



# Alcohol and Other Drugs Procedure

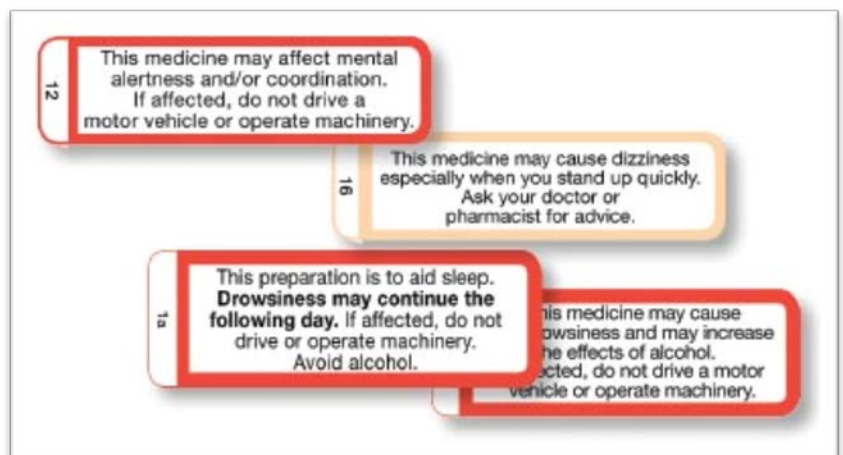
## Health, Safety, Environment and Quality

### What this procedure describes

TasNetworks standard and process for managing alcohol and other drugs in the workplace.

### Why it is required

- To achieve Zero Harm and our legislative requirements we must manage workplace risks to maintain a safe workplace.
- The use of alcohol and other drugs, even in small amounts, can affect performance, judgment, coordination, concentration and alertness. Any Team Member present in the workplace, who is affected by alcohol and/or drugs may:
  - have impaired judgment;
  - behave inappropriately;
  - present a potential risk to safety; and/or
  - cause damage to property and equipment.
- This procedure clearly sets our standards and provides information on alcohol and other drugs in the workplace, including the processes for educating, supporting and testing Team Members.



### Who it applies to and when

This procedure applies:

- to everyone working for or on behalf of TasNetworks;
- in all TasNetworks workplaces; and
- during working hours.

TasNetworks workplaces include any place where work is performed for or on behalf of TasNetworks and includes: offices, depots, substations, communication sites, field worksites, vehicles (including hire cars) and off-site.

Working hours includes whenever work is being performed for or on behalf of TasNetworks and includes Team Members who are rostered on call.

This procedure does not apply to the consumption of alcohol or other drugs outside working hours, unless that consumption could result in a Team Member providing a positive test result during working hours.

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## Quick guide - Alcohol and other drugs in the workplace

This procedure applies to everyone working for or on behalf of TasNetworks. It applies at all TasNetworks workplaces during working hours.

TasNetworks workplaces include any place where work is performed for or on behalf of TasNetworks and includes offices, depots, substations, field worksites, vehicles, including hire cars, and off-site.

Working hours includes whenever work is being performed for or on behalf of TasNetworks and includes Team Members who are rostered on call.

**Support:** If you think you may have an issue with alcohol or other drug misuse you are strongly encouraged to seek confidential advice and assistance. Support is provided through TasNetworks Employee Assistance Program (EAP) or the People and Performance Team.

**Alcohol:** Your Blood Alcohol Content (BAC) must not exceed 0.00% at work. The only exception is if there is an authorised workplace function (authorised by a General Manager) and approved events where Team Members will comply with TasNetworks Code of Conduct.

**Illicit drugs:** You must not take or test positive to any illicit drugs, be in the possession of, sell or distribute illicit drugs.

### **Prescription or over the counter medication:**

- You must take it in accordance with the prescribed or recommended dose, directions and warnings.
- Notify your Leader prior to commencing work if you are taking medication that may affect your judgment or safety. You don't have to tell them what or why you are taking it.
- If you are tested and the sample indicates the relevant drugs are present within the prescribed or recommended dose and directions, the test is not deemed positive.

**Training:** Training on Alcohol and other drugs is provided within your TasNetworks Induction

**Testing – when could you be tested?** You could be subject to breath and saliva testing for alcohol and other drugs under a number of circumstances, including:

- during a pre-employment medical assessment (role dependent);
- where required by a customer or regulatory authority;
- following an incident rated high or significant (including near-hits and vehicle accidents), or where there may be non-compliance of an HSE procedure;
- where there are grounds for believing that a Team Member may be affected by alcohol or other drugs; and
- random workplace testing.

**Self-Testing:** We strongly encourage you to use the breathalysers available at each office or depot (especially after a big night). If you return a BAC result in excess of 0.00%, let your Leader know and take a break or return home until you are back to 0.00%. No disciplinary action will be taken against you. However, if this occurs on a regular basis this will be addressed as a work performance issue.

### **What happens if you return a positive result?**

If alcohol or drugs are detected in a sample taken from you this is known as a presumptive positive.

You will then be required to supply two more samples that will be sent to a laboratory to confirm the accuracy of the onsite test. If these samples have alcohol and or illicit drugs that are deemed above the recommended Australian Standard AS4760, then you have returned a positive result.

**Non-Compliance:** If you test positive to a random or cause test or if you refuse to take a test when requested by an Accredited Technician, you will be subject to management under the Resolving Issues at TasNetworks Policy and Process. First positive will be a written warning and offered to participate in the EAP. If you test positive a second time you will receive a written warning and must participate in and satisfactorily complete a rehabilitation program. If there is a third occurrence, you will be subject to a full investigation.

Discipline will also apply if you are found in the possession of illicit drugs, or test positive as a result of incident testing and AOD is found to be a contributing factor.

This procedure is about looking after ourselves and our workmates at all times.  
It is about making sure we are supported and encouraged to look after our own health and safety.



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## 1. Background

Your health and safety is TasNetworks' priority and it is with that in mind that TasNetworks is an alcohol and illicit drug free workplace.

The use of alcohol and other drugs, even in small amounts, can affect performance, judgment, coordination, concentration and alertness. Any individual present in the workplace, who has consumed alcohol and/or illicit drugs could:

- endanger lives;
- present a potential risk to safety;
- have impaired judgement;
- behave inappropriately; and/or
- potentially cause damage to people, property and equipment.

### Alcohol - the most popular drug in Australia

- Nearly 40% of Australian adults consume alcohol on a weekly basis.
- Alcohol caused more than twice as many deaths (3,494) than road accidents (1,600) in 2005.
- 1 in 10 workers say they have experienced the negative effects of a co-worker's use of alcohol.

See more at: [www.druginfo.adf.org.au](http://www.druginfo.adf.org.au)

### 1.1 Legislative requirements and best practice

Under the Work Health and Safety Act 2012 (WHS Act):

- TasNetworks has a primary duty of care to ensure the health and safety of Team Members (s.19(1));
- it is the responsibility of all Team Members to eliminate or minimise risks to health and safety, so far as is reasonably practicable (s.17), and
- while at work, Team Members must:
  - take reasonable care of their own health and safety;
  - not adversely affect the health and safety of other persons; and
  - comply and cooperate with any reasonable policy or procedure or instruction relating to health or safety at the workplace (s.28).

Having a testing regime that includes random testing for alcohol and other drugs is in accordance with best practice in high risk industries.



## Other Drugs

- 10.4% of Australians aged 14 years and over have used cannabis in the previous 12 months.
- 6.3% of Australians aged 14 years and over have used meth/amphetamines one or more times in their life.
- It is estimated that illegal drugs are involved in 30% of all fatal road accidents.

See more at: [www.druginfo.adf.org.au](http://www.druginfo.adf.org.au)

## 2. Standards

### 2.1 What are the standards?

These standards apply to all Team Members at TasNetworks. They apply at all TasNetworks workplaces during working hours.

TasNetworks workplaces include any place where work is performed for or on behalf of TasNetworks and includes offices, depots, field worksites, substations, communication sites, vehicles (including hire cars), and off-site.

Working hours includes whenever you are performing work for or on behalf of TasNetworks and includes when you are rostered on call.

### 2.2 Alcohol and illicit drugs

While at any of TasNetworks workplaces during working hours, unless excepted by this procedure, Team Members:

- **must not** have a Blood Alcohol Content (BAC) over 0.00%;
- **must not** consume alcohol;
- **must not** consume or test positive to any illicit drugs; and
- **must not** be in the possession of, sell or distribute illicit drugs.

#### 2.2.1 Exceptions

This procedure does not extend to the consumption of alcohol or drugs outside working hours, unless the consumption could cause non-compliance during working hours.

There are no exceptions for consuming or possessing illicit drugs during working hours, at authorised workplace functions or at approved events.

Alcohol is permitted at authorised workplace functions and approved events. Team Members are required to be responsible when consuming alcohol and are reminded that TasNetworks policies and procedures, including the Code of Conduct, apply at authorised functions and events.



### 2.2.1.1 Authorised Workplace Function

- An authorised workplace function is a function, usually conducted in a TasNetworks controlled workplace, where alcohol can be served.
- An authorised workplace function requires prior written approval from a General Manager (See Appendix A for an example of an approval request).
- A function leader must be nominated to supervise the function (refer section 10.2).

### 2.2.1.2 Approved Event

- An approved event is an event conducted outside the Workplace at which alcohol is served.
- An approved event should be conducted at a time clearly separated from the working day.
- Approval is required from a Leader in accordance with the Delegations Framework.

## 2.3 Prescription and over the counter medications

Drugs do not have to be illicit to cause risk at work - some medicines can affect mental alertness and/or coordination.

Team Members who have been prescribed medication, or are taking over the counter medication:

- **must** seek advice from their doctor or pharmacist regarding the impact that taking, or not taking, any medication may have on their ability to work safely
  - obtain a doctors certificate if required, refer to Appendix B for an example;
- **must** take the medication in strict accordance with the prescribed or recommended dose, directions and warnings;
- **must** notify their Leader prior to commencing work if the medication may affect their judgment in any way or could affect safety; and
- **must** stop working immediately if they become aware, or anyone else becomes aware, of any adverse effects of the medication and report to their Leader and seek medical assistance if required.

A Team Member may be given alternative duties if a safety risk is created by them continuing to do their normal duties while taking some medications. This will occur in consultation with the Team Member, their Leader, and a People and Performance representative. Where appropriate, advice will be sought from their doctor. (Refer to Appendix B for an example of a doctor's notice of prescription medication).

## 3. Testing regime for alcohol and other drugs

### 3.1 When and why can Team Members be tested?

Team Members may be subject to breath and saliva (never blood or urine) testing for alcohol and other drugs in the following circumstances:





- a) **Pre-employment testing:** subject to role requirements, during pre-employment medical assessments for some job applicants and for change in employment status, e.g. from casual to full-time.
- b) **Required by a customer or authority:** where TasNetworks Team Members are operating on a third party site who have their own Alcohol and Other Drugs Procedures, our Team Members will be subject to those procedures including testing. Note: If, when tested at a customer's site, a Team Member registers a presumptive positive or does not wish to be tested by the customer TasNetworks will engage the Independent Testing Provider Accredited Technician to test the Team Member in accordance with this procedure and those results will determine any additional actions, which may include replacing the Team Member onsite. This is to ensure consistent application of this Procedure.
- c) **Incident testing:** testing arranged in consultation with your leader and your People and Performance representative:
  - following an incident rated high or significant (including near-hits and vehicle accidents), or
  - where a Team Member may have or has breached a HSE procedures.
- d) **Cause testing:** where there are grounds to believe a Team Member may be affected by alcohol or other drugs;
  - based on abnormal conduct or behavior observed by a Team Member or Leader; or
  - based on any evidence of possible illicit drug use (suspected drugs and or drug related equipment apparent).
  - Note: To ensure fairness, the person requesting such testing must have their leader or a People and Performance representative confirm their observations and the person requesting the testing shall also be tested. Refer to Appendix D for guidelines to assist in determining if a Team Member may be affected by alcohol and/or other drugs.
- e) **Cause periodic testing:**
  - for any Team Member following satisfactory completion by that Team Member of a rehabilitation program (in accordance with guidance from a Medical Practitioner), or
  - following a positive test result for alcohol and/or other drugs.
- f) **Random testing:** anyone, anywhere, anytime during working hours.
  - Refusal to take a test for any other reason is deemed a non-compliance with this procedure refer 3.7 and 5.1.4.

## 3.2 How is testing performed?

Testing will be conducted in a manner designed to:

- protect the tested Team Member's privacy; and
- ensure the integrity of the process to obtain valid results.



All testing will be performed by an Independent Testing Provider Accredited Technician in accordance with Australian Standard AS4760: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.

Selection of Team Members for random testing will be performed by the Independent Testing Provider Accredited Technician.

### 3.3 What is tested?

The Independent Testing Provider uses breath and saliva testing.

Note: Oral fluid (breath and saliva) testing is used because it only registers drugs that are active in the body and is not as invasive as urine or blood samples.

The on-site testing can detect the presence of the following drugs:

- alcohol
- amphetamines and methamphetamines
- cocaine
- opioids and opiates, and
- THC (cannabis).

Please note that the on-site testing is presence/absence testing only. It does not record the level or concentration of drugs.

If there is no alcohol or other drugs detected in the sample, this is known as a **Negative Test Result**.

If there is alcohol or drugs detected as being 'present' this is known as a **Presumptive Positive Test Result**.



## 3.4 Obtaining the samples

The Independent Testing Provider Accredited Technician will:

- positively identify the Team Member being tested, through photo identification or confirmation by a Leader. (The sample collection will not proceed if the individual's identity cannot be established).
- ask the Team Member being tested to declare whether they have taken any over the counter or prescribed medication.
- notify the Team member of the sample test results.
- in the event of a Presumptive Positive Test Result, the Independent Testing Provider will immediately obtain two additional samples from the Team Member:
  - these samples will be:
    - i. marked with identification numbers,
    - ii. labeled "A" and "B"
    - iii. sealed with tamper-proof evidence seals, and
    - iv. signed by the Team Member and the Accredited Technician.
  - the relevant alcohol and drug testing consent, custody and control forms will be completed by the Team Member and the Accredited Technician.
  - samples will be immediately sent to an independent NATA (National Association of Testing Authorities) accredited laboratory for analysis (sample A) and storage (sample B). Any samples which are Confirmed Positive Samples will be retained and stored by the laboratory. Confirmed Negative Samples will be destroyed.

Team Members have the right to:

- request that someone accompany them to witness the testing process, provided the other person can attend within a maximum of one hour. The Team Member cannot leave the site until the test is performed.
- request to see the Accredited Technicians identification.
- obtain a copy of their test results.
- in the event of a Presumptive Positive, obtain details of the sample identification numbers and details of the "A" and "B" samples.

## 3.5 Presumptive Positive Test Result due to medication

If, as a result of taking medication, a Team Member registers a Presumptive Positive Test Result the Team Member may continue working provided:

1) they sign a medication declaration (example Appendix C) that states they:

- have taken the medication in accordance with the recommended dose and in strict accordance with all warnings and requirements of the prescription;



- can safely and properly undertake their required workplace duties;
- will stop work immediately if they become aware of any adverse effects of the medication and report to their Leader.

2) their Leader or a People and Performance Representative accept the declaration before the Team Member continues working.

If the laboratory results confirm that the medication levels are within the prescribed or recommended dose for medication that the Team Member has declared, the result is a Confirmed Negative Sample and there will be no record kept on their personnel file.

If the laboratory results indicate the presence of drugs at a level greater than would be expected given the prescribed or recommended dose, then the Team Member may be deemed to have returned a Confirmed Positive Sample and will be subject to an investigation.

### 3.6 What is a Confirmed Positive Sample?

A sample that is confirmed by the NATA laboratory to have alcohol and/or illicit drugs or medication above the prescribed or recommended dose is a **Confirmed Positive Sample**.

The exception to this is when the drugs identified by the laboratory are within the prescribed or recommended dose for medication that the Team Member has declared taking (refer 3.5).

If a Team member returns a Confirmed Positive Sample, a People and Performance Representative will conduct an investigation. Where an investigation finds a non-compliance with this procedure, the Team Member will be managed in accordance with Section 5.

### 3.7 If a Team Member refuses to be tested?

A Team Member who refuses to be tested in accordance with this Procedure, will be considered to be in non-compliance with this Procedure (refer 5.1.4). Their Leader and People and Performance Representative will be notified and they will be stood down and arrangements will be made to ensure the Team Member is safely returned to their home and managed in accordance with section 4. They must return a negative test result prior to recommencing work.

### 3.8 Self-testing

All Team Members, contractors and visitors are strongly encouraged to use the self-testing alcohol devices (breathalysers) available to confirm a 0.00% BAC when attending the workplace.

If the result exceeds 0.00%, the Team Member is required to notify their Leader that they are unable to work and to safely leave the workplace.

Where an individual voluntarily undertakes a self-test before starting work and exceeds 0.00%, no disciplinary action will be taken. However, where this occurs on a regular basis this may be addressed as a work performance issue.

Breathalysers are available at all TasNetworks offices and depots. Ask your Business Support Officer or Leader if you are unsure where to find them.



Note: If a team member elects to undertake a self test, this must take place **before** starting work. If a Team Member tests after starting work, and the test exceeds 0.00%, they are in non-compliance with this procedure. In this instance a People and Performance Representative must be contacted to engage the Independent Service Provider and an Accredited Technician will take a formal test to ensure due process.

Note: the breathalysers provided by TasNetworks are accurate but they can be used as an indication only. They cannot be used as evidence in the event of an accident or incident. Only samples taken by an Accredited Technician can be used as evidence in investigations.

## 4. Managing Team Members who return a presumptive positive

Looking after the Team Member's health and safety and maintaining their privacy is the priority. Seek medical treatment for the Team Member immediately if they require it.

### 4.1 Immediate Response

#### 4.1.1 Team Member – who is not a Contractor or Visitor

If a Team Member, who is not a Contractor or Visitor, returns a Presumptive Positive Test Result and does not require medical treatment:



- to alcohol: the Team Member is stood down and arrangements will be made to ensure the Team Member is safely returned to their home; or
- to drugs: the Team Member is stood down and arrangements will be made to ensure the Team Member is safely returned to their home safely, unless they complete a Medical Declaration and they are capable of completing the shift.

The Team Member's Leader and People and Performance Representative will support the Team Member through this process.

#### 4.1.2 Visitor

If a visitor returns a Presumptive Positive Test Result they will be asked to safely leave TasNetworks workplace immediately. Arrangements will be made to return them home if required.

#### 4.1.3 Contractor

If a contractor returns a Presumptive Positive Test Result, their supervisor will be contacted.

The contractor will be required to safely leave the TasNetworks workplace immediately, unless they complete a Medical Declaration and the TasNetworks representative accepts it.

### 4.2 Waiting for testing laboratory results: Team Member - who is not a visitor or contractor

The Team Member will be stood down on Unfit for Work Leave until the laboratory test results are obtained (approximately three working days).

It is expected that the Team Member will be fit to return to work by the time the results are received. Before commencing work they must be tested and must return a Negative Test (refer 4.3).

The Team Member may return to work before the laboratory results are received provided that:

- they are fit to return to work; and
- before commencing work they are tested and return a Negative Test (refer 4.3).

Note: if the laboratory results are a Confirmed Negative Sample, the Team Member's Unfit For Work Leave will be reversed and there will be no record of this test on the team member's Personnel file.

### 4.3 Returning to work

#### 4.3.1 Team Member – who is not a Contractor or Visitor

Before returning to a TasNetworks' workplace following standing down on the provision of a Presumptive Positive Sample or a Confirmed Positive Sample, a Team Member, who is not a Contractor or Visitor must:

- undergo a breath and saliva test conducted by the Independent Testing Provider; and
- the test must return a negative test result; or



- in the event of a refusal to test, provide sufficient evidence for reason of refusal.

The on-site breathalyzers can be used for testing for alcohol.

The Independent Testing Provider will conduct the test for other drugs.

Note: If, while returning to work the Team Members returns a second Presumptive Positive Test Result that is analysed by the laboratory as a Confirmed Positive Sample, the Team Member will be deemed to have returned a second positive in accordance with 5.1.1.

### 4.3.2 Visitor

Before returning to a TasNetworks' workplace following standing down on the provision of Presumptive Positive Sample or a Confirmed Positive Sample, a visitor must:

- undergo a breath and saliva test conducted by the Independent Testing Provider; and
- the test must return a negative test result.

The Independent Testing Provider will undertake this testing at the visitor's expense.

### 4.3.3 Contractor

Before returning to a TasNetworks' workplace following standing down on the provision of Presumptive Positive Sample or a Confirmed Positive Sample, a contractor must:

- undergo a breath and saliva test conducted by the Independent Testing Provider; and
- the test must return a negative test result.

The Independent Testing Provider will undertake this testing at the contractor's employer's expense.

## 5. Non-compliance with this procedure

### 5.1 Team Member who is not a Contractor or Visitor

#### 5.1.1 Testing - random, cause and cause periodic

If, as a result of a random, cause or cause periodic test, a Team Member who is not a contractor or visitor returns a Confirmed Positive Sample, the following will apply:

- 1) On the first non-compliance, the Team Member will receive:
  - a. an offer to participate in the Employee Assistance Program (EAP) which may include a rehabilitation program. They may be given alternative duties whilst participating in the rehabilitation program; and
  - b. a written warning, which will include:
    - i. how TasNetworks will facilitate and support access to the Employee Assistance Program (EAP);
    - ii. the option of appointing an external Rehabilitation Provider to provide additional support;



- iii. how to access to education and training;
- iv. negotiation of alternative duties if required; and
- v. the timeframe after which the warning will expire (up to five years).

2) If a second non-compliance occurs, the Team Member:

- a. will receive a second written warning;
- b. will be required to participate in the EAP, appoint a medical practitioner and complete a rehabilitation program; and
- c. they may be given alternative duties whilst participating in the rehabilitation program.

The Team Member has the option of appointing an external Rehabilitation Provider to provide additional support.

If the Team Member does not participate in the rehabilitation program, or fails to participate to a satisfactory standard, the Team Member will be subject management under the Resolving Issues at TasNetworks Policy and Process.

3) If a third non-compliance occurs, a full investigation will be conducted.

Team Members who record positive results during random testing may be subject to cause periodic testing for a period of up to two years.

### 5.1.2 Testing – incident

If a Team Member is tested as a result of being involved in an incident or non-compliance with a HSE procedure or work practice, and returns a Confirmed Positive Sample that is identified as a contributing factor, they will be subject to TasNetworks disciplinary processes.

### 5.1.3 Possession of illicit drugs

On suspicion of the presence of illicit drugs at a TasNetworks' workplace, Police will be contacted.

### 5.1.4 Refusal to be tested

If a Team Member refuses to take a test when requested by an Accredited Technician, they will be managed in accordance with Section 4 and there will be an investigation. The Team Member must return a negative test result prior to recommencing work.

## 5.2 Contractor

Any contractor found to be in non-compliance with this procedure will be managed by their company under its equivalent organisational practices.

TasNetworks reserves the right to take such action as it deems appropriate as a consequence of the contractor's conduct. This may include requesting the individual does not continue working for or on behalf of TasNetworks or reviewing and terminating any contract in which that individual is involved. Such non-compliances shall be managed through TasNetworks normal contract management process.





## 5.3 Visitor

Any visitor in non-compliance with this procedure must leave the TasNetworks workplace immediately.

## 6. What to do if you think a Team Member may be affected by alcohol and/or other drugs (causal testing)

Causal testing is available to help ensure the safety of all Team Members. If there is a Team Member that you are concerned about and think may be affected by alcohol or other drugs, you are required to do the following:

- talk to the Team Member, do not assume it is drugs or alcohol, they could be unwell for any number of reasons;
- obtain medical treatment (administer first aid, seek a first aid officer or call an ambulance) if the Team Member is unwell and requires it;
- ensure their safety. Do not leave the Team Member alone, arrange for someone to stay with them, ask them if there is anyone you can get to support them;
- two team members who observed this behaviour, are required to agree if Causal Testing is required. Discuss the behavior you have observed in the Team Member with your Leader and/or a People and Performance Representative and ask them if they have observed similar behavior. Use 'Appendix D - Guidelines to determine if a Team Member may be affected by alcohol and/or drugs' as a prompt for determining if Causal Testing is required.

If the Leader and/or People and Performance agree that Causal testing is required, the Leader may directly contact the Independent Testing Provider or make arrangements through the People and Performance Representative.

- where causal testing is requested the person requesting such testing will also be tested in an attempt to ensure fairness.

## 7. Support, advice and education

### 7.1 Support

TasNetworks recognises that the misuse of alcohol and other drugs is treatable, especially if addressed as soon as possible.

Anyone who considers they may have an alcohol or other drug misuse issue is strongly encouraged to seek confidential advice and assistance. TasNetworks can provide access to support and rehabilitation assistance through our Employee Assistance Program or through our People and Performance Team.



If you have any other concerns, please discuss these with your Leader or a member of the People and Performance Team. Additional support and information can be provided by the Health, Safety, Environment and Technical Competence Team.

## 7.2 Rehabilitation programs

Whilst undergoing a rehabilitation program, in consultation with the Team Members' doctor, TasNetworks will provide the following support:

- provide reasonable access to the EAP;
- provide no-debit sick leave whilst receiving treatment, in line with the TasNetworks Enterprise Agreement; and
- facilitate alternative duties if continuing to do their normal work presents a safety risk.

TasNetworks will not provide financial support to cover the cost of the rehabilitation program.

## 7.3 Education and training

During your induction to TasNetworks you will receive alcohol and other drugs training. In addition to this, TasNetworks' Wellbeing Programs Be@TasNetworks provides ongoing wellbeing education including information on drugs and alcohol. The Be@TasNetworks intranet page on The Zone contains guides and links to help.



## 8. Privacy and Confidentiality

All actions under this procedure will be conducted in a manner that respects the dignity and confidentiality of those involved and which is consistent with TasNetworks Code of Conduct. Failure to do so could be in breach of the TasNetworks Code of Conduct.

Information obtained in the process of conducting tests will be treated in accordance with TasNetworks' Privacy Policy. Individual test results will not be released to anyone who is not directly involved in the testing process without specific written authorisation by the Team Member who was tested except as follows:

- the Team Member has signed a release form for rehabilitation or a return to work program in which the results of the test must be known to facilitate further action concerning the Team Member;
- when the results of the test become subject to a dispute, however the information will only be released to other parties on a "need to know" basis;
- as required by the Team Members' Leaders and People and Performance General Manager; and
- when complying with any legal requirement.

Samples will only be used for the purpose of testing for the presence of alcohol and/or other drugs.

Copies of all results will be retained for seven years. Access to copies of results of all alcohol or other drug tests will be made available to the Team Member or contractor upon request.

People and Performance will maintain Team Member records in a restricted file, separate from the Team Members' personnel files. The People and Performance Team will maintain any associated investigation, remedial actions and / or disciplinary actions on the Team Member's personnel file.

Utmost confidentiality of all Team Members medical information will be maintained at all times

General advice on a Team Member's progress in a rehabilitation program may be provided to the People and Performance General Manager.

## 9. Raising issues and concerns and dispute resolution

Team Members have the right to a fair and due process. Team Members have the right to make complaints about their treatment under this procedure. These complaints will be handled in accordance with TasNetworks dispute resolution procedures.

All Team Members can ask questions and raise issues without fear of unfavorable treatment, secure in the knowledge that their concern will be treated seriously, investigated fairly, promptly and confidentially and appropriate corrective action taken where required.

## 10. Responsibilities

We all have responsibilities to ensure that TasNetworks is a Zero Harm workplace. How everyone contributes to managing health safety and environmental matters in general is provided in TasNetworks' HSE Responsibilities procedure.



Some roles have other specific responsibilities detailed in 10.1 below.

## 10.1 Responsible, Approver, Support, Consulted and Informed

R	The person RESPONSIBLE for doing this action	EVERYONE			Team Members	Contractors	Visitors	Leaders	People and Performance Operations Leader	P & P Representative	Group Leader - HSE and TC	HSE & TC Team	HSE Leader	General Manager	Business Support Officers
	A														
S	The person require to provide SUPPORT to achieve the action														
C	The person who must be CONSULTED during the action														
I	The person who must be INFORMED and trained regarding the action/ or outcome.														
	Compliance with this procedure	R/I	R/I	R/I											
	Maintaining Team Members privacy	R	R	R	R					S	S	S	S	S	
	Supporting Team Members with AOD requirements	R	R	R	R										
	Medication – notifying your Leader	R	R	R	S	S				S					
	Alternative duties	R	R		A					S					
	Self-testing – before starting work or driving after an authorised function	R	R	R											
	Self-testing – availability & calibration of units										A	R			S
	Testing – managing testing regime							A	R						S
	Testing – Incident testing						A		R			S	S		
	Testing – causal testing	S	S	S	A				C			S	S		
	Independent Testing Provider – contract management										A		R		
	Training – complete training in this procedure	R	R	R											
	Training – provision of training						S		S	A	R				
	Authorised function - approval						R							A	
	Investigations						A		R						
	Supporting Team Members who return Presumptive Positive Samples	S					R		S			S			
	Employee Assistance Program - provision of service							A, R	S						
	Employee Assistance Program - attendance as required	A													
	Document management (test results, retaining records, privacy and confidentiality)								A	R	S	S			

## 11. Glossary

**Alcohol** - means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols in methyl and isopropyl alcohol.



**Approved Function Leader** - has overall control of an Authorised Workplace Function.

The Function Leader is responsible for:

- ensuring that the function complies with the approved conditions;
- being present for the duration of the function;
- ensuring that food is available;
- overseeing the distribution of alcohol and ensuring that:
  - a. low-alcohol content beverages and non-alcoholic beverages are readily available;
  - b. alcohol is not served to individuals showing signs of intoxication;
  - c. alcohol is not served to any individual under the age of 18;
- arranging transport for any participant who is not fit to drive; and
- ensuring that alcohol is secured appropriately at the end of the function.

**Approved Rehabilitation Program** - means a rehabilitation program provided by an organisation with recognised expertise in the assessment, treatment and rehabilitation of people suffering from misuse of alcohol or other drugs.

**Blood Alcohol Content (BAC)** - blood alcohol content as measured by breath analysis on an Australian Standard AS4760 compliant breath testing device.

**Confirmed Negative Sample** – a Presumptive Positive Test result that has been analysed at a NATA Laboratory and has been found not to have alcohol, illicit drugs or medication above the prescribed/recommended dose.

**Confirmed Positive Sample** – a Presumptive Positive Test result that has been analysed at a NATA Laboratory and has been found to have alcohol, illicit drugs or medication above the prescribed/recommended dose.

**Contractor** – a person engaged by a third party to perform work for TasNetworks, including Team Members on labour hire contracts, subcontractors and their employees.

**Employee Assistance Program (EAP)** - a program incorporating established procedures for the referral to a specialist counselling service of Team Members with concerns which may impact upon work performance. The EAP is provided via an independent organisation in order to ensure confidentiality

**Function Leader** – the person with overall control of an Authorised Workplace Function

**Illicit (illegal) Drugs** - means any drugs defined and specified as prohibited or illicit under any Federal, State or Territory legislation and drugs for which a medical prescription has not been issued to the person using the drug, the level of consumption was in excess of the prescribed dose or in the case of over the counter medication the level of consumption was in excess of the recommended dose or not in accordance with warnings detailed. (Illicit drugs do not include medication prescribed for an individual and used by that individual in strict accordance with the prescribed dose. Further it does not include over the counter medication used in strict accordance with recommended dose and warnings.)



**Independent Testing Provider**– the specialist testing provider engaged by TasNetworks to administer Alcohol and Other Drugs testing regime. The testing is performed by an Accredited Technician.

**Leader** - a Team Member who has responsibility for the supervision or coordination of a work group(s), department or work team, including delegated authority to direct the work of team members within each work group. It includes the Chief Executive Officer, Board Members, General Managers, Group Leaders, Leaders, Regional Leaders, Team Leaders and Leads.

**NATA** - National Association of Testing Authorities

**Negative Test** - a sample, taken by the Accredited Technician, in which alcohol or drugs not detected as present.

**Presumptive Positive Test** - a sample, taken by the Accredited Technician, in which alcohol or drugs are detected as present. This sample is sent to a NATA laboratory for confirmation.

**Testing** - all testing will be performed by an Accredited Technician in accordance with Australian Standard AS4760: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid. No blood or urine samples will be taken.

**Team Member** – is a ‘worker’ as defined in section 7 of the *WHS Act 2012* who carries out work in any capacity for TasNetworks. It includes Leaders, Board Members, employees, people on individual employment contracts, apprentices, trainees, students gaining work experience, out Team Members, volunteers, employees of a labour hire company, contractors or subcontractors, and their employees.

**Resolving Issues at TasNetworks Policy and Process** – a new policy that amalgamates previous Fair Treatment, Issues Resolution and Discipline Policies and Procedures into one comprehensive document. Until approved all Leaders and Team Members are to refer to their current Policy and Process for related matters, or discuss with a Leader or People and Performance Business Partner.

**Significant Incident** – as defined by the Incident Management Procedure.

**Working hours** - includes whenever work is being performed for or on behalf of TasNetworks and includes times when Team Members are rostered on call.

**Workplace** - a place where work is carried out for TasNetworks and includes any place where a Team Member goes, or is likely to be, while at work (*WHS Act 2012 s.8*). It includes offices, depots, substations, field worksites, vehicles, including hire cars, and off-site.

**Visitor** – A person presenting to the site for valid business or other reasons that is fully escorted.



## 12. References

The following documents were reviewed as part of developing this procedure:

Legislation	
<i>Personal Information Protection Act 2004 (Tas)</i>	
<i>Privacy Act 1998 (Cth)</i>	
<i>Work Health and Safety Act 2012 (Tas)</i>	
<i>Australian Standard AS4760</i>	
Codes of practice, Industry codes, etc	
Alcohol and Other Drugs in the workplace Guide 2006	WorkCover NSW
TasNetworks documents	
Code of Conduct	
Delegations Framework	
Information Management Policy	
Privacy Policy	
Resolving Issues at TasNetworks Policy and Process	
TasNetworks Incident Potential document	
Zero Harm Policy	
Workplace Behaviour Policy	
Right to Information	
Forms	
Authorised function approval request (example)	Appendix A
Notice of prescription drugs (example)	Appendix B
Medication declaration (example)	Appendix C
Guidelines to determine if a Team Member may be affected by alcohol and/or drugs	Appendix D
Other documents/ resources	
Australian Drug Foundation	<a href="http://www.druginfo.adf.org.au/">http://www.druginfo.adf.org.au/</a>
Safe Work Australia	<a href="http://www.safeworkaustralia.gov.au">http://www.safeworkaustralia.gov.au</a>
Work Safe Tasmania	<a href="http://worksafe.tas.gov.au">http://worksafe.tas.gov.au</a>



## Appendix A - Authorised function approval request (Example)

To ..... (name of relevant General Manager),

Please authorise the following function?

Reason: .....

Location: .....

Start time: .....

Finish time: .....

Function Leader: .....

As Function Leader, I understand that I must:

- be present for the duration of the function;
- oversee the distribution of alcohol and ensure that persons under the age of 18 years are not served alcohol;
- ensure that alcohol is not served to individuals showing signs of intoxication;
- ensure low-alcohol content beverages and non-alcoholic beverages are available;
- ensure food is available;
- arrange transport for any participant who is not fit to drive;
- ensure that any remaining alcohol is secured appropriately at the end of the function; and
- not spend more than the approved spend limit - \$.....
- .....

Name:.....Signed:.....Date: .....

I ..... (name of General Manager), **do/do not** authorise this function in accordance with the above conditions.

Signed:.....Date: .....





## Appendix B – Medical Certificate – Notice of prescription drugs (Example)

**Attention:** ..... (name of Team Member’s Leader).

TasNetworks  
PO Box 606  
MOONAH TAS 7009

Name (Doctor):

Address (surgery):

Date:

I am the treating doctor of your Team Member ..... (name of Team Member).

On ..... (date), as a result of my diagnosis, I prescribed medication to your Team Member.

Your Team Member has advised me of his/her position within **Tasmanian Networks Pty Ltd (TasNetworks)** and explained the tasks involved.

Taking all information into consideration, provided he/she takes the prescribed medication in accordance with the requirements of the prescription, I believe that your Team Member **can / cannot** (cross out what does not apply) safely and properly continue to undertake tasks associated with his/her job at **TasNetworks** and as such I **do / do not** (cross out what does not apply) recommend they are given alternative duties for the duration of their prescription.

Name: (Doctor) .....

Signed: (Doctor) .....

Date: .....



## Appendix C – Medication declaration (Example)

**Attention:** ..... (name of Team Member’s Leader).

I ..... (name of Team Member) wish to advise I am taking **over the counter / prescription** medication.

I undertake to only use the medication in accordance with the recommended dose and in strict accordance with all warnings and requirements of the prescription.

I believe I can safely and properly undertake my required workplace tasks. If in any doubt as to whether I can perform all tasks safely I undertake to advise my Leader immediately.

Signed:..... Date:.....

Name: ..... (Please print)



## Appendix D - Guidelines to determine if a Team Member may be affected by alcohol and/or drugs

May include, but is not limited to:

- work performance and work patterns
- high number of mistakes
- extremes in performance
- difficulty in remembering instructions or handling complex situations
- refusing to comply with worksite conditions, refusal to be tested by customers or authorities.

Physical Symptoms or Conditions:

- weariness
- exhaustion
- excessive blinking
- blank stares
- unusual efforts to cover arms
- wearing sunglasses at unusual times
- slurring of words
- smelling of alcohol
- unable to stand up straight without assistance.

Absenteeism and Personal Health:

- increase in absence especially before and after weekends
- consistently late
- disappear from job regularly
- signs of nervousness or emotional distress

Social interaction on the job:

- withdrawing or avoiding peers
- overly sociable
- unusual outbursts of emotion e.g. angry or irritable

Accidents and Concentration:

- highly accident prone on and off the job
- taking unnecessary risks or needlessly endangering others
- difficulty concentrating
- appear to be confused

*\*(highlight relevant observations – must be signed off by two parties)*

Observed by:

Name: .....

Name: .....

Date: .....

Date: .....