



## Couple of takeaways

- This procedure provides the guiding principles that apply to carrying out causal, random and post incident Alcohol and Other Drug (AOD) testing.
- This procedure applies to all Hydro Tasmania Group employees, contractors, and visitors at Hydro Tasmania worksites to ensure AOD testing is carried out appropriately and fairly.



## How is testing carried out?

### Conducting an AOD test

AOD testing is carried out by accredited technicians of the independent test provider or other approved trained testers. Post incident testing is conducted as soon as possible after an incident but is not to interfere with the administering of first aid/medical treatment, as necessary.

### Method of testing

Hydro Tasmania will use saliva and breath analysis procedures for AOD testing. To ensure the validity of the test results, testing is conducted in a manner designed to protect the privacy of employees and contractors and safeguard the integrity of the testing process.

### Sample collection

Samples for alcohol and illicit drugs will be collected in private (where possible) utilising standard sampling procedures for the test used. The taking of samples requires the consent of the employee or contractor.

### List of substances analysed in samples collected

All substances will be analysed in accordance with the appropriate Australian Standard.

### Confirmation sample

Where the initial test result registers a presumptive positive, a confirmation sample will be taken, and the result of the sample confirmed as positive by

- For alcohol - by a confirmation test on a breath analyser unit or NATA accredited laboratory.
- For drugs - by a NATA accredited laboratory for confirmation testing.

Should the test result from the confirmation sample return a negative result, the negative result is accepted, and no reference whatsoever made to the initial presumptive positive result.

Should the confirmation test return a positive result, the employee, contractor, or visitor will be dealt with in accordance with the AOD Procedure. The results of this sample are only accepted where the integrity of the sample obtained from the employee, contractor or visitor can be confirmed by the testing facility to be in line with the requirements detailed in this guideline.



## How is the chain of custody followed?

# Alcohol and Other Drugs Testing

An appropriate chain of custody procedure is followed in the administration of all drug tests by the approved test provider. Samples are sealed and are signed by the test subject and a witness. An alcohol and drug testing consent, custody, and control form are completed. Every effort is made to minimise the number of people handling the specimens

## What is the process for storing samples?

Any specimens that test positive for illicit drugs are retained in appropriate storage by the laboratory conducting the analysis for a minimum of six (6) months.

### Identity and integrity of specimens

Hydro Tasmania and the approved trained tester 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.

### Laboratory confirmation

The appropriately sealed and labelled presumptive positive sample will be forwarded immediately to a NATA accredited laboratory for analysis on a GC/MS or LC/MS testing device. Verbal results are advised to Hydro Tasmania's contact person within 2- 3 working days, with written confirmation provided as soon as possible thereafter.

### Retaining test records

Copies of test results are retained for seven (7) years from the date of creation. Copies of results of alcohol or other drug tests are made

available to the employee or contractor upon request. Records are maintained in a secure place by Human Resources, separate from employees' personnel files. Access to these records is restricted to authorised personnel and controlled by Hydro Tasmania.

## How is privacy and confidentiality managed?

Hydro Tasmania will not use personal information collected from employees, contractors or visitors in a manner that contravenes this procedure or privacy laws. Information obtained in the process of conducting tests will be treated in the strictest confidence. Individual test results are not released to anyone who is not directly involved in the testing process, except under the following circumstances:

- The employee, contractor or visitor authorises, in writing, the transfer of information
- The employee, contractor or visitor has signed a release form for rehabilitation or a return-to-work program, and 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
- When the results of the test become subject to a dispute. However, the information may only be released to other parties on a 'need to know' basis and where doing so would not breach privacy or other applicable laws
- When complying with any legal requirement or
- When obtaining legal or other professional advice.

## Who are accountable?

Heads of Business Areas are responsible for the following:

- Ensuring the guideline is understood and applied across their business group and
- Allocating appropriate funding and resources to meet requirements of the guideline.

The Safety Manager is responsible for:

- Ensuring that training material is current and of an appropriate quality and
- Ensuring the activities of contracted services with testing agencies conforms to this guideline.

**Breaches:** Any breaches of this guideline may lead to disciplinary action.

## What are some of the related documents?

The following documents and procedures are related to this guideline:

- Alcohol and Other Drugs Procedure
- Safer functions with Alcohol Guideline
- Management of blood alcohol content (BAC) self-testing units and
- Disciplinary procedure.

## How are records maintained?

Records will be maintained on the causal, random and post incident testing programmes. Personal information collected in the process described above will only be used or disclosed as far as is reasonably necessary for compliance with this procedure and any legal requirements.



## Where to get additional help?

For additional assistance, please consult with the people and culture or work, health and safety (WHS) team.