



Trainees - Apprentices
Labour Hire - Training

Health and Safety Alcohol and Other Drugs Procedure

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1. Purpose

ATC Work Smart is committed to the health, safety and wellbeing of all people at the workplace. This procedure documents processes to support the application of ATC Work Smarts' position on alcohol and other drugs (AOD) in the workplace, as established by the Fit for Work Policy.

This procedure adopts and is consistent with the requirements of:

- > Guidance for Alcohol and other drugs at the workplace
- > AS 3547 - Breath alcohol testing devices for personal use
- > AS 4308 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine

2. Scope

This applies to all ATC Work Smart employees and visitors.

3. Role and Responsibilities

Managers

- > Ensure privacy and confidentiality of any test results provided to them
- > Ensure all employees within their area of responsibility are aware of ATC Work Smarts' position on AOD in the workplace
- > Manage any change in an employees work performance that may be due to alcohol or other drug use issues.
- > Assist in coordinating any AOD testing at a workplace within their area of responsibility
- > Arrange safe transport home or to a suitable place of rest for any workers that return a positive test result for alcohol
- > Support access to EAP counselling and other community assistance services as appropriate.

Field Officers/Recruitment Consultants

- > Ensure privacy and confidentiality of any test results provided to them
- > Ensure all workers within their area of responsibility are aware of ATC Work Smarts' position on AOD in the workplace
- > Assist in coordinating and consulting with Host Employers on any reasonable cause AOD testing

- > In consultation with the relevant Manager and Host Employer determine whether disciplinary action is required for any employees that:
 - return a positive test result for alcohol or a laboratory confirmed positive result for drugs
 - refuse to be tested
 - intentionally leave a workplace to avoid testing
- > Support access to EAP counselling and other community assistance services as appropriate.

Workers

- > Never undertake any work while adversely affected by AOD, including legal medication.
- > Participate in AOD testing in accordance with expectations established by this procedure.
- > Notify their line manager/supervisor if they are concerned about the fitness for work of themselves or another worker.

Visitors

- > Do not attend an ATC Work Smart workplace if they are impaired by AOD
- > Participate in AOD testing in accordance with expectations established by this procedure.

4. ATC Work Smart's position on AOD in the workplace

ATC Work Smart is committed to the health, safety and wellbeing of its workforce and the quality and safety of the services that it provides.

The ATC Work Smart position on AOD is that all ATC Work Smart employees are responsible for making sure they are fit for work every workday. This includes not being under the adverse influence of AODs, being well rested and being physically and mentally fit to perform their jobs safely.

ATC Work Smart recognises that the use of AOD can directly impact a worker's fitness for work, their own health and safety, and the safety of others they work with.

At all times, ATC Work Smart employees and visitors must be free from the adverse effects of alcohol, prescription medications and other drugs, whilst at ATC Work Smart and Host Employer worksites.

ATC Work Smart is an alcohol and illicit drug-free work environment meaning alcohol and illicit drugs must not be present or consumed onsite. However, there may be certain situations such as externally hosted events or authorised ATC Work Smart functions, where employees may choose to consume alcohol responsibly.

4.1 Authorised ATC Work Smart Functions

There may be occasions during authorised ATC Work Smart functions and/or events, when alcohol may be served. It is expected alcohol will be served and consumed responsibly. If consuming alcohol at an authorised function or event, employees must monitor their consumption and make suitable transport arrangements, if their Breath Alcohol Concentration exceeds the legal limit for operating a motor vehicle.

4.2 Loss of Driver's Licence due to BAC and/or Drug Testing

Employees must hold a valid driver's licence to undertake roles which require driving responsibilities or to drive ATC Work Smart vehicles. If an employee with these requirements loses their licence for any reason this must be reported to their supervisor/ manager.

ATC Work Smart, and if applicable Host Employer, will assess each circumstance individually, however employees where driving is an inherent requirement of their role and lose their licence will not automatically be provided alternative duties.

4.3 Alcohol

Unfit for work by alcohol means an individual has a Breath Alcohol Concentration (BrAC) of equal to or above 0.00%. Any person who returns a BrAC of equal to or above 0.00% will be required to leave the workplace and a employees line manager/supervisor will arrange safe transport home or to a suitable place of rest. If the person is a visitor, they will not be permitted back onsite for a further 24 hours

4.4 Illicit Drugs

Impairment by illicit drugs means an individual who is affected by illicit drugs and returns a positive result. Illicit drugs includes, but is not limited to:

Class	Common names
Amphetamines	Speed, Ecstasy
Benzodiazepines	Valium, Serapax
Opiates	Heroin, Opium, Morphine, Codeine
Cannabinoids	Cannabis, Marijuana, Hashish
Cocaine	Cocaine, Coke

4.5 Legal medication

Unfit for work by legal medication means an individual who is not fit for work or is unable to take reasonable care of 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.

Employees using legal medications must:

- > advise their medical practitioner or pharmacist of the type of work they are required to undertake at the time of obtaining the legal 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.

Employees only need to advise their manager/supervisor if they are taking Prescribed or OTC medication that may impair their ability to safely perform their role. They are not required to disclose why they are taking the medication. If the employee's capacity is impaired, they should take appropriate leave until the medication is finished.

ATC Work Smart reserves the right to direct an employee to participate in a Medical Review consultation to determine risk of using the prescribed medication.

5. Testing for Alcohol and Other Drugs

The testing methods that ATC Work Smart will use for:

- > Alcohol – Breath
- > Illicit Drugs - Urine

Employees can be tested for AOD in the following circumstances:

- > Pre employment screening (if required by Host Employer)
- > Random and blanket AOD (if identified in Host Employers AOD Policy and Procedure)
- > Post-incident AOD
- > Reasonable cause AOD

5.1 Pre employment screening

Pre employment drug screening will be conducted when specified as a requirement by the Host Employers AOD Policy and Procedures.

Refer to Appendix 2

5.2 Host Employer AOD Testing

Random and or blanket AOD testing will be conducted, in consultation with ATC Work Smart and, in accordance with the Host Employers AOD Policy and Procedures.

5.3 Post Incident AOD

Following an incident, the Manager/Field Officer/Recruitment Consultant must consult with the Risk and Compliance Manager or CEO to identify whether any workers involved in the incident need to be directed to be tested for alcohol and/or drugs. Testing for alcohol and/or drugs must be undertaken as soon as practical after the incident. Participation in a post-incident AOD test is mandatory if directed as required.

- > Document any concerning or unusual behaviours exhibited by the employer.
Appendix 1 provides guidance on recognising the signs, symptoms and behaviours of alcohol or drug use.
- > 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.

- > The employee will not be permitted to return to work until they have undertaken the required testing
- > The result of any post-incident testing will form part of the incident investigation process
- > Report the incident in accordance with the *Incident, Hazard Reporting and Investigation Procedure*

Refer to Appendix 2 for AOD testing procedures.

5.4 Reasonable cause AOD

(Appendix 1 – Signs, symptoms and behaviours of alcohol or drug use)

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

- > direct the worker not to perform any further work and if required, wait in a safe location, then make themselves available for AOD
- > document any concerning or unusual behaviours exhibited by the worker
- > contact the Risk and Compliance Manager or CEO, immediately to advise of the possible requirement for reasonable cause AOD
- > if directed arrange AOD testing

Refer to Appendix 2 for AOD testing procedures.

6. Alcohol test results management

6.1 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.

6.2 BrAC more than 0.00%

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

Any worker returning a positive test result will be required to leave the workplace. If the confirmed test is equal to or above 0.05% the worker's line supervisor will arrange safe transport home or to a suitable place of rest.

Any person who produces a positive BrAC result may be required to undergo and pass additional alcohol testing before their return to work duties on behalf of ATC Work Smart or any ATC Work Smart workplace.

A positive test result is viewed as misconduct, with the employee subject to disciplinary procedure in accordance with ATC Work Smart's, Underperformance and Misconduct Policy.

7. Drug test results management

Refer to Appendix 3 Cut-off threshold concentrations and detection times.

7.1 Negative result on the screening test

If the urine screening test is reported as negative, the employee will immediately be permitted to return to normal duties and/or return to the workplace. No record will be placed on the worker's file.

7.2 Presumptive positive result on the screening test

The employee with the presumptive positive result will be directed not to enter the workplace until a confirmed result is received. The employee will continue to be paid (based on their ordinary hours of work) by ATC Work Smart until a confirmed result is received.

7.3 Confirmed negative result

If the laboratory confirms a negative result for the presence of any of the drugs at or above the specified target concentrations listed in Appendix 3 – Cut-off threshold concentrations or in the case of legal medication, at a concentration that is consistent with the recommended or prescribed dosage for the employee, the specimen is considered as a laboratory confirmed negative result. The employee will immediately be permitted to return to normal duties and/or return to the workplace.

7.4 Confirmed positive result

If the laboratory confirms the presence of any of the drugs at or above the specified target concentrations listed in Appendix 3 – Cut-off threshold concentrations or in the case of legal medication, at a concentration that is inconsistent with the recommended or prescribed dosage for the employee, the specimen is considered as a laboratory confirmed positive result. Any person who produces a positive drug screen result will be required to undergo and pass additional drug testing before their return to work duties on behalf of ATC Work Smart or any ATC Work Smart workplace. A positive test result is viewed as misconduct, with the employee subject to disciplinary procedure in accordance with ATC Work Smart's, Underperformance and Misconduct Policy.

8. 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 drug test result. ATC Work Smart may help facilitate arrangements for their safe transport to their home or a safe place of rest.

Any ATC Work Smart employee who refuses to be tested, or intentionally leaves a workplace to avoid testing will be subject to disciplinary procedure in accordance with ATC Work Smart's, Underperformance and Misconduct Policy.

9. Dispute of a laboratory confirmed positive result

If a person wishes to dispute a laboratory confirmed positive result, they have two business days 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. Any costs associated with testing of the referee sample will be the responsibility of the person lodging the dispute.

10. Wages and leave following a positive test result

If a worker returns a positive confirmed result in relation to a drug test, ATC Work Smart may require the employee to take paid leave (from appropriate leave accruals or unpaid leave) from the date of the initial test.

11. Counselling and support

ATC Work Smart provides a confidential Employee Assistance Program (EAP).

Employees can contact their dedicated EAP counsellor via:

- > Calling our dedicated help line
0407 086 000
- > Wellness check-up form
<https://eapassist.com.au/about-eapassist/wellbeing-check-up/>
- > Online booking form
<https://eapassist.com.au/booking-form/>

12. Confidentiality

Disciplinary discussions and meetings (and their outcomes) are confidential. They are not to be discussed with co-workers. Failure to maintain the confidentiality of performance management discussions or meeting is a breach of this policy and may result in disciplinary action.

Appendix 1 – Signs, symptoms and behaviours of alcohol or drug use

A person may be reasonably suspected of being under the influence of alcohol and/or 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 AOD.

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		
Non or reduced attendance at work evidenced by:		
<ul style="list-style-type: none"> > Absenteeism such as excessive sick leave, taking of unauthorised leave, frequent minor illnesses, improbable excuses for absences or lateness of arrival > 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. 		
Continuous non-compliance to Seqwater HSW standards evidenced by:		
<ul style="list-style-type: none"> > Incidents on the job, near misses, or incidents off the job that affect work performance. 		
Effects on clients and customers evidenced by:		
<ul style="list-style-type: none"> > Client(s) comment on behaviour or action. 		
Diminished quality of work evidenced by:		
<ul style="list-style-type: none"> > Difficulty recalling instructions or job details and/or giving misunderstanding instructions > Slow to learn new jobs, unreliability and/or reduced levels of concentration. 		
Diminished quantity of work evidenced by:		
<ul style="list-style-type: none"> > Missed deadlines or jobs taking more time than expected > Decreased productivity > Unable to sustain effort and/or spasmodic work pace. 		
Effects on work team evidenced by:		
<ul style="list-style-type: none"> > 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. 		

Appendix 2 – AOD Testing procedure

Alcohol Testing

Persons identified as require to participate in alcohol testing will be required to carry out a supervised alcohol analysis test, using a calibrated breath testing device as per the Australian Standard AS3547 Breath alcohol devices for personal use . The test will be administered by a suitably trained person.

Process for reasonable cause or post incident alcohol testing

- a) Complete sections A and D Of Alcohol Breath Test Record Form
- b) Contact Risk and Compliance Manager (RCM) or CEO for authorisation for testing
- c) RCM / CEO does not approve testing, no further action
- d) RCM / CEO approves testing , go to e)
- e) No food, smoking or drink is to be consumed 15 minutes prior to the testing.
- f) A BrAC that is equal to 0.00% is considered to be a negative test result
- g) Any BrAC test greater than 0.00% will require a second test 20 minutes afterwards to confirm the BrAC. The second reading will be the official BrAC level recorded and will be treated as the confirmed result.
- h) Complete remaining Sections of Alcohol Breath Test Record

Email Alcohol Breath Test Record Form to compliance@atcworksmart.com.au

(Download Alcohol Breath Test Record Form from isoTracker > Health and Safety Forms)

Drug Testing

Provider - PathWest (70 available locations)

<http://pathwest.health.wa.gov.au/Patients/Pages/Collection-Centre-Locations.aspx>

Turnaround time for results - Screening test, one working day

Confirmatory results, two working days

Results delivery - PathWest Direct, electronic results delivery system

Process for reasonable cause or post incident drug testing

- a) Complete sections A to C of Reasonable Cause for Drug testing Form
- b) Contact Risk and Compliance Manager (RCM) or CEO for authorisation for testing
- c) RCM / CEO does not approve testing, no further action
- d) RCM / CEO approves testing , go to e)
- e) Complete remainder of Reasonable Cause for Drug testing Form
- f) Complete ATC Work Smart CofC Request Form
- g) Transport employee to nearest PathWest collection centre
- h) Present ATC Work Smart CofC Request Form
- i) Risk and Compliance will access results and relay to Field Officer / Recruitment Consultant

Email Reasonable Cause for Drug testing Form to compliance@atcworksmart.com.au

(Download Reasonable Cause for Drug testing Form from isoTracker > Health and Safety Forms)

(Download ATC Work Smart CofC Request Form from ATC Intranet > Documents > Drug testing)

Process for pre employment drug screening

- a) Complete ATC Work Smart CofC Request Form
- b) Direct applicant to nearest PathWest collection centre with ATC Work Smart CofC Request Form
- c) Risk and Compliance will access results and relay to Field Officer / Recruitment Consultant

(Download ATC Work Smart CofC Request Form from ATC Intranet > Documents > Drug testing)

Appendix 3 Cut-off threshold concentrations and detection times

Cut-off threshold concentrations for the screening tests and confirmatory tests

Class	Individual Drug	Screening Tests (µg/l)	Confirmatory Tests (µg/l)*
Amphetamines	Amphetamine	300	150
	Methyl-amphetamine		150
Benzodiazepines	Oxazepam	200	200
	Temazepam		200
	Nordiazepam		200
	hydroxyalprazolam		100
	7-amino-clonazepam		100
	7-amino-flunitrazepam		100
	7-amino-nitrazepam		100
Opiates	Codeine	300	300
	Morphine		300
Cannabinoids	Delta 9-THC COOH	50	15**
Cocaine		300	
	Cocaine		150***
<p>* µg/l = microgram per Litre ** as Delta 9-THC carboxylic acid *** as benzoylecgonine</p>			

Detection Times

Drug	Approximate Detection Time
Amphetamines	2 days
Benzodiazepines	3 days if therapeutic dose ingested
	Up to 4-6 weeks after chronic dosing
Cannabinoids	Moderate smoker (4 x week) 5 days
	Heavy smoker (daily) 10 days
	Chronic smoker (daily for months) 20 days or more
Cocaine	2-4 days
Ethanol	2-14 hours
Methadone	3 days
Opiates	2 days