

## DRUG AND ALCOHOL POLICY

### Policy Aim:

Stef's Transport Pty Ltd ('the Company') is responsible for providing a safe workplace and safe work practices for all staff by ensuring staff do not attend or continue work under the influence of illegal substances or a negative influence incurred by legal substances.

### Policy Procedure:

The following strategies have been developed as part of Stef's Transport Pty Ltd health and safety obligation to workers:

- Ensure that this procedure is implemented and reviewed annually.
- Provide education and training for all new and existing employees in relation to this procedure and Drug and Alcohol Policy.
- Communicate, to all levels of the workplace, Stef's Transport Pty Ltd Transport policies, procedures, and expectations in relation to WH&S, including alcohol and/or drug usage.
- Ensure those in management positions support the drug and alcohol policy and procedures.
- Ensure that a copy of the drug and alcohol procedure is made available to everyone who is present at the workplace.
- Where alcohol is provided at work functions, Stef's Transport Pty Ltd meets its duty of care obligations by reminding all staff and guests of their legal obligations in relation to the consumption of alcohol. Furthermore, where appropriate provide non-alcoholic beverages and ensure that no pressure to partake in the consumption of alcohol is placed on anyone present.
- Stef's Transport Pty Ltd may conduct drug and alcohol testing of employees and anyone else who is present at the workplace to ensure a safe working environment is provided. Refusal will result in action by the Company.
- Where Stef's Transport Pty Ltd considers it appropriate, refer its employees to counselling and rehabilitation services in relation to drug and alcohol usage.

### Responsibilities:

Stef's Transport Pty Ltd is responsible for:

- Providing a safe workplace and system of work that ensures employees and others at the workplace are not exposed to hazards involving drugs & alcohol.
- Providing employees with information, instruction, training and supervision to enable its employees to work in a safe manner.
- Consulting and co-operating with employees.

Employees are responsible for:

- Complying with the company's drug and alcohol policy.
- Cooperating with the Company and following directions in relation to WH&S matters.
- Reporting for duty, free of the effects of drugs and/or alcohol.
- Remaining free from the effects of drug and/or alcohol at all times while at work.
- Behaving responsibly in relation to the consumption of alcohol when attending a work-sponsored function.
- Behaving responsibly in relation to the consumption of alcohol and prescribed medication when attending a work-relation function.
- Informing a supervisor and the General Manager if taking or intending to take any drugs, prescribed or otherwise, that may affect the ability to work safely. In the first instance, employees should approach their immediate supervisor who will inform them of the appropriate person to whom they should report. Company management will ensure that all relevant privacy and other laws in relation to any such disclosures are respected at all times.

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**Risk Management:**

Drugs and alcohol represent a hazard in the workplace and this company assesses any risks that may arise in the same way as any other WH&S issue.

This involves a three step process:

- Identification of foreseeable hazards that may arise;
- Assessing risk of injury or harm arising from each hazard identified; and
- Controlling risks through implementation of control measures to eliminate or reduce such risks.

The following hazards *may be created* by drugs and /or alcohol at the workplace:

- Intoxication.
- Diminished work performance or conduct.
- Workers impaired decision-making processes.
- Create workplace conflict.
- Chemicals used legally in the workplace that can impair a person’s performance or magnify the effect of Drug and Alcohol in persons if exposed.
- Endanger the lives of themselves and others in the workplace.
- Damage equipment.

**Education and Training:**

Stef’s Transport Pty Ltd promotes a safe workplace culture that is drug and alcohol free and is of the view that providing education and information to its workers is an important step in achieving this goal.

The this end, the Company will ensure that all new and existing workers are aware of company policy in relation to drug and alcohol use, including any relevant counselling, treatment and rehabilitation services available through either their General Practitioner or other service providers.

Stef’s Transport Pty Ltd will ensure that supervisors are appropriately trained on how to deal with drugs and alcohol in the workplace and are thoroughly conversant with the Drug and Alcohol Policy and this Procedure.

**Definitions:**

**Authorised Officer** is a person who is appointed under the WH&S Act and part of their duties is to conduct breath tests.

**Authorised Service Provider** is a medical facility authorised by Stef’s Transport Pty Ltd to conduct D&A Testing.

**BAC** means Blood Alcohol Concentration.

**Drug** refers to all substances, other than alcohol, which affect the central nervous system.

**Nominated Person** is the person who is selected by Stef’s Transport Pty Ltd to undertake assessment of impairment and may include the Supervisor, Operations, Assistant General or General Manager.

**Supervision** includes Driver Trainer and Senior Management.

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**Instructions:**

Assessment of Impairment

Identifying whether a particular worker is impaired by drugs and/or alcohol can be a complex process. For this reason, Company managers and supervisors should use best judgement when they suspect a person may be under the influence of drugs or alcohol and follow the procedures outlined within this document.

Some indicators that may suggest the presence of Drug and Alcohol include:

- Incidents
- 'Near miss' incidents
- Violence
- Habitual lateness
- Frequent absences
- Neglect of personal grooming
- Interpersonal problems
- Worker experiencing poor co-ordination, poor concentration and/or visual disturbance
- Workers behaviour/attitude is indifferent

Procedure to be followed where impairment is suspected:

If an employee is of the opinion that a person who is present at the workplace (which could be a fellow worker, a visitor, or a customer) is impaired by drugs and/or alcohol, he/she should:

- Immediately inform a supervisor or other person nominated by Stef's Transport Pty Ltd.
- Not approach the person who appears to be impaired directly unless in their view it is safe to do so. This is because it is preferable that only a supervisor or manager approach a person who may be under the influence of Drugs and/or Alcohol as this task requires sensitivity.
- If a supervisor or other person nominated by the company is not available and the employee is of the view that the apparently impaired person may present a danger to him/herself or others, they should, if safe to do so, attempt to isolate that person to reduce the risk of anyone else being harmed.
- If it is considered necessary to approach the apparently impaired person, use non-judgemental language and focus on safety rather than on the apparent use of substances.
- Locate a supervisor as soon as possible to assist in managing the situation.
- Promptly report the incident to the employee's supervisor.

Procedures to be followed by supervisors:

- Ensure that the employee is not signed on for duty at that time.
- Where the employee has already commenced carrying out his or her duties, take such steps as are reasonable to cause the employee to immediately cease carrying out duties.
- If considered necessary for safety reasons, immediately isolate other employees from the apparently impaired employee.
- Make arrangements for the employee to be immediately assessed by a previously agreed nominated person. If the supervisor has received training he or she can undertake this assessment.
- If the employee is subsequently assessed to be impaired by alcohol and/or other drugs, organise for the safe removal of the employee from the workplace to avoid risk of injury or harm to the employee or other persons at the workplace.
- If considered appropriate, facilitate an alcohol and/or other drug test, in accordance with AS/NZS4308:2008 '*Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*' ('the Standard').
- Document the incident.

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### Programmed Testing:

Stef's Transport Pty Ltd may undertake alcohol and/or drug testing in the following circumstances:

- The Company will test all new employees prior to commencing work during the pre-employment medical assessment.
- The Company will test all existing employees when they require updated medical assessments as per the TruckSafe guidelines.
- Post incident – those involved in an incident may be tested after the incident to assess if Drugs or Alcohol may have been a factor.
- Fitness for work – where there is reasonable cause to indicate that a person's fitness for work may be affected.
- Site specific – prior to engaging workers for projects/jobs to ensure fitness for work.
- Voluntary/self-assessment – where a person wishes to voluntarily assess their own fitness to work.
- Randomly – persons randomly selected to review compliance.

#### *Who can test an employee?*

- A worker may be breath-tested by a medical practitioner or nurse at a hospital, clinic or other appropriate place, or including any of the following:
- Police Officer at the scene of an incident or anytime whilst on public roads,
- Randomly by a client upon site access.

If a blood or urine sample is required this will be carried out by a medical practitioner or nurse at a hospital, clinic or other appropriate place following the procedures outlined in the Standard for:

• Cannabis	• Cocaine
• Ecstasy	• Heroin
• Methadone	• Morpheine
• Methamphetamine	• LSC ('acic')

Any other illicit substance deemed necessary

Employees and others at the workplace should be aware that the use or possession of illegal drugs is a police matter and may involve criminal penalties, as well as consequences for a worker in relation to their employment.

Legal drugs that an employee/service provider may be tested for include but are not limited to:

• Endone (or similar)	• Librium
• Transene	• Valium
• Rohypnol	• Mogodon
• Serepax	• Seconal

Employees should be aware that smoking is also a drug and may present a hazard in the workplace. Therefore, Workers and others are expected to comply with all relevant legislation in this regard.

## Disciplinary Action

### ALCOHOL

- Stef's Transport Pty Ltd Prescribed Limit is 0.00% Blood Alcohol Concentration (BAC)
- Negative Test Result – person returns to work.
- Positive Test Result – person is re-tested after 15 minutes and before 1 hour.
- Confirmed Positive Test Result – person is transported home at their cost. If they choose, they can take annual leave for this period. An incident report will be completed and the person will sign an acknowledgement form stating they are aware they have returned a positive test result and are aware of the warning.
- Second Positive Test Result (within a 2-year period) – second warning issued and explained that a further positive may result in a review of the person's employment status and may result in termination. Person will be required to undergo counselling and/or seek medical advice.
- Third Positive Test Result (within a 2-year period) – a final warning issued, and the person's employment status reviewed which may include termination.

**NB:** *The person will be re-tested before commencing his/her next shift.*

### DRUGS

Exceeds prescribed limits detailed in the Standard (refer to Appendix A)

- Negative Test Result – person returns to work.
- Initial Positive Test Result (also known as a Non-negative result) – a result is triggered indicating the presence of a prohibited drug which then requires a confirmatory test to be verified by a Laboratory. The person will be transported home at their cost until a confirmatory test is conducted. If test is negative, the employee will be paid for the time off. If positive, leave entitlements can be used on the FIRST positive test result only.
- Positive Test Result – person will be unfit for work until the levels of the substance are under the levels prescribed by the Standard. They will be offered counselling. Further positives may result in termination of employment.
- Second Positive Test Result (within a 2 year period) – Person is unfit for work, second warning issued and explained that a further positive may result in a review of the person's employment status and may result in termination. Person will be required to undergo counselling and/or seek medical advice. They must provide management with evidence that the above is occurring.
- Third Positive Test Result (within a 2 year period) – a final warning issued, and the person's employment status reviewed which may result in termination.
- Refusal or falsification of tests will be treated as a positive test result with the same consequences as returning a positive.
- Non/Prescription medication – positive results can be produced from prescription and pharmaceutical medication. The person is obligated to declare any medication they are taking to the person conducting the sampling.

**NB:** Repeated positive test results will accumulate for 2 years from the date of the first positive. Three positive test results in two years of the first positive will lead to a review of the person's employment status which may include termination of their employment.

- Stef's Transport Pty Ltd will ensure that health and medical information will be treated as strictly confidential and will be stored in accordance with the Australian Privacy Principles amended by the *Privacy Act 1998* (Commonwealth) on the 12 March 2014.

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**(Appendix A)**

The below table is an extract from Australian Standard AS4308:2008 “Procedures for Specimen Collection and the detection and quantitation of drugs and abuse in urine”.

**Table 1 – Concentrations (as total drug)**

Compound	Cut-off level ug/L
Codeine	300
Morphine	300
6-Acetylmorphine	300
Amphetamine	10
Methylamphetamine	150
Methylenedioxyamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	150
Phentermine*	500
Ephedrine*	200
Pseudoephedrine	500
Benzoyllecgonine	150
Ecgonine methyl ester	150
Diazepam	200
Oxepam	200
Temazepam	200
a-hydroxy-alphazolam	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.

The acceptable limits and procedures for testing are as prescribed in the Standard. The test will determine whether the employee demonstrates an unacceptable level of drugs in their system.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Sign: \_\_\_\_\_

Date:                    /                    /