

Drug and Alcohol Testing

The following defines the methods used to manage drug and alcohol testing and results.

Reference Documents

Work Standard

- Fitness for work

Work Procedure

- Disciplinary Process

Process Document

- Conducting Tests – Guidance Note
- Test Failure Management – Guidance Note
- Urine Sampling Distribution

Form

- Drug and Alcohol Test
- Individual Drug & Alcohol Test
- Random Drug & Alcohol Selection Calculator

Testing

Only a person who has undertaken an accredited training course shall carry out testing. The tester shall be tested first.

Employees must inform management if they are taking any medication. If being tested they shall have it recorded by a tester on the on the Chain of Custody/Consent form.

Random Testing

The frequency of testing shall be at least five times per month on a minimum selection of 5% of the total workforce. If personnel selected are not available (e.g. annual leave, sick leave, R&R) then a re-selection is not required.

The method of selection will be determined by Management or by the use of the Random Drug & Alcohol Selection Calculator. Modification of the selection process can be made to meet the intent of the procedure at the discretion of the Project Manager. Testing will include breath alcohol and urine sampling.

Urine samples shall be collected by a Management representative trained in sample collection and chain of custody procedures and forwarded to a suitable external testing facility.

Causal Testing

Management may conduct causal drug and alcohol testing when persons:

- Are involved in an incident;

Are suspected, for any reason, that they may be affected under the influence of alcohol or drugs;

Initial assessment of the sample will be carried out using the Drug Urine Test Procedure as per the Conducting Test Guidance Note. If the initial test is positive the sample shall be forwarded to a suitable external testing facility for verification and confirmation.

A hand held breath alcohol testing unit will be used on site for alcohol tests.

Voluntary Alcohol Testing

Where practicable, Management will provide facilities for employees to self test prior to presenting for work.

Test Records

For an individual test, record the results on the Individual Drug and Alcohol Test form. For group tests, record results on the Drug and Alcohol Testing form.

Anyone who fails an initial breath alcohol test shall be re-tested 15 minutes after the first test. Record the results and actions on the Individual Drug and Alcohol Test form.

Urine samples shall be sent to a company approved external testing facility for analysis.

Test Failure

Anyone that fails a test shall be subject to Disciplinary Process work procedure. Anyone who fails an initial causal Drug Urine Test shall be immediately stood down with pay until an external verification and confirmatory test results has been received.

Additionally, anyone who:

- refuses to be tested or leave the workplace without undertaking a test;
- attempts to tamper with a sample or falsify a test;

shall be managed as if they have failed the test.

Confidentiality

Management will conduct all testing and safeguard all information to protect the privacy of the individual(s). All urine test results will be received by Corporate Services and the Project Manager will be notified of positive results.