Test Failure Management – Guidance Note

The following guidelines have been prepared to assist supervisors and managers to manage the disciplinary process.

# Reference Documents

## Work Procedure

* Drug and Alcohol Testing

# Following a test failure

* In the presence of a witness advise the employee of the test result (all notifications must remain anonymous);
* Immediately stand down the employee;
* Inform employee of disciplinary process;
* If employee will not leave the site or co-operate close down work area around employee;
* One or more people to remain with the employee at all times until removed from the workplace;
* Ensure adequate transport from the workplace is organised.

# Re-admittance to site

* Immediately prior to re-admittance to site, meet and counsel the employee;
* Provide written test result confirming that employee is fit for work;
* Allow the employee an opportunity to respond, listen impartially and treat fairly and appropriately;
* Allow the employee to invite a representative to be present;
* Remind employee of their legislative and company requirement in the workplace.
* Re-induct if necessary;
* Be advised that they may access Employee Assistance Program;
* Document conversation and all dealings. Copies placed on file;
* Document actions for rehabilitation of employee.