



**DRUG AND ALCOHOL**

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## 1.0 Purpose

In order to meet our duty of care responsibilities and build a culture of wellbeing, Contact will take all reasonable steps to ensure that all employees and contractors are fit for work. This includes eliminating the potential harm to people, plant and Contact's operations that results from the inappropriate use of drugs and alcohol, the creation of a wellbeing focus and individual choices being made that support the wellbeing of self and others.

This Procedure outlines Contact's requirements in relation to drugs and alcohol in the workplace, and aims to:

- Assist managers and supervisors to manage the process fairly and equitably within the existing legislative framework while being respectful of the rights of both individuals and Contact
- Support team members to know and understand Contact's expectations of a healthy and safe workplace and the rationale for this
- Provide a clear statement of required behaviours at Contact's workplaces in relation to drugs and alcohol, including possible responses to any breach
- Provide reasonable support and advice to employees who may have a drug and/or alcohol related problem, and encourage employees to voluntarily seek help
- Be transparent by outlining our drug and alcohol testing methods.

## 2.0 Application

All Contact roles are subject to the testing programme as outlined in Section 5. Certain roles have been identified as Safety Sensitive and are subject to additional testing, i.e. pre-employment, periodic health monitoring and random.

### 2.1 Safety Sensitive Roles

Safety Sensitive Roles (as defined in Section 10) have been identified through consultation with affected people and include roles in these areas (excluding purely administrative roles):

- All roles required to work on or from sites involved in the storage or distribution of LPG
- All roles required to work on or from sites involved in the generation of electricity
- All roles required to work on or from sites involved in the storage or extraction of natural gas
- Note – a role normally based in another location may be deemed to be a safety sensitive role during any period working or based in the above location/s and means the job holder may be subject to the testing that applies to safety sensitive roles.
- All roles or people regularly required to drive a company vehicle
- All roles or people controlling access or egress from Contact worksites

### 2.2 Other Roles

All other roles within Contact which are not identified as Safety Sensitive.

## 3.0 Responsibilities

Managers, supervisors and team leaders are responsible for:

- The day-to-day management of this procedure as it applies to each workplace
- Ensuring that all employees, contractors or people in the workplace are notified of this procedure
- Supporting employee attendance at education sessions
- Making good choices that support their health and safety and that of others

Employees and contractors are responsible for:

- Adhering to this procedure and cooperating with testing programs as they apply in their workplace
- Notifying their manager/supervisor if they believe that a co-worker, contractor or any other person at the workplace is adversely affected by drug(s) and or alcohol
- Consulting with their prescribing physician and/or pharmacist to ascertain whether their medication may interfere with safe performance of their role and advising their manager/supervisor
- Advising their manager/supervisor of drug or alcohol convictions, where that offence impacts their ability to carry out their normal duties (e.g. loss of driving licence and driving a Company vehicle)
- Acting responsibly so as not to endanger themselves or others or create offence to others through their behaviour or conduct
- Supporting their peers to be safe and well at work,

On entering the workplace, visitors (e.g. clients and customers or guests) of the Company are responsible for:

- Complying with Company policy and procedures
- Acting responsibly so as not to endanger themselves or others or create offence to others through their behaviour or conduct

Visitors whose behaviour suggests that they may compromise the safe operation of the workplace or place themselves or others at risk for whatever reason will be requested to leave the site.

## 4.0 Requirements

Contact requires employees, contractors and other people at the Company's sites and workplaces to adhere to the following requirements. Breaching these requirements may result in disciplinary action, including possible termination of employment or contract.

From time to time Contact employees may be required to work on sites controlled by other employers or contractors. In that case you are still required to comply with this procedure, or if the site has lower cut-off levels than Contact does, you are required to abide by their limits.

### 4.1 Use and Possession of Illicit Drugs

Contact will not tolerate the use, manufacture, possession, sale, trading, distribution, dispensing, and/or offering for sale of any unauthorised or illicit drugs at our workplaces, social events or work related functions. Such action will be considered a serious breach which may

result in termination of employment or contract. A drug test is not necessarily required if a person is involved in any of these trading or supply activities.

A breach of this requirement may also be a criminal offence and the police or other appropriate government authority may be notified.

## 4.2 Attending for Work

It is a serious breach of this Procedure for an employee, contractor or labour hire worker to attend work with the presence of illegal drugs or alcohol in their system above the Cut-Off Concentrations specified in Appendix A.

## 4.3 Use of Over the Counter and Prescribed Medication

People may have legitimate reasons for taking some drugs, particularly where a doctor has prescribed them for medical purposes or where the drug is lawfully available at pharmacies or other stores.

Individuals **MUST** seek information about the effect of the drug on their ability to drive vehicles, operate machinery, perform their normal work safely or make safety sensitive decisions. Individuals **MUST** advise their manager/supervisor of any issues as soon as practicable before they commence work. The information about the effects of the drug should be sought from the professional supplying the medication, e.g. doctor or pharmacist, or other reputable source.

People **MUST** not misuse or abuse prescription or over the counter drugs as this may affect their workplace health and safety and the safety of others. Breach of this requirement may result in disciplinary action.

If the Company reasonably believes an individual is unable to perform their normal work safely, and there is no alternative work available, the individual could be stood down from work. The Company may request an employee to undertake an independent medical assessment.

## 4.4 Consumption of Alcohol

Because of the significant safety and business risks alcohol introduces, and our hazardous work environment, it should not be common practice for alcohol to be consumed when attending work including during any scheduled work break or refreshment break, when dealing with the public, when on call, or when on standby.

However, there is value in social interaction between staff and while local managers are encouraged to explore opportunities for social events without involving alcohol or away from the workplace, there may be occasions where exceptions will be permitted (only with the approval of the relevant Leadership Team member).

When exceptions are approved and alcohol is consumed at a Company sponsored meeting or social event, or at a client or provider function people are expected to behave responsibly. The manager or senior staff member hosting or attending the function should ensure that low alcohol drinks, non-alcoholic alternatives and sufficient food are provided and promoted. The function host should also take reasonable steps to ensure guests leave the premises in a safe manner at the completion of the function. Refer to Appendix F for Host Responsibility Guidelines.

When travelling on Company business employees and contractors **MUST** ensure that alcohol consumption does not compromise their own health and safety or contravene local regulations and customs.

## 5.0 Testing programs

To maintain a safe workplace, the following Drugs and Alcohol testing programs have been developed after consultation with key stakeholders.

A positive test, refusal to undergo testing or tampering/interfering with test samples may be considered a serious breach of this procedure and can lead to disciplinary action including possible termination of employment.

All confirmatory testing will be carried out by independent qualified professionals at an accredited laboratory.

Breath alcohol testing will be conducted by a person who has been trained to conduct this service and is using an appropriate calibrated device. The breath alcohol tester can be an external service provider or a Contact person who has received the relevant training.

### 5.1 Types of Testing Programs

Six types of testing programs may be implemented under this procedure:

Testing Program	Safety Sensitive Roles	Other Roles
Pre-employment medical	Yes	No
Internal transfer	Yes	No
Periodic health monitoring	Yes	No
Random	Yes	No
Post incident	Yes	Yes
Reasonable cause	Yes	Yes

For detailed flow diagrams that cover drug and alcohol testing under the random, post incident and reasonable cause testing programs, refer to the drugs and alcohol toolkits developed.

#### Pre-employment or Internal Transfer Testing for Safety Sensitive Roles

Employment offers (including transfers) or contractor engagement to Safety Sensitive roles (which are usually held by an employee) are made subject to a satisfactory drugs and alcohol test being returned. The test **MUST** have been carried out by a qualified collector or accredited laboratory, and completed no greater than 6 weeks prior to the employment offer or contract commencement.

#### Periodic health monitoring

Drugs and alcohol testing may be included as part of periodic health monitoring. Such examinations apply to existing employees who undertake a fitness for work assessment in relation to the physical demands of their role or who are exposed to occupational health hazards.

## Random Testing

From time to time alcohol screening may be done on entry to safety sensitive sites. This is not a test; however if the result indicates the presence of alcohol a test will happen next.

All employees, contractors and labour hires in Safety Sensitive roles may be tested on a random unannounced basis. Random testing can be the random selection of people tested, or all or a proportion of people within a group tested at random times within a certain period.

To ensure random testing is fair and genuinely random, i.e. not targeted, scheduling of random testing will be arranged by Contact's Service Provider in consultation with site HSE Advisors.

## Post Incident Testing

Any employee, contractor, or labour hire may be tested for the presence of drugs or alcohol where they are involved in any of the following circumstances in the course of their work:

- An incident involving death or a lost time injury
- An incident requiring treatment by a medical professional
- An incident or near miss that has a potential severity of 'moderate' or higher
- An incident involving damage to vehicle, property, plant or equipment.

Persons 'involved' in an incident may include:

- The injured or affected person/people
- Other members of the work team and the work supervisor
- People involved in the work planning and 'set to work' process.

## Reasonable Cause Testing

Where there is a reasonable suspicion that an employee, contractor or labour hire is attending for work with the presence of drugs or alcohol above the cut-off limit in their system, they can be directed to undertake a drug and or alcohol test.

Managers/supervisors are expected to engage fairly, equitably and respectfully in direct discussion with an employee, contractor or labour hire they suspect is in breach of Contact's procedure. Many indicators/symptoms associated with drug and alcohol use may also be associated with a wide range of other issues (e.g. medical conditions, personal problems, fatigue etc.). Some of the indicators that may suggest an individual is affected by drugs / alcohol can be found in Appendix E.

Discovery of drugs or alcohol or associated paraphernalia on Contact property may also constitute reasonable cause for testing. We may also determine reasonable cause upon receiving reliable information from a co-worker or customer.

## 5.2 Process for Conducting Drugs and Alcohol Testing

Urine specimens will be tested for the presence of drugs and/or their metabolites in accordance with the current AS/NZS standard.

In the case of a non-negative on-site drug test result, a laboratory confirmatory test will be completed. This confirmation takes 2-5 days. Even if the on-site test is negative, the sample may be forwarded to the laboratory to be tested for the other drugs not covered by the on-site test.

Blood Alcohol Concentration will be tested using a breath alcohol testing device which complies with the current AS/NZS standard. In the case of a positive alcohol test, the collector will conduct a confirmation alcohol test after a 15-20 minute period.

Refer to Appendix B for detailed testing procedures.

Note - New testing procedures may be developed in the future (for example oral fluid testing as an option to replace urine testing). Contact will continue to monitor developments and may update the testing process to use less invasive procedures when sound and proven standards and systems are available.

## 5.3 Refusal to Test

If a person refuses to submit to, or co-operate with (including evasion), the administration of a drug or alcohol test, without an acceptable reason, that person's supervisor, if applicable, will be called upon to:

- Explain the procedure
- Explain the potential consequences of not taking a test, and
- Encourage that person to take a test

If the employee, contractor or labour hire continues to refuse to take a test this will be considered a serious breach and will be treated in the same way as a person who returned a failed alcohol or confirmed positive drugs test result - refer to Appendix C.

## 5.4 Tampering with Samples

An attempt by a person to interfere with the integrity of the testing process (e.g. by dilution, substitution, using flushing or masking agents) will be treated in the same way as a person who returned a failed alcohol or confirmed positive drugs test result - refer to Appendix C.

## 6.0 Drugs and Alcohol Rehabilitation

Drug and alcohol addiction are treatable illnesses and early intervention and support improves the success of rehabilitation. Contact may provide support for employees in need of assistance or rehabilitation resulting from problems with drugs and / or alcohol. Counselling is available under the Employee Assistance Programme (EAP). Management of performance issues, including those relating to drug and alcohol use, may continue while a person is receiving counselling/ support.

### 6.1 Voluntary

If an employee thinks he/she has a drug or alcohol problem we encourage them to ask for help from their manager, their P&C Business Partner or an HSE Advisor at an early stage (i.e. before the employee is subject to testing), without fear of adverse action. Discussions will be kept confidential. Contact will try to help the employee resolve the problem, including referring the employee to the EAP for counselling and/or rehabilitation.

If an employee has sought EAP counselling in relation to an alcohol or drug problem as a result of an incident or where they are required to undertake drug and alcohol testing at the direction of Contact, the waiver of disciplinary action as above may not apply.



If an employee volunteers to receive counselling through the EAP and occupies a Safety Sensitive role, Contact will seek sufficient information from the Service Provider to verify the employee's ability to continue to safely perform their role.

## 6.2 Company Referred

Current employees returning a positive test for the first time, who want to continue employment, may be required to have a formal assessment and any recommended follow up counselling through the EAP. Failure to take part in or complete the programme may result in disciplinary action including possible dismissal.

### Funding

Contact will fund rehabilitation at its discretion for employees only as follows:

- Initial assessment by a substance abuse professional (with a report sent to Contact Energy)
- Up to four sessions (including the initial assessment) with a drugs and alcohol trained clinician
- Wherever possible sessions will be scheduled during the employee's own time or, with the manager's agreement, leave entitlements may be used to attend
- Up to six random follow-up tests per year over two years.

### Rehabilitation Procedure

- The employee **MUST** sign a contract agreeing to the programme and follow up testing - Appendix J
- The manager will contact Contact's EAP provider to arrange an initial appointment for the employee to meet with the drug and alcohol trained clinician for an assessment. The manager will provide the results of the workplace testing that has been completed alongside a consent form signed by both the manager and the employee. The referral and consent forms are Appendices H & I of this procedure. Employees will be given a phone number to contact the drug and alcohol trained clinician.
- The drug and alcohol trained clinician will arrange for treatment or further specialist advice as considered necessary
- The drug and alcohol trained clinician will advise the manager if an alternative employment situation would be advisable to provide for a safe working environment. This advice may also include whether additional drug and/or alcohol testing is required during the treatment programme. For safety sensitive roles the employee may not return to those tasks until a clear test has been provided. Alternative (non-safety sensitive) duties or stand down will apply in the interim
- Rehabilitation will commence and the rehabilitation provider will provide the manager with information on the attendance of the employee.
- The drug and alcohol trained clinician will report to the manager, after the agreed number of sessions, on the necessity or benefit of further treatment
- The employee is required to pay for any sessions required beyond those that are paid for by Contact.

## Return to Work Decision

Contact will make a return to work decision, based upon:

- The nature of the employee’s work:
  - If the employee’s normal role is ‘safety sensitive’, alternative employment, if feasible, is to be found which does not place the person, other employees, or Contact at risk
  - If no such alternative employment exists, the employee cannot return to work until he/she has returned a drug and/or alcohol test below the ‘cut-off’ level
  - When the employee has returned a drug and/or alcohol test below the ‘cut-off’ level, a decision can be made on whether return to normal duties is possible.
- A comprehensive drug and/or alcohol assessment report from the rehabilitation service provider. This report will indicate the employee’s ability and readiness to change. In some instances, the rehabilitation service provider may recommend that the employee abstain from drugs and/or alcohol as part of their treatment programme. In such circumstance, a ‘zero’ result will be expected which is a higher standard than that required for ‘return to work.’
- Recent drug and/or alcohol test result:
  - The employee’s test results during rehabilitation can (on request, at the time of sample collection) be used to monitor the pattern of drug and/or alcohol use since the initial test.

## Follow-Up Testing

On completion of drug and alcohol counselling through EAP, the employee will have up to six unannounced follow-up drugs and/or alcohol tests per year over the next two years.

These tests may look for the presence of any amount of the drug (i.e. it is not restricted to cut-off levels).

A second positive test outside the treatment period may result in disciplinary action including possible dismissal – Refer to Appendix C.

## 7.0 Records

All information received by Contact through the implementation of this procedure is treated as confidential. This includes the:

- Collection of specimens
- Destruction of specimens after testing
- Management of its records and the employee’s personal records; and
- Communication of test results

All information gathered as a result of drugs and alcohol testing is collected for the purpose of implementing this procedure and achieving its objectives and will comply with the Privacy Act. The information will be held securely. Information may be disclosed only to managers or People and Culture employees who “need to know.” Disclosure of this information to other parties (including future employers) will require the consent of the employee.

Any employee or contractor will be able to request a copy of all their own personal drug and alcohol testing information that has been stored. Requests for this information are to be made through the applicable P&C business partner.

Information about an employee's performance issues and their management in relation to drug and alcohol use will form part of an employee's personal file and be held by People and Culture.

Reporting on the number of tests performed and the outcome of those tests will be provided on at least an annual basis. The purpose of this reporting is to monitor the implementation of the Drugs and Alcohol procedure. This reporting will not contain any personal details.

Information on drugs and alcohol testing should be recorded in Risk Manager for post incident or if the test results require an incident to be raised. Confidentiality **MUST** be maintained at all times.

## 8.0 Communication and Consultation

Information and education will be provided to ensure a reasonable opportunity for employees to be aware of the requirements of this procedure.

New employees, contractors and visitors will be made aware of Contact's Drugs and Alcohol procedure through induction. Existing employees, contractors and their authorised representatives will be consulted and made aware of the Drugs and Alcohol procedure by way of awareness sessions.

Employees in Safety Sensitive positions will be provided with specific information and education on a regular basis to ensure they are familiar with the provisions under this procedure.

## 9.0 Compliance and Assurance

Contact requires all of its employees, contractors, labour hire, and visitors to comply with this procedure. Compliance with this procedure is periodically monitored by Corporate HSE. Contact's Business Assurance team may periodically complete a review of Contact's Drug and Alcohol programme.

## 10.0 Definitions

Term	Definition
Alcohol	Any beverage that contains ethyl alcohol including but not limited to beer, wine and spirits.
Alcohol testing	Breath alcohol tests will be conducted using an Approved Testing Device which meets the current AS/NZS standard.
Authorised Laboratory	A testing facility accredited against AS/NZS 4308:2008 "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine," at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or metabolite.
Chain-of-Custody	A series of procedures to account for the integrity of each specimen by tracking its handling and storage from point of specimen collection to final disposal of the urine.
Collector	A person who has successfully completed a course of instruction, in compliance with current AS/NZS standard for specimen collection and

Term	Definition
	on-site screening (if applicable), handling, storage and dispatch of specimens.
Contact or the Company	Contact and all subsidiaries and/or controlled companies, joint venture partners for whom Contact has a contractual responsibility to insure and other parties as may be specified.
Contractor	Any company or individual who has a contract for service with Contact and where those services are provided at Contact controlled sites/workplaces/premises/facilities.
Independent Contractor	A single operator or a small business employing two to three people where they are NOT commercially engaged by Contact via the terms and conditions of a Services Agreement.
Employee of a Contractor	A person hired by an organisation which has a working contract or service agreement in place to perform certain work for Contact.
Cut-Off Concentration	A value at or above which the drug/metabolite is deemed to be 'positive' and below which the drug/metabolite is deemed to be 'negative'.
Drugs	Illicit and restricted drugs which cause impairment such as cannabis and hashish, opiates (such as heroin and morphine) cocaine, amphetamine type substances (speed, "P", ecstasy and benzylpiperazine (party pills).The term also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives) and other or synthetic drugs designed to mimic the effects of illicit or restricted drugs.
Employee	Person employed by Contact whether on a full time or part time or casual basis.
Illicit Drugs	Not permitted, not authorised, or unlawful. May be covered in the Psychoactive Substances Act.
Integrity testing	Testing for substances that affect the detection or quantification of drugs or metabolites.
Labour hire	Person employed by an employment agency who works at a Contact workplace.
Negative alcohol test	Means a level of alcohol at or below 250 micrograms per litre ( $\mu\text{g/L}$ ) for most employees and below 100 $\mu\text{g/L}$ for those in safety sensitive roles when a zero tolerance regime is in place.
Negative drug test	Means that as the result of a urine screening test (on-site or laboratory) and/ or a confirmed laboratory testing, either no drug(s) and/ or metabolite(s) are detected or the concentration(s) of drug(s) and/ or metabolite(s) detected are below the concentrations set in the current AS/NZS standard.
Non-prescription medication	Medications that can lawfully be obtained from other than a medical practitioner and that may affect performance.
Non-negative test	The initial test result was at or above the specified cut-off level and will require further review to determine the cause of the result. It can also mean that the specimen was tampered with, substituted or invalid.
Positive alcohol test	Means a level of alcohol above 250 micrograms per litre ( $\mu\text{g/L}$ ) for most employees and above 100 $\mu\text{g/L}$ for those in safety sensitive roles when a zero tolerance regime is in place.

Term	Definition
Positive drug test	Means that as the result of a urine screening test (on-site or laboratory) and/ or a confirmed laboratory testing, either drug(s) and/ or metabolite(s) are detected and the concentration(s) of drug(s) and/ or metabolite(s) detected are above the concentrations set in the current AS/NZS standard.
Prescription medication	Medications that are prescribed by a medical practitioner and that may affect performance.
Safety sensitive roles	Roles where employees could, if affected by drugs or alcohol, expose themselves or others to the risk of injury because of the nature of their role or working environment. This includes people who make safety critical decisions and people in other roles temporarily working at an LPG or Operations site.
Serious misconduct	Behaviour or an act that is prejudicial to the business or reputation of the Company or a serious breach of a condition or requirement of a Company Policy, Protocol or Procedure.
Service Provider	An external person or organisation suitably qualified and engaged to support Contact's application of the rehabilitation or education requirements of this Procedure.
Visitor	A person who is not an employee, contractor or labour hire person who is on a Company worksite for a short term visit for business or non-business purposes (includes clients and customers) and who would be fully supervised during the visit.

## 11.0 Related Documents

- Health, Safety and Environment Policy
- Code of Conduct
- Coaching and Discipline Procedure

## 12.0 Document Version Information

<b>Author</b>		
<b>Document Approver</b>		
<b>Current Version</b>		<b>Synopsis of amendments to previous version (brief commentary noting section)</b>
<b>Number</b>	<b>Date</b>	
0	17 Dec 2016	

## APPENDIX A Cut-Off Concentrations for Alcohol and other Drugs

Except as defined by law, where a test result is equal to or exceeds the following Cut-Off Concentrations for drugs and alcohol the employee, contractor or labour hire will be asked for an explanation. If a reasonable explanation cannot be provided then disciplinary action will be taken which could lead to dismissal or termination of contract.

### Alcohol Cut-Off Concentrations

Alcohol testing is by breath test. The cut-off concentration is 250 micrograms of alcohol per litre of breath.

Lower than 250µg/L or zero (i.e. below 100µg/L) alcohol limits may be implemented after consultation with the affected employees on safety sensitive sites, or for specific safety sensitive work or projects such as outages or major construction/development projects.

### Drug Cut-Off Concentrations

The following drug and drug metabolite Cut-Off Concentrations apply to both Safety Sensitive Roles and Other Roles.

#### Confirmatory Test Cut-Off Concentrations (As Total Drug)

Class	Compound	Cut-Off Concentration (µg /L)
Opiates	Codeine	300
	Morphine	300
	6-Acetylmorphine	10
Amphetamine type substances	Amphetamine	150
	Methylamphetamine	150
	Methylenedioxymethyamphetamine	150
	Methylenedioxyamphetamine	150
	Benzylpiperazine*	500
	Phentermine*	500
	Ephedrine*	500
	Pseudoephedrine*	500
Cannabis metabolites	11-nor-delta-9-tetrahydrocannabinol-9-carboxylic acid	15
Cocaine metabolites	Benzoyllecgonine	150
	Ecgonine methyl ester	150
Benzodiazepines	Oxazepam	200
	Temazepam	200
	Diazepam	200
	Nordiazepam	200
	7-amino-clonazepam	100
	7-amino-flunitrazepam	100
	7-amino-nitrazepam	100
	Alpha-hydroxyalprazolam	100

\* These drugs may be optionally tested within each class and the specified cut-off concentrations **MUST** apply.

The list above may be amended from time to time as new illicit, party, or synthetic drugs are identified and/or developed and testing systems change to match.

## APPENDIX B: Drugs and Alcohol Testing Procedures

### Drugs testing

The employee/contractor/ labour hire will report to (pre-employment) or be accompanied (internal transfer, post accident/incident, reasonable cause, periodic, random) to the NZQA certified collector and “on-site” screener, and will be required to produce a copy of a signed consent form and provide two unique identifiers: one of which can be confirmation of identity by the accompanying person. They will then be required to comply with the following procedure:

- A chain-of-custody form will be partially completed initially; with final signatures being applied after the specimen has been collected and processed. This form contains as a minimum:
  - Verification of donor’s identity
  - Two identifiers unique to the donor
  - Contact’s details
  - Date and time of collection
  - Confirmation by the donor that the specimen was their own and was correctly taken
  - Name and signature of collector
  - Declaration by the collector that the specimen has been collected and screened on-site in
  - compliance with AS/NZS 4308:2008
  - Results of specimen integrity tests carried out at the point of collection
- A urine specimen will be provided in private.
- The employee/contractor/labour hire should note the temperature reading on the collection vessel and verify the temperature reading was correctly recorded on the form.
- The employee/contractor/labour hire will be able to observe the entire specimen collection, processing, “on-site” screening test and chain-of-custody procedure, including the splitting of the specimen into two bottles if laboratory confirmation is required.
- Further tests for specimen integrity (e.g. dilution, masking agent) will be conducted in the presence of the employee/ contractor/ labour hire.
- The employee/contractor/labour hire will be asked to voluntarily provide information on drugs/medication they have used recently.
- The employee/contractor/labour hire will be asked to read, sign and date the chain-of-custody statement certifying the specimen is theirs and has not been changed or altered at the time of the collection.

### Screening Test

The specimen will be screened using a verified “on-site” immunoassay device and process which complies with current AS/NZS standards. Negative results can be reported for statistical purposes. However all specimens screening “not negative” or considered to have suspect integrity will be sent to the accredited laboratory for confirmatory testing. If the validity is suspect another specimen **MUST** also be collected and both specimens forwarded to the laboratory.

The Contact manager will be informed immediately in all cases where a specimen is required to be sent to the laboratory for further testing, and the circumstances that resulted in this action.

## Confirmatory Testing

- A second, more specific test is used. This test, either gas chromatography mass spectrometry (GCMS) or liquid chromatography tandem mass spectrometry (LCMSMS) is considered by scientific and medical experts to be the most reliable procedure available.
- Diluents, masking agents and substances affecting the specimen integrity are also tested for and confirmed by appropriate methods.
- A positive test will only be reported by the Laboratory if GCMS or LCMSMS confirms the level of a drug or metabolite which is equal to or above the confirmation cut-off level tabulated in Appendix A.
- The laboratory will also report if there is abnormal dilution or any integrity measurement that may have affected the test result.
- If an employee/contractor/labour hire disagrees with an initial positive test result then they have the option of having the second split sample tested at same or another accredited laboratory. This request should be made within 14 days of receiving the initial result and this reanalysis looks for the presence of any amount of the drug (i.e. it is not restricted to cut-off levels).
- If the second test result proves positive this will be accepted as a conclusive result and costs associated with this test will be borne by the employee/contractor/labour hire. If the second test result proves negative this will be accepted as a conclusive result.
- If the confirmatory test is positive, the manager/supervisor of the person will be advised immediately.

## Alcohol Testing

All aspects of the testing procedure will be carried out in a confidential and private manner. The test for alcohol will be carried out by using a breath alcohol testing device, which complies with the AS 3547-1997, for the measurement of alcohol.

- An Informed Consent Form will be signed – Appendix G.
- The first test will require the person to blow into the device with a disposable mouthpiece.
- If the result is negative no further alcohol test follows.
- If the result is positive, a confirmatory test on the same device (using a new mouthpiece) will be conducted after a 15-20 minute period.
- The time and result will be recorded.
- If the confirmatory test is also positive, the manager/supervisor of the person will be advised immediately.

## Post Incident Testing

The manager of the employee or contractor's supervisor **MUST**:

- Determine whether there is sufficient cause to test for drugs/alcohol. If the accident / incident is sufficiently serious, the testing should be automatic for all persons involved.
- Assess whether it is practical to require a test (see below for emergency situations).



- Advise the employee/contractor/labour hire that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed. If an on-site delegate or willing co-worker is available to accompany the employee as a witness then they may do so, but not so as to delay the process.
- Obtain written consent from the employee/contractor/labour hire. Note that a refusal to supply consent may be considered a Refusal to Test as per section 5.3.
- Arrange for the employee/contractor/labour hire to be accompanied at all times and escorted to the designated approved specimen collector and “on-site” screening and breath testing provider at the earliest possible time. The accompanying person will be required to confirm the identity of the employee/contractor/labour hire. (NB: If possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 2-3 hours).
- If the alcohol test and the urine “on site screening” tests are negative, continue the investigation of the incident under Contact’s normal processes, not this Drug and Alcohol Procedure.
- If the alcohol test is positive, the manager/supervisor of the person will be advised immediately.
- If the urine specimen returns a “not-negative” screening result or its integrity is suspect, the manager/supervisor of the person will be advised immediately and arrangements will be made for a confirmatory laboratory test.
- For post accident and reasonable cause testing, it is recommended that all specimens which have been screened using the “on-site” testing options should also be forwarded for full laboratory testing regardless of the screening result.
- If the confirmed result is positive for drug(s) or alcohol, or the specimen integrity has been compromised, disciplinary procedures will follow, as per Appendix C.

## Emergency Situation

Where it is not practical for a test to be carried out immediately due to the injuries to the employee/contractor/labour hire or where other actions are required (response to injury, fire, spill etc.), the manager or supervisor **MUST**:

- Attend to the other corrective actions.
- Ensure that a Contact representative accompanies the employee/contractor/ labour hire to the hospital/doctor so that the required tests can be carried out as soon as practicable.
- If the injuries preclude immediate tests, ensure the tests are carried out at the first practical opportunity.

## Random Testing

The manager/supervisor **MUST**:

- Advise the employee/contractor/labour hire that they have been selected for a random drugs and alcohol test.
- Obtain written consent from the employee/contractor/labour hire. Note that a refusal to supply consent may be considered a Refusal to Test as per
- section 5.3
- Arrange for the employee/contractor/labour hire to be accompanied at all times and escorted to the designated approved specimen collector and

# PROCEDURE



- “on-site” screening and breath testing provider at the earliest possible time.
- Follow the same procedures detailed in Post Incident Testing.

## Reasonable Cause Testing

The manager/supervisor **MUST**:

- Determine whether there is sufficient cause to test for drugs/alcohol.
- If sufficient cause is determined and consent has been actioned the manager/supervisor should follow the same procedures detailed in Post Incident Testing.

## APPENDIX C: Disciplinary response to positive tests and breaches of Contact’s Drugs and Alcohol procedure

Following a not-negative drug test or a confirmed positive drug or alcohol test result the relevant manager/supervisor **MUST** take the following steps in consultation with People & Culture.

Test	Result	Manager response
<b>Alcohol</b>	Failed result – At or over 250 micrograms per litre (µg/L) of breath, or over site specific limit in place at time of test. For zero tolerance the level is at or over 100 µg/L.	<p>Confirm the finding to the person (Note this occurs following the confirmatory test that is conducted 15 – 20 minutes after an initial positive result.)</p> <p>Prohibit the person from entering the worksite or ensure they are promptly removed (in a safe manner) until they can be confirmed as fit for work, or until any suitable alternative duties are identified and agreed by Contact.</p> <p>Contact P&amp;C representative or if an employee of a contractor advise contracting company manager. For employees and independent contractors, P&amp;C representative will advise process guided by the Coaching and Discipline Procedure.</p>
	Alcohol detected, but not over limit	Consider the need for a safety conversation. Any concerns identified to be followed up. Refer to Coaching and Discipline Procedure for guidance.
	Refusal to take test	Manager to follow process listed in 5.3. If employee continues to refuse to take test, treat as failed result.
	Tampering with sample	Treat as failed result.
<b>Drugs</b>	Non negative	<p>Confirm the finding to the person.</p> <p>Prohibit the person from entering the worksite or ensure they are promptly removed (in a safe manner) until they can be confirmed as fit for work, or until any suitable alternative duties are identified and agreed by Contact.</p> <p>Advise P&amp;C representative; or if an employee of a contractor advise contracting company manager. Await result of confirmation testing by ESR.</p>
	Non-negative, prescription medication indicated	<p>If medication previously advised to manager: - manager to seek assurance that person is safe to remain in the workplace, e.g. report from Doctor (new or previously provided) or independent medical assessment.</p> <p>If medication not previously advised to manager: - treat as non-negative test.</p> <p>Test sample to be sent to ESR for confirmation of compounds identified.</p>

# PROCEDURE



Test	Result	Manager response
	Confirmed positive (from laboratory)	Contact P&C representative or if an employee of a contractor advise contracting company manager. For employees and independent contractors the P&C representative will advise on the process.
	Refusal to take test	Manager to follow process listed in 5.3. If employee continues to refuse to take test, treat as confirmed positive result.
	Tampering with sample	Treat as confirmed positive result.

\*Further disciplinary action will depend on the nature and circumstances of each case, the employee's history of testing results and can range from a reprimand through to a formal warning or even dismissal.

**APPENDIX D: Commonly abused drugs and drug names**

Category & Name	Examples of Commercial & Street Names
<b>Cannabinoids</b>	
Marijuana	- <i>Blunt, dope, ganja, grass, herb, joint, bud, pot, reefer, trees, skunk, weed</i>
Hashish	- <i>Boom, gangster, hash, hash oil, hemp</i>
Synthetic cannabinoids	- <i>Kronic, spice, k2</i>
<b>Opioids</b>	
Heroin	- <i>Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, skag, skunk</i>
Opium	- <i>Laudanum, paregoric: big O, black stuff, block, gum, hop</i>
Codeine	- <i>Panadeine, nurofen plus. Codral night and day, robitussin A-C, codalgin, cody</i>
Morphine	- <i>Gs linctus, duromorph.</i>
Methedone	
Fentanyl & analogs	
<b>Stimulants</b>	
Cocaine	- <i>Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, flake</i>
Amphetamine	- <i>Biphetamine, Dexedrine: bennies, black beauties, crosses, hearts, speed</i>
Methamphetamine	- <i>Desoxyn: meth, ice, crank, chalk, crystal, fire, glass, go fast, speed</i>
<b>Club Drugs</b>	
MDMA (methylene-dioxy-methamphetamine)	- <i>Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers</i>
Flunitrazepam	- <i>Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol</i>
Cathinone derivatives	- <i>Bath salts, plant food, fake E</i>
Methyl phenidate	
<b>Dissociative Drugs</b>	
Ketamine	- <i>Ketalar SV: cat Valium, K, Special K, vitamin K</i>
PCP and analogs	- <i>Phencyclidine: angel dust, boat, hog, love boat, peace pill</i>
Salvia divinorum	- <i>Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D</i>
Dextrometh-orphan (DXM)	- <i>Found in some cough and cold medications: Robotripping, Robo, Triple C</i>
<b>Hallucinogens</b>	
LSD	- <i>Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven</i>
Mescaline	- <i>Buttons, cactus, mesc, peyote</i>
Psilocybin	- <i>Magic mushrooms, purple passion, shrooms, little smoke</i>

## Commonly abused prescription drugs

<b>Depressants</b>	
Barbiturates	- <i>Amytal, Nembutal, Seconal, Phenobarbital</i> ; barbs, reds, red birds, phennies, tooies, yellows, yellow jackets
Benzodiazepines	- <i>Ativan, Halcion, Librium, Valium, Xanax</i> ; candy, downers, sleeping pills
Sleep Medications	- <i>Ambien (zolpidem), Sonata (zaleplon), Lunesta (eszopiclone)</i> ; forget-me pill, Mexican Valium, R2, Roche, roofies, roofinol, rope, rophies
<b>Opioids and Morphine Derivatives</b>	
Codeine	- <i>Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine</i> ; Captain Cody, Cody, schoolboy; (with glutethimide: doors & fours, loads, pancakes and syrup)
Morphine	- <i>Roxanol, Duramorph</i> ; M, Miss Emma, monkey, white stuff
Methadone	- <i>Methadose, Dolophine</i> ; fizzies, amidone, (with MDMA: chocolate chip cookies)
Fentanyl & analogs	- <i>Actiq, Duragesic, Sublimaze</i> ; Apache, China girl, China white, dance fever
<b>Stimulants</b>	
Amphetamines	- <i>Biphedamine, Dexedrine, Adderall</i> ; bennies, black beauties, crosses, hearts
Methylphenidate	- <i>Concerta, Ritalin</i> ; JIF, MPH, R-ball, Skippy, the smart drug, vitamin R
<b>Other Compounds</b>	
Dextromethorphan (DXM)	- <i>Found in some cough and cold medicines</i> ; Robotripping, Robo, Triple C

## APPENDIX E: Behavioural indicators for reasonable cause

When assessing for reasonable cause, there will usually be more than one indicator present.

Examples of reasonable cause can include:

- unusual or out of character on-site behaviour
- continual small accidents or inattention
- odour of alcohol or drugs
- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs – outbursts – anger, aggression
- changes in personality or mood swings
- changes in alertness – difficulty with attention span
- changes in appearance – clothing, hair, personal hygiene
- less energy
- involvement in various minor accidents
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- slurred speech
- hangovers
- violent behaviour
- impaired motor skills
- bloodshot eyes
- dilated pupils
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- intense anxiety or panic attacks
- impairments in learning and memory, perception and judgement
- irritability
- depression.

## APPENDIX F: Host Responsibility Guidelines

The following guidelines should be adhered to for company events that involve alcohol being served:

- In approving the event the Leadership Team member will designate a manager or senior staff member as in charge of the occasion and ensuring Host Responsibility practices are implemented
- Whenever alcohol is served, there is appropriate food available. Care will be taken to ensure there are adequate supplies of food to last throughout the event
- Whenever alcohol is served, a range of alternative drinks are made available for the duration, these will include low alcohol and alcohol-free beverages
- High alcohol content drinks (above 15%) will not be provided or consumed at any work or work-related event
- Intoxication at work-related events is not acceptable, nor is an environment that allows this to take place – ensuring this expectation is met is a responsibility of the event host. If such an occasion occurs, every effort will be made to protect the person's safety both at the event and afterwards
- Employees, contractors, labour hire or guests who are under the age of 18 years will not be supplied with alcohol at company events
- Assurance **MUST** be in place that employees, contractors, labour hire or guests do not drive a vehicle following a work-related event if there is any chance that they may be near or over the legal alcohol driving limit. Generally the onus will be on individuals to personally make suitable alternative arrangements rather than transport being provided at Contact's expense. Senior staff involved in the event should monitor that safe transport occurs.

Due to the important safety risks involved any breach or failure to fully comply with these guidelines, and the inferred standards they represent, may be considered serious misconduct and subject to the usual disciplinary processes



## APPENDIX G: Informed Consent Form

### Consent for Drug Testing

I consent to undergo a drug test, to be undertaken by a certified collecting agent and accredited laboratory appointed by Contact which I acknowledge is for the purpose of determining whether I have levels of an illicit or restricted drug(s) or a misused prescribed drug(s) present in my urine, higher than the accepted international standard as defined by the current AS/NZS standard

I understand that a urine sample will be collected and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including party pills containing benzylpiperazine), cocaine, benzodiazepines, and others if applicable.

**I undertake to advise the certified collector of any medication that I am taking. I also agree to provide the collector with two proofs of identity, one of which **MUST** include my photograph.**

I consent to the results of the drug test(s) being communicated confidentially to Contact.

I understand that I may request a second test be conducted on the duplicate specimen and analysed within 14 days of receiving the result. For the second test to be positive there need only be the presence of drug or metabolite detected (i.e. not cut off limits). This will be accepted as a conclusive result and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive result.

Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that a refusal to sign this form for the drug test, or the return of a positive result means that:

- **pre-employment/internal transfer:** the role offered/ applied for will not be confirmed or offered to me
- **current employee:** the company disciplinary procedure will follow which may include dismissal or the requirement to take part in a Rehabilitation Programme.
- **current contractor:** the termination or amendment of the contractor arrangement will take place.

### Consent for Breath Alcohol Testing

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have a detectable level of alcohol in my breath.

Results of the breath alcohol test will only be used for the purposes for which it was obtained, as set out in Contact's Drugs and Alcohol Procedure.

(Employees only) - I understand that a positive test result is likely to lead to disciplinary action which may include dismissal or the requirement to take part in an Alcohol Rehabilitation Programme.

(Contractors only) - I understand that a positive test result is likely to lead to termination or amendment of the contract.

# PROCEDURE



I understand that a refusal to sign this form and undergo a breath alcohol test will be regarded as a serious offence and is likely to result in disciplinary action which may include dismissal.

I hereby authorise the collection and testing of a breath sample for alcohol, and the release of the test results to the authorised representative of Contact.

I have read and understood the terms of this consent form.

Signature of employee/contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee/contractor's Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Test administered at \_\_\_\_\_  
(time & date)

by \_\_\_\_\_  
(name & signature)

Reading: \_\_\_\_\_ **Result – negative / positive** (circle the one that applies)

## APPENDIX H: Manager referral after positive test

### Formal Management Referral Information

*This information will be given to the counsellor as part of referral process*

<b>Vitae Client Code</b>	
<b>Date</b>	

<b>Organisation</b>	
<b>Business unit</b>	
<b>Referring Manager</b>	
<b>Phone Contact</b>	
<b>Email</b>	

<b>Employee's name</b>	
<b>Employee's contact details</b>	
<b>Employee's role</b>	

**This background information is designed to provide the employer's perspective for the counsellor/psychologist's work with the individual employee and the written report.**

What kind of role is this employee in? *Tick ✓*

High Risk

Medium Risk

Low Risk

Give an outline of the reason for this referral. *(Please be specific).*

Briefly describe work background that is relevant to this referral (negative and positive behaviours). Over what period of time has this occurred?

# PROCEDURE



What outcomes would you like to see as a result of this referral and report? (*For example specific behaviour changes*).

*What knowledge, if any, do you have of stressors external to the workplace that may affect your employee?*

*What timeframe do you have for a report to be completed?*

*Note: Please attach any relevant written material that may be useful for this referral. This is important if the employee has been referred during a time of disciplinary action in the workplace.*

*\*\*NOTE – this **MUST** include the documentation of the test results that lead to this referral.*



**APPENDIX I: Request and Consent for release of information**

**Request and Consent for Release of Information**

Vitae is committed to the health and safety of workplaces. Vitae has a responsibility to respect and protect the individual employee’s privacy and personal safety, to respect and protect the workplace environment including other staff and a responsibility to respect and protect the public.

Your workplace is interested in receiving information that will assist in positive changes for you and to indicate any possible risks to or in the workplace to ensure that safety is maintained. In signing this form you are providing consent for Vitae to release information relevant to these purposes.

Your workplace has referred you to Vitae for (please tick one)

- A drug and alcohol assessment
- A psychological assessment
- Counselling

and has requested a written report detailing the following *(please tick details required)*

- Dates of Sessions
- Background information – supplied by employer
- Issues addressed and outcomes achieved
- Possible risks to the workplace e.g. Psychological stress, possible work environmental factors (non-formal risk assessment)
- Recommendations

I give permission to Vitae to release the contents of my report including recommendations to the following persons/agency/institutions including Vitae.

.....

.....

.....

I give permission for my employer to release information to Vitae that is relevant to this referral.

I understand the counsellor/psychologist will read or show me a copy of any report prior to its submission to the above person(s) and that I am entitled to request a copy of any report from my employer or Vitae

Name of employee granting consent.....

Signature of employee .....

Name of requesting manager .....

Signature of manager .....

Date:..... Date of expiry of consent .....

**Please email completed form to [theteam@Vitae.co.nz](mailto:theteam@Vitae.co.nz)**



**APPENDIX J: Request and Consent for release of information**

Employee Name \_\_\_\_\_

I \_\_\_\_\_ acknowledge that I have been entered in the Contact health rehabilitation plan and my continued employment with Contact is subject to the following:

I am committed to full participation in the Plan with the service provider(s) specified by Contact.

I authorise the service provider to release the following information to Contact:

- Whether I have kept appointments
- Whether the service provider has recommended a course of treatment
- Whether I am following that course
- Whether a return to work is appropriate and within what timeframe
- Whether I have completed the required treatment
- Whether return to work is to full or alternative duties

I authorise Contact to permit the service provider to discuss results of drug and/or alcohol tests, undertaken during rehabilitation, with the accredited laboratory and medical advisor (if available).

I agree to take this course outside work hours or use leave entitlements if required to participate during work hours.

I agree to take six subsequent drug/alcohol tests per year in the 24 months following treatment and agree that the results are to be released to my employer.

I accept that if:

- I do not attend or complete the required course
- On any future occasion, including the subsequent tests above, I return a positive drug/alcohol test
- I refuse to take any of the subsequent tests

the consequence may be dismissal without notice.

I accept the terms of this contract, which I acknowledge may be in addition to the terms of my current contract and agree to be bound by both contracts.

\_\_\_\_\_ Employee

\_\_\_\_\_ Manager

\_\_\_\_\_ Witness

APPENDIX K: Drug & Alcohol Testing Procedures

**RANDOM, POST INCIDENT & REASONABLE CAUSE TESTING FOR BOTH DRUGS AND ALCOHOL**

**Random**

For:

- alcohol testing - this be conducted on-site by qualified persons.

**Note:**  
From time to time alcohol screening may be conducted on entry to safety sensitive sites. This is not a test; however if the result indicates the presence of alcohol a test will happen next.

- drug testing - arrange a test day with an approved on-site service provider.

For drug testing a random sample is selected by Contact's service provider in consultation with the HSE Advisor.

**Note:**  
Random testing can be the random unannounced selection of people tested, or all people within a group tested at random times within a certain period.

**Post Incident**

**Supervisor / Manager** determines a person/s involved in an incident must undergo drug and alcohol testing.

**Note:**  
Testing would normally be required in any of the following circumstances:

- an incident involving death or a lost time injury
- an incident requiring treatment by a medical professional
- an incident or near miss that has a potential severity of 'moderate' or higher
- an incident involving damage to vehicles, property, plant and equipment.

Persons involved in an incident may include:

- the injured or affected person/people
- other members of the work team and the work supervisor
- people involved in the work planning and 'set to work' process.

Is it practical to require a test?

NO → Record decision in Risk Manager

YES →

**Supervisor / Manager** advises the person they are required to undergo drug and alcohol testing.

**Note:**  
alcohol test - conducted within 1 hour  
urine specimen - collected within 2-3 hours (for the first drug test)

The person is to be accompanied at all times by:

- an on-site delegate; or,
- willing co-worker

The person being tested can consult with their representatives, but testing cannot be delayed.

**Reasonable Cause**

**Supervisor / Manager** determines there is reasonable cause that a person must undergo drug and alcohol testing.

**Note:**  
Reasonable cause may be determined:

- through behavioural indicators (refer Appendix E);
- if drugs or alcohol or associated paraphernalia are discovered on Contact property ; or
- upon receiving reliable information from a co-worker or customer.

**Supervisor / Manager:**

- explains the procedure
- explains potential consequences of refusing to take the test
- encourages that person to take the test(s).

Person agrees to be tested.

YES →

NO →

The person signs Contact's Informed Consent form (Refer to Appendix G for the Consent Form)

**Supervisor / Manager** manages the situation in the same way as a person who has:

- failed an alcohol test; and/or,
- returned a non-negative drugs test result.

(Refer to Appendix C – disciplinary response to positive tests and breaches of Contact's Drug and Alcohol Procedure)

The person is accompanied (at all times) by:

- an on-site delegate; or,
- willing co-worker

to the:

- designated approved specimen collector (drug testing); and/or,
- on-site screening and breath testing provider (alcohol testing) at the earliest possible time.

The person provides:

- a copy of their consent form;
- two unique personal identifiers. (one of which may be confirmation by the accompanying person)

to the:

- certified collector / on-site screener; and/or,
- breath testing provider.

**DRUG TESTING**  
(Refer to the separate drug testing flowchart)

**ALCOHOL TESTING**  
(Refer to the separate alcohol testing flowchart)

## DRUG TESTING (for the presence of drugs and/or their metabolites)

