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Alcohol and Other Drugs Procedure

Purpose, Aims and Objectives:

Hydro Tasmania believes any individual present in the workplace, who has consumed alcohol and/or drugs may present a risk to safety, may affect an individual's job performance and have the potential to cause damage to person, property and equipment. The management of the risks associated with the use of alcohol and other drugs is essential to ensuring a safe work environment. This procedure forms part of the Alcohol and Other Drugs Policy and should be read in association with the policy.

Scope:

The Alcohol and Other Drugs Procedure applies to all of Hydro Tasmania's sites and workplaces and to all individuals who are on site or are carrying out duties on Hydro Tasmania's behalf at those sites or workplaces. It is designed to enable the implementation of the Alcohol and Other Drugs Policy.

Definitions and Acronyms

'*Alcohol*' means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols in methyl and isopropyl alcohol, no matter how it is packaged or in what form the alcohol is stored, utilised or found.

- '*Approved Rehabilitation Program*' means a rehabilitation program provided or recommended by **Hydro Tasmania** with recognised expertise in the assessment treatment and rehabilitation of people suffering from misuse of drugs or alcohol. The organisation providing the rehabilitation program should be approved by a **Hydro Tasmania** Designated Medical Practitioner.
- '*Authorised Drugs*' means drugs that are prescribed by a medical physician, or medications available over-the-counter that do not contain amounts of the drugs detailed in section 6.5 of this procedure and will not affect a persons ability to perform their role safely and effectively.
- '*Authorised Function*' means a function where alcohol may be served and consumed. An Authorised Function shall require the written authorisation by an appropriate manager as specified in this procedure.
- '*BAC*' means Blood Alcohol Concentration – The concentration of alcohol in the blood measured as a percentage eg an individual with 0.1% BAC has 1 part alcohol to 1,000 parts blood.
- '*Company Dinner*' means a function conducted at a dining facility at which a full meal is served. A Company dinner shall be conducted at a time clearly separated from the working day.
- '*Company Vehicle*' means a vehicle owned, leased, hired or used by either an employee or contractor for **Hydro Tasmania** business.
- '*Contractor*' means any person who performs work for **Hydro Tasmania** either as:
 - an independent contractor or
 - an employee of an independent contractor
- '*Drugs*' means any substance referred to in section 6.5 of the Alcohol and Other Drugs Procedure, or other substances determined by medical authorities to affect a person's ability to perform their duties safely and effectively but does not include

medication which has been prescribed for an employee or contractor by a medical practitioner provided there has been compliance with the requirements of this policy for the use of prescription drugs. The following is a list (not exclusive) of substances which are normally included in any alcohol or drug testing procedure:

- Alcohol
 - Marijuana metabolites, Delta-9-THC
 - Cocaine
 - Opiates
 - Phencyclidine
 - Amphetamines, amphetamine, methamphetamine
 - Methadone
 - Benzodiazepines
 - Barbiturates
 - Propoxyphene
- *'Employee'* means an employee of **Hydro Tasmania**.
 - *'Employee Assistance Program'* (EAP), means a program incorporating established procedures for the referral to specialist counselling service of employees with personal problems which may impact upon job performance and workplace safety. The EAP is provided via an independent organisation in order to ensure confidentiality.
 - *'EST'* means Executive Safety Team.
 - *'For Cause Testing'* refers to where an accountable person has cause to believe a person is impaired due to the use of alcohol and/or other drugs.
 - *'Hydro Tasmania Designated Medical Practitioner'* means a medical practitioner selected by **Hydro Tasmania**.
 - *'Personal Information'* has the meaning given in the *Privacy Act 1988* (Cth).
 - *'Post Incident testing'* refers to where a test for alcohol or drugs is prescribed following an incident or breach of a safety procedure.
 - *'Public Area'* means any area generally open to the public which is not restricted access in any way.
 - *'Recall'* means any recall to work for any purpose. A recall falls within the definition of *'Working Hours'*.
 - *'Self testing'* refers to where an employee elects to undertake a BAC or drug test to determine if they are impaired.
 - *'Significant incident'* is an accident or incident that is required by law to be notified to Workplace Standards Tasmania that:
 - causes death;
 - causes serious bodily injury or illness requiring hospitalisation;
 - causes a dangerous incident in which a person could have been killed or could have suffered serious bodily injury or illness;
 - involves an employee exercising their right to refuse work under s 17 of the Workplace Health and Safety Act 1995
 - *'Working Hours'* means the time between the normal commencement and the conclusion of the working day. Normal working hours shall include lunch or other breaks,

company business conducted away from the company's premises, recalls and includes travel to and from work when the employee is using a company vehicle.

- '*Visitor*' means any person who attends any **Hydro Tasmania** workplace who is not an employee or contractor.

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1. Responsibilities

The following employees and other persons have responsibilities in respect of this policy as outlined below:

1.1. *Site, Regional Manager, Team Leader or Supervisor (Accountable person/s)*

The Site, Regional Manager Team Leader or supervisor is responsible for:

- The compliance with this Alcohol and Other Drugs Policy and Procedure;
- Maintaining confidentiality regarding employee's or contractor's disclosure of personal information relating to the use of alcohol and other drugs, including those prescribed by a medical practitioner;
- Maintaining confidentiality relating to support and assistance sought by employees or contractors relating to issues arising from the use of alcohol and other drugs; and
- Implementing the Discipline Procedure in circumstances of non compliance with this procedure.

1.2. *Hydro Tasmania Designated Medical Practitioner*

The **Hydro Tasmania** designated medical practitioner is responsible for:

- a. Technical advice on the development of training programs;
- b. Needs assessment of employees and contractors referred by management;
- c. Implementation and monitoring of rehabilitation programmes; and
- d. Assessment and advice regarding available rehabilitation providers.

1.3. *Role of the EST*

It is the responsibility of the EST to review annually the Alcohol and Other Drugs Policy and Procedure to ensure that it continues to comply with legislation and regulations and is effectively implemented.

1.4. *Employees and Contractors*

All employees and contractors are accountable for ensuring they are in a fit state to work safely and effectively and that all risks in the workplace are eliminated or minimised so far as is practicable. To this end, an employee or contractor must, for example, notify his or her Manager when taking prescribed or "over-the-counter" medication which has the potential to affect their capacity to work safely. An employee or contractor must also notify their Manager if not taking such medicine is likely to affect their capacity to work safely and effectively. Their medical practitioner may be requested to advise in writing that the treatment or medication will not contravene the Alcohol and Other Drugs Policy or compromise in any way their ability to work safely. Over-the-counter medication must be only taken in the quantity recommended, to ensure that work can be carried out safely. Should the employee/contractor believe this medication may affect their capacity to work safely in any way, they must advise their Manager or Supervisor in writing. It is intended that this information will be for the information of the Supervisor/Manager only in relation to work related matters that affect the selection of alternate duties where necessary. This information must be maintained in a confidential manner by the manager/supervisor only. A breach of this confidentiality will result in the **Hydro Tasmania** Discipline Procedure being applied.

Employees and contractors are required to fully cooperate with **Hydro Tasmania** in relation to the implementation of this policy.

2. The Use, Sale, Possession, or Distribution of Alcohol

- 2.1** Employees, contractors and visitors must not during working hours, while on company premises or when driving company vehicles*:
- a. consume alcohol in the workplace; (unless at an appropriately authorised function);
 - b. distribute alcohol in the workplace; (unless at an appropriately authorised function);
 - c. be in possession of alcohol in the workplace, (unless at an appropriately authorised function or under an exception as detailed in section 7 of this procedure) ;
 - d. sell alcohol in the workplace;
 - e. be in the workplace with a blood alcohol content (BAC) exceeding 0.05%. (when not undertaking “potentially dangerous activities” – see below); or
 - f. be in the workplace with a BAC exceeding 0.00% (when undertaking “potentially dangerous activities“ – see below).

2.1.1 Employees and contractors undertaking the following activities must have a 0.00 BAC level and nil drug result. Such “ potentially dangerous activities” include but are not limited to:

- Working on or near live electrical apparatus
- Driving or operating plant
- Operating hand held power tools
- Working at heights
- Performing construction work
- Performing maintenance work
- Working in confined spaces
- Activities that require legislative 0.00 BAC level.

If an employee is unsure as to whether their work involves potentially dangerous activities they should contact their Manager/Supervisor.

2.1.2 Employees or contractors in all other activities must not exceed a BAC of 0.05%. If Hydro Tasmania conducts an alcohol test and an employee or contractor has a BAC reading in excess of the relevant limit then that employee or contractor will be in breach of this policy.

2.1.3 Employees who are either on ‘Stand-by’ or ‘Availability’ and are required to be called back to perform work are required to have a 0.00 BAC level.

2.1.4 If an employee is on ‘chance’ availability (unpaid) and are called back to duty will be required to be in a fit state to perform their duties competently and safety. If an employee or contractor feels they will be over the BAC level stipulated in this procedure they will have the option to reject the ‘call out’.

3. The Use, Sale, Possession, or Distribution of Illicit Drugs

- 3.1** Employees, contractors and visitors shall not during working hours, while on company premises or when driving company vehicles during/before or after working hours:
- a. Use illicit drugs including those described under section 6.5 of this procedure;
 - b. Distribute drugs;
 - c. Sell drugs;
 - d. Be in possession of drugs or
 - e. If tested for drugs, return a 'positive' test result.
- 3.2** While at work, if tested for drugs, employees and contractors must not test 'positive' for any of the drugs listed in section 6.5 of this document. If an employee or contractor returns a 'positive' test result, they will be in breach of the Alcohol and Other Drugs Policy and Procedure.

4. Prescribed and Over-the-counter Medications

4.1 Prescription Drugs and over-the-counter Medications

Any employee or contractor who has been prescribed medication by a medical practitioner will not be in contravention of this policy as a result of taking or being in possession of that drug in accordance with the prescription, provided that:

4.1.1 The employee or contractor is taking medication which will not adversely affect their ability to perform their role safely and effectively;

or

If the employee or contractor is taking medication which may adversely affect their ability to perform their role safely and effectively:

- a. they disclosed to the medical practitioner concerned the position which he/she occupies and the tasks he/she is required to perform;
- b. they receive a certificate from the medical practitioner certifying the employee or contractor as being fit to work in their role safely and effectively;
- c. the certificate states whether the employee is taking prescription medication and confirms that the quantity prescribed does not have the potential to adversely affect the employee or contractor's safe and efficient performance of their duties;
- d. the consumed level of the prescription drug does not exceed the level that the employee or contractor has been prescribed to take; and
- e. in all cases where the employee or contractor is taking medication which may adversely affect their ability to perform their role safely and effectively, the employee or contractor must provide a copy of the medical certificate to his/her Manager before returning to his/her duties.

4.2 Over-the-counter Medications

Unrestricted or "over-the-counter" medications such as codeine, anti depressants and sedative antihistamines can affect a person's ability to work safely and effectively. Employees and contractors have an obligation to comply with the manufacturer's directions and warnings and seek advice from their pharmacist with respect to the impact over-the-counter medication may have on the safe performance of their work. If advice from the pharmacist indicates the medication may impact their ability to perform the work safely or effectively or where there is a doubt then the employee/contractor must advise their Manager.

4.3 List of some prescription and over-the-counter medications

Any individual who has been prescribed medication by a medical practitioner will not be in contravention of the Procedure as a result of taking medication in accordance with the prescription. Employees are required to report the taking of any medication that may compromise their ability to safely conduct their work.

Some examples of prescription and over-the-counter medication may trigger a 'positive' drug test. Note this list is not exhaustive.

Sympathomimetic Amines	Whilst not an exhaustive list, consumption of the following substances may trigger a 'positive' drug test under this category: Benadryl, Codral, Sudafed
Benzodiazepines	Whilst not an exhaustive list, consumption of the following substances may trigger a 'positive' drug test under this category: Valium, Serepax, Murelax, Normison, Hypnodorm and Mogodon
Opiates	Whilst not an exhaustive list, consumption of the following substances may trigger a 'positive' drug result under this category: Codral, Dymadon, Panadeine Forte, DuroTuss and Codox

5. Employee Education and Support Programs

5.1 Employee education

5.1.1. Employees and contractors shall receive information on:

- The health implications of alcohol and other drugs;
- Company procedure on alcohol and other drugs;
- The effects of alcohol and other drugs on safety and work performance;
- The early detection of problems related to the use of alcohol and other drugs;
- The company's procedures and policies on the use of alcohol and other drugs; and
- Implications of privacy and confidentiality.

5.1.2 New employees and contractors shall receive induction training on this policy and be provided with a copy of the policy and procedure. Employees and contractors shall be required to attend such education at the request of **Hydro Tasmania**.

- a. Training records shall be maintained for at least seven years.
- b. Regular information and/or training shall be provided as part of ongoing health promotion programs.
- c. The requirements to participate shall be incorporated in contractor agreements and into the induction of individual contractors.

5.2 Manager Information, Advice and Education Programs

Supervisors and Managers (Accountable persons) will be trained in:

- The responsibilities of managers for the implementation of the company's alcohol and other drugs policy;
- Recognition and documentation of performance or behavioural, problems suggestive of a problem relating to the misuse of alcohol or drugs, including recognition of behaviour consistent with a person being impaired by alcohol or drugs;
- Referral procedures for specialist assistance;
- Confidentiality and disciplinary procedures;
- Employee and contractor benefits while participating in the rehabilitation programme;
- Duty of care responsibilities;
- Understand potential causes for behavioural and performance issues including workplace stressors, personal and relationship issues, environment etc;
- Where necessary re-integration of an employee or contractor into the workforce upon completion of rehabilitation.

5.3 Employee Assistance Program (EAP)

5.3.1 Employees with problems related to the use of alcohol or drugs may be managed in accordance with the guidelines, which apply to the management of any employee with a personal or medical problem, management process shall not detract from **Hydro Tasmania'** ability, to apply its disciplinary procedures.

5.3.2 An employee with problems related to the use of alcohol or other drugs may voluntarily seek confidential assistance from:

- a. Their Manager or Supervisor;
- b. The Employee Assistance Program and/or;

- c. Their own treating doctor.

Any information provided will be treated in the strictest confidence. Information will not be released to anyone who is not directly involved in the advice process, without a specific written authorisation by the employee who has provided the information.

5.3.2.1 Where there are reasonable grounds based upon observations of deteriorating work performance, abnormal conduct or behaviour and as a part of a counselling process, a manager or supervisor may refer an employee to the Employee Assistance Program for assistance.

5.3.2.2 In relation to such an employee, his or her employment shall not be jeopardised provided that:

- a. an incident has not yet occurred as a result of his or her behaviour which could otherwise result in disciplinary action being taken by **Hydro Tasmania** in accordance with this policy and;
- b. the employee agrees to participate in an approved education, treatment or rehabilitation program, and;
- c. the employee progresses satisfactorily in an approved education, treatment or rehabilitation program and achieves a satisfactory level of job performance in a reasonable period of time and;
- d. a satisfactory level of job performance is maintained following completion of the rehabilitation program.

5.3.2.3 Confidentiality of medical information shall be maintained but general progress advice on an employee's progress in a education, treatment or rehabilitation program and their ability to perform the inherent requirements of their position shall be provided to the Health & Wellbeing Co-ordinator.

5.3.2.4 An employee has access to all existing entitlements relating to illness whilst satisfactorily participating in an approved rehabilitation program.

5.3.2.5 Following consultation an employee may be transferred from his or her normal position, where Hydro Tasmania deems that continuation in that position may compromise health and safety of that employee or other employees and contractors and/or the safety of the company's operations.

5.4 Guidelines for the Management of Employees Who Seek Assistance For Problems With Alcohol or Other Drugs

5.4.1. An employee with problems related to the misuse of drugs and/or alcohol should seek assistance from his/her supervisor or the Employee Assistance Program as soon as practicable.

5.4.2. An employee who has reasonable grounds, based on observations of deteriorating work performance, abnormal conduct or behaviour or incidents in which safety is compromised, to suspect a problem in another person, shall bring the matter to the attention of his/her manager as soon as practicable.

- a. Where an employee raises concerns regarding another employee/contractor/visitor, the Manager must make appropriate inquiries as soon as practicable, eg observe the person, speak with the person, speak with other staff etc, in an attempt to confirm whether or not there is a problem.

- b. Where a problem is believed to exist, the Manager shall as soon as practicable discuss the problem with the person suspected to be experiencing issued related to the abuse of alcohol or other drugs. The Manager must not attempt to diagnose the problem but shall direct the employee or contractor to be assessed by a designated medical practitioner specialising in the treatment of conditions relating to alcohol or other drugs. The employee will also be offered the support of the Employee Assistance Program and related services.
 - c. If a contractor the Manager must contact that contractor's employer or supervisor with a view to the contractor being tested for alcohol and/or other drugs.
 - d. If a visitor, the Manager must require that person to leave the Company premises immediately.
- 5.4.3. Where a problem related to alcohol or other drugs is confirmed by a medical officer, an Employee Assistance Program counsellor or the employee himself/herself, the employee should be referred to an organisation with recognised expertise in the assessment, treatment and rehabilitation of people suffering from conditions related to the misuse of alcohol or other drugs.
- 5.4.4. Upon completion of a rehabilitation program, the **Hydro Tasmania** Designated Medical Practitioner will determine the requirements for ongoing review after consideration of the nature of the initial problem and the work to which the employee will return to.
- 5.4.5. Personal information collected in the management process detailed above shall only be used or disclosed as far as is reasonably necessary for compliance with this policy and the law.

6. Testing Procedures and Guidelines

6.1 Causal and Post-Incident Testing for Alcohol and Drugs Will Be Undertaken

Causal and post-incident testing shall be conducted for reasons detailed as follows:

Causal testing shall be conducted where an individual:

- Displays any material decline in work performance or work attendance or any irrational or uncharacteristic behaviour;
- If evidence is found of possible alcohol consumption or drug use at work (eg alcohol containers on worksites or in vehicles, drug paraphernalia) and it can be identified with reasonable certainty those who may have been involved; or
- Is reasonably suspected of having contravened the Policy.

Post-incident testing shall be conducted where an individual:

- Has been directly or indirectly involved in a significant incident in the workplace and may be breached safety precautions or procedures; or
- Has, or may have, committed an act of misconduct, the consequences or potential consequences of which may have been significant.

A significant incident is an accident and incident that is required by law to be notified to Workplace Standards Australia that:

- Causes death;
- Causes serious bodily injury or illness requiring hospitalisation;
- Causes a dangerous incident in which a person could have been killed or could have suffered serious bodily injury or illness;
- Involves an employee exercising their right to refuse work under s 17 of the Workplace Health and Safety Act 1995

An Authorised Person shall conduct causal and post-incident testing. Post-incident testing shall be conducted as soon as possible after the incident but shall not interfere with the administering of first aid/medical treatment.

6.2 Self-testing

A self-test is where an individual voluntarily undertakes a test before presenting for work. If the self-test is negative the employee can present for work. Individuals who test themselves and are positive to either alcohol and/or drug tests are strongly encouraged to discuss this with their supervisor. Employees, contractors and visitors have the opportunity to self-test and are encouraged to do so. No disciplinary action shall be taken against individuals who test themselves and present a positive result that requires them to leave site. However, where this occurs on a frequent basis, Hydro Tasmania may address it as a performance issue under appropriate site policies.

6.3 Testing Program, Handling Test Results, Retaining Records, Privacy and Confidentiality

6.3.1 Testing Program and Handling Results

Hydro Tasmania will carefully select and monitor all persons responsible for administering the testing program, including testing personnel, couriers, laboratories and will implement measures to ensure that appropriate standards are maintained.

The testing program shall be subject to quality review by the Executive Advisor Human

Resources to ensure it meets the highest standards of confidentiality and integrity.

6.3.2 Retaining Records

Copies of all results will be retained for seven years from the date of creation. Access to copies of results of all alcohol or drug tests will be made available to the employee or contractor upon request. Records are maintained in a secure place by Health & Wellbeing Co-ordinator, separate from employees' personnel files. Access to these records will be restricted to authorised personnel and will be controlled by **Hydro Tasmania**.

6.3.3 Privacy and Confidentiality

6.3.3.1 **Hydro Tasmania** will not use personal information collected from employees in a manner that contravenes this policy or **Hydro Tasmania** Privacy Policy.

6.3.3.2 Information obtained in the process of conducting tests shall be treated in the strictest confidence. Individual test results shall not be released to anyone who is not directly involved in the testing process, except as follows:

- a. The employee or contractor authorises in writing the transfer of information;
- b. The employee or contractor has signed a release form for rehabilitation or a return to work program in which the results of the test must be known to certain persons involved in the rehabilitation or return to work program to facilitate further action concerning the employee or contractor;
- c. When the results of the test become subject to a dispute, but the information may only be released to other parties on a "need to know" basis and where to do so would not breach privacy or other applicable laws;
- d. When complying with any legal requirement; or
- e. When obtaining legal or other professional advice.

6.4 Guidelines for Conducting Alcohol and Other Drug Tests

6.4.1. Method of Testing

Hydro Tasmania shall use saliva and breath analysis procedures for pre employment (refer to Pre-employment Health Declaration and Assessment Procedure), post incident and causal testing. Testing will be conducted in a manner designed to protect the privacy of employees and contractors and safeguard the integrity of the testing process to ensure the validity of the test results. All testing will be carried out by an approved testing provider.

6.4.2 Sample Collection

Samples for alcohol and drug tests will be collected in private at a site designated by **Hydro Tasmania** utilising standard sampling procedures for the particular test used. If it is reasonably suspected that an adulterated or substitute sample has been provided, the employee or contractor will be required to submit a second sample.

6.4.3. Chain of Custody

An appropriate chain of custody procedure will be followed in the administration of all alcohol and drug tests by the designated test provider. Samples will be sealed and are to be signed by the employee or contractor and a witness. An alcohol and drug testing consent, custody and control

form will be completed. Every effort will be made to minimise the number of people handling the specimens.

6.4.4 Right to Have Another Person Present

An employee or contractor may request the presence of another person such as an OHS representative, their union delegate, etc to witness the sample collection procedure. Such requests shall be facilitated provided the other person can attend the site within one (1) hour of the request being made.

6.4.5 Storage of Samples

Any specimens which test positive for alcohol or drugs will be retained in appropriate storage by the laboratory conducting the analysis for a minimum of one year.

6.4.6 Identity and Integrity of Specimens

The **Hydro Tasmania** approved testing provider will take all precautions to ensure that samples cannot be tampered with or substituted and that the information on the specimen container and in the record book are able to identify the individual from whom the specimen was collected.

6.4.7 Identification of the Employee or Contractor

The **Hydro Tasmania** approved tester shall take precautions to ensure the individual from whom the sample is collected is positively identified through presentation of photo identification or identification by a Manager. The sample collection will not proceed if the individual's identity cannot be established.

6.4.8 Second Sample

Where the initial test result registers a presumptive positive, a second sample and testing will immediately be conducted and the employee or contractor may be stood down pending the outcome of a second test.

- a. Should the second test return a negative result, the negative result will be accepted and no reference whatsoever made to the initial presumptive positive result.
- b. Should the second test return a positive result the employee or contractor may be disciplined in accordance with the Discipline Procedure (Code of Discipline).
- c. The subject may request that one of the samples be retained by them for later testing.
- d. The subject may have their sample tested at a facility of their choice that is acceptable to **Hydro Tasmania** and at their own cost unless the sample returns a negative result.
- e. The results of this sample will only be accepted where the integrity of the sample retained by the subject can be confirmed by the testing facility in line with the requirements detailed in this policy.

6.4.9 Laboratory Confirmation

The **Hydro Tasmania** approved tester shall ensure the appropriately sealed and labelled presumptive positive sample is forwarded immediately to a NATA accredited laboratory for analysis on the GC/MS testing device. Verbal results shall be advised to **Hydro Tasmania's** contact person within 48 hours with written confirmation provided as soon as possible thereafter.

6.4.10 Protocol for Testing

When a significant incident occurs, refer to Appendix B.

6.5 List of Substances to Be Analysed In Samples Collected

All substances will be analysed in accordance with procedures consistent with the recommended appropriate standards. Results will be compared with recommended levels of the appropriate standard for the method used for specimen collection and analysis.

The categories of drugs and substances prohibited by Hydro Tasmania include but are not limited to those listed below and are subject to testing procedures:

ALCOHOL	AN EMPLOYEE WITH A BLOOD ALCOHOL CONCENTRATION OF MORE THAN 0.05%
Sympathomimetic Amines	Amphetamines, methamphetamine, methylenedioxy methamphetamine (MDMA), phenetermine, ephedrine, pseudoephedrine
Benzodiazepines	Oxazepam, temazepam, flunitrazepam, alprazolam, diazepam, nitrzazepam, clonazepam or their metabolites
Cannabis and its metabolites	Delta-9 Tetrahydrocannabinol
Cocaine and its metabolites	Cocaine, benzoylecgonine, cocacthylene (produced when cocaine is used with alcohol)
Opiates	Heroin, morphine, codeine, pholcodeine, dihydrocodeine and 6-monoacetyl morphine (heroin metabolite) While not an exhaustive list, consumption of the following substances may trigger a positive drug result under this category: heroin, Codral, Dymadon, Panadeine Forte, and Panadeine

Hydro Tasmania uses drug testing facilities which are able to detect whether an individual has consumed more than the permitted maximum amount of the drugs detailed above.

7. Authorised Functions and Company Dinners

Hydro Tasmania recognises there will be occasions where employees and contractors will consume alcohol at authorised functions and/or company dinners. On such occasions, alcohol may be served, however if consumed, must be consumed in a responsible manner. No alcohol will be provided by Hydro Tasmania during working hours.

7.1 Requirements for Conducting Authorised Functions

An authorised function shall comply with each of the following requirements:

- a. Conducted at the conclusion of the working day of employees and contractors attending the function;
- b. Authorised by a member of the relevant management team and conducted in full compliance with defined criteria (see section 7.2: Guidelines for the Conduct of Authorised Functions); and
- c. Conducted in an area designated by a management team member and which does not require the participants to enter any areas of an operating plant.

7.2 Guidelines for the Conduct of Authorised Functions

- 7.2.1. An authorised function shall have a clearly defined purpose and must have approval by the relevant Manager.
- 7.2.2. The duration of the function shall normally be limited to 120 minutes unless the function is one at which a full meal is served (eg a company dinner).
- 7.2.3. In addition to alcohol, soft drinks, low alcohol beverages and food shall also be offered.
- 7.2.4. The function shall be personally supervised by a member of the relevant Management Team (or their delegate) who shall be responsible for:
 - a. Control of alcohol distribution at the function;
 - b. Cessation of alcohol distribution at the designated time; and
 - c. Consideration of a participant's ability to return home safely.
- 7.2.5. Where the supervisor of the function believes that alcohol consumed by a participant may preclude a safe return home, transport at company expense shall be offered.
- 7.2.6. Employees and contractors shall be required to accept an offer of safe transportation made by the supervisor of the function.
- 7.2.7. Person/s under the age of 18 years shall not be served alcohol.
- 7.2.8. Drinking contests or games of any sort which involve the consumption of alcohol are expressly prohibited.
- 7.2.9. Illicit drugs are expressly prohibited.

It should be noted that size, gender, body fat distribution and percentage as well as the use of other drugs, including over-the-counter preparations, will dramatically effect the reaction an individual has to the consumption of alcohol.

7.3 Storage and Possession of Alcohol on Company Premises

Possession or storage of alcohol on company premises or in a company vehicle is prohibited except where:

- Gifts of alcohol are received by employees and contractors in the course of their employment and are acceptable within company guidelines for the receipt of gifts, (eg recognition gifts, Christmas gifts etc). Alcohol shall be stored unopened and removed unopened from company premises or vehicles at the end of the work day.
- Alcohol is stored in a designated, lockable cupboard.

8. Compliance and Disciplinary Action

8.1.1 Contractors

Any contractor who fails to comply with the requirements of policy may be denied access to company premises. Furthermore, the company reserves the right to take such action as it deems appropriate as a consequence of the contractor's conduct, including reviewing and/or terminating any contract in which the contractor is involved.

Contractors who participate in self testing and whose results do not comply with the requirements of the policy will not be subjected to disciplinary action, however may be required to stand down from their activity.

8.2 Employees

8.2.1 The company recognises that the individuals with alcohol and other drug related problems can be helped through education, treatment and rehabilitation. Assistance with the rehabilitation of employees suffering from problems related to the misuse alcohol or drugs may be provided through the **Hydro Tasmania** Employee Assistance Program.

8.2.2 Any employee who fails to comply with the requirements in this policy shall be treated in accordance with the Discipline Procedure (Code of Discipline).

8.2.3 If an employee refuses to undertake a test for alcohol and/or drugs when required to do so in accordance with this procedure, the employee may be removed from the site and the employee concerned treated in accordance with **Hydro Tasmania** Discipline Procedure (Code of Discipline). Upon any refusal to undertake a test for either alcohol and/or drugs, the employee will be provided with an opportunity to give a valid reason for refusal to submit to the test and, if in the opinion of the employees manager the employee does not provide a valid reason they may be deemed to have returned a positive result and be disciplined accordingly.

8.2.4 For the avoidance of doubt, an employee will be considered to have failed to comply with the requirements of this procedure if, having taken a test for alcohol and/or drugs, that employee returns a test result which falls below the acceptable standard detailed in this Policy.

8.2.5 Employees who participate in self testing and the results fall below the acceptable standards detailed in this procedure will not be subjected to disciplinary action, however may be required to stand down from their activity. Where such an employee is stood down it will be, in the first instance, on full pay until they are deemed to be unimpaired.

9. Breaches and sanctions

Every effort will be made to carry out all actions under this policy in a manner which respects the dignity and confidentiality of those involved and is consistent with the values of Hydro Tasmania.

A breach of this policy will result in the implementation of the Discipline Procedure (Code of Discipline): <http://swhedocs/Documents/OCEO-22410>

Appendix A. Ready Reference Guide:

	Blood Alcohol Content (BAC) Tolerance	Working On Site	On Availability or Standby	On Site Functions	Off Site Functions
Administration Areas (Low to Mod Risk)	0.05	<ul style="list-style-type: none"> • No Alcohol consumed on the premises until work has ceased • No Illicit Drugs • Prescribed drugs to be managed by the individual or in consultation with their supervisor (in accordance with this procedure) 	<ul style="list-style-type: none"> • No Alcohol or illicit Drugs 	<ul style="list-style-type: none"> • Must be authorised by an appropriate manager in writing as per this procedure • Employees to make arrangements to get home safely • Employees to behave appropriately 	<ul style="list-style-type: none"> • Must be authorised by an appropriate manager in writing as per this procedure • Employees to make arrangements to get home safely • Employees to behave appropriately
Site Areas:(High risk)*	0.00	<ul style="list-style-type: none"> • No Alcohol or illicit Drugs 	<ul style="list-style-type: none"> • No Alcohol or illicit Drugs 	<ul style="list-style-type: none"> • No Alcohol or illicit Drugs 	<ul style="list-style-type: none"> • Must be authorised by an appropriate manager in writing as per this procedure • Employees to make arrangements to get home safely • Employees to behave appropriately

Appendix B – Protocol for Testing



