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## 1. Purpose

The purpose of this program is twofold; firstly to encourage fitness for work and secondly to deal with alcohol and other drugs and their effects on a workers fitness for work whilst performing duties or attending the workplace. This program ensures that ETI has a mechanism to appropriately manage the misuse of alcohol and other drugs in the workplace through education, counselling, rehabilitation and discipline.

This program applies to all workers (including EGT's apprentices), and contractors of the Electrotechnology Training Institute Limited and ECA Legal Pty Ltd (herein referred to as ETI).

## 2. Definitions

**Accredited Laboratory** means a laboratory which meets minimum Australian performance standards set by an accrediting agency, being the National Association of Testing Authorities, Australia (NATA).

**Alcohol** refers specifically to the chemical substance ethanol which, in this context may occur in either a liquid or gaseous form.

**Amphetamine-type stimulants** may include, but are not limited to, the following: amphetamine, methylamphetamine, methylenedioxymethamphetamine (MDMA), methylenedioxymphetamine (MDA).

**B.A.C** is the measurement of alcohol in the body, in grams of alcohol per 100 millilitres of blood and recorded as a percentage i.e. 0.00%.

**Chain of Custody** is a series of procedures to account for the integrity of each oral fluid specimen by tracking its handling and storage from point of collection to final disposal.

**Cocaine** includes cocaine and its metabolites including cocaine, benzoylecgonine and ecgonine methyl ester.

**Confirmatory Test** refers to a second alcohol breath test to confirm the initial reading or, in the case of drugs, urine analysis conducted at an accredited laboratory to confirm the non-negative ("fail") result obtained in the initial test. The confirmatory test results in a definitive positive (fail) or negative (pass) result.

**Confirmed Negative Result (Pass)** means a secondary test result at or below the prescribed or nominated target concentration levels and this is therefore considered a "pass".

**Confirmed Positive Result (Fail)** means a:

- Secondary onsite breath test for alcohol in excess of 0.00 grams per 100 millilitres (0.00%) of alcohol;
- Secondary test conducted at an accredited laboratory for drugs in excess of the levels contained in AS/NZS 4308:2008, performed at an accredited laboratory. Note: Benzodiazepine level<sup>1</sup> to be provided by the prescribed testing laboratory.
- A confirmed positive result as described above is a fail.

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<sup>1</sup> Benzodiazepine level from Western Diagnostics is 200 ug/L.

**Drug** means a substance that has a physiological effect on the body, either by itself or through its metabolite(s). The term 'drug' refers to the drug and/or its metabolite(s) for the purpose of detecting a target drug in oral fluid.

**PCBU** means a Person Conducting a Business or Undertaking. In this procedure, the PCBU's are specified as either ETI or the PCBU hosting ETI apprentices.

**Fit for Work** means a person who has a BAC of 0.00% and tests negative for the list of substances noted in section 10.1 of this document (with the exception under the circumstances outlined in section 9.3 for prescription and over the counter medication).

**For Cause Testing** is drug and alcohol testing which may be carried out for any of these scenarios:

- An individual or group of individuals' fitness for work may have been a contributing factor in an incident.
- There is a direct observation or indication of impairment or unusual behaviour or actions by the individual.
- Evidence or reason to believe the individual is involved with the use of alcohol or other drugs while at work.
- Where safety precautions or processes may have been breached by the individual.

**Initial Screening Test** is defined as indicative testing conducted at the workplace to exclude the presence of alcohol and/or a drug or a class of drugs as provided by Australian Standards AS/NZS3547:1997 and AS/NZS 4760:2019. The Initial Screening Test provides a "negative" or "non-negative" result. Where a "non-negative" ("fail") result is obtained, confirmatory testing must be conducted to provide a conclusive result.

**NATA** is the National Association of Testing Authorities Australia, who accredit laboratories, inspection bodies and calibration services, produce certified reference materials and provide proficiency testing schemes throughout Australia.

**Negative Result** means a test result at or below the prescribed or nominated target concentration levels and this is therefore considered a "pass".

**Non-Company Personnel** refers to any worker who is not directly employed by ETI.

**Non-Negative Result** means an initial screening test result that indicates the presence of alcohol or drugs above the prescribed or nominated target concentration levels and is therefore considered a "fail". A secondary onsite breath test for alcohol or accredited laboratory test for drugs is to be conducted to determine a confirmed positive (fail) or confirmed negative (pass) result.

**WHS** means Work Safety and Health.

**WHS Act** means the Work Health and Safety Act 2020.

**Opiates** may include but are not limited to the following: morphine, codeine and 6-acetylmorphine.

**Over-the-Counter Medication** means medicines/drugs sold directly to the consumer without a prescription from a healthcare professional.

**Prescription Medication** means medication that is prescribed by a healthcare professional for the individual

**Random Testing** refers to drug and alcohol testing completed at the workplace on a randomly selected day and time on a randomly selected individual or group of individuals.

**Safety Committee** is defined in Section 72 (3) of the WHS Act 2020.

**Safety and Health Representative** means a Safety Representative for a designated work group who has been elected in accordance with Chapter 2 Part 2.1 of WHS Regulations 2022.

**Targeted Testing** refers to testing conducted for workers working in high-risk activities or once returning to work after a confirmed positive (fail) drug or alcohol test, or workers who have declared that they have and use a prescription for a cannabis product.

**Testing Officer** means a suitably competent and trained provider or person approved by the relevant General Manager to conduct drug and alcohol sampling of individuals at the workplace. This person may be an independent person or employed by ETI.

**THC** refers to tetrahydrocannabinol, also known as marijuana or cannabis. THC does not refer to cannabidiol which is also known as CBD or cannabis.

**Worker** means:

- a) an employee (including office based and managerial personnel), or
- b) a contractor, or
- c) an employee of a contractor, or
- d) an employee of a labour hire company who has been assigned to work at an ETI premises, or
- e) an apprentice or trainee employed by ETI or a contractor to ETI.

**Workplace** means a place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work. A workplace includes, but is not limited to:

- a) head office
- b) EGT induction centre
- c) car parks
- d) campuses
- e) company vehicles
- f) workplaces of EGT/ETI PCBUs hosting ETI apprentices

This process applies not only to ETI's offices and workplaces, but also on any other site that workers are acting as representatives of the company for example a Host PCBU's worksite.

### **3. Confidentiality**

All information gathered as a result of alcohol and other drug testing is collected for the purpose of implementing this process.

ETI is committed to ensuring that results from all drug and alcohol testing remain confidential and use/access/dissemination of the results shall be restricted to those who have a genuine requirement to access the results of the drug and/or alcohol test.

ETI will adhere to the following:

- a) Testing will be conducted in a location that to all reasonable extent possible maintains the privacy and dignity of the individual.

- b) Workers who record a non-negative (“fail”) or confirmed positive (fail) result will be treated at all times in a respectful and non-judgmental manner by all involved in the management of the matter.
- c) Alcohol and drug test records, which may include a register and results, will be retained on file. These records will be suitably secured.
- d) ETI will only release information to a third party as required by law or in the course of legal proceedings, or after the worker concerned has been consulted.

The General Managers are authorised under this process to delegate and assign authority for access and use of the information obtained under this process, including but not limited to authorised government agencies and insurers (for claims submissions, where applicable).

#### **4. Duty of Care and Responsibilities**

Under this process the duty of care, responsibilities and obligations of the PCBU (Person Conducting a Business or Undertaking), workers, contractors and others at the workplace are derived from obligations under the WSH Act and specified responsibilities detailed in this process.

##### **4.1 PCBU**

The WHS Act requires the PCBU to provide and maintain a work environment so that workers are not exposed to hazards by:

Safe workplaces, plant and systems of work

- a) Instruction, information, training and supervision necessary to perform work safely
- b) Consulting and cooperating with workers and safety and health representatives
- c) When hazards cannot be avoided provide personal protective clothing and equipment to protect against the hazards
- d) Making arrangements for the safe use, cleaning, maintenance, transportation and disposal of plant
- e) Make arrangements for the safe use, handling, processing, storage, transportation and disposal of substances.

###### **4.1.1 General Managers**

The General Managers are responsible for ensuring adequate resources are allocated for the implementation, education, training and support of this process. The General Managers must also ensure this process is applied fairly and consistently.

The General Managers are responsible for ensuring this process remains current, is readily available and is applied in the way it was intended. The General Managers must also ensure that all employees know and understand the Alcohol and Other Drugs Management Program.

###### **4.1.2 Supervisors/Field Officers**

Supervisors/Field Officers must ensure that all individuals in their area of responsibility understand and comply with the requirements of this process and ensure, so far as reasonably practicable, that no worker commences or continues work if the worker appears to be affected by alcohol or other drugs.

## 4.2 Safety Committee

It is the role of the Safety Committee to assist with consultation between ETI and the workers in instigating, developing and carrying out measures designed to ensure the safety of the workers at work.

## 4.3 Employees

The WHS Act requires that a Worker must, while at work:

- a) Take reasonable care for their own health and safety
- b) Take reasonable care to avoid affecting the health and safety of other persons through any act or omission at work
- c) Comply with safety or health instructions
- d) Use personal protective equipment and clothing provided in the manner instructed
- e) Not misuse or damage personal protective equipment and clothing
- f) Report any hazard they cannot correct
- g) Report injury or harm to health arising at work
- h) Cooperate with the PCBU to enable the PCBU to meet its obligations under WHS law.

It is the responsibility of the Worker to present themselves in a fit state for work and have the appropriate level of rest afforded to them between shifts. Any worker, who believes that he or she may be unfit for work for any reason is expected to not commence work and to inform his or her Manager/Supervisor/Field Officer accordingly.

Workers should notify their Manager/Supervisor/Field Officer if they are taking medication of any kind which may impair their ability to conduct work safely. Workers should also notify their Manager/Supervisor/Field Officer if they have an alcohol or drug issue which may be in breach of the requirements in this process.

Workers must also notify their Manager/Supervisor/Field Officer when they become aware of any breach or potential breach of this program.

## 5. Possession

Workers must not have any alcohol or drugs in their possession or control at the workplace, except for:

- a) Drugs prescribed by a medical practitioner, or
- b) Non-prescribed medication (being over the counter medications).
- c) Assisting with the set up or participating in Approved Events as outlined in section 8.1 of this document.

## 6. Consultation and Training

This program will be implemented in consultation with the Safety Committee and communicated to all workers.

A summary of this program, for use during such education and training activities, is found in Appendix 1.

## **7. Worker Assistance, Counselling and Rehabilitation**

ETI will provide information and assistance to workers seeking help for alcohol or drug related issues confidentially and without prejudice.

Any worker who suspects they have an alcohol or drug dependency condition is encouraged to seek advice and to take appropriate treatment before their job performance is impaired.

### **7.1 Personal Workplace Support**

Workers experiencing difficulties relating to substance use (drug and/or alcohol) may approach any of the following persons within the workplace for confidential advice and assistance:

- a) Human Resources Manager
- b) Supervisor/Field Officer
- c) General Managers
- d) Safety & Health Representative

### **7.2 Assistance Programs**

Assistance with rehabilitation and/or counselling relating to substance use may be provided through the Worker Assistance Program provided by ETI.

The following options for individuals seeking assistance, including referral of persons to:

- a) a medical practitioner, or
- b) the Worker Assistance Program (WAP), provided to workers by ETI.

Further details regarding these services may be found in Appendix 2.

### **7.3 Rehabilitation Support**

Workers identified through testing or declaration as having an issue with alcohol or drug use, misuse, abuse, or dependency are encouraged to take advantage of a rehabilitation program. Voluntary participation in these programs is encouraged.

The participation and details of the programs will be held in confidence.

## **8. Drug and Alcohol Management Plan Exemptions**

### **8.1 Approved Events**

It is recognised that from time-to-time ETI may organise, endorse, sponsor or allow social functions to celebrate various achievements, successes or generally recognised events.

ETI also recognises that alcohol may be consumed at business related functions or at other working locations on an irregular and informal basis.

In accordance with the Worker Code of Conduct, if a worker consumes alcohol at an event, business lunch or during working hours, they are considered unfit for work and are not permitted to return to work.

Even with alcohol being served at Corporate Events or the worker attending functions on behalf of the ETI where alcohol is served either during business hours or after hours or on a day off, the worker must exercise moderation at all times and be in control of their actions.

ETI maintains it is an individual's responsibility to behave in an acceptable and legally responsible manner at all times, taking into account, the Code of Conduct, all relevant laws and cultural boundaries that may apply to the location or area.

The use of ETI vehicles for travel during or following approved functions remains subject to the ETI vehicle policies and all relevant legislation.

## **8.2 Storage of Alcohol**

The storage of alcohol at a workplace may be allowed under the following conditions:

- ETI has approved its storage for a period of time, and
- The alcohol is stored securely and out of general view or access.

The short-term storage of alcohol purchased by or gifted to individuals is allowed, provided such alcohol is removed from the workplace as soon as it practical (i.e. at the end of the working day).

## **9. Medications**

### **9.1 Prescription Medication**

Workers who are taking prescription medication which might affect their ability to undertake any kind of work safely should advise their Manager/Supervisor/Field Officer so the risks can be managed.

Workers taking medication should consult their medical practitioner regarding the potential effects of the medication. During this consultation workers should explain their work duties to the medical practitioner in order to determine if their ability to work safely will be adversely affected by the medication. Any directions or warnings on the medication should also be read carefully and followed.

### **9.2 Over-the-Counter Medication**

Wherever possible workers should ask the pharmacist about the short and long term effects of medication and whether or not their ability to perform their work duties safely may be affected by the medication. They should also, whenever possible, select medication which will not cause side effects that may impact on their work.

Workers should always be alert to the fact that commonly taken medications, including antihistamines taken for allergies or as cold medicine, may cause drowsiness and impair the ability to work safely and may provide a positive drug test result.

### **9.3 Testing**

Any worker required to participate in drug testing is obliged to declare any medication taken immediately prior to the test being conducted. Such information will be kept confidential and only used in determining if such medication has contributed to or caused a non-negative result.

If the worker declares the medication prior to any testing being conducted, and the drug class declared is consistent with the drug class detected at the initial screening test, then the employee may continue work where legal and safe to do so with reference to their duties and the drug declared, but may (at the discretion of the relevant General Manager or the CEO) be required to provide a sample to be sent for confirmatory testing. If the confirmatory test matches the prescribed medication, then no further action will be taken.

If the worker did not declare the medication prior to the testing being conducted, or if the drug class declared is inconsistent with the drug class detected then the worker will be assessed as unfit for work. The worker is NOT permitted to return to work until a confirmed negative (pass) drug test is returned or sufficient evidence is provided by a medical practitioner outlining the medication taken (consistent with the drug test result) and the effects on the worker's fitness for work. Disciplinary action may also be undertaken for breach of this process.

## **10. Drug and Alcohol Test Program**

### **10.1 Substances to Test**

The program includes testing for the following substances:

- a) Alcohol
- b) Opiates
- c) THC (Marijuana)
- d) Cocaine
- e) Benzodiazepines
- f) Amphetamines
- g) Methamphetamines

Refer to Appendix 3 for the test target concentrations.

### **10.2 Timing of Testing**

The program testing options include:

- a) Self-testing
- b) Random testing
- c) Targeted testing
- d) For cause testing
- e) Pre-employment testing (in accordance with Apprentice Pre-Employment Workplace Drug and Alcohol Screen Guidelines)

#### **10.2.1 Random Testing**

Random drug and alcohol testing will be conducted periodically, involving all workers based on the following:

Apprentices:

- Field Officers will conduct random testing of apprentices throughout the period of their apprenticeship.

Office Based Workers:

- Random testing of Office and campus-based staff as determined by the CEO.

Workers who are in charge of a Company vehicle or in receipt of a Motor Vehicle Allowance:

- At least once per twelve (12) months annualised or at the CEO's discretion.

Workers will be selected for testing using a random selection process nominated by management following consultation with the Safety Committee.

Random selection of workers to complete the testing will be conducted in a clear and transparent manner in the presence of the Testing Officer and a management representative.

### **10.2.2 Targeted Testing**

Workers may be required to participate in targeted testing when working in high risk electrical/construction activities or once returning to work after a confirmed positive (fail) drug or alcohol test or at the discretion of the relevant Manager. Workers may also be required to participate in targeted testing where they have informed their manager that they have been prescribed a cannabis product.

Testing may be conducted for high-risk activities, as defined by ETI, as part of or in addition to the random drug testing program.

High risk electrical/construction work is defined in the WHS Regulations 2022 Part 4.7. The following are examples of high-risk construction work activities:

- a) Work where there is a risk of falling more than 2 metres
- b) Demolition work
- c) Confined space entry
- d) Work on or near pressurised gas distribution mains or piping
- e) Work involving tilt-up pre-cast concrete
- f) Work on or near energized electrical installations and lines (whether overhead or underground)
- g) Workers operating or in the vicinity of mobile plant

Workers will be randomly selected for targeted testing as per the random selection process outlined in section 10.2.2.

Workers who return to work after a confirmed positive (fail) drug or alcohol test may be subjected to targeted testing a number of times within the following months; this will assist in ongoing management and to identify individuals who may require further assistance.

Workers who have been prescribed a cannabis product may be subjected to targeted testing to ensure that the product they take does not have detectable levels of THC and that they are not inadvertently in breach of policy or law. It is an offence under the *Road Traffic Act 1974* (WA) to drive a motor vehicle with a illicit substance referred to in the Act is present in the person's saliva or blood, which includes THC. ETI must take reasonable steps ensure all employees who drive a motor vehicle as part of their job are legally permitted to do so.

### **10.2.3 For Cause Testing**

For cause testing may be conducted where:

- a) An individual or group of individuals' fitness for work may have been a contributing factor in an incident; or
- b) There is a direct observation or indication of impairment or unusual behaviour or actions by an individual; or
- c) There is evidence or reason to believe the individual is involved with the use of alcohol or other drugs while at work; or
- d) Where safety precautions or processes may have been breached by an individual.

e) When a worker is attending a meeting to address performance issues The privacy of the worker is a priority at all times and any discussion will be held away from other workers and with a witness where immediately available.

Workers are given an opportunity to explain their behaviour. A person may appear to be impaired from alcohol or prohibited drugs but not necessarily have taken any such substances. For

example, the worker may be suffering the side effects of medication prescribed by their treating medical practitioner or suffering from sleep deprivation. Any actions or considerations will be taken in line with the Just Culture Decision Tree.

For cause testing is to be applied fairly, objectively and equitably. Testing Officers must act in an ethical and professional manner and with consistency for all workers on each occasion they are required to conduct an assessment.

For cause testing is authorised by the relevant General Manager.

### **10.3 Testing Officers**

Drug and alcohol testing is to be undertaken by either external Testing Officers from an independent provider or suitably qualified members of staff.

### **10.4 Testing Requirements**

The following test requirements will be adhered to by Testing Officers:

- a) Alcohol testing equipment will be used, tested and calibrated according to the manufacturer's instructions and certified to AS/NZS 3547:1997, Breath alcohol testing devices for personal use.
- b) Oral fluid or urine testing will be conducted for drug screening and will be used and tested to the manufacturer's instructions and certified to AS/NZS 4760:2019 or AS/NZS 4308:2008.
- c) Testing will be conducted in a designated area which ensures privacy for the duration of testing; this room is to be determined by the relevant General Manager, Testing Officer or Field Officer.
- d) The integrity of the sample and testing will be maintained through testing records and chain of custody paperwork as applicable.
- e) When an individual is selected for testing for any reason defined within this program, they must immediately proceed to the testing location. They may not leave the site for any reason and must cooperate fully with any reasonable instructions given by the Testing Officer.
- f) All confirmatory drug testing is to be conducted by an accredited laboratory in accordance with AS/NZS 4308:2008. However, where accredited laboratories are not practically available to conduct confirmatory drug testing, (i.e. extreme remote locations), it may be that only BAC testing is possible at that location.

Refer to Appendix 3 for Test Target Concentration Levels.

### **10.5 Self-Declaration**

Where a worker notifies that they have a drug or alcohol issue (outside of the normal testing regime), that worker shall not be subjected to immediate disciplinary action. The person may be suspended from any work with immediate effect in order for an assessment to be made of the duties they are able to perform safely.

Workers are encouraged to self-disclose and may be supported through their counselling and rehabilitation processes as a result. In such cases the worker may be required to take accrued leave or negotiated unpaid leave and may return to work when fit for duty.

### **10.6 Tampering**

Any attempt to tamper with samples and introduce or alter the concentration of alcohol or other drugs in their own, or another's saliva, urine or breath will constitute a serious breach of this process and may be dealt with by removing the worker from the workplace and disciplinary action may be taken.

## **10.7 Test Results**

Refer to sections 4.1 Testing for Alcohol and 4.2 Testing for Other Drugs of the Alcohol and Other Drugs Testing Procedure.

## **11. Discipline**

Refer to section 4.4 Presence of Alcohol and/or Other Drugs Confirmed of the Alcohol and Other Drugs Testing Procedure.

## **12. Aggressive and Abusive Behaviour**

If an individual displays aggressive or violent behaviour when required to undertake an alcohol and/or drug test, those involved in the testing process should remain calm and not argue with or mirror the individual's behaviour.

Emphasis should be placed on getting the individual to calm down and discussion kept away from personal issues. The individual should be asked to comply with the direction of Testing Officer and/or Manager/Supervisor/Field Officer.

If the individual refuses to modify his or her behaviour, they should be reminded that acts of aggression or violence will not be tolerated and may result in his or her removal from the workplace and disciplinary action may be taken.

In the case of actual or concern for potential violent behaviour, the individual is to be advised that the Police will be called.

The relevant General Manager should be consulted during this time.

## **13. Review and Audit**

The process will be reviewed periodically by management in consultation with the Safety Committee. As new testing technology becomes available for alcohol and other drugs testing it should be considered in any review, provided it is based upon levels of drugs and alcohol outlined in the relevant standards and best practice.

## **Appendix 1 – Alcohol and Other Drugs Management Program Summary**

The purpose of this process is to deal with alcohol and other drugs and their effects on worker's fitness for work whilst performing duties or attending the workplace.

### **Counselling and Rehabilitation**

- ETI will provide information and assistance to workers seeking help for alcohol or drug related issues confidentially and without prejudice.
- Refer to Appendix 2 of the Drug and Alcohol Management Program document for a list of providers.

### **Medication**

- Workers taking medication which might affect their ability to undertake any kind of work safely should advise their Manager, Supervisor, Field Officer or Safety Representative, who will assist to manage the workplace arrangements.
- Workers taking medication should consult their medical practitioner regarding the potential effects of the medication. For over-the-counter medication, workers should ask the pharmacist about the short and long term effects of medication and whether or not their ability to perform their work duties safely may be affected by the medication.

### **Self-Declaration**

- Any person notifying that they have a drug or alcohol issue shall not be subjected to immediate disciplinary action. An assessment will be made of their fitness for work and a drug and alcohol test performed to determine what further measures will be undertaken.

### **Random Testing**

- Random drug and alcohol testing will be conducted periodically, involving all workers, including office-based staff.
- Workers will be selected for testing using a random selection process.

### **Targeted Testing**

- Workers will be required to participate in testing when working in high-risk activities or once returning to work after a confirmed positive (fail) drug or alcohol test or who have declared a prescription for a cannabis product.

### **For Cause Testing**

For cause testing may be carried out for any of these scenarios:

- An individual or group of individuals' fitness for work may have been a contributing factor in an incident.
- There is a direct observation or indication of impairment or unusual behaviour or actions by an individual.
- Evidence or reason to believe an individual is involved with the use of alcohol or other drugs while at work.
- Where safety precautions or processes may have been breached by an individual.

## **Discipline**

On the First Occasion a worker receives a non-negative (fail) result, confirmed positive (fail), or refuses to test, except where the non-negative result is for a prescription drug declared prior to testing:

- The worker must leave site immediately and is not allowed to return to work until a confirmed negative (pass) test result is provided. (If related to a drug test, return to work will involve provision of a negative test result from a NATA accredited laboratory and an accompanying medical practitioner letter, with all costs to be paid by the worker).
- Leave of absence is to be negotiated with ETI (i.e. must use your personal leave / unpaid leave).
- Will be familiarised with this program and its requirements.
- Offered counselling and rehabilitation.
- Required, when requested to undertake alcohol and drug testing in the following month as a minimum.
- Given a first and final warning which is placed on file.
- Where a worker is already subject to a performance improvement plan or already has multiple warnings or performance issues recorded on their file and at the sole discretion of the relevant General Manager, a first occasion non-negative (fail) result may result in disciplinary action up to and including dismissal.

Second Occasion (within 12-month period):

- All items noted in "First Occasion", above, plus:
- Will face disciplinary action up to and including dismissal.
- May be required to attend a counselling and rehabilitation program.

Note that a different process is followed in the case where medication is involved. See section 9 of the Program document for details.

## Appendix 2 - Alcohol and Other Drugs Counselling Assistance

## Alcoholics Anonymous (AA)

National Tel: 1300 22 22 22 24 hour Helpline: (08) 9325  
3566 [www.aaperthwa.org](http://www.aaperthwa.org) [aaperthwa@iinet.net.au](mailto:aaperthwa@iinet.net.au)

Australian Drug Foundation (ADF)

Tel: 1300 858 584  
[www.adf.org.au](http://www.adf.org.au)

## Family Drug Support

Tel: 1300 368 186  
[www.fds.org.au](http://www.fds.org.au)

Support, information, education, inspiration and encouragement for family members of people who use drugs.

## Lifeline

Tel: 13 11 14  
[www.lifeline.org.au](http://www.lifeline.org.au)

If you are feeling suicidal or that you just can't cope then call Lifeline.

## **Narcotics Anonymous**

Tel: 1300652 820  
[www.na.org.au](http://www.na.org.au)

## Worker Assistance Program - Worklink

Tel: (08) 9481 8055  
[www.worklink.com.au/](http://www.worklink.com.au/)

Available to all workers of ETI, this service is confidential and provided free of charge (for up to 3 initial sessions per issue per year). Refer to our Worker Assistance Program Guidelines for more information.

### Appendix 3 – Test Target Concentrations

Test cut off concentrations in accordance with Australian Standard AS/NZS3547:1997 Breath alcohol devices for personal use, AS/NZS 4760:2019 Processes for specimen collection and the detection and quantitation of drugs in oral fluid and AS/NZ 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

#### ALCOHOL TESTING THRESHOLD

Alcohol	BAC
Alcohol	0.00%

#### DRUG TEST THRESHOLDS

From Table 3.1, AS/NZS 4760:2006, On-site Initial Test Target Concentrations

Class of Drug	Target Concentration (ng/mL)
Opiates	50
Amphetamine-type stimulants	50
□9 tetrahydrocannabinol (THC)	15
Cocaine and metabolites	50

Note: These targets represent the undiluted oral fluid concentration.

From Table 4.1, AS/NZS 4760:2006, Laboratory Immunoassay Initial Test Target Concentrations

Class of Drug	Target Concentration (ng/mL)
Opiates	25
Amphetamine-type stimulants	25
□9 tetrahydrocannabinol (THC)	5
Cocaine and metabolites	25

Note: These targets represent the undiluted oral fluid concentration.

From Table 5.1, AS/NZS 4308:2008, Non-Immunoassay Initial Test and Confirmatory Target Concentrations

<b>Class of Drug</b>	<b>Target Concentration (ng/mL)</b>
Codeine	300
Morphine	300
6-Acetylmorphine*	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
Methylenedioxymethamphetamine	150
Benzylpiperazine*	500
Phentermine*	500
Ephedrine*	500
Pseudoephedrine*	500
11-nor-delta-9-tetrahydrocannabinol-9-carboxylic acid	15
Benzoylecgonine	150
Egonine methyl ester	150
Diazepam	200
Nordiazepam	200
Oxazepam	200
Temazepam	200
α-hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

**Note:** Benzodiazepine target concentrations to be confirmed with the laboratory used.

## Appendix 4 – Drug Testing Consent & Chain of Custody Forms

### Occupational Testing Services

Your Partner in a Safer Workplace



**CHAIN OF CUSTODY REQUEST FORM - URINE & BREATH**

AFFIX BARCODE  
HERE

**1. TEST REQUEST DETAILS**

Donor Surname:	<input type="text"/>	Doctor Code:	<input checked="" type="checkbox"/> EGT
Donor First Name:	<input type="text"/>	Account Code:	<input checked="" type="checkbox"/> EGT
DOB:	/ /	SEX:	M <input type="checkbox"/> F <input type="checkbox"/>
Type of ID & No:	<b>Electrical Group Training (NECA)</b>		
Donor Phone #:	<input type="text"/>		
Donor Address:	<input type="text"/>		
<input checked="" type="checkbox"/> Confirmation Test: <small>LAB USE ONLY</small>			
<b>Instructions: Confirmation testing for non-negative results only, no immunoassay.</b>			

**2. DONOR MEDICATION DETAILS**

I have taken the following medications (prescription or non-prescription) in the last 14 days:  (Please use BLOCK letters)

**3. BREATH ALCOHOL ANALYSIS**

Initial Reading (BrAC):  Time:  :  Second Reading:  Time:  :  
Instrument Serial Number:  Witness Name & Sign:

**4. SAMPLE COLLECTION DETAILS**

Temperature:  33  34  35  36  37  38 °C Creatinine:  Normal  Abnormal  Value:

Drug Class (Key: N = not detected D = Detected)	COC	AMP	MET	MOP	BZO	THC	Supervision Type:	DIRECT INDIRECT
Control Lines <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>							

Lot #:  Seals Used:  1.  2.  3.   
Expiry Date:  Comments:

**5. COLLECTOR DETAILS**

I certify that the donor's identification has been verified and that the specimen identified on this form is that provided to me by the donor providing the certification above, that it bears the same identification as set forth above and that it has been collected, divided, labelled and sealed in compliance with AS/NZS 4308.

I have successfully completed the AQTF approved course of instruction for urine specimen collection / screening  YES  NO

Collector Name:  Date:  /  / Time:  :  Site:   
Collector Signature:  Comments:

**6. DONOR DECLARATION**

I consent to the testing of my sample for drugs and alcohol. I declare that I have taken the above stated medication and I certify that the specimens accompanying this form are my own and were provided by me to the collector. Further, I certify that the containers were sealed with tamper-evident seals in my presence and that the information provided on this form and on the labels is correct. I instruct Western Diagnostic Pathology to release results only to an authorised company representative. I understand my sample may be sent off for quality control purposes.

Donor Signature:  Date:  /  /

**CHAIN OF CUSTODY (Lab Use Only)**

FUNCTION	Name	Signature	Seals Intact	Date
Immunoassay Analyst	<input type="text"/>	<input type="text"/>	YES / NO	<input type="text"/>
Confirmation Analyst	<input type="text"/>	<input type="text"/>	YES / NO	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	F / C / T / I

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For all your Drugs of Abuse and Pathology Testing needs.