



OVERVIEW

This procedure details the drug and alcohol standards, requirements and testing regime that applies to all employees and contractors.

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1. INTRODUCTION

1.1. Objective

- Communicate the restrictions on the use of alcohol and drugs by individuals engaged in CBH Company related business activities.
- Create a safe and healthy workplace for our employees, contractors and visitors ensuring that the risks associated with the use of alcohol and/or drugs is minimised.
- Foster an attitude that it is not acceptable to come to or be at work under the influence of alcohol and/or drugs.
- Ensure that CBH Group meets all its legal obligations with respect to providing a safe working environment.
- Provide protocols for managing individuals who are unfit for work.
- Provide awareness to employees about support and counselling options, such as the Employee Assistance Program (EAP), which is available to employees with alcohol and/or drug problems.
- Ensure appropriate rehabilitation programs are provided to employees who require expertise in the assessment, treatment and rehabilitation in the misuse of alcohol and/or drugs

1.2. Scope

This procedure applies to all individuals seeking employment with Company and/or while they are on CBH Group Sites or engaging in Company related business activities.

1.3. References

The following references are referred to in this document and in supporting resources.

Table 1: External References

Reference	Source
AS/NZS 4308 - Collection, Detection and Quantisation of Drugs of Abuse in Urine.	CBH Subscription SAI Global
AS/NZS 4760 – 2006 Procedures for Specimen Collection and the Detection and Quantification of Drugs in Oral Fluid	CBH Subscription SAI Global
Guidance Note – Alcohol and Other Drugs in the Workplace 2008 (WorkSafe WA)	
Dangerous Goods Handling and Storage) Regulations 1992	https://legislation.wa.gov.au/
Rail Safety Act 2015	https://legislation.wa.gov.au/
National Standard for Licensing Persons Performing High Risk Work	

Table 2: CBH References

Reference	STORE ID
Health, Safety and Environment Policy	STORE-1473931053-383
Health and Safety Standard	STORE-1473931053-521

1.4. Roles and Responsibilities

Role	Responsibilities
Individual	<ul style="list-style-type: none"> ▪ Are responsible for complying with this procedure. ▪ Shall not withhold relevant information concerning someone who has violated this procedure, or who intentionally falsely reported that another individual has violated this procedure, or they may also be subject to disciplinary action. ▪ Should inform their supervisor when taking prescribed or over the counter medication that could interfere with safe performance of job duties. This obligation also applies to on-call situations. Self-reporting in such situations shall not result in any punitive ramifications from the Company, however repetitive patterns of such self-reporting, or other behavioural, performance or misconduct issues may result in discipline up to and including dismissal. ▪ Shall inform their supervisor, or when inappropriate to do so, Human Resources whenever there is Reasonable Suspicion that an individual may be in violation of this procedure. ▪ Shall notify the Company of any licence suspension, if required to drive a Company vehicle.
Manager	<ul style="list-style-type: none"> ▪ Shall take action according to this procedure when they have Reasonable Suspicion that an individual is not in compliance with this procedure. ▪ Responsible for ensuring that all tests are performed within the allocated timeframes. ▪ Responsible for ensuring that all random tests are performed within the stated guidelines. ▪ Shall implement this procedure in their area of responsibility. ▪ Shall ensure each site has the proper equipment and testing supplies in stock ▪ Contact Human Resources for support and advice in the event of any breach.
Zone Administrator's	<ul style="list-style-type: none"> ▪ Shall provide administration support to the Area Managers and ensure that ALL test results are recorded and saved into STORE. ▪ Ensure that all Chain of Custody Forms or other confidential information is saved in STORE. ▪ Shall ensure each site has the proper equipment and testing supplies in stock.
Health and Safety Advisor	<ul style="list-style-type: none"> ▪ Shall provide assistance and support to the responsible Manager in implementation of this procedure and in any matter concerning drugs and/or alcohol.
HSE Coordinator	<ul style="list-style-type: none"> ▪ Shall be responsible for oversight of the Drug and Alcohol Program and management of the Third Party Administrator. ▪ Shall provide assistance and support to the responsible Manager in implementation of this procedure and in any matter concerning drugs and or alcohol. Shall be responsible for the administration of the results and informing the Manager and HR Advisor and of the results when they are received. These results are then to be saved into STORE.
Group Safety and Environment Manager	<ul style="list-style-type: none"> ▪ Providing regular updates and briefings to the Executive on compliance with the Alcohol and Drug procedure. ▪ Shall also be responsible for Alcohol and Drug Statistics.
Human Resources	<ul style="list-style-type: none"> ▪ Shall provide timely advice, assistance and support to the responsible Manager and Health and Safety in the event of a non-negative test by an employee. ▪ Ensure disciplinary procedures are invoked as required by this procedure. ▪ Ensure counselling and assistance programs are in place, effective and available to employee.

1.5. Definitions

Term	Definition
Dilute Sample	A dilute urine sample is a sample where the concentration of creatinine is too low for an accurate test result to be determined. A dilute sample would require another compulsory test to be performed.
EAP	Employee Assistance Program, an external counselling program available to all CBH employees
Employee	Any person directly employed by CBH Group or any related entity whether employed on a permanent, temporary, fixed term, casual or seasonal basis
Government Employee	An individual who performs work for or on behalf of a government agency
HSE Safety Coordinator	The person who is responsible for receiving and reviewing laboratory results generated by the Company Alcohol and Drug testing program
Human Resources	General Manager Corporate Services, Human Resources Manager, Human Resource Advisor and/or Employee Relations Specialist
Illicit substance	Any substance which is not legally permitted or authorized; unlicensed; unlawful including a lawful substance that is being used improperly
Individual	Persons who engage in Company business, including the Company's employees, agency contractors, government employees, service contractors, consultants and visitors. This also includes persons applying for employment with the Company, including harvest casuals.
Invalid Sample	An invalid urine sample is one which contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics (pH, temperature), or has an endogenous substance at an abnormal concentration and prevents the tester from completing or obtaining a valid test result
Lawful Substances	Substances, which an individual may lawfully possess, or use, but which can impair physical or mental capacity. These include over the counter medications, controlled substances (prescription medications) for which the individual has a valid prescription, and intoxicating beverages
Manager	The CBH Group manager or supervisor responsible for overseeing the work being undertaken by the individual, or a more senior manager in the same division
Non Negative Test Result	The detection of any substance at, or above the prescribed limit or defined cut off level
Operational Site	Operational sites are receipt points, terminals, workshops and designated construction areas. An operational site is considered high risk due to the activities that are commonly undertaken: rail, work at heights, confined space entry, mobile plant and equipment, tarping, electricity, motor vehicles, fumigation, and potential for fire.
Prescribed Statutory Limit Alcohol (BAC)	The BAC limit set by relevant legislation.
Reasonable Suspicion or For-Cause	A reasonable belief held by a Company employee, who has received agreement from at least one supervisor, manager or Human Resources (whenever practicable) that an individual:

Term	Definition
	Is using or possesses any unlawful or lawful substance; or Has a threshold level of a substance in his or her body and they appear to be impaired. This can be based either on specific, physical, behavioural or performance indicators of the use of such substances, or on information provided by a reliable and credible source, or on independent corroboration. Whenever practical, the Employee should validate the case for testing with a supervisor, manager, or Human Resources, as appropriate, prior to taking action.
Saliva Test	A saliva test is an oral fluid-based test used to detect for drugs
“Shall” or “Must”	Means a mandatory requirement
“Showing Cause”	To demonstrate mitigating circumstances or contributing factors which may be considered in the determination of disciplinary action and/or termination. For further information on contributing factors and showing cause, refer to the Employee Management & Discipline Procedure (DOCS # 265961)
Significant Incident	A significant incident is any occurrence that has actually resulted, or had the potential to result, in serious injury or fatality.
Split Sample	A split in the portion or aliquot taken from a sample on which the test or assay is actually carried out.
Third Party Administrator (TPA)	A service agent that provides or coordinates the provision of a variety of drug and alcohol testing services
Under the Influence	The detection in an individual’s body of any “Unlawful” or “Lawful Substance” which is equal to or in excess of the prescribed limits stated in this Procedure
Unlawful Substances	An illegal drug, use of or possession of, or any other substances or materials used for the manufacture, sale, purchase, transfer of illegal drugs, which are prohibited by applicable laws and regulations. A lawful substance that is being abused via improper use e.g. abuse/misuse of prescription drugs or over counter medication.
Urine Test	Is a screening test used to detect for the presence of drugs
Vehicle	A device that is designed or used to transport people or objects. Common vehicles used by the Company which includes but are not limited to the following: bicycles, cars, front end loaders, cranes, skid steers, tractors, trucks, forklifts and sweepers. In addition, stackers, multi loader stackers and rail wagons are used to transport objects

1.6. Information Management

The following information management systems support processes within this procedure:

System	Description
SHARE	SHARE (Safety Health Audit Risk and Environment) is the CBH online database for all Safety, Environmental and Quality recordings, and enables staff to view and report trends, active and inactive items, assign, escalate and share investigation responsibilities. Events may be entered as a Hazard, Incident or Action depending on specifics.

1.7. Communication

The document owner is responsible for communicating and making available this document to all stakeholders. The document is available to all staff on the company intranet.

1.8. Compliance Management

CBH are required to comply with international and national legislated requirements, accreditations and standards. To achieve this staff are required to comply with all Policies, Procedures and Work Instructions provided to them.

Regular reviews and audits will be performed by internal and external parties as required to ensure compliance is being achieved.

If a non-compliance or breach is identified the Responsible Line Manager must be notified as soon as practically possible.

1.9. Change Management

Changes to this document shall be managed, reviewed and updated as described in the Document Control Content and Records Management Procedure.

2. PROHIBITED ACTIVITIES

The following activities are not consistent with providing and maintaining a safe workplace and as such are prohibited.

Individuals engaging in the following activities may be subject to disciplinary action which may result in termination of employment for employees and/or removal from sites for contractors, visitors and government employees.

1. A non-negative test result for Unlawful or Lawful Substances.
2. An individual having a BAC above 0.000 whilst on an operational site.
3. An individual having a BAC above 0.020 whilst performing work activities not on an operational site.
4. The use or possession of, manufacture, sale, purchase, transfer of Illegal drugs, narcotics or other Unlawful or Lawful Substances on Company sites or while conducting Company related business; and
5. Tampering with an alcohol or drug test sample.
6. Failing to notify their Manager if the individual is taking a legal over-the-counter or prescribed drug that an individual knows could interfere with the safe performance of job duties.
7. Refusing to provide a sample as part of an alcohol or drug test required by this procedure.
8. Intentionally failing to adhere to the alcohol or drug sample collection procedures. Any attempt to adulterate or substitute the sample or notification from the laboratory of an adulterated or substituted sample shall be treated as a refusal to test.
9. Refusing to submit to a search of one's person and/or possessions on Company Sites.
10. Failure to attend the testing facility within the specified time frame.
11. Breaches of confidentiality.
12. Other behaviour or activities related to the consumption of alcohol and drugs that could jeopardise the safety of people on CBH sites.

3. TESTING FOR THE PRESENCE OF ALCOHOL AND DRUG

3.1. Prescription Drugs and Other Medication

An individual must notify their Manager as soon as they become aware they are taking a legal over-the-counter or controlled (i.e. prescription) drug that could interfere with the safe performance of their duties. This must occur prior to the individual performing work. No disciplinary action will be taken against an individual who self-reports over the counter or prescription drug use in this circumstance. This does not apply where other behavioural performance or misconduct problems or violations of this procedure exist.

The Manager, with support of the HSE Coordinator shall determine whether the individual who has self-reported can safely perform the essential duties of the job, or whether any restrictions on the individual's duties are required.

The Manager may request the individual to provide a certificate from a medical practitioner indicating that they can safely perform the duties of their role.

3.2. Requirement to Declare Use of Drugs Prior to Testing

Individuals in the workplace are required to declare in writing any prescription drugs and non-prescription drugs that are available over the counter that are being used or have been used in the last fourteen days prior to the undertaking of the drug test.

In the event of an individual returning a non-negative test (consistent with the declared prescription and/or over the counter drug) the following steps must be followed:

- Chain of Custody Form to be completed and sent to the analytical laboratory with the sample.
- A copy of the Chain of Custody form to be scanned and sent to the HSE Safety Coordinator.
- The individual and their Manager will meet to discuss fitness for work options.
- The Manager may:
 - Request that the individual be stood down on full pay pending confirmatory GCMS results.
 - Advise the employee that they must perform modified duties, if deemed that they are in a safety critical role and/or the medication may compromise their ability to work safely.
 - Allow the individual to continue in their normal duties.
- The Manager must document outcomes of the discussion and advise the HSE Coordinator accordingly.
- HSE Coordinator will advise the Manager, HR Advisor of the outcomes of the confirmatory GCMS result.

Following the receipt of the confirmatory GCMS result, the Manager and/or HSE Coordinator may request an individual to provide a certificate from a medical practitioner indicating that they can safely perform the duties of their role.

Note: If it is identified through the discussions with the individual that an injury has occurred outside of work activities, which could impact on their ability to safely perform their job, the Manager should liaise with the HSE Coordinator for further advice and direction.

3.3. Situations When Testing May Occur

The Company shall conduct testing of breath, saliva and urine to detect the presence of “Unlawful” or “Lawful Substances” in an individual’s body under the following testing regimes:

- **Pre-Placement** – Breath and urine testing prior to an offer of employment. Note: Where an individual returns a non-negative test result for alcohol or a confirmed result for an illicit drug(s) above cut off level, the individual shall not be offered employment nor shall they be considered for future employment or engagement of any services for nine months from the day of receiving the confirmed result.
- **Pre-Engagement** – Breath and urine testing prior to the performance of any services by a contractor or consultant as deemed appropriate by the Company.
- **Harvest Casual Testing** – Breath and urine testing within 14 working days of commencement of employment. Note: Where an individual returns a non-negative test result for alcohol or a confirmed result for an illicit drug(s) above cut off level, the individual’s employment shall be terminated and they will not be considered for future employment or engagement of any services for 24 months from the day of receiving the confirmed result.
- **Random** – Breath and saliva testing will occur for all individuals at all Company Sites. Random selection shall be a consistently applied process whereby individuals are selected if they pull a coloured ball from the bag. The bag will contain 1 coloured ball and 1 white ball. Should an individual present a Non-Negative saliva sample, they will then be required to present a compulsory urine sample which will be used for the confirmatory GCMS results
- **Incident** – This type of testing may occur where an individual is involved in a significant incident. Significant incidents may include, but are not limited to:
 - Vehicle accidents.
 - Injuries treated by a medical practitioner.
 - Property/equipment damage.
 - Reportable near misses.
 - Violence, bullying or harassment in the workplace.
- **“Fitness for Work” or “For Cause”** – Testing may occur where any employee has reason to believe that another individual is under the influence of alcohol or drugs. The employee must report their suspicions to a Manager, Health and Safety or Human Resources. If the Manager, Health and Safety or Human Resources agrees that there is cause for suspicion they must arrange for the individual to be removed from the workplace and taken to an authorised testing centre or Company authorised collector to provide a urine and/or breathalyser test.
- **Extraordinary Testing** – This type of testing may occur when an individual has returned a non-negative test result and is participating in an active rehabilitation/counselling program. In this instance urine and or breath tests will be required.

3.4. Self-Testing Alcohol

If an individual is in doubt of their fitness for work, they have the opportunity and are encouraged to voluntarily self-test for the presence of alcohol “without prejudice”, prior to the commencement of their duties.

In the event that an individual identifies that they are not fit for work, it is the individual’s responsibility to report to their Manager. The Manager will discuss appropriate action without prejudice to the individual concerned.

If an individual repeatedly presents unfit for work an investigation shall be undertaken and may result in disciplinary action which may include termination of employment.

Individuals have a responsibility for their own safety and that of others. In the event that a breathalyser is not available, and there are doubts on fitness for work, individuals must make a decision. If a choice is made not to attend work, the Supervisor must be advised.

3.5. Retesting Casuals – Breaks In Service

Seasonal, temporary and casual employees shall require a retest prior to recommencing work if they have had a break in service of longer than three (3) months.

3.6. Testing and Collection Methodologies

Valid samples for the purposes of drug screening shall comply with the requirements of Australian Standard 4308 for the Collection, Detection and Quantisation of Drugs of Abuse in Urine and Australian Standard 4760 Procedures for Specimen Collection and the Detection of Quantitation of Drugs in Oral Fluid.

A screening test to identify the presence of alcohol shall be conducted by breath analysing equipment that meets the requirements of Australian Standard 3547 and the procedure used shall be as recommended by the manufacturer of the device.

For alcohol confirmation purposes, the Company shall use a calibrated Evidential Breath Testing (EBT) device for breath testing to determine and confirm breath alcohol content. An EBT may be also used for alcohol screening testing.

- All drug and alcohol testing shall be conducted at a Company approved testing facility or, if conducted at the workplace, shall be administered by authorised collector(s).
- Urine testing is the company's base testing methodology for Pre-placement, Pre-engagement, Harvest Casual Testing on Commencement, Incident, For Cause and Extraordinary testing. Saliva testing is the company's method of testing for all random testing and shall be carried out in accordance with Australian Standard 4760 – 2006 Procedures for Specimen Collection and the Detection and Quantification of Drugs in Oral Fluid. Should an individual present a Non-Negative saliva sample, they will then be required to present a compulsory urine sample which will be used for the confirmatory GCMS results.
- Urine analysis shall be conducted in accordance with Australian Standard 4308 for the Collection, Detection and Quantisation of Drugs of Abuse in Urine.
- A split-sampling method of collection shall be used for all urine specimens that are to be tested for "Unlawful" or "Lawful Substances".
- Collection shall be conducted by a trained collector following chain of custody using recognised national sampling procedures using a standardised collection kit provided by the Third Party Administrator.

3.7. Testing Equipment and Third Party Providers

- For all alcohol and drug tests, the Company shall use standardised testing equipment, kits which shall be supplied via the Third Party Administrator(s).
- The Company shall use an accredited Diagnostic Service Provider to provide all confirmatory laboratory results.
- The Company reserves the right to engage the services of a Third Party provider for onsite testing.

3.8. Consent for Testing and Failure to Consent and Submit for Testing

- Individuals shall be required to sign a Chain of Custody Form in advance of any test.
- In the case of a minor, when the individual's legal parent or guardian signs the consent form to permit the minor to undertake a test, this consent remains ongoing throughout the employment of the individual at CBH.
- An individual who is required to undertake a pre-placement test and refuses to sign the Chain of Custody Form or submit to a test shall not be hired. In the case of a minor, if the individual's legal parent or guardian refuses to sign a consent form to permit the minor to comply with this procedure, the individual will not be hired.
- A government employee, contractor or consultant who refuses to sign a Chain of Custody Form or to submit to a test shall not be permitted to remain on Company premises and / or provide further services to the Company.
- An employee who refuses to sign a Chain of Custody Form will be in violation of the Alcohol and Drug Procedure and may be subject to disciplinary action, which may include termination of employment.
- Failure to submit for a test will be in violation of the Alcohol and Drug Procedure and may be subject to disciplinary action, which may include termination of employment.
- In the event that you need to leave site before submitting for your test you must present to the collector onsite prior to leaving (Supervisor).

3.9. Inability to Provide a Valid Sample

- An individual who is requested but not able to provide a saliva sample must then provide a urine sample. In the event that an individual is unable to provide a urine sample they shall be deemed to have provided a non-negative result and will be stood down pending the provision of a valid result. The individual must provide a valid sample for testing within twenty four (24) hours at an authorised testing centre and to comply with the instructions of the authorised testing centre to ensure a valid sample is provided.
- Failure to present to the authorised testing centre and supply a valid sample will be in violation of this procedure and may be subject to disciplinary action, which may include termination of employment.
- An individual who provides a dilute sample must provide a second sample. In the event that a second sample cannot be provided the individual shall be deemed to have provided a non-negative result and will be stood down pending the provision of a valid result
- An individual who provides an invalid sample shall be deemed to have provided a non-negative result and will be in violation of the Alcohol and Drug Procedure and may be subject to disciplinary action, which may include termination of employment.

4. TESTING CUT OFF LEVELS

4.1. Alcohol

- An individual having a BAC above 0.000 whilst on an operational site.
- An individual having a BAC above 0.020 whilst performing work activities not on an operational site.

4.2. Drugs

The Company understands that drugs compromise the ability to provide a safe and productive work environment and as such created Life Saving Rule (LSR). The LSR states a zero tolerance to the illicit drugs when the cut-off levels are exceeded (as listed below).

Initial saliva screening test cut-off levels based on AS/NZ 4760 are as follows:	
CLASS OF DRUG	CUT-OFF LEVEL (ug/l)
Opiates	50
Amphetamine-type stimulants	50
Cannabis metabolites (THC)	25
Cocaine and metabolites	50

Initial urine screening test cut-off levels based on AS/NZS 4308 are as follows:	
CLASS OF DRUG	CUT-OFF LEVEL (ug/l)
Opiates	300
Amphetamine-type stimulants	300
Cannabis metabolites (THC)	50
Cocaine and metabolites	300
Benzodiazepines	200

The confirmatory test cut-off levels for urine are:	
COMPOUND	CUT-OFF LEVEL (ug/l)
Morphine	300
Codeine	300
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
Phentermine	500



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The confirmatory test cut-off levels for urine are:	
COMPOUND	CUT-OFF LEVEL (ug/l)
Ephedrine	500
Pseudoephedrine	500
11-nor- Δ^9 – tetrahydrocannabinol-9-carboxylic acid	15 (active compound)
Benzoylecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

5. UNFIT FOR WORK PROTOCOLS

When an individual is deemed unfit for work the following action shall be taken.

5.1. Non-Negative Test Result for Alcohol

13. Where an individual returns a non-negative test result for alcohol, the individual shall be stood down on full pay, and must wait on site under supervision for 20 minutes.
14. A second test shall be conducted 20 minutes after the initial test.
15. If the second test result is below the limits set out in this procedure the individual may return to their duties.
16. If the second test result is at or above the limits set out in this procedure, the individual shall continue to be stood down on full pay (Excluding Harvest Casuals) [Note: Contact Human Resources Advisor and HSE Coordinator to advise of non-negative result]
17. If the individual is a Contractor, it is the responsibility of the Manager to advise the Contracting Company of the breach and the HSE Coordinator. The Contracting Company must make arrangements to have the individual safely removed from all CBH sites.
18. Under no circumstances shall the individual be permitted to drive a vehicle or operate machinery on site. It is the responsibility of the Manager to ensure that the individual is either transported home safely or if they are working remotely, returned safely to their temporary place of residence.
19. The individual will remain stood down pending outcomes of an investigation and/or disciplinary action.
20. Prior to any meeting the individual must undergo a further test to confirm if they are below the limits stated in this procedure. If the individual refuses to submit for this test Section 3.8 of this procedure will apply. If the individual's test result is at or above the limits stated in this procedure, they will continue to be stood down on full pay and will be required to return daily until they test below the limits prescribed in this procedure. The manager must ensure that any further discussions with the individual are carried out at a time when the individual is not affected by drugs or alcohol.

5.2. Non-Negative Test Result for Illicit Drugs

1. Where an individual returns a non-negative test result for illicit drugs, the individual shall be stood down immediately, on full pay (excluding Harvest Casuals) pending the outcome of a confirmatory (GCMS) test.
2. In the event that the individual is a Harvest Casual, the individual shall be stood down immediately, pending the outcome of a confirmatory (GCMS) test.
3. [Note: In the event that the individual is a Contractor, the individual must be removed from site and not allowed entry to any CBH site, pending results of the confirmatory analysis. Note : The HSE Coordinator must be advised of non-negative result]. [Note: For CBH Employees, contact Human Resources Advisor and HSE Coordinator advise of non-negative result].
4. The return of a non-negative saliva sample will trigger a compulsory urine sample to be provided. This urine sample will be the sample used for the confirmatory GCMS results. The urine sample provided will be placed into sample containers for transport and signed by the individual in accordance with the chain of custody requirements and sent for confirmatory analysis. It may take up to four (4) working days to confirm the result.
5. Under no circumstances shall the individual be permitted to drive a vehicle or operate machinery on site. It is the responsibility of the Manager to ensure that the individual is either transported home safely or if they are working remotely, returned safely to their temporary place of residence.
6. If the GCMS test result is below the limits set out in this procedure, the individual will be contacted by their Manager and advised that they may return to their duties.



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7. If the GCMS test result is at or above the limits set out in this procedure, the individual shall continue to be stood down on full pay. The LSR has been breached and an investigation must be conducted.
8. [Note: In the event that the individual is a Contractor, the Contracting Company will be advised that the individual has breached a LSR and will no longer be permitted to perform any work for CBH].
9. The individual will remain stood down pending outcomes of the investigation and disciplinary action.

Breaches will be managed under the Employee Management and Disciplinary Procedure. Any breach must be communicated to the senior manager and HR advisor.

6. PROTECTION OF PRIVACY

All relevant information is safeguarded according to the requirements for confidential human resource and medical information and is only provided in cases where such information is necessary to ensure safety and health and performance in relation to Company premises or activities.

The Company shall not release information relating to the Alcohol and Drug Procedure that identifies an individual to anyone outside of the Company without the written consent of the individual concerned, subject to the Company's rights to seek professional advice and/or legal representation.

All authorised collectors shall sign a Confidentiality Agreement in advance of completing any testing. Copies shall be forwarded to the Human Resources Team for placement on employee files.

6.1. Transmission and Storage of Information

Information pertaining to the Alcohol and Drug Standard must be transmitted and stored in a manner that provides the highest level of confidentiality for individuals.

Sensitive information must be clearly endorsed as "confidential" and "for personal attention" of the addresses only. External parties must be advised to release information to the Health and Wellness Manager as the nominated person.

Electronic storage of information will be strictly controlled with secure pass codes and access restricted to the HSE Coordinator only.



7. RESPONSIBLE USE OF ALCOHOL

7.1. Company Functions

Managers shall ensure that functions sponsored by the Company or held on Company premises involve a responsible approach to the serving of alcohol.

This will include and not be limited to the following:

- Ensuring the prominent availability of alcohol free and low alcohol drinks and limiting the availability of spirits and other high alcohol content drinks.
- Providing appropriate food to be consumed with drinks (e.g. non-salty, protein based snacks).
- Instructing those serving drinks to use moderate amounts of liquor in mixed drinks, monitor consumption and cease serving to an individual who is clearly affected by alcohol.
- Ending the provision of alcohol in a reasonable period prior to the end of the function.
- Providing suitable transport (i.e. cab charge vouchers or similar) to avoid the potential for individuals to take risks while potentially affected by alcohol.

7.2. Company Owned Residential Property

Alcohol is permitted on Company owned residential property or accommodation units that constitute an individual's private accommodation while they are based at that particular location.

To monitor compliance, the Company reserves the right to conduct searches, inspections and tests on Company premises in accordance with applicable law and without prior notice. The search areas can include but are not limited to clothing, personal effects, lockers, toolboxes, baggage, vehicles, and living quarters of any person on Company property.

If it is intended to conduct such a search the individual/s concerned shall be informed of the reason and be allowed to have another person present. The Manager conducting the search should request another individual to be present as a witness and all details must be fully documented.

Prior to any search, the individual impacted should be advised of the nature of the search. Individuals should be asked whether they have anything in their possession that may present a danger to the searchers before the search commences.

Where any individual in the workplace refuses to submit to a search, inspection or test the incident shall be referred to the local authorities. Where any employee is found to be in possession of an unlawful substance they shall be subject to disciplinary action which may include termination of employment. Any individual in the workplace found to be in possession of an unlawful substance shall not be permitted to perform work for or with the Company or to enter or remain on Company premises.

The possession, cultivation, distribution, sale, purchase or consumption of unlawful substances on Company owned residential property or while otherwise on Company business shall be considered a criminal matter and be referred to the appropriate authorities.

Any suspected "Unlawful" or "Lawful Substances" found during a search may be surrendered to the appropriate law enforcement agency.

7.3. Client Sites and Other Locations

CBH employees on other client's sites must abide by the Company standard and cooperate with the requirements of the client's drug and alcohol policy and procedures if that is of a higher standard.



PROCEDURE Alcohol And Drug

In the event of an employee testing positive in these circumstances or being found in possession of a prohibited item, the employee must immediately contact their Manager who will undertake to arrange for the employee to be either transported home safely or if they are working remotely, returned safely to their temporary place of residence.

The employee's Manager must immediately contact Human Resources to seek guidance regarding appropriate action to take.

8. EMPLOYEE ASSISTANCE AND REHABILITATION PROGRAMS

8.1. Employee Assistance Program

At the CBH Group, our employees are our greatest asset. We support the health and wellbeing of our workforce to enable employees to be productive and successful on the job.

To help employees with personal problems that may interfere with their work, the Company provides an Employee Assistance Program (EAP).

The EAP is available confidentially to all individuals who may have alcohol and drug related problems.

- An employee who has a substance abuse problem, and voluntarily comes forward to seek help, shall be eligible for initial rehabilitation treatment without risk of termination, unless there are other behavioural, performance or misconduct issues.
- Employees who advise the Company of such an issue through their Manager or Human Resources shall be referred to the EAP for assistance, via a workplace referral (ie, CBH will contact the EAP to arrange a consultation). Individuals shall be immediately placed on paid leave (or in the event they do not any paid leave, suitable unpaid leave) pending initial recommendation from the EAP service.
- Any employee's participation in the EAP shall also require the consent of the employee for releasing any and all EAP records to the Company personnel for the purpose of managing the case for treatment and aftercare monitoring.
- Where an employee has voluntarily come forward for assistance and been referred to the EAP service, a fitness for work test will be required prior to the employee returning to work.

8.2. Education and Awareness

Information shall be provided to all individuals regarding this procedure.

Through workplace education, it is important to develop a workplace culture in which employees are prepared to encourage each other to work safely. Workplace education can also play an important role in preventing or minimising the risk of hazards associated with alcohol and drugs.

Education shall be presented in the form of posters, leaflets, newsletters and meetings, or through presentations by appropriate parties such as medical experts. Regular awareness campaigns will be run throughout the organisation.

9. DOCUMENT CONTROL

Authorities

Approved By	Group Health Safety Environment Manger	Approval Date	02/04/2020
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Owner	Group Health Safety Environment Manger	Custodian	Health & Wellness Manager
Division	Operations	Department	Safety and Environment

Review History

Version	Date	Author	Description of Revision
2.0	24/01/2019	Group Health Safety Environment Manger	Document content transferred onto new template, published
2.1	02/10/2019	Health & Wellness Manager	Correction to BAC reference in section 2.1 and 4.1 as approved by Group Health Safety Environment Manger, published
2.2	02/04/2020	HSEQ Compliance Manager	Annual review; no changes
2.2	20/04/2020	IMS Team	Quality review, minor fixed to headings and subheadings
3.0	20/04/2020	Group Health Safety Environment Manger	Final, issued for use, published