

# Procedure

## Managing Alcohol and Other Drugs

Document number: PRO-01105

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Rev no.	Description	Process Owner			Approved for issue			
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## 1. Purpose

Seqwater is committed to the health and safety of all people at the workplace. The purpose of this procedure is to document processes to support the application of Seqwater's position on drugs and alcohol in the workplace established by Seqwater's Code of Conduct Policy ([POL-00038](#)).

This procedure forms part of the Fit4Work Program established by the Health, Wellbeing and Fitness for Work Procedure ([PRO-01577](#)). It also supports the requirements outlined in Element 12 – Health, wellbeing and fitness for work of Seqwater's Work Health and Safety Management System Framework ([MAN-00211](#)).

This procedure adopts and is consistent with the requirements of:

- *Framework for alcohol and drug management in the workplace*
- *AS 3547-1997: Breath alcohol testing devices for personal use*
- *AS 4760-2006: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*

## 2. Scope

This procedure applies to all Seqwater workers, business groups and work activities. In addition, it applies to any visitors accessing a Seqwater workplace in connection to work.

This procedure does not apply to any workplace under the control of a Principal Contractor.

## 3. Roles and responsibilities

Role	Responsibilities
Managers	<ul style="list-style-type: none"> <li>• Coordinate any random alcohol or drug testing at a workplace they are responsible for, when they are present at the workplace, in consultation with the Injury Management and Health Program Coordinator.</li> <li>• Ensure privacy and confidentiality of any test results provided to them.</li> <li>• Ensure all workers within their area of responsibility are aware of Seqwater's position on alcohol and drugs in the workplace.</li> <li>• Notify the Injury Management and Health Program Coordinator if they believe post-incident or reasonable suspicion alcohol or drug testing is required.</li> <li>• Notify contractors or visitors within their area of responsibility who refuse testing, or intentionally avoid testing, that their access to Seqwater workplaces may be revoked.</li> <li>• Support access to Employee Assistance Program (EAP) counselling and other community assistance services as</li> </ul>

Role	Responsibilities
	<p>appropriate.</p> <ul style="list-style-type: none"> <li>• Ensure disposable Alcohol and Other Drug (AOD) testers are stored according to manufacturer's instructions.</li> <li>• Inform the Injury Management and Health Program Coordinator of any Alcolizer issues, or for restocking of voluntary testing devices.</li> </ul>
Line Supervisor	<ul style="list-style-type: none"> <li>• Assist in coordinating any random alcohol or drug testing at a workplace within their area of responsibility, when they are present, in consultation with the Injury Management and Health Program Coordinator.</li> <li>• Ensure workers within their area of responsibility are made available for testing as requested by the Injury Management and Health Program Coordinator.</li> <li>• Arrange safe transport home or to a suitable place of rest for any workers that return a positive test result for alcohol or an unconfirmed result for drugs.</li> <li>• Notify the Injury Management and Health Program Coordinator if they believe post-incident or reasonable suspicion alcohol or drug testing is required.</li> <li>• Ensure privacy and confidentiality of any test results provided to them.</li> <li>• Support access to EAP counselling and other community assistance services as appropriate.</li> </ul>
Manager, Work Health and Safety (WHS)	<ul style="list-style-type: none"> <li>• Ensure appropriate resources are available to support the implementation of alcohol and/or drug testing.</li> <li>• Ensure Seqwater's position on alcohol and drugs in the workplace is included in all induction material.</li> <li>• Ensure privacy and confidentiality of test results.</li> </ul>
Manager, People and Culture	<ul style="list-style-type: none"> <li>• Consider whether disciplinary action is required for any employees that: <ul style="list-style-type: none"> <li>– return a positive test result for alcohol or a laboratory confirmed positive result for drugs</li> <li>– refuse to be tested</li> <li>– intentionally leave a workplace to avoid testing</li> <li>– breach confidentiality of test results.</li> </ul> </li> </ul>
Injury Management and Health Program Coordinator	<ul style="list-style-type: none"> <li>• Coordinate Seqwater's drug and alcohol testing, including the activities undertaken by AOD Testing Providers.</li> <li>• Provide advice and support to managers, line supervisors and workers on the application of this procedure.</li> <li>• Notify the Manager, WHS of any person that returns a positive test result for alcohol, an unconfirmed drug test result or a laboratory confirmed positive result for drugs.</li> <li>• Notify the Manager, People and Culture of any employees that returns a positive test result for alcohol or a laboratory confirmed positive result for drugs.</li> <li>• Notify the Seqwater employee or representative engaging</li> </ul>

Role	Responsibilities
	<p>a contractor of any contractors that return a positive test result for alcohol or a laboratory confirmed positive result for drugs.</p> <ul style="list-style-type: none"> <li>• Notify the relevant manager/line supervisor to arrange safe transport home or to a suitable place of rest for any workers that return a positive test result for alcohol or an unconfirmed result for drugs.</li> <li>• Facilitate the provision of support to any workers that return a positive test result for alcohol or a laboratory confirmed positive result for drugs.</li> <li>• Ensure the confidentiality of all information collected during drug and alcohol testing.</li> </ul>
Workers	<ul style="list-style-type: none"> <li>• Never undertake any work while impaired by alcohol or drugs, including prescription medication.</li> <li>• Participate in alcohol and drug testing in accordance with expectations established by this procedure.</li> <li>• Notify their line supervisor if they are concerned about the fitness for work of themselves or another worker.</li> </ul>
Seqwater employee or representative engaging a contractor	<ul style="list-style-type: none"> <li>• Notify a contractor's employer if any contractor has been asked to leave an Seqwater workplaces as a result of: <ul style="list-style-type: none"> <li>- refusal to participate in alcohol or drug testing</li> <li>- a positive test result for alcohol</li> <li>- a laboratory confirmed result for drugs.</li> </ul> </li> </ul>
AOD Testing Providers	<ul style="list-style-type: none"> <li>• Provision of AOD testing in consultation with Injury Management and Health Program Coordinator.</li> <li>• Compliance of testing in accordance with the contract terms and Australian Standards.</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>• Do not attend a Seqwater workplace in connection to work if they are impaired by alcohol or drugs.</li> <li>• Participate in random alcohol and drug testing in accordance with expectations established by this procedure.</li> </ul>

## 4. Seqwater's position on alcohol and drugs in the workplace

Seqwater's Code of Conduct Policy ([POL-00038](#)) establishes Seqwater's position for employees on alcohol and drugs in the workplace. This position is that substance abuse is not tolerated. Substance use can directly impact the health and safety of our employees. Indirectly it can impact the safety of the general public and our stakeholders. At all times, Seqwater is a drug and alcohol-free work environment. In addition it also places a requirement for employees to never undertake work impaired by alcohol or drugs, including prescription medication.

As the use of alcohol or drugs may impact on the ability of Seqwater to provide a safe working environment, Seqwater also applies its position on alcohol and drugs in

the workplace to all Seqwater workers, including contractors, and any visitors accessing a Seqwater workplace in connection to work.

## 4.1 Alcohol

Impairment by alcohol means an individual has a Breath Alcohol Concentration (BrAC) of equal to or above 0.05%. Any person who returns a BrAC of equal to or above 0.05% will be required to leave the workplace. If the person is a visitor they will not be permitted back onsite for a further 24 hours.

In addition, any worker who returns a BrAC of greater than 0.00% but less than 0.05% will not be permitted to undertake any work that is considered to be high-risk (see Appendix 5).

## 4.2 Illicit Drugs

Impairment by illicit drugs means an individual who is affected by illicit drugs, including by not limited to:

- amphetamines
- methamphetamines
- opiates
- cannabis
- cocaine
- methadone.

Any person who returns a test for drugs that is not negative will be required to leave the workplace.

## 4.3 Prescription medication

Impairment by prescription medication means an individual who is not fit for work, or is unable to take reasonable care for their own, or others health and safety as a result of medication they have taken. If a worker is concerned they may not be fit for work as a result of prescription or over-the-counter medication they must immediately notify their line supervisor or manager.

Workers using these medications must:

- advise their medical practitioner or pharmacist of the type of work they are required to undertake at the time of obtaining the prescription or medication
- obtain relevant information and advice about the possible side effects of medications and any impacts on their ability to safely perform work
- take the medications only as prescribed or instructed
- take note of warnings or instructions on packaging.

## 5. Alcohol and other drug testing

There is a range of alcohol and/or drug tests undertaken across Seqwater workplaces. These include:

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- random alcohol and drug testing
- post-incident alcohol and drug testing
- reasonable suspicion alcohol and drug testing
- voluntary alcohol and drug testing.

Any person undertaking work for Seqwater may be required to undergo alcohol and/or drug testing at any time during their shift or allocated work time.

In addition, it is a condition of entry as documented in all Seqwater inductions, for any visitor attending a Seqwater workplace in connection to work, that they may be required to undergo alcohol and/or drug testing at any time while at that workplace. If a visitor does not wish to participate in the alcohol and/or drug testing they will be asked to leave the Seqwater workplace.

## 5.1 Random alcohol and drug testing

Random AOD testing may occur at any Seqwater workplace, at any time when work is being undertaken. All workers and visitors present at the workplace when the testing commences will be included in the establishment of a random sample. It is mandatory for all employees selected to participate in the AOD testing.

The random selection process will be undertaken by the AOD Testing Provider and will be carried out via one of the following methods:

- random computer generation
- marble selection method.

Unless otherwise approved by the Manager, WHS, maximum testing numbers will be:

- less than 5 people at the workplace = everyone tested
- 6 – 10 people at the workplace = random 5 people tested
- more than 10 people at the workplace = 50% of people tested, to maximum of 10 people.

### 5.1.1 Coordination of testing on the day

The Injury Management and Health Program Coordinator will contact a manager or line supervisor that is physically present at the workplace to advise of the imminent arrival of the AOD Testing Officer/s. This person must then:

- immediately advise all people at the workplace to remain at the workplace until the list of randomly selected staff and visitors has been finalised. The manager or line supervisor must not restrain or stop people from leaving site. Refer to Section 6.4 for further information on people who refuse to participate in or intentionally leave the workplace during random alcohol and drug testing
- if random computer generation selection is used, assist the AOD Testing Officer/s with compiling the list of all workers and visitors at the workplace
- if marble selection is used, assist the AOD Testing Officer/s with this process, including scheduling of workers to ensure a continuous flow of workers present for testing.

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### 5.1.2 Actions undertaken by the person being tested

During random alcohol and drug testing, the person being tested must:

- remain at the workplace once they have been advised that the AOD Testing Officer/s have arrived
- present for testing at the time nominated by the line supervisor or manager if they are randomly selected
- present photo identification to the AOD Testing Officer
- sign the consent form provided by the AOD Testing Officer. If the person is currently taking prescription medication that may affect the testing results, the person should advise the AOD Testing Officer of this medication
- participate in the testing processes as instructed by the AOD Testing Officer.

## 5.2 Post-incident alcohol and drug testing

Following an incident, the manager or line supervisor must consult with the Injury Management and Health Program Coordinator to identify whether any workers involved in the incident need to be directed to be tested for alcohol and/or drugs. Refer to the WHS Incident Investigation Procedure ([PRO-00793](#)) for additional information on investigating a WHS incident.

Testing for alcohol and/or drugs must be undertaken by an AOD Testing Officer as soon as practical after the incident. Participation in a post-incident alcohol and/or drug test is mandatory.

### 5.2.1 Process for post-incident alcohol and drug testing

To arrange post-incident alcohol and drug testing the manager or line supervisor must:

- contact the Injury Management and Health Program Coordinator immediately to advise of the possible requirement for post-incident alcohol and drug testing
- document any concerning or unusual behaviours exhibited by the worker. An Alcohol and Drugs Observation Form ([FRM-00613](#)) may be utilised for this purpose

As many of the symptoms of alcohol or drug use are similar to those for the onset or occurrence of a heart attack, stroke or other illness, it is important for managers or line supervisors to eliminate the possibility that the signs and symptoms relate to a serious medical condition. Appendix 3 provides guidance on recognising the signs, symptoms and behaviours of alcohol or drug use. The Injury Management and Health Program Coordinator is also available to provide support.

In the event that it is not possible or practical for the worker to participate in an alcohol and/or drug test immediately after the incident, arrangements may be made by the Injury Management and Health Program Coordinator to test the worker at an appropriate later time or date. The worker will not be permitted to return to work until they have undertaken the required testing.

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The result of any post-incident testing will form part of the incident investigation process. Refer to the WHS Incident Investigation Procedure ([PRO-00793](#)) for further information.

## 5.3 Reasonable suspicion alcohol and drug testing

Reasonable suspicion alcohol and drug testing may be conducted if a manager or line supervisor has a reasonable suspicion that a worker is not fit for work due to being affected by alcohol or drugs.

### 5.3.1 Process for reasonable suspicion alcohol and/or drug testing

If the manager or line supervisor has a reasonable suspicion that a worker is not fit for work due to alcohol or drugs they are to initially discuss their concerns with the worker. Following this discussion, if they still have a reasonable suspicion that alcohol and/or drug testing is required they must:

- direct the worker not to perform any further work
- document any concerning or unusual behaviours exhibited by the worker. An Alcohol and Drugs Observation Form ([FRM-00613](#)) may be utilised for this purpose. Where possible this should be completed in consultation with the worker
- contact the Injury Management and Health Program Coordinator immediately to advise of the possible requirement for reasonable suspicion alcohol and drug testing and if possible provide a copy of the completed Alcohol and Drugs Observation Form ([FRM-00613](#)).

The Injury Management and Health Program Coordinator will then assess the available information and if recommended arrange for alcohol and/or drug testing to be undertaken. The Injury Management and Health Program Coordinator must advise the Manager, WHS of any workers sent for reasonable suspicion alcohol and/or drug testing. In addition, the Manager, People and Culture must also be advised of any employees sent for testing.

## 5.4 Voluntary self-testing

Disposable Redline Breathalysers and DrugWipes will be made available to workers at all manned workplaces for voluntary self-assessment of fitness for duty in relation to BrAC and oral fluid drug levels. Wall-mounted Alcolizers are also available at larger sites.

Voluntary self-testing results are private and to be used by the individual to help them manage their fitness for work. These results will not be recorded or become part of any disciplinary process.

### 5.4.1 Storage of disposable self-testing devices

#### **Redline Breathalyser**

Redline Breathalysers must be stored in cool, dry conditions out of direct sunlight at temperatures not exceeding 30°C. Used and expired test kits must be disposed of in

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a responsible manner. Redline Breathalysers must not be stored in cars as this environment will often exceed 30°C.

### DrugWipe

DrugWipe testing devices must be stored in cool, dry conditions out of direct sunlight at temperatures between 5-25°C. Used and expired test kits must be disposed of in a responsible manner. DrugWipe testing devices must not be stored in cars as this environment will often exceed 25°C.

Workers who are allergic to polyester must not use the DrugWipe device.

## 5.4.2 Management of a self-test positive BrAC result

If a worker returns a BrAC that is above 0.00% using the Alcolizer or a result that indicates 'over the limit' using a Redline Breathalyser the worker should wait another 20 minutes in a safe area then undertake a second test.

If the second test returns a BrAC that is equal to or above 0.05% using the Alcolizer (or over 0.00% for high-risk work) or a Redline Breathalyser still indicates an 'over the limit' result the worker must not commence work. The worker is not required to inform their line supervisor of the positive test but must inform them that they will leave work as they are not fit for duty.

If the test result is over the alcohol limit for the class of licence the person holds the worker must not drive home. Alternative methods of getting home may include:

- requesting that their supervisor assist with arranging their transport home
- ringing a family member or friend to organise transport home
- taking a taxi to get home, however the worker is responsible for the taxi fare.

Workers should self-test before commencing the next shift to confirm a negative result.

## 5.4.3 Management of a self-test positive drug result

If the DrugWipe test is positive, the worker must not commence work. The worker is not required to inform their supervisor of the positive test but must inform their supervisor that they will leave work as they are not fit for duty.

The worker must not drive themselves home following a positive DrugWipe test. See section 5.4.2 for alternative methods of getting the worker home.

Workers should self-test before commencing the next shift to confirm a negative result.

## 6. Management of alcohol and drug testing results

The processes following receipt of alcohol testing results is outlined in Appendix 1 – Managing alcohol BrAC tests.

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## 6.1 Alcohol test results

### 6.1.1 BrAC equal to 0.00%

A BrAC that is equal to 0.00% is considered to be a negative test result. The person who has been tested is permitted to return to normal duties and/or remain at the workplace.

### 6.1.2 BrAC more than 0.00% but less than 0.05%

Any BrAC test greater than 0.00% will require a second test 20 minutes afterwards to confirm their BrAC. The second reading will be the official BrAC level recorded and will be treated as the confirmed result.

A confirmed result with a BrAC that is more than 0.00% but less than 0.05% is considered to be a negative test result. The person who has been tested is permitted to return to normal duties and/or remain at the workplace, unless the worker is required to undertake an activity identified in Appendix 5 as a high-risk activity.

If the worker is required to undertake a high-risk activity the Injury Management and Health Program Coordinator must be immediately advised of the test result. Where possible the line supervisor will provide the worker with alternative duties until the BrAC has reached 0.00%. Only those persons directly associated with the allocation of duties shall be informed of this and will treat this information as confidential.

If alternative duties are not available, the worker will have the following options:

- remain in an area where they present no safety risk until their BrAC drops to 0.00%
- be offered transport by their line supervisor to their home or to a suitable place of recovery. Under this option, the worker will need to access leave in accordance with section 6.7.

### 6.1.3 BrAC equal to or greater than 0.05% (workers)

Any BrAC test greater than 0.00% will require a second test 20 minutes afterwards to confirm their BrAC. The second reading will be the official BrAC level recorded and will be treated as the confirmed result.

If the confirmed test is equal to or above 0.05% this is considered to be a positive test result and the Injury Management and Health Program Coordinator must be immediately notified.

Any worker returning a positive test result will be required to leave the workplace. The worker's line supervisor will arrange safe transport home or to a suitable place of rest.

As a result of the positive test further alcohol testing will be required prior to their return to work as per Section 6.5.

Any Seqwater employee with a positive test result will be referred to the Manager, People and Culture to consider required actions in accordance with Section 6.6 –

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Management of positive test results for Seqwater employees, Seqwater's Code of Conduct Policy ([POL-00038](#)) and the Discipline Procedure ([PRO-00962](#)).

If the worker is a contractor, the contractor's employer and site representative shall be informed of the positive test result as soon as possible.

#### 6.1.4 BrAC equal to or greater than 0.05% (visitors)

Any BrAC test greater than 0.00% will require a second test 20 minutes afterwards to confirm their BrAC. The second reading will be the official BrAC level recorded and will be treated as the confirmed result.

If the confirmed test is equal to or above 0.05% this is considered to be a positive test result.

Any visitor that returns a positive test result will be asked to leave the workplace. A Seqwater representative may assist with arranging safe transport home or to a suitable place of rest.

If the visitor will be returning to a Seqwater workplace on the following day, a further alcohol test may be required prior to accessing the workplace as per Section 6.5.

## 6.2 Drug test results

The processes following receipt of drug testing results are outlined in Appendix 2 – Managing drug tests.

### 6.2.1 Negative result to initial testing

A person who has been tested and has returned a negative result is permitted to return to normal duties and/or remain at the workplace.

### 6.2.2 Unconfirmed result to initial testing

Any person with an unconfirmed result is not permitted to enter or remain at a Seqwater workplace.

When an unconfirmed result occurs the following steps must occur to manage this result:

1. The Injury Management and Health Program Coordinator will be immediately advised by the AOD Testing Officer.
2. The AOD Testing Officer will obtain a second saliva sample and a referee sample for laboratory confirmatory testing.
3. An appropriate chain-of-custody form supplied by the AOD Testing Officer is to be completed by both the AOD Testing Officer and the person providing the sample for all confirmatory and referee specimens being sent for laboratory testing.
4. The confirmatory and referee specimens will be sent to the testing provider's nominated NATA accredited laboratory for analysis.
5. The person with the unconfirmed result will be required to leave the workplace. This person will be offered assistance in arranging transport home or to a

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suitable place of rest. If the person is an employee they will continue to be paid by Seqwater until a confirmed result is received. See section 6.7 for further information. In addition, if the person is a contractor the Seqwater representative engaging the contractor will also advise the individual's employer.

In the event of an unconfirmed result further testing will be required as per Section 6.5 prior to returning to a Seqwater workplace or undertaking normal duties.

### **Person claims an unconfirmed result is due to medication**

If a person believes that their unconfirmed result is due to medication, they may provide the Injury Management and Health Program Coordinator with a medical certificate stating that they have been prescribed that specific medication and that they are able to take reasonable care for their own, or others health and safety while taking this medication and if they are a worker, that they are fit for work.

The person will only be allowed to return to the workplace and undertake their normal duties if the Injury Management and Health Program Coordinator is satisfied that the medical information provided confirms that there is no risk to the safety of the person or others. In these situations there may be no requirement for return to work testing as this may continue to return an unconfirmed result.

If an employee is unable or unwilling to provide a medical certificate to confirm they are able to safely undertake their normal duties while taking the medication, or the Injury Management and Health Program Coordinator has any concerns that an employee may not be fit for work, this person may be offered injury management support or referred for a Fit for Duty Assessment. Refer to the Injury Management Procedure ([PRO-00792](#)) for further information.

### 6.2.3 Laboratory confirmed negative result

If the laboratory confirms a negative result, the person will immediately be permitted to return to normal duties and/or return to the workplace. In addition, no record will be placed on the worker's file.

### 6.2.4 Laboratory confirmed positive result – Seqwater employee

If the laboratory confirms the presence of any of the drugs at or above the specified target concentrations listed in Appendix 4 – Drug types and concentrations, the specimen is considered as a laboratory confirmed positive result.

Any employee with a laboratory confirmed positive result will be referred to the Manager, People and Culture to consider required action in accordance with Section 6.6 – Management of positive test results for Seqwater employees, Seqwater's Code of Conduct Policy ([POL-00038](#)) and the Discipline Procedure ([PRO-00962](#)).

### 6.2.5 Laboratory confirmed positive result – contractor

If the laboratory confirms the presence of any of the drugs at or above the specified target concentrations listed in Appendix 4 – Drug types and concentrations, the specimen is considered as a laboratory confirmed positive result.

A copy of the report documenting the laboratory confirmed positive test result shall be provided to the contractor concerned, Seqwater and the contractor's employer. In

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addition, the contractor's employer may be required to show cause demonstrating why their employee should be allowed to return to the Seqwater workplace.

A contractor who returns a laboratory confirmed positive drug result may be refused access to the site at the discretion of the Seqwater person responsible for the contract. As a minimum, contractors may be permanently refused access to all Seqwater workplaces when two confirmed positive results occur in any single contract period.

If a contractor returns a laboratory confirmed positive test result, a return to work test as detailed in Section 6.5 will be required prior to the contractor returning to a Seqwater workplace.

### 6.2.6 Laboratory confirmed positive result – visitor

If the laboratory confirms the presence of any of the drugs at or above the specified target concentrations listed in Appendix 4 – Drug types and concentrations, the specimen is considered as a laboratory confirmed positive result.

A record will be kept of the visitor's name and that person may be required to return a negative result before future access to any Seqwater site may be granted.

Any visitor who returns a second laboratory confirmed positive result may be refused access to any or all Seqwater sites at the discretion of Seqwater management.

### 6.2.7 Laboratory confirmed positive confirms the presence of morphine

If the laboratory analysis confirms the presence of morphine (in the absence of 6-acetylmorphine – i.e. indicator for heroin) the person shall be required to provide evidence that they hold a legitimate S8 Medical Prescription for the drug in question.

If the person fails to provide proof of an S8 Medical Prescription, the specimen will be considered a laboratory confirmed positive test result.

If the Injury Management and Health Program Coordinator has any concerns that an employee may not be fit for work due to the use of a S8 Medical Prescription, this person may be offered injury management support or referred for a Fit for Duty Assessment. Refer to the Injury Management Procedure ([PRO-00792](#)) for further information.

### 6.2.8 Dispute of a laboratory confirmed positive result

If a person wishes to dispute a laboratory confirmed positive result, they shall have a period of 48 hours from receipt of written notification of the result to request that their referee specimen be tested. Failure to lodge a dispute within this period is considered to be the equivalent of no dispute being lodged.

A request to have their referee specimen tested must be made in writing to the Injury Management and Health Program Coordinator. This request should include whether the person wishes to use Seqwater's AOD Testing Provider, or an alternative NATA accredited testing provider, to conduct the testing of the referee specimen.

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Any costs associated with testing of the referee sample will be the responsibility of the person lodging the dispute, however where the referee specimen laboratory confirmed test result is negative or invalid, Seqwater will reimburse the costs.

If a referee specimen confirms a negative result, the person will immediately be permitted to return to normal duties and/or return to the workplace if this has not already occurred. In addition, no record will be placed on the worker's file.

If the referee specimen has been deemed invalid by the testing provider, then the confirmatory result will be deemed invalid and treated as a negative result.

The referee specimen will remain the property of the person being tested until the expiry of the dispute period or a lodged dispute has been settled. Following expiration of the dispute period, the referee's specimen will be destroyed by the AOD Testing Provider without notification to the person who provided the test or Seqwater.

### 6.3 Tampering of drug tests

Any Seqwater employee who interferes with a specimen in an attempt to prevent detection of a drug will be subject to disciplinary action as per Seqwater's Code of Conduct ([POL-00038](#)) and shall be immediately removed from the workplace. The provision of a further specimen from the worker is required before entry to the workplace will be considered.

A contractor or visitor who attempts to substitute or tamper with a sample may have their access to a Seqwater workplace refused permanently.

The person providing the sample and the AOD Testing Officer shall witness at all times the collection and, if applicable initial testing of the specimen until labelling and sealing of the specimen is complete.

### 6.4 Refused test or intentional leaving of the workplace

A person will be managed as having a positive alcohol or drug test result if they:

- intentionally leave the workplace to avoid testing after the AOD Testing Provider arrives at the workplace
- refuse to sign the consent form provided by the AOD Testing Provider
- refuse to participate in testing.

Any person who refuses or deliberately avoids testing will be managed as having a positive alcohol or test result. Seqwater may help facilitate arrangements for their safe transport to their home or a safe place of rest.

In addition, consideration may be given by the relevant manager as to whether contractors or visitors who refuse testing or intentionally avoid testing are permitted future access to Seqwater.

Any Seqwater employee who refuses to be tested, or intentionally leaves a workplace to avoid testing will be referred to the Manager, People and Culture to consider required action in accordance with Section 6.6 – Management of positive test results for Seqwater employees, Seqwater's Code of Conduct Policy ([POL-00038](#)) and the Discipline Procedure ([PRO-00962](#)).

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## 6.5 Return to work alcohol and/or drug testing

Any person who produces a positive BrAC result or an unconfirmed drug screen result will be required to undergo additional alcohol and/or drug testing prior to their return to the workplace. The Injury Management and Health Program Coordinator will arrange this testing to be conducted at a local medical facility, or through the AOD Testing Provider either onsite or at another appropriate location agreed between the Injury Management and Health Program Coordinator and the person to be tested.

## 6.6 Management of positive test results for Seqwater employees

Seqwater's Code of Conduct Policy ([POL-00038](#)) places a requirement for Seqwater employees to never undertake work impaired by alcohol or drugs, including prescription medication. Therefore a positive test result for alcohol or a laboratory confirmed positive result for drugs is considered to be a breach of the Code of Conduct.

The Injury Management and Health Program Coordinator will refer any Seqwater employees with a positive alcohol or drug result to the Manager, People and Culture to consider whether disciplinary action is required in accordance with the Discipline Procedure ([PRO-00962](#)).

The standard response to a positive alcohol or drug result is:

### First confirmed positive drug or alcohol result

A Seqwater employee who has received a positive alcohol or drug result (other than by self-test) may be:

- informed of the consequences of testing positive and their obligations to be fit for work
- offered support through the EAP
- issued with a formal written warning in accordance with section 5.2 of the Discipline Procedure ([PRO-00962](#))
- be informed that they will require a negative test to alcohol and other drugs prior to the commencement of their next shift.

### Second confirmed positive drug or alcohol result

A Seqwater employee who has received two positive alcohol or drug results (other than by self-test) within any period may be:

- informed of the consequences of testing positive and their obligations to be fit for work
- issued with a formal written warning in accordance with section 5.2 of the Discipline Procedure ([PRO-00962](#))
- strongly encouraged to attend counselling through the EAP
- required to undergo additional alcohol and drug testing as follows:
  - tested before each shift for the next five consecutive shifts, then
  - randomly tested once per week for a further 3 weeks, then

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- randomly tested once per month for a further 6 months.

### Third confirmed positive drug or alcohol result

A Seqwater employee who has received three positive alcohol or drug results (other than by self-test) will receive further disciplinary action or may be dismissed in accordance with the Discipline Procedure ([PRO-00962](#)).

## 6.7 Wages and leave following a positive test result for Seqwater employees

Seqwater employees who are not fit for duty as a result of a positive test result for alcohol or a laboratory confirmed positive result for drugs shall apply for leave for the time they are not fit for duty. This may be in the form of:

- paid leave from appropriate leave accruals
- unpaid leave.

The employee will nominate the leave type they wish to access when advised of the test result. Any applications for sick leave in excess of 2 days, or if requested by Seqwater, shall be accompanied, by a medical certificate or any other evidence that is acceptable to Seqwater. Further information on leave which may be accessed is available from the People and Culture Team.

If an employee returns an unconfirmed result for drugs they will continue to be paid wages until a laboratory confirmed positive result for drugs is received, or the dispute process has been concluded. Once this occurs the period of time from the initial testing will be amended to the agreed form of leave.

## 6.8 On-call requirements

Workers within the organisation may be required to participate in on-call arrangements as part of their employment. If a worker is on-call they are expected to ensure they are not affected by alcohol or drugs during that period.

Random alcohol and drug testing can be performed at the workplace at any time during any shift as well as during regular working hours.

## 6.9 Counselling and support

Seqwater provides a confidential Employee Assistance Program (EAP) through Optum, who can be contacted on:

- Phone: 1800 604 640
- Website: [www.livewell.optum.com](http://www.livewell.optum.com) (access code is auseq)

This program is available to all workers and their families free of charge. Seqwater may arrange an appointment at the request of a worker, alternatively a worker may choose to directly contact the Seqwater EAP.

If a worker believes he or she requires assistance, or they return a positive test result for alcohol or drugs, the worker will be encouraged to obtain treatment and/or support through a range of services including, but not limited to:

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- their treating doctor
- EAP Counsellors
- community support services such as the Australian Drug Information Network - [www.adin.com.au](http://www.adin.com.au)
- support groups or other specialist services
- Seqwater's Injury Management & Health Program Coordinator.

## 7. Confidentiality

The use of information gained as a result of an alcohol or other drug test will be strictly limited to purposes consistent with this procedure.

The following people may have access to, or be provided with, information relating to the results of an individual's drug or alcohol testing:

Person	Information	Use of information
TRIM Administrators	Any emails or documents stored in TRIM.	Document storage and disposal.
Injury Management and Health Program Coordinator	Access to all information	To coordinate all alcohol and drug testing at Seqwater workplaces. Identify and coordinate any appropriate support requirements.
Manager, WHS	Access to all information.	To monitor the services being delivered by the Injury Management and Health Program Coordinator.
Manager, People and Culture	Provided with the results of any Seqwater employees that returns a positive test for drugs or alcohol.	To determine whether disciplinary action is required.
AOD Testing Providers	The results of any testing they are undertaking.	Provide Seqwater with all alcohol or drug tests.
Managers/line supervisors	Advised that a positive testing result has been received from a worker they are responsible for. They are not advised of the content of the testing results.	To arrange safe transport home or to a suitable place of rest.
Seqwater employee or representative engaging a contractor	Provided with the results of any contractor they are responsible for that returns a positive test for drugs or alcohol.	To provide the results of testing to the Contractor's employer.
Contractor's employer	Provided with the results of any of their employees currently undertaking work for Seqwater that returns a positive test for drugs or alcohol.	To determine action required.

Under no circumstance can a line supervisor or Seqwater employee or representative engaging a contractor advise any other person not detailed in the above table of an individual's test result without the written approval of that individual. This includes both positive and negative test results.

Breaches of confidentiality are considered a serious matter and will be referred to the Manager, People and Culture to determine whether disciplinary action is required in accordance with the Discipline Procedure ([PRO-00962](#)).

## 7.1 Release of information

Seqwater will only release information associated with an individual's drug or alcohol testing other than in accordance with section 7, or following receipt of written permission from the individual or if required by law. The only exception to this is that Seqwater will provide a contractor's employer with test results of any employees currently undertaking work for Seqwater that return a positive test for drugs or alcohol.

## 8. Complaints

Any complaints relating to alcohol and drug testing should be reported to the Injury Management and Health Program Coordinator or the Manager, WHS. This includes complaints relating to:

- the manner that testing has been undertaken
- the confidentiality of personal information

Any concerns that the Anti-discrimination, Harassment and Bullying Procedure ([PRO-00952](#)) is being breached during any aspect of alcohol and/or drug testing should be reported to the Manager, People and Culture.

## 9. Training

Training will be provided in accordance with the WHS Training, Competency & Behaviour Management Procedure ([PRO-01574](#)).

Any person accessing a Seqwater workplace will be provided with information on Seqwater's position on alcohol and drugs in the workplace as part of their workplace induction.

All workers will participate in training to recognise symptoms and behaviours associated with the effects of alcohol and drugs. This training will include support mechanisms and the application of the procedure, providing workers with the knowledge and ability to manage their own fitness for work.

## 10. Monitoring and audit

The application of this procedure shall be audited in accordance with the WHS Internal Audit Schedule and the Integrated Management System Internal Audit Procedure ([PRO-00002](#)), however no personal information will be provided to auditors without appropriate authority.

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Trend analysis may be reported to management in accordance with the WHS Reporting Procedure ([PRO-01605](#)). This analysis will not include information that could identify any individual.

## 11. Record keeping

All records are to be retained, archived and disposed of in accordance with the *Queensland State Archives General Retention and Disposal Schedule for Administrative Records*. Additional guidance regarding mandatory record keeping requirements is provided in the WHS Record Keeping Matrix.

All personal information will be dealt with in accordance with Seqwater's Information Privacy Policy ([POL-00075](#)).

Any workers that participate in alcohol and/or drug testing will be advised of the following in relation to their personal information:

- what information will be collected
- how the information will be used
- how the information will be stored
- who will have access to this information
- how the information may be accessed.

Records will be stored in TRIM, with security applied to the files limiting access of the information to the Injury Management and Health Program Coordinator, Manager, WHS and TRIM administrators only.

In addition, any records relating to employees that return a positive alcohol or drug test and the associated disciplinary actions, will also be stored on the employees personnel file.

Where alcohol or drugs tests are relevant to incident investigation, the testing records will only be referenced in the investigation report.

## 12. References

### 12.1 Legislation and other requirements

Description	Status	Location
<i>AS 3547-1997: Breath alcohol testing devices for personal use</i>	Active	<a href="http://www.saiglobal.com.au/online">www.saiglobal.com.au/online</a>
<i>Drugs Misuse Regulation 1987 (Qld)</i>	Active	<a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a>
<i>Framework for alcohol and drug management in the workplace</i>	Active	<a href="http://deir.qld.gov.au/workplace/resources/pdfs/alcohol-drug-management.pdf">http://deir.qld.gov.au/workplace/resources/pdfs/alcohol-drug-management.pdf</a>
<i>Information Privacy Act 2009 (Qld)</i>	Active	<a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a>
<i>AS 4760-2006: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid</i>	Active	<a href="http://www.saiglobal.com.au/online">www.saiglobal.com.au/online</a>

Description	Status	Location
Queensland State Archives General Retention and Disposal Schedule for Administrative Records	Active	<a href="http://www.archives.qld.gov.au/Recordkeeping/RetentionDisposal/Pages/GRDS.aspx">www.archives.qld.gov.au/Recordkeeping/RetentionDisposal/Pages/GRDS.aspx</a>

## 12.2 Supporting procedures

Description	Status	Location
<a href="#">PRO-00952</a> – Anti-discrimination, Harassment and Bullying Procedure	Active	QPulse
<a href="#">POL-00038</a> – Code of Conduct Policy	Active	QPulse
<a href="#">PRO-00962</a> – Discipline Procedure	Active	QPulse
<a href="#">PRO-01577</a> – Health, Wellbeing and Fitness for Work Procedure	Active	TRIM Ref: D13/70677
<a href="#">POL-00075</a> – Information Privacy Policy	Active	QPulse
<a href="#">PRO-00792</a> – Injury Management Procedure	Active	TRIM Ref: D13/61350
<a href="#">PRO-00002</a> – Integrated Management System Internal Audit Procedure	Active	TRIM Ref: D13/915
<a href="#">MAN-00211</a> – WHS Management System Framework	Active	TRIM Ref: D13/43216
<a href="#">PRO-01605</a> – WHS Reporting Procedure	Active	TRIM Ref: D13/70792

## 12.3 Supporting documents, forms and templates

Description	Status	Location
Alcohol and Drugs Observation Form ( <a href="#">FRM-00613</a> )	Active	TRIM Ref D14/49266
WHS Record Keeping Matrix	Active	TRIM Ref: D13/70968

## 13. Definitions

Term	Definitions
Alcohol	A liquor, brew or drinking substance containing ethyl alcohol or ethanol as the active agent.
Alcolizer	A wall-mounted unit allowing self-testing of breath alcohol concentration.
Alcohol and Other Drugs (AOD) Testing Officer	A person or organisation undertaking drug and alcohol testing services that has completed an accredited training course in conducting workplace drug and alcohol testing.
Breath Alcohol Concentration (BrAC)	The units used for expression of breath concentration being expressed as the percentage of grams in 210 Litres of expired breath.

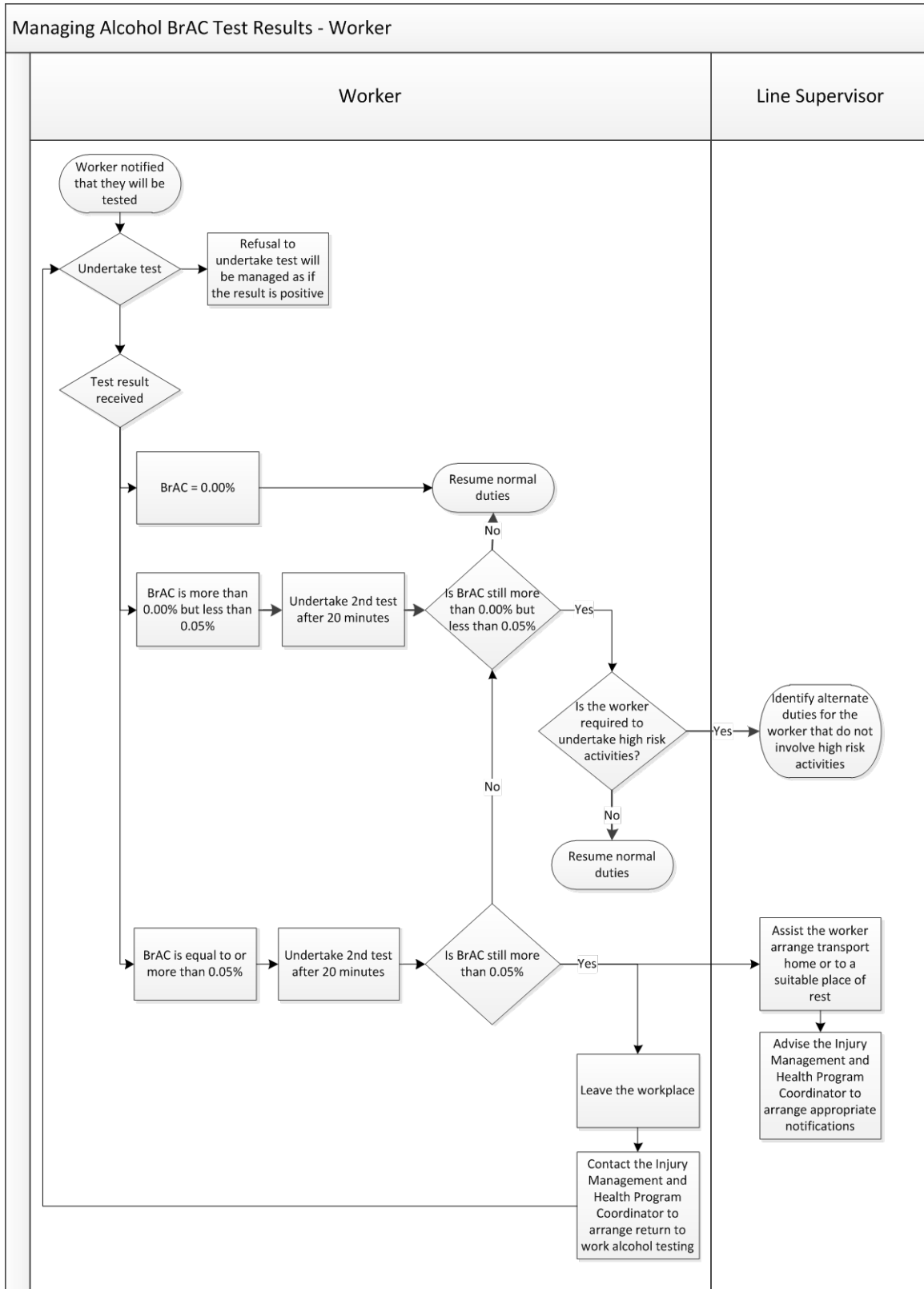
Term	Definitions
BrAC Positive	A result equal to or greater than 0.05% BrAC.
BrAC Negative	A result less than 0.05% BrAC.
Chain of Custody	A process to account for the integrity of each oral fluid specimen by tracking its handling and storage from point of specimen collection to final disposal of the specimen.
Chain of Custody Form	A form used by the AOD Testing Provider to record the tracking of the specimen from the time of collection of the specimen to its receipt by the laboratory, as well as the dispatch between laboratories.
Drug	Any substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any form which, when consumed or used by any person, deprives or alters the person either temporarily or permanently of any of their normal mental or physical faculties. For the purpose of this procedure the term shall be applied to the drugs/metabolites listed in Appendix 4 – Tables of Drug Types and Concentrations.
DrugWipe	A DrugWipe is a disposable test that detects drugs in saliva. The immunoassay test detects cannabis, amphetamines, methamphetamines (including ecstasy), opiates and cocaine. The analysis delivers a visible qualitative result within 10 minutes.
Employee Assistance Program (EAP)	A confidential counselling service provided as a resource to Seqwater employees and their immediate family. The service is provided by an external provider and can be accessed by: <ul style="list-style-type: none"> <li>Phone: 1800 604 640</li> <li>Website: <a href="http://www.livewell.optum.com">www.livewell.optum.com</a> (access code is auseq)</li> </ul>
Fit for Duty Assessment	An independent medical evaluation and/or report conducted by an Occupational Physician or other specialist medical practitioner to evaluate a worker's current and future capacity to safely perform the inherent demands of the role.
Fit for work	A person is in a state (physical, mental and emotional) that enables them to perform assigned tasks safely, competently and in a manner that does not threaten or compromise the safety or health of themselves or others.
Fit4Work Program	A program that establishes and implements initiatives to address potential risk factors that may cause the impairment of a worker. This includes initiatives such as alcohol and drug monitoring, along with stress and fatigue management strategies.
Illicit drugs	Every substance or article which is a "dangerous drug" under or within the meaning of the <i>Drugs Misuse Regulation 1987</i> (Qld).
Incident	An event or circumstance that could have or did lead to unintended and/or unnecessary harm to a person and/or loss or damage or adverse consequences. This definition of an incident includes near misses.

Term	Definitions
Injury management	<p>A comprehensive and coordinated approach to the management of injuries and workers compensation claims in the workplace. It is generally defined as a workplace managed process incorporating employer and medical management, from the time of injury through to a return to suitable employment.</p> <p>Injury management covers a range of activities and strategies that ensure efficient administration of the claim and effective rehabilitation. It also involves working closely with People and Culture around matters such as employee relations, placement and performance management issues that may impact on a successful return to work.</p>
Line Supervisor	<p>A Line Supervisor is a person with day-to-day supervisory responsibilities for workers within a functional area of the business. A Line Supervisor includes, but is not limited to, Team Leaders, Coordinators and Level 4 or 5 Supervisors. A Line Supervisor is also considered a worker, but has additional responsibilities for the implementation of the WHS Management System as identified in the WHS Management System and/or position description.</p>
Manager	<p>A person with the responsibilities for managing a functional area of the business including the workers within the relevant functional area. This includes, but is not limited to, Level 3 Managers, General Managers and Project Managers. A manager is also considered a worker, however managers may have additional responsibilities for implementation of the WHS Management System as well as any additional responsibilities as an officer of the business.</p>
National Association of Testing Authorities (NATA)	<p>NATA is the authority responsible for the accreditation of laboratories, inspection bodies, calibration services, producers of certified reference materials and proficiency testing scheme providers throughout Australia.</p>
Personal information	<p>Information that identifies or could identify a worker. It includes medical records, photographs, videos, and information about their opinions.</p>
Prescription medication	<p>Drugs legally prescribed by a medical practitioner.</p>
Principal Contractor	<p>The person conducting a business or undertaking appointed by Seqwater as the Principal Contractor for a construction project, and given the management and control of the workplace at which the construction project will be carried out and who discharges the duties of the Principal Contractor.</p> <p>A Principal Contractor is to be appointed by Seqwater for a construction project.</p>
Principal Contractor controlled workplace	<p>A defined area of an Seqwater workplace where construction work will take place that is under the management and control of a Principal Contractor.</p>
Referee specimen	<p>A separate container of the collected second specimen or an additional specimen collected at the same time as the second specimen. A referee specimen is used in the event of a disputed analysis.</p>

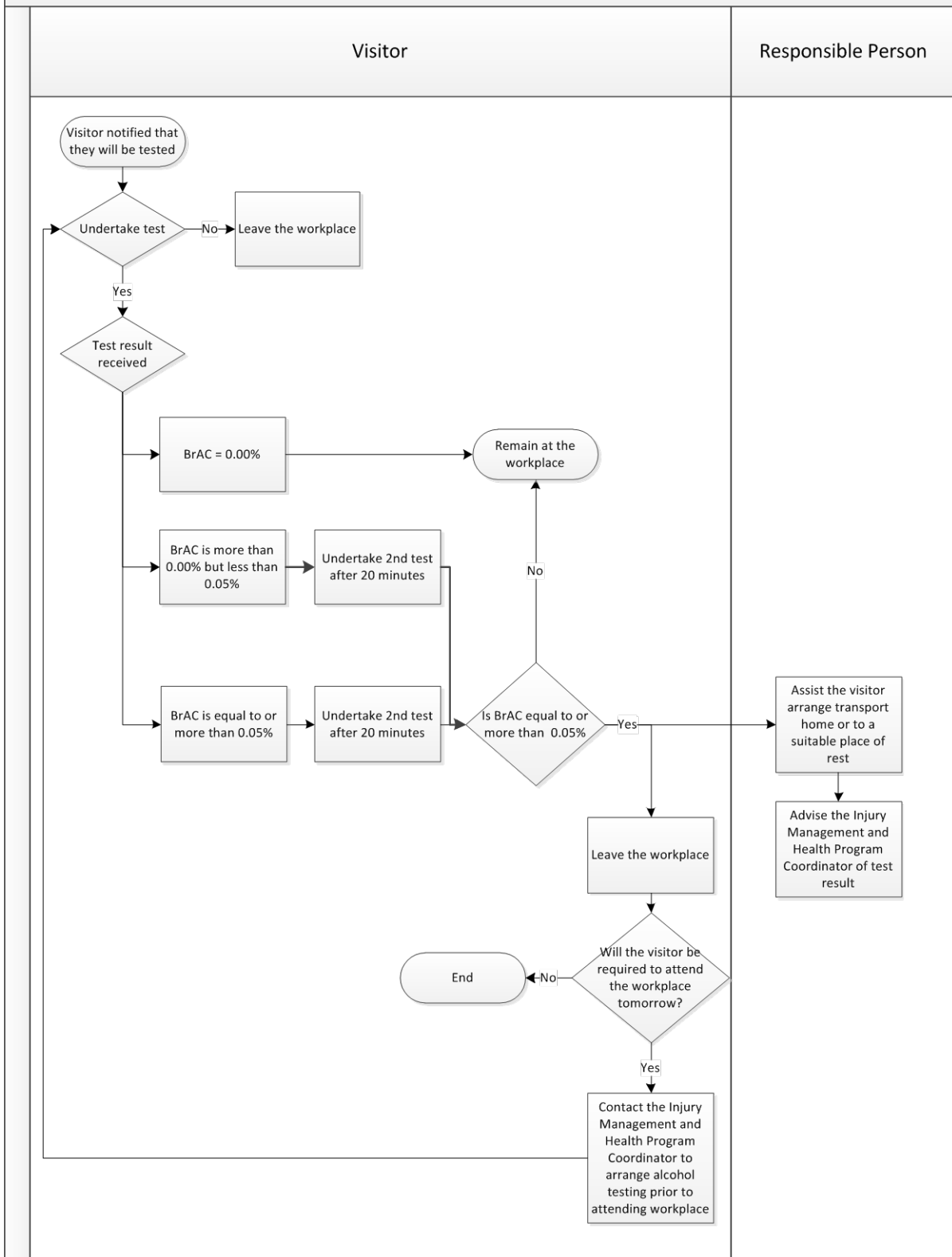


Term	Definitions
Reasonable suspicion testing	Alcohol or drug testing conducted where there is reasonable suspicion that a person may be affected by alcohol or drugs.
Redline Breathalyser	Disposable breathalyser test that interprets the volume of alcohol in a breath sample (BrAC). Each Redline test tube contains yellow crystals which turn green pro rata to the volume of alcohol present in the breath sample collected by the breath bag. The Redline does not give a specific BrAC reading and only provides an indicative result of whether a person is above or below 0.05% BrAC. The Redline is a non-evidentiary screening device which means that it cannot be used as legal evidence.
Return to Work AOD Testing	A saliva drug-screening test or alcohol BrAC test that is conducted upon a person's return to their workplace following a positive result for alcohol or unconfirmed drug result.
S8 Medical Prescription	Schedule 8 (S8) drugs and poisons, otherwise known as Controlled Drugs, are substances and preparations for therapeutic use which have high potential for abuse and addiction.
Unconfirmed drug result	An oral drug screen result which does not return negative. This is deemed to be unconfirmed until a NATA Accredited laboratory has confirmed a positive result.
Visitor	Any person attending a Seqwater workplace who is not considered to be a worker.
Worker	Worker means a person who carries out work in any capacity for Seqwater, including work as: <ul style="list-style-type: none"> <li>• a worker</li> <li>• a contractor or subcontractor</li> <li>• a worker of a contractor or subcontractor</li> <li>• a worker of a labour hire company who has been assigned to work at Seqwater</li> <li>• an outworker</li> <li>• an apprentice or trainee</li> <li>• a student gaining work experience</li> <li>• a volunteer</li> <li>• a worker of a prescribed class.</li> </ul>
Workplace	A place where work is carried out by Seqwater and includes any place where a worker goes, or is likely to be, while at work. This includes a vehicle, vessel or other mobile structure.

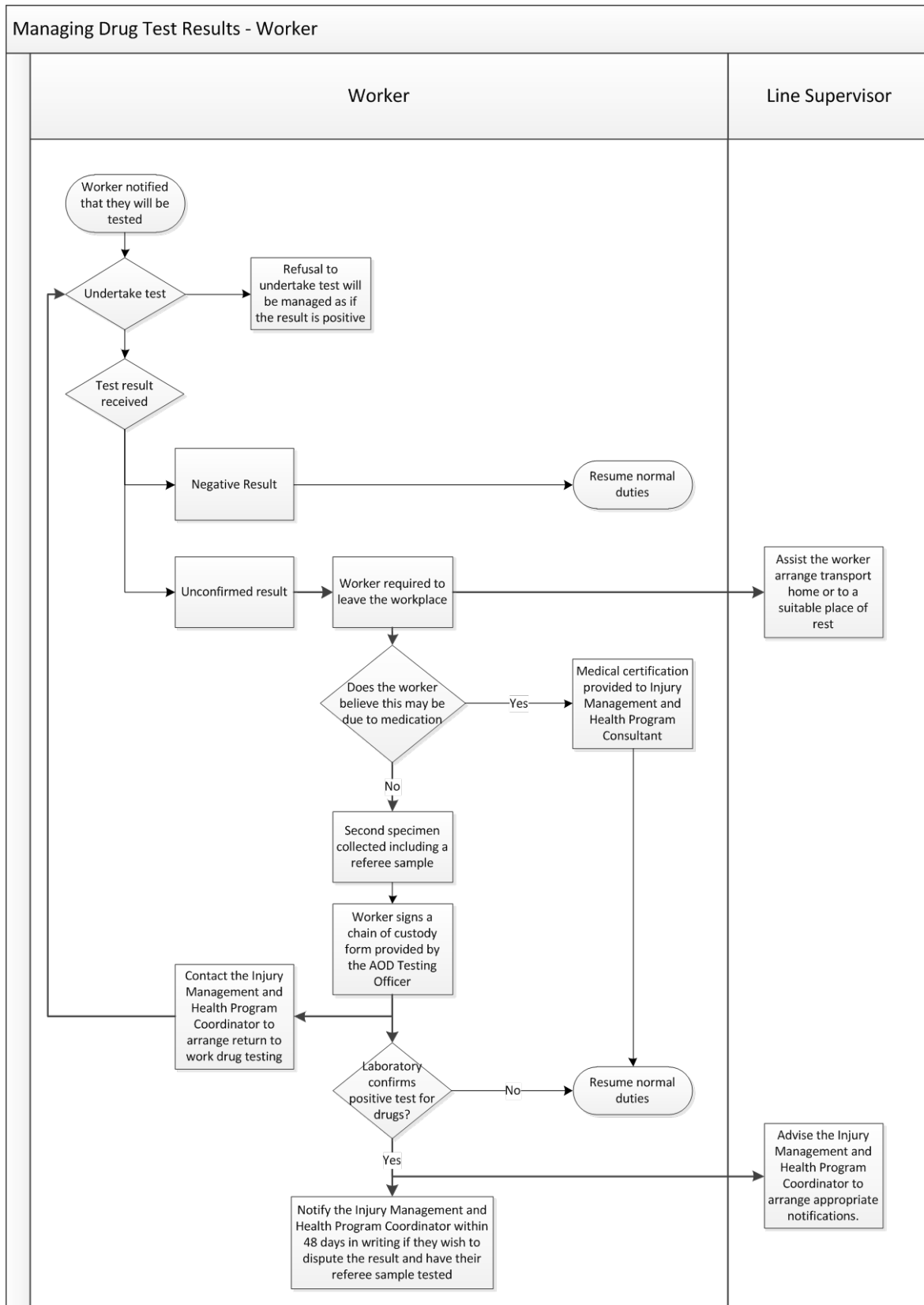
## Appendix 1 – Managing alcohol BrAC tests



Managing Alcohol BrAC Test Results - Visitor

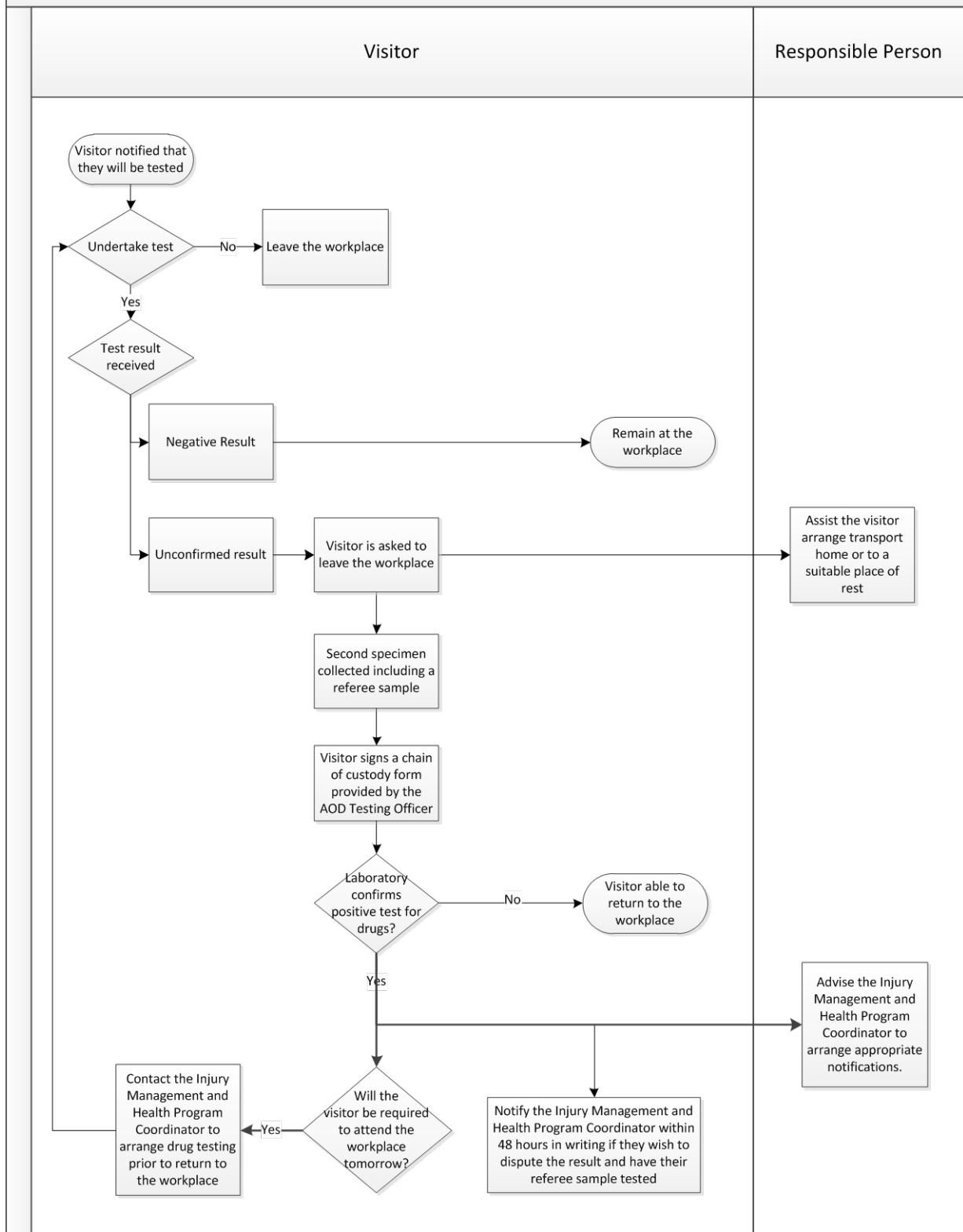


## Appendix 2 – Managing the drug tests



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Managing Drug Test Results - Visitor



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## Appendix 3 – Signs, symptoms and behaviours of alcohol or drug use

A person may be reasonably suspected of being under the influence of alcohol and/or prescriptive or illegal drugs where the person is demonstrating one or more of the following physical symptoms or behaviours. Workers displaying these symptoms or behaviours may require medical treatment.

Care shall be taken, as many of the symptoms outlined below are similar to those for the onset or occurrence of a heart attack, stroke or other illnesses. Therefore, the symptoms and behaviours are listed as a guide only to what may be exhibited when a person is affected by alcohol or other drugs.

Physical Symptoms and Behaviours		
Flushing	Dizziness	Shakiness
Bloodshot eyes	Dilated (enlarged) pupils	Unclear judgement
Confused	Uncoordinated movements	Irregular breathing
Slow reactions	Loss of memory	Hyperactivity
Slurred speech	Aggression	Depression
Smells of alcohol	Tendency to laugh	Tension
Loss of inhibitions	Talk more than usual	Unconsciousness
Vomiting	Convulsions	Hallucinations
Trembling	Irritability	Irrational behaviour
Threatening manner	Sleepiness	Anxiety
Convulsions	Increased sweating	Dehydration
Work Behaviours		
<p>Non or reduced attendance at work evidenced by:</p> <ul style="list-style-type: none"> <li>absenteeism such as excessive sick leave, taking of unauthorised leave, frequent minor illnesses, improbable excuses for absences or lateness of arrival</li> <li>on-the-job absenteeism such as continued absences from office, desk, or worksite, frequent trips to coffee room or toilet, late returning from lunch/shift.</li> </ul> <p>Continuous non-compliance to Seqwater WHS standards evidenced by:</p> <ul style="list-style-type: none"> <li>incidents on the job, near misses, or incidents off the job that affect work performance.</li> </ul> <p>Effects on clients and customers evidenced by:</p> <ul style="list-style-type: none"> <li>clients comment on behaviour or action.</li> </ul> <p>Diminished quality of work evidenced by:</p> <ul style="list-style-type: none"> <li>difficulty recalling instructions or job details and/or giving misunderstanding instructions</li> <li>slow to learn new jobs, unreliability and/or reduced levels of concentration.</li> </ul> <p>Diminished quantity of work evidenced by:</p> <ul style="list-style-type: none"> <li>missed deadlines or jobs taking more time than expected</li> <li>decreased productivity</li> </ul>		

- unable to sustain effort and/or spasmodic work pace.

Effects on work team evidenced by:

- over-reaction to real or imagined criticism, wide mood swings in morale, moody and unpredictable behaviours
- borrowing money from co-workers and/or complaints about, or avoidance of co-workers
- involvement in arguments and/or physical altercations.

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## Appendix 4 – Drug types and concentrations

### Initial on-site test target concentrations

As recommended by AS 4760-2006: *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.*

Compound	Target Concentration (Ng/ml)
Opiates (e.g. Morphine)	50
Amphetamines	50
Cannabinoid (THC)	25
Cocaine	50

### Laboratory confirmed test target concentrations

As recommended by AS 4760-2006: *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.*

Compound	Target Concentration (Ng/ml)
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxyamphetamine	25
Methylenedioxyamphetamine	25
$\Delta$ 9-tetrahydrocannabinol	10
Cocaine	25
Benzoyllecgonine	25
Ecgonine methyl ester	25

#### Notes:

1. These targets represent the undiluted oral fluid concentration.
2. For analytes not included in this table, the laboratory shall select a target concentration as appropriate for oral fluid.



## Appendix 5 – Seqwater’s high-risk activities

Listed below are activities that have been identified as high risk activities through Seqwater WHS risk assessments. Workers are prohibited from carrying out these activities when they return a BrAC reading of above 0.00%

- Working on plant with high voltage power supply.
- Electrical work – except for extra low voltage work.
- Working at heights.
- Working in a confined space.
- Handling hazardous materials and dangerous goods – chlorine & ammonia gas, acids & alkalis & fluoride.
- Operating mobile plant - forklifts, backhoes, excavators, load lifting equipment and ride on mowers.
- Conducting and working under an energy isolation, including pressure, gravity & electrical.
- Operating rotating or moving machinery – lathes, grinders, presses, guillotines, chainsaws and brush cutters.
- Working alone or in isolation.
- Working on or near deep water-diving boats.
- Conducting excavation or trenching work.
- Working on or near roads.
- Operating heavy vehicles.
- Conducting fire management activities.
- 4WD off road driving.
- Operating All-Terrain Vehicles (ATVs) or quad bikes.

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