



EASTLAND WOOD COUNCIL

DRUG & ALCOHOL POLICY AND PROCEDURES MANUAL

February 2021

Document History

Date	Revision
1 st February 2010	Policy document adopted by the EWC
1 st May 2012	Updated current list of EWC Members Removed reference to NZFOA Section 6 – Rehabilitation
10 th December 2012	Amendments to: 2.2 – Prohibited Activities, Definitions – Drugs 3.3.3 (j) - Post Incident Procedures, 3.5.2 – Random Testing 4.4.1, 4.4 (d) & (e) – Invalid Test, 7 - Privacy
1 st October 2013	Appendix 2 (List of Rehabilitation Providers) and Appendix 3 (Implementation Schedule) have been removed. Flow charts adjusted to reflect new numbering and 11.5 altered to give the employer the option to offer rehabilitation as per section 2.5.
1 st December 2015	Policy revised to integrate with the NZFOA publication but retaining the specific requirements of the EWC.
9 th February 2017	Policy revised by Inscience and accepted by EWC with amendments and reformatting
6 th August 2019	Policy revised and updated by EWC, changes include: <ul style="list-style-type: none"> ➤ Formatting whole document ➤ Updating flowcharts ➤ Removing capital letters throughout the document ➤ Changed name employees to workers
17 June 2020	Formatting <ul style="list-style-type: none"> ➤ Removing flow charts Accepting all tracked changes <ul style="list-style-type: none"> ➤ To Anne-Louise (Inscience) for final review and update
3 February 2021	Endorsed by D&A Focus Group to go to Board for sign off
9 February 2021	Final sign off by EWC Board



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1 POLICY

1.1 Purpose

Eastland Wood Council (EWC) is committed to ensuring the good health and safety of every worker and visitor to our workplace. It is the responsibility of all EWC members, Companies and workers to maintain and promote a safe and healthy work environment. To identify, minimise and eliminate the risks presented from the use/or abuse of drugs and/or alcohol, we have adopted the following Drug and Alcohol Policy, which prohibits the possession of drugs* and/or alcohol, being under the influence of drugs and/or alcohol at work, outside of work whilst conducting Company business, and provides a series of measures as a benchmark to maintain a safer workplace.

This policy is derived from the New Zealand Forest Owners Association (NZFOA) Workplace Alcohol and Other Drugs Policy and while that document has compatible aims and objectives it is not part of any alternative to this policy. In all matters as they relate to the Members of the EWC this policy supersedes the NZFOA Policy.

This policy contains the processes and procedures to be followed whenever a person or persons are required to undertake an on-site specimen collection for the purposes of a drug and or alcohol test for pre employment, random testing, post-accident, post incident or reasonable cause as noted at the time.

This policy applies to all workers, contractors and visitors engaged directly or indirectly by an EWC member, whenever they are at the Member's workplace or conducting the business of a Member.

For the purposes of this policy due to the high-risk classification of our industry, any person located at a Member's workplace or conducting business on behalf of a Member, either directly or indirectly, are deemed to be in a safety sensitive position, irrespective of their primary duties or responsibilities.

It is proposed that specimen collection and initial screening, where practicable, be done at the workplace, especially random testing. It is also recommended that when random testing is undertaken, it is done by location, i.e. by crew, site or forest. If a worker or contractor is absent for valid reasons when an on-site screening test is to be conducted, such as pre-arranged annual leave, they may be excluded from that round of testing. However, if that contractor or worker is absent without a valid reason or at the discretion of the employer that person will be tested before returning to work duties.

This policy is the minimum standard/benchmark to which the members of EWC have agreed to apply Drug and Alcohol testing within the workplace. Each member may at its own discretion and as cited by EWC, apply a higher standard than that prescribed here.

1.2 Aims

- To provide and promote a drug and alcohol free workplace
- To establish and apply drug and alcohol testing standards equivalent or better than this Policy which the Member shall apply when recruiting or testing workers during their employment.
- To establish a benchmark drug and alcohol testing policy and procedure that shall be agreed and applied by all contractors engaged by the Members but not directly engaged as a member of EWC
- To enable Member companies, and employers to recruit staff who comply with the EWC D&A Policy (as a minimum standard)

- To support a workplace health and safety culture where workers and contractors can have confidence in a safe work environment and thus the Members can obtain optimum performance, productivity and work quality from its workforce (safely)
- To reduce and wherever possible eliminate the harm from accidents or incidents in the workplace posed by a drug and alcohol affected worker.
- To support and educate staff with drug and/or other alcohol problems, when the member, at its discretion, considers this action appropriate.
- To comply with legal obligations under the:
 - Health and Safety at Work Act 2015
 - Human Rights Act 1993 (or any updated version)
 - Employment Relations Act 2000
 - Privacy Act 2020
 - Land Transport (NZTA) Legislation Amendment Act 2020
- To ensure testing follows the latest international Standards or any subsequent revisions, currently:
 - AS/NZS 4308: 2008 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'
 - AS3547-1997/ Amendment 1-2000 (Type 2) 'Breath alcohol testing devices for personal use'
 - AS/NZS 4760: 2019 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'.

1.3 Prohibited Activities

Subject to the provisions within this policy, the following circumstances, which apply equally to all Workers, Contractors and Workplace visitors, are strictly prohibited:

- The use, sale, supply, transfer or possession of illicit drugs in the workplace.
- The inappropriate use or misuse of prescribed or over the counter drugs.
- The use, sale, supply, transfer or possession of alcohol in the workplace without the prior and explicit approval of the Member's senior management.
- Reporting to work with likely impairing drugs in the person's system that exceeds those as detailed in this policy and or the relevant NZ Standards.

Members of EWC may stipulate alternative cut off levels in their policy document no greater than those levels detailed in this policy and or the relevant NZ Standards. See footnote*

- To apply a level of breath alcohol no greater than NZTA alcohol limits. Members of EWC may stipulate alternative cut off levels in their policy document if they do not exceed the levels detailed in this policy i.e. NZTA.

Any breaches of these prohibited activities will be deemed *Serious Misconduct*.

Note: *When "other drugs" are tested for the cut off concentration applied, reported and accepted as a breach of this Policy, is any level above LOQ or LOR (see definitions) which complies with relevant Standards.

1.4 Testing Categories

Workplace drug and alcohol testing will occur in the following circumstances:

1.4.1 Pre-employment testing

All prospective workers must pass a workplace drug and alcohol test. This includes changing jobs within the same Company/employer (referred to as an internal transfer).

1.4.2 Post -accident/Post-incident testing

Workers are tested for the presence of drugs and/or alcohol when they are involved accident or incident where their actions or the actions of a person or persons within the workplace may have contributed to the event.

1.4.3 Reasonable cause testing

Workers are tested for drugs and/or alcohol where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting their ability to work effectively and safely or in the event evidence of drugs and/or alcohol or the use of drugs are found in their workplace/proximity

1.4.4 Random Testing

Workers and contractors tested on a random unannounced basis.

NB: Random testing can mean either the randomly selected workers and contractors to be tested, random work sites where all workers and contractors on the randomly selected site will be tested or all workers and contractors within a group being retested at random times within a certain period.

1.4.5 Follow -up testing

Random and unannounced follow-up tests will be required of any worker over a 2-year period following any instance of a positive drug test. They will only be considered fit to return to work after providing a negative drug and or alcohol test result and they are considered otherwise fit to resume normal duties.

1.5 Serious Misconduct

The Member's serious misconduct rule will apply whenever a worker or contractor is observed or found to be consuming, selling, supplying, or being in possession of an Illicit drug, controlled substance or alcohol at a workplace or when conducting Company business (other than alcohol at Company controlled functions with prior and explicit approval from the Member's senior management).

NB: This action does not require a Drug and/or Alcohol test conducted and may result in summary dismissal.

1.6 Use of Legal Drugs

Workers or contractors who are taking legally prescribed or over the counter drugs (medications), that may impair their work performance, must report such usage to their immediate supervisor before beginning their workday. If the person is a contractor the contractor's supervisor must advise the Member's drug and alcohol officer before that person commences duties. Any voluntary disclosure does not preclude that worker or contractor from any scheduled or requested drug and or alcohol testing.

1.7 Confidentiality Disclosure

Such drugs may be allowable if the prescribing medical practitioner, knowing and understanding the nature of the worker's duties, and in writing affirms that he or she has determined use of the drug(s) are consistent with safe performance of the worker's or contractor's duties and are being used at the prescribed dosage. The Member reserves the right to require the provision of an alternative

professional opinion on whether the prescription or non-prescription legally obtained drugs will impact job performance or safety. It is advisable to include this in the employment contract.

Where the use of the legal (prescribed, or dispensed) drugs have potential to impact a worker or contractor's job performance or safety, the Member's drug and alcohol manager or senior manager or agent will then determine whether the worker or contractor can be assigned to other duties, be required to take leave, or consider other options as appropriate. The worker or contractor will not commence any duties until that decision process has been satisfactorily completed.

1.8 Statutory Provisions and Standards

Reference to any Statute, Regulation or Standard is a reference to that Statute, Regulation or Standard as amended, revised or replaced from time to time. Revision of AS/NZS4308:2008 commences on June 30th 2020.

1.9 . Definitions

Accident – An accident is defined by the Health and Safety at Work Act 2015 and means an event that causes any person to be harmed; or in different circumstances, might have caused any person to be harmed.

Accreditation – Assessment by a recognized body of the technical competence of a laboratory conducting specific analysis to be reported in compliance with AS/NZS 4308:2008 or AS/NZS 4760:2019

Adulteration – Deliberate use of a substance to compromise, or attempt to compromise, the integrity of a specimen to attempt to 'beat' the test. Examples of this might include specimen dilution, using a masking agent, or providing a substitute specimen.

Agent - Any person or organisation nominated by the member as a representative of the Member.

Alcohol – Includes any intoxicating substance or beverage that contains ethyl alcohol including, but not limited to, beer, cider, wine, pre-mix drinks and spirits.

Alcohol Use – The consumption of any beverage, mixture or preparation including medication, containing alcohol with the potential to intoxicate.

Approved Breath Testing Device – A breath alcohol testing device to measure breath alcohol content (BrAc) that meets the Australian Standard: AS 3547-1997 Amendment 1-2000 (type 2) "Breath Alcohol testing devices for Personal Use".

Australian Standard 3547:1997 – *Breath-Alcohol Testing Devices for Personal Use* (AS 3547:1997) published by Standards Australia, New South Wales. New Zealand allies to this standard.

Australian/New Zealand Standard AS/NZ 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine – jointly published by Standards Australia International Ltd and Standards New Zealand. Under revision 2020

Australian/New Zealand Standard AS/NZS 4760:2019 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid – published by Standards Australia International Ltd.

Note – AS/NZS 4760:2019 has been revised and made a joint NZ Standard effective March 2019 and timely confirmatory testing of oral fluid at a laboratory accredited to NZS4760:2019 if not available may utilise a subsequent AS/NZS4308:2008 urine drug test process. A not-negative result may require a urine sample to be collected, screened(onsite) and forwarded to a laboratory accredited to AS/NZS4308:2008 for confirmation as an alternative.

Breath Alcohol Test – A test conducted by a qualified breath-alcohol tester, using an approved breath testing device that meets the requirements of AS 3457:1997, to measure the amount of alcohol concentration in a litre of breath. The cut off concentrations for alcohol may be as determined by each EWC member in their policy but will not exceed NZ Road Transport Authority (NZTA) cut-off levels.

Breath Alcohol Tester – An individual trained in the use of an approved breath alcohol testing device.

Chain of Custody – An auditable series of procedures to account for the integrity of each specimen by tracking its handling and storage from the point of collection to final disposal of the specimen.

Collecting Agency or Collector – Is an agent or organisation appointed by the member to assume professional, organizational, educational and administrative responsibility for collection, on-site screening or testing, storage and dispatch of specimens.

Collecting Site. A place where a sample is collected for the purposes of a drug and or alcohol test.

Collector – A trained person responsible for specimen collection and On-site Screening (if applicable), handling, storage and dispatch and who were required to have received a statement of competency in the relevant Standards processes.

Company – A member of the EWC or an employer engaged directly or indirectly by a Member of the EWC.

Company Business – Work undertaken for a Member by a worker or contractor, whether at the Member's workplace or elsewhere, including driving for work or travelling to or from the workplace, on public or private roads.

Confirmatory Test for Alcohol – A second breath test following an initial test with a result that exceeds the cut off concentrations as set by the member. The confirmatory test must use a new mouthpiece and the same approved breath testing device as the first test. There should be a time limit of 15 to 20 minutes between tests.

Confirmatory Test for Drugs – An analytical procedure that uses mass spectrometry (e.g. gas chromatography/mass spectrometry (GCMS), gas chromatography/mass spectrometry/mass spectrometry (GCMSMS) or liquid chromatography/mass spectrometry (LCMSMS) to unequivocally identify the presence of a specific drug and/or metabolite.

Contractor – Contractor is any person engaged by a Member by way of a contract agreement including the principal contractor and all staff or contractors employed or otherwise engaged by the principal contractor.

Creatinine Test – A test to evaluate concentration of a urine sample. A urinary creatinine concentration of less than 200 milligrams per litre may indicate direct or indirect dilution of the urine specimen. Dilution is not considered a deliberate attempt to compromise the integrity of a specimen of urine.

Cut Off Concentration – A value, expressed in µg/L or ng/ml, at or above which the drug/metabolite is deemed to be 'detected' (or positive) and below which the drug is deemed to be 'not detected' (or negative).

Drugs – Legal drugs including prescription drugs, which may impair performance and the safe ability for a person to carry out their work; Illicit drugs, controlled substances and misused or not legitimately prescribed and dispensed prescription drugs or medications.

- a. Legal Drugs – Medication prescribed by a medical practitioner or non-prescription “over the counter” medication used in a manner consistent with the directions provided, by the person for whom the medication was intended.
- b. Illicit drugs include any substance identified in the Misuse of Drugs Act (1975).
- c. Controlled substances for this policy include synthetic THC and other party pills whether they are considered legal or illegal.
- d. Misused prescription drugs – Includes legally or illegally obtained prescription drugs being misused or used in any way whatsoever contrary to the directions of a medical practitioner.

Drug Test – A scientifically reliable method of determining the presence of a drug class and/or its metabolite in a urine or oral fluid specimen, performed in accordance with manufacturer’s instructions and with following guidance of the relevant Australian and/or New Zealand standard.

EAP (Employee Assistance Programme) - The worker assistance programme that may be provided by the member to assist workers in dealing with personal problems (including drug and alcohol abuse or dependency) which can impact on work safety and performance.

Eastland Wood Council (EWC) - The Eastland Wood Council is an incorporated body which has as its Members forest owners or managers and other Companies associated with the wood industry within the Tairāwhiti/Gisborne District.

Forestry Services – Forestry Services are all those services required as the primary business of forestry. For the sake of clarity this shall include but is not limited to, land preparation, tree planting, silviculture, harvesting and log or wood product processing, handling or transportation.

Hazard – Any actual or potential cause of harm. It includes a situation where a person’s behaviour may be an actual or potential cause or source of harm to themselves or someone else. E.g. a drug or alcohol affected worker.

Impairment – Any loss, reduction or abnormality of a psychological, physiological or physical function.

Incident – An unusual event or occurrence attracting attention, concern or which is noteworthy in some way.

Integrity Testing – Tests to confirm whether another liquid has been provided in place of a genuine specimen, or whether the specimen has been adulterated by substances that may affect the ability of a drug test to accurately detect the presence or concentration of drugs or metabolites.

Laboratory – An appropriately accredited testing facility at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or its metabolite(s) and report results in compliance with the relevant international Standards.

Limit of Detection (LOD) - The lowest concentration at which a laboratory can reliably detect the presence of a drug and/or metabolite.

Limit of reporting (LOR) - The concentration above the limit of quantification (LOQ) at which a laboratory reports the presence of a drug and/or metabolite. The LOQ is the lowest concentration at which a laboratory can reproducibly measure a drug and/or metabolite.

Member – A Member is any Company or Organisation who is a member or associate of the EWC.

Metabolite - A metabolite is a breakdown or metabolised product of a drug that may be less toxic and easier to excrete than the substance taken. Some drugs are not broken down, but they are converted into a form that is more water soluble. They are also metabolites.

Not-negative test result – A Non-negative or not negative test result shall be one where the on-site screening test does not show negative and requires samples to be sent to a laboratory for confirmation.

On-site Drug Screening Device – An approved (for “other drugs”) and or verified compliant (those drugs detailed in the relevant Standards with drug class cut off concentrations) immunoassay device used to exclude the presence of drug classes, drugs and/or metabolites in urine or saliva at the site of specimen collection.

On-site Screening or Testing – A screening test carried out at the point of collection to exclude the presence of a drug or class of drug and/or alcohol.

Place of Work (Workplace) – A place where any person is to work, is working, for the time being works, or customarily works, for gain or reward; and, in relation to a worker, includes a place, or part of a place, under the control of the employer (not being domestic accommodation provided for the worker).

Included within the definition of Workplace are all places:

- where the worker comes, or may come to eat, rest, or get first-aid or pay; or
- where the worker comes, or may come as part of the worker’s duties to report in or out, get instructions, or deliver goods or vehicles; or
- through which the worker may or must pass to reach a place of work. It includes all premises (whether owned by the Company or leased), including offices, operational sites, and Company vehicles.

Positive Drug Test Result – a result of accredited laboratory confirmatory testing of the sample, the concentration(s) of drug(s) and/ or metabolite(s) recorded are:

- at or above the confirmatory cut-off concentration(s) specified in Table 2 of AS/NZS 4308:2008; or
- at or above the cut-off concentration determined by the laboratory for a drug not listed in AS/NZS 4308:2008 and or AS/NZS4760:2019.
- At or above the confirmatory cut-off concentration(s) specified in AS 4760:2019 or any subsequent revision (when an accredited Laboratory drug testing service available).

Principal Contractor – is the person or representative of the Company with whom the Member has a contract to undertake forestry related services. The principal contractor will usually engage workers or contractors to perform the work.

Referee Sample – The original collected specimen is separated into two or three portions prior to dispatch to the accredited laboratory. Provision of referee samples allows for the individual to

challenge the result via an independent analysis conducted by the same laboratory or another laboratory accredited to AS/NZS 4308:2008 or AS/NZS4760:2019 on one of the portions retained by the laboratory for that purpose.

Rehabilitation – means Drugs and/or Alcohol Rehabilitation. It is the process that involves assessment of an individual for abuse or dependency of Drugs and/or Alcohol, possible treatment in an individual counselling, group outpatient or group residential setting and the case management of the referral (which may involve the member).

Risk Management – The rational process that enable a business to achieve its goals while not exposing staff, contractors, customers, visitors and the public to unacceptable levels of risk.

Safety Sensitive Positions – For the purposes of this policy all workers or contractors engaged directly or indirectly to undertake or are undertaking the Company business of the member, irrespective of their primary duties or responsibilities, are deemed to be in safety sensitive positions.

Sample – A portion or aliquot taken from a specimen on which the test or assay is carried out.

Screening Tests – Methods used to exclude the presence of a drug or class of drugs and to identify whether specimen integrity is compromised.

Serious Misconduct – Whenever a situation arises that is considered by the member to be serious misconduct, the relevant terms and conditions within the member's or principal contractor's employment agreement or contract shall apply.

Service Provider – Is any person who is engaged to provide services within a member's workplace but is not the supplier of forestry services. For the sake of clarity, a service supplier would include services such as a qualified drug and alcohol testing service, forestry equipment maintenance, hose doctor, equipment supply etc.

Specimen – Any substance collected, including urine, blood, saliva or breath from the test subject for the purposes of screening or testing for the presence of drugs and or alcohol.

Substance Abuse Professional (SAP) – A licensed medical practitioner, licensed or certified psychologist, social worker, worker assistance professional, addiction counsellor (certified by the Drug and Alcohol Practitioners Association of Aotearoa New Zealand or the National Association of Alcoholism and Drug Abuse Counsellors – New Zealand Certification Board), or any other professional approved by the Member, with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Treatment Period – Is all that time from when a worker or contractor enters an approved education/rehabilitation programme to when the person is approved by the member's drug and alcohol officer to return to full duties.

Worker – Is any person engaged directly or indirectly by a Member under the terms and conditions of an Employment Agreement.

2. EDUCATION & TRAINING

It is encouraged that the 'Workplace Drug and Alcohol Policy' and its procedures are supported by education/rehabilitation programmes.

2.1. General awareness

Suggested Educational resources and/or education programmes available to all workers covering:

- Drug and alcohol trends and their adverse effects
- Use/misuse/abuse/dependency
- The implications of the Company's Drug and Alcohol policy
- The testing options
- How drug and alcohol tests are conducted
- How long substances can be detected after use
- How to access drug and alcohol education and rehabilitation programmes

2.2 Policy management & reasonable cause recognition (managers / supervisors)

Training workshops for managers and supervisors will cover:

- Signs and symptoms to recognise drug and alcohol misuse
- Reasonable cause for testing
- Understanding the Company's Drug and Alcohol policy and how to manage it
- Understanding the testing processes
- Understanding when to request for the specimen to be forwarded to the laboratory for 'drug and alcohol testing'

2.3 Education Programme

In the event of a positive test the Company may decide to assist the affected worker by giving them the opportunity to go through an education programme. This may include the provision or referral to support and counselling services. It is at the discretion of the member whether to offer an education programme.

3 TESTING PROCESSES AND PROCEDURES

3.1 Pre-employment testing

3.1.1 When applied

Appointment of a new worker is conditional on the applicant returning a negative drug and alcohol test, i.e. the applicant will not be offered a position or commence employment without negative drug and alcohol test results being obtained by an approved collecting agency or collector.

3.1.2 Procedures

- When a test subject arrives at the collecting site, the collector shall request identification. The applicant is to provide verification of identity.
- Photo ID such as a driver's licence or passport is recommended. If these are not available for legitimate reasons other identification that is acceptable to the employer and/or the member must be provided.

Note: If the individual's identity cannot be verified, then the collector shall not proceed with the collection.

- The applicant is informed that any offer of employment is subject to a drug and alcohol test.
- The applicant will not be considered for employment for any of the following reasons:
 - Refusal to take the test
 - Refusal to be checked against the EWC D&A register
 - Returning a positive test for drugs/or alcohol or adulterating substances
- The employer will request a check of the EWC Drug and Alcohol Register to check for previous history.
- If the applicant is recorded on the EWC D&A Register they may not be considered for employment.
- The applicant will be required to sign informed consent forms after receiving appropriate information as to what is being consented to.
- The applicant will be directed to a qualified specimen collector and on-site screener to collect a specimen and to conduct an on-site screening test.
- If the specimen integrity fails, the applicant may be required to stay at the collection site and be supervised until they can provide a second or subsequent specimen.

3.2 Internal transfer testing

3.2.1 When applied

Internal transfer drug and alcohol testing should be applied to staff where the worker has applied for and been offered a new appointment where the offer places the worker in an entirely new role.

Refer to Procedure 3.1.2

An applicant returning a positive test result for either drugs &/or alcohol will not be considered for transfer and the Member's serious misconduct provisions will apply. Their details will be recorded on the EWC Drug and Alcohol Register.

3.3 Post accident /Incident testing

3.3.1 When applied

At the discretion of the Company or Member, any person in the vicinity at the time of an accident or incident may be required to be tested for the presence of drugs and/or alcohol where any of the following circumstances affecting a person or property at the workplace:

- An incident involving a fatality or a serious injury
- An incident requiring treatment by a medical professional
- An incident or near miss that had potential to cause injury or loss
- A significant accident involving vehicle, property, plant or equipment

3.3.2 Procedure

The Company must:

1. Assess whether it is practical to test (see 3.3.3 for emergency situations).
2. Determine whether the circumstances listed in 3.3.1 exist and if they do then all individuals directly or indirectly involved in the incident to be advised that they may be required to undergo drug and alcohol testing and advise them that while they may consult their

representative now, the testing cannot be delayed. If possible, the alcohol test should be conducted within one hour and the drug test specimen collected within three hours.

3. Obtain written consent from the worker(s).
4. Confirm the identity of all individuals required to be tested. The ID must be documented on the chain-of-custody by the collector. It is recommended that companies have copies of worker's ID available.
5. Individuals to be supervised and escorted to the designated qualified collector.
6. If the alcohol test and/or drug on-site screening tests are negative, the worker may continue working as usual provided it is determined that further testing is not required and the Company is sure the worker is healthy and safe to resume work.
7. If the alcohol test is positive, the worker is removed from the employment site (*must state in Company procedures whether on full pay or not paid during this period*) until the disciplinary hearing. This is a suggested clause in the employment contract. Consider safe transport options.
8. If the drug screening returns a 'not negative' screening result or its integrity is suspect the worker is removed from the employment site or if already off site, not allowed to return, while the confirmatory samples are sent to the laboratory for confirmation only or screening plus confirmation testing and the results are available from the laboratory. The Company procedures should state the worker's remuneration entitlements while confirmatory testing is being completed.
9. If the drug screening integrity test fails, the worker may be required to stay at the collection site (or an alternative suitable location) and be under constant supervision until s/he can provide a second suitable specimen. This specimen and the original specimen will be forwarded to the laboratory for both drug and specimen integrity testing. (Exception may be applied for dilute specimens.) Both the original and further specimens for transport to the Laboratory shall be uniquely labelled and accompanied by individual chain-of-custody forms that are cross-referenced.
10. For post-accident/incident testing, it is strongly recommended that consideration be given to specimens which have screened negative using the on-site testing option, being subsequently forwarded to the accredited confirmatory laboratory for "other drug" testing. The Company may request that an accredited laboratory tests for additional drugs that will not be covered by the classic drug screening panel.
11. If the confirmed result is positive for drugs and/or alcohol, or the specimen integrity has been compromised, the serious misconduct rule may apply and disciplinary procedures may follow.

3.3.3 Procedure for an emergency

Where it is not practicable for a test to be carried out immediately due to injuries to the worker or where other corrective actions are required (injury, fire, spill, etc), the site manager or supervisor must:

- Attend to the other corrective actions
- Ensure that a Company representative accompanies the worker so that the required tests can be carried out as soon as practicable
- If the injuries/corrective actions preclude immediate tests, ensure the tests are carried out as soon as practicable

- In the event of any delay in obtaining a specimen for drug testing it is recommended to require a urine specimen

3.3.4 Refusal to undergo testing

Where a worker refuses to undergo a test or to provide an unadulterated specimen, the refusal shall be treated under the serious misconduct procedures in the Company's rules and the disciplinary procedure may lead to dismissal.

Behaviour that constitutes a refusal to submit to a test includes, but is not limited to, the following:

- Refusal to consent to a test
- Failing to advise, as soon as practicable, of an accident/incident where the nature of the accident/incident is such that it may require drug and/or alcohol testing
- Inability to provide sufficient quantities of breath, oral fluid or urine to be tested within the time stipulated without a valid medical explanation
- Tampering with or attempting to adulterate the specimen or collection procedure
- Not cooperating with the chain-of-custody procedures
- Leaving the scene of an accident/incident without a valid reason before the test has been conducted/concluded

3.4 Reasonable Cause Testing

3.4.1 When applied

The procedure will be used where there is indication of reasonable cause and grounds for testing have been observed or evaluated as sufficient reason to suspect that a worker's actions, appearance, behaviour or performance may be affected by alcohol and/or other drugs or the evidence of drug and/or alcohol use or paraphernalia has been found. In practice and where possible, there should be two people who have observed or evaluated the worker and or circumstances and both have reason to believe that drugs and or alcohol may be a factor. One of these people should be a manager/supervisor who has received instruction on the topic and an approved person – a credible person who has also observed or evaluated the signs and indicators.

Some reasonable cause indicators and grounds for testing are listed in Appendix 1. The process for the manager/supervisor to follow to document a reasonable cause assessment is also included.

3.4.2 Procedures

If sufficient cause to test for drugs &/or alcohol is determined, the manager/supervisor must:

- Advise the worker that they are required to undergo the test and advise them that while they may consult their representative now, the testing cannot be delayed.
- The worker will be requested to sign informed consent forms after receiving appropriate information as to what is being consented to.
- Where a worker refuses to undergo a test, the refusal shall be treated under the serious misconduct procedures in the Company's rules and the disciplinary procedure may lead to dismissal.
- If the onsite test returns a not negative result the worker will be stood down from work immediately and not return until laboratory confirmation results are received and or the Company's disciplinary processes have been commenced and completed which may take place on site.

- For reasonable cause testing, it is strongly recommended that consideration be given to specimens, which have screened negative using the on-site testing options, being also forwarded to the accredited confirmatory laboratory for “other drug” testing. The Company may request that the laboratory tests for other impairing drugs.
- It is necessary to inform the laboratory that these additional tests are required.
- If the confirmed result is positive for drugs &/or alcohol, or the specimen integrity has been compromised, the serious misconduct rule will apply and disciplinary procedures will follow.

3.4.3 Drug dog searches

A specialist drug detection dog team may conduct periodic unannounced inspections of any Company’s workplaces including vehicles on the worksite. The purpose of these inspections is to detect the presence of drugs.

The reasonable cause to test component of these procedures will be applied when a drug detection dog provides a positive indication of recent possession and/or use of drug(s):

- On a worker
- In a vehicle on site
- In a locker, clothing, or possessions/equipment that belongs to the worker or that a worker has been using

A person found in possession of a drug/s will be immediately suspended pending an investigation.

3.5 Random Testing

3.5.1 When applied

Unannounced random testing will be undertaken periodically as a deterrent to drug and alcohol use/misuse. Random testing must be carried out at a minimum rate equal to 100% of the workforce being randomly selected and tested annually. The member may require a higher rate of random testing.

For transparency and fairness, the selection process must use a valid random generator process and the selection should be conducted either by an external service provider or alternatively a senior person in the Company who is removed from operations and remote from those being randomly selected.

3.5.2 Procedure

Refer to Sections 7 & 8 for drug and alcohol testing procedures.

The person delegated the responsibility for managing the random testing process will:

- Advise the worker that they have been randomly selected
- Arrange for the individuals to be supervised to prevent the opportunity for adulteration or modification of a specimen collection and to be accompanied always after random selection to the designated qualified collector and on-site screener and trained breath testing provider
- Confirm the identity of the individual required to be tested. It is recommended that managers have copies of ID available on site
- The worker will be requested to sign informed consent forms after receiving appropriate information as to what is being consented to

- If the alcohol test and the on-site screening drug tests are negative, the employment relationship may continue as usual
- If the alcohol test is positive the worker is removed from the workplace and the Company's disciplinary rules may be applied. Consider safe removal options
- If the specimen being tested has a not negative result, a specimen will be immediately required for the confirmatory process by an accredited Laboratory. This may be a urine specimen, See Definition AS/NZS4760 Page 10
- The worker's ID must be documented on the chain-of-custody by the collector
- If the confirmed result is positive for drugs and/or alcohol, or the specimen integrity has been compromised, disciplinary procedures may follow

3.5.3 Refusal to undergo test

Where a worker refuses to undergo a test, the refusal may be treated under the serious misconduct procedures in the Company's rules.

Behaviour that constitutes a refusal to submit to a test includes, but is not limited to, the following:

- Refusal to consent to a test
- Inability to provide sufficient quantities of breath, oral fluid or urine to be tested without a valid medical reason
- Tampering with or attempting to adulterate the specimen or collection procedure
- Not cooperating with the chain-of-custody procedures and or the requests of the Collector
- Leaving the workplace or location where the test is to be conducted without a valid reason before the test has been performed or concluded

4. COMPANY FUNCTIONS AND EVENTS

Alcohol will only be permitted and supplied for Company functions and events at the discretion of the site manager who is responsible for the management and control of consumption for all the Company functions and events (both on-site and off-site).

4.1 Guidelines for managers

Managers are responsible for managing the use and availability of alcohol on their sites. They are also responsible for managing the use of alcohol by their workers, whether on-site or off-site, while their workers are representing the Company. It is recommended that in carrying out this responsibility, all managers follow the guidelines set out below:

- A designated Company representative with responsibility for the function must be present at the function always. If this person leaves, they will formally delegate responsibility to another appropriate person.
- A designated area and clear time limits will be stipulated and adhered to.
- Food and non-alcoholic drinks will be provided.
- Spirits are not provided (this includes RTD's) i.e. beer and wine only.
- Careful consideration must be given to alternative transportation arrangements.
- Inappropriate and anti-social behaviour will be managed in the same way as if the incident occurred in the ordinary workplace.

- Regular social club or after work drinks held on-site are a privilege and not a right. As such, the protocol for such events will be clearly defined in writing (including the consequences of not adhering to that protocol).
- Managers will take into consideration that their approach to alcohol in the workplace plays a key role in setting an example to workers as to what is acceptable.

4.2 Guidelines for workers

All workers must take personal responsibility for their own behaviour and actions about the consumption of alcohol at Company functions and events, and other occasions. Due consideration must be given to:

- Personal and collective health and safety at all times.
- The requirement for workers to meet the same standard of behaviour required from them in their ordinary workplace. Drinking to excess will not be considered as an excuse for failing to meet this standard.
- The need for workers to present themselves for work, in a fit and proper state.
- Careful consideration will be given to alternative transportation arrangements.

5. USE OF PRESCRIBED OR PHARMACEUTICAL OR OTHER MEDICATIONS

If a worker or contractor is on a medication which is either prescribed or purchased and dispensed from a pharmacy or other 'over the counter', it is their responsibility to advise their employer to ensure they have been open, considering their safety and safety of others, from any consequences of their use of such substances.

If a worker or contractor is on a medication which is either prescribed or purchased and dispensed from a pharmacy or other 'over the counter', it is their responsibility to seek advice from their doctor, pharmacist, or other authority on whether any side effects from the medication could affect the safe performance of their job (e.g dizziness, fatigue, drowsiness, altered perception, mood swings, or loss of coordination) and provide that information to their employer. They should also understand the information contained in the product 'insert' with regard to any potential side effects that may affect their ability to carry out their work safely.

The worker or contractor will immediately notify their manager or Human Resources personnel so that the Company can take any necessary steps with a view to providing a safe workplace for the worker – such as providing temporary alternative duties or appropriate leave entitlement. A medical opinion may be sought on the effects of any such prescribed drugs or medication in the workplace and how best to effectively manage those effects or risks.

All advice received on the use of prescribed drugs will be treated by the manager in strictest confidence.

6. PRIVACY

All information gathered because of drug and/or alcohol testing is collected for implementing the member's policy and achieving its objectives and will comply with the Privacy Act 2020.

The manager responsible will hold the information in a secure filing system. Information may be disclosed only to managers on a "need to know" basis, if required by law or in the furtherance of any prosecution or accident/incident investigation. Disclosure of this information to other parties (including future employers) will require the consent of the worker. The information shall be held

up to two years following their recording on the EWC D& A register and is therefore available for access by Members' designated and authorised personnel, for required pre employment checks.

6.1 Sharing Information

The Health and Safety at Work Act 2015 obliges every employer to take all practicable steps to ensure the safety of its workers and to ensure a safe workplace. These obligations are also owed to independent contractors.

It is reasonable for Member companies to take measures to identify drug and alcohol use due to the potential to cause significant harm to workers in the high risk designation of a forestry workplace. The nature of the work and high risk category demands proactive, responsible, whilst fair and reasonable measures.

As such utilisation of a Register compiled of all workers directly or indirectly employed within the forestry industry, who were dismissed for serious misconduct for any noncompliance. The consent forms used before any alcohol and other drug tests contains the notification and consent required for any positive result to be forwarded to the Drug & Alcohol Manager of the EWC D&A Register. This will be clearly stated and advised to the individual as part of the informed consent process. This information is accessible as part of the pre-employment process and only to the Member's responsible manager and will be held and managed securely by the EWC.

The details of the noncompliant worker will be recorded – name, crew name, date of birth, day of testing not-negative, type of drug. Notification within 24 hours or as soon as is reasonably practicable.

For those who have requested a confirmation test, the record will be held as provisional, and will be removed should the confirmation test result be negative.

This registration will be held for two years from the day of test concluded then removed permanently.

7. ALCOHOL TESTING PROCEDURE

7.1 Alcohol tolerance

For the purposes of this policy 'zero alcohol tolerance' at work is deemed to be: A zero tolerance of A level of alcohol in the worker's breath at or greater than 250 micrograms per litre (250µg/L) or at a lower rate if so elected by the Member. If the worker is aged under 20 years of age the NZTA limit of zero applies.

7.2 Procedure

All aspects of the testing procedure will be carried out in a confidential and private manner.

The test for alcohol will be carried out by using a breath alcohol testing device, which complies with the AS3547: 1997/Amendment 1: 2000 (Type 2), for the measurement of alcohol. The person conducting the test will have been trained in the procedures and use of the testing device.

- An alcohol testing informed consent form will be signed prior to the test being commenced.
- ID must be available to show to the collector to verify a minimum of two unique identifiers for the person being tested.
- The applicant/worker will be closely observed for 10 minutes prior to the test to ensure they have not taken any fluid, food or other substances into the mouth (this includes smoked tobacco.)
- The first test will require the worker to blow into the device with a disposable mouthpiece or a preliminary "passive" test may be conducted which is capable of

determining absence or presence of any alcohol. If passive test detect alcohol the first measured test may commence. If alcohol is absent then the test process may be concluded as negative or zero.

- If the result is less than 250ug/l no further test follows.
- If the result is at or above 250ug/l , a confirmatory test on the same device (using a new mouthpiece) will be conducted after 15-20 minute period. The person must be supervised (as described above) during this period.
- The time and result of the confirmatory test will be recorded.
- The worker shall be removed from the work site immediately on confirmation of a positive test and the companies disciplinary process will be implemented.
- The applicant/worker, witness, and the person doing the test will sign as acknowledgment of the result and date and time of testing.

8. DRUG TESTING PROCEDURE

8.1 Testing standard: AS/NZS 4308:2008 or AS/NZS4760:2019

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will follow the relevant International Standard either AS/NZS 4308: 2008: 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine' or AS/NZS4760:2019, 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluids'.

Qualified collectors will collect specimens, conduct an on-site screening test using a fully verified device and processes which comply with AS/NZS 4308: 2008 or AS/NZS4760:2019, and forward any specimens from those screening as Not negative, to an accredited laboratory for confirmation testing in compliance with the appropriate Standards.

8.2 Procedure

1. An informed consent form will be signed by the applicant/worker (example Appendix 2).
NB: This is the responsibility of the Company and or a delegated authority, i.e. the collector, a copy must be presented to the collector to place with their files.
2. The test subject will report to (pre-employment) or be accompanied to (internal transfer, post-accident/incident, reasonable cause, random, follow-up) the qualified collector.
3. The test subject will be required to provide verification of identity before the collection can proceed.
4. The test subject will be able to observe the specimen collection, processing, on-site screening test and chain-of-custody procedure, including the splitting of the specimen (if it requires further laboratory additional testing and/or confirmation) into two or three tubes.
5. A chain-of-custody form will be partially completed initially, with final signatures being applied after the specimen has been collected and processed. This form contains as a minimum:
 - a. Verification of the test subject's identity
 - b. Two identifiers unique to the test subject (e.g. full name and date of birth)
 - c. Date and time of collection
 - d. Company's details including the name and signature of collector
6. A specimen will be provided in a manner that allows for individual privacy.
7. The specimen integrity checks will be conducted in the presence of the test subject and recorded.

8. The test subject will be asked to volunteer information on drugs/medication they have used recently. This information is only for the laboratory and will not be made available to the Company unless the laboratory analysis is consistent with the declared medication or drug as the cause of the drug screen 'not negative'.
9. The specimen will be screened at the collection site using on-site immunoassay device verified compliant to AS/NZS 4308: 2008 and or AS/NZS4760:2019. A negative report can be issued provided all drug classes tested for give negative results and the integrity of the specimen is not in question. Any analysis for "other drugs" may be pending.
10. **NB:** It is strongly recommended that for post-accident/incident or reasonable cause the Company may also send the specimen to the laboratory for testing for 'other drugs" which would not be detected with the classic on-site screen panel. For some random testing events the Company may also decide to do additional laboratory testing. If testing for additional drugs is required, the laboratory may be instructed which substances to analyse for.
11. All specimens screening 'not negative', failing the integrity tests or considered to be suspicious by the trained collector, will be sent to the accredited laboratory for confirmatory testing, unless the test subject has signed a waiver, in which case it will be deemed a failed test. Any offer to accept a waiver must be previously agreed as acceptable by the employer.
12. If the integrity test fails or the specimen is suspected of adulteration, the test subject will stay at the collection site (or another suitable location) and be supervised always until they can provide a second specimen. It is recommended that if urine is the adulterated specimen, both specimens will also be forwarded to the laboratory for additional drug and specimen integrity testing.

Both the urine original and subsequent specimens will be uniquely labelled and accompanied by their individual chain-of-custody forms, which will be cross-referenced. The confirmatory process is described below.

1. If the specimen is being sent to the laboratory, it is split into two or three samples, one of which is set aside on laboratory receipt as the test subject's reserve (or B sample) sample.
2. The EWC member Company will receive an interim report, which only advises that the specimen requires further testing by the laboratory. There is no written report from the collector, at this stage, as to the drug class requiring further testing. This is in accordance with the requirements of the Standards.
3. The test subject will be asked to read, sign and date the chain-of-custody statement certifying that the specimen is theirs and has not been changed or altered at the time of the collection.
***NB:** This step is not carried out until the on-site screening test has been completed and again (if required) once the specimen has been processed for dispatching to the laboratory.*
4. The laboratory uses a more specific confirmatory test, either gas chromatography mass spectrometry (GCMS or GCMSMS) or liquid chromatography mass spectrometry mass spectrometry (LCMSMS) to confirm the identity of the drug compound(s) or metabolite(s) and accurately measure the quantity of drug present. These methods are considered by scientific and medical experts to be the most reliable procedures available. Diluents, masking agents and other substances affecting the specimen may also be confirmed.
5. The laboratory will report all the drug classes tested. Those either not detected or detected but with concentrations below the confirmation cut-off will be reported as 'negative'. Individual drugs and/or metabolites confirmed by GCMS or LCMSMS and present at concentrations equal to or above the confirmation cut-off (tabulated in Section 12.3.1) will be reported as 'positive'.
6. For reported confirmed positive results for the additional drugs not covered in Section 12.3.1, the laboratory will advise what level of detection or quantification was applied.

7. Abnormal dilution or any other confirmed specimen integrity failure will also be reported.
8. If a current worker disagrees with an initial positive test result, they have the option of having the reserved split sample tested at the same or another accredited laboratory. This request should be made within fourteen days of receiving the initial confirmatory result, and this reanalysis will look for the presence of any amount of the drug (i.e it is not required to exceed cut-off concentrations previously applied).
9. If the second test result proves positive, this will be accepted as a conclusive result and costs associated with this test will be borne by the test subject. If the second test result proves negative, this will be accepted as a conclusive result and costs associated with this test will be reimbursed by the Company.

9. CUT-OFF CONCENTRATIONS

9.1 Urine Screening test cut-off concentrations (as total drug): AS/NZS 4308:2008

Test	Calibrator	Cut-off level Ng/ml
AMP	d-Amphetamine	300
BZO	Oxazepam	200
COC	Benzoyllecgonine	300
MET	d-Methamphetamine	300
OPI	Morphine	300
THC	11-nor- Δ^9 -THC-9-COOH	50

9.2 Urine Confirmatory test cut-off concentrations (as total drug): AS/NZS 4308:2008

Compound	Cut-off level (Micrograms/litre)
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxyamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine *	500
Pseudoephedrine*	500
11-nor- D9- tetrahydrocannabinol-9- carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
α-hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

* These drugs may be optionally tested within each class and the specified cut-off levels shall apply.

9.2 Oral Confirmatory test cut-off concentrations (as total drug): AS/NZS 4760:2019

Drug Type	Screening Cut-Off Concentration Ng/mL	Chromatography/ Confirmation Cut-Off Concentration Ng/mL
Amphetamine Type Substances	50	25
Cannabinoids	15	5
Cocaine & Metabolites	50	25
Opiates Codeine/Morphine 6-Acetylmorphine	50	25
Oxycodone	40	20

9.3 Confirmatory test cut-off concentrations (as total drug): Drugs not listed in AS/NZS 4308:2008 or AS/NZS4760:2019

For the drugs/ metabolites not listed in AS.NZS 4308: 2008 or AS/NZS4760:2019kim, the laboratory will determine what the appropriate cut-off concentration is and advise the client.

10. PROCESS FOR REVIEW

The Member's 'Workplace Drug and Alcohol Policy' and its procedures will be reviewed periodically and changes may occur at the discretion of the Member where they are deemed to be necessary. These changes will be deemed to be in force once the members have been notified and changes approved by the EWC Board. Employers, and workers will be notified through a consultative process.

The EWC D&A Policy and Procedures Manual will be updated to comply with any changes to relevant legislation.

11 THE DRUG AND ALCOHOL REGISTER

The Drug and Alcohol Register is managed by the EWC, and the designated manager.

11.1 Reporting

Companies must report all and any drug and alcohol confirmed positive test results with relevant worker details for inclusion on the EWC register as soon as is practicable after testing.

11.2 Recording

Information on the worker's identity – including full name, date of birth, name of contracting Company, principal Company, and the relevant drug test result details will be recorded and managed on the Register.

11.3 Security

The Register is password protected, with restricted access by the Chief Executive or other designated person. Information is only available to specified personnel within member companies. A record will be held on the register for up to 2 years.

APPENDICES

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APPENDIX 1 – Reasonable Cause Indicators

When assessing 'reasonable cause', physical symptoms and/or unusual out of character behaviour must be considered. There will usually be more than one indicator present.

Examples of physical symptoms and behaviour include, but are not limited to, the following:

Physical symptoms

- Bad breath
- Body odour
- Slurred speech
- Unsteady on feet
- Eyes – bloodshot, dilated pupils, pin-point pupils
- Excessive sweating
- Flushed/red complexion
- Loss of weight
- Changes in appearance – clothing, hair, personal hygiene
- Physical signs of accidents such as bruises, cuts or swellings

Behaviours

- Violent behaviour
- Excessive lateness
- Unusual or out of character on-site behaviour
- Unexplained changes in work habits and unsafe practices
- Going to the bathroom more than normal
- Hangovers
- Increased health problems or complaints about health
- Absences often on Monday, Friday or in conjunction with holidays
- Found in possession of bottles of pills, alcohol, drugs and/or paraphernalia on site
- Feigning sickness or emergencies to get out of work early

Performance

- Impaired motor skills
- Impaired or reduced short term memory
- Changes in alertness – difficulty with attention span
- Impairments in learning and memory, perception and judgement
- Reduced ability to perform tasks requiring concentration and co-ordination
- Obvious continual drop in performance
- Continual involvement in small accidents, near misses or inattention

Emotional

- Changes in personality or mood swings
- Emotional signs – outbursts, anger, aggression, mood swings, irritability, abusive
- Paranoia
- Less energy
- Defensive when confronted about behaviour
- Dizziness
- Intense anxiety or panic attacks

Reasonable Cause Testing

Reasonable cause testing may also take place where the Company learns, from a credible source, that the worker/ contractor is working under the influence of alcohol and/or other drugs, or where the worker/contractor is observed using, possessing, distributing or consuming alcohol and/or other drugs during work time or during any breaks, whether on or off the Company premises

Reasonable Cause Testing Form

Worker/Contractor's Name: Click or tap here to enter text.	Department: Click or tap here to enter text.	
Date(s): Click or tap to enter a date.		
Support person: Click or tap here to enter text.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supervisor's name: Click or tap here to enter text.	Department: Click or tap here to enter text.	
Approved person's name: Click or tap here to enter text.	Department: Click or tap here to enter text.	
Date(s): Click or tap to enter a date.		
Supervisor to record below the physical symptoms or behaviour observed: Click or tap here to enter text.	Department: Click or tap here to enter text.	
Comments/explanation of Worker/Contractor (if offered) Click or tap here to enter text.		
Comments of Supervisor/Approved Person Click or tap here to enter text.		
Determining reasonable cause		
From your observation is there a risk to the health and safety of this person and others? Click or tap here to enter text.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you satisfied that it is reasonable possible that the risk is a result of the possible use of drugs or alcohol?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do NOT proceed with reasonable cause testing unless the above questions are answered with a YES		
Taking action		
Reasonable cause established:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date: Click or tap to enter a date.	Time: Click or tap here to enter text.	
Action Taken:		
Supervisor's signature:	Date: Click or tap to enter a date.	Time: Click or tap here to enter text.
Approved person's signature	Date: Click or tap to enter a date.	Time: Click or tap here to enter text.

APPENDIX 2 Drugs and Alcohol Education & Rehabilitation Programme (Optional)

Voluntary

Workers may be offered the opportunity to voluntarily join the Company's supported alcohol and other drugs education and rehabilitation programme.

Voluntary education and rehabilitation is not an option for workers after they have been requested to undertake an alcohol and/or other drug test post-accident/incident, for reasonable cause or if randomly selected.

Company referred

Current workers returning a positive test for the first time, who want to continue employment, may be given the opportunity to join the Company's supported drug and alcohol education and rehabilitation programme. Failure to take part or complete the programme may result in the serious misconduct procedure and disciplinary action is likely to include dismissal.

NB: The Company reserves the right not to offer education and rehabilitation in situations where it can justify taking disciplinary action including dismissal.

Funding

Use either option A or B

Option A

The Company will fund drug and alcohol education and rehabilitation as follows:

- Initial assessment by a substance abuse professional/counsellor
- Up to six sessions with a drug and alcohol substance abuse specialist/counsellor
- Up to twelve unannounced follow-up tests per year over 12 months (see Section 6)

Option B

- The Company will provide partial or no funds towards the programme
- The worker will fund part or all of the education and rehabilitation including the follow-up tests
- The sessions shall be taken outside work hours or leave entitlements may be taken

Procedure

The worker must sign a contract agreeing to the education and rehabilitation programme and follow up testing. (Appendix 3).

The worker will be prohibited from working until negative tests for both drugs and alcohol are obtained and the specialist/counsellor deems the person fit to return to normal duties. A return to work test will not be conducted until advised as appropriate by the specialist/counsellor or EAP consultant

The worker will be required to take leave entitlement or unpaid leave during this period.

The manager will arrange an initial appointment for the worker to meet with the substance abuse specialist/counsellor.

All communications between the specialist/counsellor and worker will remain confidential. However the specialist/counsellor will be required to communicate with the manager on the expected period for treatment, progress being made and the frequency of comparison testing to monitor progress. There will be a maximum of four weeks allowed for the worker to be ready to return to work.

The substance abuse specialist/counsellor will report to the manager, after the agreed number of sessions, on the necessity or value of further treatment.

The worker is required to fund any sessions required beyond those provided by the Company.

NB: If the worker is responsible for funding their own education and rehabilitation programme Section 4 will need modifying where appropriate.

Return to work decision

On advice from the education and rehabilitation service provider and drug testing provider, the Company will make a return to work decision, based upon:

A comprehensive drug and/or alcohol assessment report from the education and rehabilitation service provider. This report will indicate the worker's ability and readiness to change.

Note that in some instances, the education and rehabilitation service provider will recommend that the worker abstains from drugs and/or alcohol as part of their treatment programme. In such circumstance, 'zero' results will be expected which is a higher standard than that required for 'return to work'.

Follow-up testing

On completion of the programme the worker will be subject to a minimum of **twelve** unannounced follow-up drug and/or alcohol tests per year over 12 months.

A second positive test outside the treatment period may result in disciplinary action including dismissal.

APPENDIX 3. Drug and Alcohol Education and Rehabilitation Contract

Worker's name:	Click or tap here to enter text.
I Click or tap here to enter text.	Acknowledge that I have been entered into the
Company's health education and rehabilitation plan and my continued employment with the Company is subject to the following:	
I am committed to full participation in the health education and rehabilitation plan with the service provider(s) specified by the Company. I authorise the service provider to release the following information to the Company:	
Whether I have kept appointments	
Whether the service provider has recommended an education programme and/or course of treatment	
Whether I am following that programme/course	
Whether a return to work is appropriate and within what timeframe	
Whether I have completed the required education/course	
Whether return to work is to full or alternative duties	
Whether I have undertaken the comparison drug (or alcohol) tests when requested to do so.	
I authorise the Company to permit the service provider to discuss results of drug and/or alcohol tests, undertaken during education and rehabilitation, with the accredited laboratory, toxicologist and medical advisor (if available).	
I agree to use leave entitlements (or unpaid leave) whilst undergoing education and rehabilitation and until I have both returned a negative test(s) and am considered fit to return to my normal or alternative duties.	
I agree to undergo a random testing programme of up to twelve subsequent follow-up drug/alcohol tests per year in the 12 months following treatment and agree that the results are to be released to my employer. I understand that the drug tests will be conducted at the accredited laboratory and additional drugs will always be tested for (i.e. not just the substance I initially tested positive for).	
I accept that if:	
<ul style="list-style-type: none"> I do not attend or complete the required education/rehabilitation programme On any future occasion, including the subsequent tests above, I return a positive drug/alcohol test I refuse to take any of the subsequent tests 	
the consequence may be dismissal without notice.	
I accept the terms of this contract, which I acknowledge may be in addition to the terms of my current contract and agree to be bound by both contracts.	

Worker	
Signature Click or tap here to enter text.	Date Click or tap to enter a date.

Regional Manager	
Name Click or tap here to enter text.	
Signature Click or tap here to enter text.	Date Click or tap to enter a date.
Witness	
Name Click or tap here to enter text.	Date Click or tap to enter a date.
Signature Click or tap here to enter text.	

Confidential draft