Service (Converge – ph.1800 337 068 24hr/ 7 days).
- Notify the employee that they are to return a negative alcohol screening test result in the presence of their immediate Supervisor prior to returning to work. Notify the employee that they must ensure that this takes place whether they next work on their shift or are called in to work an extra overtime shift.
- If it is deemed appropriate, arrange for the employee and their vehicle to be taken home.
- If deemed appropriate, advise the employee that if they refuse to be driven home, or allow a third party to drive their vehicle home, and they drive their own vehicle after recording a non-negative test they may be breaching the law. Further advise them that if they have an accident and are injured, they may not be able to make a claim to WorkCover as a journey claim.
- Take steps to ensure that the affected employee's shift / work is covered if required.
- Ensure the relevant paperwork is completed and forwarded to payroll (timesheets / approved leave form).
- If the testing was conducted due to suspicion then ensure the "Supervisors Reasonable Suspicion Form" is completed and deposited in the container provided in the Occupation Health Centre at RGTCT.

Non-Negative Drug Test Response Supervisor Checklist

Please Tick off the following steps as they are conducted:

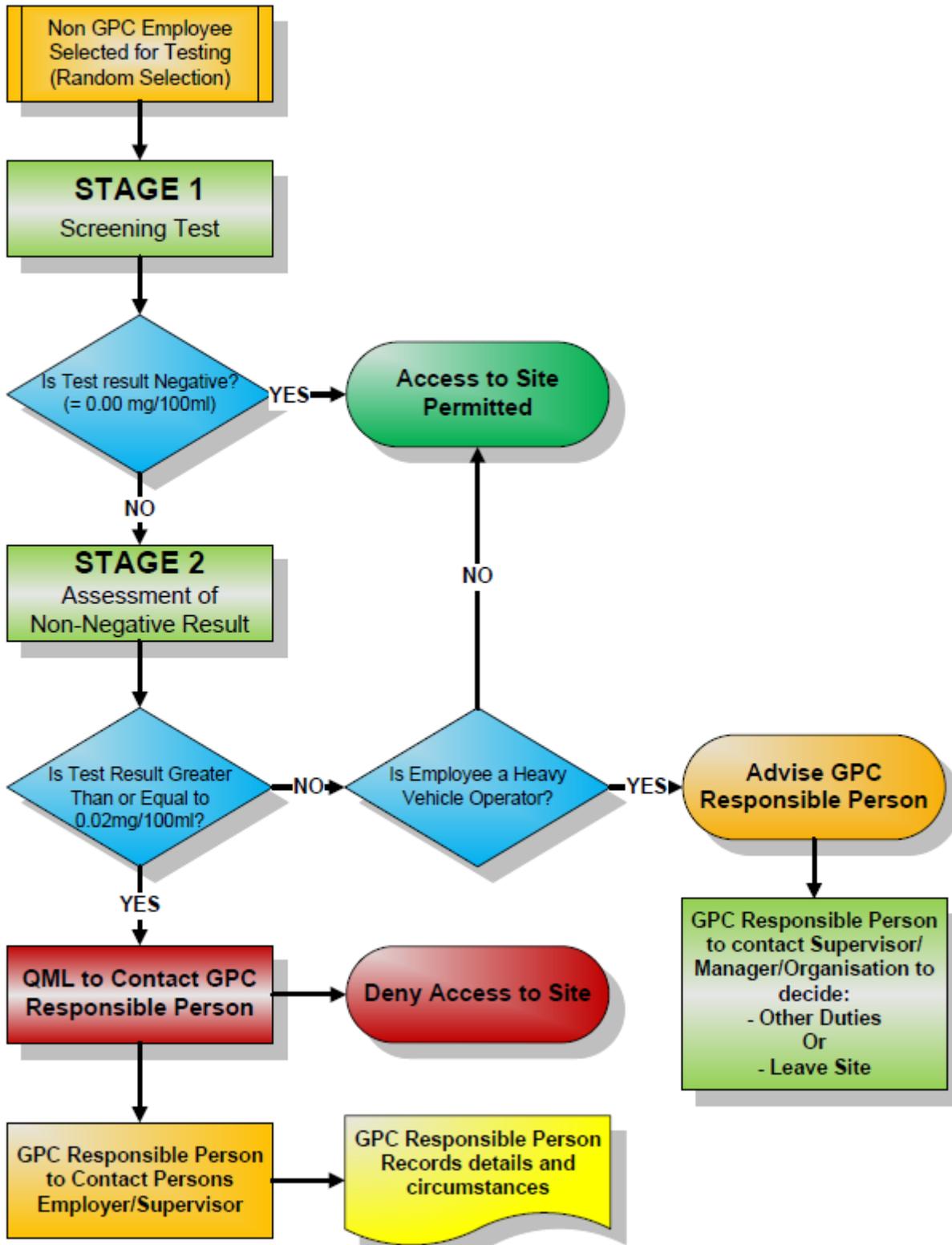
- Notify the employee that they have returned a non-negative result and that the Drug and Alcohol Procedure will be followed.
- Discuss the situation with the Medical Review Officer.
- Implement the recommendations / instructions provided by the Medical Review Officer;
- If deemed appropriate, advise the employee that if they refuse to be driven home, or allow a third party to drive their vehicle home , and they drive their own vehicle after recording a non-negative test they may be breaching the law. Further advise that if they have an accident and are injured, they may not be able to make a claim to WorkCover as a journey claim.
- Notify the employee that if the test result is determined to be positive and they are found to be in breach of the GPC Drug and Alcohol Policy disciplinary action will be taken and the breach recorded on the employee's personal file and occupational health client file.
- Take steps to ensure that the affected employee's shift / work is covered if required.
- Ensure the relevant paperwork is completed and forwarded to payroll (timesheets / approved leave form).
- If the testing was conducted due to suspicion then ensure the "Supervisors Reasonable Suspicion Form" is completed and deposited in the container provided in the Occupation Health Centre at RGTCT.

RANDOM ALCOHOL TESTING GPC EMPLOYEE



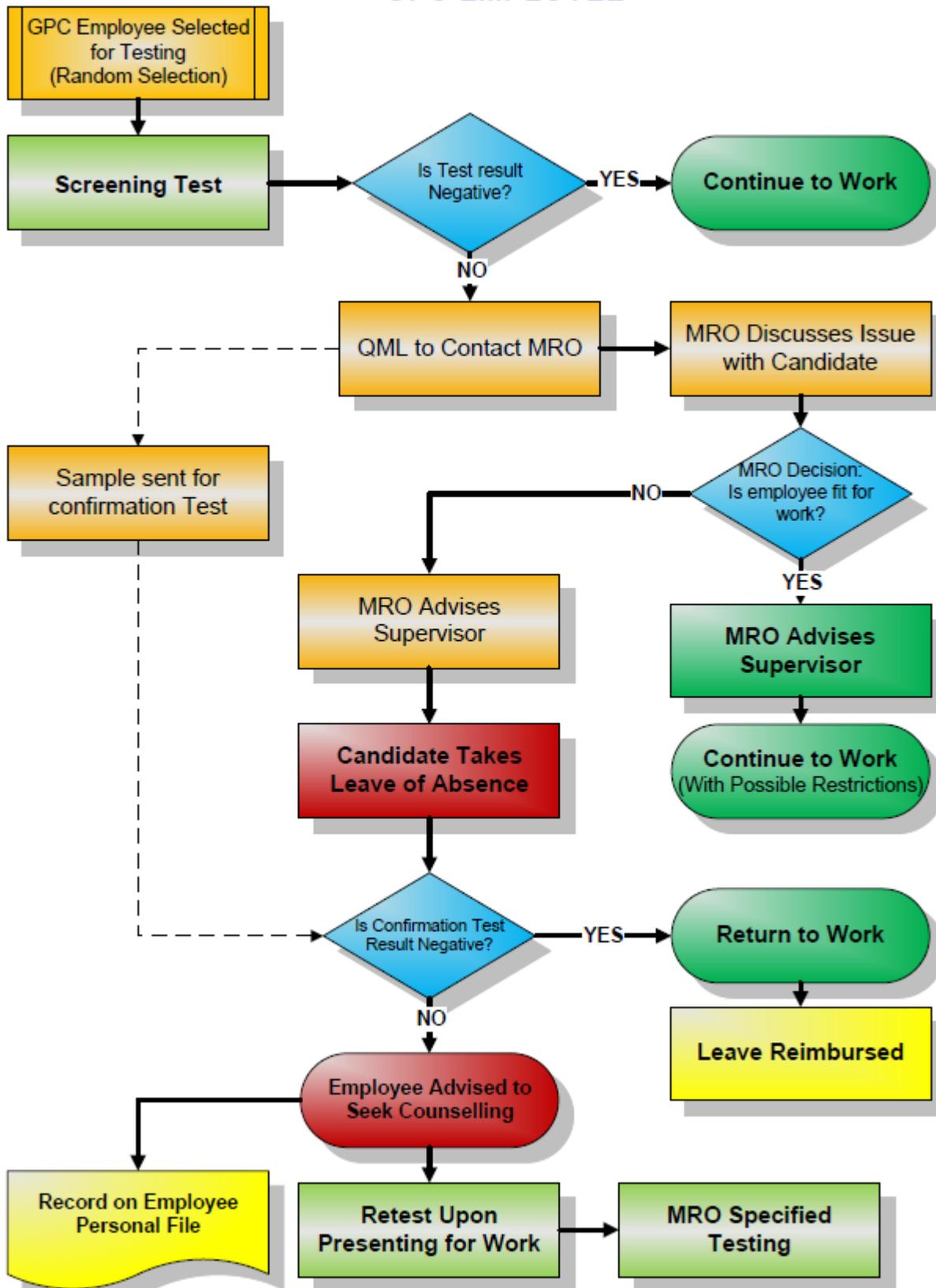
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RANDOM ALCOHOL TESTING NON GPC PERSONNEL



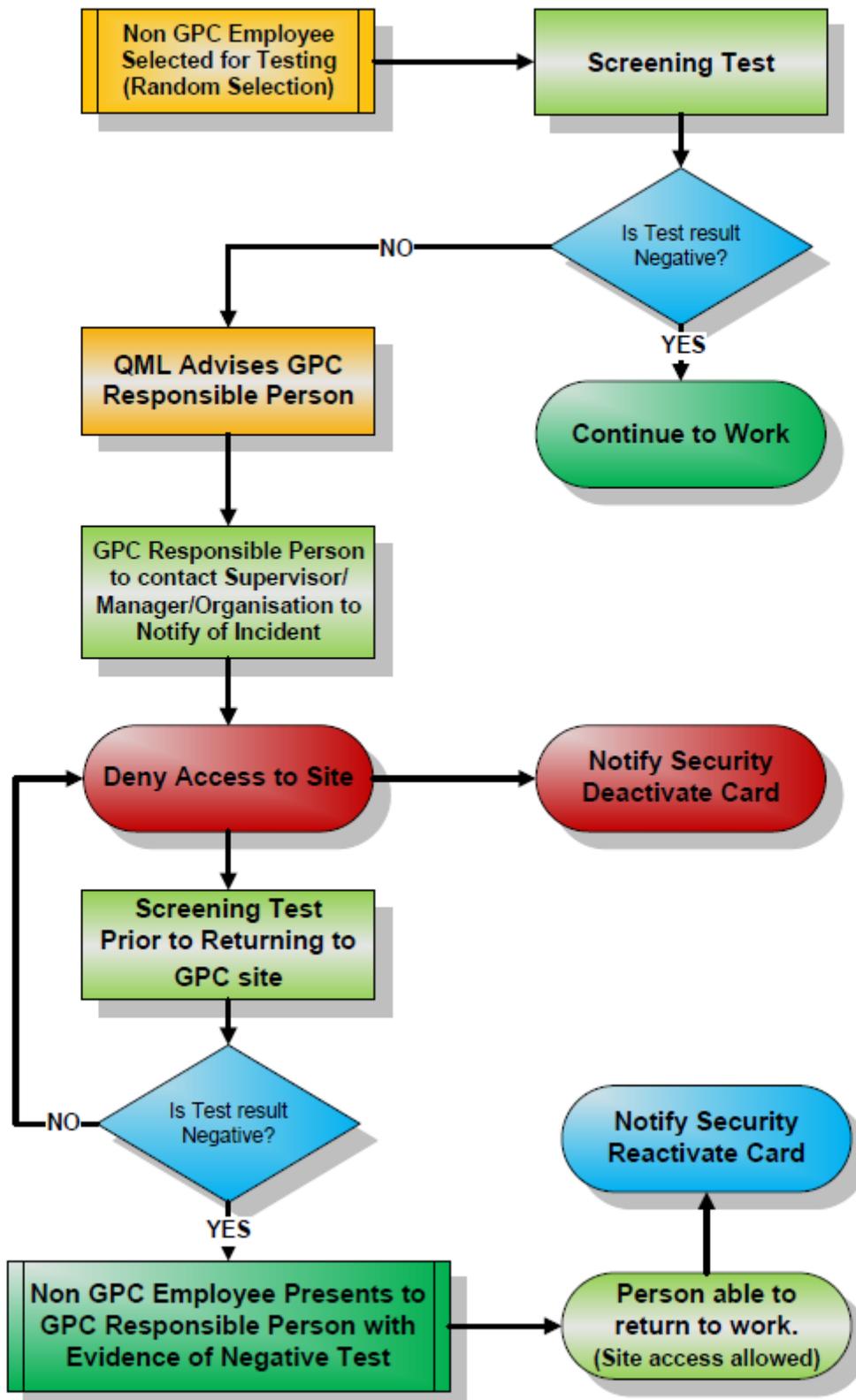
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RANDOM DRUG TESTING GPC EMPLOYEE



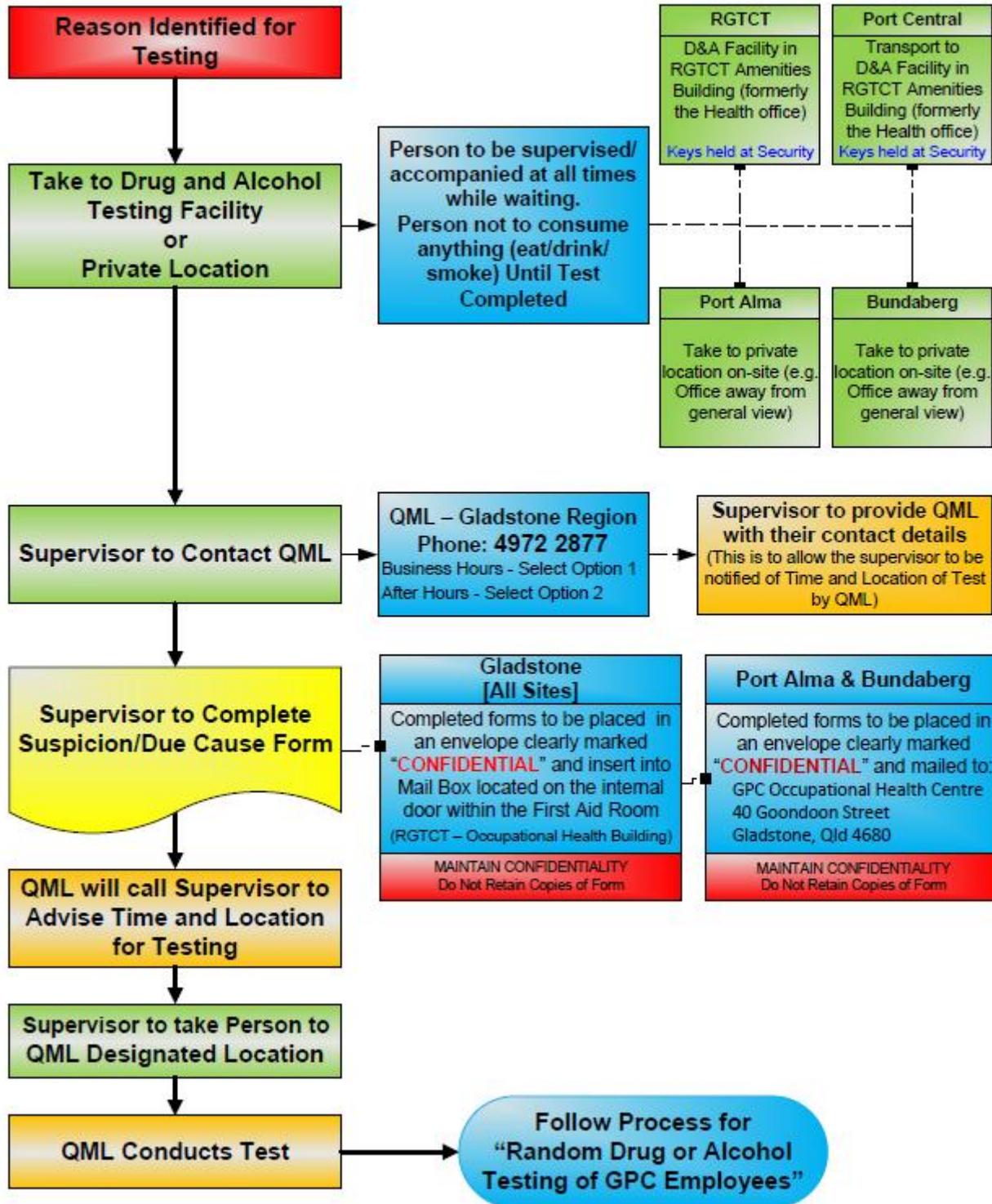
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RANDOM DRUG TESTING NON GPC PERSONNEL



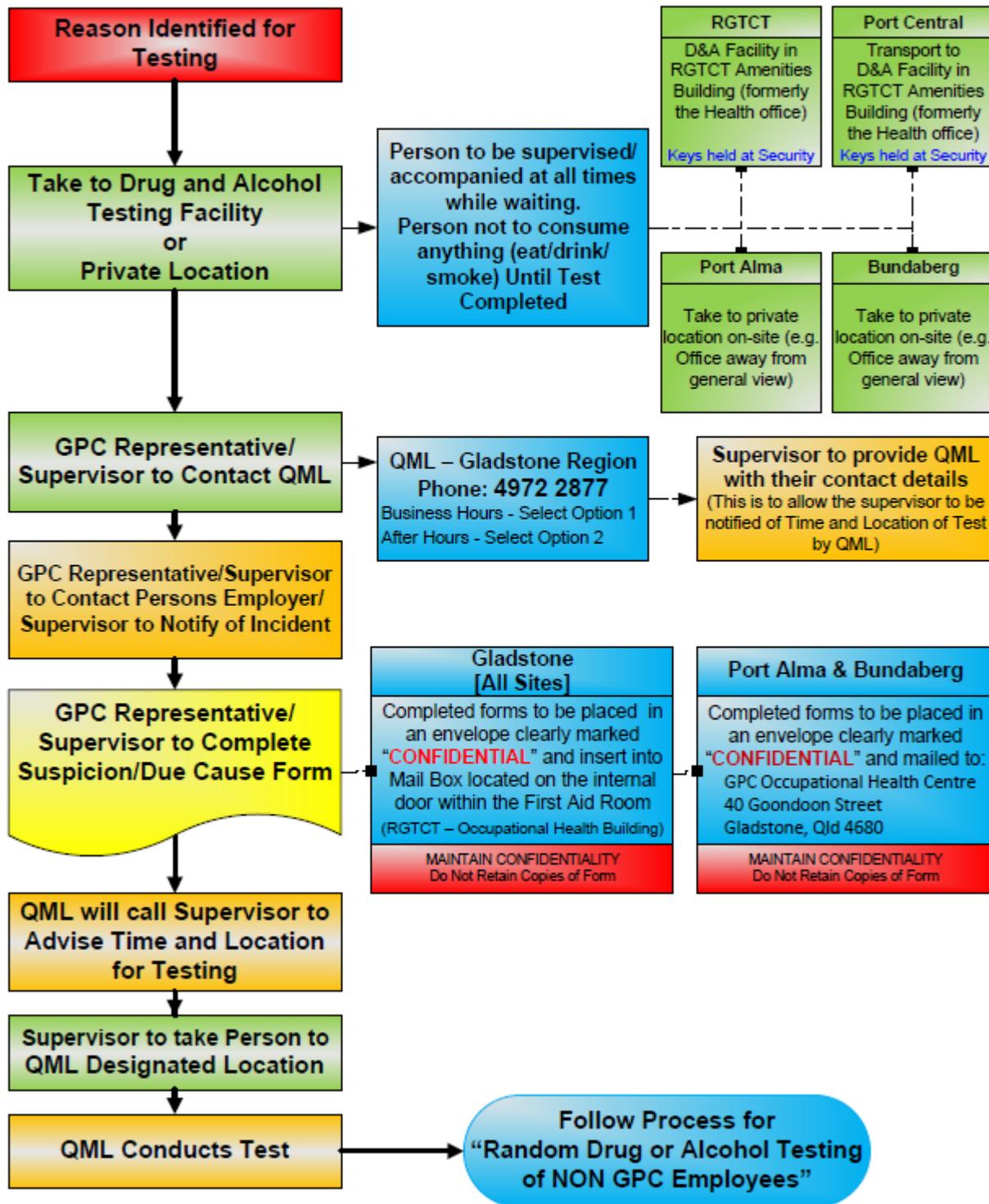
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SUSPICION/DUE CAUSE DRUG OR ALCOHOL TESTING GPC EMPLOYEE



DOCS#620610

SUSPICION/DUE CAUSE DRUG OR ALCOHOL TESTING NON GPC EMPLOYEE



DOCS#620610