

## Alcohol and Other Drugs Policy & Procedure Contents

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### 1. Purpose

*This is basically a motherhood statement that outlines the company's need for an alcohol and other drugs testing policy. It stresses the emphasis on safety as against a "catch and sack" mentality.*

### 2. Scope

*The scope outlines who is covered by the policy, and what behaviours and outcomes can be expected by all who are covered under the testing regime.*

### 3. Definitions

*To ensure legal defensibility, definitions need to be clear to all and must reflect what is required by the appropriate legislation, standards and protocols, eg:*

*Accreditation  
Adulterant  
Alcohol  
Collector  
Drug  
Fitness for Duty*

### 4. References

*Relevant Legislation  
Relevant Australian Standards  
Legal Precedents*

### 5. Duty of Care

*Outline the roles and responsibilities for the employer, executives, management, employees, contractors, consultants and visitors.*

**Employer**

**Executives/Chief Risk Officer**

**Managers and Supervisors**

**Employees**

**Contractors and Consultants**

**Visitors**

## 6. Requirements

### Principles

*Outline the underpinning rationale for alcohol and other drugs testing. Emphasis is placed upon safety, rather than a “catch and sack” mentality driving the process. This is key to obtaining employee and Union support.*

### Education and Awareness

*Outline what information is to be made available at induction, and for ongoing education and awareness for all persons entering the workplace or site in relation to the effects of alcohol and other drug use, including the use of legitimately obtained medication. Also advise regarding what Company Policy in relation to detection of alcohol and illicit drugs requires of individuals.*

### Drugs Notification

*Under the Privacy Act, no one may be compelled to advise regarding the nature of any medication that they are taking. AWDTS does not ask for specifics in this regard.*

### Prescribed and Non-prescribed (over-the-counter) Medication

*Employees are advised that legitimately obtained medication still needs to be taken and managed safely.*

### Aims of the Testing Program

*Again, safety is stressed as the key driving force, with rehabilitation assistance offered to employees who are assessed as having the requisite need.*

### Confidentiality

*Confidentiality is stressed, and would only be breached for pressing safety or legal reasons.*

### Employee Assistance Program

*Employee Assistance Programs (EAP) offer confidential assessment, counselling and rehabilitation assistance to employees who are assessed as having the requisite need. Usually a maximum of six (6) sessions is paid for by the employer, with an approximate 75% rebate repayable through Medicare.*

## **7. Procedures**

### **Conduct of Testing**

#### **Collectors Trained and Authorised**

#### **Testing Protocols**

#### **Voluntary Self Testing**

#### **Testing**

##### **Pre-Employment**

##### **For Cause/Upon Suspicion**

##### **Post-Accident/Incident**

##### **Random**

#### **Refusal and Tampering with Test**

#### **Management of Results**

#### **Return to Work Test**

#### **Management of Confirmed Positive Alcohol Test**

*A clear step-by-step process of what can be expected should an employee test positive on a first, second or subsequent occasion.*

##### **First Occasion**

##### **Second or Subsequent Occasion**

#### **Management of Confirmed Positive Other Drugs Test**

*A clear step-by-step process of what can be expected should an employee test positive on a first, second or subsequent occasion.*

##### **First Occasion**

##### **Second or Subsequent Occasion**

#### **Medication Declaration Form**

*Some companies allow employees who test positive for certain drugs to sign a Prescription/Over-the-Counter Medication statement, advising that the test result is consistent with medication that they are currently taking. The specimen is still sent to the laboratory for confirmation, but it allows for employees who are on legal medication to remain on duty, provided they do not advise that they are, or appear to be adversely affected. Penalties for falsified statements are usually substantial.*

## Implementation

*The Company advises the timeframe for implementation, including phases and whether there is a moratorium period for penalty-free testing.*

### 8. Associated Documents

### 9. Guidelines

### 10. Appendices



- Drug & Alcohol Testing for Workplace & Court • Consultancy Services
- Policy & Procedures • Alcohol & Drug Testing Equipment and Servicing
- Accredited Training in Alcohol & Drug Testing • Management/Staff Education
- Forensic Assessment & Reports • Expert Witnesses/Written Opinions • Psych Services

**1300 DRUG TEST or 1300 37 84 83**

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