

Gladstone Regional Council

Corporate Standard

Title	DRUG AND ALCOHOL MANAGEMENT CORPORATE STANDARD
Corporate Standard No.	CS-2021-03
Business Unit/s	PEOPLE CULTURE AND SAFETY
Date of Approval by CEO	
Date of Effect	
Review Date	
Date Repealed	

1.0 PURPOSE:

Gladstone Regional Council is committed to providing a workplace free of alcohol and illicit drugs that impair, or risk impairing, a person's fitness for work.

2.0 SCOPE:

All workers of Gladstone Regional Council as defined under Section 7 of the *Work Health and Safety Act 2011*.

3.0 RELATED LEGISLATION:

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Transport Operations (Road Use Management) Act 1995*
- *Drugs Misuse Act 1986*
- *Human Rights Act 2019*

4.0 RELATED DOCUMENTS:

- Work Health and Safety Policy
- Gladstone Regional Council Worker Assistance Program Factsheet
- Gladstone Regional Council Drug and Alcohol Management Corporate Standard – Medication Factsheet
- Incident Reporting and Investigation Corporate Standard
- Disciplinary Action Corporate Standard
- Performance Improvement Corporate Standard
- AS/NZ 4760:2019 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid
- AS/NZ 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine
- AS/NZ 3547:2019 Breath alcohol testing devices
- Form DA01 - Worker Notification to present for Testing
- Form DA02 - Request for Drug and Alcohol Testing Form
- Form DA03 - Drug & Alcohol Analysis Result Form

- Form DA04 - Positive Drug or Alcohol Test Interview
- Form DA07 - Prescribed Medication Authorisation
- Form DA08 - Prescribed Medication Authorisation Declaration
- Form DA10 - Prescription Medication Authority to perform Normal Duties
- Form DA11 - Declaration for Medication Presumptive Positives
- Form DA12 - Specimen Collection and Analysis Form.

5.0 DEFINITIONS:

To assist in the interpretation of this corporate standard the following definitions apply:

the **Business** means Gladstone Regional Council

Collector means a person who has successfully completed a course of instruction on oral fluid collection and on-site drug screening, handling, storage and dispatch of specimens and demonstrates ongoing competence

High-Risk Work Site means a work site where high risk activities are carried out. High risk work is as defined in the *Work Health and Safety Regulation 2011* as 'high risk construction work' (refer Chapter 6, Section 291), 'high risk diving work', 'high risk plant' and 'high risk work'

Incident means an occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health or property, or fatalities. It includes notifiable and dangerous incidents as defined in the *Work Health and Safety Act 2011*

Leader means the Executive Team, Managers, Team Leaders and other supervisory positions that report to a General Manager and any position that has been appointed to supervise contract workers

Mobile Plant means all vehicles and machinery used to perform work on Council sites

Non-Negative Result means the result from a test of a sample that may indicate the presence of a substance being tested for

Negative Result means the result from a test of a sample that indicates no presence of a substance being tested for

Over the Counter Pharmacy Medication means pharmaceutical drugs and medicines sold directly to a consumer without a prescription from a healthcare professional

Over the Limit (Alcohol Test Result) means a result from the test of a breath sample which indicates a blood alcohol concentration (BAC) of greater than zero

Positive Result means, for a drug specimen, a laboratory test result collected and tested by a service provider that confirms the presence of a substance being tested for exceeds the limit specified in the relevant Australian Standard

Pre-Employment Medical means a medical assessment performed as part of the recruitment process to determine if a person is fit for the position applied for

Prescription Medication means a pharmaceutical drug or medicine that legally requires a medical prescription issued by a qualified medical practitioner for a person to access the medication

Random Testing means testing without prior notice, of a statistically valid sample of workers at a workplace conducted periodically in a non-discriminatory manner that involves a neutral selection process where each worker has an equal chance of being chosen

Return to Work Test means a drug and alcohol test to assess if a worker can meet the acceptable limits for alcohol and drugs prior to returning to work

Serious Event or Dangerous Incident means a 'notifiable incident' as defined in Sections 35 to 37 of the *Work Health and Safety Act 2011*

Service Provider/s means a professionally accredited third-party service provider engaged by the business to provide drug and alcohol testing services

Support Person means someone who a worker requests to be present to provide emotional and moral support. A support person cannot disrupt or obstruct any discussion/process

Test for Concern means a drug and alcohol test where a concern has been raised based on reasonable grounds, that a worker may be under the influence of drugs or alcohol in the workplace. Reasonable grounds can include a range of evidence based on observations such as the smell of alcohol on a worker's breath, slurred speech, unsteady balance, sedated or delayed movements and reaction time and other physical or behavioural indicators

Under the Limit (Alcohol Test Result) means the result from the test of a breath sample which indicates a blood alcohol concentration (BAC) of zero

Work means an activity involving mental or physical effort done in order to achieve a purpose or result for the business

Workplace means a place where work is carried out for the business or undertaking and includes any place where a worker goes, or is likely to be, while at work

6.0 CORPORATE STANDARD STATEMENT:

6.1 ACCEPTABLE LEVELS

6.1.1 Alcohol

All workers if tested, must have a blood alcohol concentration (BAC) of 0.00g/100ml (0.00%) whilst engaged in work for the business.

An exemption from the zero blood alcohol limit applies in the following circumstances:

1. Where workers engage in social networking associated with a work-related conference, workshop or function after the close of official proceedings.

2. For work related social functions where workers are not returning to duty after the function (for example: the annual Christmas lunch).

6.1.2 Drugs

All workers must produce a result for drugs of less than the levels indicated in Australian Standards referenced in the related documents section of this corporate standard whilst engaged in work for the business.

6.2 TESTING METHODS

The following testing will be conducted initially:

1. Breathalyser testing for Alcohol
2. Oral Fluid Sampling for Drugs
3. Urine Testing for both drugs and alcohol for Pre-Employment Medicals.

If follow up testing is required as a result of a non-negative oral fluid sample for drugs, a second sample (oral or urine) will be taken by a service provider for laboratory testing.

6.3 DRUG AND ALCOHOL TESTING TRIGGERS

6.3.1 Pre-Employment Medical

The business applies the process set out in its Medical Assessments and Health Monitoring Corporate Standard for drug and alcohol testing as part of the recruitment process.

6.3.2 Random Testing

Random testing may be carried out at any working time/s and on any working day/s at any workplace.

Table 6.3.2: Process Overview – Random Testing

No.	Step	Responsibility
1	Random Testing Program determined	Manager Health Safety & Wellbeing (MHSW) and Service Provider
2	Service Provider to be provided with names of workers at the workplace/s identified for random testing and other relevant site-specific information (ie. place/s set aside for testing, site contact person nominated to assist with locating/advising workers, confidentiality arrangements, other practical information)	Work Health & Safety (WHS) Team & Service Provider
3	Service Provider determines random selection of workers to be tested for workplace/s	Service Provider
4	Testing conducted	Service Provider
5	Test Results advised to Worker	Service Provider

6	<p>Result Outcome</p> <ul style="list-style-type: none"> • Negative / Under the Limit Result – Worker returns to work • Non-Negative / Over the Limit Result – <ul style="list-style-type: none"> (a) <u>Alcohol</u> – second breathalyser test conducted on-site within 20 minutes (support person can be requested but is not to delay testing). If negative, worker returns to work. If non-negative – proceed to (b) below <u>Drugs</u> – In non-negative a sample is taken by a service provider for testing at service provider laboratory / place of testing – proceed to (b) below <p>(b) Leader notified and worker stood down</p> <p>Timesheet to record balance of shift as sick leave, or if no sick leave available, worker can elect to use other leave types.</p> <p>Leave will be credited back to the worker if the laboratory test for drugs comes back negative. Further, for those workers who work rosters other than the 9-day fortnight (ie. continuous roster) who are stood down for a non-negative initial drug test which a laboratory test later returns a negative result, will be reimbursed for the loss of penalty rates and allowances that would have normally applied had they worked (ie. on-call allowance, weekend/night work rates - excluding any non-rostered overtime). Penalties may apply for contractors whose workers breach this Corporate Standard</p> <p>(c) Worker to be transported home (arranged by Leader) Contractors are responsible for arranging transport home for their workers</p> <p>(d) Worker to return to work next shift (alcohol) or when a service provider clearance is provided (drugs – typically it will take 3 days for laboratory results to be received) and undergo a return to work drug and alcohol test prior to commencement (repeat steps 4-5).</p> <p>The return to work alcohol test will be conducted by the business’s collectors, whilst drug testing will be carried out by the service provider, or where the service provider is unavailable, the business’s collector. If a worker fails the return to work drug test, any costs incurred through the service provider for additional return to work tests will be borne by the worker</p>	<p>Service Provider, Worker, Leader</p>
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7	If follow up test 6(d), is also Non-Negative (alcohol) or positive (drugs) refer to Section 6.5. Workers are not to return to work until they have a negative drug and alcohol test result	Leader, Worker
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6.3.3 Test for Concern

- a) Workers have an obligation to submit a case for testing if they reasonably suspect that another worker is not fit for work due to drugs and/or alcohol during working hours. It is a worker's right to protect the health and safety of themselves and others. A request for a test for concern is treated confidentially and must be lodged via a Form DA02.
- b) Where a worker makes a submission based upon a reasonable suspicion that another worker is impaired and subsequently the submission is deemed to be vexatious or frivolous the worker making the submission will be managed in accordance with the business's performance management processes.
- c) A test for concern can only be approved by the following delegated officers:
 - Chief Executive Officer; or
 - General Managers; or
 - Managers.

Table 6.3.3: Process Overview – Test for Concern

No.	Step	Responsibility
1	Worker seeking a Test for Concern lodges Form DA02 to a Delegated Officer	Worker & Delegated Officer
2	Delegated Officer makes a decision on the request	Delegated Officer
3	Request Denied - Worker who lodged the request is confidentially advised of the outcome and the reasons for the decision – Process Stops	Delegated Officer & Worker
	Request Granted	
4	Arrangements made for the worker of concern to be tested within 4 hours of request being granted	WHS Team & Worker of Concern
5	Testing conducted	Service Provider or Collector & Workers
6	Test Results advised to Worker/s	Service Provider or Collector & Workers
7	Result Outcome	
	<ul style="list-style-type: none"> • Negative / Under the Limit Result – Worker returns to work 	
	<ul style="list-style-type: none"> • Non-Negative / Over the Limit Result – 	

	<p>(a) <u>Alcohol</u> – second breathalyser test conducted on-site within 20 minutes (support person can be requested but is not to delay testing). If negative, worker returns to work. If non-negative – proceed to (b) below</p> <p><u>Drugs</u> – If non-negative a sample is taken for testing at service provider laboratory / place of testing – proceed to (b) below</p> <p>(b) Leader notified and worker stood down (timesheet to record balance of shift as sick leave, or if no sick leave available, worker can elect to use other leave types)</p> <p>Leave will be credited back to the worker if the laboratory test for drugs comes back negative. Further, for those workers who work rosters other than the 9-day fortnight (ie. continuous roster) who are stood down for a non-negative initial drug test which a laboratory test later returns a negative result, will be reimbursed for the loss of penalty rates and allowances that would have normally applied had they worked (ie. on-call allowance, weekend/night work rates - excluding any non-rostered overtime). Penalties may apply for contractors whose workers breach this Corporate Standard</p> <p>(c) Worker to be transported home (arranged by Leader) Contractors are responsible for arranging transport home for their workers</p> <p>(d) Worker to return to work next shift (alcohol) or when a service provider clearance is provided (drugs – typically it will take 3 days for laboratory results to be received) and undergo a return to work drug and alcohol test prior to commencement (repeat steps 4-5).</p> <p>The return to work alcohol test will be conducted by the business's collectors, whilst drug testing will be carried out by the service provider, or where the service provider is unavailable, the business's collector. If a worker fails the return to work drug test, any costs incurred through the service provider for additional return to work tests will be borne by the worker.</p>	Service Provider or Collector, Worker, Leader
8	If follow up test 7(d), also Non-Negative (alcohol) or positive (drugs) refer to Section 6.5. Workers are not to return to work until they have a negative drug and alcohol test result	Leader, Worker

6.3.4 Incident Testing

Drug and Alcohol Incident Testing will be carried out in the following circumstances:

1. An incident occurs at a High-Risk Work Site; or
2. An incident occurs involving mobile plant; or
3. when a Leader or Work Health and Safety Business Partner requires testing as part of a safety intervention and/or investigation.

Where an incident occurs at a High-Risk Work Site, all workers involved in the incident will be tested.

A worker's health and safety will take precedence over drug and alcohol testing in circumstances where urgent medical attention is required.

Table 6.3.4: Process Overview – Incident Testing

No.	Step	Responsibility
1	Immediately following the incident – telephone Leader and WHS Team to report	Worker (or other worker present if worker is unable to do so), Leader & WHS Team
2	Appropriate instructions provided to worker/s involved and worker/s who witnessed the incident	Leader / WHS Team
3	Worker/s involved who are seriously injured and require urgent medical treatment will be immediately released from duty for treatment	Worker / Leader
4	Worker/s who require non-urgent medical treatment or first aid are to be treated on-site or transported for medical treatment – drug and alcohol testing will be conducted following medical treatment / first aid where it is practical and reasonable to do so within four hours of the incident	Worker / Collector or Service Provider / WHS Team
5	Where medical treatment is not required, testing conducted – for High Risk Work Sites this may include testing of all workers including operators of mobile plant and contractors	Service Provider or Collector & Worker/s
6	Test Results advised to Worker/s	Service Provider or Collector & Worker/s
7	Result Outcome	Service Provider or Collector, Worker, Leader
	<ul style="list-style-type: none"> • Negative / Under the Limit Result – Worker returns to work (unless otherwise directed by treating medical professional) 	
	<ul style="list-style-type: none"> • Non-Negative / Over the Limit Result – (a) <u>Alcohol</u> – second breathalyser test conducted on-site within 20 minutes (support person can be requested but 	

	<p>is not to delay testing). If negative, worker returns to work. If non-negative – proceed to (b) below</p> <p><u>Drugs</u> – If non-negative a sample is taken for testing at service provider laboratory / place of testing – proceed to (b) below</p> <p>(b) Leader notified and worker stood down (timesheet to record balance of shift as sick leave, or if no sick leave available, worker can elect to use other leave types).</p> <p>Leave will be credited back to the worker if the laboratory test for drugs comes back negative. Further, for those workers who work rosters other than the 9-day fortnight (ie. continuous roster) who are stood down for a non-negative initial drug test which a laboratory test later returns a negative result, will be reimbursed for the loss of penalty rates and allowances that would have normally applied had they worked (ie. on-call allowance, weekend/night work rates - excluding any non-rostered overtime). Penalties may apply for contractors whose workers breach this Corporate Standard</p> <p>(c) Worker to be transported home (arranged by Leader) Contractors are responsible for arranging transport home for their workers</p> <p>(d) Worker to return to work next shift (alcohol) or when a service provider / medical clearance is provided (drugs – typically it will take 3 days for laboratory results to be received) and undergo a return to work drug and alcohol test prior to commencement (repeat steps 4-5).</p> <p>The return to work alcohol test will be conducted by the business’s collectors, whilst drug testing will be carried out by the service provider, or where the service provider is unavailable, the business’s collector. Alternatively, workers can arrange a test through their own medical practitioner. If a worker fails the return to work drug test, any costs incurred through the service provider for additional return to work tests will be borne by the worker.</p>	
8	<p>If follow up test 7(d) is also Non-Negative (alcohol) or positive (drugs) refer to Section 6.5. Workers are not to return to work until they have a negative drug and alcohol test result.</p>	Leader, Worker

6.4 PRESCRIPTION AND OVER THE COUNTER PHARMACY MEDICATIONS

Where a worker is taking prescription or over the counter pharmacy medications for a legitimate medical purpose, the worker will not breach this corporate standard by attending work, if the worker:

- a) takes the prescription and over the counter pharmacy medication in accordance with the instructions from their medical practitioner or pharmacist and normal directions applying to the use of those medications
- b) does not misuse or abuse prescription and over the counter pharmacy medications
- c) is aware of the effects (including potential effects) of consumption of alcohol while taking prescription and over the counter pharmacy medications
- d) advises the service provider or collector of any prescription or over the counter pharmacy medication they are taking that may impact upon test results, prior to the test being taken (Workers may elect to report that they are using medication by completing a declaration -Form DA11)
- e) checks with their medical practitioner, pharmacist or an advisory body such as Health Direct (a free Australian health advice hotline, is available 24 hours per day 7 days per week at free call 1800 022 222 <https://www.healthdirect.gov.au/>) about the effect of the medication on their ability to drive vehicles, operate machinery and generally perform their work duties in a safe and competent manner.

If a worker's ability to perform his/her work safely and competently could be impaired by prescription and over the counter pharmacy medications, the worker must notify their Leader before undertaking any work. A worker is not required to disclose details of the condition/s being treated. A risk assessment may determine that the worker provide more information and/or a clearance from a medical practitioner using the following forms:

- i. Form DA07 - Prescribed Medication Authorisation;
- ii. Form DA08 - Prescribed Medication Authorisation Declaration;
- iii. Form DA10 – Treating Doctor's Authorisation for Worker to Perform Duties.

If a worker advises that they are taking prescription/over the counter pharmacy medication before drug testing the worker will still be stood down for a non-negative test result in accordance with Section 6.3 until such time that a follow up drug test confirms that only the prescription and/or over the counter pharmacy medication is present in a worker's system. If the follow up test reveals the presence of other drugs, in addition to the prescription/over the counter pharmacy medication, the worker will be managed in accordance with the Section 6.3.

6.5 DISCIPLINARY PROCESS

Breaches of this Corporate Standard will be managed in accordance with the Disciplinary Action and Performance Management Corporate Standards or for contract workers, in accordance with the contract.

Following a confirmed positive test for drugs and/or alcohol, a worker will be required to Show Cause in writing, and depending on the particular circumstances and the severity of

the case, the consequences may result in the worker being:

- required or directed to undertake counselling and/or rehabilitation
- targeted unannounced drug and/or alcohol testing undertaken and monitored for a designated period
- subject to a Performance Improvement Plan
- issued with a first and final written warning
- dismissed.

Any disputes arising from the application of this process will be progressed through the grievance process in Council's Certified Agreement or in the workers employment contract.

6.6 SELF-TESTING AND SELF-DISCLOSURE

The business will make alcohol breathalyser devices available at its major depot facilities for the purposes of self-testing for alcohol.

Workers who indicate they may have a drug or alcohol problem will be referred to a counsellor for assessment and treatment. The business will support the worker in accordance with Section 6.10 of this corporate standard.

6.7 REFUSAL TO TAKE OR TAMPERING WITH A DRUG OR ALCOHOL TEST

Unless medical evidence can be provided to support a worker's inability to submit to either a drug or alcohol test due to medical reasons, or due to a physical restriction at the time of testing (ie. lack of oral fluid etc), the failure to take the test (e.g. through refusal or non-attendance at a notified, scheduled testing time) will be deemed as a "failure to carry out a lawful and reasonable instruction" and will be managed in accordance with the business's disciplinary processes. A worker failing to take a test will:

1. be transported to his/her place of residence
2. be placed on leave without pay
3. not permitted to return to work until a negative test result is achieved – follow up testing as a result of refusal will be at the workers cost if costs are incurred
4. in the case of pre-employment medicals, take no further part in the recruitment process.

Any attempt to tamper with any in-house or external test sample, alter the concentration of drugs or alcohol in their own or another's sample before or after providing a breath, urine or oral fluid sample will constitute official / serious misconduct and be will managed in accordance with the businesses disciplinary processes.

While refusal or failure to take the test will be regarded as a disciplinary matter, it is also a breach of the workers obligations under Section 28 of the *Work Health & Safety Act 2011*.

6.8 RIGHT OF APPEAL

If at any time a worker disputes the results of a non-negative test result, the worker has the right to an additional second test. This may be a second breathalyser test for alcohol, or transportation to a medical facility for more extensive testing. In relation to drugs, it is the confirmation test conducted by an external service provider and laboratory. When results are returned, the worker will be provided with a copy of the results.

6.9 CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

All drug and alcohol testing records will remain confidential and filed securely in the workers personnel file. A worker may request a copy of their own test records. Drug and alcohol testing shall be conducted in a way that respects the privacy of the worker. Results of post incident tests will be made available to the business's insurers where necessary.

6.10 ORGANISATIONAL SUPPORT

Council will support workers who are diagnosed with a drug and / or alcohol problem who are committed to their own rehabilitation. It is ultimately the individual affected by alcohol or substance abuse who must be prepared to take steps to rectify their situation. An individual's commitment to their recovery will be evident through accepting assistance offered and attending counselling in order to resolve their problems.

Strategies to support individuals with drug and/or alcohol at Council includes:

1. access to personal leave and other accrued leave including RDOs, annual and long service leave
2. leave without pay to seek treatment – this will follow standard Council leave practices in accordance with the Leave Corporate Standard
3. the provision of information on support organisations and access to the business's counselling service.

The opportunity for rehabilitation in terms of alternative duties within Council will be assessed on a case-by-case basis. This will depend on Council's ability to offer alternative duties that will not compromise the safety of the worker or other workers within the workplace and where there are appropriate resources and supervision.

Following the successful completion of treatment, the worker is required to provide the business with written advice from the worker's treating medical practitioner. The written advice must provide details on whether the worker is fit to return to full duties or whether suitable duties are required.

6.11 EDUCATION AND TRAINING

Council recognises that it is important to develop a workplace culture through education and training where workers are prepared to encourage each other to be safe and fit for work.

Council will undertake the following education and training on the business's drug and alcohol standards:

- a) Health and Safety Induction
All workers will be briefed on Council drug and alcohol standards as part of the health and safety induction.
- b) Collector Training
Nominated collectors will complete a course of instruction in compliance to *AS 4760-2019 (Procedures for Specimen Collection and the Detection and Quantitation of Drugs in Oral Fluid)* and receive a statement of attainment. All collectors within the business will

also receive training on the correct use and care of Drug and Alcohol Testing equipment in accordance with the manufacturer's requirements.

c) Take Time for Safety

Leaders will periodically include drug and alcohol education as part of the business's take time for safety program.

d) Health and Wellbeing Programs

Other drug and alcohol awareness programs may be offered as part of the business's health and wellbeing program from time to time.

6.12 RESPONSIBILITIES

Workers:

- Comply with the requirements of this corporate standard including remaining under the acceptable limits for alcohol and drugs
- Participate in drug and alcohol awareness training as part of the work health and safety induction
- Attend and participate in drug and alcohol testing processes when requested and required to do so and make arrangements for their own follow up testing if requested to do so (ie. make an appointment with service provider)
- Be informed on the potential side effects of prescription and other over the counter pharmacy medications being taken that may impact on safety and performance or trigger a non-negative drug or alcohol test result
- Report any prescription and over the counter pharmacy medications taken that may adversely impact on safety, performance and drug and alcohol testing
- Attend work in a fit state and encourage other workers to do the same
- Report any issues of concern relating to drug and alcohol use in the workplace
- Respect the privacy of other workers in relation to drug and alcohol testing processes

Leaders:

- Ensure that workers are trained and educated in and have access to this corporate standard
- Participate in the assessment, management, decision making and corrective actions relating to drugs and alcohol in the workplace
- Monitor worker safety and performance within their operational area and where required, liaise with the WHS team to determine whether drug and alcohol testing should be conducted based on reasonable grounds
- Maintain worker privacy and confidentiality in relation to drug and alcohol testing and associated corrective actions
- Arrange worker transportation to their residence when a non-negative result is detected and arrange follow up testing if required
- Maintain relevant records on drug and alcohol related matters and ensure that they are recorded in Council's recordkeeping system
- Engage with People Services Team in all scenarios where an over the limit (alcohol) or positive result (drugs) is detected.

Collectors:

- Conduct drug and alcohol collection and testing of worker oral fluid and breath specimens as required

- Participate in training to maintain competency on the procedures and best practice standards for the collection and detection of drugs and alcohol in worker specimens
- Communicate test results to workers as required
- Arrange for workers to be independently tested through a service provider when required
- Maintain to the extent required, worker privacy and confidentiality in relation to drug and alcohol testing
- Maintain relevant records of drug and alcohol related matters and ensure that they are registered into Council's recordkeeping systems

On-Site Contact Person for Service Provider - Random and other Testing at the business's workplace/s:

- Provide support to the Service Provider including contacting and liaising with workers on testing processes as required
- Maintain the privacy and confidentiality of workers participating in drug and alcohol testing processes

Service Providers:

- Conduct drug and alcohol testing in accordance with the terms and conditions of the service contract
- Report and provide advice and records to the business as required under the terms of the service contract
- Maintain the privacy and confidentiality of workers to the extent required under the service contract.

Work Health and Safety Team:

- Develop and oversee the drug and alcohol testing program for the business in consultation with the Executive Team
- Ensure that drug and alcohol awareness training is incorporated in worker health and safety inductions
- Provide assistance and advice to the business on drug and alcohol related matters
- Oversee service provider testing programs
- Participate in the assessment, management, and corrective actions on drug and alcohol related matters in the workplace
- Liaise with medical practitioners as required to determine the impacts of prescription and other over the counter pharmacy medications reported by workers and its impact on a worker's ability to perform the duties of their role
- Maintain relevant records of drug and alcohol related matters and ensure that they are registered into Council's recordkeeping systems
- Ensure that the service provider has the required information to perform testing including the arrangements for maintaining the privacy and confidentiality of workers participating in testing processes and nominate a support officer for on-site testing if required
- Ensure that a portion of the WHS team and other nominated Leaders within the business are trained and maintain their qualification to perform drug and alcohol testing as a 'collector'
- Oversee the regular calibration of breathalyser testing devices and sourcing associated supplies

People Services Team:

- Provide advice to the business on support, disciplinary action and redeployment options as required.

Recruitment Team:

- Arrange drug and alcohol testing as part of pre-employment medicals

Brand and Communications Team

- The Internal Communications Specialist will provide support to the organisation to embed the Drug and Alcohol Management Corporate Standard across the business
- The Internal Communications Specialist will develop a communication plan that proactively supports the overall wellbeing of employees.

7.0 ATTACHMENTS:

Nil.

8.0 REVIEW TRIGGER:

This corporate standard will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of effect.

TABLE OF AMENDMENTS		
Document History	Date	Notes (including the prior CS No, precise of change/s, etc)
Originally Approved	5 August 2014	
Amendment 1	11 November 2014	
Amendment 2		
Amendment 3		

APPROVED:

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER