



The following policy template outlines a draft Alcohol and Other Drugs Policy for organisations that wish to implement an Oral Fluid Testing Program with Urine sample Laboratory confirmations.

All Organisational policies and procedures need to align with each organisations culture, values and operational objectives.

This policy document has been compiled by our trained expert staff and provides a starting point to assist you in the development of the right policy for your organisation.

Please contact us if you wish to discuss your alcohol and Other Drugs Policy or Program.

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Alcohol and Other Drugs Policy

Scope

This Policy applies to all *<Insert Company Name>* employees, agents, contractors including *<insert contractors activities>*, visitors and anyone else permitted into the work environment for the reason of conducting work for the Company (referred to as “Employees” herein).

This Policy applies to any location, place and equipment including machinery, which are attended or used for the purposes of performing work and work-related duties. This Policy extends to all functions and places that are work related, for example, work functions and conferences.

This Policy does not form part of an Employee’s contract of employment or contract for service and may be amended at any time. This Policy is subject to amendment from time to time.

Purpose

<Insert statement relating to company’s core values & safety initiatives>

Every person who works at or visits a *<Insert Company Name>* site or office or nominated workplace has a responsibility to meet the Company’s health and safety obligations, policies and procedures. This includes taking appropriate care of their own health and safety and the safety of others. All Employees must ensure that they are “fit for work” – that is, they are in a fit and healthy state, which enables them to competently perform their duties without compromising the health and safety of themselves and others.

This Policy outlines the responsibilities of all Employees in relation to alcohol and other drugs and the processes that will be followed at all *<Insert Company Name>* sites to address the workplace safety risks associated with the use of alcohol and other drugs. *<Insert Company Name>* is committed to encouraging early intervention of alcohol and other drug dependency issues and providing support to Employees who seek assistance and rehabilitation.

Policy

<Core Values & Safety Initiatives>

<Insert statement relating to company’s core values & safety initiatives>

Fitness for work

As an Employee it is your responsibility to be “fit for work”. To be considered fit for work, a person must be in a state (physical, mental and emotional) which enables them to perform assigned tasks competently and in a manner which does not threaten the safety or health of themselves or others.

A person will be deemed unfit for work under this Policy if any of the following apply but not limited to:

- Where the person is working in or visiting a *<Insert Company Name>* site and the person’s Breath Alcohol Concentration (BrAC) is greater than 0.00;



- The person has an amount of drugs, that is, present in their urine or hair that exceeds the test cut-off levels as set out in Appendix B of this Policy;
- The person has any other drug in their system which a medical practitioner advises could impact that person's ability to safely perform their duties, whether or not such a drug is a prescription drug; or
- A "deemed positive" test result has been obtained (as set out at the Failure to Comply with a Request section of this Policy).

Rehabilitation guidelines

<Insert Company Name> recognises alcohol or other drug dependency as a treatable condition. Any person who suspects that they have an alcohol and other drug dependency condition is encouraged to seek advice and to obtain appropriate medical treatment. Employee's also have a responsibility to report concerns about another work colleague's ability to safely perform their duties. The use of any of the rehabilitation services contained in this Policy and any self-identification will remain strictly confidential.

Assess to EAP support

<Insert Details relating to the company's Employee Assistance Program (EAP)>

Self-identification

Where an Employee comes forward of their own volition or where <Insert Company Name> considers it necessary or appropriate, prior to a test being conducted, <Insert Company Name> will support them with any alcohol and or drug dependency issues. In these circumstances, an Employee Support Plan will be developed and implemented to assist the Employee's recovery.

Where an Employee tests positive (whether at the initial screening or confirmatory test), it will be at <Insert Company Name> discretion whether rehabilitation support is offered to the Employee. In these circumstances, disciplinary action may still be taken.

Requests for leave

Employees who require leave from work to receive treatment for alcohol and / or other drugs dependency issues may be entitled to access accrued leave entitlements or leave without pay as determined by the Company.

Other support

Where <Insert Company Name> is supporting an Employee who has an alcohol or other drug dependency issue, an Employee Support Plan will be developed by the site HR Team, in consultation with the individual concerned and their relevant Manager and/or HR, which the Employee will need to comply with.

An Employee Support Program may include but is not limited to:

- Negative test result to be achieved prior to return to work using the Company preferred testing provider and testing regime;
- Process to be adopted to achieve a negative test result;
- Timeframe in which a negative test result is to be achieved; and
- Offers of rehabilitation assistance, i.e. referral to EAP or other specialist agency.
- Mandatory attendance at EAP counselling (or alternative provider);
- Additional testing regimes which may include hair drug testing;
- Additional supervision; and/or
- Any other matters/steps considered to be appropriate to the specific case/circumstances.



<Insert Company Name> may also offer Alcohol and Other Drugs education and training programs which may include but are not limited to general information about the adverse effects of alcohol and other drugs in the workplace and self-management options, i.e. self-testing. Additional training and tools and resources may be provided to assist managers and supervisors to deal with identifying unusual behaviour and managing persons affected by alcohol and/or other drugs.

Alcohol and/or other drugs and Work

<Insert Company's expectations relating to alcohol & other drugs in the workplace>

No Employee will attend work in breach of the alcohol and/or other drug standards set out in this Policy as this may lead to an inability to perform all of the duties required of the Employee's position in a safe and efficient manner.

Employees must not attend for work with an alcohol or other drug level that exceeds the limits as set out in the relevant Australian Saliva Drug Testing Standard AS/NZS 4760 & the Urine Drug Testing Standard AS/NZS 4308. In summary:

- Alcohol, where the BrAC is greater than 0.00;
- Any illegal drug, as set out in the relevant Australian Saliva Drug Testing Standard AS/NZS4760 & Urine Drug Testing Standard AS/NZS 4308.
- Any prescription drugs or over the counter drugs as set out in the relevant Australian Saliva Drug Testing Standard AS/NZS4760 & Urine Drug Testing Standard AS/NZS 4308, of a kind or quantity for which might reasonably be expected to have the potential of impacting the Employee's ability to safely and efficiently perform his or her duties. This also includes but is not limited to:
 - Prescription drugs which have not been prescribed or issued to the Employee by a medical practitioner; or
 - Consumption which exceeds the level which the employee has been prescribed to take or as recommended.

Other than as set out in this Policy, Employees must not be in possession of, use or consume, sell, supply, cultivate or manufacture alcohol or other drugs at work.

Prohibited use and consumption at work

The use and consumption of illegal drugs and alcohol in breach of the limits contained at Appendix B of this Policy may result in disciplinary action up to and including termination of employment.

<Insert Company Name>' operations are alcohol free environments. In special circumstances such as the retirement of employees, End of Year functions or other similar work functions, the Site Manager or Executive Leader may approve the moderate consumption and responsible serving of alcohol during and after working hours. The Site Manager or Executive Leader will nominate a specified timeframe for the function. In all circumstances, permission is to be obtained from the Site Manager or Executive Leader prior to the function.

Employees are to ensure that they do not resume duty if they are unfit to perform their work duties in a safe and efficient manner.

Prescription or over the counter drugs and self-disclosure

At all times, it is the personal responsibility of the Employee to ensure that they are fully fit for work and that any medication they are taking does not impact their fitness for work including their ability to pass a drug and/or alcohol test.



Employees' who are required to take medications, such as over the counter medications or prescription drugs that may impact their fitness for work are required to notify their Manager or Supervisor and complete the Employee Disclosure Form that can be collected from the local HR team. An Employee may also be required to seek a medical clearance from their treating medical practitioner to confirm that they are medically fit to perform their role while taking the medication.

Prohibited possession and supply at work

An Employee must not be in possession of, store or sell, supply, cultivate or manufacture alcohol and/or other drugs at work including any other drug related paraphernalia unless:

- They are for legitimate medical or other purposes (such as training or the transportation of alcohol and / or other drugs to the Site Manager or Executive Leader if found in the workplace); or
- In the case of alcohol, it is for an approved work function authorised by the Site Manager or Executive Leader.

Police will be contacted if an Employee is found to be in possession of, storing, selling supplying, cultivating or manufacturing illicit drugs at work.

Testing Procedure for Alcohol and other Drugs

Types of Testing

Mandatory

- *<Insert any mandatory company testing, this may include BrAC Breath Alcohol Testing at the start of every shift>*

Random

- *<Insert Company Name>* may at any time, with or without reason, conduct any number of random alcohol and other drug testing which may include at gate and/or blanket testing.
- Random alcohol and other drug testing shall apply to all Employees including Management, *<Insert worker & contractor types>* and Visitors who may be onsite at the time when testing takes place.
- All random alcohol and other drug testing will be conducted by a nominated provider with all collectors being certificated to Australian Standards AS 4308 and AS 4760 and an authorised person under *<Insert relevant law/s>*. All Laboratory confirmations will be conducted by a NATA (National Association of Testing Authorities) Accredited provider certified to Australian Standards AS 4308 and AS 4760.
- The random testing will be undertaken in accordance with the Drug and Alcohol testing protocols as set out in the Standard Testing Procedure section below.
- *<Insert Company Name>* may at any time, with or without reason, send a sample of randomly selected negative urine tests for confirmatory lab testing in accordance with the confirmatory screening Standard Testing Procedure section below to test for drug classes as set out in the relevant Australian Saliva Drug Testing Standard AS/NZS 4760 & Urine Drug Testing Standard AS/NZS 4308.

At risk / suspicion

- Any Employee whose behaviour is considered "at risk" and there is a reasonable suspicion that the person is at risk from alcohol or other drugs will be subject to alcohol and other drug testing,



particularly but not limited to potential breaches of this Policy or breaches of an ongoing Employee Support Plan following a breach of this Policy.

Post-incident / injury

- Employees involved in an incident or injury at work, particularly but not limited to incidents or injuries that result in a near miss, medical treatment, damage to property / equipment or lost time injury, will be subject to alcohol and other drug testing. The requirement for testing is at the discretion of the Site Manager and HSE Advisor and testing may occur on a case by case basis.
- *<Insert Company Name>* may at any time, with or without reason, send a sample of negative urine tests for confirmatory lab tests in accordance with the confirmatory screening Standard Testing Procedure listed below to test for synthetic drugs and other substances.

Target

- An Employee will be subject to target testing where they have obtained their first non-negative test result for alcohol and / or other drugs, for a period of 12 months from the date of the first non-negative test result. The Employee may also be subject to further review at *<Insert Company Name>* discretion and may be extended.

Self-testing

- Where an Employee is concerned in any way about his or her degree of fitness for work, they must consult with their Manager or Supervisor before commencing work. In particular any Employee who suspects that his or her BrAC could be greater than 0.00 they should use one of the *<Insert Company Name>* Self Testing Unit before commencing work.

Standard Testing Procedure

All Employees entering or working at a *<Insert Company Name>* site may be tested in accordance with the following procedures.

<Insert Mandatory Testing Type & Procedure>

Drug and Alcohol Testing

Australian Standard AS 4760 Saliva Drug Testing Standard & Australian Standard AS 4308 – Urine Drug Testing Standard, is adhered to in this Testing Procedure.

If the validity of the sample cannot be established or if it is suspected that the sample may have been adulterated or substituted, then another specimen shall be collected as soon as possible using the below procedures.

The Drug and Alcohol Testing Procedure is summarised below and in the flow chart at Appendix D.

Initial screening (breath for alcohol and urine for drugs)

Alcohol and other drug testing will be conducted privately and confidentially at a designated testing area by a trained and certified collector, certified to AS4308 and AS4760 (“the Collector”). Upon arrival at the designated testing area an Employee will be required to provide an acceptable form of ID. If the Employee is unable to

provide an acceptable form of ID the Certified Testing Provider will receive confirmation from a Manager or Supervisor verifying the Employee's identification. Details will be recorded on the appropriate documentation.

The Collector will ask an Employee to write down any drugs, alcohol or substance they have taken that may affect their ability to conduct their duties, in the medication statement and consent portion of the Chain of Custody Document.

Alcohol

Employees will be asked to undertake a breath alcohol test by using an approved breathalyser unit. If there is a non-negative/positive screen for alcohol, the Employee will be required to retest within 30 minutes. If the Employee's BrAC has decreased to zero in line with this policy, they will immediately return to work and information will be provided to them regarding the site EAP service. If the Employee's BrAC is still equal to or above the relevant detection level, this will be deemed a positive result and a breach of this Policy.

- An Employee will be offered transportation to ensure the safe passage of the person to their best known residential address. If the person refuses to accept the transportation, this incident will be documented.
- The Employee will remain absent from work until as a minimum, a negative test is returned at the commencement of their next shift or thereafter.
- The Employee will be counselled by their Manager or Supervisor prior to re-commencement of work generally and specifically as to their individual Employee Support Plan as required, including the offer of assistance through referral to the EAP service.
- *<Insert Company Name>* will take such other action as is considered appropriate in relation to the Employee's positive test result, in accordance with the Breaches of this Policy section of the Policy below.

Other drugs

- Employees will be asked to provide a saliva sample. The Employee will provide a saliva sample by following the appropriate process for the testing kit in use.
- The provider may also conduct an instant "urine screening test" in accordance with Australian standards.
- After completing the saliva test, the Collector will identify whether the result is negative or non-negative, based on the testing kit indicators.
- If the drug screen is negative, the Employee will be required to return to work. If the drug screen is non-negative, based on the testing kit indicators, the Employee will be required to provide a urine sample for confirmation purposes.
- Where an Employee is unable to provide a sample .i.e. "dry mouth" the Employee will be asked a to provide a urine sample as follows:
 - The provider will conduct an instant "urine screening test" in accordance with Australian standards.
 - Employees will be asked to provide a urine sample. The Employee will provide a urine sample by following the appropriate process for the testing kit in use. Upon receiving the urine sample the Collector will determine whether there is a sufficient sample to enable all required testing to be performed. In the event that there is insufficient urine for testing the Employee will be required to provide an additional sample. After completing the urine test,



the Collector will identify whether the result is negative or non-negative, based on the testing kit indicators.

- If the drug screen is negative, the Employee will be required to return to work, unless selected for a random confirmatory test.
- If the drug screen is non-negative, based on the testing kit indicators, or the employee has been selected for a random confirmatory test the urine sample will be collected for confirmation purposes.

Confirmation screening

- If an Employee obtains a non-negative screen for drugs or has been randomly selected for a confirmatory test, the individual will be asked to remain in the designated testing area where they;
 - will be required to witness the confirmatory testing process;
 - will be referred to their employer to determine the most adequate and safe method for them to exit the site. If the person is self-employed they will be provided with transportation to ensure their safe passage home.
- Both the Collector and the Employee will keep the sample in view at all times prior to it being sealed and labelled.
- The urine sample will be transferred from the collection beaker into two or three laboratory tubes in accordance with laboratory protocols. Prior to the samples being sealed for transportation to a NATA certified laboratory, the Employee will initial the tamper evident security seals on each tube to certify that it is the sample collected from them. Each tube is to contain Donor Surname and First Name, Donor date of birth, Donor gender, date and time of collection and Collectors and Donors signatures. All tubes must also contain the unique Identifier bar code replicated on all copies of the paperwork.
- The Collector will request that the donor observe the transfer of the sample into the tubes, the placement of the tamper evident security seals or equivalent devices over both bottle caps and down the sides of the tubes, as well as the placement of the tubes into a tamper evident Bio-hazard bag, which will also be sealed in front of the Employee.
- All the information contained on the tamper evident security seals will be entered onto Chain of Custody documentation and will be signed by both the Collector and the Employee, certifying ownership of the sample provided as well as giving consent for the sample to be tested in accordance with the appropriate Australian Standard.
- The Employee will be given a copy of the documentation at the end of the sample collection and sealing procedures for their records.
- The samples collected for laboratory confirmation purposes will be forwarded to a NATA accredited laboratory for testing in accordance with the analysis requirements set out in the appropriate Australian Standard.
- An Employee will then be provided with transportation to ensure the safe passage of the person to their best known residential address. If the person refuses to accept the transportation, the offer will be repeated in the presence of a Senior Manager as a witness. This incident will be documented.
- The Employee will remain absent from work (with pay) until the results of the confirmatory test are received.
- The nominated *<Insert Company Name>* representative will be informed of any positive alcohol or other drug screen results as soon as possible after the screen result is known.
- If the confirmatory test is negative the Employee shall return to work.
- If the confirmatory test is positive the After a confirmed positive test result process detailed below will apply.

After a confirmed positive test result

The following steps are to be taken following a confirmed positive test result:

- The Employee tested and their Supervisor or Manager will be informed of the test result;
- Disciplinary discussions will take place which will include consideration as to what disciplinary outcomes are appropriate in the circumstances;
- If the result of the test is high range in accordance with the approved levels contained at Appendix B below, then the employee may be subject to termination of their employment with the Company;
- The Employee will not be permitted to return to work until they test negative to an additional alcohol and other hair and / or urine drug test, which they will need to do at their own expense using the Company preferred testing provider to provide those results. In various circumstance the employee may also be required to provide a medical clearance to ensure their fitness for work.
- While an employee is off work as a result of returning a positive test result, it will be their responsibility to keep in touch with their Supervisor about their return to work;
- The Employee will be required to undergo testing for a period of 12 months as detailed in the hair and or urine drug screen Testing Procedure section of this Policy if they remain with *<Insert Company Name>* as part of the support provided to employees as detailed above.

Hair Drug Screening

- If an employee is subject to target testing the individual may be asked to complete a hair drug test within a designated testing area on site or at a Company preferred pathology clinic.
- Upon arrival at the designated testing area an Employee will be required to provide an acceptable form of ID.
- Employees will be asked to provide a hair sample. The Employee will provide a hair sample by following the standard operating procedures. Once the hair is collected it will be sealed into two levels of tamper evident seals.
- All the information contained on the identification seals will be entered onto Chain of Custody documentation and will be signed by both the Collector and the Employee, certifying ownership of the sample provided as well as giving consent for the sample to be tested.
- The Employee will be given a copy of the documentation at the end of the sample collection and sealing procedures for their records.
- The samples collected will be forwarded to an accredited laboratory for testing in accordance with the analysis requirements.
- The nominated *<Insert Company Name>* representative will be informed of any positive drug screen results as soon as possible after the result is known.
- If the result is negative the Employee shall return to work.
- If the test is positive, *<Insert Company Name>* will consider any potential outcomes in accordance with the Breaches of this Policy section of the Policy.

Failure to comply with a request

Refusal

Refusal by an Employee to submit to or cooperate fully with the administration of the Standard Testing Procedure will be dealt with in accordance with the Breaches of this Policy section of the Policy.

Refusal will result in the Employee being counselled on the spot as to the consequences of the refusal. The Employee will be directed to undergo the test. If the Employee continues to refuse to undertake the test, it will be dealt with as a positive test result (a “deemed positive test”). The Employee will be arranged transport



home and be suspended from duty until the incident is dealt with in accordance with the Breaches of this Policy section of the policy. If returning to the workplace, the Employee will be required to provide *<Insert Company Name>* as a minimum with a negative test before the person will be able to return to work.

Continued refusal to undertake testing in accordance with the Standard Testing Procedure will result in disciplinary action up to and including termination of employment.

Avoidance

If a person has presented for work and avoids a screening test then they will be treated as having obtained a positive test result.

Where an Employee avoids a screening test, upon their return to work or next rostered shift they will be required to submit to the Standard Testing Procedure as set out above. The Employee may still be subject to disciplinary action up to and including termination of employment.

Adulterating samples

Adulteration (tampering) includes the addition or substitution of any substance in-vivo or in-vitro which may compromise the integrity of the sample specimen. Where it is found that an Employee has tampered with an alcohol or other drug sample, disciplinary action will result up to and including termination of employment.

Breaches of this Policy

Disciplinary Action

Breaches of this Policy are serious and have the ability to put the health and safety of Employees and others at significant risk. Disciplinary action will be taken where an employee:

- *<Insert Company Disciplinary Process>*

Confidentiality

- *<Insert Company Name>* will take all reasonable steps to ensure that laboratory drug test results concerning any sample provided by the Employee, any investigation in relation to such test results or participation in counselling or rehabilitation services will to the extent practicably possible remain confidential.
- Employee records and information relating to all alcohol and other drug test results will not be passed on to anyone without the written permission of the Employee concerned, except:
 - o As required by law;
 - o As expressly permitted by this Policy; or
 - o In the proper course of a person performing their job i.e. reporting to senior management, seeking legal or other professional advice, reporting on an incident where alcohol or other drugs is a relevant factor.

Referral to any EAP and/or rehabilitation service will remain strictly confidential for the protection of the Employee's privacy. Records and information on the nature of the Employee's personal problems will not be disclosed or passed to anyone without the written permission of the Employee concerned.

Definitions

At risk	An individual who, after observation of his/her behaviour, poses a potential risk to their own health and safety and/or the health and safety of others in the workplace.
Alcohol and other Drugs (AOD) Program	A workplace safety program designed to minimise the risk to employees from the misuse of alcohol and other drugs.
BrAC	Breath Alcohol Concentration.
Contractor	A contractor, sub-contractor or Employee of a contractor or sub-contractor required to perform work on any worksite, including <i><insert relevant contractors></i>
Customer / Visitor	Any person, other than an Employee, contractor or truck driver, required to have access to areas in and/or about any worksite.
Detection Level	Detection levels as defined in the relevant Australian Standards or as defined by a laboratory.
Employee	An Employee employed within the <i><Insert Company Name></i> business (this definition includes all staff and management).
Employee Assistance Program (EAP)	A program designed to assist Employees and their immediate families with personal and/or work related problems that require counselling and rehabilitation. It is available to Employees who may have an alcohol and/or other drug dependency or other related problem(s).
Positive Result - Alcohol	A reading greater than 0.00 from an electronic breath analysis device as a result of an alcohol test.
Positive Result - Drugs	Positive confirmation of a drug screen via GCMS and/or LCMS testing requirements performed by a NATA certified laboratory.
Other Drugs	Any chemical substance (either natural or synthetic), which alters the structure or function of the body, and/or any drug described as an illegal substance under Australian law.
Over the counter medications	Medications that can be purchased without the need of a prescription. This may include Sudafed, Codral, Panadeine and other strong pain killers.
Policy	The Alcohol and Other Drugs Policy
Prescription Drugs	Medications that are prescribed by a licensed medical practitioner.

Appendix A. Responsibilities

Accountabilities and Responsibilities

To ensure that the objectives of this Policy are achieved, the specific responsibilities of Employees, contractors and visitors, as well as different levels of management, are set out below in the Responsibilities section.

Responsibilities

Employees	<p>Employees will:</p> <ul style="list-style-type: none"> • Not attend or perform work with a level of alcohol and/or other drug in their system that would result in a positive test result; • Notify their supervisor/manager if they think they may be or are affected as a result of the use of alcohol and/or other drugs; • Notify their supervisor/manager if they have reason to believe another person is affected by drugs or alcohol; • Not consume alcohol or other drugs and/or possess, keep or store alcohol, drugs or drug paraphernalia on site; • Comply with the testing regime and all processes contained within this Policy; • Comply with all lawful and reasonable directions in relation to alcohol and other drugs testing; • Comply with any Employee Support Plan or other direction in relation to their ongoing employment following a breach of this Policy or other non-compliance; • Seek information from their doctor or other health professional on the use of prescribed drugs and over the counter medication that may impact on their ability to work safely, and, where relevant to their ability to perform their role, provide such information to <i><Insert Company Name></i>; • At all times ensure that they are fully fit for work and that any medication they are taking does not impact on their fitness for work; • If taking over the counter medication and/or prescription drugs that may impact on their ability to perform their role safely and to their full capacity, or to result in the Employee producing a Positive Result to a drug or alcohol test, provide the following information to <i><Insert Company Name></i> site management (immediately or as they become aware), <ul style="list-style-type: none"> o Whether the medication will or is likely to impact on the Employees ability to perform their role; and o Provide a suitable reference when required e.g. doctor, pharmacist, etc.
Contractors & Visitors	<p>Contractors, and visitors will:</p> <ul style="list-style-type: none"> • Not attend a site or perform work with a level of alcohol in their blood that results in a positive test result; • Not attend a site or perform work with a level of any drug in their system that results in a positive test result; • Notify their employer if they think they may be or are affected as a result of the use of alcohol and/or other drugs prior to attending a <i><Insert Company Name></i> site; • Notify their employer (if within their own workplace) or <i><Insert Company Name></i> (if on a company site) if they have reason to believe another person is affected by drugs or alcohol, • Not possess, consume, store, sell or manufacture alcohol and/or drugs when on a company site,

	<ul style="list-style-type: none"> • Not have in their possession, while on a <i><Insert Company Name></i> site, any other drug related paraphernalia; • Comply with the testing regime and all processes contained within this Policy, • Comply with all lawful and reasonable directions in relation to alcohol and other drugs testing.
Supervisors	<p>Supervisors will:</p> <ul style="list-style-type: none"> • Comply with all directions as contained within the “Employee” responsibilities section above, • Assist with and monitor the ongoing implementation of this Policy, • Demonstrate commitment to this Policy, Notify their relevant manager of identified non-compliances, • Assist in the communication to all Employees, contractors and others of their responsibilities in relation to this Policy, • Encourage Employees, contractors and others to seek assistance for problems related to the use of alcohol or other drugs, • Respond to any notification or concern in relation to alcohol and / or other drugs immediately, • Maintain confidentiality of relevant information (such as personal disclosures etc.) related to the implementation of this Policy; and • Without limiting the above, carry out all steps and actions required of them by this Policy and/or as directed.

Managers	<p>In addition to meeting their supervisory obligations as detailed in “Supervisors” responsibilities, Managers will:</p> <ul style="list-style-type: none"> • Comply with all directions as contained within the “Employee” responsibilities section above, • Communicate the requirements of this Policy to all Employees, contractors and others who may enter and/or perform work on <i><Insert Company Name></i> sites through such things as inductions, selection processes and usual communication forums and media, • Notify the site General Manager of any non-compliance and make recommendations, as required, in relation to an appropriate Company response to such non-compliance, • Not permit alcohol to be brought on to, kept or consumed on site, • Not permit drugs to be brought on to, kept or consumed on site, • Not permit on site any drug related paraphernalia, • Maintain appropriate confidentiality of all records generated by this Policy; • Provide adequate training and education in relation to this Policy, • Implement all other related programs that support the Policy, and • Without limiting the above, carry out all steps and actions required of them by this Policy.
Site Manager	<p>Site Manager(s) will:</p> <ul style="list-style-type: none"> • Comply with all directions as contained within the “Employee” and “Manager” responsibilities sections above,

	<ul style="list-style-type: none"> • Support the implementation and ongoing management of this Policy, • Consider circumstances of non-compliance and provide appropriate advice, and • Manage and/or delegate action required to give effect to appropriate Company response to identified breaches of non-compliance with this Policy.
Chief Operations Officer	Chief Operations Officer will: <ul style="list-style-type: none"> • Make the final decision in relation to cancelled or rescheduled screening tests where exceptional circumstances are present.

Appendix B. Alcohol & Other Drugs Detection Levels

Alcohol Detection

The Alcohol related positive detection level is determined to be greater than 0.00 (BrAC) at all *<Insert Company Name>* sites.

Prescribed drug detection

The positive drug detection level is determined to be any substances with a level exceeding the level as set out in the relevant Australian Urine Drug Testing Standard AS/NZS 4308 or substances including synthetic drug substances where levels set by a reputable laboratory and are deemed to put the donor or others at risk.

Appendix D. Drug and Alcohol Testing Procedure – flow chart

<Insert Flow Chart for Company Drug Testing Process>

Appendix E. Employee Assistance Program (EAP)

<Insert Details of Company EAP>

Appendix F. Legislative and document references

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011
- QLD Work Health and Safety Act 2011
- QLD Work Health and Safety Regulation 2011
- VIC Occupational health and Safety Act 2004
- VIC Occupational Health and Safety Regulations 2007
- WA Occupational Safety and Health Act 1984
- WA Occupational Safety and Health Regulations 1996
- Australian Standard AS 4308 – Urine Drug Testing Standard
- Australian Standard AS 4760 – Saliva Drug Testing Standard
- *<Insert Other Relevant Industry & Company Document References>*

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