

Fitness for Work - Alcohol and Other Drugs Impairments

Procedure

CONTROLLED DOCUMENT

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APPROVED

Executive General Manager People,
Culture and Safety
Power and Water Corporation

THIS PROCEDURE IS UNCONTROLLED WHEN PRINTED



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**PEOPLE
FIRST**



We value our
customers and
give them
OUR BEST



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pride in
ourselves and
OUR WORK



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better by
working
TOGETHER

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CONTENTS

1	Purpose	3
2	Scope.....	3
3	Alcohol and other drugs	3
3.1	Power and Water’s position on fitness for work	3
3.2	Managing alcohol and other drugs	3
3.3	Consent to Testing	7
3.4	Random Testing	8
3.5	For Cause Testing – Post Incident	8
3.6	For Cause Testing – Reasonable Belief.....	9
3.7	Self-testing Breath Alcohol Concentration (BAC).....	9
3.8	Pre-employment testing	9
3.9	Management of test results.....	9
3.10	Incident, hazard and non-compliance reporting	13
4	Roles and Responsibilities	14
5	Definitions	17
6	Change management and continuous improvement.....	19
6.1	Consultation, approval and communication.....	19
6.2	Review	19
6.3	Internal references and related documents	20
6.4	External references, legislative and regulatory obligations.....	20
6.5	Records management	20
6.6	Improvement suggestions.....	20
6.7	Document history.....	21
7	Appendices	22

1 Purpose

This procedure provides instruction to Power and Water Corporation (Power and Water) workers (including contractors) on the management and control of workplace health and safety risks associated with alcohol and/or other drugs, i.e. prescription medication and illicit substances (AOD) related impairment within Power and Water controlled workplaces.

This procedure supports the *Work Health and Safety Policy Statement*, *People Policy Statement* and the *Power and Water Code of Conduct*.

2 Scope

As an employer, Power and Water retains specific duties under health and safety legislation to ensure that all workers are provided with a safe workplace, as far as reasonably practicable. These duties include management and control of the risks to health and safety, which arise from the use of alcohol, prescription medications and illicit substances.

All workers, including volunteers or students conducting unpaid work engaged in Power and Water business must be fit and capable of carrying out their duties safely at all times and have a duty of care to ensure they don't do anything to harm their own health or safety or that of their co-workers, contractors, visitors or members of the public.

Visitors to Power and Water sites must ensure they are not impaired by alcohol, prescription medications and illicit substances.

This procedure applies to all workers (including contractors) who undertake work for Power and Water. Testing will only be carried out at locations where this work is being conducted.

This procedure does not apply to operational workplaces where a contractor has possession of the site. The contractor is responsible for managing AOD impairments according to the conditions of contract.

3 Alcohol and other drugs

3.1 Power and Water's position on fitness for work

Power and Water is committed to providing a safe workplace, by minimising impairment at work associated with AOD use, aiming to achieve a 'Zero Harm' workplace.

The objective of this procedure is to provide appropriate knowledge, skills and tools for the safe management of risks in the workplace associated with AOD to:

- provide and maintain a safe and healthy work environment
- minimise the risk to workers, visitors and the public
- encourage and support workers affected by AOD to seek assistance.

3.2 Managing alcohol and other drugs

This procedure promotes the health, safety and wellbeing of workers in the workplace aiming to minimize the risk of injury to workers as a result of health and safety risks related to alcohol and/or drugs use. The wider intent behind the procedure is to encourage workers to take responsibility for their health, safety and wellbeing. This procedure also outlines management processes of alcohol and/or other drugs related impairment matters and should be read in the context of the overall fitness for work framework.

3.2.1 Counselling and support

Worker support

The primary aim of this procedure is to provide a safe work environment for all workers at Power and Water, to support and assist employees to make appropriate lifestyle changes wherever possible. Power and Water will offer counselling and rehabilitation services to workers who require support or assistance. Available services and first contact points are:

- Employee Assistance Program (EAP) counsellors (applicable to employees only)
- community health services
- support groups or other specialist services
- Medical Practitioner/s
- Power and Water's Health and Wellbeing Officer
- People and Culture Business Partners.

Responsible person

A 'responsible person', who has undertaken suitable alcohol and other drug training, can be called upon by a worker to assist to complete a secondary *Fitness for Work – Observation and Assessment Form* (CONTROL0553) to determine a worker's fitness for work.

Employee Assistance Program

Power and Water provides access to confidential EAP services through several external service providers. This program is available to all Power and Water employees and their families and offers up to five sessions annually, free of charge. Refer to Power and Water's *Employee Assistance Program (EAP) Guideline* (CONTROL0092) for further information.

EAP service providers can arrange referrals to AOD rehabilitation providers and provide assistance to any Power and Water employee, taking into account the employee's right to privacy and confidentiality.

Rehabilitation support for Power and Water employees

Power and Water employees will be actively supported where they voluntarily disclose an impairment created by alcohol and/or drug dependency, and at a minimum will be referred to an EAP provider.

Any Power and Water employee who participates in a treatment or rehabilitation program to manage an alcohol and/or drug related issue may be granted appropriate leave. Such leave will be granted in accordance with the relevant Enterprise Agreement.

3.2.2 Privacy, Confidentiality and Record Keeping

Privacy

Power and Water acknowledges that the privacy of workers is paramount when dealing with AOD related issues in the workplace.

The use of information collected as a result of an alcohol and/or other drug test will be strictly limited for purposes consistent with this procedure.

Privacy for individuals will be maintained during the testing process by ensuring rooms at locations identified for testing are closed rooms with nil visibility and/or potential for overhearing.

Confidentiality and Record Keeping

Records created as a result of this procedure shall be treated as 'Personnel-in-Confidence' and used and disclosed only for the purposes consistent with this procedure.

Subject to the operational reporting requirements of this procedure, Power and Water will ensure that worker 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.

Power and Water will only release information to a third party as required by law, and with the written permission of the relevant Executive General Manager, after the worker concerned has been advised and the advice documented. Records of test results are not to be passed on to any future employer (except in the case of a transmission of business where employment is transferred to the new owner).

Records of test results of contractors will be kept confidential and secure and not released on to any person other than their employer’s nominated representative.

Worker concerns about privacy and confidentiality should be reported to their line manager. Breaches of confidentiality are considered a serious matter and will be treated in accordance with Power and Water’s disciplinary processes.

Where relevant to an accident or incident investigation, the alcohol and drug results of a worker may be referenced in the investigation.

All actions/recommendations under this procedure will be conducted in a manner which respects the dignity and confidentiality of those involved and is consistent with the values of Power and Water.

3.2.3 Education and training

Power and Water will provide all workers with an ongoing education program on alcohol and other drugs in the workplace, and the responsibilities of workers under this procedure. The program may include general information sessions for all workers and support and training for responsible persons.

The education program is aimed to assist workers to be able to recognise symptoms and behaviours associated with the effects of AOD including understanding of the available support mechanisms and the application of this procedure. Supervisors, line managers, Health and Safety Representatives (HSR) or persons acting in the position of a responsible person will participate in more detailed AOD training, and may act as a second responsible person if required to assist in the process of determining a worker’s fitness for work.

Power and Water will provide the following:

- Online awareness course on the effects of alcohol and other drug impairments, for all workers.
- Information sessions for line managers and supervisors who may act as a ‘responsible person’ to recognise symptoms and behaviours associated with the effects of AOD.
- Training for employees required to be a specimen collector and who may be called upon to undertake alcohol and/or drug testing.

Role	Course/Internal training	Details	Period of validity
Collector	Collect specimens for drugs of abuse testing (HLTPAT005)	Nationally accredited qualification	No expiry
Line manager / responsible person	Responsible person information session	Awareness, application of this procedure	Annual
Employees	Alcohol and Other Drugs online awareness course	Awareness, alcohol and other drugs	No expiry

3.2.4 Testing for alcohol and drugs

It’s a condition of entry to Power and Water workplaces that all workers can be tested at any time for AOD, including:

- employees [a person employed within Power and Water under the *Public Sector Employment and Management Act 1993 (NT)* (PSEMA)]
- non-PSEMA workers (e.g. consultants, contractors, sub-contractors, hosted apprentices, labour hire workers).

Random on-site testing is only to take place after the start and before the end of a worker’s shift. (“*shift means any ordinary or additional hours of duty that a worker performs*”). Testing will be conducted by a

suitably trained, qualified collector who is authorised by Power and Water and may also be a Power and Water employee.

All workers are subject to the following type of testing:

- **Random:** a non-discriminatory program that will randomly select when testing will occur and which job site/group/individuals will be tested. Random testing includes the provision of an onsite alcohol breathalyser test and saliva screening test (refer to Section 3.4).
- **For Cause Testing:** is performed in the following instances (refer to Sections 3.5 and 3.6):
 - when an incident has occurred and altered work performance or behaviour can reasonably be contributed to the use of alcohol or drugs; or
 - where there is evidence of altered work performance or behaviour or demeanour; or
 - where there is reasonable grounds to conclude that the person is using or is in possession of alcohol and drugs in the workplace.

3.2.5 Management of workers with positive results for alcohol or other drugs

Alcohol or drug impairments in the workplace or in situations where there is a relevant connection to the employment may lead to potentially serious disciplinary consequences under PSEMA, quite aside from the provisions of this procedure.

For non-PSEMA workers, other actions may include, but are not limited to, refusal of entry to Power and Water sites.

Following a breach of this procedure, the employee's line manager, in conjunction with the relevant People and Culture Business Partner, will meet with the employee and relevant support person of their choosing to discuss:

- support mechanisms provided for under Section 3.2.1
- circumstances that may have led to alcohol and/or drug use
- any workplace or other factors contributing to the breach
- the standard of work performance required.

Power and Water's aim is to build and foster a safety culture in the workplace and each matter will be treated on a case by case basis, taking into account individual circumstances and reviewed in line with the *Just and Fair Safety Culture Procedure* (CONTROL0247).

Alcohol or other drug related impairments will be treated like any other impairment and generally, should not affect job security or employment conditions. While each breach will be considered on a case by case basis, the general approach will be the following:

- First confirmed positive – the worker will be given a verbal reminder by their line manager of the expectations under this procedure.
- Second confirmed positive – a verbal reminder by their line manager and the worker will be given a written letter by the relevant Executive General Manager regarding the expectations under this procedure.
- Third confirmed positive – a worker may be subject to a formal disciplinary process under PSEMA.

3.2.6 Prescription and non-prescribed drugs

It is recognised that workers may be taking prescribed or over-the-counter (OTC) medication that may affect their fitness for work.

Workers who are required to take prescription or OTC medication will not be required to declare the medication they are taking to their line manager provided:

- that the employee is not potentially affected by the medication

- has the ability to perform their duties safely.

Any worker who is required to take prescription or OTC medication that may adversely affect their ability to perform their duties safely, must:

- advise their supervisor/line manager
- provide a copy of a medical certificate from a medical practitioner or pharmacist.

In addition, workers using these medications should:

- advise their medical practitioner or pharmacist of the type of work they do when obtaining the prescription or OTC medication
- obtain relevant information and advice about the possible side effects of medications and any impact they may have on their ability to perform work safely
- if concerned that they may not be fit for work as a result of prescription or OTC medications, advise their line manager that they're taking medications and there may be possible side effects
- take the medications only as prescribed
- ensure awareness and responsibility to take note of warnings or instructions on packaging.

The worker is not required to disclose the medical condition for which medication is used for or the reasons for its use.

Where a non-negative result corresponds with previous advice from the worker on medications, corroborated by medical evidence, the employee may remain at work performing suitable duties (which may be normal duties).

This will be determined in consideration of undertaking an assessment using the *Fitness for Work – Observation and Assessment Form*.

3.2.7 Refusal to take test and/or intentionally leave the test site

Any worker who refuses to undertake an AOD test under this procedure will be treated as having refused a lawful instruction and will be dealt with in the same manner as a worker having returned a positive test result (alcohol) and/or a confirmed positive test result (drugs) and the provisions stipulated in Section 3.99 will apply.

In addition, a refusal to take a test may result in disciplinary action. Power and Water will ensure that all workers fully understand the consequences of refusing to undertake a test and will be provided with appropriate advice as part of the education program.

Any worker will be managed as having a positive alcohol and/or drug test result if they:

- leave a Power and Water workplace/site after being notified of a requirement to be tested, to avoid testing
- refuse to sign the consent form provided by the testing provider (collector)
- refuse to participate in testing.

Non-PSEMA employees who refuse testing or intentionally avoid testing may have their access to a Power and Water workplace refused permanently.

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

3.2.8 On-call requirements

Workers may be required to participate in on-call arrangements as part of their employment. If a worker is on-call they're expected to ensure they're not affected by AOD during that period, as specified in this procedure.

Random alcohol and/or drug testing can be performed at the workplace at any time during any shift as well as during regular working hours.

3.3 Consent to Testing

The worker being tested for AOD is to consent to testing by completing and signing consent form as supplied by the collector.

Refusal to sign the consent form will be treated the same as a confirmed positive test result. Power and Water will ensure that workers fully understand the consequences of refusing to sign a consent form.

A consent form will respect the individual's confidentiality. A medical declaration is optional and not compulsory. It is not mandatory to disclose a medication if an individual doesn't wish to.

The relevant Australian Standard will be applied with regards to breath alcohol or saliva drug screening collection protocols.

3.4 Random Testing

Power and Water will randomly test workers for AOD each year.

The frequency of random testing at each workplace may result in workers being both alcohol and drug tested more than once over a twelve months period.

Actual times and dates for testing will be generated by Power and Water without any pre-warning to workers.

The external testing provider, or Power and Water employees authorised as collectors, will attend the site as prescribed on the valid testing dates and times and will ensure the random selection of persons to be tested.

The primary method to select workers randomly for alcohol and/or drug testing will be the 'bag and ball' method for major sites; however, this may be varied for smaller or regional sites (e.g. all workers tested on sites of less than 10 workers).

What is the 'bag and ball' method and how does it work?

The 'bag and ball' method is used to randomly select workers for an alcohol and/or other drug test. Selection is undertaken using a bag containing two coloured balls (orange and blue). Workers are required to choose one ball blindly, i.e. without being able to see the balls' colours in the bag. If the worker chooses the blue ball, they will not be required to be tested and can return to work. If the worker chooses an orange ball they will be tested for AOD.

Selected workers will be advised to report to a specific room for the testing (also refer to Section 3.2.2). The worker will be required to provide photo identification. The preferred photo identification is the employee's Power and Water ID card and for others their driver's licence.

3.5 For Cause Testing – Post Incident

If an incident occurs in the workplace that a line manager believes caused or could have caused serious injury to people and/or serious damage to plant and equipment, and they have reasonable grounds for believing that the use of AOD may have been a contributing factor, the worker(s) involved will be tested as soon as reasonably practicable for AOD.

The line manager must:

- instruct the individual(s) to immediately cease work, advise of the grounds for ceasing work and that 'for cause' testing is required
- advise that refusal to participate is considered to be a positive test result and the potential consequences of it (refer to Section 3.9.1)
- Following discussion with business unit Senior Manager contact the Senior Manager HSE to discuss.

The Senior Manager HSE will request the Health and Wellbeing Officer to arrange for a collector to undertake initial alcohol and other drug testing.

This may require arranging for the individual(s) to be transported to a local provider facility.

3.6 For Cause Testing – Reasonable Belief

If a line manager has a reasonable belief that a worker at work is under the influence of AOD, they will complete a *Fitness for Work - Observation and Assessment Form* to document signs, symptoms and behaviours displayed by the worker concerned. If a worker has reasonable belief another worker may be impaired by AOD they should confidentially discuss this with their line manager for appropriate action.

Note, as many symptoms of alcohol or drug use are similar to those of other illnesses, it is important for the line manager and/or responsible person to consider the possibility that the signs and symptoms relate to a serious medical condition. **Appendix A** provides guidance on recognising the signs, symptoms and behaviours of alcohol and drug use. Where a line manager considers that the symptoms may be that of a serious medical condition, medical intervention will be sought immediately.

A responsible person may be called upon by the line manager in question to undertake a secondary *Fitness for Work - Observation and Assessment Form*. Confidentiality of the worker by the responsible person will be maintained at all times. The line manager must then consult with the Health and Wellbeing Officer, who will assess the available information and if directed, arrange for alcohol and/or other drug testing to be undertaken. The line manager will direct the worker not to perform any further work. The worker will remain in an area where they present no safety risk to themselves or others until they can be tested.

In the event that it isn't practicable for the worker to participate in an alcohol and/or drug test due to reasonable belief, then the worker will not be permitted to return to work until they have undertaken the required testing.

Any misuse of the reasonable belief testing process will be subject to internal complaints processes. If a worker is removed from duties and testing is not available, the worker won't be disadvantaged in any way.

3.7 Self-testing Breath Alcohol Concentration (BAC)

Wall mounted breath-testing devices will be provided at major Power and Water sites to allow workers to voluntarily self-test their breath alcohol concentration (BAC).

A worker who obtains a positive BAC test result (i.e. >0.000%) must not commence or continue work. A positive BAC test result will require a second test 20 minutes after the first test to confirm the BAC test result.

A worker who receives a second positive BAC test result after 20 minutes must contact their line manager to advise that they're not fit for work and discuss, if required assistance with transport home and if requested access to support and/or counselling services.

Workers should self-test before commencing the next shift to confirm a negative test result.

3.8 Pre-employment testing

An AOD test will be conducted in conjunction with the procedure for Power and Water pre-employment medical assessments for specific identified positions that require a pre-employment medical.

3.9 Management of test results

3.9.1 Breath Alcohol Concentration (BAC)

A BAC testing overview

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 positive BAC test result (i.e. >0.000%) will require a second test 20 minutes after the first test to confirm BAC. The second reading will be recorded as the confirmed BAC test result.

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.

Negative BAC test result – BAC equal to 0.000%

A BAC test result that is equal to 0.000% is considered to be a negative test result. The person who has been tested is permitted to return to normal duties and/or remain in the workplace.

Positive BAC test result – BAC greater than 0.000%

Any BAC test result greater than 0.000% will require a second test 20 minutes after the first test to confirm the BAC. The second reading will be recorded as the confirmed BAC test result.

B Management of workers returning a positive BAC test result

Privacy and confidentiality will be maintained in managing a positive test result for alcohol.

PSEMA employees

The line manager of an employee who has received a positive BAC test result (other than by self-test) will:

- discuss the positive result with the employee who may request a responsible person or other representative to be present
- reinforce the duty of care, and the consequences of testing positive and their obligations to present or remain at work in a fit state
- provide a copy of the AOD test result
- make a formal offer to provide support or counselling services to assist the issue through one of the EAP providers
- decide the appropriate leave arrangements for the absence period (e.g. personal, recreation or unpaid leave)
- arrange for transport home or alternatively a suitable place of rest.

Note: The reference to ‘transport home’ may include offering to call someone, providing a cab charge or arranging for another employee to drive the employee home. The employee will also be advised that they should not drive with BAC over the prescribed limit of 0.05%.

An employee returning to the workplace after a positive BAC test result will require a negative BAC test result, which must be undertaken in the presence of the relevant line manager.

Non-PSEMA workers and visitors

A non-PSEMA worker, e.g. a consultant, contractor, volunteer or student or a visitor to a Power and Water workplace or worksite who returns a positive BAC test result will be required to leave the workplace. Further entry to any Power and Water workplace or worksite will require a negative BAC test result.

The consultant/contractor’s employer and the site representative will be informed as soon as possible. A copy of the BAC test result will be provided to the consultant/contractor and their employer. The consultant/contractor will advise the Power and Water representative of remedial action taken, if any.

The consultant/contractor’s site representative will arrange transport home or alternatively a suitable place of rest.

Note: The reference to ‘transport home’ may include offering to call someone, providing a cab charge or arranging for another employee to drive the employee home. The consultant/contractor will also be advised that they should not drive with BAC over the prescribed limit of 0.05%.

The consultant’s/contractor’s employer may be required to show cause demonstrating why the consultant’s/contractor’s worker should be allowed to return to the Power and Water workplace.

3.9.2 Other drugs

A Testing overview for other drugs

On-site drug testing will be conducted through the collection and analysis of an initial saliva screen using a device that meets the relevant current Australian Standards. A non-negative saliva test result will require a confirmatory test involving laboratory confirmation testing, in accordance with Australian Standards.

Testing may include, but isn't limited to, screening for the following classes of drugs:

- Amphetamines
- Methamphetamines
- Opiates
- Cannabis
- Cocaine
- Oxycodone.

Drug types and cut-off levels screened to confirm a result as positive are listed under Appendix B.

Tampering

Any employee who provides a substituted specimen or interferes with a saliva specimen will be subject to disciplinary action.

A non-PSEMA worker who attempts to substitute or tamper with a sample may have their access to all Power and Water workplaces refused permanently.

The worker providing the test sample along with the collector should at all times observe the collection until labelling and sealing of the sample/s is complete.

Chain of custody procedures will be followed when undertaking AOD tests, from the collection of the sample right through to the reporting of results (including the *Chain-of-Custody Form*), in accordance with relevant Australian Standard.

B Negative test result to initial drug screen

Workers who return a negative result to the saliva drug screen test shall remain in the workplace and/or return to normal duties.

C Non-negative (unconfirmed) test result to initial drug screen

Initial on-site saliva drug tests not returning a negative result are deemed *unconfirmed non-negative* until an accredited laboratory has confirmed the test result.

If an individual worker returns an unconfirmed non-negative drug test result to the initial on-site saliva drug test (oral drug screen), the collector will obtain a second specimen including the referee sample. These samples will be secured, appropriately packaged and then dispatched to the testing provider's laboratory (following chain of custody requirements).

Unconfirmed non-negative test results will result in the worker not being permitted to enter or remain at the workplace.

Management of workers returning a non-negative (unconfirmed) test result to initial drug screen

The relevant line manager will offer the following to PSEMA employees:

- Transport home, or alternatively a suitable place of rest
- Where a Power and Water worker's vehicle is located at the workplace transport the vehicle or provide return transport to site later.

For non-PSEMA workers, the relevant Power and Water representative will liaise with the consultant's/contractor's employer regarding transport home.

The worker will also be advised that they should not drive under the influence of drugs.

Return to work prior laboratory drug test confirmation

An employee wanting to return to the workplace after an unconfirmed non-negative test result will require a negative test result to other drugs. The employee will be required to either wait for the laboratory confirmation of the drug test result or may arrange a test with a provider of their choice to undertake a further test. If their result on this test is negative, the worker will be permitted to resume normal duties. In addition, no record will be placed on the employee's file.

Claims of a non-negative drug test result due to medication

A worker may declare medications to the collector prior to being tested for other drugs. The laboratory confirmatory test will determine whether the drug test results are consistent with the medications declared.

If a worker believes that their unconfirmed non-negative drug test result is due to medication, they may provide their line manager with a medical certificate stating:

- they have been prescribed that specific medication
- they're able to undertake the full functions of their role
- medical clearance that they're fit for work.

The line manager may consider for the worker to remain at work carrying out suitable tasks on a case-by-case basis if appropriate (e.g. previous known history) until laboratory confirmation has been received (refer to Section 3.9.2D below).

Return to work testing will occur as provided for under Section 3.99.

D Laboratory confirmed drug test result

Laboratory confirmed negative drug test result

Where a worker obtains a laboratory confirmed negative drug test result (i.e. below the target concentration following confirmatory testing), they are permitted to return to normal duties and return to the workplace as soon as possible after being advised or, at an appropriate time following discussions with their relevant line manager.

In the event of a confirmed negative drug test result, the following will occur:

- PSEMA employee: 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 won't be disadvantaged.
- Non-PSEMA worker : A copy of the laboratory test report will be sent to Power and Water, the consultant/contractor concerned, and the consultant's/contractor's employer.

Laboratory confirmed positive drug test result

A laboratory confirmed positive result to any of the drugs listed in Appendix B, will be dealt with in accordance with procedures for confirmed positive test results for other drugs under Section 3.2.5.

Appeal of a confirmed positive drug test result

Aside from an employee's right to lodge a complaint or grievance regarding their treatment in employment, if a worker disputes a confirmed positive drug test result, they can lodge an appeal of the result within seven (7) days following written notification of the result.

The written notice of appeal must be lodged with the Executive General Manager and indicate whether the worker wants to request that the same testing provider or a different forensic standard testing provider test the referee specimen. Failure by the worker or their representative to lodge an appeal within the seven (7) day appeal period will mean that no appeal is deemed to be lodged. The referee specimen shall be analysed in accordance with the relevant Australian Standard.

The worker requesting confirmatory testing of the referee specimen will meet the costs of the confirmatory test except where the referee specimen confirmatory test result is negative or invalid. Power and Water will pay the costs of testing initially, but will recover costs from the worker if the test is confirmation of presence of drugs.

A positive confirmatory test of the referee specimen will be treated in accordance with procedures for confirmed positive results as detailed in Section 3.99.2.

Tests confirms presence of Morphine

In the event of laboratory analysis confirmation of the presence of Morphine, the worker concerned will be required to provide written evidence within seven (7) days that they hold a legitimate medical prescription for the drug(s) in question. A medical practitioner's certificate for medical clearance will be required.

In the event of failure to provide proof of a medical prescription or if the worker concerned doesn't have a current rehabilitation plan, the specimen will be considered non-negative and will be dealt with in accordance with procedures for confirmed positive results as specified in Section 3.99.

Tests confirms presence of Pseudoephedrine

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 as specified in Section 3.99.

3.9.3 Salary/wages and leave application

A Application for leave

Employees who are not fit for duty and can't comply with the conditions of this procedure will apply for leave in accordance with the Power and Water Enterprise Agreement for time they're not fit for duty.

Appropriate leave arrangements will be made for an employee while a secondary test is undertaken. No deduction of an employee's accrued leave will occur until after the receipt of a confirmed positive test result and after the appeals process.

Applications for leave will only be processed after the receipt of a confirmed positive test result for a positive BAC and/or drug(s) test result. The employee will nominate the leave type when the line manager advises the employee of the test result.

For non-PSEMA workers, leave arrangements are a matter between the consultant/contractor and the contracting company.

B Payments of salary/wages

Where an employee isn't fit for duty and can't comply with the conditions of this procedure, no deduction of salary/wages will occur until all available paid leave is exhausted.

Where a non-PSEMA worker isn't fit for duty and can't comply with the conditions of this procedure, payment of the consultant's/contractor's wage is a matter between the consultant/contractor and the contracting company.

3.10 Incident, hazard and non-compliance reporting

Workers shall report:

- any situations in which they may be impaired by AOD or
- they're unable to comply with this procedure, to their line manager.

Managers must:

- Document in the electronic event management system, investigate and report to the business unit Executive General Manager all instances of non-compliance with this procedure, including all instances of positive test results
- Document as confidential in the electronic event management system, each instance where it's determined that the risk of impairment is high and the worker is considered unfit for duty

The **Senior Manager Health and Safety and Environment (HSE)** will:

- report on all instances of testing results or non-compliance with this procedure to the Power and Water Executive Leadership Team and the JCC as part of WHS statistics on a monthly basis, maintaining confidentiality. Reports will include year to date metrics based on financial year reporting
- ensure that incident reporting and response procedures are in place, followed and compliance audited on a regular basis. Results shall be incorporated into monthly WHS monthly reporting, as applicable.

Also refer to Section 4 for further roles and responsibilities.

4 Roles and Responsibilities

Everyone in Power and Water has a responsibility to ensure that alcohol, other drugs and don't affect their own or others' health and safety in the workplace.

Role / Title	Responsibility
Executive General Managers	<ul style="list-style-type: none"> ▪ Implement this procedure in the workplace and ensure compliance ▪ Assist in the investigation of apparent breaches of the provisions of this procedure ▪ Take appropriate actions where breaches of the procedure have occurred ▪ Ensure that workers and workplace induction processes and other communication mechanisms include education on the standards, obligations and responsibilities of this procedure ▪ Assist managers in applying this procedure. This includes facilitating access to counselling, rehabilitation and/or other assistance services when required ▪ Monitor the application of this procedure and regularly assessing the suitability and adequacy of this procedure and identifying any aspects that can be improved and report accordingly about those matters ▪ Provide advice to managers, particularly on the privacy and confidentiality rights of workers ▪ Support access to EAP counselling and other assistant services as appropriate ▪ Ensure this procedure is effectively implemented and managed across their business unit ▪ Apply consistent application of this procedure and associated tools, checklists and guidelines across their business unit ▪ Ensure adequate resources are available within their business unit to meet the work requirements
Executive General Manager, People Culture and Safety	<ul style="list-style-type: none"> ▪ Provide leadership and commitment through the allocation of resources and personnel for the establishment, implementation, evaluation and review of this procedure
Senior Manager HSE	<ul style="list-style-type: none"> ▪ Support the implementation of this procedure across the corporation ▪ Review, monitor and track all aspects of this procedure to ensure compliance across the corporation and personnel as well as identifying areas for improvement ▪ Report on all instances of non-compliance to the Power and Water Executive Management Team and the Joint Consultative Committee, maintaining confidentiality; reports will include year to date metrics based on financial year reporting ▪ Report any trends in relation to AOD use or non-compliances with this procedure to the Health and Safety Executive Management Committee ▪ Review this procedure every 12 months

Role / Title	Responsibility
People & Culture Business Partner	<ul style="list-style-type: none"> ▪ Ensure that information and education regarding this procedure are provided in inductions, toolbox meetings and weekly meetings ▪ Offer to arrange alcohol and other drug support, counselling and medical advice for workers ▪ Ensure that during the recruitment process, prospective workers are advised that testing for AOD is undertaken ▪ If required, assist in completing the <i>Fitness for Work - Observation and Assessment Form</i> ▪ Identify and advise the relevant line manager about issues with the practicable application and operation of this procedure and any areas for improvement; and ▪ Maintain privacy and confidentiality.
HSE specialists (Business Partners and Advisors.)	<ul style="list-style-type: none"> ▪ Ensure that information and education regarding this procedure are provided in inductions, toolbox meetings and weekly meetings ▪ If required, assist in completing the <i>Fitness for Work - Observation and Assessment Form</i> ▪ Identify and advise the relevant line manager about issues with the practicable application and operation of this procedure and any areas for improvement; and ▪ Maintain privacy and confidentiality.
Health and Wellbeing Officer	<ul style="list-style-type: none"> ▪ Maintain data for random generation, generation testing cycles including locations ▪ Notify parties of test results (positive to alcohol/unconfirmed non-negative and positive for drugs) ▪ Provide interpretation and guidance on test results to line managers, delegated managers, Senior HR Manager and the Senior Manager HSE ▪ Provide guidance on the application of this procedure to workers ▪ Be the main contact person for the external testing provider and any Power and Water internal collectors ▪ Maintain privacy of testing processes ▪ Maintain confidentiality of AOD test results ▪ Maintain any safe work documents (e.g. work instructions, templates) directly related to or supporting this procedure ▪ Ensure a JSEA completed for on-site selection and testing requiring traffic management
HSE Team	<ul style="list-style-type: none"> ▪ Educate its workers about the effects of alcohol and other drugs on health, safety and wellbeing ▪ Ensure consistent application of this procedure and associated tools, checklists and guidelines across Power and Water. ▪ Report on a regular basis to workers on the number and locations of tests carried out. ▪ Educate workers about the effects of AOD on health and wellbeing ▪ Provide and maintain safe systems of work
Line managers	<ul style="list-style-type: none"> ▪ Implement this procedure where a reasonable belief has been formed that a worker may be affected by AOD (see Appendix A) ▪ Consult with workers regarding arranging suitable duties (where possible) for workers taking prescription medications and/or legal medications ▪ Maintain privacy and confidentiality, including acting on reports of concern about privacy and confidentiality ▪ Ensure workers within their area or responsibility are made available for testing as required by the testing provider/collector

Role / Title	Responsibility
	<ul style="list-style-type: none"> ▪ Recognize and assess signs, symptoms of AOD use/impairment and complete the <i>Fitness for Work - Observation and Assessment Form</i> ▪ Arrange safe transport home or to a suitable place of rest for any worker that returns a positive (alcohol) or non-negative (drug) test result. ▪ Support access to EAP counselling and other assistant services as appropriate ▪ Ensure this procedure is effectively implemented and managed across their group/section ▪ Promote compliance with this procedure and associated tools, checklists and guidelines across their group/section ▪ Document in the electronic event management system, investigate and report to the business unit Executive General Manager all instances of non-compliance with this procedure, including all instances of positive test results ▪ Document as <i>confidential</i> in the electronic event management system, each instance where it's determined that the risk of impairment is high and the worker is considered unfit for duty ▪ Attend all relevant training ▪ Facilitate other actions as defined under this procedure.
Senior HR Manager, Employee Relations Manager,	<ul style="list-style-type: none"> ▪ Provide support for line managers in enforcing this procedure including any disciplinary action ▪ Maintain confidentiality of results ▪ Notify payroll of employee's leave without pay status if required
Contract Managers	<ul style="list-style-type: none"> ▪ Ensure all contractors are made aware of their responsibilities under this procedure.
Responsible Person	<ul style="list-style-type: none"> ▪ Participate as a Power and Water worker who has undertaken suitable AOD training who can be called upon by a worker or line manager to complete a secondary <i>Fitness for Work - Observation and Assessment Form</i> to determine a worker's fitness for work, which may include: <ul style="list-style-type: none"> ○ Union Delegate ○ Health and Safety Representative (HSR) ○ Worker's manager ○ Employee Relations Manager/Consultant ○ People and Culture Business Partner ○ Senior Manager HSE ○ HSE Business Partner, Advisor ○ Any other Power and Water employee deemed appropriate and trained ▪ A responsible person must maintain privacy and confidentiality.
Workers (employees and contractors)	<ul style="list-style-type: none"> ▪ Participate in alcohol and other drug testing in accordance with expectation established by this procedure. ▪ Workers must not be impaired or under the influence of AOD while: <ul style="list-style-type: none"> ○ On duty ○ On call ○ Driving a Power and Water vehicle ○ Operating Power and Water plant or equipment ▪ Workers must not consume alcohol and/or illicit drugs and/or use medications contrary to the manufacturer's instructions or doctor's advice at the workplace ▪ Workers should not attend work if they believe they may be impaired ▪ Workers should notify their line manager (or host if a contractor) if: <ul style="list-style-type: none"> ○ Their work performance is likely to be affected by AOD use; and

Role / Title	Responsibility
	<ul style="list-style-type: none"> ○ There is risk to themselves or others due to the effects of AOD. ▪ Workers must: <ul style="list-style-type: none"> ○ Encourage all workers to comply with this procedure ○ Must participate in AOD testing in accordance with the expectations established in this procedure ○ Notify their line manager or other responsible person immediately if they believe others in the workplace are behaving in a way that suggest they are impaired by AOD. ○ Manage their non-work-related activities to ensure they are available for work in a fit for work state (including when on call) ○ Notify their supervisor if they 're unable to attend work in a fit for work state ○ Attend all relevant training.
Collectors and Testing Providers	<ul style="list-style-type: none"> ▪ Collectors and Testing Providers are responsible for: <ul style="list-style-type: none"> ○ Implementing this procedure for the collection and testing of specimens taken for alcohol and other drugs ○ Training associated with random drug and alcohol testing ○ Ensuring that privacy and confidentiality is maintained.

5 Definitions

Where terms or words are not included in the definitions section, refer to Power and Water's intranet glossary.

Term	Definition
Affected by Drugs and or Alcohol	Returning an alcohol test above the defined limit as prescribed by this procedure; returning a drug test result about the limits defined in relevant current Australian Standards for example AS4760-2006- Procedure for Specimen Collection and the Detection and Quantitation of Drugs in Oral Fluid.
Alcohol	A liquor, brew or drinking substance containing ethyl alcohol or ethanol as the active agent.
Appeal Period	As defined in - Appeal of Confirmed Positive Result – Drug Testing (see Section 3.9.2).
BAC Non-negative	A result that requires confirmatory testing of the specimen to unequivocally determine the presence or absence of Alcohol.
BAC Negative	A worker will return a BAC negative result if the BAC reading is 0.000%.
BAC Positive	A worker will return a BAC positive result if the BAC reading is greater than 0.000% in the second and subsequent years of this procedure.
Breath Alcohol Concentration (BAC)	Breath alcohol concentration, indicating a BAC of greater that 0.000%.
Chain of Custody	A series of processes 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.
CM (Content Manager)	The Electronic Document Management System (EDMS).
Collector	A Power and Water employee or an authorised 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.

Term	Definition
Disciplinary and other Actions	Action taken by Power and Water in accordance with the terms of this procedure and the <i>Public Sector Employment Management Act 1993</i> (PSEMA), which may include termination of employment of an employee. May include termination of engagement of a consultant/contractor or refusal of entry.
Drug (aka other drug)	Any substance, article, preparation or mixture (with the exception of alcohol) in any form which, when consumed or used by any worker, deprives or alters the worker either temporarily or permanently of any of their normal mental or physical faculties. The term applies to the drugs listed in Table A and B of Attachment 2.
Employee	Means a person employed within Power and Water under PSEMA
Employee Assistance Program (EAP)	The EAP is provided by trained professionals operating externally to Power and Water. They provide counselling as well as information and assistance on a wide range of issues including work stress, relationship and family matters, conflict and managing change, and other issues.
Enterprise Agreement	2018-2021 Power and Water Enterprise Agreement as negotiated from time to time.
Fit for Duty/Work	Means that a worker 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 a worker has been requested to attend a function/event on behalf of Power and Water.
Event management system	Power and Water's Governance, Risk, Audit, Compliance and Event Management system.
HSE Team	A worker of Power and Water who is engaged in a Health, Safety and Environment role.
Illegal or Illicit Drugs (see drugs)	Every substance or article which is a dangerous drug under or within the meaning of the Misuse of Drugs Regulations (NT).
Impairment	A worker is impaired if their performance or behaviour is adversely affected by any matter, circumstance, illness or substance. There may be many possible reasons why a worker is impaired, including being under the influence of alcohol and/or drugs (illegal or legal, including prescription or 'over the counter' medicines and herbal drugs).
Laboratory	An independent place at which the analytical procedures are conducted and conform to best industry practice and processes.
Line manager (aka Supervisor)	Any person with supervisory or management responsibility and accountability for work team members including PSEMA employees and non-PSEMA workers
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	Drugs - A result at or below the nominated or target concentration used for initial drug testing.
Non-negative Test Result	Drugs - A result that requires confirmatory testing of the specimen to unequivocally determine the presence or absence of a drug.
Non-prescribed Drug	Any drug legally obtained but not prescribed by a Medical Practitioner, including but not limited to over-the-counter medication.
Positive Test Result (confirmed positive)	Drugs - A result that unequivocally confirms the presence of a drug

Term	Definition
Prescription Drugs	Drugs legally prescribed by a Medical Practitioner.
PSEMA	<i>Public Sector Employment and Management Act 1993</i>
Random	A selection process where each worker has the same probability of being selected.
Referee Specimen	A collected second specimen or an additional specimen collected at the same time, which is sealed at point of collection and subsequently transported and securely stored at the testing laboratory for analysis in the event of a disputed analysis.
Responsible Person	A worker of Power and Water who has undertaken suitable alcohol and other drug training Any other Power and Water employee deemed appropriate.
Return-to-work Test	A saliva drug/alcohol screening test conducted upon a worker's return to a workplace to confirm a negative result after having tested non-negative result to initial on-site testing; or positive or negative in confirmatory testing
Second Specimen, (Laboratory Confirmed)	A specimen (saliva) obtained by the Collector as soon as reasonably practicable from a worker after that worker has returned a non-negative result to the on-site drug-screening test. The second specimen will be used for confirmatory testing.
Testing Provider	The entity engaged by Power and Water to undertake alcohol and drug testing on behalf of Power and Water in accordance with this procedure
Work	Any activity or task performed for or on behalf of Power and Water.
Worker	Means: <ul style="list-style-type: none"> ▪ PSEMA employees (a person employed within Power and Water under PSEMA) ▪ Non PSEMA workers (consultants, contractors, sub-contractors, hosted apprentices, labour hire workers).
Workplace	A place, whether or not in a building or structure, where workers work.

6 Change management and continuous improvement

6.1 Consultation, approval and communication

This procedure must be endorsed by the Executive Leadership Team, and approved by the Accountable Executive General Manager.

Role / title	Requirement
Executive General Manager People, Culture and Safety	Accountable - approve this document
Executive Leadership Team	Responsible - endorse this document
Senior Manager HSE	Responsible - endorse this document
Legal Services Manager, Employee Relations, Health and Wellbeing Officer, Joint Consultative Committee (AOD subcommittee), WHS committees, Health and Safety Representatives (HSRs)	Consult - endorse this document
Employees and contractors	Inform - Communicate regarding changes to requirements and processes

6.2 Review

The requirements of this procedure are mandatory and shall be reviewed and updated periodically for its ongoing effectiveness. Reviews will be conducted every 12 months, or in the event of any significant

change in our vision, values, long term goals, risk appetite, policy statement, management standard, business model or organisational structure, or related systems or processes.

Special attention is to be directed to incident reports, AOD related findings within investigations and any subsequent actions, control or preventive measures introduced and the final impact on personnel, practice and business parameters.

6.3 Internal references and related documents

Document title	Record number
Code of Conduct	CONTROL0204
People Policy Statement	CONTROL0288
Fitness for Work - Observation and Assessment Form	CONTROL0553
Just and Fair Safety Culture Procedure	CONTROL0247
Event Management Procedure	CONTROL0070
Safe Driving Handbook	D2015/396923
Vehicle Safety, Safe Driving and Traffic Management Standard	CONTROL0057
CM Desktop - User Manual	D2016/426476
Records Titling Conventions Guideline	CONTROL0149
Job Safety and Environmental Analysis (JSEA) Template	CONTROL0023
Controlled Document Procedure	CONTROL0001

6.4 External references, legislative and regulatory obligations

- *NT Work Health and Safety (National Uniform Legislation) [WHS(NUL) Act*
- *NT Work Health and Safety (National Uniform Legislation) [WHS (NUL) Regulations*
- *Privacy Act 1988 (Cth)*
- *Traffic Act 1987*
- *Public Sector Employment and Management Act 1993*
- 2018 – 2021 Power and Water Enterprise Agreement
- Australian Standard 4801:2001 - Occupational Health and Safety Management Systems – Specification with guidance for use
- Australian Standard 4804:2001 - Occupational Health and Safety Management Systems – General Common Procedure on principles, systems and supporting techniques
- Australian Standard - Procedure for specimen collection and the detection and quantitation of drugs of in oral fluids
- Australian Standard - Breath alcohol testing devices for personal use
- Risk Management Guidelines (Handbook 436:2004), Companion to AS/NZS 4360:2004

6.5 Records management

This procedure and all related documents are captured, stored and managed in our Electronic Document and Records Management System and controlled in the Controlled Document Register.

6.6 Improvement suggestions

Improvement suggestions are captured and managed in our process improvement and event information management system. To log an improvement suggestion for this document please see the 'how to report an event' user guide located on our intranet or contact events@powerwater.com.au.

6.7 Document history

Date of issue	Version	Prepared by	Description of changes
	0.1	Naomi Porrovecchio	
06/03/2018	0.2	Keith Giles Document Controller	Review and edited content to keep terminology throughout document consistent. Updated fonts to align with Corporate style guide.
06/03/2018	0.3	Andreia Phillips Senior Analyst – Compliance	Reviewed and edited content to ensure it meets compliance standards.
07/03/2018	0.4	Keith Giles Document controller	Final draft review and edit to check terminology and format is consistent throughout document.
6/04/2018	0.5	Nicole Festing	Reviewed and provided legal advice and comments for review by HR – refer to D2018/405650 for comments and advice .
05/09/2018	0.6	Alan Nutton	Legal comments addressed concerning following: Counselling and support Privacy and confidentiality Breaches of discipline Consultation with JCC Self-testing and Breath Alcohol Concentration (BAC) Management of workers with positive result Salaries/wages and leave applications Reporting – recording and privacy Risk Control / Review process/ Addressing fatigue and related impairment / General formatting and cross-referencing / Definitions
07/09/2018	0.7	Keith Giles Document controller	Migrated to new template minor edit to layout and placed comments where Alan Nutton will need to update RACI and document version history.
11/09/2018	0.8	Alan Nutton	Reviewed Document controller's comments. Updated RACI and Review period in Section 6.
12/09/2018	0.9	Keith Giles Document controller	Reviewed changes – made minor formatting changes to prepare document for publishign and JCC review.
24/09/2018	1.0	Keith Giles Document controller	Published Procedure.
10/10/2019	1.1	B George	Added document references in Section 6.3.
17/10/2019	1.2	K Giles	Updated references and formatting, published minor update
25/02/2020	1.3	Document Controller	Draft working copy released for review
27/02/2020	1.4	C Edwards	Document review and update in consultation with Health Services Coordinator and JCC sub-committee and removal of all fatigue elements.
30/10/2020	1.5	C Edwards/Kathy Hake	Document review following release of draft document and feedback received from stakeholders.
11/12/2020	1.6	C Edwards/Kathy Hake	Document review – feedback Power and Water employees and HSE Team
23/02/2021	1.7	Kathy Hake/ Birgit George	Document update – AOD Flowcharts
04/03/2021	1.8	C Edwards/Kathy Hake	Document review and update – feedback from HSE Senior Manager.
28/04/2021	1.9	ELT/CEO	Endorsement of procedure
06/07/2021	2.0	Document Control	Published approved controlled document

7 Appendices

Appendix A: Symptoms and behaviours of people affected by alcohol and/or other drug use

If a worker is believed to be displaying one or more of the listed symptoms or behaviours and there is a reasonable suspicion that they may be under the influence of alcohol and/or drugs, a *Fitness for Work - Observation and Assessment Form* must be completed.

Physical Symptoms and Behaviours		
Flushing	Dizziness	Shakiness
Bloodshot eyes	Dilated (enlarged) pupils	Unclear judgement
Confused	Uncoordinated movements	Irregular breathing
Slow reactions	Loss of memory	Hyperactivity
Slurred speech	Aggression	Depression
Smells of alcohol	Tendency to laugh	Tension
Loss of inhibitions	Talk more than usual	Unconsciousness
Vomiting	Convulsions	Hallucinations
Trembling	Irritability	Irrational behaviour
Threatening manner	Sleepiness	Anxiety
Convulsions	Increased sweating	Dehydration
Work Behaviours		

Non or reduced attendance at work evidenced by:

- Absenteeism such as excessive personal leave; taking of unauthorised leave; frequent minor illnesses; improbable excuses for absences; lateness of arrival; and/or
- On-the-job absenteeism such as continued absences from office, desk, or worksite; frequent trips to coffee room or toilet, late returning from lunch/shift.
- Continuous non-compliance to Power and Water health and safety standards evidenced by Incidents on the job; near misses; or incidents off the job that affect work performance

Effects on clients and customers evidenced by:

- Clients comment on behaviour or action; and/or loss or threatened loss of business.

Diminished quality of work evidenced by:

- Difficulty recalling instructions or job details and/or giving misunderstanding instructions.
- Slow to learn new jobs; unreliability; and/or reduced levels of concentration.

Diminished quantity of work evidenced by:

- Missed deadlines or jobs taking more time than expected and/or decreased productivity.
- Unable to sustain effort and/or spasmodic work pace.

Effects on work team evidenced by:

- Over-reaction to real or imagined criticism; wide mood swings in morale, moody and unpredictable;
- Borrowing money from co-workers and/or complaints from, or avoidance of, co-workers; and/or
- Involved in arguments and/or physical fights.

Appendix B: Tables of Drug Types and Levels

A Initial On-Site Test Target Concentrations

TABLE 3.1 AS 4760-2006

Compound	Target Concentration (Ng/ml)
Opiates (e.g. Morphine)	50
Amphetamines	50
Cannabinoid (THC)	15
Cocaine	50
Oxycodone	40

B Confirmatory Test Target Concentrations

TABLE 5.1 AS 4760-2006

Compound	Target Concentration (Ng/ml)
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxyamphetamine	25
Methylenedioxyamphetamine	25
Δ 9-tetrahydrocannabinol	10
Cocaine	25
Benzoyllecgonine	25
Ecgonine methyl ester	25
Oxycodone	40

Notes:

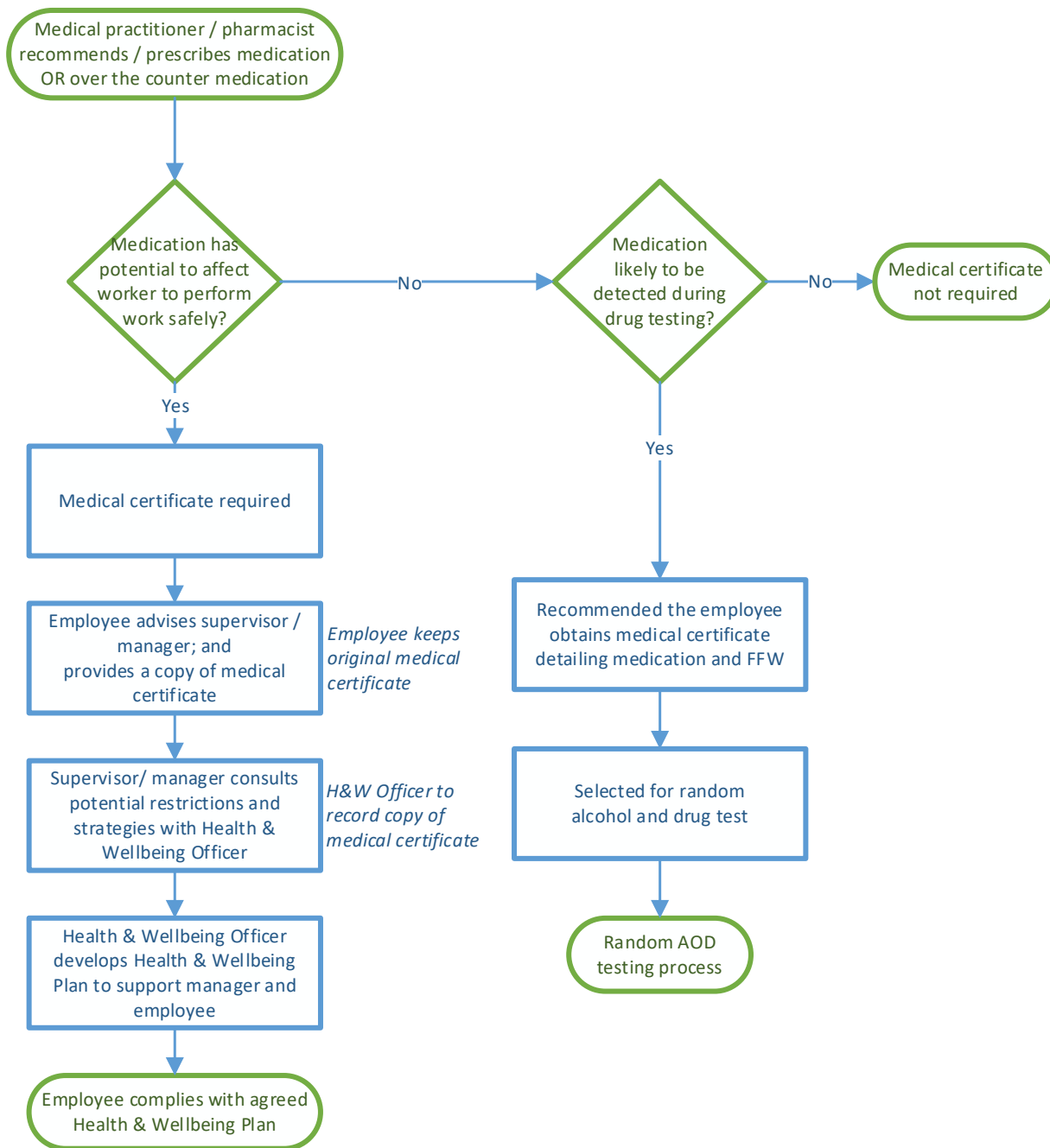
- These targets represent the undiluted oral fluid concentration.
- For analytes not included in this Table, the laboratory shall select a target concentration as appropriate for oral fluid.

C Street Names of Illicit Drugs

Illicit Drug	Street Names
Cannabis	Grass, marijuana, dope, weed, mull, herb, bucket, cone, joint, yandi, hooch, pot, mary-jane, skunk, hydro
Ecstasy	XTC, E, eccy, pills, love, love drug, hug drug
Amphetamine	Speed, fast, go fast, goey, G, uppers, wiz, pep, tabs
Methamphetamine	Ice, meth, speed, crystal meth, shabu, glass, base, oil
Heroin	Smack, skag, H hammer, slow, harry, homebake, horse, china, gear, junk.
Oxy	Oxycodone, Oxycontin

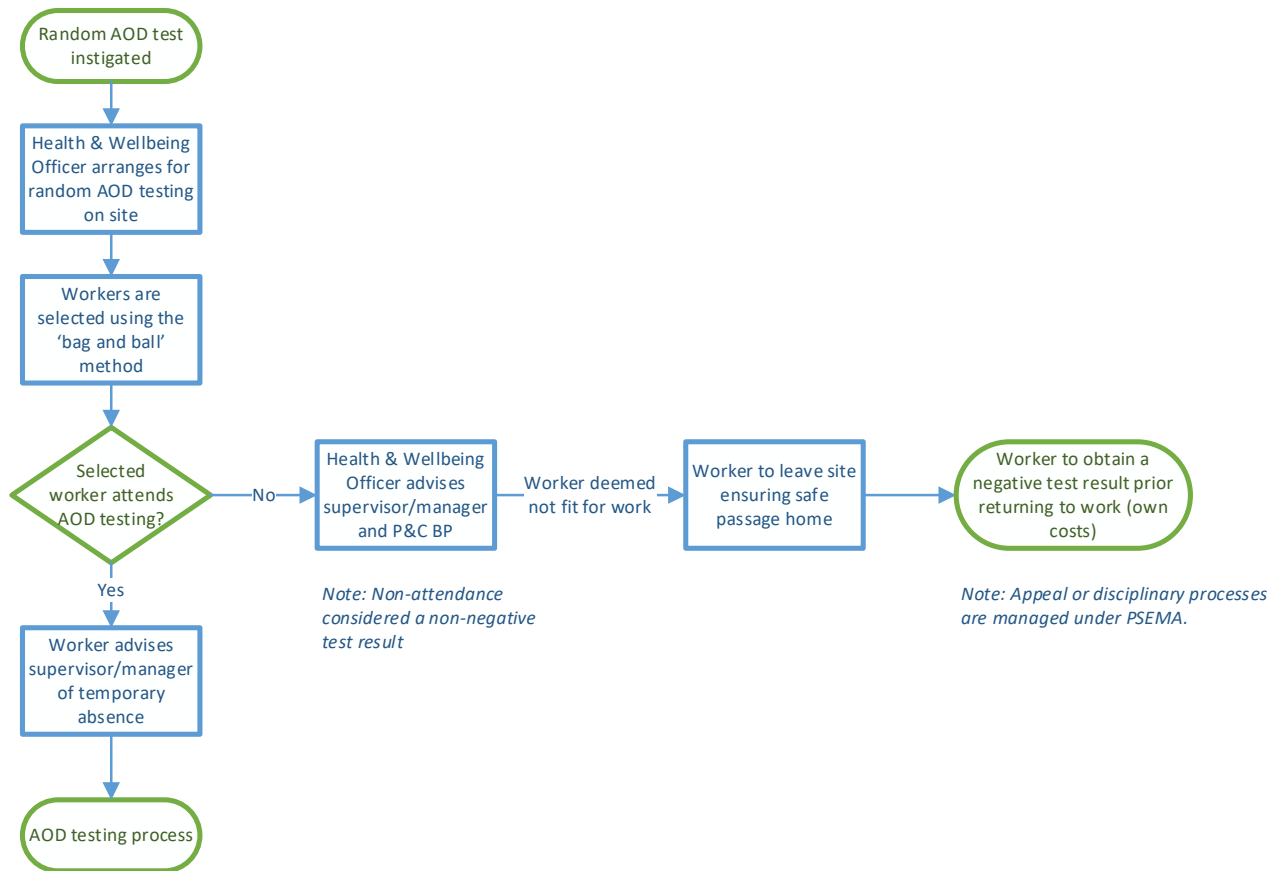
Appendix C: Flowchart - Notification of medication

Workers have an obligation to understand the impact that prescription or over the counter medication may have on the safe performance of their work.



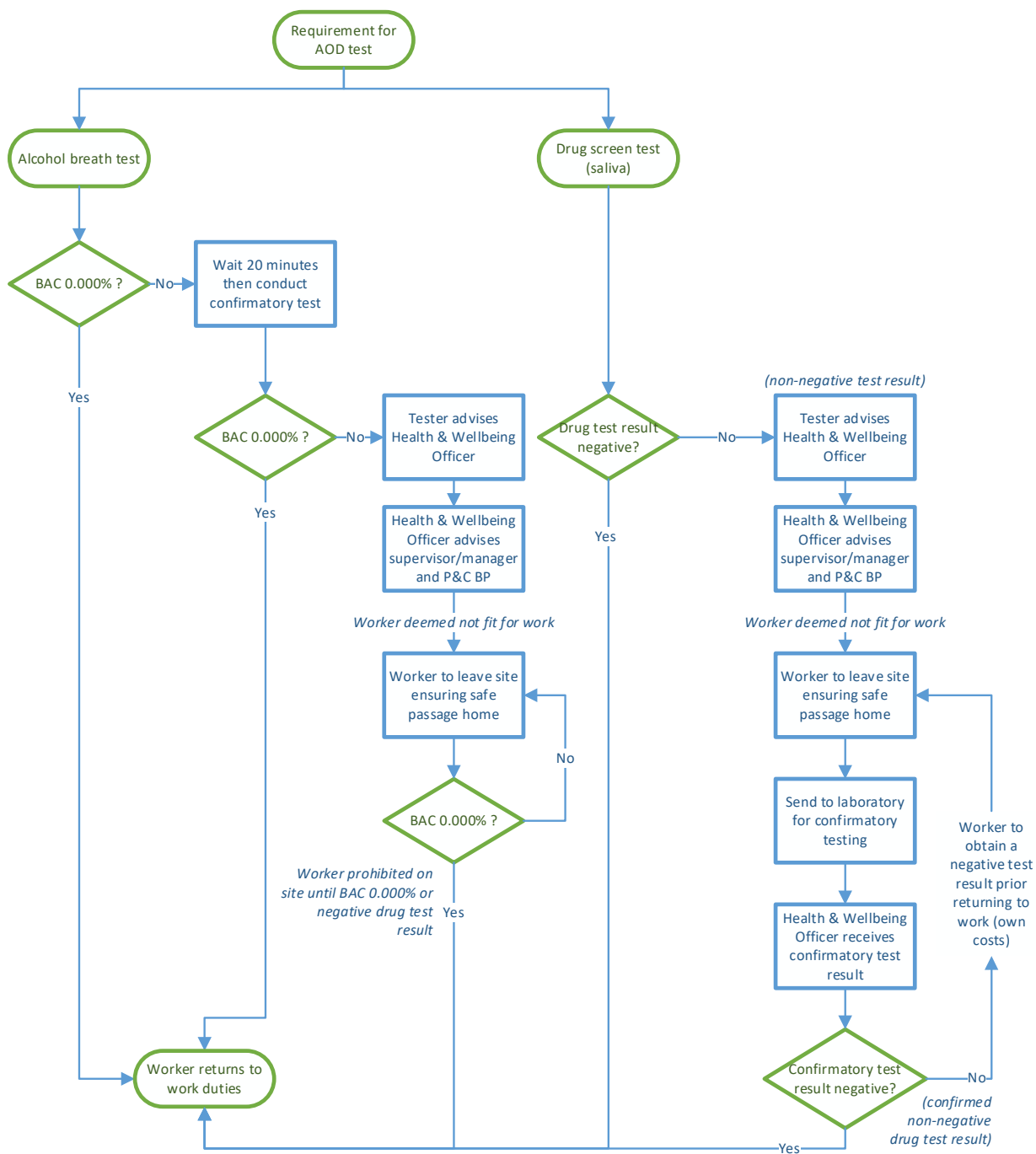
Appendix D: Flowchart – Random testing for alcohol or other drugs

All workers and others may be subject to random alcohol or other drugs (AOD) tests at any time.



Note: The 'bag and ball' method is the primary method for selection at major sites, however this may be varied for smaller or regional sites (e.g. all workers tested on sites of less than 10 workers).

Appendix E: Flowchart – Alcohol and other drugs (AOD) testing process



Appendix F: Flowchart - Post incident / for cause testing

Any worker who is involved (either directly or indirectly) in a safety incident may be required to undertake post incident testing.

