

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.