

# Drug and Alcohol Procedure

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## 1. Purpose

The purpose of this procedure is to outline the process for conducting random and non-random drug and Alcohol testing at ANC and to outline various procedural and security requirements of the handling or storage of alcohol-based products.

It is essential that all persons are in a fit state to carry out their duties. A responsibility is placed on ANC and their workers to ensure the health and safety of all persons whilst at work.

## 2. Scope

This document applies to all workplaces and workers of ANC, and applies to all aspects of work undertaken on behalf of ANC.

## 3. Definitions

### Drug and Alcohol Test

*A test for drugs and alcohol taken in accordance with AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid, AS 3547:1997 "Breath alcohol testing devices" and this procedure.*

### ANC

*All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by, or under contract or lease to ANC.*

### Worker

*Any person who carries out work for ANC. This includes employees, contractors, volunteers, trainees/apprentices, work experience students and labour hire companies.*

### Unfit for Duties

*Unable to perform normal daily duties safely and competently.*

### Negative Test Result

*No detected drug or alcohol readings*

### Non-Negative Test Result

*The detection of drugs and/or alcohol at or above the acceptance limit as specified in this document, AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid and AS 3547:1997 "Breath alcohol testing devices"*

### Positive Test Result

*A test result which has been confirmed positive by an approved laboratory.*

### Prescription and Pharmacy Drugs

*Drugs which are legal and purchased 'over the counter' or prescribed by a medical practitioner.*

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## 4. Responsibilities

### *Managers and Supervisors*

- Monitoring workers in relation to this procedure
- Documenting and reviewing this procedure
- Ensuring appropriate training is conducted
- Encouraging and promoting compliance with this procedure
- Adhering to this procedure
- Offering support and encouraging repeat offenders to seek counselling

### *Workers*

- Adhering to this procedure
- Participating in treatment programs where required
- Must inform their supervisor if they have reason to suspect that other workers are affected by drugs or alcohol at an ANC site or whilst performing duties for ANC.

## 5. Procedure

### 5.1. Drug and/or Alcohol Tests

ANC may conduct drug and alcohol testing to detect the presence of drugs and/or alcohol in an individual's body in the following circumstances:

- After an applicant has been given a conditional offer of employment/engagement and prior to, or as soon as reasonably practicable after, the commencement of their employment/engagement;
- Prior to or during the performance of any services by a worker as and when deemed appropriate by ANC;
- Randomly for all workers from various ANC sites and worksite locations, as determined by ANC;
- When ANC suspects, on reasonable grounds, that a worker is under the influence of drugs and alcohol; or
- Immediately after a significant incident has occurred.

If you suspect you have an alcohol or drug dependency, you are encouraged to seek advice and to follow appropriate treatment promptly before it results in job performance problems.

### 5.2. Drug and/or Alcohol Test Procedure

- All testing is carried out by accredited testers/technicians (internal or external) using a mouth (saliva) swab.
- If a random test, each selection is independently controlled by the accredited staff with no input from anyone at ANC.
- All tests are conducted in a neutral location within the workplace, away from the mainstream workplace.
- Each test is conducted in private, individually, and with the presence of management. However, the worker may select a witness, if they desire.
- The actual test mouth swab used on the worker is called a primary sample.
- All test results remain confidential between the worker, ANC and the accredited tester/technician conducting the test.

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- Each worker is asked a series of questions prior to their individual screening e.g.:
  1. Have you taken anything orally in the previous 10 minutes?
  2. Have you consumed any alcohol in the previous 8 hours?
  3. Have you taken any illicit (illegal) drugs in the previous 24 hours?
  4. Are you currently under the effect of any illicit drugs?
  5. Are you taking any pharmaceutical drugs?
  6. Are you taking any prescribed medications?

Should a worker answer “yes” to any of these questions then further information will be sought. Such as type of drug, time taken, quantity consumed and whether prescribed?

- The only equipment used to screen the saliva of the worker is an approved drug testing device and breath testing devices.
- Should a worker refuse to take this test, ANC will take this as a positive test and the worker will be subject to disciplinary action which may include dismissal.

### 5.3. Post Testing Procedures

#### *Negative Result*

- In the event of a “negative” result the worker and ANC will be immediately advised of the result. The worker then returns to their workplace.
- No opinions of ANC or other staff are considered by the accredited tester/technician
- Each result is documented by the accredited tester/technician and a copy will be made available to the worker and/or ANC upon request.
- The sample is immediately disposed of by the tester/technician or if required may be given to the worker.

#### *Non-Negative Result*

- In the event of a “Non-Negative” result the worker and ANC are immediately advised of the result. No opinions or comments are offered or considered by the accredited tester.
- A second sample will be taken for testing, should this sample also provide a non-negative result a set of final confirmation samples are taken for laboratory testing.
- The worker will be suspended from duties whilst awaiting confirmation, ANC Staff will receive full pay during suspension. Contractors are not entitled to any payment.
- Transportation from the workplace to home will be offered.
- The confirmation result is recorded, and the worker is invited to sign the documentation. Such documentation shall include time and date of the screening, the worker’s details, the screening number and result.
- The worker can offer any comment on the “Non-Negative” screening result, should they choose. Any discussion on the “Non-Negative” result is strictly between the worker and the tester/technician.
- In the event of a “Non-Negative” result a further saliva sample is taken and the “chain of custody” process will immediately take place.
- The “chain of custody” process ensures the primary and secondary/confirmation samples (A & B) remain intact at all times.

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- All samples are then prepared, in the presence of the worker for analysis by a designated analytical laboratory.
- The vials are sealed with “chain of custody” seals.
- The technician will forward the vials to the laboratory for confirmation of the initial screen.
- The laboratory is to supply a certificate of their independent screening result and ANC will receive a copy of the certificate (usually within 48 hours).

If the laboratory test is confirmed positive, the worker will be subject to disciplinary action which may include dismissal. A negative laboratory result will see the worker re-instated to normal duties.

## 6. Handling and Storage of Alcohol in the Workplace

Any freight containing alcohol that is intended to be stored in an ANC workplace must be first approved by the site manager. This freight must be documented and secured on site in a lockable receptacle or room which has controlled access. At no times are quantities of alcohol to be stored where the quantity forms a placard quantity (ADG Code- Class 3 Dangerous goods- 1000kg/lts of spirit).

Only approved staff are to have access to and/or handle such freight, these staff are to have completed ANC's Dangerous goods awareness training so that all hazards are understood.

Damaged or leaking containers are to be reported to the client/customer. If approved they are to be removed and destroyed, all destructions should be photographed and recorded in detail.

No worker under the age of 18 years is to have access to, control of, handle or be exposed to freight containing Alcohol in line with Australian liquor laws.

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## 7. References

- Alcohol and other Drugs in the Workplace Guide – WorkCover Authority of NSW
- AS 4760:2006 *Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid*
- AS 3547:1997 “Breath alcohol testing devices”

### NSW

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

### ACT

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

### QLD

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

### SA

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

### WA

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996

### VIC

- Occupational Health and Safety Act 2009
- Occupational Health and Safety Regulation 2007

## 7. Related Documents

ANC Drug and Alcohol Policy

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