

Procedure No: CS-OHS-42  
 TRIM Ref No: B/D/11/30965  
 Reviewed: 07/22  
 Amended: 07/22  
 Review Due: 07/24



## CS ENERGY PROCEDURE

# MANAGING ALCOHOL AND OTHER DRUGS CS-OHS-42

Responsible Officer: Health, Safety and Security Business Partner  
 Responsible Manager: Head of Health and Safety  
 Responsible Executive: Executive General Manager Plant Operations

### DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Draft for review at workshop	F Welch	H&S Team	M Keag	20/10/2008
Draft following review at workshop held – 25 – 26 November 2008	B Johnson	H&S Team	B Andrew	27/11/2008
Original Issue	B Johnson	H&S Team	B Andrew	20/01/2009
Reviewed and formatting update to new CS Energy. Note – Procedure reviewed by H&S team only with CS Energy branding updated. It is anticipated that a consultative review of procedure will be conducted in due course	D Clarke	H&S Team	A Brown	10/04/2012
Updated references to CS-HR-23 and replaced with updated procedure CS-HR-63	J Box	D Clarke	K Ussher	22/07/2014
Extensive consultative review undertaken. Refer to Trim document <a href="#">B/D/20/3786</a> for summary of changes.	T Fields H Lonsdale	T Hoare A Cashin B Pike J Urquhart	N Moran	11/06/2020
Review and update changes. CS Energy consultation conducted of Breath Alcohol Concentration from (BAC)0.00 – 0.05 to BAC 0.00 fit for duty. Removal of Section 13.5 as no longer relevant	S Neve	H&S Team L Hartley A Cashin	S Colley	21/07/2022

## CONTENTS

<b>1</b>	<b>PURPOSE .....</b>	<b>4</b>
<b>2</b>	<b>OBJECTIVE .....</b>	<b>4</b>
<b>3</b>	<b>SCOPE .....</b>	<b>4</b>
<b>4</b>	<b>OBLIGATIONS.....</b>	<b>4</b>
<b>5</b>	<b>RESPONSIBILITIES .....</b>	<b>5</b>
5.1	CS Energy .....	5
5.2	General Manager or equivalent .....	5
5.3	Managers and Supervisors .....	5
5.4	Health & Safety team .....	6
5.5	Nominated Company Representative (NCR) .....	6
5.6	Employees, Contractors and Visitors .....	6
5.7	Collectors and Testing Providers.....	7
<b>6</b>	<b>COUNSELLING AND SUPPORT .....</b>	<b>7</b>
6.1	Employee Assistance Program (EAP) .....	7
6.2	Employee Support .....	7
6.3	Rehabilitation Support.....	8
<b>7</b>	<b>PRIVACY AND CONFIDENTIALITY .....</b>	<b>8</b>
7.1	Use and Disclosure of Test Information .....	8
7.2	Security of Test Information .....	10
7.3	Collection.....	10
<b>8</b>	<b>IDENTIFICATION AND NOTIFICATION .....</b>	<b>10</b>
<b>9</b>	<b>PRESCRIPTION DRUGS AND OVER-THE-COUNTER MEDICATIONS .....</b>	<b>10</b>
<b>10</b>	<b>EDUCATION AND TRAINING .....</b>	<b>11</b>
<b>11</b>	<b>TESTING FOR ALCOHOL AND OTHER DRUGS.....</b>	<b>11</b>
11.1	Standard protocol .....	11
11.2	Refusal to undertake a test .....	11
11.3	Random Testing .....	12
11.4	Testing With Cause (post-incident).....	12
11.5	Testing due to Reasonable Suspicion .....	12
11.6	Voluntary Self Testing .....	13
11.6.1	Employees.....	13
11.6.2	Contractor / Visitor .....	13
11.7	Pre-employment Testing .....	13
<b>12</b>	<b>TESTING INSTRUMENTS AND READINGS .....</b>	<b>13</b>
12.1	Alcohol .....	13
12.2	Other Drugs .....	13
<b>13</b>	<b>TEST RESULTS - ALCOHOL .....</b>	<b>14</b>
13.1	Alcohol Test Results - Contractors and Visitors .....	14
13.2	Alcohol - Negative Test Result Process- Employee.....	14
13.3	Persons Leaving Site with a BrAC of 0.05% or Greater.....	15



<b>14</b>	<b>TEST RESULTS – OTHER DRUGS</b>	<b>15</b>
<b>14.1</b>	<b>Initial On-site Test</b>	<b>15</b>
14.1.1	<i>Negative Result to Initial On-site Test</i>	15
14.1.2	<i>Not-negative Test Results – Contractors and Visitors</i>	15
14.1.3	<i>Not-negative Result to Initial On-site Test</i>	16
<b>14.2</b>	<b>Persons Leaving Site with a Not Negative Drug Test Result</b>	<b>16</b>
<b>14.3</b>	<b>Donor Claims a Not-negative Result Due to Medication</b>	<b>16</b>
14.3.1	<i>Non-disclosure of prescription or drug packaging</i>	17
<b>14.4</b>	<b>Tampering</b>	<b>17</b>
<b>14.5</b>	<b>Laboratory Confirmed Results</b>	<b>17</b>
14.5.1	<i>Employee – confirmed negative result</i>	17
14.5.2	<i>Contractor – confirmed negative result</i>	18
14.5.3	<i>Visitor – confirmed negative result</i>	18
14.5.4	<i>Laboratory Confirmed Positive Result</i>	18
<b>14.6</b>	<b>Appeal of a Confirmed Positive Result – Drug Testing</b>	<b>18</b>
<b>15</b>	<b>MANAGEMENT OF PERSONS WITH CONFIRMED POSITIVE (DRUGS) RESULT</b>	<b>18</b>
<b>15.1</b>	<b>Confirmed Positive Result or Further Breach of Procedure - Employee</b>	<b>18</b>
<b>15.2</b>	<b>Confirmed Positive Result - Contractor</b>	<b>19</b>
<b>15.3</b>	<b>Confirmed Positive Result - Visitor</b>	<b>19</b>
<b>16</b>	<b>WAGES AND LEAVE APPLICATION</b>	<b>19</b>
<b>16.1</b>	<b>Application for Leave</b>	<b>19</b>
<b>16.2</b>	<b>Payments of Wages</b>	<b>19</b>
<b>17</b>	<b>AUDIT AND REVIEW PROCESS</b>	<b>20</b>
<b>17.1</b>	<b>Records</b>	<b>20</b>
<b>17.2</b>	<b>Reporting</b>	<b>20</b>
<b>17.3</b>	<b>Review of Incidents</b>	<b>20</b>
<b>18</b>	<b>FURTHER INFORMATION</b>	<b>20</b>
<b>19</b>	<b>DEFINITIONS</b>	<b>20</b>
<b>20</b>	<b>REFERENCES</b>	<b>24</b>
<b>21</b>	<b>RECORDS MANAGEMENT</b>	<b>24</b>
<b>22</b>	<b>ATTACHMENTS</b>	<b>25</b>
<b>22.1</b>	<b>Attachment 1 – Flowcharts for Managing Alcohol and Other Drugs</b>	<b>25</b>
22.1.1	<i>Voluntary Self-Test</i>	25
22.1.2	<i>Random Test Process</i>	25
22.1.3	<i>Positive Result process</i>	28
<b>22.2</b>	<b>Attachment 2 – Observation of Person Suspected of Alcohol and / or Drug Use</b>	<b>29</b>
<b>22.3</b>	<b>Attachment 3 – Tables of Drug Types and Levels</b>	<b>30</b>
22.3.1	<i>Immunoassay Screening Test Cut-off (initial on-site test)</i>	30
22.3.2	<i>Confirmatory Test Cut-off Concentrations</i>	30
<b>22.4</b>	<b>Attachment 4 – Procedure for Confirmed Positive Drug or Alcohol Result</b>	<b>31</b>
<b>22.6</b>	<b>Attachment 5 – Form – SAMPLE Consent and Chain of Custody form</b>	<b>32</b>

## 1 PURPOSE

CS Energy is committed to the safety and wellbeing of all persons working at or visiting our sites. This procedure supports CS Energy's Code of Conduct and our primary value to Be Safe. This procedure also supports CS Energy's obligation to minimise risk in the workplace so far as reasonably practicable.

The use of alcohol, medications or other drugs can have serious consequences in the workplace. CS Energy will therefore take action to prevent the health and safety of people in the workplace being potentially compromised by alcohol or other drug use.

CS Energy also supports and provides assistance to persons who may have an alcohol and/or other drug related dependency.

This procedure outlines the CS Energy process for minimising the risk associated with the use of alcohol and other drugs. Management of alcohol and other drugs is recognised as one factor in the broader context of:

- the fitness for duty requirements of the individual; and
- risk management in the workplace.

This procedure:

- outlines the responsibilities of Personnel, Management and CS Energy under this procedure;
- supports fair and consistent management of alcohol and other drugs in the workplace;
- outlines privacy and confidentiality requirements;
- specifies how alcohol and/or other drug testing will be conducted;
- explains how Employees with drug and/or alcohol related illnesses can seek assistance and support; and
- outlines what will occur in the event of a positive test for alcohol or other drugs.

## 2 OBJECTIVE

The objective of this procedure is to provide appropriate knowledge, skills and tools for the management of alcohol and other drugs to:

- maintain a safe and healthy work environment;
- minimise the risk to Employees, Contractors, Visitors and the public;
- encourage persons who may not be fit for duty to seek assistance; and
- enable the appropriate people to perform their role and responsibilities whilst maintaining the privacy and confidentiality of people participating in alcohol and other drugs management processes.

## 3 SCOPE

This procedure applies to everyone working at or attending a recognised workplace of CS Energy. All Personnel at a CS Energy workplace must comply with this procedure as a condition of access.

## 4 OBLIGATIONS

CS Energy has an obligation under the Work Health and Safety Act 2011 (**the Act**) to maintain a safe and healthy work environment so far as is reasonably practicable.

This includes preventing and managing risks associated with the use of alcohol or other drugs.

Where an unacceptable risk is identified the situation will be managed to remove or minimise the risk.

Employees have a duty to take reasonable care for their own health and safety in the workplace, and the health and safety of others who may be affected by their acts or omissions. This includes ensuring they do not put themselves or others at risk because of alcohol or other drugs.

Employees must also cooperate with CS Energy with respect to any reasonable action they take to comply with the Act.

## **5 RESPONSIBILITIES**

Everyone at a CS Energy workplace has a responsibility to ensure that alcohol and/or drugs do not affect their own or others health and safety in the workplace.

### **5.1 CS Energy**

CS Energy will:

- educate its Employees about the effects of alcohol and other drugs on health and wellbeing and the potential for the introduction of risk in the workplace;
- offer alcohol and other drug rehabilitation and assistance to any Employee, with regard for the person's right to privacy and confidentiality;
- provide leadership and commitment through the allocation of resources and Personnel for the establishment, implementation, evaluation and review of the alcohol and other drugs management program; and
- review, monitor and track all aspects of the alcohol and other drugs management program to ensure compliance across the organisation as well as identifying areas for improvement.

### **5.2 General Manager or equivalent**

General Managers are responsible for:

- ensuring that this procedure is implemented at the workplace;
- ensuring apparent breaches of the provisions of this procedure are investigated;
- taking appropriate actions where breaches of the procedure have occurred (Refer Section 15.1);
- ensuring that during recruitment processes, prospective Employees are advised that testing for alcohol and other drugs is undertaken;
- ensuring that Employee and workplace induction processes and other communication mechanisms include education on the standards, obligations and responsibilities of this procedure;
- assisting Supervisors and Managers in applying this procedure. This includes facilitating access to counselling, rehabilitation and other assistance services when required;
- monitoring the application of this procedure and regularly assessing the suitability and adequacy of this procedure and identifying any aspects that can be improved and report accordingly about those matters; and
- ensuring that the privacy and confidentiality rights of Employees are maintained.

### **5.3 Managers and Supervisors**

Managers and Supervisors are responsible for:

- implementing this procedure where a reasonable suspicion has been formed that a person may not be fit for duty (see Section 11.5);
- consultation with appropriate Personnel regarding arranging suitable work for Employees taking prescription and/or over-the-counter medication;
- maintaining privacy and confidentiality, including acting on reports of concern about privacy and confidentiality (see Section 7); and
- facilitating other actions as defined under this procedure.

#### **5.4 Health & Safety team**

Site Health & Safety Team is responsible for:

- ensuring that information and education regarding this procedure is provided in Employee and workplace inductions;
- offering to arrange alcohol and other drug support, counselling and medical advice for Employees;
- coordinating and scheduling the drug and alcohol testing program;
- identifying and advising the relevant manager about issues with the practical application and operation of this procedure and any areas for improvement; and
- maintaining privacy and confidentiality.

#### **5.5 Nominated Company Representative (NCR)**

The Nominated Company Representative is responsible for:

- providing advice on establishing suitable alternate duties (where possible) and/or a safe location for individuals who may not be fit for usual duties due to over-the-counter or prescribed medication;
- ensuring that any incident relating to a confirmed positive result from testing for alcohol or other drugs is documented and that the General Manager or equivalent is notified;
- completing Observation and Assessment for Testing Form S1915 when required; and
- maintaining privacy and confidentiality.

#### **5.6 Employees, Contractors and Visitors**

Employees, Contractors and Visitors must be fit for duty whilst:

- at work;
- being available for work;
- driving a company vehicle; or
- operating company plant or equipment.

Employees, Contractors and Visitors must not:

- consume alcohol and/or illicit drugs at the workplace; or
- use medications contrary to the manufacturer's instructions or Doctor's advice.

Employees, Contractors and Visitors:

- must notify their Supervisor (or host if a Visitor) if;

- they are not fit for duty and their work performance is likely to be affected; or
- there is any risk to themselves or others because of alcohol or other drugs.
- must encourage other Personnel to comply with this procedure;
- must participate in drug and/or alcohol tests if requested; and
- should escort or arrange for a person to be escorted to First Aid immediately if they suspect that person is behaving in a way that suggests they may not be fit for duty and where that person is not willing to raise the matter with their Supervisor themselves. Refer 11.5. The person intervening based on such concern is required to treat the information confidentially and any person notified is likewise required to treat the identity of the concerned party confidentially.

## 5.7 Collectors and Testing Providers

Collectors and Testing Providers are responsible for:

- implementing this procedure for the collection and testing of specimens taken for alcohol and other drugs; and
- ensuring that privacy and confidentiality is maintained.

## 6 COUNSELLING AND SUPPORT

### 6.1 Employee Assistance Program (EAP)

CS Energy provides a confidential EAP through an external service provider. This program is available to all Employees and their families free of charge. Contact details of the EAP are readily available at each CS Energy workplace. CS Energy can provide information regarding the service and will arrange an appointment on request. An Employee may directly contact the CS Energy external service provider if they choose.

### 6.2 Employee Support

CS Energy recognise that some people may require treatment and/or support for alcohol and/or other drug related dependency. If an Employee believes he or she requires assistance, or where CS Energy management considers a person may require assistance, that Employee will be encouraged to obtain support regarding treatment options through:

- EAP Counsellors;
- Community Health Services;
- support groups or other specialist services;
- Rehabilitation and RTW Coordinators;
- a Doctor;
- An Occupational Health Nurse or the Health and Safety team;
- a MATES in Energy Connector; or
- a union delegate.

The Employee is also entitled to use a support person / representative to assist them with any aspect of the process outlined under this procedure.



### 6.3 Rehabilitation Support

CS Energy offers employees an appropriate, fully funded substance abuse rehabilitation program in accordance with CS-OHS-4, the organisation's procedure for Workplace Rehabilitation and WorkCover Claims.

Any Employee who participates in a treatment or rehabilitation program to manage alcohol and/or drug use will be granted appropriate leave. This will be in accordance with the relevant Enterprise Agreement.

## 7 PRIVACY AND CONFIDENTIALITY

Information gained in association with an alcohol or other drug test will include sensitive, personal information about individuals (**Test Information**). The use and disclosure of Test Information is strictly limited to purposes authorised by this procedure.

CS Energy will take all reasonable steps to respect the privacy and confidentiality of individuals participating in alcohol or drug testing at CS Energy sites (**donors**). Concerns about privacy and confidentiality should be reported to a Manager, Health and Safety Representative or Union Delegate. Breaches of confidentiality are considered a serious matter and will be managed in accordance with CS Energy's disciplinary procedure CS-HR-63.

### 7.1 Use and Disclosure of Test Information

Test Information must only be used and disclosed:

- to determine the donor's fitness for duty, assignment of appropriate duties or rehabilitation purposes; or
- in accordance with any specific secondary purpose consented to by the donor in writing; or
- where relevant to an accident or incident investigation (refer 11.4).

De-identified, anonymised Test Information may be aggregated and used by CS Energy for the secondary purpose of determining and monitoring health and safety trends at CS Energy sites, and to inform response strategies.

CS Energy will take all reasonable steps to preserve the privacy and confidentiality of Test Information, including Test Information in the possession of third parties. CS Energy will disclose Test Information to third parties where required by law, such as WorkCover or Workplace Health and Safety Queensland. Subject to any confidentiality or other legal constraint, the donor will be advised of the disclosure and this advice will be documented. A copy of the information disclosed will be provided to the donor.

If a donor (other than a CS Energy employee) returns a not-negative or positive test result, the information set out in *Table 1 – Disclosure of Test Information* will ordinarily be provided to the donor's nominated Employer representative and other listed third parties.

If a CS Energy employee donor returns a not-negative or positive test result, the information set out in *Table 1 – Disclosure of Test Information* will ordinarily be provided to the listed third parties.

Test Information regarding a CS Energy employee donor must not be disclosed to a future employer of the donor, except in the case of a transmission of CS Energy business where the donor's employment transfers to the new employer.



Table 1 - Disclosure of Test Information

Result	Employee	Non-Employee (Contractors, Labour Hire, Visitors etc)
<b>Negative</b>	<ul style="list-style-type: none"> <li>Where test is conducted by a third party engaged by CS Energy (Collection Facility), Collection Facility retains copy of Consent form.</li> <li>CS Energy subsequently receives aggregated data in the form of a test session report from Collection Facility</li> <li>Where test is conducted by a CS Energy Collector, CS Energy retains a copy of Consent form.</li> <li>Donor receives copy of Consent form.</li> </ul>	
<b>Not-negative (drugs)</b>	<ul style="list-style-type: none"> <li>Where taken by Collection Facility, confirmatory samples sent to laboratory accompanied by a de-identified Consent form containing only the donor's date of birth and the confirmation sample number.</li> <li>Where taken by CS Energy Collector, confirmatory samples sent to laboratory accompanied by identification information to meet chain of custody requirements.</li> </ul>	
	<ul style="list-style-type: none"> <li>Copies of the completed consent form and initial test results are provided to the NCR, Medical Review Officer (in conjunction with Fitness for Duty assessment) and to the Donor.</li> <li>Medical Review Officer findings regarding the donor's Fitness for Duty are provided to NCR.</li> </ul>	
		<ul style="list-style-type: none"> <li>Employer or site Employer representative advised by NCR that employee has not-negative result. Support offered to facilitate Fitness for Duty assessment should this be in line with Employer procedure.</li> </ul>
<b>BrAC result over 0.00%</b>	<ul style="list-style-type: none"> <li>Copy of Consent form containing breathalyser results provided to NCR.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of consent form and breathalyser result provided to NCR and donor's Employer or site Employer representative.</li> </ul>
	<ul style="list-style-type: none"> <li>Donor work activity must be stopped, and to leave site.</li> </ul>	
<b>Positive test (alcohol)</b>	<ul style="list-style-type: none"> <li>Copy of Consent form containing breathalyser results provided to NCR.</li> <li>Test Information will be disclosed to HR for management and disciplinary response.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of Consent form containing breathalyser results provided to NCR and donor's Employer or site Employer representative.</li> </ul>
<b>Positive laboratory test (drugs)</b>	<ul style="list-style-type: none"> <li>Copy of laboratory report and Consent form provided to the NCR by the Collection Facility.</li> <li>Test Information will be disclosed to HR for management and disciplinary response.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of laboratory report provided to donor's Employer or site Employer representative together with Show Cause letter to the employer (if applicable).</li> </ul>

## 7.2 Security of Test Information

Subject to authorised use and disclosure in accordance with this procedure, CS Energy will take all reasonable steps to ensure that Test Information collected for the purposes of this procedure is kept confidential and secure.

Storage of Test Information and requests to access Test Information will be handled in accordance with CS Energy's privacy procedure and relevant privacy legislation.

## 7.3 Collection

CS Energy employees acting as Collectors are required to acknowledge and understand the requirements of this procedure. CS Energy Collectors and Nominated Company Representatives (NCRs) will receive privacy law training.

A Consent/Chain of Custody Form will respect the person's confidentiality. The medical declaration is optional and not compulsory. Personnel are not required to disclose medications, however should refer to the information in Section 14.3.

## 8 IDENTIFICATION AND NOTIFICATION

Identification of persons who may not be fit for duty can occur as a result of:

- Voluntary disclosure by the person involved;
- Direct observation of the involved person's behaviour, consistent with Sections 11.5 and 22.2;
- The person is found consuming alcohol or using other drugs at work,
- Following a workplace incident (See Section 11.4); or
- The alcohol and other drugs testing process.

## 9 PRESCRIPTION DRUGS AND OVER-THE-COUNTER MEDICATIONS

CS Energy recognises that some Employees, Contractors or Visitors take prescribed drugs, and /or over-the-counter medication that may affect their fitness for duty.

Persons using medications that may produce side-effects affecting fitness for duty must:

- advise their Medical Practitioner or Pharmacist of the type of work they do at the time of obtaining the prescription or medication and obtain relevant information about the possible side effects;
- advise their Supervisor and/or Manager that they are taking medication and there may be possible side effects, if there is potential for fitness for duty to be affected. In these circumstances, no high risk work is to be undertaken until a risk assessment is performed.
- take the medications only as prescribed or instructed; and
- take note of warnings or instructions on packaging.



- The requirement to notify a Supervisor / Manager of a potential for fitness for duty to be affected operates whether or not the person is participating in alcohol or other drug testing.

Form R0019 has been created to assist people to fulfil their obligation regarding declaration of possible side effects to medication; completion of the form is not mandatory. The *key requirement* is for the person concerned to have the *discussion* with their Supervisor or Manager.

There is no requirement to disclose the name of the medication to any person other than the Medical Review Officer in relation to a fitness for duty risk assessment (refer 14.3).

Site Health and Safety personnel can assist in performing a risk-assessment regarding fitness for duty.

## 10 EDUCATION AND TRAINING

CS Energy will provide all Employees with an education program on alcohol and other drugs use in the workplace and their responsibilities under this procedure.

This education will give Employees general information to assist them to determine and manage their own fitness for work.

## 11 TESTING FOR ALCOHOL AND OTHER DRUGS

It is a condition of entry to CS Energy workplaces that all Employees, Contractors, and Visitors can be tested at any time for alcohol or other drugs. The testing processes, actions and outcomes are illustrated in the flowcharts in Section 22.1.

### 11.1 Standard protocol

Testing will be conducted by a suitably trained, qualified Collector who is authorised by CS Energy.

The Collector is to follow an alcohol and/or saliva drug screening collection protocol in accordance with recognised Australian Standards.

Any saliva specimen taken as part of this procedure will be for the sole purpose of drug testing and will not be used for any other purpose, such as DNA profiling. Specimens that require testing away from the workplace are subject to strict chain of custody protocols.

Saliva specimens sent to the laboratory for confirmatory testing may include testing for all drugs, i.e. drugs in addition to those indicated in the results from the initial test.

### 11.2 Refusal to undertake a test

Refusal by any Employee to undertake a test under this procedure, without reasonable justification, will be regarded as refusal to comply with a reasonable and lawful instruction and the CS Energy Disciplinary process, CS-HR-63, will be applied. Refusal also includes intentionally leaving to avoid a test after entering site or swiping to enter site. CS Energy will ensure that Personnel fully understand the consequences of refusing to undertake a test and will be provided with relevant information.

If a Contractor or Visitor refuses to undertake a test under this procedure, the matter will be referred to the relevant Employer for appropriate action.

Any person who is requested to undergo testing and refuses such a request will not be allowed to enter or remain in the workplace.

The person being tested for alcohol or other drugs is to complete a National Association of Testing Authorities (NATA) approved Consent/Chain of Custody Form – refer 22.6 for sample form.

Refusal to give consent by completing the Consent form will be treated as refusal to undertake a test. In those circumstances, CS Energy will provide information about the consequences of refusing to give consent by providing a copy of this procedure with attention drawn to relevant clauses.

### 11.3 Random Testing

The nature of random testing at each workplace is expected to result in each Employee participating in a breath alcohol test and a drug screen test several times per year. The likelihood is dependent upon CS Energy's decisions regarding:

- the frequency, duration and location of testing events in a year; and
- the percentage of the workforce tested at each occurrence, which may include all persons.

Visitors and Contractors will be included in the random testing conducted on-site.

Actual times and dates for testing will be generated without any pre-warning to Visitors, Contractors or Employees.

The site security system is the principle method to generate a random selection of names for testing from those personnel that have "swiped" for access to site. Those people selected will be advised to report to the site testing facility and undergo a test for alcohol and/or other drugs. Personnel are considered to have commenced work if they attempt to swipe their access card for entry to site<sup>1</sup>.

### 11.4 Testing With Cause (post-incident)

If an incident occurs in the workplace that a Supervisor or a member of the Health & Safety Team believe caused or could have caused:

- injury or near miss to people
- damage to plant and equipment

The person(s) involved may be tested as soon as practical for alcohol and/or drug use by a Collector.

Any testing, if undertaken will form part of the incident investigation process.

### 11.5 Testing due to Reasonable Suspicion

If a person has a reasonable suspicion that a person at work may not be fit for duty, they should escort or arrange for the person to be escorted to First Aid. If the person refuses to attend First Aid the matter must be escalated to a senior Manager or Health & Safety Team.

At the First Aid facility the person will be assessed for any potential medical emergency and the NCR is contacted. In the absence of a medical emergency requiring treatment, the NCR will complete an 'Observation and Assessment for Testing' Form S1915, to document signs, symptoms and behaviours displayed by the person. The NCR will then, if determined appropriate by the completion of the Observation and Assessment for Testing Form, initiate testing by a Collector as outlined in this procedure. The Attachment at 22.2 lists typical symptoms displayed by a person whom may not be fit for duty.

If it is not possible or practical for the person in question to undertake testing, the NCR will liaise with the Supervisor who will direct the person not to perform any further work. The person will remain in an area where he or she presents no safety risk to themselves or others until they can be tested. Alternatively, CS Energy will arrange for the person's safe transport home (or a suitable place of rest). If a person is removed from duties because testers/tests are not available, the person will not be disadvantaged.

Repeated, unfounded reporting of persons under this provision will be treated as inappropriate conduct under the CS Energy disciplinary process.

---

<sup>1</sup> NOTE: Existing local arrangements for random selection will remain in place until the security gate access system has been upgraded to allow random selection at point of entry.

## 11.6 Voluntary Self Testing

Fixed breath-testing screening devices are provided at all CS Energy sites to allow Personnel to voluntarily self-test their breath alcohol concentration (BrAC). This must be conducted before swiping access card to enter the site.

### 11.6.1 Employees

An Employee who obtains a BrAC positive result (that is, a BrAC reading of greater of 0.00) in a voluntary self-test, must not commence work.

An Employee who receives a BrAC positive result in a voluntary self-test can contact their Supervisor, Health and Safety team or Occupational Health Nurse if he/she requires assistance with transport home or access to support and/or counselling services.

An Employee who cannot attend work because they are unfit for duty must apply for appropriate leave (e.g. Personal Leave) in accordance with CS Energy's relevant procedure or site enterprise agreement.

If an Employee self-tests and their reading is greater than 0.00%, they must advise their Supervisor of their reading and leave site. BrAC will be confirmed in accordance with the process set out in 13.2 before allowing an employee to resume normal duties. Employees will not be disadvantaged, and they will have the same options as those Employees with the same readings who are identified as part of the formal testing program.

Results of an Employee's voluntary self-test will not be recorded and will not be used in any performance management process. Employees are not required or obligated to divulge the result of any self-tests unless seeking to enter site.

### 11.6.2 Contractor / Visitor

A Contractor or Visitor who obtains a BrAC positive result (that is, a BrAC reading greater than 0.00 by definition is a positive result) in a voluntary self-test, must not commence work.

A Contractor or Visitor who receives a BrAC positive result in a voluntary self-test can contact their Supervisor, the CS Energy Health and Safety team or Occupational Health Nurse if assistance is required with transport home or access to support and/or counselling services.

## 11.7 Pre-employment Testing

A drug and alcohol test will be conducted in conjunction with the procedure for Pre-Employment Health Assessments, CS-HR-70.

## 12 TESTING INSTRUMENTS AND READINGS

### 12.1 Alcohol

Breath Alcohol Concentration (BrAC) testing will be conducted using a breathalyser that meets the relevant current Australian Standard. Equipment used for BrAC testing must be calibrated in accordance with the relevant current Australian Standard.

### 12.2 Other Drugs

On-site initial drug screening will be conducted through the collection and analysis of a saliva specimen using a saliva-testing device that meets and is calibrated to the relevant current Australian Standard. A not-negative saliva screen result will result in a second specimen, including referee sample, being collected and referred to a laboratory for confirmatory analysis. These samples will be secured, appropriately packaged and dispatched to the testing provider's laboratory.

Testing may include, but is not limited to, screening for the following classes of drugs:

- Amphetamine-type substances;
- Cannabinoids;
- Cocaine and metabolites;
- Opiates; and
- Oxycodone.

Tables at 22.3 list the drug types and cut-off levels for initial on-site screening and subsequent confirmatory analysis.

All collection and transportation procedures will be in accordance with relevant current Australian Standard.

## 13 TEST RESULTS - ALCOHOL

The processes following either a negative or positive result are described below and further illustrated in Section 22.1.

### 13.1 Alcohol Test Results - Contractors and Visitors

In the case of a Contractor or Visitor returning a BrAC greater than 0.00%, the NCR will be contacted and the person will have their site access removed. The person's Employer or Employer site representative will be informed as soon as possible to facilitate management of the test result.

### 13.2 Alcohol - Negative Test Result Process- Employee

When an employee returns an alcohol breath test of 0.00% the following applies:

- Employees who return a BrAC reading of 0.00% will have a negative result and can commence or return to normal duties.
- Employees who return a BrAC reading of greater than 0.00% will be deemed to have a positive result. The NCR will be contacted, and a further test will be undertaken in 20 minutes to ascertain a reading and updated BrAC result. If this result is greater than 0.00% these persons must, in conjunction with their Supervisor, cease work and leave site, so as to ensure no risk of injury to themselves or others while at the workplace.

If an Employee a further testing the BrAC reading is 0.00% the Employee will be permitted to return to their normal duties.

If the Employee has a BrAC reading greater than 0.00% they will not be able to remain on site and no suitable restricted duties options will be provided. They will be directed not to perform any further work. They will then have two options:

- Remain in an area where they present no safety risk to other persons at a workplace or the public until their BrAC drops to 0.00 - 0.05%.
- CS Energy will provide transport to their local place of residence or alternatively a suitable place of rest.

If an Employee is removed from duties as a result of a positive test the person will not be disadvantaged. These results are not to be recorded anywhere but on the Consent Form retained by the Collection facility and confidentiality will be ensured at all times. Only the NCR and the Collector will have information regarding specific BrAC readings. Alcohol - Positive Test Result Process- Employee

An Employee who returns a positive test if the BrAC reading is **0.00% or greater**.



An initial BrAC positive test will require a confirmation test 20 minutes after the first test to confirm BrAC. The confirmation test will be administered twice; once on the initial device and again on a separate screening device.

On the confirmation test, if there is a discrepancy in the results from the two screening devices, the lower of the two confirmation reading results will be the official BrAC level recorded and will be treated as a confirmatory test.



- The confirmation reading may not necessarily show a lower reading than the initial test as the individual may still be in the absorptive phase with the alcohol concentration rising..

An Employee returning a positive test result for alcohol will be deemed to be unfit for work. In the interests of the welfare of the person and the public in general, CS Energy will provide transport to their local place of residence or alternatively a suitable place of rest.

An Employee who cannot attend work because they are unfit for duty in accordance with this section, must apply for appropriate leave (e.g. Personal Leave) in accordance with CS Energy's relevant procedure or site industrial agreement.

Further entry to site will only be granted after that person tests negative to alcohol testing.

The process, specific to the management of Employees returning a positive alcohol and / or other drugs result is outlined in Section 22.4.

Employees with a positive result will be offered support as outlined in Section 6, Counselling and Support.

### **13.3 Persons Leaving Site with a BrAC of 0.05% or Greater**

Safe transport options are available for any person with a BrAC of 0.05% or over who cannot remain in the workplace. Personnel will be advised that they must not drive with a breath alcohol concentration over the prescribed limit set out in the legislation underpinning the Queensland road rules. If a person chooses to drive their vehicle with a positive BrAC result, CS Energy will notify the police.

## **14 TEST RESULTS – OTHER DRUGS**

### **14.1 Initial On-site Test**

#### **14.1.1 Negative Result to Initial On-site Test**

Persons who return a negative result to the saliva drug-screening test may:

- commence or return to normal duties; or
- if a Visitor, be admitted to, or remain at the workplace.

#### **14.1.2 Not-negative Test Results – Contractors and Visitors**

In the case of a Contractor or Visitor returning a not-negative result, the NCR will be contacted, and the person may have their access restricted or removed. The person's Employer or Employer site representative will be informed as soon as possible to facilitate management of the test result. The process to confirm the not-negative result will be followed in accordance with Section 14.1.3.

A Fit for Duty Assessment or confirmed negative test result will be required before a Contractor or Visitor recommences work.



### 14.1.3 Not-negative Result to Initial On-site Test

As part of the normal collection process the Collector is to ask the donor to declare any prescription or over-the-counter medication prior to administering the saliva drug test. As set out in the Australian Standard, informed consent includes the option for the donor to voluntarily provide the Collector with the identity of recently used prescription or non-prescription medications. This information may assist with the interpretation of results.

If the initial specimen is a not-negative the Collector is to notify the Nominated Company Representative (NCR).

The Collector is to proceed with collection and preparation of laboratory confirmation and referral specimens in accordance with the relevant current Australian Standard.

The Collector will obtain the confirmatory specimen as soon as practicable after identifying a not-negative result in the initial on-site saliva drug test.

A Chain-of-Custody Form is to be completed by the Collector and the donor for all confirmatory and referee specimens that are dispatched by the Collector.

The confirmatory and referee specimens will be dispatched to the Collection Facility's laboratory (which must be accredited by National Association of Testing Authorities (NATA)) for analysis in accordance with the relevant current Australian Standard. The Collector will ensure the confirmatory specimen is suitable for all required laboratory testing to be performed, including the provision of a separate referee specimen. The referee specimen is to be tested in the event of additional laboratory analysis being required or requested by the individual under appeal.

The referee specimen will be stored in accordance with the relevant current Australian Standard, at the testing provider's laboratory and will remain the property of the Donor until the expiry of the appeal period or a lodged appeal has been settled. Following expiration of the appeal period (See Section 14.6), the referee specimen will be destroyed in accordance with the testing provider's operations manual and without reference to the Donor or CS Energy.

A person who returns a not-negative result may have their access or attendance at a CS Energy site refused.

Any person not managed under section 14.3 who returns a not-negative result to an initial on-site test may be required to undergo a return to work test at the start of their next scheduled attendance, at the discretion of the NCR. If their result on this test is negative, the person will be permitted to resume normal duties.

## 14.2 Persons Leaving Site with a Not Negative Drug Test Result

In the interests of the welfare of the person and the public in general, CS Energy will offer to provide its Employees transport to their local residence or provide a suitable place of rest.

The person will also be advised that they should not drive while not fit for duty. If an Employee chooses to drive their vehicle with a not-negative drug screen result, CS Energy will notify the police.

## 14.3 Donor Claims a Not-negative Result Due to Medication

This section applies to all donors who claim that a not-negative result is due to prescribed or over-the-counter medication.

If the initial specimen is a not-negative the Collector is to notify the NCR.

The NCR will initiate contact with the on-call Medical Review Officer (MRO) to arrange a telephone discussion with the donor. The donor must provide a copy of the prescription or drug packaging to the NCR. This will be treated confidentially and passed on to the MRO for consideration in relation to fitness

for duty assessment. If the donor opts not to provide a copy of prescription or drug packaging then an alternate risk assessment process may be available as per 14.3.1.



- Following the initial MRO consultation, further testing returning a not-negative result will be referred to the MRO at the NCRs discretion.

The MRO will review the likelihood of a link between the medication declared and the drug class returned in the not-negative result. The MRO will also provide the NCR with medical advice regarding any risk associated with the donor remaining at the workplace while awaiting laboratory confirmatory test results. That advice will initially be verbal but confirmed in writing as soon as practicable.

The NCR is to liaise with the donor's Supervisor to determine appropriate course of action based on MRO advice. In the case of a Contractor or Visitor, the NCR will liaise with the Employer or Employer representative on site. Any decision, including reasoning, will be documented by the MRO and NCR. The donor will be informed of the decision and reasons in writing.

Following receipt of confirmatory laboratory testing results, and based on MRO advice, the NCR is to decide whether the requirement for the donor to provide a negative sample before return to site (refer section 15) will apply.

#### **14.3.1 Non-disclosure of prescription or drug packaging**

If a donor chooses not to disclose their medication as required under 14.3 this constitutes a departure from normal procedure. The risk associated with prescribed or over-the-counter medication is unable to be properly assessed by the CS Energy nominated MRO without evidence of such medication. The site General Manager has the discretion to approve the application of an alternative process for determining the risk of returning to work, involving the NCR, the treating practitioner, and a suitably qualified MRO of the employee's choice (providing they hold qualifications as per MRO definition). The risk assessment process must be evidence based as per the standard MRO process.

#### **14.4 Tampering**

An Employee who provides a substituted specimen or interferes with a saliva specimen in an attempt to prevent detection of a drug will be subject to CS Energy disciplinary action.

A Contractor or Visitor who attempts to substitute or tamper with a sample may have their access to a CS Energy workplace refused permanently. The provision of a further specimen from the Contractor or Visitor is required before entry to the workplace will be considered.

The Donor and Collector must witness, at all times, the collection and, if applicable, confirmatory and referral testing until labelling and sealing of the specimen(s) is complete.

The Collector must adopt an accepted process to ensure the risk of interference and adulteration of collected saliva specimen(s) is minimized.

If the testing laboratory confirms the presence of an adulterated substance within the specimen, the specimen will be classified as invalid for further testing.

#### **14.5 Laboratory Confirmed Results**

##### **14.5.1 Employee – confirmed negative result**

If the laboratory analysis of the confirmatory saliva specimen returns a confirmed negative result, no notes or documentation will be placed on the Employee's personnel file, and no deduction of leave or pay will occur and the Employee will not be disadvantaged.

#### **14.5.2 Contractor – confirmed negative result**

If the laboratory analysis of the confirmatory saliva specimen returns a confirmed negative result, a copy of the report will be sent to the Contractor concerned, CS Energy and the Contractor's Employer or the Employer's representative on-site.

#### **14.5.3 Visitor – confirmed negative result**

If the laboratory analysis of the confirmatory saliva specimen returns a negative result, the Visitor will be advised accordingly and will be permitted access to CS Energy sites in accordance with usual practice.

#### **14.5.4 Laboratory Confirmed Positive Result**

If the specimen returns a laboratory result at or above the cut-off levels to any of the drugs listed in 22.3.2, and the result is not consistent with a legal and therapeutic medical use the specimen is considered a laboratory confirmed positive result and will be dealt with in accordance with procedures for confirmed positive results outlined in Section 15 and illustrated in Section 22.1.3.

### **14.6 Appeal of a Confirmed Positive Result – Drug Testing**

If a person disputes a confirmed positive result, the person will have a period of 14 days to appeal following receipt of written notification of the result.

A written notice of appeal must indicate whether the person wishes the referee specimen to be tested by the original testing laboratory or a different forensic standard testing laboratory. An alternative testing laboratory must be NATA accredited.

An Employee will not be disadvantaged while awaiting the final outcome of the appeal process. If the referee specimen has been deemed invalid then the confirmatory result will be deemed invalid and treated as a negative result.

Failure by the Employee or their representative to lodge an appeal within the 14-day appeal period is the equivalent of no appeal being lodged.

The referee specimen will be analysed in accordance with the relevant current Australian Standard.

Personnel requesting confirmatory testing of the referee specimen must meet the costs of the confirmatory test except where the referee specimen confirmatory test result is negative or invalid. In the case of Employees, CS Energy will pay upfront the costs of testing and will recover costs if the test is positive.

A positive confirmatory test of the referee specimen will be treated in accordance with procedures for confirmed positive results as detailed in Section 15.

A negative or invalid confirmatory test result for the referee specimen will be treated in accordance with procedures for confirmed negative result as detailed in Section 14.5.

## **15 MANAGEMENT OF PERSONS WITH CONFIRMED POSITIVE (DRUGS) RESULT**

Privacy and confidentiality will be maintained in managing a confirmed positive result for other drugs.

Further entry to site will only be granted after the person tests negative to both alcohol and/or other drug testing.

### **15.1 Confirmed Positive Result or Further Breach of Procedure - Employee**

Employees having confirmed positive results will be offered support as outlined in Section 6, Counselling and Support.

If required, the process, specific to the management of alcohol and other drugs outlined in Section 22.4, will be applied.

All Employees will be provided with substantive, procedural fairness and natural justice.

## **15.2 Confirmed Positive Result - Contractor**

A copy of the confirmed positive test report will be sent to the Contractor concerned, CS Energy and the Contractor's Employer or the Employer's representative on-site.

The Contractor's Employer will advise the CS Energy NCR of remedial action taken.

The Contractor's Employer may be required to show cause demonstrating why the Contractor's Employee should be allowed to return to the CS Energy workplace.

Notwithstanding a Contractor's own Drug and Alcohol procedure, a Contractor's Employee who returns a confirmed positive drug or positive alcohol result:

- twice (2) in any single overhaul or forced outage; or
- three (3) times in any 12-month period at any CS Energy site

will be refused access to any or all of CS Energy sites.

At its discretion, CS Energy may seek reimbursement of the costs incurred by CS Energy from the Contractor's Employer for all testing subsequent to initial saliva drug screening test.

## **15.3 Confirmed Positive Result - Visitor**

A record will be kept of the Visitor's name and that person will be required to return a negative result before future access to the site may be granted.

A Visitor who returns a second confirmed positive result may be refused access to any or all CS Energy sites at the discretion of CS Energy management.

## **16 WAGES AND LEAVE APPLICATION**

### **16.1 Application for Leave**

Employees who return a positive test result and are not fit for duty must apply for leave for the time that they are not fit for duty. This may be in the form of:

- paid leave from leave accruals; or
- unpaid leave.

Applications for leave will only be processed after the receipt of a confirmed positive result for drugs or a BrAC Positive result. The Employee will nominate the leave type when the NCR advises that person of the positive test result.

No deduction of leave will occur until after the receipt of a confirmed positive result subject to the appeals process set out in Section 14.6. That is, leave is deducted from the date that the test is confirmed positive.

### **16.2 Payments of Wages**

Where an Employee is not fit for duty and cannot comply with the conditions of this procedure, no deduction of wages or leave will occur until after the receipt of a BrAC Positive result or a confirmed positive drug result subject to the appeals process.

Where a Contractor's employee is not fit for duty and cannot comply with the conditions of this procedure, payment of the contractor's wage is a matter between the Contractor's employee and the Contracting Company. CS Energy will not reimburse the Contracting Company or the Contractor for any wages or costs incurred.

## 17 AUDIT AND REVIEW PROCESS

### 17.1 Records

Records compiled in relation to the implementation of this procedure will be stored in accordance with document management protocols for sensitive and confidential records.

Observations conducted for the purposes of Section 11.5 *Testing due to Reasonable Suspicion* must be recorded on the Form S1915, 'Observation and Assessment for Testing' and the NCR will treat Form S1915 as a sensitive and confidential record.

### 17.2 Reporting

As a minimum, the following reporting will be carried out:

- Quarterly report by Health and Safety Specialist to site Health and Safety Committee and General Manager.
- Overhaul report by Health and Safety Specialist to the Overhaul Manager/Coordinator at the conclusion of the overhaul.

Reporting will be in the form of de-identified aggregated results.

### 17.3 Review of Incidents

CS Energy will ensure that alcohol and other drug related issues are considered in the investigation and reporting of incidents.

## 18 FURTHER INFORMATION

Further information or assistance (e.g. counselling service details, drug fact sheets, health information) with this procedure can be obtained from your Supervisor, Health and Safety Specialist, Rehabilitation and RTW Coordinator, Occupational Health Nurse or Union Delegate. Links to information and assistance are also available on the intranet in the "Fitness for Duty" section.

## 19 DEFINITIONS

The definitions in this document pertain only to the matters dealt with in this document. They are not to be used to infer rights and/or obligations in any other industrial mechanism.

Term	Definition
<b>Affected by Drugs and or Alcohol</b>	Returning an alcohol test above the defined limits as prescribed by this procedure; returning a drug test result above cut-offs defined in relevant current Australian Standards for example <i>AS4760 – Procedures for Specimen Collection and the Detection and Quantitation of Drugs in Oral Fluid</i> .
<b>Alcohol</b>	A liquor, brew or drinking substance containing ethyl alcohol or ethanol as the active agent.
<b>Appeal Period</b>	As defined in - Appeal of Confirmed Positive Result – Drug Testing (See Section 14.6).
<b>Authorised AOD Tester</b>	Authorised AOD Testers (sometimes called Collectors) are those people authorised by CS Energy who have undertaken suitable training and/or been accredited to conduct alcohol and other drug testing. Authorised AOD Testers can be external consultants and/or internal suitably trained personnel.
<b>Breath Alcohol Concentration (BrAC)</b>	The units used for expression of blood alcohol concentration in this procedure being per cent (%) with the equivalent breath concentration being expressed as the percentage of grams in 210 Litres of expired breath.
<b>BrAC Positive</b>	A person will return a BrAC positive result if the BrAC reading is 0.00% or greater.
<b>BrAC Negative</b>	A person will return a BrAC negative result if the BrAC reading is 0.00%.



Term	Definition
<b>Chain of Custody</b>	A series of procedures 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. This includes a signed declaration and agreement to provide a specimen. See sample form in 22.6.
<b>Chain of Custody Form</b>	A form used from time of collection of the specimen to its receipt by the laboratory, as well as dispatch between laboratories, to track the movement of the specimen.
<b>Collector:</b>	A CS Energy Employee or representative of the drug and alcohol testing service provider who has undertaken and completed an accredited training course in conducting workplace drug and alcohol testing and is authorised to conduct testing on behalf of CS Energy.
<b>Confirmed Negative</b>	A test result below the target concentration following confirmatory drug testing.
<b>Confirmed positive</b>	A test result at or above the target concentration following confirmatory drug testing for which there is no legal and therapeutic medical use.
<b>Confirmatory Test</b>	Confirmatory tests are: <ul style="list-style-type: none"> <li>the laboratory tests required to confirm the initial saliva screening result. Not-negative saliva samples will be confirmatory tested at a NATA accredited laboratory.</li> <li>A second Breath Alcohol Concentration (BrAC) test, as described in Section 13 will be treated as a confirmatory test.</li> </ul>
<b>Contractor</b>	A person who carries out work under a contract for services with CS Energy, either as an individual or as an Employee of a company other than CS Energy or its related bodies corporate as defined in the <i>Corporations Act 2001 (Cth)</i> .
<b>Disciplinary process</b>	Action taken at the discretion of CS Energy in accordance with the terms of this procedure, which may include termination of employment of an Employee, termination of engagement of a Contractor or refusal of entry to a Contractor's Employee. Where relevant, disciplinary action will be taken in accordance with CS Energy's performance management policy and procedure CS-HR-63 - Performance and Misconduct as amended from time to time.
<b>Donor (AS)</b>	A person who provides a breath alcohol or an oral fluid specimen to be assessed for the presence of drugs.
<b>Drug</b>	Any substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any form which, when consumed or used by any person, deprives or alters the person either temporarily or permanently of any of their normal mental or physical faculties. For the purpose of this procedure the term will be applied to the drugs/metabolites listed in Table 2 of 22.3.
<b>Employee</b>	A person having a valid contract of employment with CS Energy and/or is in receipt of salary or wages from CS Energy or its related bodies corporate as defined in the <i>Corporations Act 2001 (Cth)</i> .
<b>Employee Assistance Program</b>	The <b>EAP</b> is provided by trained professionals operating externally to CS Energy. They provide counselling, information and assistance on a wide range of problems including work stress, relationship and family problems, conflict and managing change, and other issues.
<b>Fit for Duty</b>	Means that a person is in a state (physical, mental and emotional) which enables them to perform assigned tasks competently and in a manner which does not threaten or compromise the safety or health of themselves or others.
<b>Health &amp; Safety Specialist/ Health &amp; Safety Team</b>	Refers to employees of CS Energy who are engaged in a Health and Safety role as a Manager, Business Partner, Specialist, Coordinator or Advisor.
<b>Industrial Instrument</b>	All forms of employment contract including enterprise agreement, award, common law contract, executive contract etc.
<b>Illegal or Illicit Drugs</b>	Every substance or article which, is a dangerous drug under or within the meaning of the <i>Drugs Misuse Regulation 1987 (Qld)</i> .
<b>Initial testing</b>	An on-site testing procedure which is used to exclude the presence of a drug or a class of drugs.
<b>Laboratory</b>	An independent place at which the analytical procedures are conducted and conform with best industry practice and procedures.

Term	Definition
<b>Medical Review Officer</b>	<p>Medical Review Officers (MRO) are registered medical practitioners who have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• substance abuse disorders and their management</li> <li>• A&amp;OD testing procedures and methodologies</li> <li>• interpretation of test results including alternative medical explanations for laboratory confirmed test results as well issues relating to adulterated and substituted specimens</li> <li>• pharmacology of illicit drugs</li> <li>• ethical and privacy issues surrounding workplace drug and alcohol testing</li> <li>• laboratory methodology and quality control</li> <li>• legislation and recommended standards in regard to A&amp;OD programs</li> <li>• fitness for work and other medical related safety issues.</li> </ul> <p>An MRO must be accredited by the Australian Medical Review Officers Association (AMROA).</p>
<b>Near Miss</b>	Any unplanned incident that occurs at the workplace which has the potential to result in serious injury, damage to plant, or the environment.
<b>Negative Drug Test Result</b>	A result at or below the nominated or target concentration used for initial drug testing.
<b>Nominated Company Representative (NCR)</b>	The Nominated Company Representative (NCR) is nominally the Site Health and Safety Business Partner or their delegate. Sites must nominate at least two people to perform this role to ensure an NCR is always available at the site or readily available. The primary role of the NCR is to be the site contact for liaison with both the external and internal Authorised AOD Testers, the MRO and the donor.
<b>Not-negative Result</b>	An oral fluid test result that requires confirmatory testing of the specimen to unequivocally determine the presence or absence of a drug.
<b>Over the counter medication</b>	Any drug legally obtained but not prescribed by a Medical Practitioner.
<b>Overhaul:</b>	Planned period where plant or equipment is taken offline for routine maintenance and statutory inspections or as otherwise specified by the organisation's industrial instrument.
<b>Person/s, Personnel</b>	Employees, Contractors and Visitors.
<b>Prescription Drugs</b>	Drugs legally prescribed by a Medical Practitioner.
<b>Random:</b>	A selection process where each variable in the sample has the same probability of being selected, including but not limited to: Date, Time, Sample Size, Location.
<b>Reasonable Suspicion</b>	Is an opinion that is formed as a result of an observation that is conducted with reference to 11.5.
<b>Referee Specimen (AS)</b>	A separate container of the collected confirmatory specimen or an additional specimen collected at the same time as the confirmatory specimen, which is sealed at the point of collection and subsequently transported and securely stored at the confirmatory testing laboratory for analysis in the event of a disputed analysis.
<b>Return-to-work Test</b>	A saliva drug-screening test/alcohol test that is conducted upon a person's return to a workplace to confirm a negative result after having a confirmed positive in confirmatory testing.
<b>Second Specimen (Confirmatory)</b>	A saliva specimen that is obtained by the Collector as soon as reasonably practicable from a person who has had a not-negative result to the initial on-site saliva drug-screening test. The second specimen will be used for confirmatory testing and may be split for a referee specimen.
<b>Serious Injury</b>	A work-related incident which results in disability, illness or time lost from work of one day/shift or more.
<b>SIF hazards</b>	<p>SIF stands for Serious Injury and Fatality hazards as defined in the CS Energy Health and Safety Management System. Hazards identified as SIFs at the time of registration of this procedure are:</p> <ul style="list-style-type: none"> <li>• Confined Spaces;</li> <li>• Cranes &amp; Lifting;</li> <li>• Dropped Objects;</li> <li>• Working with Electricity;</li> <li>• Working with Energy (PTW);</li> <li>• Work at Heights;</li> <li>• Hot Work; and</li> <li>• Vehicle Interaction.</li> </ul>



Term	Definition
<b>Will / Must</b>	Indicates that a statement is mandatory.
<b>Should</b>	Indicates a recommendation.
<b>Supervisor</b>	Any person with supervisory or management responsibility and accountability for work team members.
<b>Test</b>	The use of the word "test" is used generically throughout this procedure to describe: <ul style="list-style-type: none"> <li>• the initial screening process at site for alcohol and drugs;</li> <li>• a confirmed positive result for elevated BrAC as described in Section 13; and</li> <li>• a positive result as confirmed by laboratory testing under Section 14</li> </ul>
<b>Testing Provider</b>	The entity engaged by CS Energy to undertake alcohol and drug testing on behalf of CS Energy in accordance with this procedure.
<b>Visitor</b>	A person seeking access to a CS Energy workplace without entering into an employment relationship or contract with CS Energy, e.g. attending a CS Energy workplace as an invited guest of an Employee or Contractor.

## 20 REFERENCES

Reference No	Reference Title	Author
	Workplace Health and Safety Act 2011	
	Workplace Health and Safety Regulations 2011	
	Australian Standard 4801:2001 "Occupational Health and Safety Management Systems – Specification with guidance for use"	
	Australian Standard 4804:2001 "Occupational Health and Safety Management Systems – General Common Policy on principles, systems and supporting techniques"	
	Privacy Act 1988 (Cth)	
	Transport Operations (Road Use Management) Act 1995 (Queensland)	
	Drugs Misuse Act 1986 (Queensland)	
	Australian Standard AS 4760 "Procedures for Specimen Collection and the Detection and Quantitation of Drugs of in Oral Fluids" or its successor Standard	
	Australian Standard: AS 3547 "Breath Alcohol Testing Devices for Personal Use"	
	Common Policy and Procedure for the Management of Fitness For Work with Queensland GOC Generators	
<a href="#">B/D/11/39710</a>	CS Energy Code of Conduct	CS Energy
<a href="#">B/D/11/30963</a>	Procedure - CS-OHS-4 - CS Energy Workplace Rehabilitation and Workcover Claims	CS Energy
<a href="#">B/D/13/6244</a>	Procedure - CS-HR-63 - Performance and Misconduct	CS Energy
<a href="#">B/D/12/12991</a>	Procedure - CS-HR-1 - CS Energy Dealing with Confidential Information	CS Energy
<a href="#">B/D/12/12994</a>	Procedure - CS-HR-47 - CS Energy Handling Individual Records	CS Energy
<a href="#">B/D/12/12997</a>	Procedure - CS-HR-17 - CS Energy Complaints Investigations	CS Energy
<a href="#">B/D/12/67741</a>	Procedure - CS-Legal-04 – CS Energy Privacy Management	CS Energy
<a href="#">B/D/18/13236</a>	Form - R0019 – Medication Management Plan	CS Energy
<a href="#">B/D/11/36204</a>	Form - S1915 - CS Energy Observation and Assessment For Testing	CS Energy

## 21 RECORDS MANAGEMENT

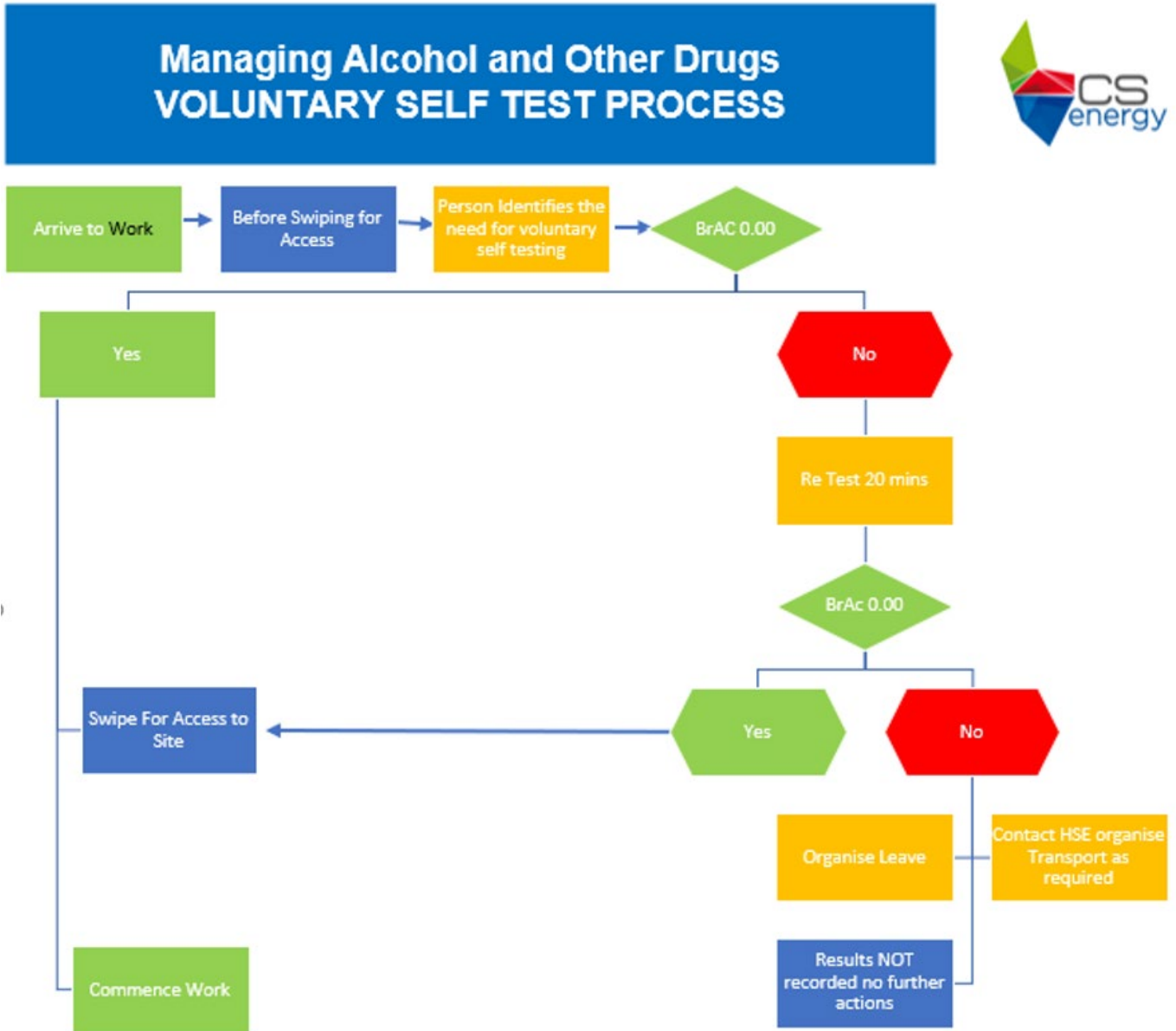
In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of controlled documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

Government Owned Corporations must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.

## 22 ATTACHMENTS

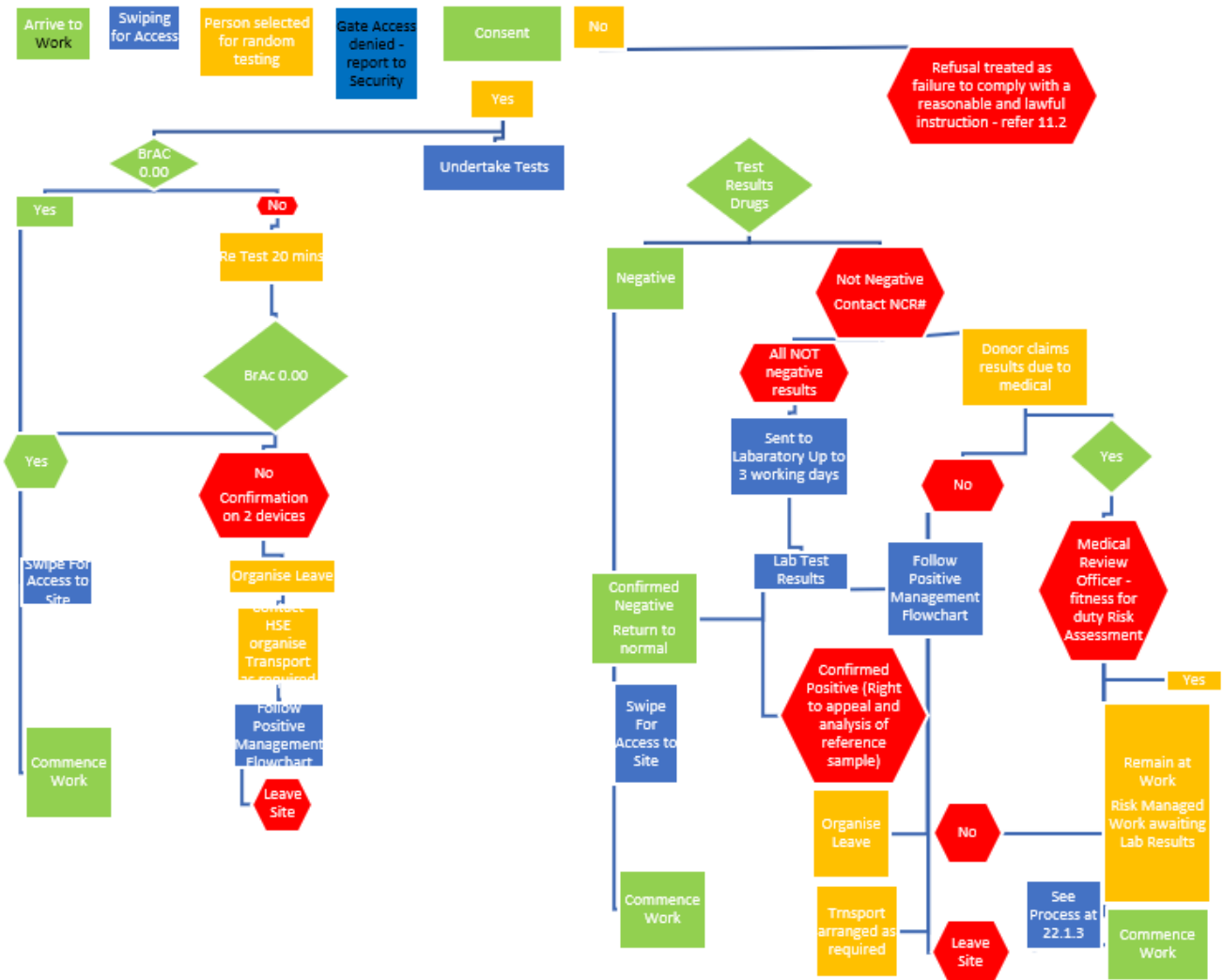
### 22.1 Attachment 1 – Flowcharts for Managing Alcohol and Other Drugs

#### 22.1.1 Voluntary Self-Test



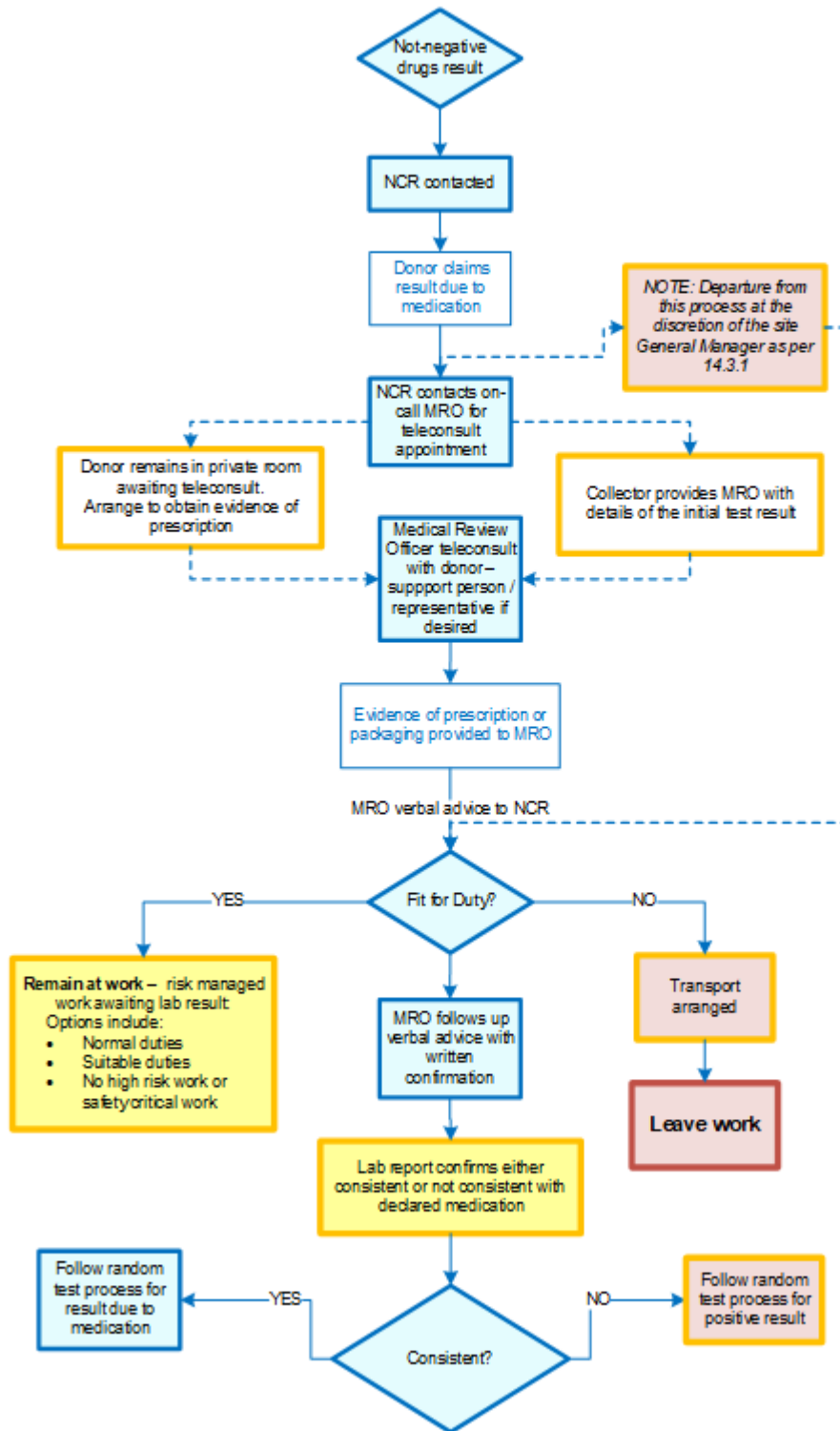
#### 22.1.2 Random Test Process





Declared medication process

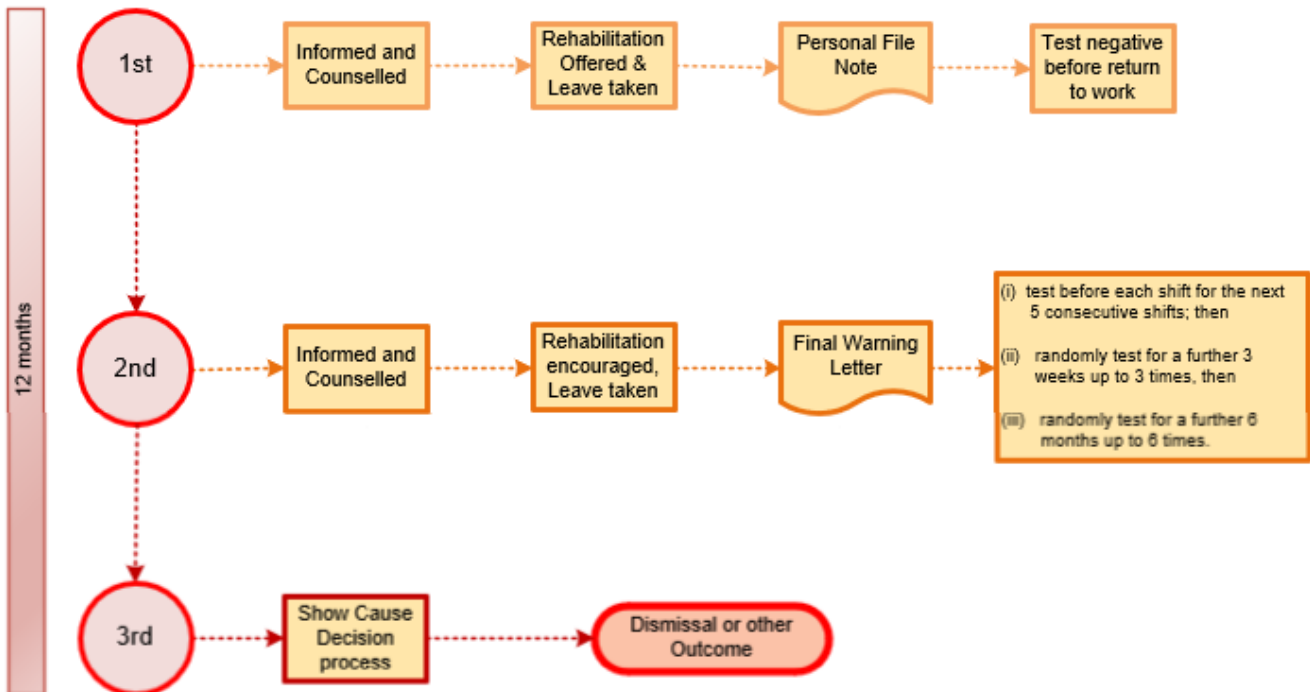
**Managing Alcohol and Other Drugs  
 MRO PROCESS FOR MEDICATION RELATED  
 NOT-NEGATIVE RESULTS**



Refer to Procedure CS-OHS-42

22.1.3 Positive Result process

**Managing Alcohol and Other Drugs  
 MANAGEMENT OF A PERSON WITH A POSITIVE RESULT**



**NOTE:** Contractors are referred to their Employer to take the relevant disciplinary action. Contractor Employer issued with a Show Cause letter by CSE.

**Minimum standard applied for continued access to CSE sites:**

**Contractors – Entry to site refused following:**

- (i) 2 confirmed positive results in a single overhaul, or
- (ii) 3 confirmed positive results in a 12 month period.

**Visitors – Entry to site refused after 2 confirmed positive results.**

Refer to Procedure CS-OHS-42

## 22.2 Attachment 2 – Observation of Person Suspected of Alcohol and / or Drug Use

A person may be reasonably suspected of being ill, or not fit for duty due to alcohol and/or prescription or illegal drugs where the person is demonstrating one or more of the following physical symptoms or behaviours.

**Persons displaying these symptoms or behaviours may require medical treatment.** Care must be taken, as some of the symptoms outlined below are similar to those for the onset or occurrence of a heart attack, stroke or other illnesses.

Therefore, these symptoms and behaviours are listed as a guide only which may be exhibited when a person may not be fit for duty due to alcohol or other drugs. All personnel must be taken to first aid for observation and management.

Physical Symptoms and Behaviours		
Flushing	Dizziness	Shakiness
Bloodshot eyes	Dilated (enlarged) pupils	Unclear judgement
Confused	Uncoordinated movements	Irregular breathing
Slow reactions	Loss of memory	Hyperactivity
Slurred speech	Aggression	Depression
Smells of alcohol	Tendency to laugh	Tension
Loss of inhibitions	Talk more than usual	Unconsciousness
Vomiting	Convulsions	Hallucinations
Trembling	Irritability	Irrational behaviour
Threatening manner	Sleepiness	Anxiety
Convulsions	Increased sweating	Dehydration
Work Behaviours		
<u>Non or reduced attendance at work evidenced by:</u>		
<ul style="list-style-type: none"> <li>Absenteeism such as excessive personal leave; taking of unauthorised leave; frequent minor illnesses; improbable excuses for absences; lateness of arrival; and/or</li> <li>On-the-job absenteeism such as continued absences from office, desk, or worksite; frequent trips to coffee room or toilet, late returning from lunch/shift.</li> </ul>		
<u>Continuous non-compliance to CS Energy health &amp; safety standards evidenced by:</u>		
<ul style="list-style-type: none"> <li>Incidents on the job; near misses; or incidents off the job that affect work performance.</li> </ul>		
<u>Effects on clients and customers evidenced by:</u>		
<ul style="list-style-type: none"> <li>Clients comment on behaviour or action; and/or loss or threatened loss of business.</li> </ul>		
<u>Diminished quality of work evidenced by:</u>		
<ul style="list-style-type: none"> <li>Difficulty recalling instructions or job details and/or giving misunderstanding instructions.</li> <li>Slow to learn new jobs; unreliability; and/or reduced levels of concentration.</li> </ul>		
<u>Diminished quantity of work evidenced by:</u>		
<ul style="list-style-type: none"> <li>Missed deadlines or jobs taking more time than expected and/or decreased productivity.</li> <li>Unable to sustain effort and/or spasmodic work pace.</li> </ul>		
<u>Effects on work team evidenced by:</u>		
<ul style="list-style-type: none"> <li>Over-reaction to real or imagined criticism; wide mood swings in morale, moody and unpredictable;</li> <li>Borrowing money from persons and/or complaints from, or avoidance of, persons; and/or</li> <li>Involved in arguments and/or physical fights.</li> </ul>		



## 22.3 Attachment 3 – Tables of Drug Types and Levels

### 22.3.1 Immunoassay Screening Test Cut-off (initial on-site test)

(Table 1 AS 4760-2019\*)

Compound	Cut-off Concentration (Ng/ml)
Amphetamine-type substances	50
Cannabinoids	15
Cocaine and metabolites	50
Opiates (e.g. Morphine)	50
Oxycodone	40

*\*Note: This is the table from the 2019 Standard however screening apparatus will take some time to become compliant with this Standard. Until such time as devices are available that test to AS/NZS4760:2019 or its successor Standard, initial screening will remain as screening to the classes required under AS 4760:2006 and to the levels screened under that standard.*

### 22.3.2 Confirmatory Test Cut-off Concentrations

(Table 3 AS 4760-2019)

Compound	Target Concentration (Ng/ml)
Amphetamine	25
Methylamphetamine	25
Methylenedioxyamphetamine	25
Methylenedioxyamphetamine	25
$\Delta$ 9-tetrahydrocannabinol	5
Cocaine	25
Benzoyllecgonine	25
Codeine	25
Morphine	25
6-Acetylmorphine	10
Oxycodone	20

## 22.4 Attachment 4 – Procedure for Confirmed Positive Drug or Alcohol Result

Employees returning a confirmed positive test result will be offered support as outlined in Section 6, Counselling and Support. Following this, Employees may be managed in accordance with CS Energy's performance management process as outlined in the procedure, CS-HR-63 Performance and Misconduct.

The following process steps will be applied:

### 1st Confirmed Positive (drugs) or Positive (alcohol) Result

An employee who has received a Confirmed Positive (drugs) or Positive (alcohol) result (other than by self-test) following testing will:

- be offered support for rehabilitation through the EAP;
- be informed of the consequences of testing positive and their obligations to present, or remain at work in a fit state;
- be informed that further entry to the workplace will require a negative test to alcohol and other drugs;
- participate in disciplinary counselling' with a record of the discussion placed on their Personnel file; and
- be informed of further disciplinary action should they have a positive result (alcohol or other drug) again within 12 months.

### 2nd Confirmed Positive (drugs) or Positive (alcohol) Result within 12 Months

An employee who has received two (2) Confirmed Positive (drugs) or Positive (alcohol) Result (other than by self-test) following testing within any 12 month period will:

- be informed of the consequences of testing positive and their obligations to present, or remain at work in a fit state; and
- be issued with a final written warning letter with a copy placed on their file.
- be strongly encouraged to attend counselling through the EAP and participate in a rehabilitation program.
- be required to undergo an additional alcohol and drug testing program as follows:
  - (i) tested before each shift for the next 5 consecutive shifts; then
  - (ii) randomly tested for a further 3 weeks, then
  - (iii) randomly tested for a further 6 months.

### 3rd Confirmed Positive (drugs)/positive (alcohol) Result within 12 months

An employee who has received three (3) confirmed positive/positive test results for alcohol and/or other drugs which has been detected within any 12 month period may be dismissed under CS Energy disciplinary procedures.

22.6 Attachment 5 – Form – SAMPLE Consent and Chain of Custody form

REQUESTING AUTHORITY (CLIENT): BUSINESS GROUP: BRANCH/ COLLECTION SITE: NOMINATED CLIENT REF. (NCR):  
 DATE: D: \_\_\_\_\_  
 DONOR'S SURNAME: DONOR'S FIRST NAME: DONOR'S MIDDLE NAME(S): GENDER: Male  Female  Other   
 BIRTH DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ (d/m/y)

QUALITY CONTROL (tick 2 only): Negative  Positive  QAP  Lot No: \_\_\_\_\_ Exp Date: \_\_\_\_\_  
 IDENTIFICATION: After Signing By: Collector, Mgr or NCR to sign below\* EMPLOYEE TYPE: tick one (2) and provide relevant details:  
 Driver License  Other  (eg Passport) Employee  Manager  Job Category: \_\_\_\_\_ (if any)  
 No ID Available  SIA ID  (S/N) \_\_\_\_\_ (if any) Contractor  Contractor Name: \_\_\_\_\_ (if any)  
 (If Donor has a D or a valid NCR or responsible manager must sign as witness in box above.)  
 NAME OF WITNESS: SIGNATURE OF WITNESS: TEST TYPE: (tick relevant (2)) Other  \_\_\_\_\_ (details)  
 Random  Post Incident / For Cause  Return to Work

REQUESTING AUTHORITY (CLIENT): BUSINESS GROUP: BRANCH/ COLLECTION SITE: NOMINATED CLIENT REF. (NCR):  
 DATE: D: \_\_\_\_\_  
 DONOR'S SURNAME: DONOR'S FIRST NAME: DONOR'S MIDDLE NAME(S): GENDER: Male  Female  Other   
 BIRTH DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ (d/m/y)

QUALITY CONTROL (tick 2 only): Negative  Positive  QAP  Lot No: \_\_\_\_\_ Exp Date: \_\_\_\_\_  
 IDENTIFICATION: After Signing By: Collector, Mgr or NCR to sign below\* EMPLOYEE TYPE: tick one (2) and provide relevant details:  
 Driver License  Other  (eg Passport) Employee  Manager  Job Category: \_\_\_\_\_ (if any)  
 No ID Available  SIA ID  (S/N) \_\_\_\_\_ (if any) Contractor  Contractor Name: \_\_\_\_\_ (if any)  
 (If Donor has a D or a valid NCR or responsible manager must sign as witness in box above.)  
 NAME OF WITNESS: SIGNATURE OF WITNESS: TEST TYPE: (tick relevant (2)) Other  \_\_\_\_\_ (details)  
 Random  Post Incident / For Cause  Return to Work

**MEDICATION DETAILS** ▼  
 Please have the following medication newly prescribed or non-prescribed which may affect the test (use attachment if relevant) (NOTE: If you have taken medication and you DONOT WANT THE TESTING COMPANY THE RESULTS TO BE AFFECTED BY MEDICATION OVER THE ABOVE TO BE INFORMED YOU SHOULD WRITE IN THE BOX.)

Medication Name	Amount Taken	Date Last Taken	Medication Name	Amount Taken	Date Last Taken

**MEDICATION DETAILS** ▼  
 Please have the following medication newly prescribed or non-prescribed which may affect the test (use attachment if relevant) (NOTE: If you have taken medication and you DONOT WANT THE TESTING COMPANY THE RESULTS TO BE AFFECTED BY MEDICATION OVER THE ABOVE TO BE INFORMED YOU SHOULD WRITE IN THE BOX.)

Medication Name	Amount Taken	Date Last Taken	Medication Name	Amount Taken	Date Last Taken

**TEST CONSENT DECLARATION** ▼ Please read and complete this section carefully and sign below. If you have difficulty, assistance will be provided.  
 1. I understand that I am required to provide a sample for the purpose of a drug screen and/or a breath sample in the purpose of an alcohol test and/or other Company/Site Policy or Regulation applying to the site at which testing is being conducted.  
 2. I consent to the analysis of the specimen to design from ANZSQC/80 (ANZSQC/80) and/or alcohol using screening tools and/or laboratory testing (frequency) and/or more.  
 3. I certify that the specimen that I am about to provide will be my own and will be provided to the collector and the above information supplied is true and correct.  
 4. I understand that the reason for testing is as stated above under "Test Type", and any confirmatory testing will be in accordance with the relevant Standard (ANZSQC/79) or ANZSQC/80, that the drug disease being screened for may include any of those drug classes identified under "Drug Screen" below, that any required provide a urine and/or saliva specimen, that collection, storage and handling of specimens relating to drug testing will be in accordance with the relevant privacy legislation and the relevant information provided to me at the time of collection, that I understand that the results of the test will be provided to me in accordance with the relevant privacy legislation and the relevant information provided to me at the time of collection, that I understand that the results of the test will be provided to me in accordance with the relevant privacy legislation and the relevant information provided to me at the time of collection.

**TEST CONSENT DECLARATION** ▼ Please read and complete this section carefully and sign below. If you have difficulty, assistance will be provided.  
 1. I understand that I am required to provide a sample for the purpose of a drug screen and/or a breath sample in the purpose of an alcohol test and/or other Company/Site Policy or Regulation applying to the site at which testing is being conducted.  
 2. I consent to the analysis of the specimen to design from ANZSQC/80 (ANZSQC/80) and/or alcohol using screening tools and/or laboratory testing (frequency) and/or more.  
 3. I certify that the specimen that I am about to provide will be my own and will be provided to the collector and the above information supplied is true and correct.  
 4. I understand that the reason for testing is as stated above under "Test Type", and any confirmatory testing will be in accordance with the relevant Standard (ANZSQC/79) or ANZSQC/80, that the drug disease being screened for may include any of those drug classes identified under "Drug Screen" below, that any required provide a urine and/or saliva specimen, that collection, storage and handling of specimens relating to drug testing will be in accordance with the relevant privacy legislation and the relevant information provided to me at the time of collection, that I understand that the results of the test will be provided to me in accordance with the relevant privacy legislation and the relevant information provided to me at the time of collection.

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**AUTHORISED COLLECTOR TO COMPLETE**

DRUG SCREEN BRAND: SCREEN: LAB: TIME OF COLLECTION: \_\_\_\_\_

DRUG SCREEN BATCH/LOT NO.: MATRIX: TEMP: (room temp) \_\_\_\_\_

DRUG SCREEN EXPIRY DATE:	NIT (mg/ml)	GLUT (mg/ml)	CBE (mg/ml)

DRUG SCREEN: N = Negative L = Lab Referral U = Untested ▼

COC AMP MET THC MOR OXY BZO SYNTHC LAF: \_\_\_\_\_ Exp: \_\_\_\_\_

SEAL NUMBERS USED: Seal 1 \_\_\_\_\_ Seal 2 \_\_\_\_\_  
 On Stamps Sent to Lab Only

Client Notification (Pos BAC & Lab Referral): \_\_\_\_\_

LAB PACKAGING - DONOR SIGN HERE: \_\_\_\_\_ Signature \_\_\_\_\_  
 Referral Laboratory Name: \_\_\_\_\_

First Name of Collector: \_\_\_\_\_ Signature of Collector: \_\_\_\_\_

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**AUTHORISED COLLECTOR TO COMPLETE**

DRUG SCREEN BRAND: SCREEN: LAB: TIME OF COLLECTION: \_\_\_\_\_

DRUG SCREEN BATCH/LOT NO.: MATRIX: TEMP: (room temp) \_\_\_\_\_

DRUG SCREEN EXPIRY DATE:	NIT (mg/ml)	GLUT (mg/ml)	CBE (mg/ml)

DRUG SCREEN: N = Negative L = Lab Referral U = Untested ▼

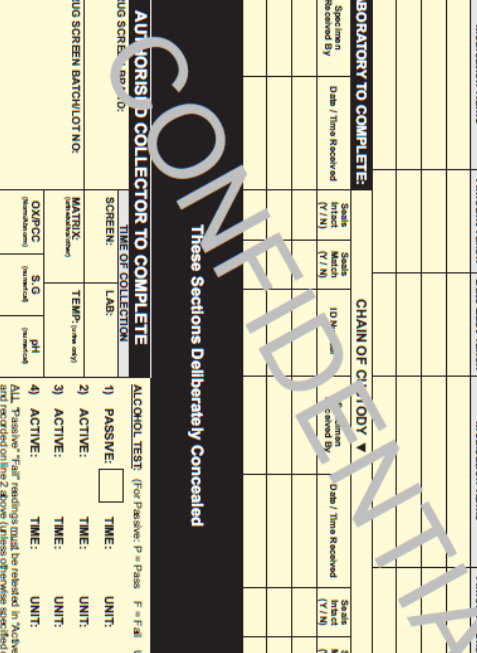
COC AMP MET THC MOR OXY BZO SYNTHC LAF: \_\_\_\_\_ Exp: \_\_\_\_\_

SEAL NUMBERS USED: Seal 1 \_\_\_\_\_ Seal 2 \_\_\_\_\_  
 On Stamps Sent to Lab Only

Client Notification (Pos BAC & Lab Referral): \_\_\_\_\_

LAB PACKAGING - DONOR SIGN HERE: \_\_\_\_\_ Signature \_\_\_\_\_  
 Referral Laboratory Name: \_\_\_\_\_

First Name of Collector: \_\_\_\_\_ Signature of Collector: \_\_\_\_\_



I certify that the specimen(s) identified on this form is that provided by the donor and that the sample has been collected and/or analysed in accordance with the relevant privacy legislation and the relevant information provided to me at the time of collection, that I understand that the results of the test will be provided to me in accordance with the relevant privacy legislation and the relevant information provided to me at the time of collection.

© Copyright 2019 FIT4DUTY White Copy - COLLECTOR Value Copy - LABORATORY Pink Copy - SUPERVISOR Blue Copy - CONDUCTOR RWT: B F0-05F-0489

I certify that the specimen(s) identified on this form is that provided by the donor and that the sample has been collected and/or analysed in accordance with the relevant privacy legislation and the relevant information provided to me at the time of collection, that I understand that the results of the test will be provided to me in accordance with the relevant privacy legislation and the relevant information provided to me at the time of collection.

© Copyright 2019 FIT4DUTY White Copy - COLLECTOR Value Copy - LABORATORY Pink Copy - SUPERVISOR Blue Copy - CONDUCTOR RWT: B F0-05F-0489

PART 1 (WHITE)  
(BACK)

**Contractors**

We contract out a number of services from time to time. Our contractors may see some of your personal information. Typically, our contractors would include Information Technology support technicians and database designers.

**Access (including change requests)**

Subject to some exemptions that are set out in the National Privacy Principles and the Australian Privacy Principles, you can gain access to the personal information that we hold about you.

We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

We make every effort to keep any personal information up to date and accurate. If you require access to any personal information that we hold on you, wish to notify us of any change, modification or correction or would like us to delete your personal information from our records, please contact our Privacy Officer on 07 3826 6300 or email to [privacyofficer@fit4duty.com.au](mailto:privacyofficer@fit4duty.com.au) and we will provide further instructions in dealing with your request.

You will need to be in a position to verify your identity. Anonymity and pseudonymity is impractical in circumstances when requesting personal information from us given the nature of works performed and our obligation to protect private information.

You should also anticipate that it may take a little time to process your application for access as there may be a need to confirm the validity of your request, retrieve information from storage and review information in order to determine what information may be provided.

**Inquiries and Complaints**

If you have privacy concerns please contact our Privacy Officer at:

Fit4Duty Pty Ltd  
PO Box 1304  
Cleveland QLD 4163  
Phone: 07 3826 6300  
Fax: 07 3826 6333  
Email: [privacyofficer@fit4duty.com.au](mailto:privacyofficer@fit4duty.com.au)

When you notify the Privacy Officer of a possible complaint, a "Privacy Complaint Form" will be forwarded to you to complete and return. The Privacy Officer will reply to you within 14 days of receiving the completed form with the response to the complaint (provided the investigation has been finalised).

You can also make complaints to the Privacy Commissioner. We will make every effort to resolve any complaints that you may have as quickly as possible.

**Security**

All reasonable care has been taken to ensure that your personal and sensitive information is stored in a safe and secure manner. A private, accredited, secure record storage company has been engaged to store records on our behalf. Electronic Security measures are also in place to prevent unauthorised access, interception or intrusion and to ensure that the information is properly and securely backed up.

**Our Internet Website**

This Privacy Policy applies to any website operated by Fit4Duty Pty Ltd.

When you use a link from any Fit4Duty Pty Ltd Website to the websites of third parties, those websites are not subject to our privacy standards. Those third parties are responsible for informing you of their own privacy policies.

**PRIVACY POLICY**

Fit4Duty Pty Ltd complies with The National Privacy Principles (NPPs) established by the Privacy Act 1988 and the Australian Privacy Principles (APPs) amendment to the Privacy Act 1998. Your privacy is important to us and it is necessary that you understand how we collect, use and disclose your personal and sensitive information.

Fit4Duty Pty Ltd trades as the following companies:

- Fit4Duty

**Type of Personal Information Held**

Personal and sensitive information collected by Fit4Duty Pty Ltd includes, but is not limited to:

Information provided by you

- Name, date of birth, your Employer and the location that you are working at;
- Medications (prescribed or not prescribed) which you might provide;

We may also request to sight a form of photo identification to verify your identity in order to fulfil our duties (such as a drivers licence - information contained on this identification would not be stored);

- Information provided by a third party;
- Information in relation to incidents in the workplace where we have been requested to provide services following such an incident;

**How your information is collected**

Personal and sensitive information is collected directly from you when you complete any of our forms including drug & alcohol testing forms ("Drug & Alcohol Test - Consent & Chain of Custody Form") in addition to any associated documentation (such as separate Medication Declaration forms and notes taken in a diary).

Personal and sensitive information will also be collected in other circumstances, such as when:

- we receive any complaint from or about you as part of the conduct of our duties;
- we receive any information about a workplace accident in which you are involved;
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved; or
- you (or another person) provide us with any information about you

**Purposes for which we hold personal information**

We primarily hold your personal information to conduct the specific tasks in which we are engaged (which can include the conduct of drug & alcohol testing or provision of testing equipment). This can involve communicating / forwarding that information (together with samples provided) to a nominated Laboratory who may be required to analyse results from screening tests conducted by our company. Due care would be taken to protect this sensitive information (by both Fit4Duty and the Laboratory).

This information is also recorded in an electronic database held by our company; however access to this database is restricted (through password protection) to selected employees of Fit4Duty Pty Ltd. This database produces reports which are password protected and are used for statistical analysis and reporting to the organisation that has engaged our services for the specific tasks conducted.

**If you do not give us the information we seek**

We may be limited in our ability to conduct our duties and accordingly we would need to communicate this to the requesting authority representative to whom we report and or any relevant available manager.

**Disclosure**

We may disclose your personal and sensitive information to the requesting authority (and / or host company in the event that you are a contractor) including the results from any initial screening works and / or laboratory testing for the purpose for which it is primarily held.

We will not otherwise disclose any of your personal information without your consent except where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.