

Alcohol and Other Drugs Procedures Manual

1 Statement of Intent

Clyne & Bennie Plumbing (1988) Ltd T/A Clyne & Bennie Plumbing is committed to a workplace free from the effect of alcohol and other drug thereby ensuring a safe and healthy environment for all people that come into contact with Clyne & Bennie Plumbing, including employees, contractors, customers and the general public regardless of their position or status.

The purpose of our policy and this supporting procedures manual is to address the possibility of our workplace safety and the safety of our employees/ contractors being adversely affected by people who have unacceptable levels of drugs and/or alcohol in their system.

Clyne & Bennie Plumbing intend to;

- Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.
- Ensure that the staff at Clyne & Bennie Plumbing can work in an environment free of alcohol and drug use or abuse.
- Outline Clyne & Bennie Plumbing expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- Provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.

As such any breach of our policy or supporting procedures is strictly prohibited and will be dealt with as serious misconduct.

2 Scope

This policy and procedure manual applies, at the workplace, to all existing and prospective employees on Clyne & Bennie Plumbing (herein referred to as Clyne & Bennie Plumbing) sites or any work related place (together the “workplace”) and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

All individuals working at Clyne & Bennie Plumbing are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably, without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the wellbeing of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. Clyne & Bennie Plumbing therefore wants to emphasise that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

Clyne & Bennie Plumbing strictly prohibit the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To this end, Clyne & Bennie Plumbing reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of vehicle, personal bags and communication devices (company phone, tablets etc.), etc. which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

3 Aims

- To create an alcohol and other drug(s) free workplace
- To ensure Clyne & Bennie Plumbing complies with its legal obligations
- To recruit only staff who comply with Clyne & Bennie Plumbing policies
- To provide quality customer service
- To consider supporting staff with alcohol and/or drug problems through rehabilitation
- To comply with legal obligations under the
 - Health & Safety at Work Act 2015
 - Human Rights Act 1993
 - Privacy Act 1993

4 Training and Education

Managers and supervisors will receive training every two years to ensure they understand this policy and procedures and their responsibilities within. This training will include recognition, management and referral of alcohol and other drug related matters.

New employees will receive training during their induction and thereafter, every two years, to ensure they understand this policy and procedures, their responsibilities within and they have an awareness of the harmful effects of alcohol and other drug use.

Current employees will receive refresher training every two years.

5 Alcohol at Company Functions

Clyne & Bennie Plumbing recognises that under certain controlled circumstances staff may consume alcohol at a company event or function. It is the intention of this policy to make it clear that:

- Alcohol will not be permitted in Company vehicles without prior consent from management (refer Vehicle Policy)
- Alcohol will only be permitted at Company functions and events at the discretion of the management.
- The general manager is responsible for the appropriate management and control of alcohol consumption for Company functions or events.
- Employees who choose to consume alcohol at a company function or event must do so responsibly and must not return to their workplace or use/operate a company vehicle after consuming alcohol.
- Guidelines (Schedule 7) are available to assist managers and employees comply with this policy.

Company staff, required to attend work functions in a social context, e.g. customer dinner, are allowed to consume alcohol in moderation as long as they do not commence or return to their workplace following the event, without prior management approval. Consumption of alcohol is at the discretion and responsibility of the employee. (See Schedule 7; Guidelines for Alcohol at Company Functions)

6 Use of Prescribed or Pharmaceutical Medication

If an employee (or contractor) is on a medication which is either prescribed or purchased from a pharmacy, it is their responsibility to seek advice from their doctor or pharmacist on whether any side effects from the medication could cause impairment in their job (e.g. dizziness, fatigue, drowsiness, altered perception, mood swings, or loss of coordination).

The employee (or contractor) should immediately notify their manager so that Clyne & Bennie Plumbing can take any necessary steps with a view to providing a safe workplace such as temporarily carrying out alternative duties or taking 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. All advice received on the use of prescribed drugs must be treated by the manager in strictest confidence to protect the privacy of the individual.

7 Searches

Clyne & Bennie Plumbing reserves the right to screen for drugs using drug detection dogs on company property or facilities. Where drug detection dogs indicate that illegal, restricted or controlled drugs may be present then a search will be completed. Any employee found in possession of drugs may be suspended and disciplinary procedures will be initiated. If a drug detection dog indicates the recent possession or use of drugs by an employee, they will be asked to undertake just cause testing. The police may be contacted where an employee has been found in possession of drugs or where Clyne & Bennie Plumbing has reason to believe that property or a vehicle belonging to an employee may contain illegal drugs.

8 Return to Work / Alcohol and Other Drugs Rehabilitation Programme

Where an employee is subject to a disciplinary process arising from drug or alcohol related issues Clyne & Bennie Plumbing **may**, as part of the disciplinary process, require or request participation in a nominated alcohol and other drug intervention program. This shall be managed as a formal referral to an appropriate service provider using the procedure described in Schedule 6. The appropriate service provider will manage the rehabilitation process and Clyne & Bennie Plumbing will accommodate the employee with flexible working hours and fund the rehabilitation as follows:

- An initial assessment by a substance abuse specialist professional.
- Up to six sessions with an alcohol and other drug substance abuse specialist professional.
- Up to six unannounced follow-up tests within a 12-month period.

The employee will be monitored by comparison testing, in the form of weekly urine screening, following the acceptance of entry into the Return-to-Work programme to determine whether levels of the drug(s) are decreasing at the rate expected. Additionally, for safety reasons, the employee will be required to undergo daily pre-start saliva screening and breath alcohol testing, to ensure their fitness for work. This will continue until a negative urine sample has been confirmed at an accredited laboratory. From this point the unannounced follow-up tests can start.

The employee may use annual entitlements to cover the absence and/or attendance at sessions. Where the employee has no accrued annual leave entitlements, sick leave may be used at management discretion. If these are insufficient to cover the absence, then the employee shall take unpaid leave or attend sessions outside work hours. Failure to participate or successfully complete the rehabilitation programme will result in additional disciplinary action being initiated and may result in summary dismissal.

8.1 Self-referral to Counselling and Rehabilitation

Employees who identify as having a problem with alcohol and/or other drug abuse are encouraged to seek assistance by self-referral to Clyne & Bennie Plumbing Employee Assistance programme (EAP) before it has a detrimental impact on their work performance.

EAP can, in addition, to initial counselling visits, apply for Clyne & Bennie Plumbing funded rehabilitation on behalf of the employee which includes;

- An initial assessment by a substance abuse specialist professional
- Up to **SIX** sessions with a drug and alcohol substance abuse specialist professional

Attendance at the EAP sessions under self-referral shall be outside of working hours or via annual leave entitlements. Where the employee has no accrued annual leave entitlements, sick leave may be used at management discretion. No employee will be discriminated against for participating in the self-referral programme. While EAP is confidential, it is also highly recommended that the employee informs their manager. This is so the manager can assist with the rehabilitation (if required) and maintain a safe working environment for all.

9 Breach of Policy

Where an employee is found to have breached this policy or procedures, disciplinary action will follow, in accordance with Clyne & Bennie Plumbing disciplinary procedures and any relevant provisions to the employee's employment agreement. The nature of the disciplinary action will depend on the circumstances of the case and the seriousness of the breach. Examples of disciplinary action may include (but are not limited to) counselling, a formal warning, demotion or transfer, suspension or termination of employment.

10 Serious Misconduct

Any failure to comply with Clyne & Bennie Plumbing policy or procedures is a breach of Health and Safety and, as such is viewed as a serious matter. Therefore, where the breach is serious, an employee may be dismissed, notwithstanding that the employee has not previously been given counselling or a formal warning.

Serious misconduct in relation to alcohol and other drugs also includes (but is not limited to):

- Working under the influence of alcohol and/or other drugs (AOD)
- Refusal to participate in random AOD testing where the employee works in a safety sensitive role
- Refusal to participate in just cause or post incident AOD testing
- Leaving the scene of an accident without a valid reason before the test has been conducted
- Tampering with, or attempting to adulterate the specimen or collection procedure
- Possession, use or sale (or offer of sale) or distribution of illegal drugs in the work place
- Sale (or offer for sale), or distribution of prescription and "over the counter" medicine in the workplace
- Unauthorised possession, consumption or sale of alcohol in the workplace or during working hours (includes meal or rest breaks)
- Driving under the influence of AOD either at work, to work, or home from work.
- Inability to provide sufficient quantities of breath, saliva or urine to be tested without a valid medical explanation. **NOTE:** A maximum of three hours is the limit for providing a urine specimen, and one hour for a breath test

11 Policy & Procedural Guidelines

While not every situation can be predicted, Clyne & Bennie Plumbing have outlined the following guidelines for administering this policy and supporting procedures;

- If a staff member, visitor or contractor arrives at the workplace, (on company property) and we have reasonable cause to suspect that they are under the influence of AOD, the supervisor shall immediately remove him/her from the work environment. If we have any doubt about whether they are, or are not, under the influence, we will err on the side of caution and remove him/her from the work environment.
- Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.
- Staff who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their supervisor or manager if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.
- If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their supervisor or direct manager.
- In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any staff member, co-worker, contractor or supervisor not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

12 Privacy

All information gathered as a result of alcohol and other drug testing is collected for the purpose of ensuring compliance Clyne & Bennie Plumbing's policy and achieving its objectives and will comply with the Privacy Act 1993. Such information includes consent forms completed prior to testing and the test result notifications. Senior Management will hold the information in a secure electronic filing system. Information may be disclosed only to managers who "need to know." The employee tested, their representative, their manager or supervisor and/or authorised Clyne & Bennie Plumbing representative may be informed of not negative or positive test results.

Any documentation supporting a positive or not negative result will be held on the aforementioned secure company file. In the case of a negative result, only the negative result will be recorded. All information held on a file will be treated confidentially as per normal protocols for personal information and may only be access by personal with authorised access for legitimate purposes.

A record of the number of not negative and positive results will be recorded in the secure Clyne & Bennie Plumbing electronic filing system, this is for reporting purposes but these will not identify any personal information.

Relevant confidential information relating to the Clyne & Bennie Plumbing requested test may be disclosed to the employee's manager without consultation with the employee

Disclosure of this information to other parties (including future employers) will require the consent of the employee. The information shall be destroyed 1 year after termination of employment with Clyne & Bennie Plumbing.

13 Alcohol Testing Procedure

13.1 Alcohol Tolerance

For the test to be positive there must be a level of alcohol in the employee's system higher than 100 micrograms of alcohol per litre of breath (Zero Alcohol Tolerance). **Please note:** This tolerance level applies only during an employee's scheduled or agreed working hours (including overtime and call-outs / schedule on-call hours Outside of these hours, employees are expected to respect and abide by the New Zealand Legal alcohol limits for driving if operating a vehicle.

13.2 Procedure

- a) All aspects of the testing procedure will be carried out in a confidential and private manner.
- b) 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.
- c) The employee/contractor 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.
- d) An Informed Consent Form will be signed (Appendix E).
- e) The first test will require the employee/contractor to blow into the device with a disposable mouthpiece.
- f) If the result is negative no further test follows. However, if the result is positive, a confirmatory test on the same device (using a new mouthpiece) will be conducted after a 15-20 minute period. The person must be supervised (as described above) during this period. The time and result will be recorded and the employee/contractor, supervisor, and person doing the test will sign acknowledgment of the result and time.

14 Drug Testing

14.1 Testing Standard: AS/NZS 4308:2008

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will comply with the strict criteria dictated by AS/NZS 4308: 2008: "***Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.***"

NZQA 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, and forward any "not negative" specimens to the accredited laboratory for confirmation testing.

14.2 Saliva Screening

Clyne & Bennie Plumbing **may** elect to carry out Saliva screening prior to other test are carried out, complying with the criteria dictated in AS/NZS 4760:2006 "***Procedures for specimen collection and the detection and quantitation of drugs in oral fluid***". If the test indicates a non-negative result, then the employee will be asked to progress to the other documented testing regimen. The saliva testing kits are standalone and will identify traces of Amphetamine, Cocaine, Cannabis, Methamphetamine and Opiate. Clyne & Bennie Plumbing will supply the kits at their expense.

A trained tester will provide a demonstration to the employee who will the actively swab the inside of their own mouth and tongue, as instructed, before inserting the swap into the tester for a result of either negative or non-negative. Individual drugs and/or metabolites confirmed at level(s) equal to or above the confirmation cut-off concentration tabulated in Appendix A will be reported as "not negative". The report **will not** include the actual concentration(s).

In the event a saliva screen indicates a non-negative result the employee will be asked to provide a urine sample following the process outlined below.

14.3 Collection Testing (Urine)

The methods and standards relating to the collection, transportation, testing procedures and chain of custody of specimens for drug testing purposes will meet the requirements of international standards and will satisfy court examination. The standard, which must be complied with, AS/NZS 4308:2008 **“Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine”** (or any updated versions).

Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct “on-site” drug screens (US 25511). The screen is conducted using an AS/NZS 4308:2008 verified “on-site” screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.

14.3.1 Procedures

- a) An informed consent form will be signed by the applicant/employee/contractor (Appendix E).
- b) The donor will report to (pre-employment) or be accompanied to (post-accident/incident, reasonable cause, random, follow-up) the NZQA qualified collector.
- c) The donor will be required to provide verification of identity before the collection can proceed. Whilst photo ID is preferable, an alternative verification is acceptable. (NB: a manager verifying the donor’s identity is not considered unequivocal verification).
- d) The donor will be able to observe the entire specimen collection, processing, “on-site” screening test and chain-of-custody procedure, including the splitting of the specimen (if it requires confirmation) into two or more bottles.
- e) 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:
 - Verification of donor’s identity (eg driver’s licence, company ID)
 - Two identifiers unique to the donor (eg full name and date of birth)
 - Date & time of collection
 - Name and signature of collector
 - Results of specimen integrity tests carried out at the point of collection
 - Declaration by the collector that the specimen has been collected and (if applicable) screened in their presence “on-site” in compliance with AS/NZS 4308:2008
 - Confirmation by the donor that the specimen is their own and was correctly taken
- f) A urine specimen will be provided in a manner which allows for individual privacy. (NB: Observed collections would only be considered if the individual has previously been suspected of compromising specimen integrity)
- g) The donor will be able to note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.
- h) Further tests for specimen integrity (eg dilution, masking agent) will be conducted in the presence of the employee.
- i) The donor will be asked to voluntarily provide information on drugs/ medication they have used recently. This information is only for the laboratory and will not be made available to Clyne &

Bennie Plumbing unless the laboratory is able to match their test findings to the declared medication.

- j) The donor will be asked to read, sign and date the chain-of-custody statement certifying 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 (if required) the specimen has been processed for dispatching to the laboratory.
- k) The specimen will be screened at the collection site using a verified "on-site" immunoassay device and process which complies with AS/NZS 4308: 2008. A negative report can be issued providing all drugs classes tested for give negative results and the integrity of the specimen is not in question. (NB: Clyne & Bennie Plumbing may also wish to have the specimen forwarded to the laboratory for testing for drugs which would not be detected with an "on-site" screen or when testing is being conducted post-accident/incident or for reasonable cause (see flow chart in Schedule 4). If testing for additional drugs is required, the laboratory must be instructed which substances to analyse for (e.g. synthetic THC, LSD, cathinone derivatives).
- l) All specimens screening "not negative" or considered to have suspect integrity will be split into 2 or more samples and sent to the accredited laboratory for either confirmatory testing only or screening plus confirmatory testing. If the validity is suspect another specimen must also be collected and both specimens forwarded to the laboratory. The confirmatory process is described below.
- m) Clyne & Bennie Plumbing will receive an "Interim Report" which only advises that the specimen requires further testing by the laboratory. There will be no indication from the collector, at this stage, as to the reason for further testing.
- n) The laboratory will conduct a more specific confirmatory test. This test, either gas chromatography mass spectrometry (GCMS) or liquid chromatography mass spectrometry mass spectrometry (LCMSMS) is considered by scientific and medical experts to be the most reliable procedure available. Diluent, masking agents and substances affecting the specimen integrity are also tested for.
- o) The laboratory will report all the drug classes tested for and either not detected or below the cut-off concentration as "negative." Individual drugs and/or metabolites confirmed by GCMS or LCMSMS at level(s) equal to or above the confirmation cut-off concentration tabulated in Appendix B will be reported as "positive." The report will not include the actual concentration(s). The laboratory will also report if abnormal dilution or any other integrity measurement may have affected the test result.
- p) If a donor disagrees with an initial positive test result, then they have the option of having the reserve split sample tested at the same or another accredited laboratory. This request should be made within 5 days of receiving the initial result and this reanalysis looks for the presence of any amount of the drug (i.e. it is not restricted to cut-off concentrations).
- q) 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 donor. 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 Clyne & Bennie Plumbing.

15 Pre-Employment Testing

Passing a pre-employment AOD test is a condition of employment at Clyne & Bennie Plumbing and applies to all permanent, casual and fixed term employees as well as all work-experience volunteers. An employee for the purposes of this policy & procedures includes all temporary and agency staff.

15.1 When applied

Appointment of a new employee/ contractor is conditional on the applicant returning a negative drug test. Pre-employment screening ins also applicable for current employees in line for either a promotion or department transfer.

15.2 Procedure (see flowchart: Schedule 1)

- a) Applicant is informed that any offer of employment is subject to a drug test.
- b) Where an applicant is to be offered a position s/he will be required to sign an informed consent form (Appendix E)
- c) The applicant will be directed to a NZQA qualified specimen collector and “On-Site” screener to collect the urine and conduct an “on-site” screening test.
- d) The applicant must provide verification of ID (eg driver’s licence, passport).
- e) Any specimen giving either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to the accredited laboratory for confirmatory testing.
- f) The applicant must not commence employment until a negative drug test has been returned.
- g) Any applicant refusing to take the drug test will not be considered for a position.
- h) An applicant returning a positive test will not be considered for a position with Clyne & Bennie Plumbing at that time.

16 Post Incident / Accident Testing

16.1 When applied

An employee/ contractor may be tested for the presence of drugs and/or alcohol where they are involved in any of the following circumstances affecting employees or customers:

- A lost time or medical treatment injury
- An accident causing significant damage to company plant, property or equipment
- An accident, incident or near miss, rated Serious, Very Serious or Catastrophic.

16.2 Procedure (see flowcharts: Schedules 2&4)

The manager or the employee's supervisor must:

- a) Determine whether there is sufficient cause to test for alcohol and other drugs. If the accident/ incident is sufficiently serious, the testing should be automatic for **all** persons involved. Clyne & Bennie Plumbing will specify which events will result in mandatory testing.
- b) Assess whether it is practical to require a test (see Appendix H - Definitions for emergency situations).
- c) Advise the donor that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed. **(NB: If possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 3 hours).**
- d) Obtain written consent from the donor (Appendix E).
- e) At the earliest possible time, arrange for the donor to be accompanied at all times and escorted to the designated NZQA qualified collector and "on-site" screener and trained breath testing provider. The accompanying person will be required to ensure that the donor has independent verification of identity (ID) available for documenting on the chain-of-custody form. (NB: The accompanying person personally verifying the donor's ID is not considered unequivocal independent certification).
- f) If the alcohol test and the urine "on-site" screening tests are negative, the employment relationship may continue as usual provided it is determined that further testing is not required.
- g) If the alcohol test is positive, the urine drug screen is conducted and the donor is removed from the employment site (on full pay) until the disciplinary hearing.
- h) If the urine specimen returns a "not negative" screening result or its integrity is suspect, remove the donor from the employment site (on full pay) until the confirmed test results are available from the accredited confirmatory laboratory.
- i) NB: For post-accident and reasonable cause testing, it is recommended that consideration be given to specimens, which have been screened using the "on-site" testing options, being forwarded to the accredited confirmatory laboratory for full laboratory testing regardless of the screening result. Clyne & Bennie Plumbing can also request that the laboratory tests for additional drugs (e.g. synthetic THC, party drug, LSD, cathinone derivatives) which will not be covered by the normal screening panel.

16.3 Procedure for Emergency Situation

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

- a) Attend to the other corrective actions.
- b) Ensure that a Clyne & Bennie Plumbing representative accompanies the donor to the hospital/doctor so that the required tests can be carried out as soon as practicable.
- c) If the injuries preclude immediate tests, ensure the tests are carried out at the first practical opportunity.

16.4 Refusal to undergo test

Where a donor refuses to undergo a test, the refusal shall be treated under the serious misconduct procedures and appropriate disciplinary procedures will be applied. This is highly likely to 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, in a timely way, of an accident/incident where the nature of the accident/incident is such that it might require alcohol or drug testing.
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation.
- Tampering with or attempting to adulterate the specimen or collection procedure.
- Leaving the scene of an accident without a valid reason before the test has been conducted.

Note that any time off (leave) or other costs, excluding that of the test, associated with this process is to be covered by the employee. If this process results in summary dismissal as Serious Misconduct, the employee is not entitled to payment in lieu of notice.

17 Just Cause / Reasonable Cause Testing

17.1 When applied

An employee (or contractor) may be tested for alcohol and other drugs where a manager or supervisor determines that the person's actions, appearance or behaviour suggest that they may be affected by drugs or alcohol. It is recommended (where possible) that the manager or supervisor obtains a second opinion. Some reasonable cause indicators & grounds for testing are listed in Appendix C. Normally there would be more than one indicator to support this judgement.

17.2 Procedure (see flowcharts: appendices 3&4)

If sufficient cause to test for drugs and/or alcohol is determined (Appendix D), the manager/ supervisor must:

- a) Advise the donor that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed. (NB: If possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 3 hours).
- b) Obtain written consent from the donor (Appendix E).
- c) Follow the same procedures detailed in Post Incident / Accident Testing

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- Refusal to consent to a test.
- Failing to advise, in a timely way, of an accident/incident where the nature of the accident/incident is such that it might require alcohol or drug testing.
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation. A maximum of three hours is the limit for providing a urine specimen.
- Tampering with or attempting to adulterate the specimen or collection procedure.
- Leaving the scene of an accident without a valid reason before the test has been conducted.

18 Random Testing

18.1 When applied

Un-announced random testing will be undertaken periodically as a deterrent to alcohol and other drug misuse. A randomly selected sample, representing a cross section of the employees and contractors, will be notified that they are to participate in an alcohol and other drug test. A **minimum** of 25% of the total employee number will be randomly tested over a 12-month period. The selection process, at a minimum, will be contracted out to an external service provider.

18.2 Procedure (Appendix 4)

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

- a) Advise the employee/contractor that s/he has been randomly selected
- b) Obtain written consent to both the alcohol and other drug tests (Appendix E).
- c) Arrange for the employee/contractor to be accompanied at all times and escorted to the designated NZQA qualified collector and trained breath alcohol testing provider. The accompanying person will be required to ensure that the employee/contractor has independent verification of identity (ID) available for documenting on the chain-of-custody form. (NB: The accompanying person personally verifying the employee's ID is not considered unequivocal independent certification).

The procedures followed are the same as detailed in Post Incident / Accident Testing

18.3 Refusal to undergo test

Where a donor refuses to undergo a test, the refusal shall be treated under the serious misconduct procedures and appropriate disciplinary procedures will be applied. This is highly likely to 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, in a timely way, of an accident/incident where the nature of the accident/incident is such that it might require alcohol or drug testing.
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation. A maximum of three hours is the limit for providing a urine specimen.
- Tampering with or attempting to adulterate the specimen or collection procedure.
- Leaving the scene of an accident without a valid reason before the test has been conducted.

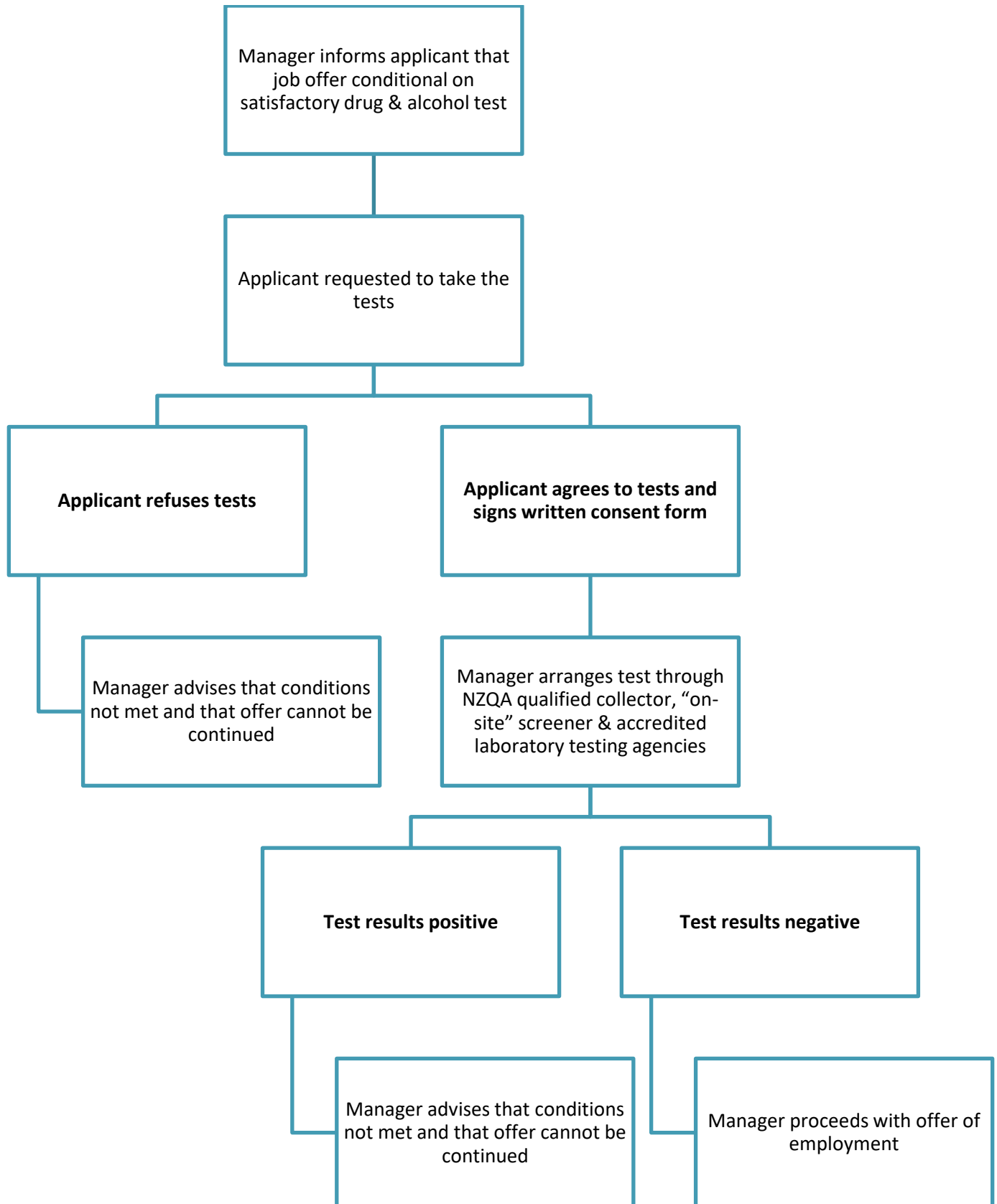
19 Positive Test Result

If the confirmed result is positive for drug(s) or alcohol, or the specimen integrity has been compromised, disciplinary procedures will follow. Clyne & Bennie Plumbing will select one of the following options for its employees:

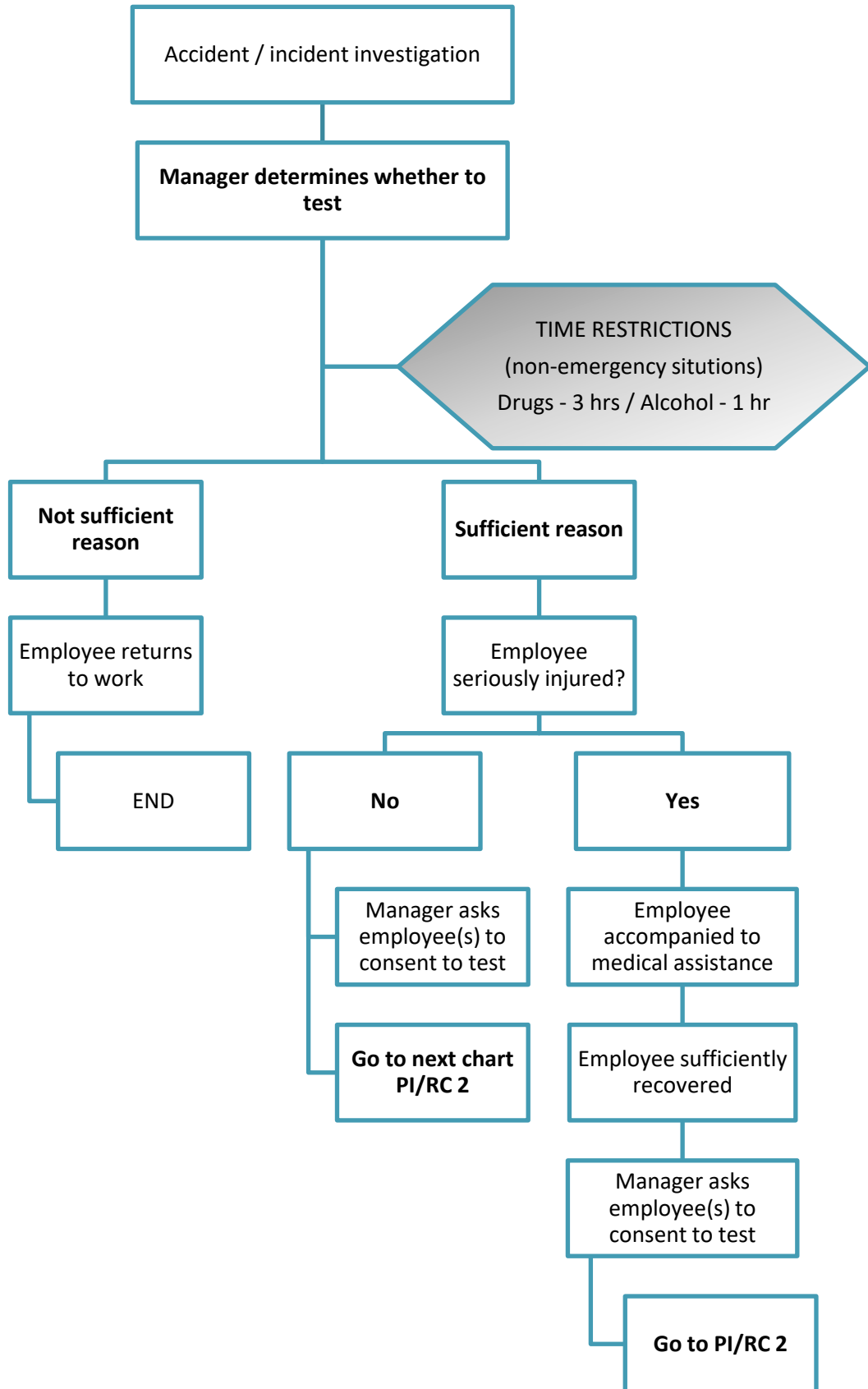
- a) For the first positive test result the employee **may** be offered the opportunity to be referred to Clyne & Bennie Plumbing Return to Work / Alcohol and Other Drug(s) rehabilitation programme (Schedule 6). This option is at the discretion of Clyne & Bennie Plumbing and would be the only option available if the employee wishes to continue employment with Clyne & Bennie Plumbing.
- b) After the confirmation of a positive drug or alcohol test an investigation will be conducted, on the outcome of that a "Return to Work" programme may or may not be offered.
- c) If Return to Work / Rehabilitation is not offered, the serious misconduct procedures will apply and the disciplinary process may include dismissal.
- d) If the employee completes the Return-to-Work programme and then tests positive for a second time then serious misconduct procedures will apply and the disciplinary process may include dismissal.

OR – The employee may choose to resign. In this situation, the resignation would come into effect immediately. No pay will be provided in lieu of notice. The employee must return all company property (tools, uniform etc.) before leaving the premises.

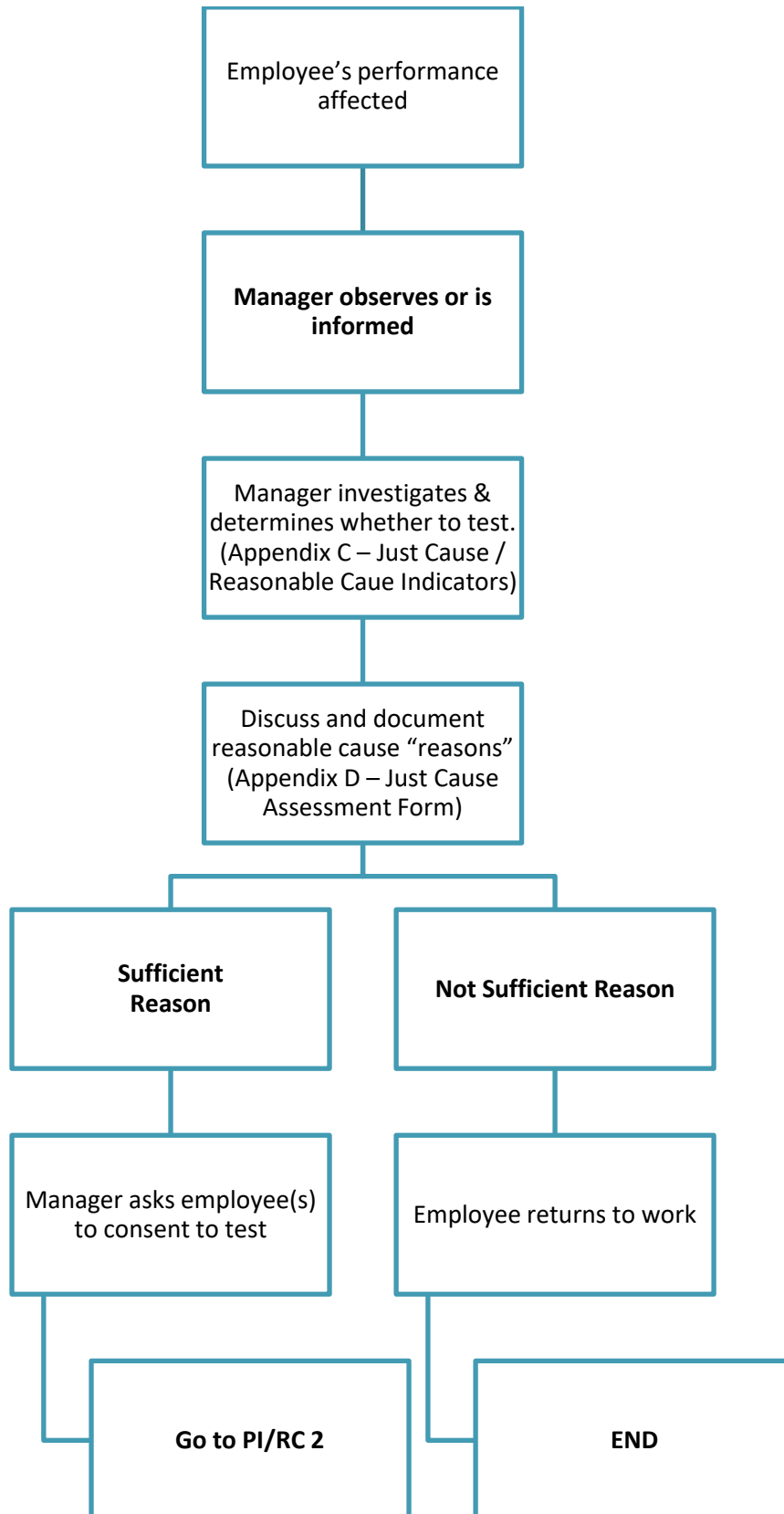
20 Schedule 1 - Pre-Employment Testing



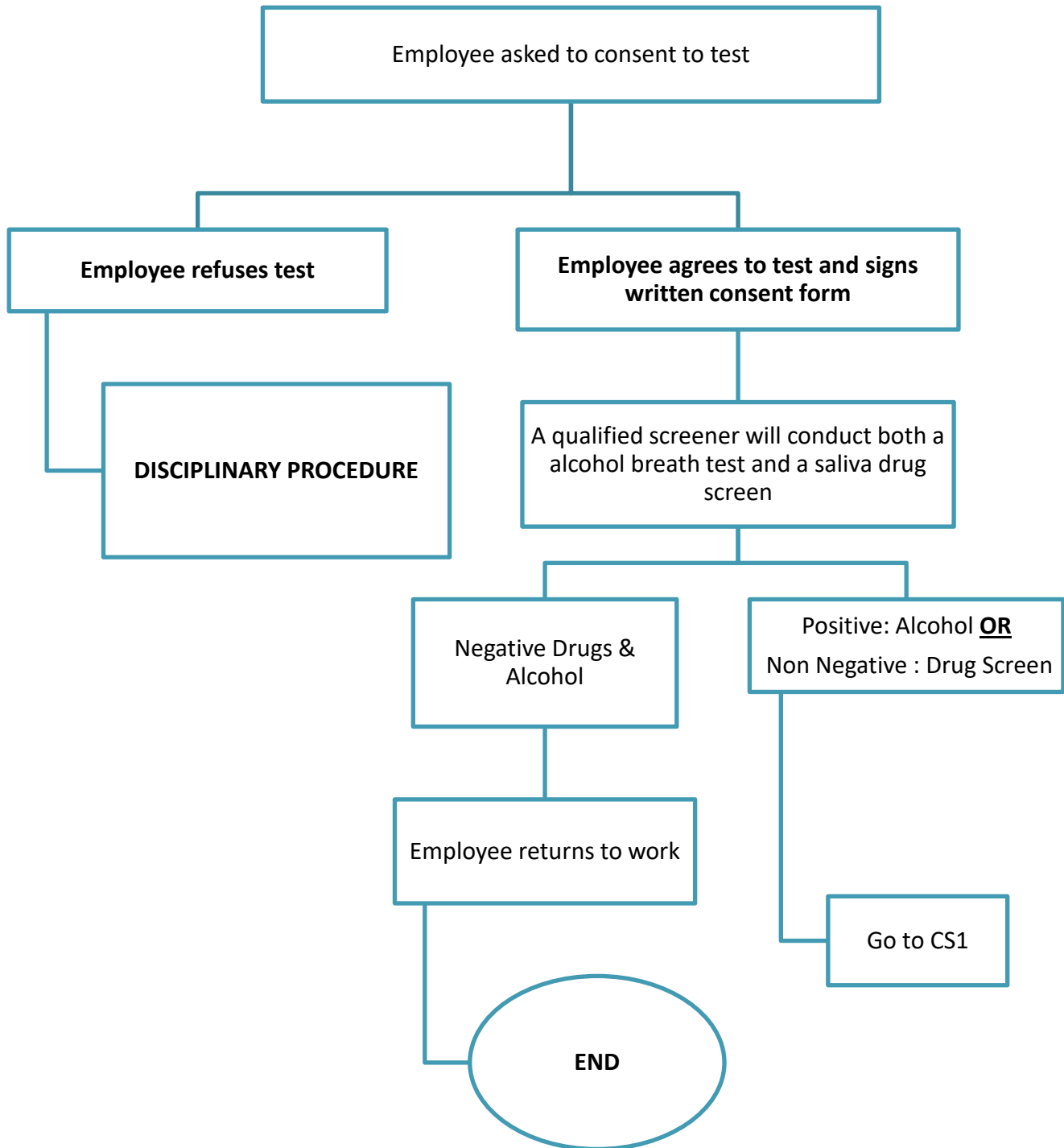
21 Schedule 2 - Post-Accident / Incident Testing (PI 1)



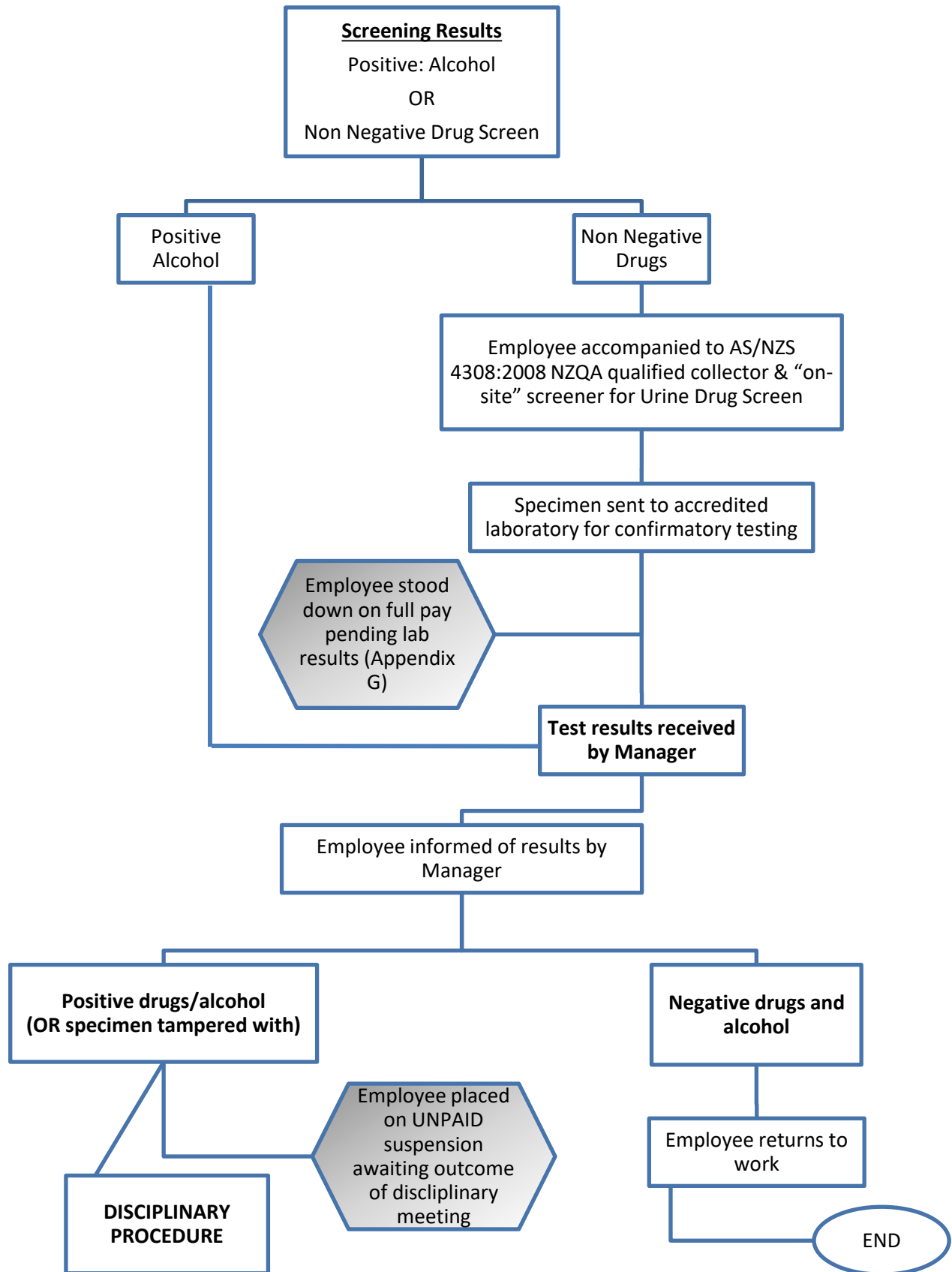
22 Schedule 3 - Reasonable Cause Testing (RC 1)



23 Schedule 4 - Post-Accident / Incident, Reasonable Cause, Random Screening (PI / RC 2)



24 Schedule 5 – Confirmation Screening (CS1)



25 Schedule 6 – Return-to-Work Program

A response process will occur when a result is received for the initial not-negative result for drugs or alcohol. This would require an investigation allowing the donor to communicate confidentially the circumstances regarding the result. **Management will document this meeting and on a case by case situation a "Return to Work" program may or may not be offered.**

25.1.1 Option 1

- The confirmation result is negative, return to work and normal duties.

25.1.2 Option 2

- If the result and investigation identify a substance dependency issue is not the issue, a return to work program would involve the employee deemed unfit for safety sensitive duties until able to produce a negative test.
- Circumstances may include, pharmacy-only pain relief (low dose codeine in OTC medication), ingested foods (poppy seeds) or other levels indicating use is of historical nature.

25.1.3 Option 3

- For those outcomes that require assistance with the dependency of drugs or alcohol an assessment will be organized with a nominated service provider.
- This will identify the assistance that is required and a rehabilitation programme can be structured to suit the employees needs and in consultation with a counsellor.
- A formal rehabilitation program will be created and any employee required to enter an alcohol and other drug rehabilitation programme must sign a contract (Appendix F) agreeing to the terms and conditions of the programme and the follow up testing.

Regardless of the Option offered **all** "Return-To-Work" program employees will be subjected to additional random testing outside of the standard random selection process for a period of one year.

This is to identify the employee's commitment to Clyne & Bennie Plumbing's Alcohol and Other Drug Policy and their safety ongoing.

25.2 Return to Work Decision Criteria

Clyne & Bennie Plumbing will make any return to work decision based upon:

- a) The employee's employment history
- b) The nature of the employee's works:
 - i. If the employee's normal job is defined as safety sensitive, temporary alternative employment, if feasible, may be found which does not place the individual or other people at risk.
 - ii. If no such alternative or suitable employment exists, the employee is not to return to any form of work until they have returned a negative drug and/or alcohol test and is deemed medically fit to return to work after an assessment from the rehabilitation service provider.
- c) A comprehensive drug and/or alcohol assessment report from the rehabilitation service provider.
- d) A drug and/or alcohol test result below the cut off level (Where the substance abuse specialist recommends the employee abstain from drugs and/or alcohol as part of their treatment programme then a 'zero' result will be required for 'return to work' rather than a result below the cut off level.)

26 Schedule 7 - Guidelines for Alcohol at Company Functions

26.1 Guidelines for Managers

Managers are responsible for managing and controlling the provision and consumption of alcohol by staff at work related events or functions.

It is recommended that managers follow the guidelines below:

- Where alcohol is provided at a company function a company representative with responsibility for supervising the function must be present at all times. In the event that person leaves they must delegate responsibility to another appropriate person.
- Food, low alcohol beer and non-alcoholic drinks must be provided.
- Alcohol supplied must be limited to beer and/or wine. Some premixed RTD may be supplied.
- Alcohol must not be supplied to minors.
- Consideration must be given to providing safe transportation arrangements.
- Inappropriate behaviour is not acceptable and must be managed in the same way as if it occurred in the ordinary work place.
- Managers must set an appropriate example in relation to the consumption of alcohol at company functions.
- Managers should ensure that an alcohol breathalysing device is available for general staff use at all company functions held on company premises.

26.2 Guidelines for Employees

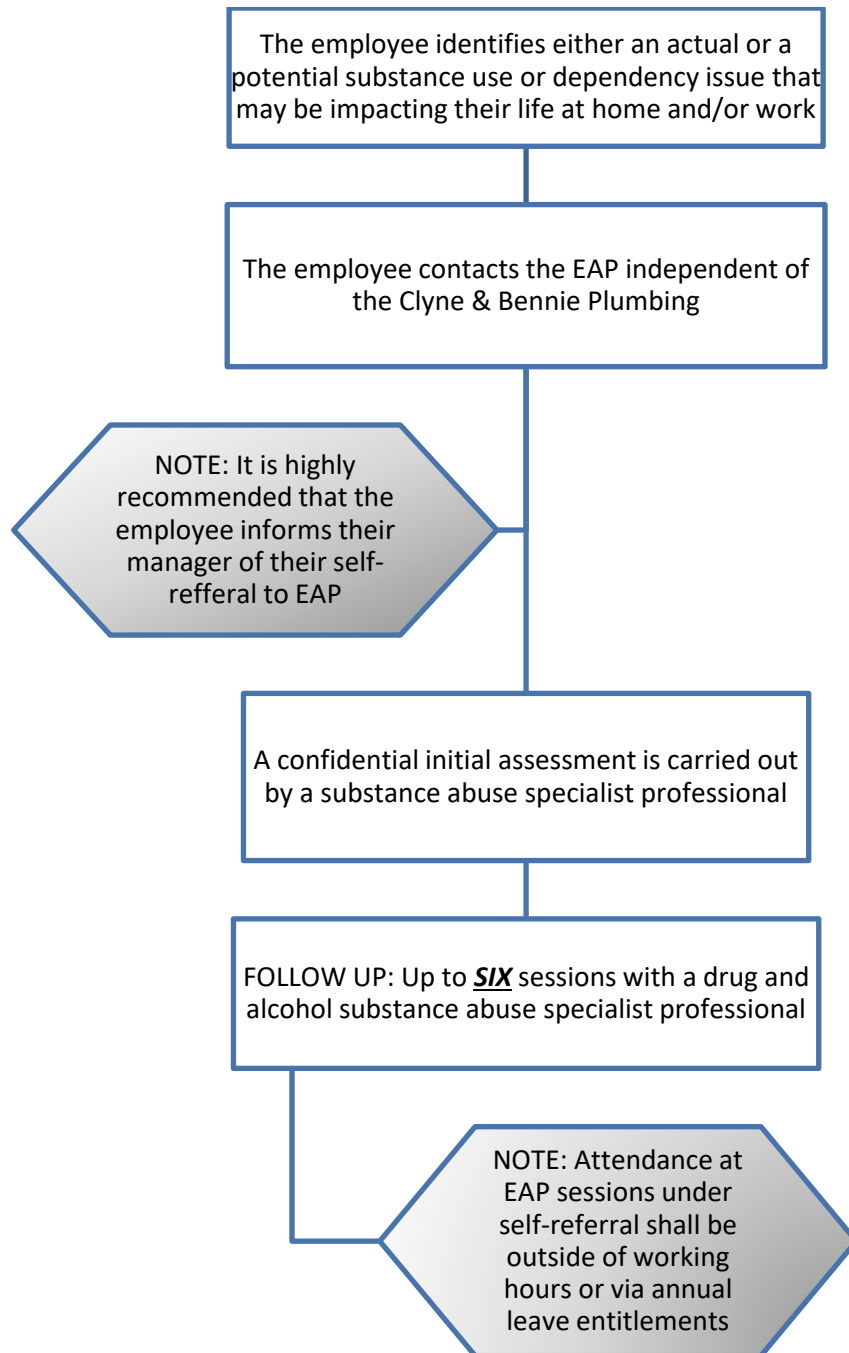
All employees must take personal responsibility for their own behaviour and actions when consuming alcohol at Company functions and events. This includes:

- Not compromising their personal health and safety or that of others.
- Maintaining the same standard of behaviour required during the normal course of work. Drinking alcohol to excess will not be an excuse for failing to meet this standard.
- Not returning to their workplace after having consumed alcohol at a company function.
- All employees driving home from a company event held on company premises are encouraged to undergo a breath alcohol test before leaving to ensure that they are not under the influence. All Clyne & Bennie Plumbing employees are expected to respect and abide by the New Zealand Legal alcohol limits for driving.

27 Schedule 8 – Self-referral to Counselling and Rehabilitation

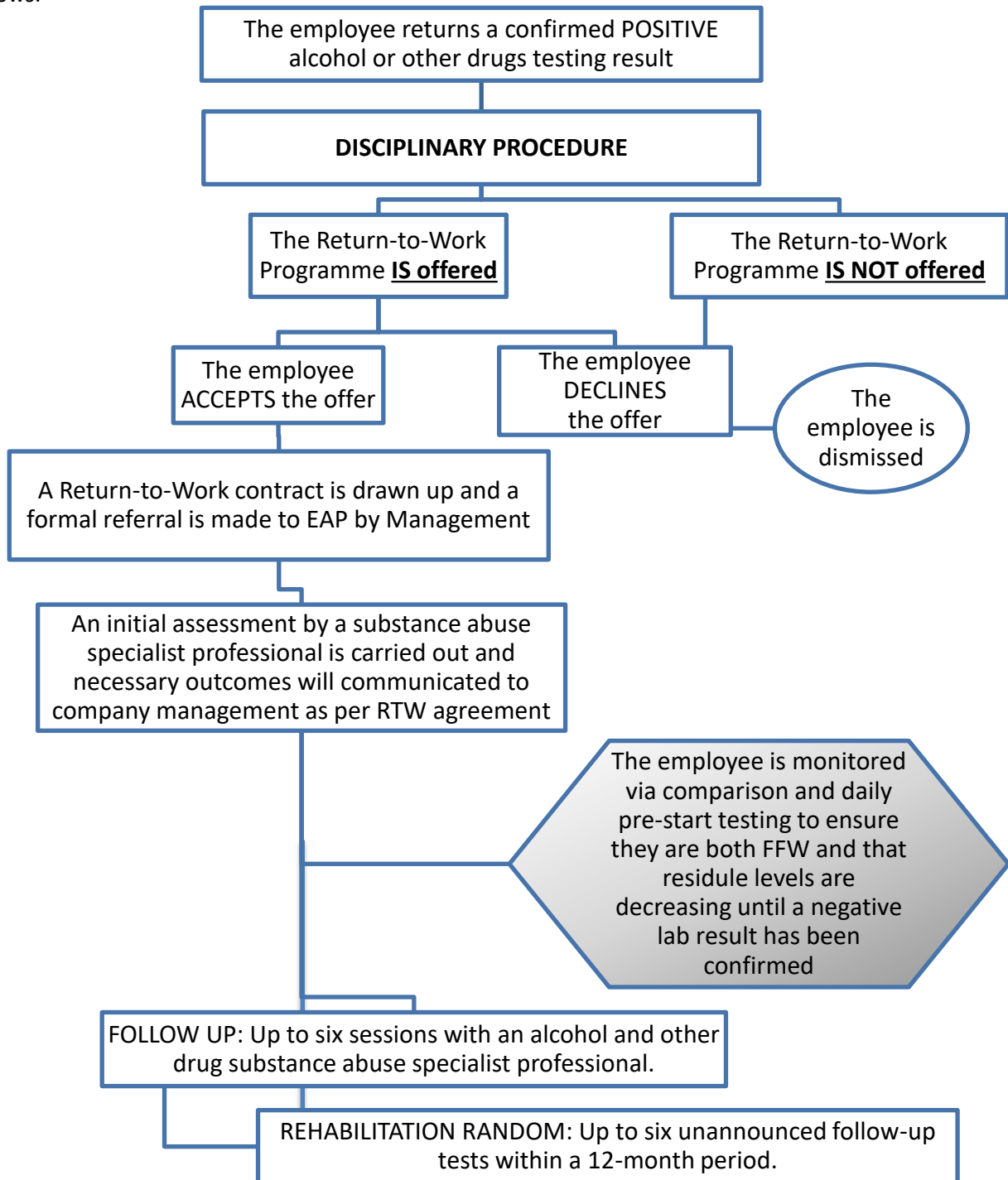
An employee volunteers to participate in the EAP without being referred by their manager or supervisor, ie. The employee makes contact with the EAP on their own.

NOTE: An Employee Assistance Programme (EAP) is designed to offer confidential consultation services to employees and their household members who are experiencing health or personal issues that may be impacting their life at home and/or work. Information discussed during counselling sessions with counsellors will remain private and secure without disclosure unless authorisation has been obtained in writing from the employee.



28 Schedule 9 – Return to Work Programme (Company referral to EAP)

A formal referral to EAP made by the company as part of the Return-to-Work Programme. Clyne & Bennie Plumbing will accommodate the employee with flexible working hours and fund the rehabilitation as follows.



If the employee returns a positive result either for alcohol or other drugs whilst undergoing the daily pre-start testing OR at any time after the return of the initial NEGATIVE lab result; or should the levels increase while undergoing comparison testing, they will be deemed to be in breach of their Return-to-Work agreement and serious misconduct procedures will be invoked. **This will include dismissal**

29 Appendix A – Non-Immunoassay Initial Test and Confirmatory Target Concentrations: AS/NZS 4760:2006

Compound	Cut-off level (micrograms/litre)
Morphine	25
Codeine	25
6-Acetylmorphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
11-nor- Δ 9- tetrahydrocannabinol-9- carboxylic acid	10
Cocaine	25
Benzoylcegonine	25
Ecgonine methyl ester	25

Notes:

1. These targets represent the undiluted oral fluid concentration.
2. For analytes not included in this table, the laboratory should select a target concentration as appropriate for oral fluid.

30 Appendix B – 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
Methylenedioxymethylamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine *	500
Pseudoephedrine*	500
11-nor- Δ^9 - tetrahydrocannabinol-9- carboxylic acid	15
Benzoylcegonine	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.

31 Appendix C – Just Cause / Reasonable Cause Indicators

When assessing for reasonable cause, there will usually be more than one indicator present. Examples of reasonable cause include, but are not limited to the following:

- Physical signs;
 - smelling breath, body odour, clothes
 - slurred speech
 - unsteady on feet
 - eyes: bloodshot, dilated pupils, pin-point pupils
 - excessive sweating
 - flushed/ red complexion
 - loss of weight
- Other signs;
 - unusual or out of character on-site behaviour
 - continual involvement in small accidents or inattention
 - obvious continual drop in performance
 - changes in personality or mood swings
 - excessive lateness or absences often on Monday, Friday or in conjunction with holidays
 - increased health problems or complaints about health
 - emotional signs: outbursts, anger, aggression, mood swings, irritability
 - paranoia, intense anxiety or panic attacks or depression
 - changes in alertness – difficulty with attention span
 - changes in appearance – clothing, hair personal hygiene
 - less energy
 - feigning sickness or emergencies to get out of work early
 - going to the bathroom more than normal
 - defensive when confronted about behaviour
 - dizziness
 - hangovers
 - violent behaviour
 - impaired motor skills
 - impaired or reduced short term memory
 - reduced ability to perform tasks requiring concentration and co-ordination
 - impairments in learning and memory, perception and judgement

32 Appendix D - Just Cause / Reasonable Cause Assessment Form (Investigation)

When assessing for “just cause”, *physical, behavioural and performance symptoms and signs* must be considered. If a person exhibits signs and/or behaviours as listed below Supervisors/Managers should consider alcohol and /or drug use as a possible cause. The signs may occur singularly or in combination and not necessarily in the order in which they are listed.

Name: _____ Company: **Clyne & Bennie Plumbing**

Step 1: Record the signs of possible drug and/or alcohol

The indicators listed below are various physical, behavioural and performance warning signs for drug and/or alcohol use, abuse or dependency and may be observed in particular, look for changes in normal behaviour. Tick boxes where indicators are currently being observed.

Sudden unexplained change in performance

- Inconsistency in quality of work
- High and low periods of productivity
- Poor judgement / more mistakes than usual
- Difficulty in recalling instructions
- Increased difficulty in handling complex situations

Unusual behaviours

- Withdrawn or improperly talkative
- Argumentative
- Exaggerated sense of self importance
- Other unusual or out of character behaviour

Emotional signs

- Depressed
- Anxious
- Irritable
- Suspicious
- Emotional unsteadiness
- Mood change after lunch or break

Accidents

- Taking needless risks
- Disregard for the safety of others
- Higher than average accident

Physical Symptoms

- Constricted / dilated pupils
- Drowsiness / unconsciousness
- Odour of alcohol / marijuana
- Skin sores / needle marks
- Red or watering eyes / droopy eyelids
- Dizziness / nausea or vomiting
- Involuntary eye movements / blurred vision
- Poor muscular coordination
- Stuffy or runny nose
- Excessively active / twitching
- Difficulty concentrating
- Slow and/or slurred
- Bizarre / violent behaviour

Absenteeism

- Increase in absenteeism and tardiness, especially Mondays, Fridays and before/after holidays
- Frequent unreported absences, later explained as “emergencies”
- Frequent use of unscheduled leave
- Unexplained disappearances from the job with difficulty in locating employees
- Requesting to leave work early for various reasons

Relationship to others

- Overreacting to real or imagined criticism
- Avoiding and withdrawing from peers
- Complaints from coworkers
- Persistent job transfer requests

Step 2: Record comments and explanations

Comments / Explanation of person (if offered);

Supervisor / Manager Name:

Position:

Date & Time:

33 Appendix E – Consent for Workplace Alcohol and Other Drug Screening

Donor Name:

Company Name: Clyne & Bennie Plumbing

I have been requested to undergo an Alcohol and Other Drugs (AOD) Screen. I acknowledge this is for the purpose of determining whether I will be able to carry out required duties and whether illicit or restricted drugs or a misused prescribed drug is present in my system, at concentrations higher than the accepted international standard, and to determine whether I have a level of alcohol in my breath above 100 micrograms of alcohol per litre of breath.

Drugs Screened:

I understand that a saliva (and possibly a urine) sample will be collected and the drugs being screened for are cannabinoids, opiates, amphetamines-type substances (including benzylopipezine), cocaine, benzodiazepines, and other psychoactive substances, if applicable. A breath sample will be taken to screen for alcohol.

Notification of Medication & Proof of Identity:

I undertake to advise the certified collector conducting the screens of any prescription medication, over the counter medication or herbal products that I am taking. I agree to provide proof of my identity, which could include my photograph, to the certified collector undertaking the drug screens

Testing Procedures;

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. If the result is positive, a confirmatory test on the same device (using a new mouthpiece) will be conducted after a 15-20 minute period. I understand that should the results of this test(s) be positive, I will be stood down from active duty immediately pending investigation with my employer directly. The screen for drugs involves me providing a saliva sample which will be checked by using a verified test kit which gives instant readings of any level of illicit drugs present in my saliva; or if levels of prescribed drug(s) present in my saliva higher than the accepted international standard; as defined by the Australian/New Zealand AS/NZS 4760:2006. If this screen is a non-negative for any of the drugs listed above, I will be required to provide a urine sample for confirmation purposes. A urine sample is required to determine whether I have any level of illicit drugs present in my urine; or if prescribed drug(s) present in my urine higher than the accepted international standard; as defined by the Australian/New Zealand AS/NZS 4308:2008. The result will be sent to CHL as soon as possible on this day for laboratory analysis to confirm drug results.

Use of screen results and privacy:

I understand that all aspects of the testing procedure will be carried out in a confidential and private manner. The results of the screen will be used only for the purpose for which they are obtained, and that any collection, storage or exchange of medical information concerning the screen will be in accordance with the Privacy Act.

Communication of Results:

I consent to the results of the drug and alcohol screens being communicated confidentially to the authorised representative of Clyne & Bennie Plumbing.

Refusal to undertake screen, adulteration, or non-negative result:

I understand that a refusal to sign this form for the drug screen, or the return of a not negative result, or the return of an adulterated specimen may constitute serious misconduct under the terms of my employment or breach of contract under the terms of my contract or sub-contract

I have read, and had explained to me, the testing procedure and understand the terms of this consent form.

- I agree to undergo a drug test. **OR** I refuse to undergo a drug test.

Signature (of Donor):

Date:

I.D:

Signature (of Collector):

34 Appendix F - Alcohol and Other Drug Return-to-Work Programme Contract

Between: Clyne & Bennie Plumbing

and

(Employee Name)

I acknowledge that I have agreed to enter and fully participate in a alcohol and other drug rehabilitation programme on the terms set out in this contract. I agree that my continued employment with Clyne & Bennie Plumbing is subject to the following:

- I am committed to full participation in the programme with the service provider(s) specified by Clyne & Bennie Plumbing.
- I authorise the service provider to release the following information to Clyne & Bennie Plumbing:
 - Whether I have kept appointments.
 - Whether the service provider has recommended a course of treatment.
 - Whether it is safe for me to remain in the workplace during treatment.
 - Whether I am following the course of treatment.
 - Whether I have completed the required treatment.
 - Whether a return to work is appropriate, within what timeframe and on what basis.
- I authorise Clyne & Bennie Plumbing to permit the service provider to discuss results of drug and/or alcohol tests, undertaken during rehabilitation, with the accredited laboratory and medical advisor (if available).
- I agree to take this course outside work hours or use leave entitlements if required to participate during work hours.
- I agree to take six unannounced follow-up tests within a 12-month period following treatment and agree that the results are to be released to my employer.
- I accept that disciplinary action including the summary dismissal may take place if:
 - I do not attend or complete the required course; or
 - If on any future occasion, including the subsequent tests above, I return a positive drug/alcohol test; or
 - I refuse to take any of the subsequent tests.

I accept the terms of this contract, which I acknowledge is in addition to the terms of my current employment agreement and I agree to be bound by both.

Employee Signature: _____

Manager Signature: _____

Witness Signature: _____

Date: _____

35 Appendix G - Formal Letter – Non Negative Suspension

[Date]

[Employee's name] – Strictly private and confidential

[Address]

Delivered by hand

Dear [Employee's name]

RE: SUSPENSION FOLLOWING NON-NEGATIVE DRUG RESULT

This letter confirms the advice given to you today that you are suspended on full pay from work for an initial period of approx. 48 hours pending further confirmatory testing being carried out following your non-negative drug screen or positive alcohol test result. We will contact you once we have received confirmation from an accredited 4308 laboratory of the test result.

If the result is negative, you may return to work.

If the result is positive, we will ask that you attend a formal meeting to discuss the test results with you further. If this is the case, you will be placed on unpaid suspension pending the formal meeting and a decision being made about your employment.

As per our Alcohol and Other Drugs Policy we have a "Return-To-Work" programme and dependent on the outcome of the formal meeting this **may** be offered to you.

In some circumstances, it may result disciplinary action up to and including the termination of your employment without notice.

You will be entitled to bring a support person or representative or to seek advice to any meeting held to discuss your test results with you.

Your comments or feedback will be taken into account before any decisions are made.

Please contact me if you have any questions about the above process.

Yours Sincerely,

[Name]

Signed for and on behalf of Clyne & Bennie Plumbing

36 Appendix H - Definitions:

Accident - An occurrence that arises out of a person performing or being available to perform an applicable SSA if either or both of the following applies:

- a) the occurrence results in the death of, or serious harm to, a person;
- b) the occurrence results in serious damage to property, plant or equipment.

Adulteration - Deliberate use of a substance to compromise, or attempt to compromise, the integrity of a urine in order to attempt to “beat” the drug test: e.g. specimen dilution, using a masking agent, or providing a substitute urine sample.

Alcohol - Refers to any beverage that contains ethyl alcohol including but not limited to beer, wine, pre-mix drinks and other spirits.

Alcohol testing procedure - Breath alcohol tests will be conducted using an Approved Testing Device The threshold level will be the equivalent of zero alcohol tolerance, ie 100 micrograms of alcohol per litre of breath.

Alcohol Tolerance - 100 micrograms of alcohol per litre of breath (Zero Alcohol Tolerance). This tolerance level applies only during an employee’s scheduled or agreed working hours (including overtime and call-outs / schedule on-call hours). Outside of these hours, employees are expected to respect and abide by the New Zealand Legal alcohol limits for driving.

Appropriately qualified alcohol and other drug professional - A person who:

- a) materially works as a provider of clinical drug and alcohol treatment services; and
- b) holds a bachelor degree, or postgraduate degree, in at least 1 of the following fields:
 - i. health sciences;
 - ii. medical science;
 - iii. social sciences;
 - iv. behavioural sciences.

Approved Breathalyser - a breathalyser which meets the Australian Standard: AS3547:1997/Amendment 1-2000 (Type 2) “Breath Alcohol Testing devices for Personal use” for which calibration occurs six monthly.

Approved Drug Testing Device - A device that meets the Australian Standard AS4308:2008 Appendix B

Accredited 4308 Laboratory - A testing facility accredited against AS/NZS 4308:2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine”, at which analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or its metabolite(s).

(Approved) Collector - A person who has successfully competed NZQA qualifications demonstrating AS/NZ 4308: 2008 for Specimen collection, handling, storage, and dispatch of specimens, and “On-Site” screening and has received a statement of attainment in accordance with NZQA.

The two unit standards required are:

- a) US 25458 “Perform urine specimen collection in the workplace for drug testing.”
- b) US 25511 “Perform urine drug screening in the workplace.”

Approved tester - A person who is authorised to:

- a) collect donor specimens for drug or alcohol tests
- b) conduct initial drug tests or alcohol tests

Comprehensive Assessment - In relation to a person's drug or alcohol use, means an examination of the person's physiological and psychosocial indicators carried out:

- a) by a medical practitioner; or
- b) jointly by:
 - i. a person entitled to practice as a medical practitioner, AND;
 - ii. an appropriately qualified drug and alcohol professional.

Confirmatory alcohol test - an alcohol test given in respect of an initial alcohol test to determine the presence and level of alcohol in a donor specimen.

Confirmatory drug test - a drug test given in respect of an initial drug test to determine the presence and level of a testable drug in a donor specimen.

Drugs - Illicit, restricted and some currently legal drugs which have the potential to cause impairment, eg cannabis and hashish, opiates (such as heroin and morphine) cocaine, amphetamine type substances (speed, "P", ecstasy and party pills containing benzylpiperazine), synthetic THC, cathinone derivatives, Kava and other psychoactive substances. The term also includes misuse of some prescription drugs (eg tranquillisers, sedatives) and other currently legal party pills and herbal highs. Other "mind altering" substances can be added to the testing suite as they become available and are misused.

Drug and Alcohol Free Workplace - Drug testing procedures AS/NZS 4308: 2008 compliant. Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct "on-site" drug screens (US 25511). The screen is conducted using an AS/NZS 4308: 2008 verified "on-site" screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a "not negative" screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.

Drug Test - A drug test is a technical analysis of a biological specimen, for example urine, hair, blood, breath, sweat, or oral fluid/saliva—to determine the presence or absence of specified parent drugs or their metabolites.

Donor - A person who is asked to give, or has given, a donor specimen to an approved tester.

Employee - This document covers those employed as permanent (part time or full time), casuals or fixed term staff. Sub-contractors are also required to comply with this document. "employee", in relation to a CLYNE & BENNIE PLUMBING, also includes a contractor of the organisation.

Initial alcohol test - An alcohol test to determine the presence of alcohol in a donor specimen.

Initial drug test - A drug test to determine the presence of a testable drug in a donor specimen.

Integrity Testing - Testing for substances that affect the detection or quantitation of drugs or metabolites in the specimen.

Metabolite - A metabolite is a breakdown 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 - Indicates that the initial test result was at or above the specified cut-off levels and will require further review to determine the cause of the result. A non-negative result can also mean that a specimen was adulterated (tampered with), substituted or invalid

On-site drug screening device - An Immunoassay device used to exclude the presence of drugs and/or metabolites in urine at the site of specimen collection and which has been verified in accordance with Appendix B of AS/NZS 4308:2008.

Positive (result) - Indicates that a specimen exceeded specified drug or metabolite cut-off levels as outlined by the standard. A sample cannot be labelled as “positive” until it has undergone review and has been verified/confirmed by an accredited laboratory.

Relevant Standard -

- a) AS 3547, Breath alcohol testing devices for personal use; and
- b) AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; and
- c) AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

Roles & responsibilities - It is the responsibility of all staff to identify concerns about an individual’s immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a supervisor who will remove any staff member who is suspected of breaching this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Serious incident - an occurrence that arises out of a person performing or being available to perform an applicable SSA if either or both of the following applies:

- a) the occurrence gives rise to a danger of death or serious harm to a person;
- b) the occurrence gives rise to a danger of serious damage to CLYNE & BENNIE PLUMBING property, plant or equipment.

Specimen - a sample for medical testing, especially of blood, urine, breath, hair, saliva, or sweat.

Safety Sensitive Activity - means any safety sensitive or safety critical task carried out by any person in the course of their paid employment or voluntary work; and which could significantly affect the health or safety of persons who come into contact with that workplace.

Safety Sensitive Area - is any area where if a role is carried out wrongly by an employee, then harm could potentially be inflicted upon the employee, customers and fellow colleagues. These areas include all sites, the company warehouse and workshop.

Safety Sensitive Employee - any employee (or contractor) who performs, or who is available to perform, safety sensitive activities, in hazardous conditions, or with machinery that may pose potential hazards to others. All employees who work within or have access to any predefined Safety Sensitive Areas are also classified as Safety Sensitive Employees.

Suitable test conditions - Conditions that exist after an accident or serious incident if:

- a) testing can be conducted within:
 - i. for drug testing--32 hours after the accident or incident occurred; and
 - ii. for alcohol testing--8 hours after the accident or incident occurred; and
- b) it is practicable to conduct a test