



## CS ENERGY PROCEDURE FOR MANAGING ALCOHOL AND OTHER DRUGS CS-OHS-42

Responsible Officer: Health and Safety Coordinator  
Responsible Executive: Group Manager Health Safety and Environment

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### 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



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## 1 PURPOSE

The outline of the key purpose of the procedure (Arial Font – 11 pt) CS Energy has an obligation to minimise risk in the workplace due to the effects of alcohol and other drugs on Employees, Contractors and Visitors. This is underpinned by the organisation’s “Fit for Duty” policy and “Alcohol and Other Drugs” policy.

This procedure outlines the management of alcohol and other drugs. It promotes health and safety in the workplace and seeks to minimize the risk of injury to personnel. Management of alcohol and other drugs is seen in the context of an overall fitness for duty framework, which includes fatigue and other factors.

The misuse of alcohol and medications, and the use of other drugs can have serious consequences in the workplace. CS Energy has an obligation under the Workplace Health & Safety Act 1995 to provide a safe workplace. It shall therefore take action when the health or safety of people in the workplace is affected by substance misuse.

CS Energy also recognises that some Employees may need support for an alcohol and/or other drug related problem. Accordingly, it provides Employee Assistance Program (EAP) Counsellors as a free service.

This procedure:

- outlines the responsibilities of Personnel, management and CS Energy in relation to the effects of alcohol, medications and other drugs in the workplace;
- describes how alcohol and other drug issues will be fairly and consistently managed;
- outlines privacy and confidentiality requirements;
- specifies how alcohol and other drug testing will be conducted;
- recommends how Employees with drug and/or alcohol related problems can seek assistance; and
- outlines the appropriate actions to be taken in the management of alcohol and other drugs.

## 2 OBJECTIVE

The objective of this procedure is to provide appropriate knowledge, skills and tools for the safe 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 affected by alcohol and/or other drugs 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.

## 3 SCOPE

This procedure complies with the common procedure for the Management of Alcohol and Other Drugs developed collaboratively by Employee and Management representatives of Tarong Energy, Stanwell Corporation, and CS Energy with State Union Officials of AMWU, APESMA, ASU, QSU, ETU, and CFMEU (M&E).

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

When Employees are formally representing CS Energy outside these recognised workplaces and



alcohol is provided and consumed, responsible consumption is encouraged.

## 4 OBLIGATIONS

All Personnel shall comply with this common procedure for management of alcohol and other drugs.

All Employers have an obligation to ensure that this procedure is in place to promote, support, monitor and review the workplace practices and outcomes.

All Employers have an obligation to ensure that as far as reasonably practical that those workers unfit to drive due to the effects of alcohol and other drugs are transported to their home or to an alternative suitable place to allow recovery.

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

## 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;
- offer alcohol and other drug rehabilitation and assistance to any Employee, taking into account 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;
- review, monitor and track all aspects of the alcohol and other drugs management program to ensure compliance across the organisation and Personnel as well as identifying areas for improvement; and
- report quarterly to Employees on the number and location of tests carried out.

### 5.2 Site Managers / Relevant General Manager

Site Managers / Relevant General Managers are responsible for:

- implementing this procedure at the workplace;
- investigating apparent breaches of the provisions of this procedure; and
- taking appropriate actions where breaches of the procedure have occurred (Refer Section 14.1 and 17.1);
- 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
- providing advice to management, particularly on the privacy and confidentiality rights of Employees.

### 5.3 Superintendents and Supervisors

Superintendents and Supervisors are responsible for:

- implementing this procedure where a reasonable suspicion has been formed or that a person may be affected by alcohol and/or other drugs (see **Appendix 2**);
- consultation, including conducting a risk assessment, with appropriate Personnel regarding arranging suitable alternate duties (where possible) and/or a safe location for persons with a confirmed BAC level above 0.00% but less than 0.05% or impaired by medication;
- consultation with appropriate Personnel regarding arranging suitable work for Employees taking prescription and/or legal medication;
- ensuring that any incident relating to a confirmed positive result from testing for alcohol or other drugs is documented and that the Site Manager is notified;
- maintaining privacy and confidentiality, including acting on reports of concern about privacy and confidentiality (see Section 7);
- facilitating other actions as defined under this procedure; and
- recognising and assessing the signs, symptoms and management of alcohol and/or other drugs and completing the 'Observation and Assessment for Testing' Form, Document No. S1915 - "[B/D/11/36204](#)" (see **Appendix 6**).

### 5.4 Health & Safety Specialists & Rehabilitation & RTW Coordinator

Workplace Health & Safety Specialists and Rehabilitation and Return To Work (RTW) Coordinators are responsible for:

- ensuring that information and education regarding this procedure are provided in Employee and workplace inductions;
- offering to arrange alcohol and other drug support, counselling and medical advice for Employees;
- providing advice on establishing suitable alternate duties (where possible) and/or a safe location for individuals with a BAC level above 0.00% but less than 0.05% or impaired by medication;
- 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 Employees, Contractors and Visitors

Employees, Contractors and Visitors must not:

- be adversely affected by alcohol or other drugs and therefore not fit for duty whilst:
  - at work;
  - on call;
  - driving a company vehicle; or



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

Employees, Contractors and Visitors:

- should notify their Supervisor (host if Visitor) if;
  - their work performance is likely to be affected by alcohol or other drug use; and
  - there is any risk to themselves or others due to the effects of alcohol or other drugs.
- should encourage other Personnel to comply with this procedure;
- must participate in drug and/or alcohol tests if requested; and
- should notify their Supervisor or other responsible person (if a person will not self manage their potential impairment) immediately if they suspect others in the workplace are behaving in a way that suggests they are impaired by alcohol and/or other drugs.

## 5.6 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 posted around 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 so choose.

### 6.2 Employee Support

CS Energy recognise that some people may require treatment and/or support for alcohol and/or other drug related issues. 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 treatment and/or support through:

- EAP Counsellors;
- Community Health Services;
- Support groups or other specialist services;
- Rehabilitation and RTW Coordinators;
- A doctor; and
- An Occupational Health Nurse or Health and Safety Adviser.

Any Employee who participates in a treatment or rehabilitation program to manage an alcohol and/or





drug related issue will be granted appropriate leave. This will be in accordance with the organisation's relevant workplace industrial instrument (e.g. EBA).

### 6.3 Rehabilitation Support

CS Energy will, in all cases, offer an appropriate, fully funded rehabilitation program in accordance with the organisation's procedure for Workplace Rehabilitation and WorkCover Claims, Document No. CS-OHS-4.

## 7 PRIVACY AND CONFIDENTIALITY

The use of information gained as a result of an alcohol or other drug test will be strictly limited to purposes consistent with this procedure.

Throughout the alcohol and other drug testing process confidentiality is important.

CS Energy will be the only entity able to match a specific saliva sample with a specific person.

Subject to the operational reporting requirements of this procedure, CS Energy will ensure, that Employee, Contractor and Visitor information is kept confidential and secure. All documentation and requests for disclosure will be handled according to relevant legislation. Information will only be used for the purpose of determining fitness for duty, assignment of appropriate duties or rehabilitation purposes.

CS Energy will only release information to a third party as required by law, and with the written permission of the Site Manager after the individual concerned has been advised. The individual concerned will be advised, and this advice will be documented. Records of test results are not to be passed on by the company to any future Employer (except in the case of a transmission of business where the Employees' transfer their employment to the new owner).

Records of test results of Contractors will be kept secure and not passed on to any person other than their Employer's nominated representative.

CS Energy will take all reasonable steps to respect the privacy and confidentiality of individuals participating in testing. The behaviour and actions of all parties involved will be under close scrutiny with regards to maintaining the privacy and confidentiality of individuals being tested. Concerns about privacy and confidentiality should be reported to their Supervisor, Health and Safety Representative or Union Delegate. Breaches of confidentiality are considered a serious matter and will be treated in accordance with the organisation's performance management processes.

Where Employees act as Collectors, they acknowledge and understand their responsibilities outlined in this procedure.

Where relevant to an accident or incident investigation, the records will only be referenced in the investigation, and flagged with the appropriate cross-referencing. These records will be kept in accordance with the regulatory requirements.

## 8 IDENTIFICATION AND NOTIFICATION

All personnel at CS Energy workplaces are obligated to report, if they have reason to believe, that they, or another person, is affected by alcohol or other drugs.

Identification of persons who may be affected by alcohol or other drugs can occur as a result of:

- Voluntary disclosure by the person affected;
- Direct observation of the affected person's behaviour, consistent with **Appendix 2**;
- The person is found consuming alcohol or using other drugs at work,



- Following a workplace incident (See Section 11.4); and
- The alcohol and other drugs testing processes.

## 9 PRESCRIPTION DRUGS AND NON-PRESCRIBED DRUGS

CS Energy recognises some Employees, Contractors or Visitors take prescribed drugs, non-prescribed drugs (e.g. over-the-counter medication) that may affect their fitness for duty.

Persons using these medications should:

- 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;
- if affected, advise their Supervisor and/or Manager that they are taking medications and there may be possible side effects;
- take the medications only as prescribed or instructed; and
- take note of warnings or instructions on packaging.

## 10 EDUCATION AND TRAINING

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

This education will give Employees the knowledge and ability to manage their own fitness for work.

The education program will be on-going and flexible. It will respond to reviews of trends in overall test results.

All Personnel will participate in training to recognise symptoms and behaviours associated with the affects of alcohol and other drugs including support mechanisms and the application of the procedure. Supervisors including persons acting in the position of Supervisor and Health and Safety Representatives, including on-site industrial representatives will participate in more detailed training.

As noted in Section 6, an EAP is available to provide Employees and their families with assistance and/or counselling. EAP consultants can provide further education and information as required.

Testing providers, and CS Energy Employees required to perform testing, will be trained and certified. They will need to meet appropriate standards and equipment vendors' recommendations.

## 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 flowchart in **Appendix 1**.

Random on-site testing is only to take place after the start and before the end of a person's shift.

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

Any Employee, Contractor or Visitor who refuses to undertake a test under this procedure will be treated the same as a person having returned a Positive test result (alcohol) and/or Confirmed Positive test result (drugs) and the provisions stipulated in Sections 14 and 17 of this procedure will apply. CS Energy will ensure that Personnel fully understand the consequences of refusing to undertake a test and will be provided with appropriate advice.

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

## 11.1 Testing Criteria

The person being tested for drugs other than alcohol is to complete a workplace approved Consent/Chain of Custody Form.

Refusal to complete this form will be treated as a confirmed positive result. CS Energy will ensure that Personnel fully understand the consequences of refusing to sign and will be provided with appropriate advice.

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 if they do not wish to.

The Collector is to follow an alcohol 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 under the control of a laboratory operating according to industry best practice.

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 Random Testing

Initially, the frequency of random testing at each workplace will result in Employees having a likelihood of being both breath alcohol tested and participating in a drug screen test on average four times per year. To achieve these expected outcomes, the following factors shall be considered:

- the number of testing events in a year; and
- the percentage of personnel from random selection for each testing event.

The Health and Safety Committee of each workplace will set testing frequency subsequent to the initial testing. Actual times and dates for testing will be generated by the testing provider without any pre-warning to Visitors, Contractors or Employees. Adjustments in the testing frequency at each workplace shall not result in Employees having a likelihood of being breath alcohol tested less than two times per year and tested for drugs once per year on average. Visitors and Contractors will be included in the random testing conducted on-site.

The frequency of testing of Contractors in the workplace will also be set by the workplace Health and Safety Committee; however, it shall not result in Contractors being subjected to testing less than the minimum average frequency stated above. This frequency will depend on the length of the contract for works during the year.

Random testing may also be initiated by the Health and Safety Committee, where there is a concern of a high level of risk and may also be scheduled to coincide with community social events where it is likely that alcohol and other drug use may occur

The site security system is the principle method to generate a random selection of names for testing from those person's names that have "swiped in" 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.

## 11.3 Overhaul Testing

In conjunction with random testing, the majority of Personnel assigned to work on overhauls will be tested as follows:

- within 72 hours of commencing work on the overhaul, and



- randomly during the progress of the overhaul.

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

If an incident occurs in the workplace that a Supervisor or Health and Safety Specialist believes caused or could have caused serious injury or near miss to people and/or serious damage to plant and equipment (With Cause), the person(s) involved should be tested as soon as practical for alcohol and/or drug use by a Collector. The test will be for all drugs listed in **Appendix 4** (Table 3.1 AS 4760 -2006)

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

If necessary, a suitable trained person should complete an 'Observation and Assessment for Testing' Form, Document No. S1915 to document signs, symptoms and behaviours displayed by the person/s involved in the incident. This will support the requirement for testing. The form is detailed in **Appendix 6**.

#### 11.5 Testing as a Result of Reasonable Suspicion

If a Supervisor has a Reasonable Suspicion that a person at work is impaired by alcohol or other drugs, they shall complete an 'Observation and Assessment for Testing' Form, Document No. S1915 to document signs, symptoms and behaviours displayed by the person. The supervisor will then, if determined by the completion of the Observation and Assessment for Testing Form initiate testing by a Collector as outlined in this procedure. The test will be for all drugs listed in **Appendix 4** (Table 3.1 AS 4760 -2006). The form is detailed in **Appendix 6**. If other Employees, Contractors or Visitors suspect a person at work is impaired by alcohol or other drugs, they should advise a Supervisor, CS Energy representative (e.g. Contract Administrator) or a Health and Safety Specialist. **Appendix 2** lists typical symptoms displayed by a person impaired by alcohol or drugs.

In the event that it is not possible or practical for the person in question to undertake testing, a Supervisor will direct them not to perform any further work. The subject 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 make arrangements for their safe transport home (alternatively a suitable place of rest), including relocation of vehicle and/or return to site later. Misuse of Reasonable Suspicion testing will be treated as harassment. If a person is removed from duties as a result of testers/tests not being available, the person will not be disadvantaged.

#### 11.6 Voluntary Self Testing

Breath-testing devices are provided at all CS Energy sites to allow Personnel to voluntarily self-test their breath alcohol content (BAC). Self-test drug and alcohol kits will be made available to Employees and may be obtained through a Health and Safety Adviser, Occupational Health Nurse, Union Delegate, EAP, or directly from the drug and alcohol testing service provider, on a confidential basis.

A person who obtains a BAC positive result or an unconfirmed result for other drugs in a voluntary self-test, is obligated not to commence or continue work.

An Employee who receives a BAC positive result or an unconfirmed result for other drugs in a voluntary self-test can contact their Supervisor, Health and Safety Adviser 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 shall apply for appropriate leave (e.g. Sick Leave) in accordance with CS Energy's relevant procedure or site industrial agreement.

If a person self-tests and their reading is greater than 0.00% but less than 0.05% and they wish to remain at work they should advise their Supervisor of their reading and they may be given alternate duties. Personnel will not be disadvantaged and they will have the same options as those Personnel 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. Personnel are not required or obligated to divulge the result of any self-tests.

## 11.7 Pre-employment Testing

A drug and alcohol test will be in conjunction with the procedure for Pre-Employment Health Assessments, Document No.CS-OHS-10.

## 12 TESTING INSTRUMENTS AND READINGS

### 12.1 Alcohol

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

A BAC positive test will require a second test 20 minutes afterwards to confirm BAC.

The second reading will be the official BAC level recorded and will be treated as a confirmatory test.



#### Note:

- The second reading may not necessarily show a lower reading as the individual may still be in the absorptive phase with the blood alcohol concentration rising.

### 12.2 Other Drugs

On-site initial drug testing will be conducted through the collection and analysis of a saliva specimen using a saliva-testing device that meets the relevant current Australian Standard. This will typically be the two-panel saliva-testing device. An unconfirmed positive saliva test result will require a confirmatory test, which involves laboratory confirmation testing, in accordance with industry best-practice.

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

- Amphetamines;
- Methamphetamines;
- Opiates;
- Cannabis; and
- Cocaine.

**Appendix 4** lists the drug types and cut-off levels screened to confirm a result as positive.

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

If a person returns an unconfirmed result to the initial on-site saliva drug test, the Collector will obtain a second specimen including the referee sample. These samples will be secured, appropriately packaged and dispatched to the testing provider's laboratory.

## 13 TEST RESULTS - ALCOHOL

A person will return a positive test if the BAC reading is **0.05% or greater**. Additionally, any person with a BAC reading greater than zero (0) is not permitted to:



drive a heavy vehicle;

- be in control of mobile plant; and
- train or be trained to operate mobile plant.

Refer to **Appendix 3**, legislative requirements under the Traffic Act.

The processes following either a negative or positive result are illustrated in **Appendix 1**.

### 13.1 Negative Test Result - Alcohol

When a person returns an alcohol breath test less than 0.05% the following applies:

- (i) Persons who return a BAC reading of 0.00% will have a negative result and shall commence or return to normal duties. Visitors may be admitted to or may remain at the workplace.
- (ii) Persons who return a BAC reading of greater than 0.00% but less than 0.05% will be deemed to have a negative result. A further test will be undertaken in 20 minutes to ascertain a reading and updated BAC result. If this result is between 0.00% and 0.05% these persons shall in conjunction with their Supervisor, review their work schedule for the day and put in place appropriate task controls to reduce the risk of injury to themselves or others while at the workplace.

In the case of a Visitor if their breath result is greater than 0.00% but less than 0.05% they may have their site access restricted or removed.

In the case of a Contractor, the Contractor's employer or the Contractor's site representative shall be informed as soon as possible.

If an Employee or Contractor is placed on restricted duties as a consequence of their result, a further test shall be conducted after a minimum of 30 minutes to ascertain their current status. If the BAC reading is 0.00% the Employee or Contractor will be permitted to return to their normal duties.

If the Employee or Contractor has a BAC reading greater than 0.00% but less than 0.05% and suitable restricted duties are not available, they will be directed not to perform any further work. They will then have two options:

- (i) Remain in an area where they present no safety risk to other persons at a workplace or the public until their BAC drops to 0.00%, or
- (ii) Be offered transport by their Employer to a suitable place of recovery or arrangements made by their Employer for their safe transport from the workplace, including relocation of vehicle and/or return to site later.

If a person is removed from duties or given alternate duties as a result of a negative test the person will not be disadvantaged. These results are not to be recorded and confidentiality shall be ensured at all times. Only those persons directly associated with the allocation of duties shall be informed of this and will treat this information as confidential and not passed to any other person.

### 13.2 Positive Test Result - Alcohol

A person will be treated as having a BAC positive test result when they: -

- (i) Return a BAC reading of 0.05% or greater;
- (ii) Refuse to undergo a BAC test; or
- (iii) Leave the workplace to avoid testing.

This person will also be deemed to be unfit for work (in the case of a Visitor this means access and entry to the workplace). In the interests of the welfare of the person and the public in general, CS Energy will



offer to provide its Employees (alternative safe arrangements will be offered to Contractors and Visitors):

- Transport home, or alternatively a suitable place of rest,
- Where a CS Energy Employee's vehicle is located at the workplace CS Energy will offer to transport the vehicle or provide return transport to site later.

The person will also be advised that they should not drive with a blood alcohol content over their prescribed limit.

The process, specific to the management of alcohol and other drugs outlined in **Appendix 5**, shall be applied.

When a Contractor returns a BAC Positive test result, the Contractor's Employer and/or the Contractor's site representative shall be informed as soon as possible and a subsequent written report sent to the Contractor's designated Manager.

## **14 MANAGEMENT OF PERSONS WITH A POSITIVE RESULT – ALCOHOL**

Privacy and confidentiality will be maintained in managing a Positive result for alcohol.

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

### **14.1 Positive Result or Further Breach of Procedure - Employee**

Employees having positive results will be offered support as outlined in Section 7, Counselling and Support. Following this, if required, may be managed in accordance with CS Energy's performance management process as outlined in the procedure, CS-HR-63 Performance and Misconduct Document .

The process, specific to the management of alcohol and other drugs outlined in **Appendix 5**, shall be applied.

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

### **14.2 Positive Result - Contractor**

A written report will be forwarded to the Contractors' designated manager following the Contractor receiving a positive test. The Contractor's Employer and/or the Contractor's site representative will be informed as soon as possible.

The Contractor will advise the CS energy representative of remedial action taken.

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

A Contractor's Employee who returns a confirmed positive drug or positive alcohol result:

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

may be refused access to the site at the discretion of the CS Energy Site Manager and may be refused access to any or all of CS Energy sites.

### **14.3 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 positive result may be refused access to any or all CS Energy sites at the



discretion of CS energy management.

## **15 TEST RESULTS – OTHER DRUGS**

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

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

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

### **15.2 Unconfirmed Result to Initial On-site Test**

If a person returns an unconfirmed result to an on-site initial saliva drug test, they are not permitted to enter or remain at the workplace and they shall be required to provide a second specimen to confirm the result. The Collector will obtain the second specimen as soon as practicable after identifying an unconfirmed result in the initial on-site saliva drug test. The Collector in accordance with the relevant current Australian Standard will take a referee specimen which may be obtained by splitting a single second specimen or by taking a third specimen.

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 testing provider's laboratory for analysis in accordance with the relevant current Australian Standard. The Collector shall 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 shall 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 15.7), 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 an unconfirmed positive result may have their access or attendance at a CS Energy site refused.

In the interests of the welfare of the person and the public in general, CS Energy will offer to provide its Employees (alternative safe arrangements will be offered to Contractors and Visitors):

- Transport home, or alternatively a suitable place of rest, or
- Where a CS Energy Employee's vehicle is located at the workplace CS Energy will offer to transport the vehicle or provide return transport to site later.

The person will also be advised that they should not drive under the influence of drugs.

For Contractors, the relevant CS Energy representative will liaise with the individual's Employer regarding transport home.

Any person who returns an unconfirmed result to an initial on-site test will be required to undergo a return to work test at the start of their next scheduled attendance. If their result on this test is negative, the person will be permitted to resume normal duties.

### **15.3 Person Claims an Unconfirmed Result Due to Medication**

Any person with an unconfirmed Opiate result will be removed from the workplace.





Associated with this unconfirmed Opiate result a person may obtain a Doctor's certificate for medical clearance stating they are fit for work.

There will be return to work testing as detailed in Section 15.2.

There is a concern that the procedure may cause unnecessary stand down of Employees due to Codeine detection. If, after 6 months from policy and procedure implementation, this process proves to be impracticable the working party will meet to discuss and resolve the issue.

#### **15.4 Refused Test and/or Intentional Leaving of the Test Site at the Time of Testing**

Personnel who refuse to undergo drug or alcohol testing stated in this procedure (initial screening, confirmatory or return to work) shall be treated as having returned a confirmed positive test result and the procedure for confirmed positive results of this procedure will apply. CS Energy will ensure that Personnel fully understand the consequences of refusing to undertake a test and will be provided with appropriate advice.

A person who, after being notified of their requirement to be tested, that intentionally leaves the CS Energy workplace to avoid being tested, will be treated as having returned a confirmed positive test result.

Contracting Personnel or Visitors who refuse testing or intentionally avoid testing may have their access to a CS Energy workplace refused permanently

#### **15.5 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 disciplinary action.

Any Visitor under Reasonable Suspicion regarding the substitution of or tampering with a saliva specimen shall be removed from the workplace. The provision of a further specimen from the Visitor is required before entry to the workplace will be considered.

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

The Collector shall 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.

#### **15.6 Laboratory Confirmed Positive Result**

If the specimen returns a laboratory confirmed positive result to any of the drugs listed in **Appendix 4**, Table 2, the specimen is considered as a laboratory confirmed positive result and will be dealt with in accordance with procedures for confirmed positive results outlined in Section 17 and illustrated in **Appendix 1**.

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

If a person disputes a confirmed positive result, the person shall 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 to request that the testing provider or

a different forensic standard testing provider test the referee specimen.

An Employee will not be disadvantaged until the final outcome of the appeal process is reached. 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 considered to be the equivalent of no appeal being lodged.

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

The Employee requesting confirmatory testing of the referee specimen shall meet the costs of the confirmatory test except where the referee specimen confirmatory test result is negative or invalid. CS Energy will pay upfront the costs of testing in this instance with the Employer to 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 17.

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 16.

### **15.8 Tests Confirm the Presence of Morphine**

If the laboratory analysis confirms the presence of Morphine (in the absence of 6-acetylmorphine – i.e. indicator of Heroin) the person shall be required to provide proof within a reasonable timeframe that they hold a legitimate S8 Medical Prescription for the drug(s) in question. A Doctor's certificate for medical clearance stating the person is fit for work must be held. The person must be managed as part of the organisation's rehabilitation plan, which clearly specifies the duties they are able to perform.

If the person fails to provide proof of an S8 Medical Prescription or the person does not have a current rehabilitation plan, the specimen will be considered positive and will be dealt with in accordance with procedures for Confirmed Positive results as outlined in Section 17.

Where the laboratory analysis confirms the presence of over the counter medication containing Codeine or Pseudoephedrine, no further action will be taken and test results will be considered negative in accordance with procedure for confirmed negative results as outlined in Section 15.

## **16 PROCEDURE FOR CONFIRMED NEGATIVE (DRUGS) RESULT**

Where a person obtains a confirmed negative result below the target concentration following confirmatory testing the following conditions will apply for managing employees, contractors and visitors.

### **16.1 Employee**

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.

### **16.2 Contractor**

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

### **16.3 Visitor**



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.

## **17 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 that person tests negative to both alcohol and/or other drug testing.

### **17.1 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. Following this, if required, may be managed in accordance with CS Energy's performance management process as outlined in the procedure, Performance and Misconduct, Document No. CS-HR-63.

The process, specific to the management of alcohol and other drugs outlined in **Appendix 5**, shall be applied.

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

### **17.2 Confirmed Positive Result - Contractor**

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

The Contractor will advise the CS energy representative of remedial action taken.

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

A Contractor's Employee who returns a confirmed positive drug or positive alcohol result:

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

may be refused access to the site at the discretion of the CS Energy Site Manager and may 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.

### **17.3 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.

## **18 WAGES AND LEAVE APPLICATION**

### **18.1 Application for Leave**

Employees who are not fit for duty and cannot comply with the conditions of this procedure shall apply for leave for time they are not fit for duty. This may be in the form of:



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

No deduction of leave will occur until after the receipt of a confirmed positive result subject to the appeals process.

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

## 18.2 Payments of Wages

Where an Employee is not fit for duty and cannot comply with the conditions of this procedure, no deduction of wages will occur until after the receipt of 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.

## 19 AUDIT AND REVIEW PROCESS

### 19.1 Review and Recording

A review of this procedure is to take place within at least 12 months of initial implementation. This is to follow the procedure for the Management of Alcohol and Other Drugs developed collaboratively by Employee and Management representatives of Tarong Energy, Stanwell Corporation, and CS Energy with State Union Officials of AMWU, APESMA, QSU, ASU, ETU, and CFMEU (M&E).

The review shall determine effectiveness, functionality, compliance to the requirements within and other internally related documents/materials/practices using an auditing approach.

The audit will incorporate:

- a formal auditing tool;
- interviews with Personnel;
- a desktop audit of documentation and practices;
- examination of internal systems (databases, safety records, investigations etc.); and
- review of the testing frequency and results.

Following the initial review, each subsequent review will be undertaken no less frequently than once every 2 years or at other times as required by changes to the relevant Legislation or common policy for the Management of Fatigue.

Special attention is to be made to the incident/accident reporting system and the alcohol and other drug related questions within investigations and any subsequent actions/control measures/countermeasures introduced and the final outcome on Personnel, practice and business parameters.

Findings are to be documented and made available to all Queensland Government Owned Corporation Generator Personnel.

### 19.2 Records

Observations and assessment for testing shall be recorded on the Form S1915, 'Observation and



Assessment for Testing' and forwarded to the site workplace Health and Safety Specialist for filing.

### 19.3 Audit and Review of Performance

Managers together with Safety Department Personnel are to ensure that fatigue risk control measures, incident reporting and response procedures are in place, followed and audited on a regular basis.

The following reporting shall be carried out:

- (i) Monthly report by Health and Safety Specialist to site Manager.
- (ii) Overhaul report by Health and Safety Specialist to the Overhaul Manager/Coordinator.
- (iii) Annual Report to the Executive Management.

### 19.4 Review of Incidents

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

## 20 FURTHER INFORMATION

Further information or assistance (e.g. counselling service details, self test kits, drug fact sheets, health information) with this procedure can be obtained from your Supervisor, First Aid Officer, Health and Safety Specialist, Rehabilitation and RTW Coordinator, Occupational Health Nurse or Union Delegate

## 21 DEFINITIONS

The definitions in this document pertain only to the matters dealt with in this document. They shall not 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 the limits defined in relevant current Australian Standards for example <i>AS4760- 2006 – 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 16.7).
<b>Breath Alcohol Concentration:</b>	<b>BAC</b> - Blood alcohol concentration or its equivalent breath alcohol concentration. 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>BAC Positive:</b>	A person will return a BAC positive result if the BAC reading is 0.05% or greater.
<b>BAC Negative</b>	A person will return a BAC negative result if the BAC reading is less than 0.05%.
<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 <b>Appendix 7</b> .
<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.
<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.
<b>Confirmed Negative</b>	A test result at or below the target concentration following confirmatory drug testing.
<b>Confirmed positive</b>	A test result above the target concentration following confirmatory drug testing.
<b>Confirmatory Test</b>	A test result above the target concentration following confirmatory drug testing.



Term	Definition
<b>Contractor</b>	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 Action</b>	Action taken at the discretion of CS Energy in accordance with the terms of this procedure, and it 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.
<b>Doner (AS):</b>	A person who provides 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 shall be applied to the drugs/metabolites listed in Table 2 of <b>Appendix 4</b> .
<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>Formally Representing</b>	When an Employee has been requested to attend a function/event on behalf of the organisation.
<b>Health &amp; Safety Specialist</b>	An employee of CS Energy who is engaged in a Health and Safety role as a Manager, Coordinator or Advisor.
<b>Industrial Instrument</b>	All forms of employment contract including collective 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.
<b>Near Miss:</b>	Any unplanned incident that occurs at the workplace which has the potential to result in a serious injury, damage to plant, or the environment.
<b>Negative Test Result:</b>	A result at or below the nominated or target concentration used for initial drug testing.
<b>Non-prescribed Drug</b>	Any drug legally obtained but not prescribed by a Medical Practitioner, including but not limited to over-the-counter medication.
<b>Overhaul:</b>	Planned period of time 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.
<b>Reasonable Suspicion:</b>	Is an opinion that is formed as a result of an observation that is conducted with reference to <b>Appendix 2</b>
<b>Referee Specimen (AS):</b>	A separate container of the collected second specimen or an additional specimen collected at the same time as the second 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 tested either unconfirmed result to initial on-site testing or confirmed positive in confirmatory testing.
<b>S8 Medical Prescription:</b>	Supply by your Pharmacist. These drugs have potential for abuse and diversion into the illegal drug market.
<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 an unconfirmed result to the on-site saliva drug-screening test. The second specimen will be used for confirmatory testing and split for a referee specimen.



Term	Definition
<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>Shall / 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>Suitable Trained Person:</b>	A person who is authorised by CS Energy to perform fatigue assessments following successful completion of training and education by a trainer in the relevant field approved by CS Energy.
<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>Unconfirmed Result</b>	A result that requires confirmatory testing of the specimen to unequivocally determine the presence or absence of a drug.
<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.

## 22 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)	
	Traffic act 1949 (Qld)	
	Australian Standard AS 4760-2006 "Procedures for Specimen Collection and the Detection and Quantitation of Drugs of in Oral Fluids"	
	Australian Standard: AS 3547:1997 "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/11/39703"</a>	CS Energy Fitness For Duty Policy	CS Energy
<a href="#">"B/D/11/39716"</a>	CS Energy Alcohol and Other Drugs Policy	CS Energy
<a href="#">"B/D/11/30963"</a>	CS-OHS-4 - CS Energy Workplace Rehabilitation and Workcover Claims	CS Energy
<a href="#">"B/D/13/6244"</a>	CS-HR-63 - Performance and Misconduct	CS Energy
<a href="#">"B/D/12/12991"</a>	CS-HR-1 - CS Energy Dealing with Confidential Information	CS Energy
<a href="#">"B/D/12/12994"</a>	CS-HR-47 - CS Energy Handling Individual Records	CS Energy
<a href="#">"B/D/12/12997"</a>	CS-HR-17 - CS Energy Complaints Investigations	CS Energy
<a href="#">"B/D/10/21585"</a>	S1878 - CS Energy Job Safety and Environmental Analysis (JSEA)	CS Energy
<a href="#">"B/D/11/36204"</a>	S1915 - CS Energy Observation and Assessment For Testing	CS Energy



## 23 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 where it has been identified that there are changes in technology, legislation, standards, regulations 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.

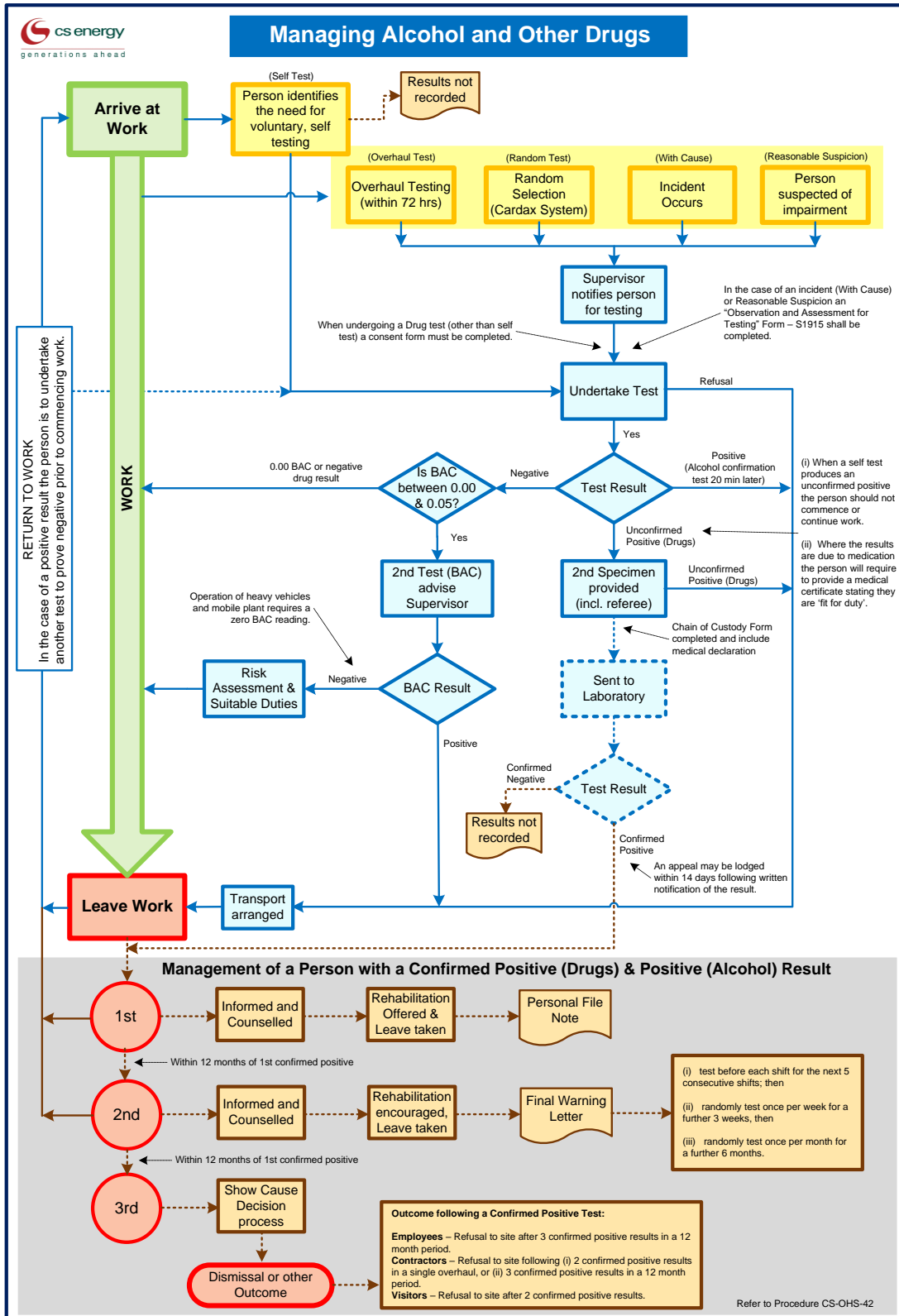
CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line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





24 APPENDICES

24.1 Appendix 1 – Flowchart for Managing Alcohol and Other Drugs





## 24.2 Appendix 2 – Observation of Person Suspected of Alcohol and / or Other Drug User

A person may be reasonably suspected of being ill or under the influence of alcohol and/or prescriptive or illegal drugs where the person is demonstrating one or more of the following physical symptoms or behaviours.

Employees displaying these symptoms or behaviours may require medical treatment. Care shall 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 is affected by alcohol or other drugs.

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
<p><u>Non or reduced attendance at work evidenced by:</u></p> <ul style="list-style-type: none"> <li>Absenteeism such as excessive sick 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> <p><u>Continuous non-compliance to CS Energy health &amp; safety standards evidenced by:</u></p> <ul style="list-style-type: none"> <li>Incidents on the job; near misses; or incidents off the job that affect work performance.</li> </ul> <p><u>Effects on clients and customers evidenced by:</u></p> <ul style="list-style-type: none"> <li>Clients comment on behaviour or action; and/or loss or threatened loss of business.</li> </ul> <p><u>Diminished quality of work evidenced by:</u></p> <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> <p><u>Diminished quantity of work evidenced by:</u></p> <ul style="list-style-type: none"> <li>Missed deadlines or jobs taking more time that expected and/or decreased productivity.</li> <li>Unable to sustain effort and/or spasmodic work pace.</li> </ul> <p><u>Effects on work team evidenced by:</u></p> <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 co-workers and/or complaints from, or avoidance of, co-workers; and/or</li> <li>Involved in arguments and/or physical fights.</li> </ul>

### 24.3 Appendix 3 – Legislative Requirements (Information Only)

Employees and others must ensure they comply with general and specific legal requirements related to the duties or positions they undertake.

In accordance with Section 16 of the *Traffic Act 1949 (Qld)*, these requirements include, but are not limited to, the following:

- (a) for a person in charge of a bicycle, motor bike, buggy, all terrain vehicle or motor vehicle, a BAC of less than .05;
- (b) for a person who has not attained the age of 25 yrs, who is the holder of a provisional licence, a BAC of not more than zero (0);
- (c) for a person in charge of truck, bus, articulated motor vehicle, crane, vehicle carrying dangerous goods, elevating work platform, earth moving equipment, or forklift a BAC of not more than zero (0);  
and
- (d) for a person engaged in activities on the railway system, a BAC of not more than zero (0).

## 24.4 Appendix 4 – Tables of Drug Types and Levels

**TABLE 1: INITIAL ON-SITE TEST TARGET CONCENTRATIONS**

*(Table 3.1 AS 4760-2006)*

Compound	Target Concentration (Ng/ml)
Opiates (e.g. Morphine)	50
Amphetamines	50
Cannabinoid (THC)	25
Cocaine	50

**TABLE 2: CONFIRMATORY TEST TARGET CONCENTRATIONS**

*(Table 5.1 AS 4760-2006)*

Compound	Target Concentration (Ng/ml)
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
$\Delta$ 9-tetrahydrocannabinol	10
Cocaine	25
Benzoyllecgonine	25
Ecgonine methyl ester	25

**Notes:**

1. These targets represent the undiluted oral fluid concentration.
2. For analytes not included in this Table, the laboratory shall select a target concentration as appropriate for oral fluid.

**TABLE 3: STREET NAMES OF ILLICIT DRUGS**

Illicit Drug	Street Names
Cannabis	Grass, marijuana, dope, weed, mull, herb, bucket, cone, joint, yandi, hooch, joint, pot, mary-jane, skunk, hydro.
Ecstasy	XTC, E, eccy, pills, love, love drug, hug drug.
Amphetamine	Speed, fast, go fast, goey, G, uppers, wiz, pep, tabs, (In Qld the terms are often interchangeable with Methamphetamine).
Methamphetamine	Ice, meth, speed (in Qld most speed is methamphetamine), crystal meth, shabu, glass, base, oil.
Heroin	Smack, skag, H, hammer, slow, harry, homebake, horse, china, gear, junk.



## **24.5 Appendix 5 – Procedure for Confirmed Positive (Drugs) or Positive (Alcohol) Result or Breach of this Procedure**

Employees having confirmed positive results (including positive result to alcohol) will be offered support as outlined in Section 6, Counselling and Support. Following this, if required, 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 shall be applied for:

### **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;
- receive 'disciplinary counselling' with a record of the discussion placed on their 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 once per week for a further 3 weeks, then
  - (iii) randomly tested once per month 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.



## 24.6 Appendix 6 – Form S1915 – Observation and Assessment for Testing

SAMPLE ONLY – USE REGISTERED FORM - "[B/D/11/36204](#)"

*This form is a record of the alcohol and other drugs assessment for a person under CS Energy's Fitness For Duty Policy. It documents the symptoms and behaviours as part of reasonable suspicion or with cause circumstance which identifies the need for alcohol and other drug testing. The privacy and confidentiality of that person will be maintained with respect to the information gained as a result of the fatigue assessment. Complete all sections (1 – 6) on this form.*

**Section 1 - Assessment Type** Tick ✓ appropriate boxes

**Assessment Type:**     Reasonable Suspicion                       With Cause  
**Work Type:**             Ops/Maint/Adm     Overhaul     Forced Outage     Projects

**Section 2 - Particulars of Person (being assessed) & Work Conditions** Tick ✓ appropriate boxes

**Engagement Type:**             Employee                       Contractor                       Visitor  
**If Contractor or Visitor what Organisation:** .....

**Surname:** .....                      **First Name:** .....

**Job Role:** .....

**Site:** .....                      **Department:** .....

**Nature of Duties:** .....

.....

**Date:** ..... / ..... / .....    **Time:** ..... : ..... hrs    **Attendance Start Time:** ..... : ..... hrs

**Work Schedule:**     Planned Roster     Call Out     Extended Hours

This assessment was undertaken ..... hrs into the attendance.

**Section 3 - Observation, Signs and Symptoms** Tick ✓ appropriate boxes

**Breath:**     Smell of alcohol                       Smell of other drugs  
**Breathing:**     Short             Shallow                       Slow  
**Face:**             Pale skin     Flushed/red                       Excessive sweating  
**Eyes:**             Watery             Glazed                       Bloodshot  
                           Eyelids drooping                       Pupils pinpointed  
**Speech:**     Incoherent     Confused                       Slurred             Slow                       Fast  
**Actions:**         Vomiting             Restless                       Teeth grinding     Hallucinating             Fighting  
                           Drooling             Paranoid                       Excessive Scratching  
**Balance:**         Swaying             Staggering                       Stumbling             Poor balance  
**Movements:**     Clumsy             Sluggish                       Trembling  
**Attitude:**         Anxious             Excited                       Aggressive             Hostile                       Relaxed  
                           Sedated             Irritable                       Over talkative     Depressed  
                           Unable to follow instructions

**Note:** *These signs by themselves do not necessarily indicate being impaired by alcohol or other drugs. They may also indicate an underlying medical condition, i.e. stroke, heart condition, low sugar, etc.*

**Other comments:** .....

.....

.....



<b>Section 4 - Medical Information</b>		<i>Tick ✓ appropriate boxes</i>
The person has stated that they may be under the influence of prescribed or non-prescribed medication?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please define: .....		
.....		
.....		
The person stated he/she was suffering the effects of a medical condition? (e.g. Diabetes, stroke, heart condition, stress and fatigue)		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please define: .....		
.....		
.....		
<b>Section 5 - Assessment and Decision Response</b>		<i>Tick ✓ appropriate boxes</i>
<input type="checkbox"/> <b>Fit for duty</b>		<input type="checkbox"/> <b>Potentially <u>Not</u> fit for current duties</b>
<b>Actions:</b>		
<input type="checkbox"/> <b>Return to work – current duties</b>		
<input type="checkbox"/> <b>Return to work – alternate suitable duties</b>		
<input type="checkbox"/> <b>Referred to first-aid</b>		
<input type="checkbox"/> <b>Referred for testing</b>		
Other comments: .....		
.....		
.....		
<b>Section 6 - Completion Details</b>		
<b>Observation Sheet completed by:</b>		
Name: .....		
Position: .....		
Signature: .....		Date : ..... / ..... / .....
<b>Acknowledgement of person assessed:</b>		
Signature: .....		Date : ..... / ..... / .....
→ Forward to the Superintendent/Manager		
<b>Superintendent/Manager:</b>		
Name: .....		
Position: .....		
Signature: .....		Date : ..... / ..... / .....
→ Forward completed form to the Site Health & Safety Specialist		



24.7 Appendix 7 – Form - Chain of Custody

SAMPLE ONLY

DRUG AND ALCOHOL TESTING CONSENT & CHAIN OF CUSTODY FORM					
<b>AUTHORISED COLLECTOR TO COMPLETE</b>			DATE:	ID CODE:	0148951
COMPANY (CLIENT NAME):	BUSINESS GROUP:	BRANCH/ COLLECTION SITE:	NOMINATED CLIENT REP. (NCR):		
DONOR'S SURNAME:	DONOR'S FIRST NAME:	DONOR'S MIDDLE NAME(s):	BIRTH DATE: ___/___/___ (d/m/y)	GENDER: Male / Female (circle)	
<b>IDENTIFICATION</b> After Sighting ID Collector, Mgr or NCR to sign below* Drivers Licence <input type="checkbox"/> Other <input type="checkbox"/> _____ (eg Passport) No ID Available <input type="checkbox"/> (if Donor has no ID available NCR or responsible manager must sign as witness in box directly below):			<b>EMPLOYEE TYPE:</b> Please tick <input type="checkbox"/> one of the following: Employee <input type="checkbox"/> Manager <input type="checkbox"/> Job Ref Code: _____ (if any) Contractor <input type="checkbox"/> Contractor Name: _____ (if any)		
NAME OF WITNESS:	SIGNATURE OF WITNESS:	<b>TEST TYPE:</b> (tick relevant <input type="checkbox"/> ; Other <input type="checkbox"/> _____ (details) Random <input type="checkbox"/> Post Incident/ For Cause <input type="checkbox"/> Return to Work <input type="checkbox"/>			
<b>DONOR TO COMPLETE</b>			Please read this section carefully, complete relevant sections and sign below. If you have difficulty understanding this form assistance will be provided. Please advise the Collector or the NCR above.		
<b>MEDICATION DETAILS ▼</b>			<b>TEST CONSENT DECLARATION ▼</b>		
I have taken the following medications recently (prescription or non-prescribed) which may affect the test: (use attachment if insufficient space). <b>NOTE:</b> If you have taken a medication and you <b>DO NOT WANT THE TESTING COMPANY, THE COMPANY STATED ABOVE, YOUR EMPLOYER (IF DIFFERENT TO THE ABOVE) TO KNOW THE MEDICATION YOU SHOULD NOT WRITE IT IN THIS SECTION</b>			1. I understand that I am required to provide a sample for the purpose of a drug screen and/ or a breath sample for the purpose of an alcohol test as part of the Company Site Policy applying at the site at which testing is being conducted. 2. I consent to the analysis of the specimen for drugs (and/or alcohol) using screening tests and/or laboratory testing if required and I authorise the release of results to the Nominated Company Representative (NCR above) and/or the Company's Authorised Personnel. 3. I certify that the specimen provided is my own and has been provided by me to the collector and the above information supplied is true and correct.		
Medication Name	Amount Taken	Date Last Taken			
Signature of Donor:			Date:		
<b>AUTHORISED COLLECTOR TO COMPLETE</b>			<b>ALCOHOL TEST:</b> (4 <sup>th</sup> test line below only if required)		
BRAND OF DRUG SCREEN:	TIME OF TEST:	1) PASSIVE: ACTIVE: NR TIME: UNIT:			
DRUG SCREEN BATCH/LOT NO:	SAMPLE TEMP: (urine only)	2) PASSIVE: NR ACTIVE: TIME: UNIT:			
DRUG SCREEN EXPIRY DATE:	ADULT. TEST: (use "Notes" for comments) Lot #	3) PASSIVE: NR ACTIVE: TIME: UNIT:			
		4) PASSIVE: NR ACTIVE: TIME: UNIT:			
<b>DRUG SCREEN: N = NIL DETECTED or L = LAB REFERRAL ▼</b> COC <input type="checkbox"/> AMP <input type="checkbox"/> MET <input type="checkbox"/> THC <input type="checkbox"/> MOR <input type="checkbox"/> BZO <input type="checkbox"/>			(eg: 1. PASSIVE Pass ACTIVE NR Time: 7:05 am Unit SD400) ALL "Passive" "Fail" readings must be retested in "Active" mode and recorded on line 2 above (unless otherwise specified on your Booking Sheet). If over 0.000 retest Donor after 30 minutes and record on line 3.		
<b>SEAL NUMBERS USED</b> On Samples Sent to Lab Only			<b>LAB PACKAGING - DONOR SIGN HERE: ►</b> I have witnessed samples split and security sealed		
Seal 1			Signature		
Seal 2			I certify that the specimen identified on this form is that provided by the donor identified above and that it has been collected, screened and if a "Lab Referral" has been labelled and sealed in accordance with the Fit4Duty Collection Procedure and the Client Requirements as provided to me on the Fit4Duty Booking Sheet.		
Client Signature: (NCR to sign if notified of lab-referral results)		First Name of Collector:	Signature of Collector:		
White Copy → COLLECTOR		Green Copy → LABORATORY		Pink Copy → SUPERVISOR	
				Blue Copy → DONOR	
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Phone - (07) 3285 9963			Fax - (07) 3821 0521		