



Purpose

The purpose of this policy is to address the risk of workplace safety being adversely affected by people who are under the influence of drugs or alcohol. It supports WestReef's values of promoting individual well being, and our standards of integrity and conduct.

Scope

This policy applies to all WestReef staff, permanent, part-time and casual. It also applies to sub-contractors working on WestReef worksites. Pre-employment screening applies to all potential employees.

Policy statement

WestReef is committed to a zero tolerance policy regarding the illegal use of alcohol, drugs and synthetic substances of any type, on its worksites. We recognise that drugs and alcohol are a hazard in the workplace and will conduct testing to ensure that staff are not exposing themselves or others to risk of injury or harm.

WestReef will support a safe and healthy workplace through the following initiatives:

- *Pre-employment testing* – The company requires all new employees to return a negative drug and alcohol test.
- *Post incident/accident testing* – Company employees may be tested for the presence of alcohol or drugs when they are involved in an incident, accident or near-hit event.
- *Reasonable cause testing* – Employees may be tested for the presence of alcohol or drugs where their actions, appearance, behaviour or conduct raises concern that drugs or alcohol may be impacting on their ability to work effectively or safely. They may also be tested where WestReef receive information that raises concern over a person's actions, appearance, behaviour or conduct, and choose to investigate.
- *Random testing* – Employees will be required to participate in random testing initiated by WestReef, or at the request of a client.
- *Worker support* – WestReef may provide support to workers who are affected by a substance use problem, where this is appropriate. This support may include an opportunity for rehabilitation and/or referrals for confidential support and counselling.

All staff are required to agree (as part of their employment conditions) with the requirements to be free of the effects of drugs and alcohol while at work. They also agree to take part in any testing requirements outlined in this policy.

When undertaking drug and alcohol testing, WestReef will ensure that they abide by all applicable laws, legislation and standards. These include the Privacy Act 1993, NZ Bill of Rights Act 1990, Human Rights Act 1993, Australia/New Zealand Standard 4308:2008 and Australian Standard 3547:1997.



Failure to supply a test/Tampering or adulterating a test

Workers will be asked for (in writing) their consent to any drug/alcohol test. They will also be asked to declare any prescription or other legitimate medications. If a worker at any time refuses to give consent, this will be reported, an investigation undertaken and disciplinary action may be taken. Refusal to participate in drug/alcohol screening will be considered serious misconduct. The consequence of refusal to participate in a test will be explained to workers at the time.

If a worker is found to have tampered or adulterated/alterd a sample in any way, this will be regarded as serious misconduct.

Non Negative/Positive test results actions

Any test, performed by anyone other than a laboratory, which returns a positive result, will be known as a 'non-negative' result. A non-negative means that the initial test has indicated that there may be drugs or alcohol present in the sample.

Non-negative tests will be sent to a laboratory for third-party confirmation. The worker may be withdrawn from the workplace (stood-down). The reason for stand-down is to ensure that any potential non-safe work situations are managed.

Where the non-negative test result is consistent with declared, legitimate use of medication, the worker may not be required to stand-down. The employer (and the Client, where applicable) must be fully satisfied that health and safety will not be compromised before approving a return to work.

For all other non-negative results the worker will be stood down and may not return to work until results are returned.

The laboratory result will be either negative or positive.

If negative, the worker will be allowed to return to work, with normal salary paid for the absence.

If confirmed as positive, this will be regarded as serious misconduct and may result in dismissal.

Workers observed taking, selling, supplying or being in possession of drugs or alcohol (with the exception of alcohol provided at an approved event or authorised by management) while at work will be subject to WestReef's serious misconduct procedures.

Alcohol impacts on safety

Alcohol impairment may not be just while 'under the influence'. The hangover effects can endure well beyond the direct presence of the drug and can create risks. WestReef's drug and alcohol policy requires workers to ensure their own safety and health at work by not turning up to work impaired by the after-effects of alcohol consumption.

A worker may produce a negative alcohol test but can still be deemed unsafe or not fit to perform certain tasks due to the after-effects of alcohol consumption. Where there is concern over a workers ability to complete safety-sensitive tasks, this will be discussed directly with the worker. Options pursued may include providing alternate (non safety-sensitive) tasks through to sending the worker home.



Definitions

Illegal use of alcohol, drugs and synthetic substances refers to the taking, selling, supplying or possession of illicit drugs and drugs covered by the Psychoactive Substances Act, party pills, herbal highs and other 'mind altering' substances. It also refers to the consumption of alcohol at work, with the exception of approved staff functions or workplace events.

Cut-off concentration for drugs is as per Table 2 of AS/NZS 4308 or as determined by an accredited laboratory.

Cut-off concentration for alcohol is as per the Land Transport Amendment Act (zero to 250mcg, depending on age and licence conditions). For the test to be negative, the employee must be legally entitled to drive.

Revision history and effective date

Document owner: General Manager
Document reviewer: Management Team
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Amendments

Date amendments approved	Amendment details/reason	Amended by	Reviewed by	Version
25 June 2018	Policy review. Updated format, reviewed all content. Additional information included on testing, failure to supply a test, cut-off limits and non-negative/positive tests.	Lisa Dickson	Management Team (15/6) Health and Safety Committee (25/6)	v.2