

Copping Refuse Disposal Site Joint Authority T/A Southern Waste Solutions

ALCOHOL AND OTHER DRUG PROCEDURE

1. INTRODUCTION

- 1.1 **Copping Refuse Disposal Site Joint Authority T/A Southern Waste Solutions** (hereinafter referred to as “the Company”) wishes to ensure, so far as is reasonably practicable, the safety and health of all people associated with its operations.
- 1.2 The Company is required to comply with legislative and other occupational health and safety obligations. The Company must take steps to ensure, so far as is reasonably practicable, it meets its obligations to employees, contractors and visitors, and conducts its operations in a safe and responsible manner.
- 1.3 The Company regards it essential all persons engaged in its operations are aware of and fully comply with all legislative and Company requirements.
- 1.4 The management of the risks associated with the use of AOD at work is essential to ensuring a safe and healthy work environment. Any individual present in the Workplace who has consumed AOD could endanger lives, present a potential risk to safety and potentially cause damage to property and equipment, which the Company seeks to prevent.
- 1.5 This AOD Procedure (“the Procedure”) combines a range of strategies including education/awareness training, Employee Assistance Programs, AOD testing and, where necessary, the taking of action for a breach of this Procedure which may include disciplinary action (including termination) or action under a Contractor’s contractual arrangements (including termination).
- 1.6 This Procedure is intended to ensure all Workers are in a condition to safely carry out their required work. The unauthorised use of AOD by Workers is strictly prohibited. Any Employee or Contractor established to be in contravention of this Procedure shall be subject to the Company disciplinary policy and procedures, which may include termination of an employee's employment or a contractor's engagement.
- 1.7 If this Procedure is in conflict with any relevant legislation then that legislation must take precedence over this Procedure.

2. SCOPE

- 2.1 This Procedure applies to all Workers of and to the Company.
- 2.2 The guidelines marked as Appendixes A - K at the rear of this Procedure form part of the Procedure.

3. DUTY OF CARE RESPONSIBILITIES

The Company and individual Workers have obligations under the Work Health and Safety Act 2012 and Regulations. The legislative obligations have been supplemented by Common Law and contract.

3.1 Work Health and Safety Act 2012

Section 19 of the Act states:

- (1) *A person conducting a business or undertaking must ensure, so far as reasonable practicable, the health and safety of –*
- (a) *workers engaged, or caused to be engaged by the person: and*
 - (b) *workers whose activities in carrying out work are influenced or directed by the person –*
while the workers are at work in the business or undertaking.
- (2) *A person conducting a business or undertaking must ensure, so far as is reasonable practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.*

Section 17 of the Act states:

- A duty imposed on a person to ensure health and safety requires the person -*
- (a) *to eliminate risks to health and safety, so far as is reasonable practicable; and*
 - (b) *if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonable practicable.*

Section 28 of the Act states:

- While at work, a worker must –*
- (a) *take reasonable care for his or her own health and safety; and*
 - (b) *take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and*
 - (c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and*
 - (d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

4. DEFINITIONS

- 4.1 *'Alcohol'* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols in methyl and isopropyl alcohol, no matter how it is packaged or in what form the alcohol is stored, utilised or found. (The only exception is products which contain alcohol and are used for legitimate reasons in the Workplace.)
- 4.2 *'Approved Rehabilitation Program'* means a rehabilitation program provided by an organisation with recognised expertise in the assessment, treatment and rehabilitation of people suffering from misuse of AOD.

- 4.3 *'Authorised Function'* means a function usually conducted in a Company controlled workplace where alcohol can be served. An Authorised Function shall require the written authorisation of the CEO as specified in Appendix A.
- 4.4 *'Blood Alcohol Content'* or BAC means blood alcohol content as measured by breath analysis on an Australian Standard compliant breath testing device when operated by an Accredited Technician and/or by laboratory analysis of a saliva sample.
- 4.5 *'Company Event'* means an event conducted outside the Workplace at which alcohol is served. A Company Event shall be conducted at a time clearly separated from the working day.
- 4.6 *'Company Vehicle'* means a vehicle owned, leased, hired or used by a Worker for Company business. When used in this manner the vehicle is deemed to be part of the Workplace. A vehicle is not deemed to be a Company Vehicle (and therefore not part of the Workplace) if it forms part of a Worker's salary package and if and only if it is being used for private (ie non-work/business related) purposes within Company policy.
- 4.7 *'Contractor'* means any person who performs work for the Company either as an independent Contractor or an Employee of an independent Contractor. For the avoidance of doubt and without limiting the generality of the above it also includes: sub-contractors and their employees, labour hire employees, outworkers, group employed apprentices/trainees and volunteers.
- 4.8 *'Employee'* means an Employee of the Company.
- 4.9 *'Employee Assistance Program'* (EAP), means a program incorporating established procedures for the referral to a specialist counselling service of Employees with personal problems which may impact upon work performance. The EAP is provided via an independent organisation in order to ensure confidentiality.
- 4.10 *'Illegal Drugs'* means any drugs
- (a) defined and specified as prohibited or illegal under any Federal, State or Territory legislation, or
 - (b) for which
 - (i) a medical prescription has not been issued to the person using the drug,
 - (ii) the level of consumption was in excess of the prescribed dose or in the case of over the counter medication the level of consumption was in excess of the recommended dose or not in accordance with warnings detailed.
- For the avoidance of doubt illegal drugs do not include:
- (a) medication prescribed for an individual and used by that individual in strict accordance with the prescribed dose.
 - (b) over the counter medication used in strict accordance with the recommended dose and warnings.
- 4.11 *'Independent Testing Provider'* means the specialist testing provider engaged by the Company to administer the AOD testing regime.

- 4.12 *'Major Incident'* means any incident which requires an investigation by Workplace Standards, hospitalisation or property damage which could result in an insurance claim.
- 4.13 *'Manager'* means a person who has responsibility for the supervision or coordination of a work group(s), department or work team, including delegated authority to direct Workers within each work group.
- 4.14 *'Must, Shall, Will'* the words "must, shall and will" are understood to be mandatory.
- 4.15 *'Personal Information'* has the meaning given in the *Privacy Act 1988* (Cth).
- 4.16 *'Presumptive Positive'* means the result of a positive onsite AOD test.
- 4.17 *'Positive'* means the result of a sample confirmed as positive by a NATA accredited laboratory.
- 4.18 *'Random'* means anyone, anywhere, anytime during Working Hours.
- 4.19 *'The Company Designated Expert'* means an expert selected by the Company in AOD misuse issues.
- 4.20 *'Worker'* a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as an employee, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work in the person's business or undertaking, an outworker, an apprentice or trainee, a student gaining work experience, a volunteer or a person of a prescribed class.
- 4.21 *'Working Hours'* means the time between the commencement and the conclusion of work activities on behalf of the Company on any one working day.

For the avoidance of doubt and without limiting the generality of the above. Working Hours include:

- (a) lunch or other meal or rest breaks
- (b) work conducted away from the Company premises
- (c) recalls and
- (d) travel to and from work when the Worker is using a Company Vehicle.

- 4.22 *'Workplace'* means any premises or place where a Worker is or was employed or engaged in industry by the Company.

5. RESPONSIBILITIES

5.1 Workers

Workers must notify his or her Manager in writing when undergoing medical treatment, taking prescribed medication or "over the counter medication" (OTC), in any circumstance where such occurrence is likely to affect safety in the workplace.

In circumstances where a Worker is being treated for illness, taking prescribed or OTC and workplace safety is not considered an issue by their treating medical practitioner, they are encouraged to provide a certificate to their nominated employer contact verifying this advice. (Example certificate Appendix F)

To present for work at the designated commencement time of their roster in a fit state to carry out required tasks and in compliance with the Company's Policy and this Procedure.

Workers must cooperate with the Company in relation to the application of this Procedure, including any request by the Company and/or the Company's Independent Testing Provider to undertake an AOD test whether or not that test is conducted on a Random basis.

5.2 *Managers*

Managers are responsible for the allocation of responsibilities for the compliance with this Procedure regarding AOD.

5.3 *Manager Finance & Administration*

The Manager Finance & Administration or that person's delegate will be the point of contact and the liaison person for the Independent Testing Provider.

5.4 *The Company Designated Expert*

A Company designated expert with relevant AOD knowledge and skills is responsible for:

- assessment of Workers referred by management;
- implementation and monitoring of rehabilitation; and
- advice as required.

5.5 *The Independent Testing Provider*

The Independent Testing Provider must undertake all tasks associated in the management of this Procedure with the highest levels of propriety and in accordance with all relevant standards.

6. **REQUIREMENTS**

6.1 *The Use, Sale, Possession, or Distribution of Alcohol and Other Drugs*

During working hours, Workers and Visitors must not, without written authority from the CEO,

- consume alcohol;
- distribute alcohol;
- sell alcohol;
- be in possession of alcohol; (unless as specified in Clause 6.2)
- attend the Workplace with a blood alcohol content exceeding **0.00%**.

During Working Hours Workers and Visitors must not:

- consume Illegal Drugs;
- distribute Illegal Drugs;
- sell Illegal Drugs;
- be in possession of Illegal Drugs;
- if tested for Illegal Drugs, return a "Positive" test result.

For the avoidance of doubt, this Procedure is specifically intended to include the consumption of AOD outside Working Hours, which could impact upon the individual during Working Hours.

Should it be suspected Illegal Drugs are in the Workplace or Corporate Vehicles, Police must be notified.

6.2 *Alcohol*

Gifts of alcohol received in accordance with Company Policy must be stored unopened and removed unopened from Company premises or Company Vehicles at the end of each working day.

6.3 *Authorised Functions and Company Events*

The Company recognises there may be occasions where Workers may consume alcohol at Authorised Functions and/or Company Events. On such occasions, alcohol may be served, however if consumed, must be consumed in a responsible manner. Having consumed alcohol at an Authorised Function or Company Event, Workers must not return to or commence working if in contravention of the Policy or this Procedure.

An Authorised Function/Company Event must comply with each of the following requirements:

- authorised in writing by the CEO if alcohol is to be distributed or consumed on Company premises during the working day;
- conducted at the conclusion of the working day or outside Working Hours of Workers attending the function;
- a member of the relevant management team is appointed as being responsible to ensure the function is conducted in full compliance with defined criteria (see Appendix A);
- conducted in an area designated by a management team member and which does not require the participants to enter any areas of an operating Workplace;

Appropriate controls on distribution and consumption of alcohol at Company Events must be applied. Control measures must be consistent with the principles which apply at Authorised Functions.

6.4 *Visitors*

Visitors who enter any area other than a public access area of any Workplace are required to have a BAC not exceeding **0.00%** and must not register a “positive” test result for any Illegal Drugs. The responsible Manager must take appropriate measures to ensure the safety of any Visitor to any workplace who may exhibit symptoms consistent with the effects of AOD use and arrange for their prompt removal from the site.

6.5 *Compliance and Disciplinary Action*

6.5.1 *Employees*

Where an investigation suggests that a breach of this Procedure has occurred other than a breach of 6.5.1.1 then action must be taken in accordance with the Company’s disciplinary policy.

For the purposes of applying the Company’s disciplinary policy any of the following occurrences are deemed to constitute “serious

misconduct” and if proven, may result in the Employee’s summary termination of employment (ie without notice and without the necessity to have received a previous warning).

- (a) Substantiation that an Employee is found to be in possession of, or sold or distributed Illegal Drugs in the Workplace or from a Company Vehicle;
- (b) Refusal to take an AOD test when requested by an Accredited Technician;
- (c) Major Incident or near miss arising out of, or caused by a breach of the Policy.
- (d) Any other matter where the circumstances of such a breach meets the definition of “serious misconduct” in the Company’s disciplinary policy, industrial instrument or Fair Work Regulation 1.07.

6.5.1.1 Random Testing Breaches

Should an Employee breach this procedure as a result of a Random AOD test (i.e. returning a Positive result), and not breach any other section of this Procedure or any other Corporate policy, procedure or legislative requirements, then the following shall apply:

- a) On the first breach a First Written Warning and an offer to participate in the EAP.
- b) On the second breach, or where an Employee refuses to participate in the EAP, or fails to participate to a satisfactory standard, the Employee’s employment will be terminated.

6.5.2 Contractors

Any Contractor who fails to comply with the requirements in this Procedure will be denied access to Workplaces. Furthermore, the Company reserves the right to take such action as it deems appropriate as a consequence of the Contractor’s conduct, including reviewing and/or terminating any contract in which the Contractor is involved.

A Contractor who exceeds the prescribed BAC must not return to a Workplace until he/she can demonstrate a BAC required by this Procedure. A Contractor who tests Positive to Illegal Drugs must not return to a Workplace until he/she tests negative.

In both cases, testing must be undertaken by an Accredited Technician from the Independent Testing Provider. The cost of such testing must be met by the Contractor.

6.6 Information, Advice and Education

Information on the:

- relevant OH&S Law;
- Company Policy and this Procedure regarding AOD;
- health implications of the misuse of AOD;
- implications of privacy and confidentiality and;
- understanding what to look for in terms of behaviour of someone affected by AOD;

will be provided (see Appendix B). Employees and Contractors must attend such education at the request of the Company.

Employees and Contractors will receive induction training on the Policy and this Procedure.

Training records will be maintained for at least seven years.

Regular information and/or training will be provided as part of ongoing health promotion programs.

The requirement to comply with this Procedure will be incorporated in Contractor agreements and into the induction of individual Contractors.

Visitors will be required to comply with this Procedure when entering any Company Workplace.

6.7 *Employee Assistance Program*

The Company recognises that the misuse of AOD are often treatable conditions. Assistance with the rehabilitation of Employees suffering from problems related to the misuse of AOD may be provided through the Company Employee Assistance Program. (Such management process must not detract from the Company's ability, at any time, to apply its disciplinary procedures.)

An Employee with problems related to the misuse of AOD may voluntarily seek assistance from:

- the CEO;
- the Manager Finance & Administration;
- the Employee Assistance Program;
- the Company designated expert and/or;
- their own treating doctor.

This approach and any information provided must be treated in the strictest confidence. Information must not be released to anyone who is not directly involved in the advice process, without a specific written authorisation by the Employee who has provided the information.

Confidentiality of medical information must be maintained. However, general advice on an Employee's progress in a rehabilitation program must be provided to the Manager Finance & Administration.

An Employee has access to all existing Personal Leave entitlements whilst satisfactorily participating in an approved rehabilitation program or whilst analysis of a Presumptive Positive test is being completed.

Following consultation, an Employee may be transferred from his or her normal position, where continuation in that position may compromise health and safety of that Employee or other Employees and Contractors and/or the safety of the Company's operations.

6.8 *Testing for Alcohol and Other Drugs Must Be Undertaken*

Workers can be tested for AOD in the following circumstances:

- 6.8.1 During pre-employment medical assessments for job applicants and for change in employment status, eg. from casual to full-time. (**Pre-Employment Testing.**)
- 6.8.2 Where reasonably required by a customer or regulatory authority.
- 6.8.3 Following any Major Incident, or where a Worker may have or has breached safety precautions or procedures. (**Incident Test**)
- 6.8.4 Where there are reasonable grounds based on;
 - observations or information provided to the responsible Manager of any abnormal conduct or behaviour which may involve the misuse of AOD or
 - any evidence of possible Illegal Drug use (eg suspected drugs and or drug related equipment apparent)

Periodic testing of Workers must also be undertaken following satisfactory completion of a rehabilitation program or following a positive test result for the misuse of AOD for a period of one year. (**Cause Testing**)

- 6.8.5 Random testing whenever required. (**Random Testing**)

6.9 *The Program*

- 6.9.1 The Program will be monitored by the Review Panel.
- 6.9.2 The Procedure is to be applied at all times when testing for AOD. Guidelines for conducting tests are detailed in Appendix D.
- 6.9.3 The Company acknowledges some of its customers and/or associated businesses may have their own Fit for Work/Alcohol & Drug Policy/Procedure. The Company will use its best endeavours to establish what that Policy/Procedure may be and educate its staff on that Policy/Procedure. On some occasions however it must be recognised this may not be possible.
- 6.9.4 Whenever an Employee of the Company is in attendance at a customer's/associate's workplace the onus is ultimately on the Employee to fully comply with that particular customer's/associate's Fit for Work/Alcohol & Drug Policy/Procedure, whatever that procedure may be. (This may include testing which is not consistent with this Procedure.)
- 6.9.5 The following response must be taken to Presumptive Positive test results:
 - Presumptive Positive to Alcohol:
 - Ensure the Employee is safely returned home.
 - Presumptive Positive to Other Drugs:
 - Ensure the Employee is safely returned home unless an Employee declaration (Appendix I) has been completed by an

individual and provided to and accepted by the Manager Finance & Administration.

Returning to work:

- Before recommencing work, the Employee must be tested and must return a negative test result. Such testing must be undertaken by the Independent Testing Provider.

6.9.6 If anyone other than an Employee returns a Presumptive Positive test, that person will be placed in a safe location and their Manager advised of the circumstances and requested to remove the person from the site as soon as possible.

7. PRESCRIBED AND OVER THE COUNTER MEDICATION

7.1 Prescription Medication

Any Worker who has been prescribed medication by a medical practitioner will not be in contravention of this Procedure as a result of being in possession of or taking that medication provided that:

7.1.1 the Worker has disclosed to the medical practitioner concerned the position that he/she occupies, the tasks he/she is required to perform and the medical practitioner does not believe the prescribed medication will in any way affect that person's ability to work safely, and/or effectively perform the inherent requirements of their job, and

7.1.2 the consumed level of the prescribed medication does not exceed the level that the Worker has been prescribed to take.

7.2 Over the Counter Medications (OTC)

Workers who have taken OTC will not be in contravention of this Procedure provided that the OTC was taken in strict accordance with the manufacturer's recommended dose, directions and warnings. Workers must seek advice from their pharmacist with respect to the impact any OTC may have on their ability to work safely.

7.3 Written Advice

Should there be any potential for safety to be compromised in any way by the use of either prescribed or OTC, or where there is any doubt, then the Worker must advise their nominated employer contact in writing. Prescription Drug Notification/OTC Notification Appendix F.

8. TESTING PROGRAM, HANDLING TEST RESULTS, RETAINING RECORDS, PRIVACY AND CONFIDENTIALITY

8.1 Testing Program and Handling Results

The Company will carefully select and monitor all persons responsible for administering the testing program, and must implement measures to ensure appropriate standards are maintained. Samples will only be used for the purpose of testing for the presence of AOD.

8.2 Retaining Records

Copies of all results will be retained for a minimum of seven years from the date of creation. Access to copies of results of all AOD tests must be made

available to the Worker upon request. Records are maintained separate from Workers' general personnel files.

8.3 *Privacy and Confidentiality*

The Company must not use Personal Information collected from Workers in a manner that contravenes the Privacy Act or this Procedure.

Information obtained in the process of conducting tests must be treated in the strictest confidence. Individual test results must not be released to anyone who is not involved in the testing/rehabilitation process, without specific authorisation by the Worker who was tested, to release the results to others, except as follows:

- the Worker has agreed to release information for rehabilitation or a return to work program in which the results of the test must be known to facilitate further action concerning the Worker;
- when the results of the test become subject to a dispute, however the information may only be released to other parties on a "need to know" basis;
- when complying with any legal requirement.

9. *Dispute Resolution*

Please refer to Copping Refuse Site Joint Authority T/A Southern Waste Solutions Dispute Resolution Process.

Disclaimer

Integrity Sampling acknowledges having provided assistance with the development of this Procedure.

Integrity Sampling recommends its clients obtain independent legal advice in respect to this document prior to implementation.

APPENDIX A

GUIDELINES FOR THE CONDUCT OF AUTHORISED FUNCTIONS

1. An Authorised Function must have a clearly defined purpose and be authorised in writing by **CEO**.
2. Alcohol must not be displayed, made available or offered in a manner which encourages excessive consumption (eg unsupervised self service).
3. In addition to alcohol, soft drinks and low alcohol beverages must also be offered.
4. An Authorised Function must be personally supervised by a member of the relevant Management Team (or their delegate) who must be responsible for:
 - Control of alcohol distribution at the function;
 - Cessation of alcohol distribution at the designated time (maximum of two (2) hours); and
 - Consideration of a participant's ability to return home safely.
5. Where the supervisor of the function believes that alcohol consumed by a participant will preclude a safe return home, transport at Company expense must be offered.
6. Workers are required to accept an offer of safe transportation made by the supervisor of the function.
7. Any person under the age of 18 years or "P" plate drivers who may be driving must not be served alcohol.
8. Drinking contests or games of any sort which involve the consumption of alcohol are expressly prohibited.
9. Illegal drugs are expressly prohibited.

APPENDIX B

INFORMATION, ADVICE AND EDUCATION PROGRAMS

1. Employees and Contractors will receive information on:
 - The law in respect to alcohol & other drugs;
 - The Company's Policy and Procedures on the misuse of alcohol and other drugs;
 - The health implications of the misuse of alcohol and other drugs;
 - The effects of the misuse of alcohol and other drugs on safety and;
 - The early detection of problems related to the misuse of alcohol or other drugs.

2. In addition to the above Managers will be trained in:
 - Duty of care responsibilities;
 - Recognition and documentation of performance or behavioural problems suggestive of a potential problem relating to the misuse of alcohol or other drugs, including recognition of behaviour consistent with a person being affected by alcohol & other drugs;
 - The responsibilities of Managers for the implementation of the Company's Policy and Procedures;
 - Referral procedures for specialist assistance;
 - Privacy, confidentiality and disciplinary procedures;
 - Employee and Contractor benefits while participating in the rehabilitation program;

APPENDIX C

GUIDELINES FOR THE MANAGEMENT OF EMPLOYEES WHO SEEK ASSISTANCE FOR PROBLEMS CONSISTENT WITH ALCOHOL OR DRUG MISUSE

1. An Employee with problems related to the misuse of alcohol or other drugs (AOD) is encouraged to seek assistance from their Manager or the Employee Assistance Program as soon as practicable.
2. An Employee who has reasonable grounds, based on observations of abnormal conduct or behaviour or incidents in which safety is compromised, to suspect a problem in another person, must bring the matter to the attention of their Manager as soon as practicable. Complaints determined to be vexatious following investigation will be treated in accordance with the Company Disciplinary Policy.
3. Where an Employee raises concerns regarding another Employee, the Manager must make appropriate inquiries as soon as practicable, eg observe the Employee, in an attempt to confirm whether or not there is a potential problem.
4. Where a problem may exist, the Manager must as soon as practicable discuss the matter with the Employee. (The Manager must not attempt to diagnose the problem.)
5. The Employee must be referred to the Employee Assistance Program should a problem be identified. The referral can be initiated by either party.
6. Where a problem related to AOD misuse is confirmed, the Employee must be referred to an organisation with recognised expertise in the assessment, treatment and rehabilitation of people suffering from misuse of AOD.
7. The Company's Designated Expert must liaise with the organisation responsible for the rehabilitation of the Employee to monitor progress.
8. The Company's Designated Expert must provide regular reports to the Manager Finance & Administration on the Employee's progress. Confidentiality of information must be maintained.
9. Upon completion of a rehabilitation program, the Company's Designated Expert must determine the requirements for ongoing review after consideration of the nature of the initial problem and the work to which the Employee must return.
10. Information collected in the management process detailed above must only be used or disclosed as far as is necessary for a return to work program.

APPENDIX D

GUIDELINES FOR CONDUCTING ALCOHOL AND OTHER DRUG (AOD) TESTS

1. Method of Testing

The Company will use saliva and breath analysis procedures for all Random, Incident and Cause Testing. Testing must be conducted in a manner designed to protect Employees' and Contractors' privacy and safeguard the integrity of the testing process to ensure the validity of the test results.

2. Random Testing Selection

Random testing selection must be conducted by the Independent Testing Provider. Random testing must not incorporate any targeted testing whatsoever. It will remain strictly random.

3. Identification of the Employee or Contractor

The Accredited Technician must ensure the individual from whom the sample is collected is positively identified through photo identification or identification confirmation by a Manager. The sample collection must not proceed if the individual's identity cannot be established.

4. Consent to Collection and Analysis

Sample collection must not commence until the individual from whom the sample is to be collected has signed the consent to collection and analysis on the testing record documentation.

5. Right to Have Another Person Present

An Employee or Contractor may request the presence of another person to witness the testing procedure. Such requests must be facilitated provided the other person can attend the site within a maximum of one (1) hour of the request being made.

6. Sample Collection

Samples for alcohol and drug (AOD) tests should be collected privately at a site designated by the Company utilising standard sampling procedures for the particular test used. If the Independent Testing Provider has a reason to believe that an adulterated or substitute sample has been provided, the Employee or Contractor must be required to provide a second sample.

7. Additional Samples

Where the onsite test result is Presumptive Positive, additional samples must be obtained immediately.

8. Chain of Custody

An appropriate chain of custody procedure must be followed in the administration of all AOD testing by the Independent Testing Provider.

9. Laboratory Confirmation

The Independent Testing Provider must ensure the appropriately sealed and labelled Presumptive Positive sample is forwarded immediately to a NATA accredited laboratory for laboratory analysis on the GC/MS or LC/MS testing device. Verbal results must be advised to Manager Finance & Administration as soon as they become available, with written confirmation provided thereafter.

10. Storage of Samples

Any samples which are confirmed positive for alcohol or other drugs must be retained in appropriate storage by the laboratory conducting the analysis for a minimum of six (6) months.

APPENDIX E

DRUGS THAT MAY BE TESTED FOR INCLUDE:

- Alcohol
- Amphetamines
- Cocaine
- Methamphetamines
- Opiates
- THC (Cannabis)
- Any other Illegal Drug

APPENDIX F

**DRUGS – CERTIFICATE
PRESCRIPTION DRUGS NOTIFICATION**

**Southern Waste Solutions
Bender Drive , Lutana**

Name:
Address:
Date:

I am the treating doctor of your Worker Mr/Mrs/Miss
(name of Worker).

On (date), as a result of my diagnosis, I prescribed medication
to your Worker.

..... (name of Worker) has advised me of his/her position
within **Southern Waste Solutions** and explained the tasks involved.

Taking all information into consideration, I believe your Worker can safely and
properly continue to undertake tasks associated with his/her required tasks at
Southern Waste Solutions provided he/she takes the prescribed medication in
accordance with the requirements of the prescription.

Name: (Doctor).....

Signed: (Doctor) Date:

OVER THE COUNTER MEDICATION (OTC) NOTIFICATION

I(name of Worker) wish to advise I am taking OTC.

I undertake to only use the medication in accordance with the recommended dose
and in strict accordance with all warnings.

I believe I can safely and properly undertake my required workplace tasks. If in any
doubt as to whether I can perform all tasks safely I undertake to advise my Manager
immediately.

Signed:..... Date:.....

Name: (Please Print)

APPENDIX G

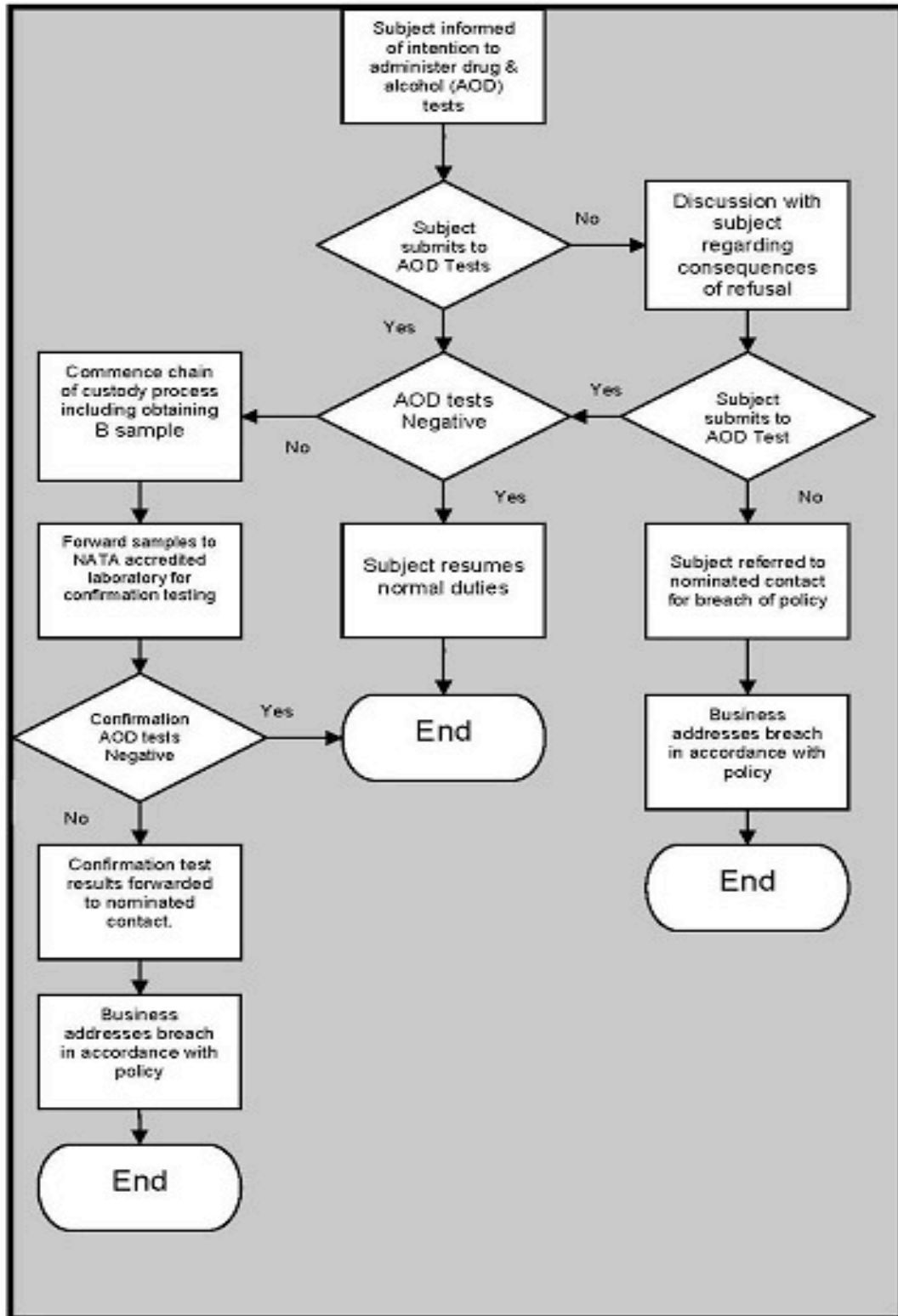
GUIDELINES TO DETERMINE WHETHER AN EMPLOYEE **MAY** BE AFFECTED BY ALCOHOL AND/OR DRUGS

May include, but is not limited to:

- Unusual work performance and work patterns
- High number of mistakes
- Extremes in performance
- Difficulty in remembering instructions or handling complex situations

APPENDIX H

Flowchart for Alcohol and Other Drug (AOD) Testing



APPENDIX I

WORKER DECLARATION

NAME:..... DATE:.....

EMPLOYER:.....

(Delete any word/s which do not apply. The person named and the witness should initial any alteration/s.)

I acknowledge having been tested today by **Integrity Sampling** for drugs. I also acknowledge having been trained in the effects of the misuse of drugs/medications and what my legal obligations are in respect to Occupational Health & Safety law.

Prior to providing a sample of oral fluid for analysis today I acknowledge having ingested prescription medications and/or over the counter medication.

I wish to confirm that I have definitely only taken the medication I detailed when initially questioned by the **Integrity Sampling** Technician. This medication was either prescribed for me or over the counter medication taken in accordance with either the prescribed or recommended dose.

I have previously notified my employer of the fact I am taking medication/s.

I believe I can safely and properly continue to undertake my required tasks at work. As such it is my express wish to stay at work and not be stood down pending the laboratory confirmation results. I don't believe I will in anyway compromise my safety or the safety of any other person in the workplace.

Signed:.....

Name: Date:

Witness

Signed:.....

Name: Date:

Integrity Sampling does not offer any advice as to whether or not this declaration should be accepted. Acceptance or otherwise is at the sole discretion of the Employer.

APPENDIX J

QUICK REFERENCE GUIDE/MEMORANDUM OF UNDERSTANDING

	Blood Alcohol Content (BAC)	Use, sale, possession or distribution of Alcohol	Use, sale, possession or distribution of Illegal Drugs
Work Places Administration Areas Working On Site On Availability or Standby	0.00%	Prohibited	Prohibited
Driving Company Vehicles including Hire Cars used for Business Travel	0.00%	Prohibited	Prohibited
Salary Package Vehicles used for Company Business	0.00%	Prohibited	Prohibited

EXCEPTIONS

Prescribed and Over the Counter Medication (Legal Drugs)

Possession and use of prescribed or over the counter medication that do not adversely affect a Worker’s ability to perform their role safely provided they are taken by the individual to whom they were prescribed, and in strict accordance with prescribed or recommended dose and any relevant warnings. The nominated employer representative must be advised in writing if there is any potential for safety to be compromised in any way by the taking of such medications

Authorised Functions/Company Events

Responsible consumption and possession of alcohol is permitted at Authorised Functions in Designated Areas or at Company Events.

Salary Package Vehicles – Private Travel

In the case of driving a salary package vehicle for private travel, the driver’s BAC level may exceed 0.00% but must not exceed legislative requirements.

Alcohol

Gifts of alcohol received by Workers in the course of their employment are acceptable within Company guidelines for the receipt of gifts, (eg recognition gifts, Christmas gifts etc). Alcohol must be stored unopened and removed unopened from Company premises or Company Vehicles at the end of the work day.

MEMORANDUM OF UNDERSTANDING

I,.....(Insert Full Name) acknowledge having been trained and understand **Southern Waste Solutions Alcohol & Other Drug Procedure**.

I agree to comply with this Procedure.

Employee.....(print name) Witness:.....(print name)

Signed:..... Date: Signed:.....Date:.....