

Drug and Alcohol Policy Guide

[The Company]

[The Company] is committed to creating a drug and alcohol free workplace to safely achieve its business objectives. This commitment:

- promotes employees' wellbeing, health and safety
- creates a work environment where employees feel safe
- recognises the importance of satisfying the client and providing quality service
- improves business performance including management of business risk and associated costs
- supports the requirements to comply with SCIRT's Drug & Alcohol Policy

The Drug & Alcohol Policy and Procedures will apply to all employees of [The Company] as well as sub-contractors.

[The Company] will support its staff in achieving this goal through the following initiatives:

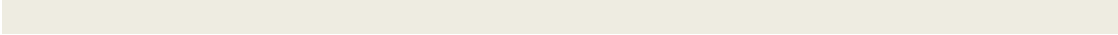
- **Education/ Training**
The Drug & Alcohol Programme will be supported by educational material and managers' training conducted by recognised specialists
- **Pre-employment Testing**
New appointments are contingent on applicants returning a negative drug test
- **Post Accident/ Incident Testing**
Employees may be tested for the presence of drugs and/or alcohol when they are involved in an incident or accident where their actions may have contributed to the event. Certain serious incidents will result in mandatory testing
- **Reasonable Cause Testing**
Employees may be tested for the presence of drugs and/or alcohol where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely
- **Random Testing**
Employees will be subject to be randomly selected for testing for the presence of drugs and/or alcohol
- **Serious Misconduct**
Employees observed taking, selling, supplying or being in the possession of drugs and/or alcohol at work will be disciplined according to [The Company]'s serious misconduct procedures. Employees refusing to consent to undertake drug/alcohol testing will also be disciplined as above
- **Rehabilitation (optional)**
[The Company] may assist with a Drug and Alcohol Rehabilitation Programme for employees either voluntarily asking for assistance or testing positive for drugs and/or alcohol for the first time under this policy

Manager Signature, Date

CONTENT: DRUG AND ALCOHOL PROCEDURES

- 1. PURPOSE**
 - 2. AIMS**
 - 3. DEFINITIONS**
 - 3.1 Adulteration
 - 3.2 Alcohol
 - 3.3 Chain of Custody
 - 3.4 Drugs
 - 3.5 Metabolite
 - 3.6 Collector
 - 3.7 Laboratory
 - 3.8 On-site screening device
 - 3.9 Integrity testing
 - 3.10 Drug and alcohol free workplace
 - 3.11 Drug Testing procedures (details: section 14)
 - 3.12 Alcohol Testing procedures (details: section 13)
 - 3.13 Employee
 - 4. EDUCATION/ TRAINING**
 - 5. PRE-EMPLOYMENT TESTING**
 - 5.1 When applied
 - 5.2 Procedure
 - 6. POST ACCIDENT/ INCIDENT TESTING**
 - 6.1 When applied
 - 6.2 Procedure
 - 6.3 Positive test result
 - 6.4 Procedure for Emergency Situation
 - 6.5 Refusal to undergo test
 - 7. REASONABLE CAUSE TESTING**
 - 7.1 When applied
 - 7.2 Procedure
 - 7.3 Refusal to undergo test
 - 8. RANDOM TESTING**
 - 8.1 When applied
 - 8.2 Procedure
 - 8.3 Refusal to undergo test
 - 9. PRESCRIBED OR PHARAMCEUTICAL MEDICATION**
 - 10. SERIOUS MISCONDUCT**
 - 11. DRUG & ALCOHOL REHABILITATION (optional)**
 - 11.1 Voluntary
 - 11.2 Company referred
 - 11.3 Follow-up testing
 - 12. PRIVACY**
 - 13. ALCOHOL TESTING PROCEDURE**
 - 13.1 Alcohol tolerance
 - 13.2 Procedure
 - 14. DRUG TESTING**
 - 14.1 Testing standard: AS/NZS 4308: 2008
 - 14.2 Procedures
 - 14.3 Cut-off concentrations
- SCHEDULE A – REASONABLE CAUSE INDICATORS**
SCHEDULE B - CONSENT FOR DRUG TESTING
SCHEDULE C - CONSENT FOR BREATH ALCOHOL TESTING

SCHEDULE D – DRUG & ALCOHOL REHABILITATION CONTRACT
APPENDIX 1 – PRE-EMPLOYMENT TESTING FLOWCHART
APPENDIX 2 – POST ACCIDENT/INCIDENT TESTING FLOWCHART PI 1
APPENDIX 3 – REASONABLE CAUSE TESTING FLOWCHART RC 1
APPENDIX 4 – POST ACCIDENT/INCIDENT, REASONABLE CAUSE
FLOWCHART PI/RC 2 & RANDOM TESTING FLOWCHART



[THE COMPANY]
DRUG AND ALCOHOL PROCEDURES GUIDE

1. PURPOSE

The purpose of this policy and procedures is to address the possibility of our workplace safety and the safety of our employees/ contractors being adversely affected by people who have unacceptable levels of drugs and/or alcohol in their system.

2. AIMS

- To create a drug and alcohol free workplace
- To ensure [The Company] complies with its legal obligations
- To ensure [The Company] complies with its contractual agreements with SCIRT
- To recruit only staff who comply with [The Company]'s policies
- To provide quality customer service
- To consider supporting staff with alcohol and/or drug problems through rehabilitation
- To comply with legal obligations under the
 - Health & Safety in Employment Act 1992 and its 2002 amendment
 - Human Rights Act 1993
 - Privacy Act 1993

3. DEFINITIONS

3.1 Adulteration

Deliberate use of a substance to compromise, or attempt to compromise, the integrity of a urine in order to attempt to “beat” the drug test: eg specimen dilution, using a masking agent, or providing a substitute urine sample.

3.2 Alcohol

Refers to any beverage that contains ethyl alcohol including but not limited to beer, wine, pre-mix drinks and other spirits.

3.3 Chain of Custody

3.3.1 *Employee to be Tested: Post Accident/Incident, Reasonable Cause, Random*

The employee will be closely supervised and accompanied by the manager (or the manager's delegate) from the time of notification of the requirement to test until s/he has been delivered to the authorised collector. For post incident and reasonable cause, all attempts will be made to get the alcohol test conducted within 1 hour and the urine specimen collected for the drug test within 3 hours (refer to 6.4 for emergency situations). ***For random testing, systems will have previously been arranged to ensure the above time constraints are able to be met.***

3.3.2 Urine Collection

A series of procedures to account for the integrity of each specimen by tracking its handling and storage from the point of specimen collection to final disposal of the urine.

Chain of Custody **forms** are used to document the data from the time of collection of the specimen, throughout the on-site screening process and (where required) its receipt by the laboratory as well as dispatch between laboratories. Thereafter, appropriate laboratory data systems and documentation account for the handling of the urine or aliquots within the laboratory.

3.4 Drugs

Illicit, restricted and some currently legal drugs which have the potential to cause impairment, eg cannabis and hashish, opiates (such as heroin and morphine) cocaine, amphetamine type substances (speed, “P”, ecstasy and party pills containing benzylpiperazine), synthetic THC, cathinone derivatives. The term also includes misuse of some prescription drugs (eg tranquillisers, sedatives) and other currently legal party pills and herbal highs. Other “mind altering” substances can be added to the testing suite as they become available and are misused.

3.5 Metabolite

A metabolite is a breakdown product of a drug that may be less toxic and easier to excrete than the substance taken. Some drugs are not broken down, but they are converted into a form that is more water soluble. They are also metabolites.

3.6 Collector

A person who has successfully completed NZQA qualifications demonstrating compliance with AS/NZS 4308: 2008 for:

- specimen collection, handling, storage and dispatch of specimens, and
- “on-site” screening

and has received a statement of attainment in accordance with NZQA.

The two unit standards required are:

1. US 25458 “Perform urine specimen collection in the workplace for drug testing.”
2. US 25511 “Perform urine drug screening in the workplace.”

3.7 Laboratory

A testing facility accredited against AS/NZS 4308:2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine,” at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or its metabolite(s).

3.8 On-site drug screening device

An Immunoassay device used to exclude the presence of drugs and/or metabolites in urine at the site of specimen collection and which has been verified in accordance with Appendix B of AS/NZS 4308:2008.

3.9 Integrity Testing

Testing for substances that affect the detection or quantitation of drugs or metabolites in the specimen.

3.10 Drug and alcohol free workplace

The policy strictly prohibits:

- a. The use, sale, transfer or possession of drugs and/or alcohol while on company property or a company worksite (excluding alcohol at controlled functions with company management approval).
- b. Reporting to work with risk levels of drugs in the system
- c. Having any level of alcohol above 100 micrograms of alcohol per litre of breath. This is equivalent to zero alcohol tolerance
- d. Having a urine level of drug and/ or metabolite that exceeds the confirmatory concentrations in Table 2 of the Australian/New Zealand Standard, AS/NZS 4308:2008: “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine” (14.3).
- e. Having an unacceptable urine level of a drug of abuse (and/or its metabolite) which is not listed in Table 2 of AS/NZS 4308: 2008.
- f. Compromising or attempting to compromise the integrity of the urine specimen or the testing process.

3.11 Drug testing procedures (see Section 14): AS/NZS 4308: 2008 compliant

Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct “on-site” drug screens (US 25511). The screen is conducted using an AS/NZS 4308: 2008 verified “on-site” screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.

3.12 Alcohol testing procedure (see Section 13)

Breath alcohol tests will be conducted using an Approved Testing Device which meets the Australian Standard: AS3547:1997/Amendment 1-2000 (Type 2) “Breath Alcohol Testing devices for Personal use”. The threshold level will be the equivalent of zero alcohol tolerance, ie 100 micrograms of alcohol per litre of breath.

3.13 Employee

This policy and procedures covers those employed as permanent (part time or full time), casuals or fixed term staff. Sub-contractors are also required to comply with this policy and procedures.

4. EDUCATION & TRAINING

Education material, which supports the drug and alcohol policy, will be available to staff.

Training workshops for selected managers and supervisors will also be made available where feasible. These workshops focus on:

- drugs and alcohol trends and their adverse effects
- use/misuse/abuse/ dependency
- sign and symptoms to recognise drug and alcohol misuse
- reasonable cause for testing
- understanding [The Company]’s Drug and Alcohol Policy and the testing options
- managing the consent and chain of custody processes
- understanding the testing processes
- how long substances can be detected after use

5. PRE-EMPLOYMENT TESTING

5.1 When applied

Appointment of a new employee/ contractor is conditional on the applicant returning a negative drug test.

5.2 Procedure (see flowchart: appendix 1)

- a. Applicant is informed that any offer of employment is subject to a drug test.
- b. Where an applicant is to be offered a position s/he will be required to sign an informed consent form (schedule B).
- c. The applicant will be directed to a NZQA qualified specimen collector and “On-Site” screener to collect the urine and conduct an “on-site” screening test.
- d. The applicant must provide verification of ID (eg driver’s licence, passport).
- e. Any specimen giving either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to the accredited laboratory for confirmatory testing.
- f. The applicant must not commence employment until a negative drug test has been returned.
- e. Any applicant refusing to take the drug test will not be considered for a position.
- f. An applicant returning a positive test will not be considered for a position with [The Company].

6. POST ACCIDENT/ INCIDENT TESTING

6.1 When applied

An employee/ contractor may be tested for the presence of drugs and/or alcohol where they are involved in any of the following circumstances affecting employees or customers:

- a. An incident involving death or a lost time injury.

- b. An incident requiring treatment by a medical professional.
- c. An incident or near miss that had the potential to cause serious harm or loss.
- d. An incident involving damage to vehicle, property, plant or equipment.

6.2 Procedure (see flowcharts: appendices 2&4)

Consent for testing must be given in writing by the donor.

The manager or the employee's supervisor must:

- a. Determine whether there is sufficient cause to test for drugs/ alcohol. ***If the accident/ incident is sufficiently serious, the testing should be automatic for all persons involved. [The Company] will specify which events will result in mandatory testing.***
- b. Assess whether it is practical to require a test (see 6.4 for emergency situations).
- c. Advise the donor that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed. *(NB: If possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 3 hours).*
- d. Obtain written consent from the donor (Schedules B & C).
- e. At the earliest possible time, arrange for the donor to be accompanied at all times and escorted to the designated NZQA qualified collector and "on-site" screener and trained breath testing provider. The accompanying person will be required to ensure that the donor has independent verification of identity (ID) available for documenting on the chain-of-custody form. *(NB: The accompanying person personally verifying the donor's ID is not considered unequivocal independent certification).*
- f. If the alcohol test and the urine "on-site" screening tests are negative, the employment relationship may continue as usual provided it is determined that further testing is not required.
- g. If the alcohol test is positive, the urine drug screen is conducted and the donor is removed from the employment site **[(on full pay)]** until the disciplinary hearing.
- h. If the urine specimen returns a "not negative" screening result or its integrity is suspect, remove the donor from the employment site **[(on full pay)]** until the confirmed test results are available from the accredited confirmatory laboratory.
- i. *NB: For post accident and reasonable cause testing, it is recommended that consideration be given to specimens, which have been screened using the "on-site" testing options, being forwarded to the accredited confirmatory laboratory for full laboratory testing regardless of the screening result. [The Company] can also request that the laboratory tests for additional drugs (eg synthetic THC, party drug, LSD, cathinone derivatives) which will not be covered by the normal screening panel.*

6.3 Positive Test Result

If the confirmed result is positive for drug(s) or alcohol, or the specimen integrity has been compromised, disciplinary procedures will follow. [The Company] will select one of the following options for its employees:

- a. For the first positive test result the employee may be offered the opportunity to be referred to [The Company]'s drug and alcohol rehabilitation programme (section 12). This option is at the discretion of [The Company] and would be the only

option available if the employee wishes to continue employment with [The Company].

- b. If rehabilitation is not offered, the serious misconduct procedures will apply and the disciplinary process will include dismissal.
- c. If the employee refuses rehabilitation, the serious misconduct procedures will apply and the disciplinary process will include dismissal.
- d. If the employee tests positive for the second time, the serious misconduct procedures will apply and the disciplinary process will include dismissal.

6.4 Procedure for Emergency Situation

Where it is not practical for a test to be carried out immediately due to the injuries to the employee or where other corrective actions are required (injury, fire, spill etc), the manager or supervisor must:

- a. Attend to the other corrective actions.
- b. Ensure that a [The Company] representative accompanies the donor to the hospital/doctor so that the required tests can be carried out as soon as practicable.
- c. If the injuries preclude immediate tests, ensure the tests are carried out at the first practical opportunity.

6.5 Refusal to undergo test

Where a donor refuses to undergo a test, the refusal shall be treated under the serious misconduct procedures and appropriate disciplinary procedures will be applied. This is highly likely to lead to dismissal.

Behaviour that constitutes a refusal to submit to a test includes, but is not limited to, the following:

- Refusal to consent to a test.
- Failing to advise, in a timely way, of an accident/incident where the nature of the accident/incident is such that it might require alcohol or drug testing.
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation. A maximum of three hours is the limit for providing a urine specimen.
- Tampering with or attempting to adulterate the specimen or collection procedure.
- Not cooperating with the “Chain of Custody” procedures defined in section 3.3.
- Leaving the scene of an accident without a valid reason before the test has been conducted.

7. REASONABLE CAUSE TESTING

7.1 When applied

An employee/ contractor may be tested for drugs/ alcohol where a manager/ supervisor determines that the person’s actions, appearance or behaviour suggest that they may be affected by drugs or alcohol. It is recommended (where possible) that the manager/supervisor obtains a second opinion.

Some reasonable cause indicators & grounds for testing are listed in Schedule A. Normally there would be more than one indicator to support this judgement.

7.2 Procedure (see flowcharts: appendices 3&4)

If sufficient cause to test for drugs and/or alcohol is determined, the manager/supervisor must:

- a. Advise the donor that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed. *(NB: If possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 3 hours).*
- b. Obtain written consent from the donor (Schedules B & C).
- c. Follow the same procedures detailed in Sections 6.2e-6.3d.

7.3 Refusal to undergo test

Refer to 6.5.

8. RANDOM TESTING

8.1 When applied

Un-announced random testing will be undertaken periodically as a deterrent to drug and alcohol misuse. A randomly selected sample, representing a cross section of the employees/contractors, will be notified that they are to participate in a drug and alcohol test **OR a date and time will be randomly selected and all staff on-site will be notified that they are to participate in a drug and alcohol test.** A minimum of 25% of the total employee/contractor number will be randomly tested over a 12 month period. The selection process will be contracted out to an external service provider.

8.2 Procedure (Appendix 4)

The person delegated the responsibility for managing the random testing process will:

- a. Advise the employee/contractor that s/he has been randomly selected
- b. Obtain written consent to both the drug and alcohol tests (schedule B & C).
- c. Arrange for the employee/contractor to be accompanied at all times and escorted to the designated NZQA qualified collector and trained breath alcohol testing provider. The accompanying person will be required to ensure that the employee/contractor has independent verification of identity (ID) available for documenting on the chain-of-custody form. *(NB: The accompanying person personally verifying the employee's ID is not considered unequivocal independent certification).*
- d. The procedures followed are the same as detailed in Sections 6.2f-6.3d.

8.3 Refusal to undergo test

Refer to 6.5.

9. USE OF PRESCRIBED OR PHARMACEUTICAL MEDICATION

If an employee/ contractor is on a medication which is either prescribed or purchased from a pharmacy, it is their responsibility to seek advice from their doctor or pharmacist on whether any side effects from the medication could cause impairment in their job (e.g. dizziness, fatigue, drowsiness, altered perception, mood swings, or loss of coordination). The employee/ contractor should immediately notify their manager so that [The Company] can take any necessary steps with a view to providing a safe workplace such as temporarily carrying out alternative duties or taking appropriate leave entitlement. A medical opinion may be sought on the effects of any such prescribed drugs or medication in the workplace and how best to effectively manage those effects.

All advice received on the use of prescribed drugs must be treated by the manager in strictest confidence to protect the privacy of the individual.

10. SERIOUS MISCONDUCT

The serious misconduct company rule will apply where an employee is observed taking, selling, supplying, or being in possession of drugs and/or alcohol at work (other than alcohol at Company controlled functions with management approval). This may result in summary dismissal under the serious misconduct Company rule.

NB: This action does not necessarily require a drug and/or alcohol test regime.

11. REHABILITATION (OPTIONAL)

11.1 Voluntary

Employees will be offered the opportunity to voluntarily join [The Company]'s supported drug and alcohol rehabilitation programme. Voluntary rehabilitation is not an option for employees to consider after they have been requested to undertake a drug or alcohol test post accident, for reasonable cause or if randomly selected.

11.2 Company referred

Current employees returning a positive test for the first time, who want to continue employment, may be given the opportunity to join [The Company]'s supported drug and alcohol rehabilitation programme. Failure to take part or complete the programme will result in disciplinary action including dismissal.

NB: [The Company] reserves the right not to offer rehabilitation in situations where it can justify taking disciplinary action including dismissal.

A rehabilitation plan would be agreed with the employee. This will include a decision on who funds the rehabilitation. A rehabilitation time period of less than 4 weeks will be agreed upon. A rehabilitation contract will be signed (Schedule D). The person will be required to take their leave entitlement or be subject to leave without pay until they have:

- returned a negative drug/ alcohol test
- considered fit to return to the works

11.3 Follow-Up Testing

- a. On completion of the rehabilitation the employee will be subject to up to six unannounced follow-up drug and/or alcohol tests per year over the next 2 years.
- b. These tests may look for the presence of any amount of the drug (ie it is not restricted to cut-off levels).
- c. A second positive test outside the treatment period will result in disciplinary action including dismissal.

12. PRIVACY

All information gathered as a result of drug and/or alcohol testing is collected for the purpose of implementing [The Company]'s policy and achieving its objectives and will comply with the Privacy Act. The HR manager will hold the information in a secure filing system. Information may be disclosed only to managers who "need to know." Disclosure of this information to other parties (including future employers) will require the consent of the employee. The information shall be destroyed 3 calendar months after termination of employment with [The Company].

13. ALCOHOL TESTING PROCEDURE

13.1 Alcohol Tolerance

For the test to be positive there must be a level of alcohol in the employee's system higher than 100 micrograms of alcohol per litre of breath (Zero Alcohol Tolerance).

13.2 Procedure

All aspects of the testing procedure will be carried out in a confidential and private manner.

The test for alcohol will be carried out by using a breath alcohol testing device, which complies with the AS3547:1997/Amendment 1-2000 (Type 2), for the measurement of alcohol. The person conducting the test will have been trained in the procedures and use of the testing device.

- a. The employee/contractor will be closely observed for 10 minutes prior to the test to ensure they have not taken any fluid, food or other substances into the mouth.
- b. An Alcohol Testing Informed Consent Form will be signed (Schedule C).
- c. The first test will require the employee/contractor to blow into the device with a disposable mouthpiece.
- d. If the result is negative no further test follows.
- e. If the result is positive, a confirmatory test on the same device (using a new mouthpiece) will be conducted after a 15-20 minute period. The person must be supervised (as described above) during this period.
- f. The time and result will be recorded.
- g. The employee/contractor, supervisor, and person doing the test will sign acknowledgment of the result and time.

14. DRUG TESTING

14.1 Testing Standard: AS/NZS 4308:2008

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will comply with the strict criteria dictated by AS/NZS 4308: 2008: “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.”

NZQA qualified collectors will collect specimens, conduct an “on-site” screening test using a fully verified device and processes which comply with AS/NZS 4308: 2008, and forward any “not negative” specimens to the accredited laboratory for confirmation testing.

14.2 Procedures

- a. An informed consent form will be signed by the applicant/employee/contractor (schedule B).
- b. The donor will report to (pre-employment) or be accompanied to (post accident/incident, reasonable cause, random, follow-up) the NZQA qualified collector.
- c. The donor will be required to provide verification of identity before the collection can proceed. Whilst photo ID is preferable, an alternative verification is acceptable. *(NB: a manager verifying the donor’s identity is not considered unequivocal verification).*
- d. The donor will be able to observe the entire specimen collection, processing, “on-site” screening test and chain-of-custody procedure, including the splitting of the specimen (if it requires confirmation) into two or more bottles.
- e. A chain- of-custody form will be partially completed initially, with final signatures being applied after the specimen has been collected and processed. This form contains as a minimum:
 - Verification of donor’s identity (eg driver’s licence, company ID)
 - Two identifiers unique to the donor (eg full name and date of birth)
 - Date & time of collection
 - Name and signature of collector
 - [The Company] details
 - Results of specimen integrity tests carried out at the point of collection
 - Declaration by the collector that the specimen has been collected and (if applicable) screened in their presence “on-site” in compliance with AS/NZS 4308:2008
 - Confirmation by the donor that the specimen is their own and was correctly taken
- f. A urine specimen will be provided in a manner which allows for individual privacy. (NB: Observed collections would only be considered if the individual has previously been suspected of compromising specimen integrity)
- g. The donor will be able to note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.

- h. Further tests for specimen integrity (eg dilution, masking agent) will be conducted in the presence of the employee.
- i. The donor will be asked to voluntarily provide information on drugs/ medication they have used recently. This information is only for the laboratory and will not be made available to [The Company] unless the laboratory is able to match their test findings to the declared medication.
- j. The donor will be asked to read, sign and date the chain-of-custody statement certifying the specimen is theirs and has not been changed or altered at the time of the collection. ***NB: This step is not carried out until the ‘on-site’ screening test has been completed and (if required) the specimen has been processed for dispatching to the laboratory.***
- k. The specimen will be screened at the collection site using a verified “on-site” immunoassay device and process which complies with AS/NZS 4308: 2008. A negative report can be issued providing all drugs classes tested for give negative results and the integrity of the specimen is not in question. ***(NB: [The Company] may also wish to have the specimen forwarded to the laboratory for testing for drugs which would not be detected with an “on-site” screen or when testing is being conducted post accident/incident or for reasonable cause (see section 6.2i). If testing for additional drugs is required, the laboratory must be instructed which substances to analyse for (eg synthetic THC, LSD, cathinone derivatives).***
- l. All specimens screening “not negative” or considered to have suspect integrity will be split into 2 or more samples and sent to the accredited laboratory for either confirmatory testing only or screening plus confirmatory testing. If the validity is suspect another specimen must also be collected and both specimens forwarded to the laboratory. The confirmatory process is described below.
- m. [The Company] will receive an “Interim Report” which only advises that the specimen requires further testing by the laboratory. There will be no indication from the collector, at this stage, as to the reason for further testing.
- n. The laboratory will conduct a more specific confirmatory test. This test, either gas chromatography mass spectrometry (GCMS) or liquid chromatography mass spectrometry mass spectrometry (LCMSMS) is considered by scientific and medical experts to be the most reliable procedure available. Diluent, masking agents and substances affecting the specimen integrity are also tested for.
- o. The laboratory will report all the drug classes tested for and either not detected or below the cut-off concentration as “negative.” Individual drugs and/or metabolites confirmed by GCMS or LCMSMS at level(s) equal to or above the confirmation cut-off concentration tabulated in Appendix 14.3 will be reported as “positive.” ***The report will not include the actual concentration(s).*** The laboratory will also report if abnormal dilution or any other integrity measurement may have affected the test result.
- p. If a donor disagrees with an initial positive test result then they have the option of having the reserve split sample tested at the same or another accredited laboratory. This request should be made within 5 days of receiving the initial result and this reanalysis looks for the presence of any amount of the drug (ie it is not restricted to cut-off concentrations).
- q. If the second test result proves positive this will be accepted as a conclusive result and costs associated with this test will be borne by the donor. If the second test result proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by [The Company].

**14.3 CONFIRMATORY TEST CUT-OFF CONCENTRATIONS (as total drug):
AS/NZS 4308:2008**

Compound	Cut-off level (micrograms/litre)
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine *	500
Pseudoephedrine*	500
11-nor- Δ^9 - tetrahydrocannabinol-9- carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
α -hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

* These drugs may be optionally tested within each class and the specified cut-off levels shall apply.

SCHEDULE A

REASONABLE CAUSE INDICATORS

When assessing for reasonable cause, there will usually be more than one indicator present. Examples of reasonable cause include, but are not limited to the following:

- physical sign
 - smelling breath, body odour, clothes
 - slurred speech
 - unsteady on feet
 - eyes: bloodshot, dilated pupils, pin-point pupils
 - excessive sweating
 - flushed/ red complexion
 - loss of weight
- unusual or out of character on-site behaviour
- continual involvement in small accidents or inattention
- obvious continual drop in performance
- changes in personality or mood swings
- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs: outbursts, anger, aggression, mood swings, irritability
- paranoia
- changes in alertness – difficulty with attention span
- changes in appearance – clothing, hair personal hygiene
- less energy
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- hangovers
- violent behaviour
- impaired motor skills
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- intense anxiety or panic attacks or depression
- impairments in learning and memory, perception and judgement

SCHEDULE B

Consent For Drug Testing

I consent to undergo a urine drug test, to be undertaken by a NZQA qualified collector & urine drug screener and an accredited laboratory appointed by [The Company] which I acknowledge is for the purpose of determining whether I have a level(s) of a drug(s) (as defined by [The Company]'s Policy) higher than:

- the accepted international standard as defined by the Australian/ New Zealand Standard AS/NZS 4308:2008, or
- the level determined by the laboratory

I understand that a urine specimen will be collected and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including benzylpiperazine), cocaine, benzodiazepines, and others if applicable. I understand that other illicit drugs (eg LSD, synthetic THC, cathinones), restricted and legal party substances, misused prescription drugs and other mind altering substances can also be tested for.

I undertake to advise the qualified collector of any medication that I am taking. I also agree to provide the collector with verification of my identity (either photo ID or an alternative proof) and two unique identifiers (eg full name and date of birth).

I consent to the confidential communication of the drug test(s) results to [The Company].

I understand that I may request a second test be conducted on the reserve specimen which was split from the original urine and is stored at the laboratory. This request must be made within 5 days of receiving the result. For the second test to be positive there need only be the presence of drug or metabolite detected (ie not cut off limits). This will be accepted as a conclusive result and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by [The Company].

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

I understand that refusing to sign this form, or the return of a positive result, means that:

- pre-employment:** the job offered/ applied for will not be confirmed or offered to me
- current employee:** the company disciplinary procedure will follow which will include dismissal **or the requirement to take part in a Rehabilitation Programme.**

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

Signature of Applicant/ Employee: **Date:**.....

Applicant/ Employee Name:

Witnessed: **Date:**.....

Witness Name:

SCHEDULE C

Consent For Breath Alcohol Testing

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have a level of alcohol in my breath higher than that 100 micrograms of alcohol per litre (zero alcohol tolerance).

Results of the breath alcohol test will only be used for the purposes for which it was obtained, as set out in [The Company]' Drugs and Alcohol Policy.

I understand that a positive test result is likely to lead to disciplinary action which will include dismissal or **the requirement to take part in an Alcohol Rehabilitation Programme.**

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

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

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

Signature of employee:.....

Date:.....

Employee's Name:.....

Witness' Signature:.....

Date:.....

Witness' Name:

Test administered at (time & date).....

by.....
(name & signature)

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



SCHEDULE D

Drug & Alcohol Rehabilitation Contract

[The Company]

Employee Name

I acknowledge that I have been entered in the [The Company] health rehabilitation plan and my continued employment with [The Company] is subject to the following:

I am committed to full participation in the Plan with the service provider(s) specified by [The Company].

I authorise the service provider to release the following information to [The Company]:

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

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

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

I agree to take 6 subsequent drug/alcohol tests per year in the 24 months following treatment and agree that the results are to be released to my employer.

I accept that if:

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

the consequence may be dismissal without notice.

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

.....Employee

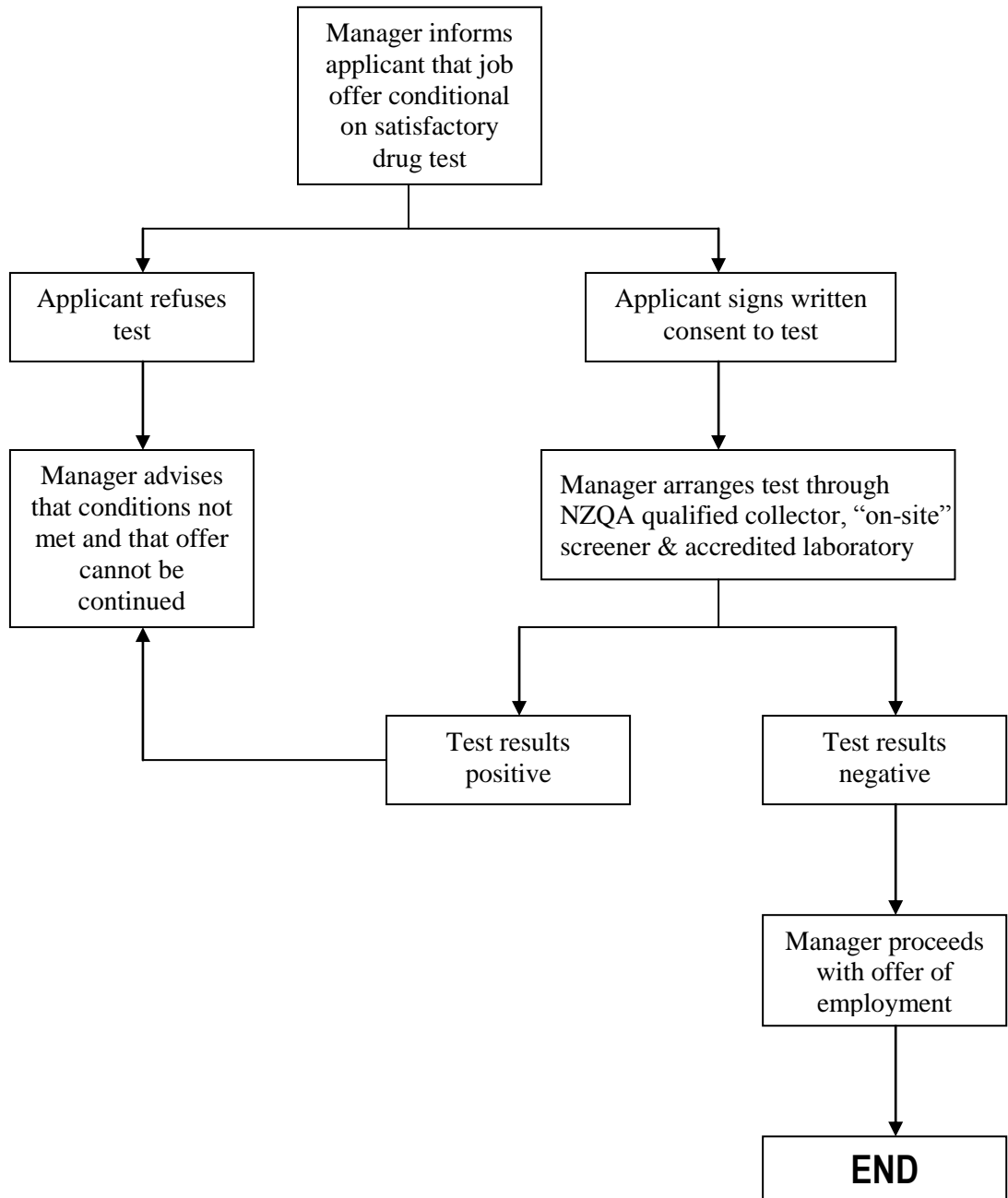
.....Regional Manager

.....Witness

..... Date

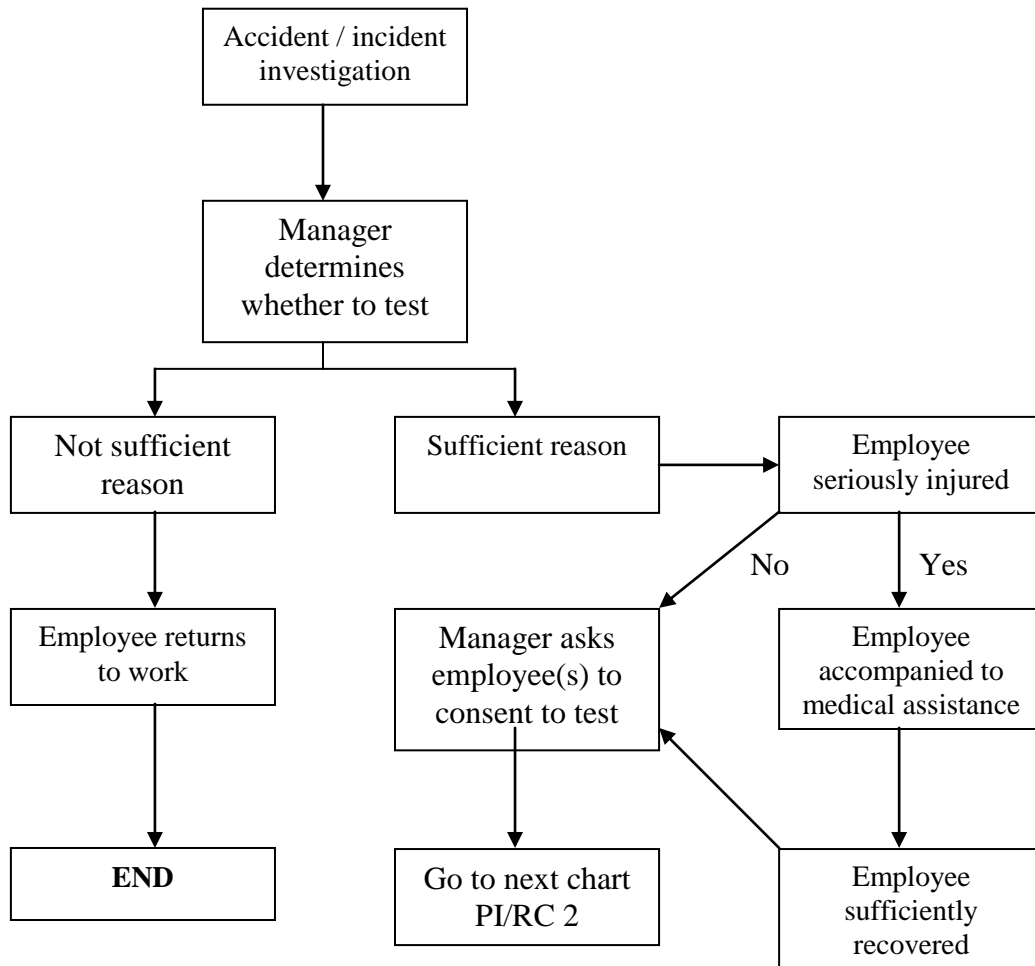
APPENDIX 1

PRE-EMPLOYMENT TESTING



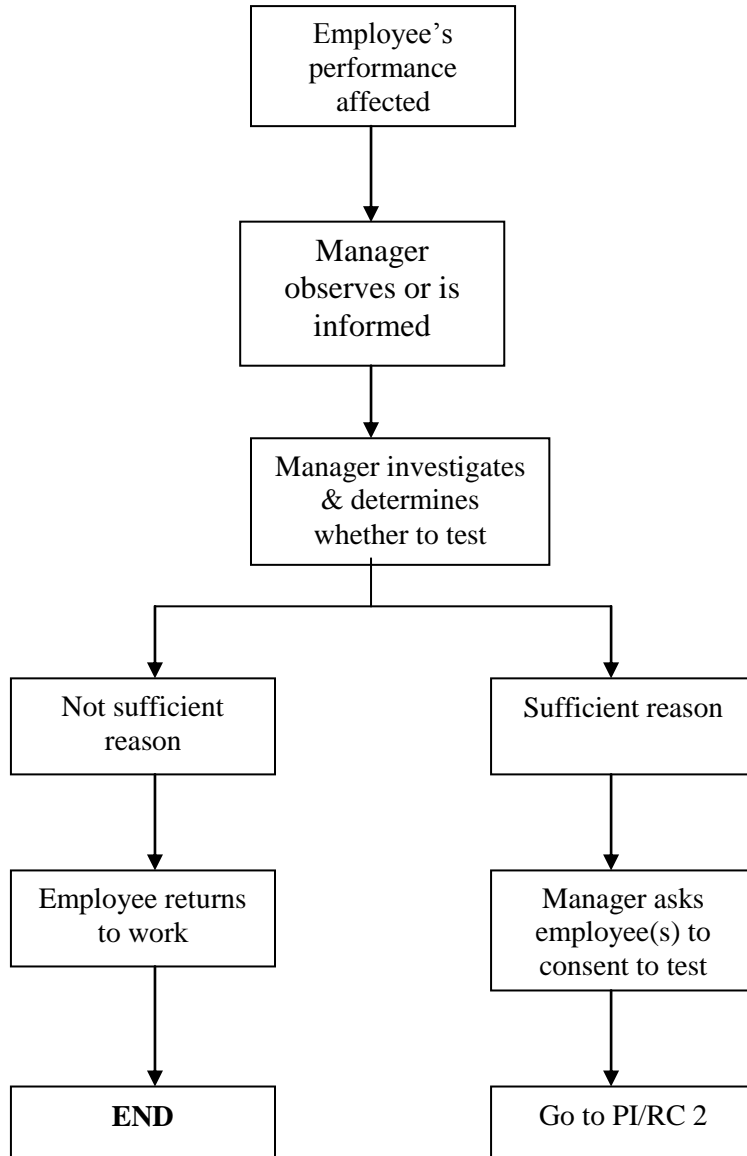
APPENDIX 2

POST ACCIDENT/ INCIDENT TESTING. FLOWCHART PI 1



APPENDIX 3

REASONABLE CAUSE TESTING. FLOWCHART RC 1



APPENDIX 4

**POST ACCIDENT/ INCIDENT, REASONABLE CAUSE.
FLOWCHART PI/RC 2 & RANDOM TESTING.**

