



## Key Takeaways

- This procedure explains how Hydro Tasmania group manages Alcohol and Other Drugs (AOD) in the workplace, including the AOD principles, how we test for, respond to confirmed positive or negative results, and how we support **Workers**.
- Responsible alcohol consumption is allowed only at authorised functions and events in approved designated areas.
- **Workers** who are required to take prescription or over the counter medication that could impair their judgement, coordination, or alertness, must inform their immediate **Line Manager**.
- An Independent Medical Review Officer (MRO) process is available for AOD testing to help establish a **Worker's** fitness for duty when a not-negative AOD test result is produced, and prescription medication has been declared.



## What is this procedure for?

This procedure outlines the requirements in relation to alcohol and other drugs on Hydro Tasmania group sites. It supports Hydro Tasmania group in maintaining a workplace free from hazards and harm, by monitoring and managing the fitness of all employees and contractors (collectively referred to as **Workers** throughout this procedure) particularly with respect to the impact that alcohol and other drugs could have on **Workers** on Hydro Tasmania group sites.

The main objective of this procedure is to ensure **Workers** maintain fitness for work regarding alcohol and other drug use. To achieve this, the procedure aims to promote a clear understanding of the importance of being

fit for work, outline the various types of testing to be conducted, and maintain the safety of the working environment. Additionally, it outlines the support and educational resources available to **Workers**.

In addition, **Workers** will always be treated fairly and consistently, in line with Hydro Tasmania's values, as captured in our [Code of Conduct](#) and relevant procedures. The Hydro Tasmania group acts in accordance with legislation in each state and territory where regulatory frameworks provide the direction and governance to assist with the management of alcohol and other drugs in the workplace.



## What are the AOD principles at Hydro?

To ensure our workplace is safe and free from hazards, Hydro Tasmania group **Workers** must never be impaired or under the influence of alcohol, prescription medications or other drugs, whilst performing work at Hydro Tasmania group managed sites, or when driving operational vehicles, fleet cars or hire cars. **Workers** staying in Hydro-owned or other forms of accommodation where alcohol may be consumed afterhours, must practice responsible consumption. This means:

- **Zero alcohol tolerance:** **Workers** must not attend work, or perform any work duties, with any level of alcohol in their system (0.00% "BrAC" – Breath Alcohol Concentration) or have any alcohol in their possession (see exceptions).
- **No illicit drugs:** **Workers** must not attend work, or perform any work duties, while under the influence of illicit drugs. Hydro Tasmania group **Workers** must not:
  - Consume, possess, sell, or distribute illicit drugs in the workplace; or
  - Work under the influence of drugs. This involves not exceeding the target concentrations for illicit drugs as detailed in the relevant Australian Standards (AS/NZS 4760 – Drugs in oral fluid).

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- **Fitness for work:** As covered in the Hydro Tasmania group Life Saving Rules, **Workers** must not attend or remain at work, or perform any work duties, if their capacity to safely perform their duties is impaired by any medication, alcohol, or other drugs, including prescription drugs, over-the-counter medications or supplements.

There may be certain situations, such as approved internal or externally hosted events, where employees representing Hydro Tasmania group may choose to consume alcohol responsibly and sensibly, as guided by the [Workplace Behaviour and Respectful Interactions Policy](#).



## Are there any exceptions to the AOD principles?

There are no exceptions for illicit drugs; however, there are some exceptions to the minimum standard regarding alcohol and therapeutic/prescription drugs.

The exceptions are:

- The consumption and possession of prescribed therapeutic medical or legalised drugs (like medicinal cannabis) as long as they do not adversely affect your ability to perform your role safely and effectively. For further information, refer to the section on [How we safely manage prescription medication or therapeutic drugs in the workplace](#).
- Responsible consumption and possession of alcohol is permitted at authorised functions in designated areas. Refer to section below on "How do we manage events and functions where alcohol is served"; and
- Possession of alcohol is only permitted if a gift of alcohol has been received in the course of employment (in line with the [Gifts and Benefits Declaration Procedure](#)). Alcohol remains unopened and removed from the workplace or vehicle as soon as practical (i.e. at the end of the workday).



## How do we manage AOD in the workplace?

Because we have a zero-alcohol tolerance, your breath alcohol content ('BrAC') must not exceed 0.00%. This standard has been established considering the hazardous nature of the tasks and/or environment our **Workers** are exposed to, in line with industry practices.

- If you are unfit for work due to the influence of alcohol or other drugs, you must immediately inform your Line Manager, or another appropriate contact such as the **WHS Team** or the **P&C Team**.
  - The appropriate leave will be availed according to the circumstances and your **Line Manager's** involvement.
- If you have reasonable concerns for or observe a colleague who may be under the influence of alcohol or other drugs, it is your responsibility to inform your **Line Manager**, or the **Line Manager** of the person concerned immediately. If a **Line Manager** is unavailable, contact a member of the **WHS team** or **P&C team** who will assess the need for AOD testing of that individual.
  - To ensure fair and accurate assessment, it's essential to rule out medical conditions, including stroke, before attributing impairment to drugs or alcohol. Attempt talking to the individual first and ask for support if needed to make an informed assessment. They might need first aid, and if so, follow the first aid procedure (*available on the WHS Intranet*).
  - See For-cause testing under section "How is AOD testing carried out" as well as the AOD Procedure Toolkit.
- **Workers** who are on 'stand-by' or 'availability' (paid) and may be called back to perform work are required to have a BrAC level of 0.00%.
- If any **Worker** not on 'stand-by' is called back to duty, their BrAC level must be 0.00%. If they do not meet the criteria, they must reject the 'call out.'



## How do we manage events and functions where alcohol is served?

The only exception to the zero BrAC minimum standard, is for the responsible consumption of alcohol at authorised functions and events in designated areas on-site. There are no restrictions related to alcohol with respect to off-site functions, other than obeying the law and behaving appropriately when representing Hydro Tasmania group.

It is the responsibility of all **Workers** to behave professionally and responsibly at Hydro Tasmania group functions where alcohol is served. This includes not returning to work when your BrAC level is above zero. BrAC self-testers are provided to check your BrAC levels, including before driving.

To plan a function or event, a completed Checklist for Safer Authorised functions must be submitted to and be approved by the **Level 4 Manager** (*See Appendix A of AOD Procedure Toolkit*). This also requires ensuring a supervisor is nominated for the function and they are informed about what is involved in undertaking this role.

### Authorised (on-site) functions must:

- Be held in a designated area (see next section).
- Have a clearly defined purpose.
- Functions held regularly e.g. monthly, only need to be approved once.
- Be held at the end of the working day or at a time that discourages Workers from returning to work.
- Be supervised by a member of the relevant management team. While it's not essential, ideally someone who has completed Responsible Service of Alcohol training.
- Have less than 30 people in attendance.
- Be limited to two hours.

- Apply responsible service of alcohol: no self-service, and soft drinks or low/no-alcohol beverages and food must be offered if alcohol is served.
- Be approved by the relevant **Level 4 Manager**.
- Follow all legal requirements and Hydro Tasmania group policy regarding illicit drug use and alcohol consumption.

### Designated areas for on-site functions:

- L1 King & Flinders Island, Kitchen area, outside Deck – 4 Elizabeth St
- L11 – Elizabeth St
- The Village, Melbourne office
- Other – with approval from the **CEO**
  - The CEO needs to approve designated areas, and any large off-site events (more than 100 people in attendance).

### Externally hosted work-sponsored functions and social activities

Work-sponsored functions and events may include conferences, work functions, business lunches/dinners, team-building activities, celebrations, and customer/client functions. Safe transport home should be planned prior to attending any functions where alcohol will be consumed. These functions or social events do not require approval if less than 100 people in attendance, however responsible and professional behaviour is expected when representing Hydro Tasmania group.



## How is AOD testing carried out?

We use oral (saliva) and breath analysis procedures for drug and alcohol testing. To ensure the validity of the test results, testing is conducted in a manner designed to protect the privacy of the donor (the person undergoing the test) and safeguard the integrity of the testing process. *For*

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*instruction on how to carry out all testing types, see Appendix C in AOD Procedure Toolkit)*

## Sample collection

Samples for alcohol and other drugs will be collected in private, utilising standard sampling procedures for the test used, in accordance with AS4760:2019. The taking of samples requires the consent of the **donor**, which is either electronically captured prior to the test being administered by our independent test provider or captured on the *Test Record Form* when testing is carried out by an **Internal Trained Tester**.

## Confirmation sample for unconfirmed not-negative result

Where the initial test registers an unconfirmed not-negative result, a confirmation sample must be taken. For drug tests, the confirmation sample result can only be confirmed as positive or negative by sending the sample to a NATA accredited laboratory to get the confirmed result (*currently the nearest NATA accredited laboratory is in Victoria which means this process can take up to 3 days*).

For alcohol, any BrAC test result greater than 0.00% will require a second test 20 minutes after the initial test to confirm the BrAC. Both tests can be carried out by the **Internal Trained Tester**. The second sample will be the official BrAC level recorded on the *Test Record Form* and will be treated as the confirmation sample. If the confirmation sample is above 0.00% it is considered a positive result.

For both alcohol and drug testing, should the confirmation sample return a positive result, the **Worker** will be dealt with in accordance with this Procedure as well as the Hydro Discipline Procedure. Should the NATA laboratory test result for the confirmation sample return a confirmed negative result, the negative result is accepted, and no reference made to the initial not negative sample.



## Who can administer AOD testing?

Our Independent Test Providers (3<sup>rd</sup> party) and their **Testing Officers**, as well as **Internal Trained Testers** (Hydro Tasmania group employees), are the only people that can administer testing at Hydro Tasmania group sites:

- **Testing Officers** are personnel employed by the Independent Test Provider to carry out AOD testing.
- Hydro Tasmania group may arrange for the Independent Test Provider to train Hydro Tasmania supervisors or other select personnel to carry out preliminary AOD testing at designated workplaces (referred to as **Internal Trained Testers**).
  - Where a not-negative test result for drug testing occurs under testing carried out by **Internal Trained Testers**, the Independent Test Provider must be contacted by the **Site Manager** or **SLT member**.
  - The **Testing Officer** must then take over the testing process to carry out confirmatory testing in line with AS4760:2019.
  - While waiting for the **Testing Officer**, the **Worker** must not go back to work and must remain in a safe environment while supervised and supported by the **Internal Trained Tester**.
  - Not-negative test results for alcohol may be managed by the authorised **Site Manager**, without the Independent Test provider being dispatched to the workplace, only if there is an **Internal Trained Tester** capable of administering the process.



## When and why might we do AOD testing?

AOD testing is a way the Hydro Tasmania group can assess and manage the risk of impairment to **Workers** caused by alcohol and other drug use.

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Depending on the circumstances and location, the following testing for alcohol and other drugs is authorised under this procedure: *(For instruction on how to carry out all testing types, see Appendix C in AOD Procedure Toolkit)*

- Random testing
- Voluntary testing
- For cause testing
- Post-incident testing
- Pre-start testing
- Return-to-work testing.

## Random testing

A programme of random AOD testing must be implemented at all Hydro Tasmania group locations. Random testing may be implemented at any workplace at any time, on any **Worker**. The selection of **Workers** for testing will be random, transparent, and unbiased. Testing must take place in a private room to protect the confidentiality of the **Worker** (see Appendix C in AOD Procedure Toolkit).

- Random testing can be conducted by our **Independent Testing Provider** as well as **Internal Trained Testers**, and the frequency of testing can be altered upwards or downwards by the **Regional Management** based on procedural fairness, risk, and operational requirements, such as outages.
- Our **Independent Testing Provider** will conduct randomly selected site visits every month and conduct a pre-determined amount of AOD tests based on the headcount of **Workers** at that site and the risk exposure, as agreed to by the **Head of WHS**.
- The *AOD Procedure Toolkit* outlines several principal-based methods for random testing. Workplaces can select the most appropriate method based on their specific population, risk, and logistical considerations, ensuring all

**Workers** are subject to unbiased testing. Annual reviews of the testing methodology should be completed by a workgroup as part of the site hazard register review.

- When internal testing has been conducted, each workplace must capture the number of tests conducted on the MS Forms [Drug and alcohol testing result form](#), found on the WHS Intranet page.

## Voluntary testing

BrAC test units are available at many work locations across the business for **Workers** to confirm a zero BrAC level. Voluntary testing to ensure compliance with this procedure is encouraged.

- If a result greater than 0.00% BrAC is returned from a voluntary test, a second test 20 minutes after the initial test is required to confirm the BrAC.
- If BrAC is confirmed above 0.00% on the second test, you must inform your **Line Manager** that you are unable to work and you should then either remain in a safe environment until you can comply with this procedure or proceed to leave the workplace after consultation with your **Line Manager** on safe transport home.

## For cause testing

Hydro group continues the application of for cause testing for **Workers** at any workplace, (which is defined as any location a **Worker** may go as part as their employment). For cause testing may be conducted when a **Worker** is reasonably suspected of violating this procedure by being under the influence of alcohol and/or drugs, as evidenced by displaying one or more of the following physical symptoms or behaviours: *(See AOD Procedure Toolkit for instructions)*

- Exhibits evidence of having consumed alcohol or other drugs either at work or prior to arriving at work; and/or exhibits any of the following:

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- **Physical Symptoms:** Smells of alcohol, uncoordinated movements, irrational behaviour, increased sweating, bloodshot eyes, confused, aggression, slurred/slow speech, slow reactions, dizziness.
  - o Take care and remember that **Workers** displaying these symptoms or behaviours may require medical treatment.
- **Work behaviours:** Reduced attendance at work evidenced by excessive absenteeism, frequent minor illnesses, improbable excuses for absence or lateness, excessive and continued late returning from lunch/shift, continued absences from the workplace, continuous involvement in workplace incidents or near misses on the job, any material decline in work performance or any irrational or uncharacteristic behaviour.

## Post-incident testing

Post-incident testing must be conducted where a **Worker** has been directly or indirectly involved in a significant incident (involving serious personal injury or equipment damage). The **Line Manager**, **Supervisor** or **Other Accountable Person** are to ensure the testing is carried out as soon as possible after an incident but should not interfere with the administering of first aid/medical treatment, as necessary.

## Pre-start testing

Hydro Tasmania group may, at its discretion, implement inhouse pre-start AOD testing on selected major work outage sites, civil projects, or major maintenance projects where the level of risk is increased, giving adequate notice to the workforce. The frequency of testing can be daily and does not have to be first thing in the morning, it can also be later in the day. This testing will take the same format of random testing as described above and will be at the discretion of the relevant **Delivery Manager**. Testing will be carried out by inhouse **Internal Trained Testers**.

- Where not-negative results are found for drug testing, the Independent Test Provider must be contacted to carry out a confirmatory test while the **donor** is supported and kept under observation.
- For alcohol, confirmatory testing can be managed inhouse by an **Internal Trained Tester**.

## Return to work testing

**Workers** who have provided a positive AOD test result are required to provide Hydro Tasmania group with a negative return to work test result before returning to any of the Hydro Tasmania group workplaces. The **Worker** may choose to provide the report from a test conducted at an accredited test facility. Testing can also be arranged to take place at any Hydro Tasmania group workplace located close to the **Worker's** home.

## Right to have another person present

When conducting For Cause, Post-incident and Random testing, a **Worker** may request the presence of another person to witness the sample collection. Such requests are facilitated, provided the other person can attend the site within one (1) hour of the request being made.

## What if a Worker refuses to be tested?

- If a **Worker** refuses to be tested or fails to attend a scheduled test, the **Head of WHS** or **Head of P&C** will be notified. They will investigate the refusal or failure as a possible breach of policy and apply the disciplinary process accordingly (it may be treated as though a positive result has been returned).
- **Contractors** and **visitors** returning positive results will be referred to their employer. They will not be allowed to return to the workplace until Hydro Tasmania is satisfied that compliance with this procedure will be achieved.



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## How do we manage a positive BrAC or drug testing result?

Hydro Tasmania group's Code of Conduct and Life Saving rules state that **Workers** should attend work in a fit condition, unimpeded by alcohol, drugs, medication, or fatigue. A confirmed positive BrAC test result or a laboratory confirmed positive result for other drugs is a breach of our corporate values, the Code of Conduct, and the Life Saving Rules.

### Employees

- Alcohol:
  - A positive result is when BrAC is confirmed above 0.00% on the second test (20min after the first test).
  - The **Independent Testing Officer** (or **Internal Tester**) will notify the **Head of WHS, Head of P&C, or Manager Employee Relations**, who will notify the **Line Manager**.
  - Any **Employee** returning a positive BrAC test result will be required to vacate the immediate workplace, which may include remaining in a safe environment until they can comply with this procedure (0.00% BrAC) or be transported to a safe location (e.g. home)
    - The **Line Manager** will arrange transport to a safe location if the **Employee** is above 0.05% BrAC (**Employees** should not drive themselves using their own vehicles with BrAC above the legal limit).
    - An **Employee** vacating the workplace because of AOD testing will be required to access special leave.
  - The **Head of P&C, Manager Employee Relations** or **HR Rep** or **Head of WHS** will consult with the **Line Manager** about any support

requirements for the **Employee** as well as next steps being investigated:

- which may include the **Employee** going back to work if they can comply with this procedure, or
  - may include the **Employee** being stood down and dealt with according to the Hydro Discipline Procedure.
- Other Drugs: (Worker has made medication declaration)
    - Following the unconfirmed not-negative result, the **Independent Testing Officer** will immediately obtain a second confirmation sample for laboratory testing.
    - The **Independent Testing Officer** will notify the **Head of WHS, Head of P&C or Manager Employee Relations** and **HR Rep**, who will notify the **Line Manager**
    - **Line Manager** will consult with **Injury Management and Wellbeing Partner** and **Manager Employee Relations** or **HR Rep** to confirm the test results are in line with any approved prescription medication on file for the **Employee**.
      - The **Injury Management and Wellbeing Partner** will facilitate calling an **MRO (Medical Review Officer)** to get an immediate independent assessment of the **Employee's** fitness for work following the not-negative test result, and an opinion regarding the consistency of the test result with the prescription medication on file or presented by the **Employee** on the day of test.
      - Based on the **MRO's** assessment and advice of the **Employee's** fitness for work, a determination will be made by the **Head of WHS** whether it is safe for the **Employee** to return to work or if they will be stood down pending the confirmatory test results being received back from the laboratory.

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- **Other Drugs: (No medication declaration made)**
  - Following the unconfirmed not-negative result, the **Independent Testing officer** will immediately obtain a second confirmation sample for laboratory testing.
  - The **Independent Testing Officer** will notify the **Head of WHS, Head of P&C, or Manager Employee Relations**, who will notify the **Line Manager**.
  - Any **Employee** returning an unconfirmed not-negative result will be required to cease work duties and consult with their **Line Manager** to discuss any mitigating circumstances and to assess support requirements before being offered safe transport home.
  - **Employees** will be stood down on paid leave pending the results of the confirmatory test from the laboratory, which usually takes 3 days.
  - After obtaining the confirmation sample test results, if the result is confirmed positive, the **Employee** will work with their **Line Manager** and the **HR Rep** to formally address the breach, consider appropriate support (e.g. EAP) and action pending investigation.

## Contractors

- Any **Contractor** returning a positive BrAC test result will be required to vacate the immediate workplace, which may include remaining in a safe environment until they can comply with this procedure (0.00% BrAC) or be transported to a safe location (e.g. home)
- For other drugs – see section above; the same process applies for **Employee** and **Contractor**, only with **Contractor's** Employer taking responsibility following the confirmatory test being completed and the **Contractor** being stood down pending laboratory test results.

- A copy of the laboratory test result will be sent to the **Contractor** concerned, Hydro Tasmania group and the **Contractor's** Employer. The **Contractor's** Employer will be requested to advise Hydro Tasmania group of the remedial action taken.
- A **Contractor** who returns a second Confirmed Positive result within 12 months of the first Confirmed Positive test result may be refused entry to Site at the discretion of the relevant Site manager. The **Contractor** may be refused access to any or all Hydro Tasmania group sites.



## How do we manage confirmed negative results?

Where a **Worker** obtains a confirmed negative result (i.e. a result that is at or below the target concentration following confirmatory testing) the following process will apply:

- If the laboratory analysis of the confirmatory saliva specimen returns a confirmed negative result, no notes or documentation will be placed on the **Worker's** personnel file, no deduction of leave or pay will occur and the **Worker** will not be disadvantaged, only informed of the outcome; and
- If personal leave had been taken during the stand down period, such as in case of no medication declaration, this will be reversed.



## How is the chain of custody followed?

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 donor and the testing officer. A chain of custody form called the Consent, custody, and control form, must be completed, while every effort is made to minimise the number of people handling the specimens.

Process for storing of samples



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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 group and the **Independent Testing Officer** 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 electronic records are able to identify the individual from whom the specimen was collected.
- **Laboratory confirmation**
  - The appropriately sealed and labelled not-negative sample will be forwarded immediately to a NATA accredited laboratory for analysis on a GC/MS (Gas Chromatography-Mass Spectrometry) or LC/MS (Liquid Chromatography-Mass Spectrometry) testing device. Verbal results are advised to Hydro Tasmania group'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 by the Independent Test Provider for seven (7) years from the date of creation. Copies of results of alcohol or other drug tests are made available to the Worker upon request.

## What if I suspect someone to be in possession of Illicit drugs in the workplace?

If a **Worker** is suspected of being in possession of illicit drugs, the **Head of WHS**, with the **Head of P&C** or **Manager Employee Relations** and the **Line Manager**, must ensure the following steps are carried out:

1. Area is secured, other **Workers** removed (if required) and the police notified.
2. If police investigation establishes that illicit drugs are at the workplace, investigation to commence internally in accordance with the Discipline Procedure (for Hydro Tasmania group employees). Contractors and visitors are to be removed from the workplace and referred to their employer.



## How do we manage prescription medication or therapeutic drugs in the workplace?

Hydro Tasmania group recognises that some **Workers** take prescribed medication/drugs and over the counter medication, some of which could affect a person's alertness and fitness for duty, and that may have a negative impact on workplace health and safety.

### Prescription medication

If your prescription medication or non-prescription medication (over the counter medication) could affect your fitness for work, you must advise your prescribing **Medical Practitioner** of the type of work you do at the time of obtaining the prescription or medication. Obtain their advice in writing about the potential side effects that the medication may cause, to ensure it is safe for you to complete your normal duties and present this written advice to your **Line Manager**. Your medication should be taken only as prescribed or instructed, while taking careful note of any warnings or instructions on the packaging of over-the-counter medication.

- If there are potential side effects from your medication that could impact your fitness for work, you must advise your **Line Manager**. If required, the **HR Rep** and the **Injury Management and Wellbeing Partner** will be consulted for further review of the risk involved with the medication and your role.

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- If there are no potential side effects or risk of impairment as advised by your **Medical Practitioner**, there is no obligation to declare your prescription medication to your **Line Manager**.

## Therapeutic/Legalised drugs

If you are taking over-the-counter medication or prescribed legalised drug medication (including medicinal cannabis) which could impact your fitness for work, you are required to disclose this to your **Line Manager** and **HR Rep**.

Hydro Tasmania group may need to obtain further information regarding your fitness for work whilst you are taking a prescribed legalised drug medication, with your consent. This information may be sought from your treating practitioner or from a **Medical Review Officer (MRO)**. Once medical advice is received, the **HR Rep**, supported by the **Injury Management and Wellbeing Partner**, will meet with you to discuss the advice and any relevant impact to your duties while taking the prescribed medication.

Considering the medical advice obtained, a risk-based approach will be followed to determine whether your own safety and that of others will not be compromised while you complete your normal duties. If required, alternative suitable duties need to be considered, such as when your normal duties include Safety Critical work.

## What training and support do we provide?

Hydro Tasmania group provides training and general education about the implementation of the AOD procedure and the prevention of harm to all staff and contractors, through induction and other training material, highlighting the following:

- Hydro Tasmania group's health promotion and Employee support programs.
- The responsibilities of **Employees** and Line Managers.

- How to recognise and manage performance and behavioural problems that could be related to the misuse of alcohol or other drugs.
- Management of confidentiality of test results and referrals for assistance.
- Management of employees and contractors while participating in a rehabilitation program.
- Duty of care responsibilities related to the AOD Procedure.
- Understanding potential causes for behavioural and performance issues, including workplace stressors, personal and relationship issues, environment, etc.
- Re-integration of an employee or contractor into the workforce upon completion of rehabilitation; and
- Creation and maintenance of suitable records.

## How does Hydro Tasmania group provide counselling and support to employees?

Hydro Tasmania group provide EAP services which **Employees** can access through our Intranet, providing a solution-focused service for employees experiencing problems of any kind, including drug and alcohol related. In addition to EAP services:

Whilst undergoing a rehabilitation program, in consultation with the **Employee's Treating Medical Practitioner**, Hydro Tasmania group will provide the following support:

- provide reasonable access to the EAP.
- provide sick leave whilst receiving treatment; and

- facilitate alternative duties if continuing to do their normal work presents a safety risk.

Hydro Tasmania group will not provide financial support to cover the cost of the rehabilitation program.



## How do we manage the privacy and confidentiality aspects of AOD testing?

The use and disclosure of **Worker** Personal Information collected under this procedure is strictly limited to purposes consistent with this procedure. Personal Information collected under this procedure, including **Worker** test results, will only be disclosed to those directly involved in the administration of this AOD testing procedure, except under the following circumstances:

- The **Worker** provides written consent to the information being disclosed.
- The **Worker** provides written consent (by way of a signed release form) for rehabilitation or a return-to-work program, where results of AOD testing must be known to certain persons involved in the rehabilitation or return-to-work program to facilitate further action concerning the Worker; or
- Where required by law.



## How do we manage issues?

Issues, concerns and complaints in relation to processes outlined in this procedure are managed via the [Communication, Consultation and Collaboration procedure](#) provided on the WHS intranet. This procedure outlines how Hydro has applied the requirements in WHS laws to resolve an issue and when a regulator can be involved. Hydro also has a broader [Resolving Issues and Concerns Procedure](#).



## Relevant documents and standards

Hydro Tasmania policies and procedures as well as external reference standards

- AOD Procedure Toolkit
- [Safety and Wellbeing Policy](#)
- [Hydro Tasmania Discipline Procedure](#)
- Work Health & Safety Regulation 2011 (QLD), 2012 (SA/TAS) and 2017 (NSW)
- Occupational Health and Safety Regulations 2017 (Victoria)
- AS 3547 – Breath alcohol testing devices
- AS/NZS 4760 – Procedure for specimen collection and the detection and quantification of drugs in oral fluid



## Terms and Definitions

- **BrAC** – Breath alcohol concentration (The units used for expression of breath concentration being expressed as the percentage of grams in 210 Litres of expired breath)
- **Chain of custody** – process to account for the integrity of each oral fluid specimen by tracking its handling and storage from point of specimen collection to final disposal of the specimen.

- **Confirmatory Drug Test** – an analytical test performed by a NATA accredited Laboratory to identify the presence of drugs in accordance with the current AS/NZS 4760 or AS/NZS 4308
- **Employee** – means a person who is employed by Hydro Tasmania, Entura and Momentum on a full time or part time basis.
- **Fit for work** – A person is in a state (physical, mental, and emotional) that enables them to perform assigned tasks safely, competently and in a manner that does not threaten or compromise the safety or health of themselves or others.
- **HR Rep** – Member of the Employee Relations team, who looks after the relevant business unit that the impacted employee resides in.
- **Illicit Drugs** – drugs that are prohibited by law.
- **Inconclusive Test Result** – a test result that shows no result i.e. is neither positive nor not-negative.
- **Internal Trained Testers** – Hydro employees trained by the Independent Test Provider to carry out AOD testing.
- **Initial Testing** – a valid method used to exclude the presence of alcohol and/or a drug or a class of drugs as provided by AS 3547, AS/NZS 4760 or AS/NZS 4308
- **Medical Review Officer (MRO)** – Registered and licensed medical physicians from an external provider who will review laboratory results and provide medical explanations for certain drug test results. Using specialised knowledge of the use of legal drugs, the pharmacology and toxicology of illicit drugs and testing procedures, the Medical Review Officer may be asked to determine if a worker can safely return to work without risk to themselves or others.
- **Not-Negative Result** – an initial drug test result that is at or above the relevant cut-off concentration and therefore does not exclude the presence

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of a drug or class of drugs. A result that requires confirmatory testing of the specimen to unequivocally determine the presence or absence of a drug.

- **Negative Result** – a test result below the relevant cut-off concentration or limit of reporting
- **Personal Information** – information or opinion about an identified individual or an individual who is reasonably identifiable:
  - whether the information is true or not; and
  - whether the information or opinion is recorded in a material form or not.
- **Positive Result** – a test result:
  - for alcohol: a confirmatory breath test returning a result in excess of the target concentration for BrAC (0.00%)
  - for drugs: an accredited laboratory confirmatory sample returning a result at, or in excess of, the cut-off concentration for the relevant substance.
- **Prescription medication** – These are drugs that require a medical or health practitioner's prescription to be dispensed. They are regulated and approved by health authorities for specific medical conditions. Examples include antibiotics, antidepressants, and blood pressure medications.
- **Safety critical work** – Any work involving a high-risk work licence or electrical licence; Driving (being in control of a vehicle, motorcycle, or other mode of wheeled transport) to / from and on Site; A position in which safety critical decisions might be made or overseen. This includes isolating plant, signing off on engineering designs/changes, supervising work parties, operating high risk plant, electrical work, emergency response decision making etc.
- **S4 & S8 Medical Prescription** – A group of medications so classified by the Commonwealth Government and on which there are restrictions on the prescription by Medical Practitioners and supply by pharmacists. These drugs have potential for abuse and diversion into the illegal drug market. Examples of S4 medication include prescription pain medication containing codeine.

- **Testing Officers** – personnel employed by the Independent Test Provider to carry out AOD testing.
- **Therapeutic / Legalised drugs** – Drugs legally prescribed to a patient by their medical practitioner or bought over the counter. This term broadly refers to any drug used to treat, prevent, or diagnose a disease or medical condition. It includes both prescription medications and over the counter (OTC) drugs. The focus is on the therapeutic effect, regardless of whether the drug requires a prescription.
- **Unconfirmed test result** – this is the same as the initial AOD test, before a confirmation sample has been sent to the NATA laboratory for confirmation.
- **Visitor** – Any person attending a Hydro Tasmania workplace who is not considered a worker.
- **Worker** – as per WHS act, Worker means a person who carries out work in any capacity for Hydro Tasmania group, including work as:
  - an employee
  - a contractor or subcontractor and employee of
  - an employee of a labour hire company who has been assigned to work at Hydro Tasmania group.
  - an apprentice or trainee or a student gaining work experience.
  - a volunteer
- **Workplace** – is a place where work is carried out for a business or undertaking, and includes any place where a worker goes, or is likely to be, while at work.