

HASLIN

Drug & Alcohol Management Procedure

SEQ-PR-020

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1. Scope

This procedure applies to ALL Haslin Construction staff, labour hire employees and subcontractors.

2. Application

The purpose of this Procedure is for the management in the workplace of the effects of drug and alcohol consumption. As detailed in the Company Drug and Alcohol Policy, Haslin Constructions is committed to eliminating the negative impact drugs and alcohol have on workplace safety be they lawfully or unlawfully taken. Haslin will endeavour to:

- Comply with the law;
- Eliminate or control to an acceptable level any drug and/or alcohol related risks to the organisation and to individuals;
- Link action on drug and alcohol issues with other WHS initiatives;
- Provide a means of access to information on the effects of drugs and alcohol on health and safety;
- Provide a means of support for those with drug and alcohol related problems; and
- Maintain confidentiality regarding drug and alcohol related problems of employees, subject to the provisions of the law.

This shall be achieved by education, assistance, prevention measures including testing and as a last resort disciplinary action.

3. References

- AS/NZS 4308:2008 Recommended practice for the collection, detection & quantification of drugs of abuse in urine.
- AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid

4. Legal Requirements

- Industrial Relation Act (NSW) 1996
- Occupational / Workplace Health and Safety Act and Regulation in the Applicable Jurisdiction
- Privacy and Personal Information Protection Acts and Regulations in Applicable Jurisdiction
- Road Transport Acts and Regulations in Applicable Jurisdictions

5. Definitions

Confidential:

means, in the sense of matters relating to drugs and alcohol that only those persons who need (for the effective, efficient and safe conduct of their work) to know of the matter in question should know of it. Consideration needs to be given to the relevant law on what may be disclosed at any given situation.

Safety Manager

the persons in the organisation responsible for managing the day to day operations of the Drug and Alcohol Management System.

Drug:

means illicit and licit substance, taken lawfully or unlawfully, which alters the natural state of the body and/or mind

Employee:

means a staff member and:

- Includes contractors of Haslin Constructions
-

History Period:

means the time period as described in 5.11.D during which a mere repeat occurrence of Misuse or Code of Behaviour Breach may lead to disciplinary action.

Positive Test Result:

means either exceeding the Code of Behaviour defined acceptable level of BrAC from a breathalyser test or BAC from a blood test or exceeding the Code of Behaviour defined acceptable level of any drug laboratory run confirmatory test.

Professional drug use:

means the use of drugs by employees to combat fatigue and to stay awake and alert whilst working

Misuse:

means the unreported consumption of alcohol or drugs (including both licit and illicit drugs), intentionally or unintentionally, to the effect that the person who consumed the drug or alcohol is presently unfit to carry out their work safely.

Testing:

means the carrying out of a drug or alcohol test in accordance with this Procedure

Worker:

means an employee; contractor or subcontractor; employee of contractor or subcontractor; labour hire employee assigned to work with the firm; apprentice or trainee; work experience and volunteer

6. Procedure

6.1. Code of Behaviour

All workers must adhere to the following **Code of Behaviour**:

- a) Consumption of alcohol and drugs while at work must not occur.
- b) No person shall possess or cultivate any illicit drug at any Haslin Constructions workplace;
- c) A person's drug level shall not at any time exceed the limits of the law in the jurisdiction the person is working or the levels detailed in Appendix 1. No drug tested for in Appendix 1 (Table 2) shall exist in the body at the time of the test in levels that exceed the threshold/ cut-off level set in Appendix 1 (Table 2) for laboratory confirmation
- d) A person's breath alcohol concentration (BrAC) or blood alcohol concentration (BAC) shall not exceed Haslin Constructions acceptable BrAC / BAC level of a measurable 0.000 percent.
- e) Any person taking licit or illicit drugs for medical reasons under prescription from a medical practitioner shall instruct their practitioner of the role they undertake at work and actively seek guidance on what impact any prescribed drugs may have on work safety and performance and confirm that they are safe to work in their current job while taking the medication. No person taking a licit or illicit drug shall contravene medical advice provided with respect to their ability to perform work and they shall take them in accordance with the manufacturer's instructions for use.
- f) Any person who has consumed substances containing drugs and/or alcohol in strict accordance with Code of Behaviour (e) and which would otherwise contravene Code of Behaviour (c) or (d) may, following assessment in accordance with Section 6.8 of this Procedure, be determined NOT to be misusing with respect to Section 6.11C of this Procedure but would nonetheless be managed in accordance with Section 6.8 of this Procedure.
- g) Any person taking substances containing drugs and/or alcohol which may affect safe performance at work or lead to side effects which might indicate safe performance at work might be affected must advise Haslin Constructions prior to commencing any work.

6.2. Responsibilities

6.2.1. The Business

Haslin Constructions is responsible for:

- a. Educating its workforce on drugs and alcohol and the effects they have on workplace safety;
- b. Provide practical guidelines and training to managers and supervisors for identifying and dealing with persons who may be affected by alcohol or other drug, including disciplinary sanctions and maintaining strict confidentiality;
- c. Ensuring that the hazards that impact on drug and alcohol misuse are identified, assessed and eliminated or controlled;
- d. Ensuring that workers are not misusing alcohol or drugs whilst working; and
- e. Develop a written drug and alcohol Procedure which:
 - i. is designed to ensure that no employee performs work whilst impaired by the effects of drugs or alcohol; and
 - ii. makes provision for the implementation of a fair and transparent system for testing for the presence of drugs and alcohol in employees.
 - iii. Prevents intentional stimulant use which results in the user exceeding the levels in Appendix 3

6.2.2. Senior Management

- a. Keep up to date with relevant legislative and regulatory changes
- b. Ensure this drug and alcohol management system is implemented
- c. Foster an environment of open communication, and promote a culture which encourages disclosure
- d. Ensure that all employees are aware of and carry out their responsibilities as stated in the policy and procedure

6.2.3. Safety Manager

- a. Responsible to senior management for the system efficiency
- b. Ensure testing occurs in accordance with this procedure
- c. Ensure Supervisor, Managers and Safety Coordinators are provided with Drug and Alcohol procedure training
- d. Conduct inductions of employees in Haslin Constructions Pty Ltd.'s D&A Program

6.2.4. Managers, Supervisors and Safety Coordinators

- a. Monitor work conditions and procedures to ensure Haslin Constructions does not contribute via its work practices to the hazard of drug and alcohol misuse
- b. Ensure this procedure is implemented
- c. Conduct interviews when required
- d. Monitor the effectiveness of this procedure
- e. Foster an environment of open communication
- f. Encourage employees to use the Employee Assistance Program

6.2.5. Workers

Workers are responsible for:

- a. Maintaining an appropriate knowledge of the requirements of the law and Haslin Constructions drug and alcohol procedure to ensure the safe operation of all workplaces within the business;

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- b.** Cooperating with Haslin Constructions to ensure the safety of the workplace by refraining from drug and alcohol misuse;
- c.** Abiding by the Code Of Behaviour set out in this Procedure;
- d.** Reporting all workplace drug and alcohol Code of Behaviour breaches, including misuse or possession, in accordance with the Haslin Constructions reporting procedure detailed in this Procedure, Section 6.9.3;
- e.** Disclosing to Haslin Constructions if any of the following circumstances arise:
 - i. If the worker has a drug or alcohol problem;
 - ii. If the worker, having consumed drugs or alcohol, is possibly unfit to carry out their work safely;
 - iii. If it is necessary for the worker's health and wellbeing to consume a substance that contains a drug which would or might cause the worker to be unfit to carry out their duties at work safely;
 - iv. if the worker is concerned about working with other persons because of a perceived safety risk due to the other person's drug/alcohol use or abuse.

6.3. Consultation

It is a requirement of law that Haslin Constructions shall develop, implement and review this Procedure in consultation with the workforce. To that end, this Procedure, and any subsequent changes, has and shall be developed and approved only following consultation with workers. Reasonable opportunity, in paid time, shall be provided to workers to consider the Procedure and any changes.

6.4. Disputes

Disputes will be managed in accordance with Haslin WHS Issue Resolution Procedure SEQ-PR-026.

6.5. Confidentiality

Personal information received from or about persons as a result of this drug and alcohol Management System, irrespective of how achieved (including but not limited to self-disclosure, testing, counselling, treatment and/or rehabilitation) shall be treated with the strictest confidence.

Subject to the requirements of the law, any information collected about a person should only be divulged to relevant persons, in confidence, for the purposes of managing health and safety risks. Furthermore, any of this information which is medical in nature should only be given where the person has agreed or is not identified by the information.

6.6. Persons and Parties Other Than 'Employees'

6.6.1. Visitors

Haslin Constructions has an obligation to ensure the safety of persons visiting the premises we control. Haslin Constructions personnel should be observant of the behaviour of visitors and those that might have an impact on the safety of our workers.

Should a visitor to our site be observed to be acting in a manner of concern, reasonable steps should be taken to assess the individual. This would include but not be limited to:

- a.** Making an enquiry with the person (noting Appendix 1);
- b.** Contacting the person's employer;
- c.** All contractors will be informed of the D & A testing procedures during their site induction and it will also be displayed on the Site Safety Rules posters.

- d. Requesting the person leave the site; and/or
- e. Calling the police.

Safety must always be the driving force behind any decision made.

6.6.2. Non-Haslin Workers

Should random drug and alcohol testing occur at a given site on a given day, all workers on site are subject to the testing requirements of this procedure. Haslin Constructions project managers are responsible for ensuring all existing and new contractors are advised in advance of this policy.

6.7. Education and Training

All Haslin employees will complete Haslin Constructions Drug and Alcohol training when they commence their role with Haslin. Constructions.

Haslin Constructions will, on an ongoing basis, provide the workforce with information on drugs and alcohol, and their impact and effect on health and workplace safety. The training provided will include training on this Procedure. It is our policy that each employee, irrespective of their role in the organisation, shall receive a minimum of one such training session approximately every 24 months.

Supervisors, Managers and Safety Coordinators will receive Drug and Alcohol Procedure training so that they:

- a. do not impose work pressure on workers which may lead to professional drug use;
- b. recognise the symptoms of drug and alcohol effects in the workplace;
- c. recognise when workers are becoming fatigued to the extent that professional drug use may become necessary; and
- d. know how to satisfactorily and fairly deal with workers whose work performance or conduct is affected by alcohol or drugs;
- e. know how to conduct interviews of persons possibly affected by drugs and/or alcohol.

6.8. Employee Assistance

Haslin Constructions will do what it reasonably can to assist an employee combat the effects of alcohol and drug misuse. Haslin Constructions has established an Employee Assistance Program (EAP) wherein employees can seek information and assistance with, amongst other things, drug and alcohol management. This Program is administered for Haslin Constructions by Work Options. The Program provides for:

1. A telephone information line 1300 550 770. This service is provided to give employees information about drugs and alcohol and to provide contact with resources, should the employee wish to seek them themselves.

It is to be noted that this telephone information line is not a counselling service, but rather an information service. Counselling services may be subsequently made available, however, they will require the approval of Haslin Constructions prior to being organised.

To confirm the employee is a bona fide member of Haslin Constructions, the caller will be asked for their name and company. Work Options have a list of all Haslin Constructions employees and are instructed not to provide information to persons using the information line who do not provide their details.

Haslin Constructions shall not be advised by Work Options of the names of who utilises the information line unless the employee either discloses misuse or permits the release.

2. Where it is reasonable to do so Haslin Constructions shall provide counselling, treatment and/or rehabilitation services. These services will normally be delivered in a confidential environment, subject to the law and the professional obligations of the counsellors providing them.
3. Alcohol and/or drug problems arising from recreational use should be dealt with as health problems, with an emphasis on education and rehabilitation.

6.8.1. Drug and Alcohol Management Plans

The decision to undertake treatment and/or rehabilitation is ultimately the choice and responsibility of the individual, however, it is a condition of ongoing engagement with Haslin Constructions that both breaches of the Code of Behaviour and drug and alcohol misuse be managed to ensure a safe work environment.

In any and all instances where a worker is to remain engaged following a positive test result, a Drug and Alcohol Management Plan (DAMP) SEQ-TP-046 shall be developed for that individual with the safe return to work of that worker as its primary goal.

The DAMP shall be agreed to in writing by both Haslin Constructions and the worker. The DAMP shall be confidential – the contents of which are to be provided only to those on a “need to know” basis. An unreasonable refusal to agree to sign an Information Consent Form or a DAMP may result in disciplinary action, including termination.

The DAMP shall:

- Summarise the relevant behaviour;
- Depending on the laboratory results and any declaration made by the worker regarding drug and alcohol consumption or any other relevant circumstances, assess whether the worker is safe to work and in what capacity;
- Detail a return to work plan, including any counselling, treatment or rehabilitation and direction on when a worker is ready to return to work and with what role and responsibility they may have on their return;
- Provide for retraining in D&A and the company procedure for D&A management;
- Provide for a mandatory series of random testing for D&A over what period of time and frequency;
- Be updated from time to time as additional information becomes available

Employees must participate in their DAMP. Unreasonable refusal to agree to adhere to a DAMP may result in disciplinary action, including termination.

The funding of the activities as described in the DAMP such as counselling, training and if necessary, treatment and rehabilitation as well as the time off work to attend activities shall be at the discretion of Haslin Constructions.

6.9. Prevention Measures

6.9.1. At Work Consumptions Guidelines

A person is ‘at work’ for the purposes of this Procedure if they are undertaking activities in the course of their employment.

Illicit drugs are never to be consumed at work or on a Haslin Constructions site. Licit drugs or illicit drugs prescribed by a medical practitioner are never to be misused at work or on a Haslin Constructions site. The Code of Behaviour is not to be breached at work.

Consumption of alcohol at work shall only ever be permitted in accordance with Appendix 4.

Travelling in company vehicles after or outside of work on non-work related matters is not considered to be at work and as such drug and alcohol consumption levels are subject to the law of the jurisdiction.

A worker who is on call and who is paid to be on call shall not misuse drugs or alcohol and shall abide by the Code of Behaviour.

A worker who is not at work outside of work hours who is contacted about work, on first contact must be asked whether they have consumed drugs or alcohol which would otherwise equate to misuse, or a Code of Behaviour breach. If so, enquiry is to be made as to how much has been consumed. **Note: The purpose of this enquiry is only for the receiver to be able to assess the reliability of the information provided.** If consumption has occurred, no disciplinary action can EVER occur and under NO circumstances can this information be used negatively against the person. The information received from the person must be assessed by Haslin Constructions considering the likelihood it may be provided by a person affected by the consumption of drugs or alcohol. In such instances where disclosure is provided, Haslin Constructions takes responsibility for assessing the quality and reliability of the work related information and taking any subsequent steps.

Persons called in to work after work hours (whether on call or not) must comply with this Procedure.

6.9.2. Workplace Hazard Assessments

Workplace practices and conditions that contribute to the taking of drugs or alcohol must be identified and acted upon to eliminate or control the risk. The identification of hazards is a responsibility of all workers. Haslin Constructions Pty Ltd.'s managers and supervisors shall ensure hazard identification does occur.

6.9.3. Reporting of Concerns, and Investigation

A person who, having regard to Appendix 5, has a genuine concern that another person may be affected by drugs or alcohol, has a duty to report this to Haslin Constructions so that adequate steps can be taken to ensure the safety of those in the workplace.

The process of reporting of concerns and initial management is detailed in Appendix 3 and in Section 6.10.4.4, Reasonable Concern.

Haslin Constructions shall respond to and investigate any information suggesting that a worker is engaging in alcohol or drug misuse or a breach of the Code of Behaviour or that work pressures are such as to make it likely that drug and alcohol misuse will occur.

6.10. Prevention via Testing Regime

6.10.1. Alcohol Testing

Alcohol testing and the measurement of BrAC shall be conducted using breath testing with equipment that shall comply with AS3547 Breath Alcohol Testing Devices for Personal Use. In some instances as described in this Procedure blood testing will be used to measure BAC.

6.10.2. Drug Testing

Internal drug testing shall be conducted using saliva sampling. Testing by external providers shall be conducted using saliva or urine sampling. An onsite screen assessment will be utilised to assess for the major drug groups detailed in Appendix 3 and where the initial test equipment allows for it, benzodiazepines. Where an unconfirmed threshold is reached in the onsite screen assessment, samples shall be forwarded to an independent NATA certified laboratory for analysis.

Prior to Return to Work where a positive saliva drug test has occurred, drug testing shall be conducted using saliva sampling.

Haslin will endeavour to use saliva testing where possible however depending on various Client requirements, employees and other personnel may be required to undergo urine testing.

6.10.3. Conducting Drug and Alcohol tests

All devices and equipment used in testing shall be used in a way that is consistent with the instructions of the manufacturer.

The local manager or supervisor is to arrange for the worker to be accompanied and transported to the testing location. The person shall be required to identify themselves. No test shall be undertaken without the person in question first signing a Consent to participate in a Drug and Alcohol Screen SEQ-FM-075 or a consent form provided by an external testing provider.

It is critical in the process that the privacy of the individual concerned be considered and all personnel must use discretion when conducting these activities.

The chain-of-custody process that maintains control and accountability from the collection through the testing process shall be followed.

Where an unconfirmed non-negative drug screen sample or a blood sample is indicated, provisions shall be made if requested by the person for a sample to be provided to the person for independent testing.

Where a person cannot provide a sample because of a medical condition, Haslin Constructions shall conduct an assessment as to whether these reasons are fair and relevant.

6.10.4. Occurrence of Testing

The events in which testing will be used in Haslin Constructions are:

1. Pre-engagement;
2. Following a WHS Incident;
3. Random;
4. Reasonable concern;
5. Prior to return-to-duty following a positive test result;
6. Following return to duty following a positive test result;
7. On voluntary request;
8. Legal Requirements
9. Client Requirements

1. Pre-engagement employment

No offer of engagement to a prospective worker employment to a prospective employee to be made without the applicant first passing a drug and alcohol test, i.e. a negative drug test and a negative alcohol breath test. This is to be stated in the employment contract. Any applicant, internal or external, testing unconfirmed on the pre-engagement employment drug test will not be engaged employed. A person who refuses to agree to undergo testing is not to be employed. Applicants testing unconfirmed, positive, or refusing to undergo the testing or any part of the testing may at the sole discretion of Haslin Constructions be ineligible for engagement employment for a period of at least 3 months.

2. Following a WHS Incident

All persons involved in a WHS Incident (i.e. their action or inaction may have in some way related to the incident's cause or severity):

1. in which a person is injured and medical attention is required;
2. a serious near miss; and/or

3. which involves serious damage to plant or machinery and wherein the operation of persons may have contributed to the Incident,

shall undergo an alcohol and drug test as soon as possible after the Incident. The period of time between the Incident and the test is critical and all times are to be recorded. A Consent to participate in a Drug and Alcohol Screen SEQ-FM-075 or a consent form provided by an external testing provider must be completed.

Alcohol testing shall initially be conducted using breath analysis. If the WHS Incident involves a person being injured where human involvement may have contributed to the incident and a breath test result by a worker involved indicates the presence of alcohol equal to or above the prescribed level set out in the Code of Behaviour, then the worker must be escorted by Haslin Constructions at the expense of Haslin Constructions to a medical practitioner or party qualified to take a blood sample. A blood sample must be taken by a suitably qualified medical person and cannot be taken without the prior written consent of the worker. Refusal to provide this consent will equate to a refusal to undergo a test as detailed in this Procedure.

In the case of drugs, a sample is to be taken using the method described in Section 6.10.2 of this Procedure.

These tests shall be outsourced wherever possible, however, if conducted by an in-house person only persons qualified to do so may administer the alcohol and drug test.

3. Random

Haslin Constructions shall instigate a program of random drug and alcohol testing of all employees and workers on site. Where not determined by the requirements of clients, the frequency of testing shall be as follows:

- Internal alcohol testing of all persons on site shall be at a minimum monthly.
- On non FSC scheme projects, external drug testing shall be at a minimum every six months.
- On FSC scheme projects, external drug testing shall be at a minimum every three months.
- The number of workers on site to be externally drug tested shall be, as a minimum, 20% of the workforce.

Haslin may increase the number of workers to be tested or frequency of testing at their own discretion for higher risk work categories.

In developing the external testing schedule, Haslin Constructions may nominate periods when testing is operationally not possible. The dates selected for testing shall be disclosed only to the Project Manager and site Safety Coordinator. The persons to be tested will be selected using a random selection process taken from the names of the workers on site that day.

4. Reasonable Concern

Where there is reasonable concern that a worker may be misusing alcohol or drugs (Appendix 5 provides some indicators of misuse) then the process detailed in Appendix 3 is to be followed. Use form SEQ-FM-078 Drug and Alcohol Observation Sheet. Guidance on approaching a person is provided in Appendix 1.

Note: It is a mandatory requirement of this Procedure that the person in question must be provided a copy of this Procedure and the Company Policy for their review. This is to be provided as soon as possible in the process however it must occur no later than commencement of the interview and before any other managements action occur, other than ceasing work.

The person of concern is to be instructed to cease work immediately, and a Supervisor, Manager or Safety Coordinator with Drug and Alcohol Procedure training is to interview the person using SEQ-FM-080 D&A Interview Record. The person is not to be left unattended or allowed to interact with others until an interview is conducted or a negative drug and alcohol test results is obtained. **The person is to be advised** that they are entitled to obtain advice from an elected Health and Safety Representative, union official, or legal advisor.

This interview and the circumstances of calling the meeting and any testing conducted are to be treated in strict confidence and with great sensitivity. All parties are to be very mindful that the step to cease work is a precautionary one and is made in the interests of safety. The interview process is one of enquiry and not of accusation and is not a confirmation of positive misuse. The concept of 'guilt' is clearly not appropriate at this stage.

Where the interviewer has reasonable concern that the person may be under the influence of drugs or alcohol that might impact on their ability to safely conduct work, the employee will be instructed to undertake a drug and alcohol test. A Consent to participate in a Drug and Alcohol Screen SEQ-FM-075 or a consent form provided by an external testing provider must be completed.

A person cannot be retained against their will at work beyond their normal working hours. If an interview or test cannot be organised to occur and conclude in working time, the person is to be asked if they are willing to stay until completion (for which they will be paid) but is not to be coerced into this in any way. If the person departs, an interview is to be organised for the beginning of the next available work period. The person is not to commence work until the interview and test is completed with a negative result returned.

5. Prior to Return to Duty Following a Positive Test result

Prior to being permitted to return to duty or be available to return to duty, a worker who has had a positive result in a drug or alcohol test must undergo both a drug and alcohol test and return a negative result.

6. Once Returned To Duty Following a Positive Test Result

A Drug & Alcohol Management Plan SEQ-TP-046 must be developed for any worker returning to duty following a positive test result for drugs or alcohol. This Plan will be developed expressly for the individual and may include ongoing random testing. Testing shall occur at a frequency and for a duration considered necessary to give Haslin Constructions reasonable confidence that the person is not misusing drugs or alcohol.

7. On Request

Haslin Constructions will provide a worker with reasonable opportunity to be drug and alcohol tested on their request. The cost of this test shall be carried by Haslin Constructions. If the worker is unable to test themselves or be tested by Haslin Constructions and they have a reasonable concern about whether they are safely able to work, then they should err on the side of safety and not work. The worker is to immediately contact their supervisor or manager and if not an employee of Haslin they must advise the Site Supervisor. Such notice is to be protected as a Voluntary Declaration in accordance with Section 6.11.A and failure to advise Haslin Constructions promptly may result in disciplinary action.

8. Legal Requirement

In some instances, Haslin Constructions workers shall be tested under requirements of the law. In all instances Haslin Constructions, its employees and other workers shall comply with the law. Where testing is undertaken under such circumstances, refusal to comply fully may result in penalties being imposed by the law.

9. Customer's Requirement

In some instances, Haslin Constructions workers shall be tested under requirements of the customer's own D&A management system. Haslin Constructions shall advise workers in situations where this might occur.

6.11. Management of Issues

A. Voluntary Declaration

We will undertake to offer some counselling sessions but we are not prepared to commit to offering rehab or other extended treatment.

B. Refusal to Comply with This Procedure

This Procedure has been developed following consultation with the workforce to ensure a safe workplace and as such Haslin Constructions and all workers must comply with the Procedure. Any employee who either expressly or by their actions refuses, on first request, to follow and comply with any requirements or direction given under this Procedure shall be stood down without pay until they comply with this Procedure. This may incur disciplinary action, including termination. Refusing to comply may include but is not limited to:

- not ceasing work when requested to;
- refusing to participate in an interview;
- refusing to complete and sign an SEQ-FM-077 'Notice of a Result that is Not Negative & Information Consent Form';
- refusing to complete and sign an SEQ-FM-075 'Consent To Participate in and Permanent Record of A Drug and Alcohol Screen';
- refusing to complete and sign any form specified in this D&A Procedure;
- refusing to unreasonably sign a DAMP SEQ-TP-046;
- refusing to actively participate in their DAMP; or
- refusing to undergo a test stipulated in this Procedure;

Haslin Constructions shall, on an employee's initial refusal to comply with this procedure, have the employee interviewed by a Supervisor, Manager or Safety Coordinator with Drug and Alcohol Procedure training. If this fails to resolve the matter or the employee refuses to be interviewed then Haslin Constructions shall issue a letter in draft format using SEQ-FM-081 '1st Letter of Notice of Refusal to Comply'.

If the employee continues to refuse, or fails to respond to the notice, for a period of 2 working days, a second notice letter is to be sent SEQ-FM-082 '2nd Letter of Notice of Refusal to Comply'.

If the employee continues to refuse, or fails to respond to the second notice, within a period of 24 hours from the date the letter was sent to or handed to the employee, then Haslin Constructions may take disciplinary action including at its discretion termination of the employee.

C. Action In The Event of a Test Result which is Not Negative

The Supervisor, Manager or Safety Coordinator with Drug and Alcohol Procedure training shall ensure that a person who has an unconfirmed or positive test result for either drugs (i.e. illegal or legal e.g., prescriptions) or alcohol shall be issued with a SEQ-FM-077 Notice of a Result that is Not Negative & Information Consent Form.

A Haslin employee who yields an unconfirmed on-site screen test result for drugs and is not permitted to return to work shall be stood down immediately with pay (normal pay excluding overtime) until the laboratory test results are returned.

A non Haslin employed worker who yields an unconfirmed on-site screen test result for drugs and is not permitted to return to work shall be stood down immediately until the laboratory test results are returned. It is at the discretion of the workers employer if they will make payment during this time. Should the result of laboratory testing be a positive for any drug (unless the use is deemed 'not misuse' in accordance with 6.1 Code of Behaviour (f) any subsequent time off from the moment the confirmed positive is received will be deemed unpaid.

Should a worker provide an SEQ-FM-076 Declaration of Use of Substance Containing Drugs or Alcohol then Haslin Constructions reserves the right to investigate the matter including conducting testing and having a medical practitioner investigate the matter, with a view to assessing whether the person is safe to work, and in what capacity.

In the event of any unconfirmed or positive drug or alcohol result Haslin Constructions will do what it reasonably can to ensure the person is escorted to a safe location.

D. Repeat Occurrence of Misuse or Code of Behaviour Breach

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Excluding voluntary declaration and conduct deemed not to be misuse as per the Code of Conduct, in instances where a worker:

- a. yields a positive test result for drugs or alcohol;
- b. voluntarily discloses drug or alcohol consumption that would otherwise breach the Code of Behaviour;
- c. refuses to comply with this Procedure

and has previously done so in the past 18 months (the History Period), with consideration to any WHS incidents, test results over the History Period, and any other circumstances reasonably considered to be relevant, Haslin may take disciplinary action up to and including termination. If not terminated the worker shall be referred for development of a Drug and Alcohol Management Plan.

E. Disciplinary actions

The following serves as a guide to different drug and alcohol misuse situations.

1. Where no WHS Incident has occurred to initiate drug and alcohol testing and a worker returns a first positive misuse result within the History Period, the worker shall not be terminated for reason of the positive result alone. The employee shall be referred for development of a Drug and Alcohol Management Plan.
2. Where a WHS Incident has occurred to initiate a drug and alcohol test and a worker involved in the incident returns a positive misuse result, with consideration given to the seriousness of the incident, the laboratory test results and any other circumstances reasonably considered to be relevant, the worker will be subject to disciplinary action which may include termination. If not terminated the employee shall be referred for development of a Drug and Alcohol Management Plan.
3. A worker found to have consumed alcohol or drugs during the course of a working period (except where approved in accordance with this Procedure) will be subject to disciplinary action which may include termination. If not terminated the employee shall be referred for development of a Drug and Alcohol Management Plan.
4. A worker found to possess or cultivate any illicit drug at any Haslin workplace will be subject to disciplinary action which may include termination

F. Interfering with the Integrity of a Drug and/or Alcohol Test

Any person who interferes with the integrity of a drug and/ or alcohol test may incur disciplinary action including termination. If not terminated, a DAMP shall be implemented for the person

6.12. Review

This procedure will be reviewed no less frequently than every two years.

7. Associated forms and procedures

- SEQ-FM-075 Consent to participate in a D&A screen
- SEQ-FM-076 Declaration of Use of Substance Containing Drugs or Alcohol
- SEQ-FM-077 Notice of a Result that is Not Negative & Information Consent Form
- SEQ-FM-078 D&A Observation Sheet
- SEQ-FM-079 Notice of Concern Proforma
- SEQ-FM-080'D&A Interview Record
- SEQ-FM-081 1st Letter of Notice of Refusal to Comply
- SEQ-FM-082 2nd Letter of Notice of Refusal to Comply
- SEQ-TP-046 Drug and Alcohol Management Plan

Appendix 1: Approaching a person who may be affected by alcohol or drugs at work

It is important to make sure that the person is actually affected by alcohol or drugs before treating it as a related issue. Observing the person for typical signs of alcohol intoxication or drug misuse (see Appendix 6) may help to make that judgement, use SEQ-FM-078 D&A Observation Sheet. However, when in doubt, the safety of the workplace must be the primary driver. It's better to question a situation and have a nil result than to let one pass and have an accident result.

Inappropriate or unplanned responses to individuals who may be experiencing drug or alcohol related problems can be counterproductive and may directly impact on industrial relations and health and safety issues.

Wherever possible a person who has undergone specific drug & alcohol management training should approach the person at work who appears to be affected by drugs/ alcohol. However, in the absence of one of these people, all persons are empowered to step forward and raise the concern.

Key things to remember are the importance of:

- the safety of the affected person;
- the safety of the persons approaching the person;
- the safety of other people;
- fair and reasonable treatment of the possibly affected person;
- confidentiality; and
- follow-up support and referral for counselling and/or other treatment for the affected person as required.

The possibly affected person should be asked to leave the work area because health and safety is being put at risk. Judgemental terms like "You're too drunk" should be avoided.

If the possibly affected person is not cooperating, consideration should be given as to whether there is a risk to health and safety. If there is a risk, the area near the affected person should be isolated, where practicable, and his or her authorised representative, where applicable, should be notified.

It may be necessary to engage outside assistance, such as the police or the ambulance service, to assist in removing the affected person from the work area in a safe manner. In ALL instances, the safety of the person and that of other persons approaching the person should be the primary concern.

A record of the incident should be made by the designated persons.

Appendix 2: Target reporting levels for drugs

TABLE 1 PER AS/NZS 4308: 2008

(Per table 1, 2 and 3 of Reference a))

Compound		Reporting Level Immunoassay (ug/ml)	Reporting Level GC/MS Confirmation (ug/ml)
Cannabinoids		50	
	THC-COOH		15
Sympathomimetic amines		300	
	Amphetamine		300
	Metamphetamine		300
	MDMA		300
	Phentemine		500
	Pseudoephedrine		500
	Ephedrine		500
Opiates		300	
	Codeine		300
	Morphine		300
	6-Monoacetylmorphine		10
Cocaine Metabolites		300	
	Ecgonine		150
	Benzoyllecgonine		150
Benzodiazepines		200	
	Oxazepam		200
	Temazepam		200
	Diazepam		200
	Nordiazepam		200
	7-amino-clonazepam		200
	7-amino-flunitrazepam		200
	7-amino-nitrazepam		200

Note: Onsite test equipment will vary in reporting levels depending on equipment used

TABLE 2 PER AS4760:2006

ON-SITE INITIAL AND LABORATORY IMMUNOASSAY TEST TARGET CONCENTRATIONS

(per Table 3.1 AND 4.1 of Reference b))

Compound	Reporting Level (ng/ml)
Cannabinoids (THC)	25
Amphetamine-type Stimulants	50
Opiates	50
Cocaine Metabolites	50
Benzodiazepines (if test equipment permits)	15

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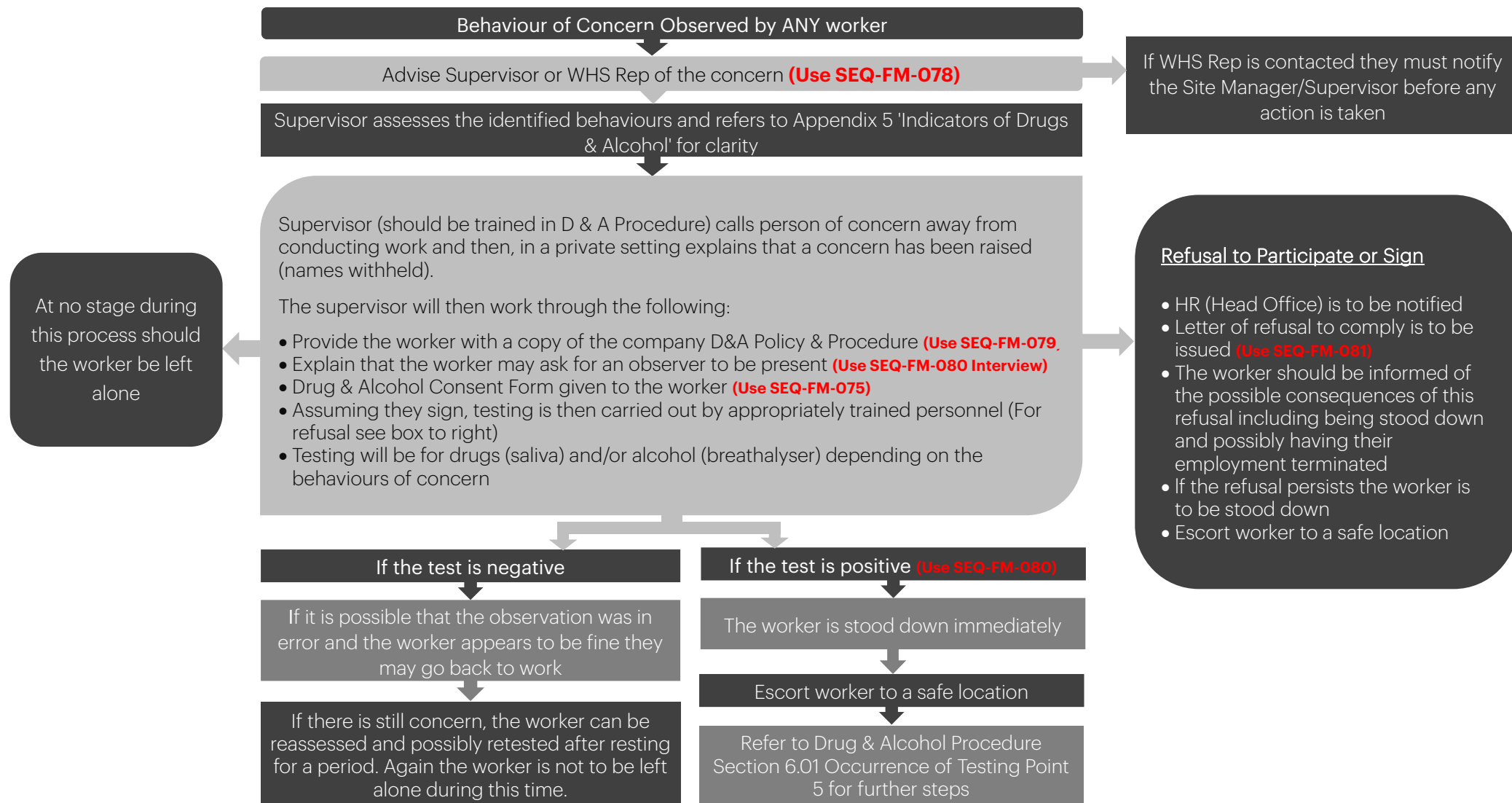
NON-IMMUNOASSAY INITIAL TEST AND CONFIRMATORY TARGET CONCENTRATIONS

(per Table 5.1 Reference b)

Compound	Reporting Level (ng/ml)
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
Δ 9-tetrahydrocannabinol	10
Cocaine	25
Benzoylecgonine	25
Benzodiazepines (if test equipment permits)	15

Note: Onsite test equipment will vary in reporting levels depending on equipment used

Appendix 3: Flowchart for a 'Reasonable Concern'



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Appendix 4: Work functions and responsible service and consumption of alcohol

Although consumption of alcohol while at work or while conducting work is not normally permitted, there are occasions, "Authorised Work Related Functions", when reasonable consumption of alcohol in accordance with community standards will be authorized by the management of Haslin Constructions.

During Authorised Work Related Functions Haslin Constructions has a potential liability in respect of its workers, contractors and members of the general public and as such as a legitimate interest in applying this Drug and Alcohol Procedure to such functions.

Authorised Work Related Functions may occur for example during authorised recesses from work, before and after work, at official functions or events, or when socialising with clients of Haslin Constructions (such as lunches, drinks after work and Christmas parties during and outside work hours).

During Authorised Work Related Functions Haslin Constructions has an obligation to provide a safe work environment for its workers and the community.

It is the responsibility of businesses and managers to provide a safe working environment including at work-related functions where alcohol is served.

Checklist for hosting an alcohol-safe work function:

- Have clear start and finish times for the function
- Provide plenty of non-alcoholic and low-alcohol drinks and encourage people to alternate alcoholic and non-alcoholic drinks
- Make sure plenty of food is available for the duration of the function
- If possible, serve alcohol as "standard drinks", to enable people to keep track of their alcohol consumption
- Consider limiting the number of alcoholic drinks per person
- Arrange training in responsible service of alcohol (RSA) for any staff who will be serving alcohol at the function, or hire staff who are trained in RSA, or hold the function at a venue where staff are trained in RSA
- Closely supervise and monitor younger people
- Provide safe transport home for any staff who require it
- Refuse to serve alcohol to people who are intoxicated

If the intent is to sell any alcohol, Haslin Constructions may need a liquor licence.

It is important to remember that Haslin Constructions will not permit or allow harassment or bullying to take place with respect to Authorised Work Related Functions, whether as a result of the consumption of alcohol or otherwise. If such instances occur, whether because of the consumption of alcohol or otherwise, they will be dealt with in accordance with Haslin Constructions normal disciplinary procedure.

At no time at Authorised Work Related Functions will the consumption of illicit drugs be permitted or allowed. If such instances occur, they will be treated as a severe misconduct and be dealt with in accordance with Haslin Constructions normal disciplinary procedure.

At no time following an Authorised Work Related Functions is a worker to return to active duties, if by doing so they would breach provisions of this Drug and Alcohol Procedure which apply to the consumption of alcohol while at work or conducting work.

Appendix 5: Indicators of use of drugs or alcohol

CNS DEPRESSANTS	CNS STIMULANTS	HALLUCINOGENS	PCP	NARCOTIC ANALGESICS	INHALANTS	CANNABIS
Uncoordinated Disoriented Sluggish Thick, slurred speech Drunk-like behaviour Gait ataxia Drowsiness Droopy Eyes Fumbling <i>Note: With Methaqualone, pulse will be elevated and body tremors will be evident. Alcohol and Quaaludes elevate pulse. SOMA and Quaaludes dilate pupils.</i>	Restlessness Body tremors Excited Euphoric Talkative Exaggerated reflexes Anxiety Grinding teeth (bruxism) Redness to nasal area Runny nose Loss of appetite Insomnia Increased alertness Dry mouth Irritability	Body tremors Synesthesia Hallucinations Paranoia Uncoordinated Nausea Disoriented Difficulty in speech Perspiring Poor perception of time & distance; Memory loss; Disorientation; Flashbacks <i>Note: With LSD piloerection may be observed (goose bumps, hair standing on end)</i>	Perspiring Warm to the touch Blank stare Very early angle of HGN onset Difficulty in speech Incomplete verbal response; Repetitive speech; Increased pain threshold; Cyclic behaviour; Confused, agitated; Hallucinations Possibly violent & combative; Chemical odour ; Moon walking"	Droopy eyelids ('ptosis') "On the nod" Drowsiness Depressed reflexes Low, raspy, slow speech Dry mouth Facial itching Euphoria Fresh puncture marks Nausea Tack marks <i>Note: Tolerant users exhibit relatively little psychomotor impairment</i>	Residue of Substance around nose & mouth Odour of substance Possible nausea Slurred speech Disorientation; Confusion Bloodshot, watery eyes Lack of muscle control Flushed face Non-communicative Intense headaches Gases: cause below normal blood pressure, Volatile solvents and aerosols cause above normal blood pressure.	Marked reddening of conjunctiva Odour of marijuana Marijuana debris in mouth Body tremors Eyelid tremors Relaxed inhibitions Increased appetite Impaired perception of time & distance Disorientation Possible paranoia
USUAL METHODS OF ADMINISTRATION						
Oral Injected (occasionally)	Insufflations (snorting) Smoked; Injected Oral	Oral; Injected; Insufflations Smoked; Transdermal	Smoked; Insufflations Oral; Injected Eye drops	Injected; Oral Smoked; Insufflated	Insufflated; (Historically, have been taken orally.)	Smoked Oral
OVERDOSE SIGNS						
Shallow breathing Cold, clammy skin Pupils dilated; Rapid, Weak pulse, Coma	Agitation Increased body temp Hallucinations Convulsions	Long intense 'trip'	Long intense 'trip'	Slow, shallow breathing. Clammy skin Coma	Coma	Fatigue; Paranoia
COMMON NAMES						
Alcohol Cannabis Opiates (heroin, morphine, methadone, pethidine) Benzodiazepines (Valium, Serepax, Normison)	Amphetamines (Speed, ice) Ecstasy (pills, bickies, lollies) Cocaine (Charlie, crack) Slimming tablets (dospan, pnderax, tenuate) Ephedrine (used in some medicines for bronchitis, hay fever and asthma)	Lysergic Acid Diethylamide (LSD) (Trips, acid) Magic mushrooms Mescaline (Cactus) Ketamine (K) Cannabis Ecstasy	Angel dust Ozone Wack Rocket fuel Super Weed	Heroin Codeine	Glue Aerosol spray cans Chrome paint	Pot Hash Grass Marijuana Hashish Bongos Billies Joints

Keywords: CNS = Central Nervous System

PCP = Phencyclidine

Insufflations = snorting

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