

**OVERVIEW**

This procedure details the drug and alcohol standards, requirements and testing requirements that apply to all employees and contractors. This procedure underpins the [Personal Health and Safety Standard](#).

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### 1. INTRODUCTION

#### 1.1. Objectives

The objectives of this procedure are to:

- Communicate the restrictions on the use of alcohol and drugs by individuals engaged in CBH related business activities including CBH endorsed events both on and off CBH premises.
- Communicate the provisions for safe use of valid prescription medications by individuals.
- 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.
- Enable a culture where it's not acceptable to come to or be at work under influence of alcohol or drugs.
- Ensure that CBH Group meets all its legal obligations with respect to providing a safe working environment.
- Provide the protocols for managing individuals who are unfit for work.
- Provide health lifestyle resources and 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 early intervention and rehabilitation programs are provided to employees who require expertise in the assessment, treatment, and rehabilitation for the misuse of alcohol and/or drugs.

#### 1.2. Scope

This procedure applies to all individuals seeking employment with or currently engaged by CBH, and/or while they are on CBH owned or managed sites or engaging in company related activities and events.

#### 1.3. Roles and Responsibilities

Role	Responsibilities
Individuals	<ul style="list-style-type: none"> <li>▪ Are responsible for complying with this procedure.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Shall notify the company of any driving licence suspension, if required to drive a company vehicle or operate company plant.</li> </ul>
Responsible Line Manager (RLM)	<ul style="list-style-type: none"> <li>▪ Shall take action according to this procedure when they have reasonable suspicion or for-cause that an individual is not in compliance with this procedure.</li> </ul>

Role	Responsibilities
"Manager"	<ul style="list-style-type: none"> <li>▪ Responsible for ensuring that all tests are performed within the allocated timeframes.</li> <li>▪ Responsible for ensuring that random tests are performed within the stated guidelines.</li> <li>▪ Shall implement this procedure in their area of responsibility.</li> <li>▪ Shall ensure each site has the proper equipment and testing supplies in stock.</li> <li>▪ Contact Human Resources for support and advice in the event of any breach.</li> </ul>
Health and Wellness Team	<ul style="list-style-type: none"> <li>▪ Shall be responsible for oversight of the Drug and Alcohol Program and management of third-party provider/s.</li> <li>▪ Shall provide assistance and support to the responsible Manager in implementation of this procedure and in any matter concerning drugs and or alcohol.</li> <li>▪ Shall be responsible for the administration of the results and informing the Manager and Human Resources of the results when they are received. These results are then to be saved privately and confidentially in STORE.</li> </ul>
Authorised Collector or Tester	<ul style="list-style-type: none"> <li>▪ Be qualified and authorised to undertake collection as outlined in this procedure.</li> <li>▪ Ensure consent, privacy and confidentiality requirements are followed.</li> <li>▪ Undertake duties in a professional, consistent, and patient manner.</li> <li>▪ Collaborate and provide advice to individuals, RLMs and internally trained collectors in relation to alcohol and other drug processes as outlined in this procedure.</li> </ul>
Zone Administrator's	<ul style="list-style-type: none"> <li>▪ Shall provide administration support to schedule testing with authorised third-party contractor collectors.</li> <li>▪ Shall provide administration support to the RLMs and ensure that test results are recorded and saved privately and confidentially into STORE.</li> <li>▪ Ensure that all chain of custody forms, private and confidential information is in STORE.</li> <li>▪ Shall ensure each site has the proper equipment and testing supplies in stock.</li> <li>▪ Shall maintain the strictest of confidentiality with regards to personal and private information of medical related information.</li> </ul>
Specialist - HSE	<ul style="list-style-type: none"> <li>▪ Shall provide assistance and support to the responsible Manager in the implementation of this procedure and in any matter concerning drugs and/or alcohol.</li> </ul>
Head - HSE	<ul style="list-style-type: none"> <li>▪ Shall provide routine updates and briefings to the Executive on compliance with the Alcohol and Drug procedure.</li> <li>▪ Shall also be responsible for communicating alcohol and drug statistics and setting performance targets and minimum standards.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Ensure disciplinary procedures are invoked as required by this procedure.</li> <li>▪ Ensure counselling and assistance programs are in place, effective and available.</li> </ul>

**1.4. 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, Health, Environmental and Quality recordings. All incidents in relation to alcohol and drugs shall be reported in SHARE and investigated accordingly.

**1.5. Communication**

The information in this procedure shall be communicated to all employees and applicable other stakeholders. 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.

**1.6. 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.

**1.7. Change Management**

Changes to this document shall be managed, reviewed and updated as defined in the [Document Control and Records Management Group Procedure](#).

Users of this Procedure can propose any Change or improvement to this procedure. Change proposals or improvements must be presented the appropriate CBH Management personnel as defined in section 1.3 of this procedure, prior to the Change being implemented. An opportunity for improvement or Change to this Procedure must be formally lodged online at [All Ideas](#).

**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 drugs or substances not taken in accordance with a valid prescription.
2. An individual having a BAC above 0.000 whilst working on an operational or non-operational site.
3. 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.

4. Tampering with an alcohol or drug test sample.
5. Failing to notify their RLM if the individual is taking a legal, over the counter, or prescribed drug that an individual knows could interfere with the safe performance of work activities.
6. Refusing to provide a sample as part of an alcohol or drug test required by this procedure.
7. Intentionally failing to adhere to the alcohol or drug sample collection procedures including attempting to adulterate or substitute samples.
8. Refusing to submit to a search of one's person and/or possessions on company sites.
9. Failure to attend the testing facility within the specified time frame.
10. Breaches of confidentiality.
11. Other behaviour or activities related to the consumption of alcohol and drugs that could jeopardise the safety of people on CBH premises.

### **3. TESTING FOR THE PRESENCE OF ALCOHOL AND DRUGS**

#### **3.1. Declaring Use of Prescription Drugs and Other Medications**

An individual must notify their RLM as soon as they become aware they are taking or are planning to commence taking a legal over the counter or controlled (i.e. prescription) drug that could interfere with the safe performance of their duties and/or the drug contains a substance with Australian standard cut-offs. 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 Health and Wellness team shall further investigate to 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 or other controls are required.

#### **3.2. Valid Medical Certification**

The Manager may request the individual to provide a certificate from the prescribing medical practitioner indicating that they can safely perform the duties of their role. To authorise an individual to continue performing the essential duties of their job, sufficiently detailed and valid medical evidence must be provided and reviewed. Valid medical information includes but is not limited to:

- Details of the prescription.
- Dosage and timing of dosage as relevant to work duties.
- Written authority from the relevant body i.e., Therapeutic Goods Administration (if relevant).
- Reason for prescribing.
- Work relevant details of how the medication can be safely taken with respect to accessing high-risk work areas, undertaking safety critical work, driving a vehicle, or making business critical decisions.
- A self-testing drugs program (as relevant, see section 3.5).

Employee medical information associated with a declaration shall be stored securely, privately, and confidentially by the Health and Wellness team.

A summary of outcome relating to a declaration may be stored securely, privately, and confidentially by the Human Relations team in the employees record.

### 3.3. Requirement to Declare Use of Drugs Prior to Testing

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

Individuals taking validly prescribed, or non-prescribed (over the counter) medications may routinely return a non-negative drug sample. In the event of an individual returning a non-negative test sample the steps outlined in section 5.2 shall be followed

### 3.4. Situations When Testing May Occur

The company shall conduct testing of breath, saliva, and urine to detect the presence of “alcohol, unlawful or lawful drugs or 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 where there is no valid prescription (see section 3.2), the individual shall not be offered employment.
- **Pre-engagement** – Breath and urine testing prior to the performance of any services by a contractor or consultant as deemed appropriate by the company. *Note: Where an individual returns a non-negative test result for alcohol or a confirmed result for an illicit drug(s) above the prescribed cut off level where there is no valid prescription (see section 3.2), the individual shall not be engaged.*
- **Harvest casual testing** – Breath and urine testing may be performed within 14 working days of commencement of employment as per the pre-placement testing situation. *Note: Any non-negative or confirmed result will be subject to usual employee management and disciplinary process.*
- **Random alcohol and drug testing** – Breath and saliva testing will occur for all individuals at all company sites. All individuals shall provide an active breath alcohol sample screen. Random selection for a saliva test shall be a consistently applied process whereby individuals are selected if they pull a coloured ball from the bag or via another approved random methodology. A 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 urine sample, both the saliva and urine samples shall be used for the confirmatory test result.
- **Blanket breath testing** - Breath testing will occur for all individuals at all company sites. All individuals shall provide an active breath alcohol sample screen into a calibrated Evidential Breath Testing (EBT) device. A confirmatory second reading shall be taken in the event of an initial non-negative result.
- **Incident** – This type of testing may occur where an individual is involved in a workplace incident or near miss. Post-incident testing involves a compulsory breath and urine test. Incidents may include, but are not limited to: Vehicle accidents, injuries, and illnesses, property/equipment damage, near misses, alleged violence, bullying or harassment in the workplace or any other type as set out in the Incident Management Group Procedure.
- **“Fitness for work” or “For cause”** – Testing may occur where any employee has reason to believe that another individual or group of individuals are in breach of this procedure. 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 reasonable cause for suspicion they shall arrange for the individual/s to cease work and provide a compulsory breath alcohol test and saliva sample. Further testing is as per unfit for work protocols 5.1 and 5.2.

- **Extraordinary testing** – This type of testing may occur when an individual has returned a confirmed positive test result and is participating in an active rehabilitation/counselling program or as an outcome of disciplinary process. In this instance regular breath alcohol testing and/or drug testing will be required as prescribed by Health and Wellness team in consultation with accredited lab provider.

### 3.5. 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.

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

Individuals have a responsibility for their own safety and that of others. If an evidential breath testing device (breathalyser) is not available, and there are doubts on fitness for work, individuals must decide not to attend work and advise their RLM.

Repeatedly being unfit for work due to alcohol consumptions may result in investigation and disciplinary action.

### 3.6. Self-Testing Drugs

Self-testing drugs shall only be authorized by the Health and Wellness team in consultation with an individual who has declared prescription drugs or other medication use as set out in section 3.1. A self-testing program may be authorized to verify that an individual is safe to perform their duties and ensure that they are able to take their prescribed medication in a way that could contribute to harm to self or others at work.

Facilities and equipment for ad-hoc self-testing for presence of drugs will not be provided by CBH, an individual must consult their medical practitioner if in doubt about their fitness for work due to drugs.

### 3.7. Retesting Casuals – Breaks in Service

Casual employees shall require a pre-placement test prior to recommencing work if they have had a break in service of longer than twelve (12) months. A pre-placement test may be conducted for breaks in service less than twelve (12) months at the discretion of the company.

### 3.8. 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 - 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 screened and used for the confirmatory test results.
- Urine analysis shall be conducted in accordance with Australian Standard 4308 for the Collection, Detection and Quantisation of Drugs of Abuse in Urine.
- Saliva analysis shall be conducted in accordance with Australian Standard 4760 Procedures for Specimen Collection and the Detection of Quantitation of Drugs in Oral Fluid
- 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.
- Employees who are authorised to conduct testing for urine and oral fluid shall be qualified with an accredited training provider in accordance with the relevant Australian standards.
- Employees subject to testing shall be adequately informed of the workplace testing processes at the time of testing.

### **3.9. Testing Equipment, Internal and Third-Party Provider Testing**

- For all alcohol and drug tests, the Company shall use standardised testing equipment, kits which are compliant with relevant Australian Standards.
- Testing equipment used shall be calibrated, within relevant expiry date and in appropriate condition.
- Non-consumable testing equipment records shall be stored in SHARE equipment register. The assigned user is responsible for ensuring that records, servicing and calibration are up to date.
- The Company shall use an accredited Diagnostic Service Provider to provide all confirmatory laboratory results.
- The Company reserves the right to engage a Third-Party provider for onsite and offsite testing.

### **3.10. Consent for Testing and Failure to Consent and Submit for Testing**

- Donor informed consent must be obtained prior to any collection or test.
- An alcohol screening test only shall be recorded on a breath alcohol testing register. Individuals shall be required to sign a Chain of Custody Form in advance of any evidential breath, saliva, or urine 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.

- 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.
- If you need to leave site before submitting for your test you must present to the collector onsite prior to leaving (Supervisor).

### **3.11. Inability to Provide a Valid Sample**

- An individual who is requested but not able to provide a saliva sample shall be asked to provide a urine sample. If an individual is also 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.
- Authorised collectors may provide reasonable time and strategies to allow the individual to provide a valid sample including allowing water to be consumed.
- 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. If 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 may be in violation of this procedure and subject to disciplinary action.

### **3.12. Testing Metrics and Scheduling**

CBH will establish surveillance testing metrics that are proportionate to potential risks associated with alcohol and drug use. Metrics shall be fairly applied and all employees, contractors and visitors shall be subject to AOD testing.

Testing metrics may include but is not limited to:

- Volume of tests performed.
- Frequency of testing per operational site or office.
- Additional, specific testing in response to risk of harm in the workplace.

Testing will be arranged and performed by both internal and external qualified, trained collectors.

## **4. TESTING CUT OFF LEVELS**

### **4.1. Alcohol**

- An individual having a BAC above 0.000 whilst working on an operational or non-operational site.



The Company understands that alcohol compromises 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 working on an operational site with a BAC above zero.

### **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 illicit drugs when the cut-off levels are exceeded with no valid prescription in place.

Cut-of levels for oral fluid are defined by AS/NZS 4760 and cut-off levels for urine are defined by AS/NZS 4308.

## **5. UNFIT FOR WORK PROTOCOLS**

When an individual returns a non-negative result for alcohol or drugs the following action steps shall be taken.

### **5.1. Non-Negative Test Result for Alcohol**

1. Where an individual returns a non-negative test result for alcohol, the individual shall wait on site under supervision until a second breath alcohol test (BAT) is conducted.
2. A second BAT shall be conducted 20 minutes after the initial test.
3. If the second test result is BAC 0.000 the individual may return to their duties. If the second test result is at or above the limits set out in this procedure, the individual shall be stood down and shall provide a urine sample for drug screening.
4. Notify health and wellness and relevant HR representative of the non-negative result. Initial phone call notification is acceptable but must also be followed with an email notification addressed to [healthandwellness@cbh.com.au](mailto:healthandwellness@cbh.com.au) and [HRhelp@cbh.com.au](mailto:HRhelp@cbh.com.au)
5. If the individual is a contractor, it is the responsibility of the manager to advise the contracting company of the breach and the health and wellness team. The contracting company must arrange to have the individual safely removed from CBH site.
6. Under no circumstances shall the individual be permitted to drive a vehicle or operate machinery on site with a BAC above 0.000. 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. If an individual returns a BAC below the legal WA driving limit for their license, they may decide to drive themselves off site.
7. The individual will remain stood down pending outcomes of an investigation and/or disciplinary action.

8. 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 Drugs

Where an individual returns a non-negative test result for illicit drugs, follow the steps below:

#### Exclusions

- The test is being undertaken on-site AND for pre-employment purposes then refer to [On-Site Pre-Employment AOD Testing Work Instruction](#)  
OR
  - A non-negative result is returned AND there is declared medication, refer to section 5.3. Otherwise, follow the steps below:
1. The individual shall be stood down immediately pending the outcome of a confirmatory (LC/MS) test.  
*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.*
  2. Notify Health and Wellness and relevant HR representative of the non-negative result. Initial phone call notification is acceptable but must be followed with an email notification addressed to [healthandwellness@cbh.com.au](mailto:healthandwellness@cbh.com.au) and [HRhelp@cbh.com.au](mailto:HRhelp@cbh.com.au).
  3. The return of a non-negative saliva sample will trigger a compulsory urine sample to be provided.
  4. BOTH the saliva and urine sample shall be sent for or the confirmatory lab analysis in accordance with chain of custody requirements. 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 confirmatory 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.
  7. If the confirmatory 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. *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.*
  8. 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 Human Relations.
  9. Following the receipt of the confirmatory test result and if relevant, the manager shall request individual to provide a copy of a script/s for the declared medications. This shall be provided to the Health and Wellness team. *Note: In the event that a valid script cannot be provided, the individual may be required to obtain a certificate from a medical practitioner in relation to the confirmatory test result.*

**5.3. Non-negative test result for drugs – exclusions**

**Situation 1 - On-site pre-employment AOD testing**

Refer to [On-Site Pre-Employment AOD Testing Work Instruction](#)

**Situation 2 – Declared Medication**

Individual stand down is not required when there is no reasonable suspicion of impairment AND the following conditions are met.

- Relevant medication was declared to the authorised collector prior to sample being collected.  
AND
- A valid prescription or medication is sighted (a clear photograph of the label/script will suffice) showing the individuals name, date of birth, name of medication, date of issue and issuing practitioner.  
AND
- In the opinion of an authorised collector, lab provider representative or health and wellness team the medication appears consistent with the non-negative drug class.

Note: If the above conditions are not met, refer back to section 5.2.

1. An authorised collector shall complete chain of custody and send sample for confirmatory analysis as per non-negative steps outlined in section 5.2.
2. Authorised collector provides work-relevant feedback on the above criteria to the RLM.
3. RLM to seek support from the Health and Wellness team as required.
4. The individual and their manager will meet to discuss fitness for work options. The Manager may:
  - a. Request that the individual be stood down pending confirmatory test results.
  - b. 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.
5. The Manager must document outcomes of the discussion and advise the Health and Wellness team accordingly via phone or [healthandwellness@cbh.com.au](mailto:healthandwellness@cbh.com.au)
6. Health and Wellness team will advise the Manager, Human Relations of the outcomes of the confirmatory LCMS result.

**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 any personal or medical information about an individual to any others internally or externally without the written consent of the individual concerned, subject to the company's rights to seek professional advice and/or legal representation.

**6.1. Transmission and Storage of Information**

Information pertaining to the Alcohol and Drug Procedure 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 access restricted to the Health and Wellness team only.

**7. RESPONSIBLE USE OF ALCOHOL**

**7.1. Company Functions and Social Events**

Managers shall ensure that functions sponsored, promoted, or held by the company involve a responsible approach to the service of alcohol. This includes but is not limited to social events, grower and bin meetings, pub talks, networking/industry events, team building events, team conferences and Workshops.

Minimum requirements for arranging company functions where alcohol will be served/made available are outlined below and must be documented.

<b>Function and Events Minimum Requirements</b>
<p>Event Planning:</p> <ul style="list-style-type: none"> <li>▪ An event owner/sponsor is nominated (may be most senior manager).</li> <li>▪ An event contact is nominated who will be responsible for on-the-day event coordination (owner and event contact may be the same person).</li> <li>▪ An event budget and run sheet is established.</li> <li>▪ Event run sheet must include a nominated start and end time for alcohol service.</li> <li>▪ A suitable food service is arranged where alcohol will be provided for greater than 1.5 hours.</li> <li>▪ Adequate layout and facilities – floor space, seating, quiet area, bathrooms, disabled access.</li> <li>▪ A private function area is established for any official CBH business or presentations.</li> <li>▪ When on a licensed premise, only RSA trained staff will serve alcohol.</li> <li>▪ When not on a licensed premise, the event owner must ensure that minors are prevented from consuming alcohol.</li> <li>▪ Alcoholic drink options are pre-established and shall include low and non-alcohol options. Use of drink cards/vouchers to mitigate overconsumption is encouraged where possible.</li> </ul> <p>Event Communication/Invites include:</p> <ul style="list-style-type: none"> <li>• Event start and end time.</li> <li>• Contact details for the event leader/contact.</li> <li>• Start and end time of alcohol and food service.</li> <li>• Suitable options for attendees to safely travel to and from the event. This may or may not include specific, CBH-provided travel.</li> <li>• Other details as relevant.</li> </ul>

### Event Operation:

- The event owner and/or contact are responsible for ensuring that no one under the age of 18 attending the event is permitted to consume alcohol.
- A minimum of two CBH staff shall be present at CBH events involving other stakeholders including growers, contractors, industry representatives etc. In specific circumstances where a CBH staff member will be unaccompanied this shall be approved by the employee's RLM.
- Prominent availability of free water, alcohol free, and low-alcohol drinks is continuously monitored by event owner/leader.
- Service/availability of alcohol is ceased for anyone who is intoxicated. The event owner, contact, or most senior manager present is authorised and accountable to cease service to individuals, groups or all attendees if required at any stage of an event.
- Alcohol related issues at the event shall be escalated via the event owner or contact. Hazards, near misses and incidents shall be reported and investigated.

You may not return to work after consuming alcohol at a CBH event until you meet the BAC tolerance limit.

### 7.2. Social Clubs (On CBH Premises)

In relation to alcohol sold or provided through CBH social functions, events or areas designated for after-work social occasions the following will apply:

- The responsible manager shall ensure that any alcohol is stored securely in a designated area. All areas used for social events must be approved by the responsible manager.
- Where a formal function or event is planned which includes service or provision of alcohol, the company functions and social events approach (see 7.1) will be applied.
- Anyone consuming alcohol at a social club event must be over the age of 18, should do so responsibly and ensure they have appropriate means to travel home safely after the event.
- After-work social occasions in a non-operational premises such as a lunchroom or office space must be approved by the responsible manager. The occasion must not impede others still working or negatively affect their ability to continue with operational or non-operational work.
- Approval for using CBH premises for after-work social occasions may be reviewed at any time by the responsible line manager, member of the HSE team or one-up manager.

You may not return to work after consuming alcohol at a CBH event until you meet the BAC tolerance limit.

### 7.3. Alcoholic Gifts

- Individuals or teams who receive alcoholic gifts from internal or external parties must ensure that packaging remains sealed, and the items shall be removed from working areas as soon as is practicable.
- Alcoholic gifts are subject to the requirements and limits outlined in the [Unlawful Payments Policy](#) and may need to be declared in the gifts register.

### 7.4. Company Owned or Leased Residential Property

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

Individuals must understand the requirement to drink responsibly during non-working hours and shall meet the following requirements:

- All alcohol will be held securely within an individuals' personal living area during working hours.
- Alcohol is for personal use only and may be responsibly consumed in the staff accommodation on site and the associated common areas.
- Minors must not consume alcohol on company owned property.
- You are subject to WA drink and drug driving laws when driving to or from CBH on site accommodation. If you consume alcohol and need to return to or leave CBH on site accommodation, you may only drive on the most direct entry and exit from the site and must not drive in any other area of site whilst under the influence of alcohol.

When consuming alcohol Individuals acknowledge their responsibilities under this procedure.

### **7.5. Conducting Searches**

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 it relates to a potentially unlawful substance. Where any employee is found to be in possession of an unlawful substance, they shall be further investigation and employees may be subject to disciplinary action. 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.

### **7.6. Attending Non-Company Sites, Events, Functions or Traveling as a Company Representative**

This may include but is not limited to attending sites, events or functions provided by industry groups, contractors, grower bodies, government agencies, customers, clients, charity/community partners etc. or traveling on work- related business.



CBH employees who attend non-company functions, other sites or events as a company representative shall abide by the Company standard and cooperate with the requirements of the other sites' Drug and Alcohol Policy and Procedures if that is of a higher standard.

In the event of an employee breaching or potentially breaching these requirements, 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.

You may not return to work after consuming alcohol at a non-company event until you meet the BAC tolerance limit.

## **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 (i.e., CBH will contact the EAP to arrange a consultation). Individuals may be 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 work-relevant information, reports or recommendations to nominated Company personnel for the purpose of verifying whether an employee can make a safe and durable return to work.
- 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 safety shares, toolbox topics, safety alerts, posters, newsletters, and meetings, or through presentations by appropriate subject matter experts. Regular awareness campaigns will be run throughout the organisation.

## 9. GLOSSARY

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

### 9.1. CBH References

Reference	STORE ID
Health, Safety and Environment Policy	<a href="#">STORE-1473931053-383</a>
Unlawful Payments Policy	<a href="#">STORE-1473931053-858</a>
Personal Health and Safety Standard	<a href="#">STORE-1473931053-521</a>
Employee Management and Discipline Group Procedure	<a href="#">STORE-1473931053-259</a>
On-Site Pre-Employment AOD Testing Work Instruction	<a href="#">STORE-1473931053-244321</a>

### 9.2. External References

Reference	Source
AS/NZS 4308 - Collection, Detection and Quantification of Drugs of Abuse in Urine.	<a href="#">Standards Australia</a>
AS/NZS 4760 - Procedures for Specimen Collection and the Detection and Quantification of Drugs in Oral Fluid	<a href="#">Standards Australia</a>
AS/NZS 3547 – Breath Alcohol Testing Devices	<a href="#">Standards Australia</a>
Guidance Note – Alcohol and Other Drugs in the Workplace 2008 (WorkSafe WA)	<a href="#">DMIRS</a>
Dangerous Goods Handling and Storage) Regulations 1992	<a href="#">Legislation WA</a>
Rail Safety National Law (WA) Act and Regulations 2015	<a href="#">Legislation WA</a>
Training Manual – Collect Specimens for drugs of abuse testing	Registered Training Provider

### 9.3. Acronyms, Terms and Definitions

Term	Definition
Authorised collector or tester	A person who has successfully completed a course of instruction on oral fluid collection and on-site drug screening (if applicable), handling, storage and dispatch of specimens and demonstrates ongoing competence.
Accredited Laboratory	A testing facility accredited against AS/NZS 4308 (urine) or AS/NZS 4760 (oral fluid) at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or metabolite.
Breath Alcohol Testing Register and Drugs of Abuse Testing Register	A register that may be used to record episodes of breath alcohol test screenings OR drugs of abuse screenings.
Chain of Custody	A series of procedures accounting for the integrity of a specimen by tracking handling and storage from collection to final disposal. A chain of custody form is used to document and record collection details through to receipt of specimen by the laboratory.
Confirmatory Analysis	An analytical procedure performed at a laboratory that uses mass spectrometry to identify and quantify unequivocally a specific drug and/or metabolite. Includes using gas

Term	Definition
	chromatography (GC/MS) or liquid chromatography (LC/MS) laboratory analysis technology to provide fully defensible results.
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.
Health and Safety Team	Includes Head, Principals, Specialists and Leads of Health and Safety.
Health and Wellness Team	The personnel who are responsible for receiving and reviewing laboratory results generated by the Company Alcohol and Drug testing program. Health and Wellness personnel are contactable via <a href="mailto:healthandwellness@cbh.com.au">healthandwellness@cbh.com.au</a> .
Human Resources	Chief People Officer, Head of People Services, Head of Employee Relations, Specialists, Leads – Human Resources and Employee Relations, Coordinators.
Illicit substance	Any substance which is not legally permitted or authorized; unlicensed; unlawful including a lawful substance that is being used improperly.
Invalid Sample	An invalid urine sample is one which contains an unidentified adulterant, contaminant or 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/RLM	The CBH Group responsible line manager or supervisor responsible for overseeing the work being undertaken by the individual, or a more senior manager in the same division.
Negative Result	A result below the cut-off level or target concentration used in initial onsite or laboratory screening and confirmatory testing.
Non-Negative Result	The detection of any substance at, or above the prescribed limit or defined cut off level.
Operational Site	Operational sites are receipt/out loading points, terminals, workshops, and designated construction areas. An operational site is considered high risk based on the critical risk activities that are commonly undertaken.
Prescribed Statutory Limit for Alcohol (BAC)	The BAC limit set by relevant legislation.
Random Methodology	Broad definition to allow multiple modalities of randomisation for testing, approved by Head of HSE (e.g., ball in bag, app generator).

Term	Definition
Reasonable Suspicion or For-Cause	<p>A reasonable belief held by a company employee, who has reported and received agreement from their manager, Health and Safety team or Human Resources that an individual or group of individuals:</p> <ul style="list-style-type: none"> <li>▪ Is using or possesses any unlawful substance; or</li> <li>▪ Is using a lawful substance in an unsafe or unlawful manner; or</li> <li>▪ Appears to be impaired which may be related to a threshold level of a substance in the body.</li> </ul> <p>Apparent impairment can be based on specific, physical signs or symptoms, behaviour, or performance indicators or on information provided by a reliable and credible source, or on independent corroboration. The Employee must validate the case for testing with a Senior Manager, Health and Safety or Human Resources before any action can be taken.</p>
Running Sheet	A register of tests performed by authorised collectors which includes details of donor name, consent, type of test performed and initial outcomes.
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”	<p>To demonstrate mitigating circumstances or contributing factors which may be considered in the determination of disciplinary action and/or termination.</p> <p>For further information on contributing factors and showing cause, refer to the <a href="#">Employee Management &amp; Discipline Procedure</a>.</p>
Incident	An incident is defined as an unplanned event that has led to or could have led to an injury, harm or damage, loss, efficiency / production reduction and includes near misses.
Split Sample	A split in the portion or aliquot taken from a sample on which the test is carried out.
Third Party Administrator (TPA)	A service agent that provides or coordinates the provision of a variety of drug and alcohol testing services.
Transport Chain of Custody Form	A form that may be used to ensure secure, sealed specimens are handed over and transported securely to an accredited laboratory.
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 and/or to be packaged and forwarded to a laboratory for confirmatory analysis.
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.

**DOCUMENT CONTROL**

**Authorities**

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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
4.0	5/10/2021	Principal – Health and Wellness	Updated role titles, key definitions, AS4760 limits, break in service re-testing, responsible use of alcohol updates, clarification situations for testing, removed cut off tables referenced to standards
5.0	11/12/2023	Principal – Health and Wellness	Alcohol cut off for all sites, declaring medication protocols updated, testing situations updated, unfit for work protocols updated including exclusion criteria, functions and events minimum requirements added