

Procedure No: CS-OHS-44
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CS ENERGY PROCEDURE

CONDUCTING ALCOHOL AND OTHER DRUG TESTING CS-OHS-44

Responsible Officer: Health and Safety Specialist
Responsible Manager: Head of Health and Safety
Responsible Executive: Executive General Manager Corporate Services

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
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1 PURPOSE

This procedure details the process to conduct an alcohol and other drug test and includes processes to manage the outcome of the test. This procedure does not cover self-testing.

Testing is an integral component in the management of alcohol and other drugs at CS Energy workplaces. The procedure outlines:

- the responsibilities of Authorised AOD Testers, nominated company representatives, Donors and supervisors in the process;
- the process to conduct both an alcohol and other drugs test to maintain integrity of the test;
- safe and correct use of the testing equipment;
- privacy and confidentiality requirements; and
- actions required following the outcome from testing.

2 OBJECTIVE

The objective of this procedure is to provide appropriate knowledge, skills and tools for conducting an alcohol and other drugs test to maintain:

- an appropriate standard with correct methods followed for testing;
- the integrity of the test;
- hygiene and cleanliness throughout the process;
- correct communication protocols ensuring privacy and confidentiality; and
- consistency with the management of testing results with respect to the Donor and result information.

3 SCOPE

This procedure complies with the requirements for testing as outlined in the procedure, Managing of Alcohol and Other Drugs, CS-OHS-42. It also follows AS 4760, "Procedures for specimen collection and the detection and quantitation of drugs in oral fluid," and AS 3547, "Breath Alcohol Testing Devices for Personal Use."

The procedure applies to all persons working at or attending a CS Energy workplace. This includes employees, contractors and visitors. Additionally, the testing procedure and associated details are specific to Authorised AOD Testers, either internal or external.

4 RESPONSIBILITIES AND ACCOUNTABILITIES

Everyone at a CS Energy workplace has an obligation to responsibly participate in alcohol and other drug testing.

4.1 Site Managers / Relevant General Manager

Site Managers / relevant General Managers are responsible for:

- implementing this procedure at the workplace;
- providing appropriate people to apply this procedure at the workplace;

- providing adequate facilities for testing;
- funding the on-going testing program for their site;
- ensuring Authorised AOD Testers are suitably trained and remain competent;
- reviewing, monitoring and reporting all testing conducted at their site; and
- ensuring privacy and confidentiality of results is upheld.

4.2 Superintendents and Supervisors

Superintendents and Supervisors are responsible for:

- implementing this procedure at the workplace;
- ensuring personnel in their team are made available for testing;
- following up on the management actions for those personnel who may require risk management, transport from site and/or further testing;
- maintaining privacy and confidentiality;

4.3 Nominated Company Representative (NCR)

The Nominated Company Representative (NCR) is nominally the Site Health and Safety Specialist. Sites shall nominate a second person to perform this role to ensure an NCR is always available at the site.

The primary role of the NCR is to be the site contact and liase with both the external and internal Authorised AOD Testers. The NCR is responsible for:

- liaising with external Authorised AOD Testers and facilitating testing on sites which includes:
 - providing a 12 month testing plan annually to the external testing organisation by 15 December each year to include typical timeframes for random testing and the schedule for overhauls;
 - providing the anticipated number of people to be tested to the external testing organisation prior to their arrival on site for the testing event; and
 - confirming overhaul commencement dates with the external testing organisation at least 4 weeks prior to the start of the overhaul.
- ensuring site testing facilities are available and ready for testing;
- ensuring suitable signage is applied while testing is being conducted;
- creating the random list of names and allocate times for testing prior to the commencement of testing and provide this list to the Authorised AOD Tester;
- ensure AOD testing equipment is serviced with current calibration certificates, i.e. remain in date;
- maintain a usage register for the AOD testing equipment;
- being the site contact where a non-negative result is returned from a Donor and inform the relevant supervisor;
- initiate documentation for disciplinary action following a person returning an official positive alcohol or other drugs test;
- signing the “Chain of Custody” form when required; and

- ensure a sufficient supply of “Chain of Custody” forms are available for Authorised AOD Testers.

4.4 Authorised AOD Tester

Authorised AOD Testers (sometimes called Collectors) are those people authorised by CS Energy who have undertaken suitable training and/or been accredited to conduct an alcohol and other drug test. Authorised AOD Testers can be external consultants and/or internal suitably trained personnel.

4.4.1 External Personnel

These people are accredited AOD Testers authorised by CS Energy to conduct random, overhaul and other testing as required by CS Energy.

The external Authorised AOD Tester is responsible for:

- maintaining accreditation for testing;
- notifying the NCR at least 1 week prior to testing on site;
- providing sufficient testing equipment and collection test kits;
- conducting AOD testing as per relevant Australian Standards and best practice;
- notifying the NCR immediately of an official result that is non-negative;
- complying with site conditions and maintain currency of induction and access to site;
- providing a testing report to CS Energy of tests performed;
- providing samples to the laboratory with relevant information;
- storing and maintaining testing information/results in a secure place at their premises: and
- maintaining privacy and confidentiality.

4.4.2 Internal Personnel

Internal personnel nominated to be Authorised AOD Testers are responsible for:

- conducting AOD tests in a competent and professional manner;
- maintaining competency in AOD testing;
- maintaining AOD testing equipment in good condition;
- maintaining privacy and confidentiality;

4.5 Donor

The Donor can be an employee, contractor or visitor on site at the time of testing. When requested, the Donor shall participate in testing in a cooperative manner and follow the instructions given by the Authorised AOD Tester.

5 TESTING EQUIPMENT

The NCR shall ensure the testing equipment is maintained and ready for use. This includes:

- both alcohol and drug testing kits being fully functional and in calibration and current service;
- testing consumables available and within expiry dates which include alcohol mouthpieces (straws), drug 2 and 5 panel kits, and drug confirmation kits;
- “Chain of Custody” forms; and
- maintaining a register of equipment use.

A list of components required to be in both the alcohol and drug testing kits is detailed in **Attachment 1**.

5.1 Alcohol

Breath Alcohol Concentration (BAC) testing will be conducted using a breathalyser that meets AS3457, “Breath Alcohol Testing Devices for Personal Use.” CS Energy uses the Lion Alcolmeter SD400 Instrument. The mouthpiece (straw) is classified as a consumable and shall be disposed of after each test.

5.1.1 Calibration and Servicing

This instrument shall be calibrated in accordance with the relevant current Australian Standard. The frequency for calibration is every 6 months.

The provider for servicing and calibrating this instrument is:

- Pacific Data Systems
2 / 250 Orange Grove Road
Salisbury Qld 4107
Tel: 07 3275 2999
e-mail: lionsupport@pacdatasys.com.au

A copy of the current calibration certificate shall be kept with the instrument, e.g. in the pouch of the cover. The serial number will be attached to the case for easy reference.

5.2 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. The device used is the Cozart DDS instrument which can either perform a 2-panel or 5-panel drug test. Testing may include, but is not limited to, screening for the following classes of drugs:

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

The Cozart DDS instrument uses the collection kit consisting of a swab, cartridge and buffer solution container.

The laboratory confirmation kit is used independently to the Cozart DDS instrument.

5.2.1 Calibration and Servicing

This instrument shall be calibrated in accordance with the relevant current Australian Standard. The frequency for calibration is every 12 months.

The provider for servicing and calibrating this instrument is:

- Siemens Healthcare Diagnostics Pty Ltd
885 Mountain Highway
Bayswater VIC 3153
Tel: 03 97217832

6 TRAINING

Persons must be trained by an accredited trainer in a nationally recognised course to become an Authorised AOD Tester.

The training enables an internal Authorised AOD Tester to conduct official alcohol and other drugs tests at CS energy sites only.

To maintain competency, a person must undergo a refresher course by an accredited trainer every 12 month. Additionally, an Authorised AOD Tester shall forward completed tests (confirmation tests) to the accredited trainer for assessment every 6 months.

7 PROCEDURE

Testing for AOD can only be performed by an Authorised AOD Testers using testing instruments detailed in Section 7.

Authorised AOD Testers can either be external consultants engaged by CS Energy or those employees suitably trained to perform such tests.

Typically, externals consultants conduct random and overhaul tests, however they may be required to carry out with cause, reasonable suspicion, return to work or monitoring tests.

Authorised AOD Testers who are employees of CS Energy are most likely to perform with cause, reasonable suspicion, return to work or monitoring tests.

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

Testing for alcohol and other drugs require the steps detailed in the "Alcohol and Other Drugs Testing Training" course handbook to be undertaken. These steps are classified in three stages:

- Preparation for Testing;
- Testing; and
- Post Test – management of outcomes

The three stages of testing are detailed in the following sections.

7.1 Preparation for Testing

Preparation for testing is an essential step in the overall testing process which is the foundation for efficient, controlled and reliable testing practices. Refer to the Alcohol and Other Drugs Testing Training Handbook, Section 3, Part 1 – Preparation before the test. Preparation is required for both an external Authorised AOD Tester to come to site and an internal Authorised AOD Tester using company owned instruments.

7.1.1 Using an External Authorised AOD Tester

The following steps shall be followed when an external Authorised AOD Tester is used. These steps include:

The **External Authorised AOD Tester** shall:

1. Notify the NCR at least one week prior to arriving on site for either random or overhaul testing.
2. Report to the NCR on arrival at site.
3. Bring sufficient testing equipment and consumables for the testing required.
4. Have current induction for access to site.
5. Wear CS Energy required protective clothing.

The **NCR** shall:

1. Have the AOD testing facility in readiness for testing which includes:
 - Provision for privacy for testing, i.e. cover windows (blinds drawn).
 - Make the room safe and free from trip hazards and sharps.
 - Attach “no entry” sign to the door or other suitable area to prohibit unauthorised entry during testing.
 - Remove any contaminants from the room such as hydrocarbons, e.g. alcohol wipes, ethanol, hand cleaner. Also, air fresheners such as Glen 20 are to be removed.
2. Create a random selection of names (for random and overhaul testing) using the “Suresite” security program. Nominate a time for each person’s test; nominally provided in 10 to 15 minute intervals. Refer to **Appendix 2** for the instructions to generate a random selection of names using “Suresite”.
3. Provide the list of names and times to the external Authorised AOD Tester.

7.1.2 Using an Internal Authorised AOD Tester

The following steps shall be followed by the internal Authorised AOD Tester prior to the Donor entering the room for the test. These steps are detailed in **Appendix 3**, Stage 1 - Preparation for Testing that provides a checklist to assist the process. The steps include:

1. Preparing the AOD testing facility in readiness for testing which includes:
 - Provision of privacy for testing, i.e. cover windows (blinds drawn)
 - Making the room safe and free from hazards such as sharp objects, clutter and poor lighting.
 - Attaching a “no entry” sign to the door or other suitable area to prohibit unauthorised entry during testing.

- Removing any contaminants from the room such as hydrocarbons, e.g. alcohol wipes, ethanol, hand cleaner. Also, air fresheners such as Glen 20 are to be removed.
- Arrange the room to position yourself (Authorised AOD Tester) closest to the door/exit.
- 2. Laying the testing equipment out with enough consumables available and checking these are within expiry date.
- 3. Preparing the “Chain of Custody” form (also becomes the consent form).
- 4. Spreading out a waterproof barrier/lining (bluey) on a suitable table or bench.
- 5. Preparing Alcolmeter SD400 for testing and:
 - check it is within calibration date.
 - check the battery is charged.
 - conduct an environment test of the room.
- 6. Prepare Cozart DDS Instrument for testing
 - check instrument is within calibration date.
 - connect to power supply (Note: only turn power supply on after all connections are completed).
 - Run system check (SYS).
 - Run quality check (QC).
 - Print record of quality check.
 - Note – if the instrument is not functioning prepare to carry out a laboratory confirmation test.

7.2 Testing

The testing process requires written consent from the Donor prior to undergoing a test. Testing includes both the completion of an alcohol and other drugs test and the recording the results on the “Chain of Custody” form. When completing the documentation, use only a ball point pen.

Refer to the Alcohol and Other Drugs Testing Training Handbook, Section 3, Parts 2 to 8 for the steps to perform an alcohol and other drugs test. The steps are detailed in **Appendix 4**, Stage 2 - Testing and include:

1. **Initiate Documentation and Identify Donor** – Refer to Alcohol and Other Drugs Testing Training Handbook, Part 2 (5) Chain of Custody/Consent form.
 - Complete the first section of the “Chain of Custody” form titled “Authorised Collector to complete”
 - Request the Donor to show proof of identify using photo ID. The photo ID is typically a driver’s licence or site access card. If the Donor does not have photo ID, request the NCR or Supervisor to identify the Donor. The NCR or Supervisor must then sign as a witness on the “Chain of Custody” form.
 - The test type where “other’ is selected by the Authorised AOD Tester should have the details “monitoring” written in the space provided.
 - **Note:** “Monitoring” describes those tests undertaken for a person going through the testing program of the disciplinary process.
 - All sections of the “Chain of Custody” form must be completed.

2. **Donor Medical Details and Consent** - Refer to Alcohol and Other Drugs Testing Training Handbook, Part 2 (6) Chain of Custody/Consent form.
 - i. The Authorised AOD Tester shall explain, read or paraphrase the medication disclosure and consent declaration to the Donor.
 - ii. The Donor has the right not to provide medication details, however shall be advised by the Authorised AOD Tester that this information is confidential and will assist in the testing process.
 - iii. The Donor must sign the consent form for the testing to proceed. If the Donor does not sign (i.e. give consent) the Authorised AOD Tester will consider the test as positive and advise the NCR.
 - iv. At this stage, the Authorised AOD Tester shall ask the Donor if he/she has:
 - v. eaten or drank in the previous 20 minutes
 - vi. smoked a cigarette in the previous 2 minutes
 - vii. If this has occurred, the Authorised AOD Tester shall wait the appropriate time (i.e. up to 20 minutes) and then proceed with the test.
3. **Conducting the Alcohol Test** – Refer to the Alcohol and Other Drugs Testing Training Handbook, Parts 3 and 4 for the detailed comprehensive procedure. Use the Lion Alcolmeter SD400 instrument.

Prior to commencing any test, dress in appropriate PPE. The minimum requirements are gloves and safety glasses.

The testing process includes:

- i. Record information in the “Authorised Collector to Complete – Alcohol Test column” section of the form.
 - o Draw a line through (i) as a passive test is not carried out.
 - o Write the serial number of the Lion Alcolmeter in the area for “unit”.
 - ii. Expose the non-blow though end of the mouthpiece (straw) by piecing the protective cover. Ensure the mouth end still has the protective cover on it.
 - iii. Attach the mouthpiece to the instrument.
 - iv. Hold the instrument at mouth level to the Donor with the read-out facing the Authorised AOD Tester.
 - v. Ask the Donor, when comfortable, to remove the protective cover from the mouthpiece and move their mouth to the mouthpiece and steadily blow into it until asked to stop. DO NOT let the Donor touch the instrument.
 - vi. Record the result on the “Chain of Custody’ form.
 - vii. Remove the mouthpiece from the instrument and place it in a disposal bin.
 - viii. If a reading of greater than 0.00% is recorded repeat steps 2 to 7 in 20 minutes time and record this test as the official result.
4. **Conducting the Drug Test** – Refer to the Alcohol and Other Drugs Testing Training Handbook, Part 5 for the detailed comprehensive procedure. Use the Cozart DDS instrument. The testing process includes:
 - i. Ensure the Cozart DDS instrument is on and in readiness to begin a new test.

- ii. Remove the contents of the collection kit, i.e. swab, cartridge and specimen bottle, from the plastic packet.
 - iii. Expose the Donor held end of the swab from its protective packet and request the Donor to remove the swab.
 - iv. Ask the Donor to place swab in their mouth and move it around to gather saliva until the swab turns blue in colour.
 - v. Take the swab from the Donor and place the swab in the buffer solution, attach lid and shake for 30 seconds.
 - vi. Remove cartridge from protective seal and apply 4 drops of buffer solution, i.e. the saliva sample, (*Note:* middle strips first then outer strips; apply another drop if necessary).
 - vii. When the fluid in all strips is moving along the cartridge, insert the cartridge into the Cozart DDS instrument to begin the test.
 - viii. Record results (N = Nil detected or L = Lab Referral) in the “drug screen” section on the “Chain of Custody” form.
 - ix. **Note:** Where certain drugs have not been tested for, draw a horizontal line through the middle of the entire box.
 - x. Proceed to complete the “Chain of Custody” form.
5. **Laboratory Confirmation Test (Taking of Sample)** – Refer to the Alcohol and Other Drugs Testing Training Handbook, Part 6. Only complete this test in the following cases which include:
- i. the Cozart DDS instrument is not functional or not within the calibration expiry date;
 - ii. “L” is recorded in the drug screen results;
 - iii. a “with cause” test was carried out; or
 - iv. a “reasonable suspicion” test was carried out.

The process includes:

- Select confirmatory kit and ensure all components are within expiry date.
- Record the seal number on the “Chain of Custody” Form.
- Record date and ID Code (found in the top right hand corner of the “Chain of Custody” form on the seals.
- Collect saliva sample and after swab turns blue insert swab into buffer solution (use the same method as detailed in Section 4). Place the cap on the container and mix in figure 8 motion (or shake depending on kit) for approximately 30 seconds.
- Add 50% of the solution to the second container.
- Request the Donor to sign both seals and the Authorised AOD Tester shall seal both containers containing the saliva sample. (*Note:* Do not cover the label, ID and date, on container with the seal)
- Request the Donor to sign the “Chain of Custody” form acknowledging witnessing the splitting of the sample and security seal of the samples.
- The Authorised AOD Tester to proceed with completing the “Chain of Custody” form
- Wrap one container with protective paper supplied and place both containers in the laboratory bag.

- With all details completed on the “Chain of Custody” form, place the green copy in the laboratory bag with the containers and seal the laboratory bag.

The steps identified are provided in **Appendix 4** to use as a checklist during the process.

7.3 Post Test – Managing the Outcomes

Once the testing is complete the Authorised AOD Tester shall advise the NCR of the outcome which will either be:

- i. The Donor is “fit for duty” - when his/her BAC is 0.00% and the result from the Cozart DDS instrument detects no trace of illicit drugs, i.e. negative result; or
- ii. Donor is “not fit for duty” - when his/her BAC is greater than 0.00% and the result from the Cozart DDS instrument detects traces of illicit drugs, i.e. non-negative result.

The Authorised AOD Tester shall:

- i. ensure immediate transportation via courier of the laboratory bag containing the samples to:
 - CASS – Forensic & Scientific Services
Forensic Toxicology Section
ATTN – NEVILLE BAILEY
Tel – 07 3274 9000
39 Kessels Road
Coopers Plains Qld 4108
- ii. ensure the testing facility is left in a tidy state with all used consumables properly disposed of;
- iii. provide the “Chain of Custody” form pink copy to the NCR and the blue copy to the Donor;
- iv. return the testing equipment to the NCR in a “ready to use” state; and
- v. sign off on the equipment usage register.

This is illustrated in **Appendix 5**, Stage 3 – Post Test which also provides a checklist for the Authorised AOD Tester to follow to ensure all steps are complete.

8 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 and the procedure for Managing Alcohol and Other Drugs, CS-OHS-42.

Throughout the alcohol and other drug testing process confidentiality shall be maintained and the Authorised AOD Tester will not discuss results outside the scope of this procedure.

9 RECORDS

The documents used in the alcohol and other drugs testing process will be maintained as follows:

- Register of equipment use shall be kept with the NCR;
- Chain of Custody form – white copy - Authorised AOD Tester
green copy - Laboratory
pink copy - NCR
blue copy – Donor

The completed “Chain of Custody” forms shall be securely stored with the pink copy held by the NCR stored in a lockable cabinet.

10 AUDIT AND REVIEW PROCESS

This procedure shall be reviewed at least every 2 years or more frequently, if required, through change in Legislation, Australian Standards or workplace practices.

11 DEFINITIONS

Term	Definition
Alcohol	A liquor, brew or drinking substance containing ethyl alcohol or ethanol as the active agent.
AOD	Alcohol and Other Drugs – See definition for “alcohol” and “drug.”
BAC	Breath Alcohol Concentration - The unit used for expression of blood alcohol concentration in this procedure being percent (%) with the equivalent breath concentration being expressed as the percentage of grams in 210 Litres of expired breath.
Consumables	For the purpose of this procedure, consumables include PPE, waterproof barrier (bluey), alcolmeter mouthpiece (straw), “Cozart” collection and confirmation kits.
Chain of Custody Form	A form used to obtain consent for testing from the Donor and time of collection of the specimen to its receipt by the laboratory, as well as dispatch between laboratories.
Authorised AOD Tester	Sometimes referred to as Collector - 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 alcohol and drug testing.
Donor	A person who provides a breath sample for alcohol testing or an oral fluid specimen (saliva) to be assessed for the presence of drugs.
Drug	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.
Monitoring Test	A saliva drug-screening test and/or alcohol test that is conducted as a requirement of that person being on the disciplinary program.
NCR	Nominated Company Representative – A person employed by CS Energy whose role includes being the contact person for the Authorised AOD Tester (either external or internal person) and to coordinate site testing events.
Return-to-work Test	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.
Suresite	A software program integrated with the CS Energy site security system (Cardax) to manage site access with respect to “fit for duty” including the management of alcohol and other drugs.

12 REFERENCES

Reference No	Reference Title	Author
AS 4760-2006	Procedures for Specimen Collection and the Detection and Quantitation of Drugs of in Oral Fluids	Aust Standard
AS 3547:1997	Breath Alcohol Testing Devices for Personal Use	Aust Standard
B/D/11/30965	Procedure - CS-OHS-42 - Managing Alcohol and Other Drugs	CS Energy

13 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, CS Energy's 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.

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.

14 ATTACHMENTS

14.1 Attachment 1 – Components of Alcohol and Other Drug Testing Kits

Alcohol – Lion Alcolmeter Kit

1. Lion Alcolmeter, SD-400 and pouch
 - Serial number to be displayed on the pouch
2. Copy of the current calibration and service report
3. Mouthpieces – minimum of 12
4. Printer, Axiohm A631 and power adaptor
5. Spare printer paper
6. Operation manuals – alcolmeter and printer
7. Procedure – Managing Alcohol and Other Drugs, CS-OHS-42
8. Procedure – Conducting Alcohol and Other Drugs Tests, CS-OHS-44
9. Alcohol and Other Drugs Testing Training Course Handbook

Other Drugs – Cozart DDS Instrument Kit

1. Cozart DDS Instrument
 - Serial number to be displayed on the pouch
2. Copy of the current calibration and service report
3. 2 x 240v AC adaptors
4. 2 x Cozart DDS adaptor connectors
5. Printer
6. 1 x System check cartridge (SYS)
7. 1 x System Quality Check cartridge (SQC)
8. Operation DVD – Training program
9. Procedure – Managing Alcohol and Other Drugs, CS-OHS-42
10. Procedure – Conducting Alcohol and Other Drugs Tests, CS-OHS-44
11. Alcohol and Other Drugs Testing Training Course Handbook
plus
1 x box of collection kits 2-panel test
1 x box of collection kits 5-panel test
1 x box of confirmation laboratory kits

Other Items

1. Chain of Custody forms
2. Waterproof barrier/lining (bluey)
3. Rubber gloves

14.2 Attachment 2 – Instructions for Random Selection of Names (Suresite)

Log on to the “Suresite” software, then follow the steps outlined below.

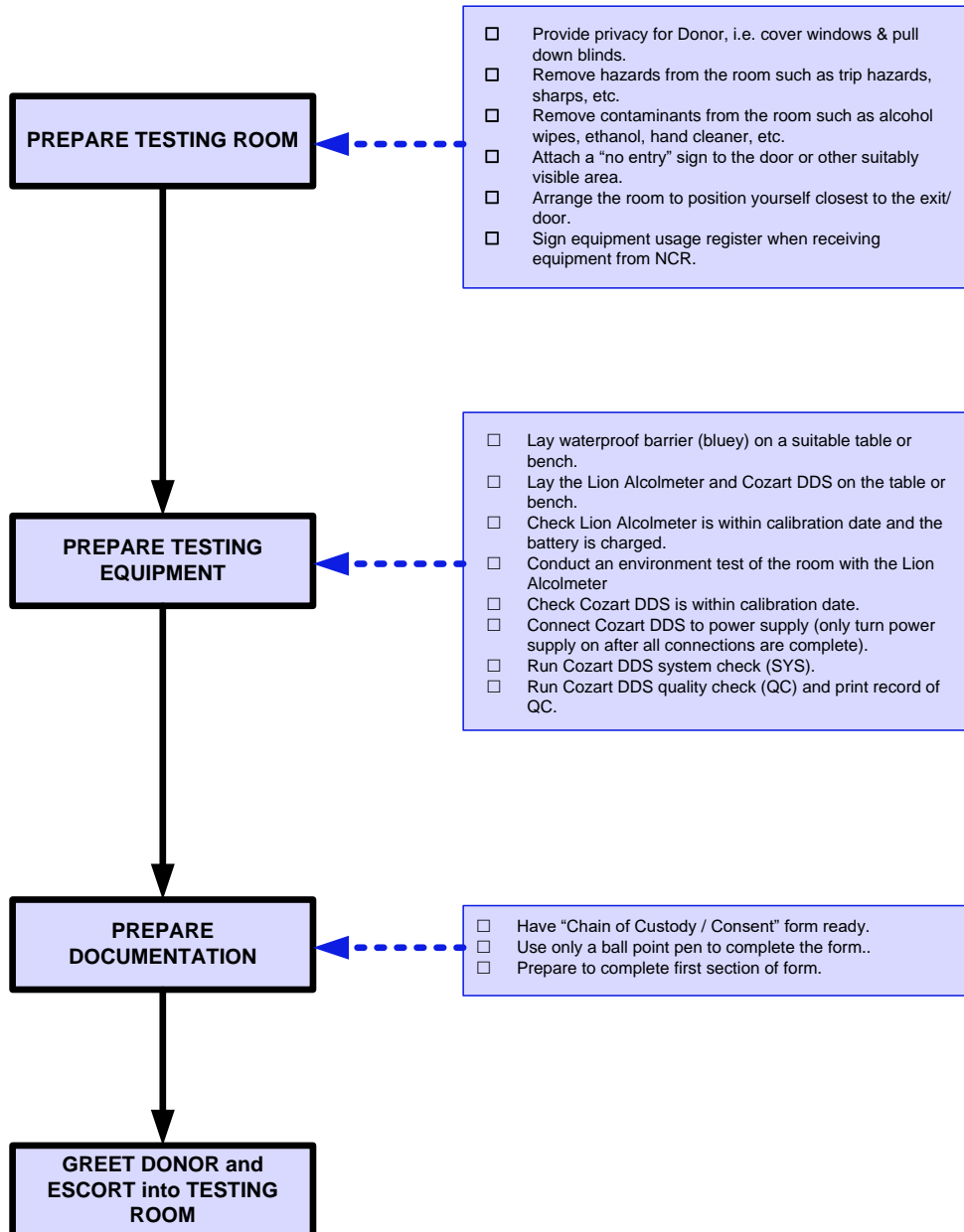
- Step 1: Select LOCATOR
- Step 2: Select TAG BOARD
- Step 3: Select “Area” *(This identifies all people “swiped on” to site. The total “Results” tallies the total number of people on site at this time)*
- Step 4: Select TESTING
- Step 5: Select CONFIGURATION
- Step 6: Select “Test Selections” *(Click on the site you choose for the selection)*
- Step 7: Type in the number of tests required (e.g. 20)
- Step 8: Save
- Step 9: Select RULE CONFIGURATION
- Step 10: Select “Rules”
- Step 11: Select “AOD Cardholder Selection”
- Step 12: Select “Schedule”
- Step 13: Select “Once at” *(schedule for approx. 10 minutes later to run, then click OK)*
- Step 14: Select “Enabled”
- Step 15: Select Save
- Step 16: Select “AOD Selection”
- Step 17: Select “Schedule”
- Step 18: Select “Once at” *(schedule for at least 1 minute later, then click OK)*
- Step 19: Select “Enabled”
- Step 20: Save
- Step 21: Select “Enabled” for all “Results headings” *(Do not select expiry)*
- Step 22: Save
- Step 23: After the chosen time to run, select CARDHOLDER TESTING
(Note: Names will be selected twice because of both alcohol and drug testing)

After one week undo all “Enabled” selections.

14.3 Attachment 3 – Flowchart & Checklist, Stage 1 – Preparation for Testing

CONDUCTING AN AOD TEST

STAGE 1 – Preparation for Testing Process and Check List for AOD Tester



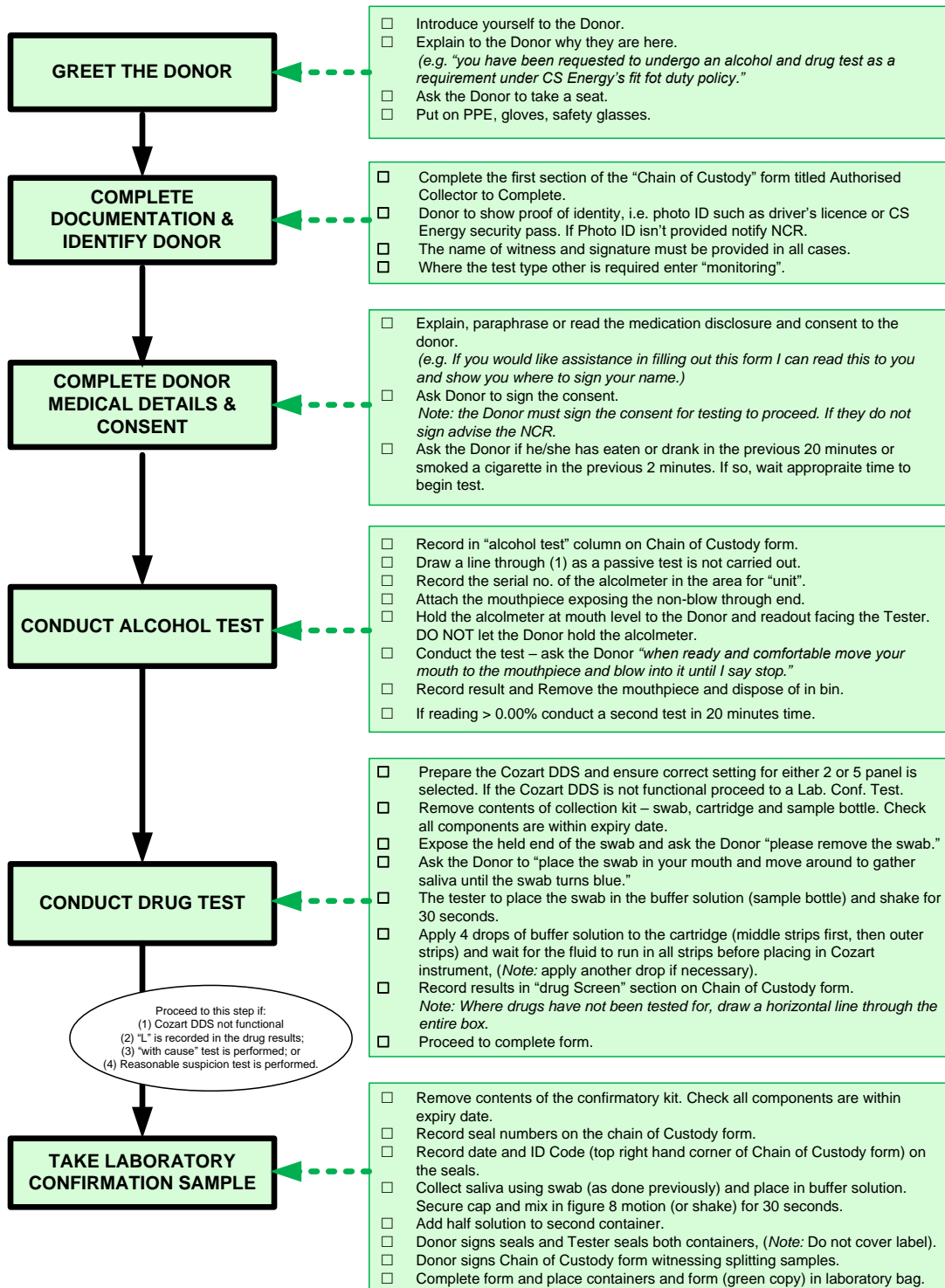
Reference – Alcohol and Other Drugs Training Handbook, Section 3, Part 1 - Preparation Before the Test.

14.4 Attachment 4 – Flowchart & Checklist, Stage 2 – Testing

CONDUCTING AN AOD TEST

STAGE 2 – Testing

Process and Check List for AOD Tester



Reference – Alcohol and Other Drugs Training Handbook,
 Section 3, Parts 2 to 8.

14.5 Attachment 5 – Flowchart & Checklist, Stage 3 – Post Test

CONDUCTING AN AOD TEST

STAGE 3 – Post Test
 Process and Check List for AOD Tester

