

Procedure

Managing Alcohol and Other Drugs

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1. Purpose

Seqwater is committed to the health and safety of all people at the workplace. This procedure documents processes to support the application of Seqwater's position on alcohol and other drugs in the workplace, as established by Seqwater's Code of Conduct Policy ([POL-00038](#)).

This procedure forms part of the Fit4Work Program established by the Health, Wellbeing and Fitness for Work Procedure ([PRO-01577](#)). It also supports the requirements outlined in Element 12 – Health, wellbeing and fitness for work of Seqwater's Work Health and Safety Management System Framework ([MAN-00211](#)).

This procedure adopts and is consistent with the requirements of:

- *Framework for alcohol and drug management in the workplace*
- *AS 3547-1997: Breath alcohol testing devices for personal use*
- *AS 4760-2006: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*

2. Scope

This procedure applies to all Seqwater workers, business groups and work activities. In addition, it applies to any visitors accessing a Seqwater workplace in connection to work.

This procedure does not apply to any workplace under the control of a Principal Contractor.

3. Roles and responsibilities

Role	Responsibilities
Managers	<ul style="list-style-type: none">• Coordinate any random and blanket alcohol or drug testing at a workplace they are responsible for, when they are present at the workplace, in consultation with the Injury Management and Health Program Coordinator.• Ensure privacy and confidentiality of any test results provided to them.• Ensure all workers within their area of responsibility are aware of Seqwater's position on alcohol and drugs in the workplace.• Notify the Manager People and Culture and relevant General Manager if they believe reasonable cause alcohol or drug testing is required.• Notify the Injury Management and Health Program Coordinator if they believe post-incident or reasonable cause alcohol or drug testing is required.• Notify contractors or visitors within their area of responsibility who refuse testing, or intentionally avoid testing, that their access to Seqwater workplaces may be

Role	Responsibilities
	<p>revoked.</p> <ul style="list-style-type: none"> Support access to Employee Assistance Program (EAP) counselling and other community assistance services as appropriate. Ensure disposable Alcohol and Other Drug (AOD) testers are stored according to manufacturer's instructions. Inform the Injury Management and Health Program Coordinator of any Alcolizer issues, or for restocking of voluntary testing devices. Liaise with Manager, People and Culture (or their approved delegate) when determining disciplinary action.
Line Supervisor	<ul style="list-style-type: none"> Assist in coordinating any site alcohol or drug testing at a workplace within their area of responsibility, when they are present, in consultation with the Injury Management and Health Program Coordinator. Ensure workers within their area of responsibility are made available for testing as requested by the Injury Management and Health Program Coordinator. Arrange safe transport home or to a suitable place of rest for any workers that return a positive test result for alcohol or an unconfirmed result for drugs. Notify the Manager People and Culture and relevant General Manager if they believe reasonable cause alcohol or drug testing is required. Notify the Injury Management and Health Program Coordinator if they believe post-incident or reasonable cause alcohol or drug testing is required. Ensure privacy and confidentiality of any test results provided to them. Support access to EAP counselling and other community assistance services as appropriate.
Manager, Work Health and Safety (WHS)	<ul style="list-style-type: none"> Ensure appropriate resources are available to support the implementation of alcohol and/or drug testing. Ensure Seqwater's position on alcohol and drugs in the workplace is included in all induction material. Ensure privacy and confidentiality of test results.
Manager, People and Culture	<ul style="list-style-type: none"> In consultation with the relevant Manager determine whether disciplinary action is required for any employees that: <ul style="list-style-type: none"> return a positive test result for alcohol or a laboratory confirmed positive result for drugs refuse to be tested intentionally leave a workplace to avoid testing breach confidentiality of test results. Authorise reasonable cause testing in consultation with the relevant General Manager.

Role	Responsibilities
Injury Management and Health Program Coordinator	<ul style="list-style-type: none"> • Coordinate Seqwater's drug and alcohol testing, including the activities undertaken by AOD Testing Providers. • Provide advice and support to managers, line supervisors and workers on the application of this procedure. • Notify the Manager, WHS of any person that returns a positive test result for alcohol, an unconfirmed drug test result or a laboratory confirmed positive result for drugs. • Notify the Manager, People and Culture of any employees that returns a positive test result for alcohol or a laboratory confirmed positive result for drugs. • Notify the Seqwater employee or representative engaging a contractor of any contractors that return a positive test result for alcohol or a laboratory confirmed positive result for drugs. • Notify the relevant manager/line supervisor to arrange safe transport home or to a suitable place of rest for any workers that return a positive test result for alcohol or an unconfirmed result for drugs. • Facilitate the provision of support to any workers that return a positive test result for alcohol or a laboratory confirmed positive result for drugs. • Ensure the confidentiality of all information collected during drug and alcohol testing.
Workers	<ul style="list-style-type: none"> • Never undertake any work while impaired by alcohol or drugs, including legal medication. • Participate in alcohol and drug testing in accordance with expectations established by this procedure. • Notify their line supervisor if they are concerned about the fitness for work of themselves or another worker.
Seqwater employee or representative engaging a contractor	<ul style="list-style-type: none"> • Notify a contractor's employer if any contractor has been asked to leave a Seqwater workplaces as a result of: <ul style="list-style-type: none"> – refusal to participate in alcohol or drug testing – a positive test result for alcohol – a laboratory confirmed result for drugs.
AOD Testing Providers	<ul style="list-style-type: none"> • Provision of AOD testing in consultation with the Injury Management and Health Program Coordinator. • Compliance of testing in accordance with the contract terms and Australian Standards.
Visitors	<ul style="list-style-type: none"> • Do not attend a Seqwater workplace in connection to work if they are impaired by alcohol or drugs. • Participate in random alcohol and drug testing in accordance with expectations established by this procedure.

4. Seqwater's position on alcohol and drugs in the workplace

Seqwater's Code of Conduct Policy ([POL-00038](#)) establishes Seqwater's position for employees, Board members, consultants and contractors on alcohol and drugs in the workplace. This position is that impairment by alcohol or other drug use is not tolerated.

Alcohol and other drug use can directly impact the health and safety of our employees. Indirectly it can impact the safety of the public and our stakeholders.

At all times, Seqwater is an alcohol and illicit drug -free work environment meaning alcohol and illicit drugs must not be present or consumed onsite. However there may be certain situations outside of the workplace such as externally hosted events where employees representing Seqwater may choose to consume alcohol responsibly. The Code of Conduct outlines expectations around behaviour and personal conduct and requires that employees never undertake work impaired by alcohol or drugs, including legal medication.

As the use of alcohol or drugs may impact on the ability of Seqwater to provide a safe working environment, Seqwater also applies its position on alcohol and drugs in the workplace to all Seqwater workers, including contractors, and any visitors accessing a Seqwater workplace in connection to work.

4.1 Alcohol

Impairment by alcohol means an individual has a Breath Alcohol Concentration (BrAC) of equal to or above 0.05%. Any person who returns a BrAC of equal to or above 0.05% will be required to leave the workplace and a worker's line supervisor will arrange safe transport home or to a suitable place of rest. If the person is a visitor they will not be permitted back onsite for a further 24 hours.

In addition, any worker who returns a BrAC of greater than 0.00% but less than 0.05% will not be permitted to undertake any work that is considered to be high-risk (see Appendix 5).

4.2 Illicit Drugs

Impairment by illicit drugs means an individual who is affected by illicit drugs and returns a positive result as outlined in Section 6.2. Illicit drugs includes but is not limited to:

- amphetamines
- methamphetamines
- opiates
- cannabis (if legally prescribed refer to Section 6.2.3))
- cocaine
- methadone.

Any person who returns a test for drugs that is not negative will be required to leave the workplace and a worker's line supervisor will arrange safe transport home or to a suitable place of rest.

4.3 Legal medication

Impairment by legal medication means an individual who is not fit for work, or is unable to take reasonable care for their own, or others' health and safety as a result of medication they have taken. If a worker is concerned they may not be fit for work as a result of prescription or over-the-counter medication they must immediately notify their line supervisor or manager. Refer to the Injury Management Procedure ([PRO-00792](#)) for further information regarding managing fitness for duty.

Workers using legal medications must:

- advise their medical practitioner or pharmacist of the type of work they are required to undertake at the time of obtaining the legal medication
- obtain relevant information and advice about the possible side effects of medications and any impacts on their ability to safely perform work
- take the medications only as prescribed or instructed
- take note of warnings or instructions on packaging.

5. Alcohol and other drug testing

There is a range of alcohol and/or drug tests undertaken across Seqwater workplaces. These include:

- random and blanket alcohol and drug testing
- post-incident alcohol and drug testing
- reasonable cause alcohol and drug testing
- voluntary alcohol and drug testing.

Any person undertaking work for Seqwater may be required to undergo alcohol and/or drug testing at any time during their shift or allocated work time.

In addition, it is a condition of entry as documented in all Seqwater inductions, for any visitor attending a Seqwater workplace in connection to work, that they may be required to undergo alcohol and/or drug testing at any time while at that workplace. If a visitor does not wish to participate in the alcohol and/or drug testing they will be asked to leave the Seqwater workplace.

5.1 Random and blanket alcohol and drug testing

Random alcohol and/or drug testing may occur at any Seqwater workplace, at any time when work is being undertaken.

If blanket alcohol and drug testing is occurring at a workplace, all workers and visitors present at the workplace when the testing commences will be requested to participate in the AOD testing.

If random alcohol and drug testing is occurring, all workers and visitors present at the workplace when the testing commences will be included in the establishment of

a random sample. It is mandatory for all employees selected to participate in the AOD testing.

The random selection process will be undertaken by the AOD Testing Provider and will be carried out via one of the following methods:

- random computer generation
- marble selection method.

Alternatively blanket testing may also be conducted where all workers and visitors present at a site may be tested.

5.1.1 Coordination of testing on the day

The Injury Management and Health Program Coordinator will contact a manager or line supervisor that is physically present at the workplace to advise of the imminent arrival of the AOD Testing Officer/s. This person must then:

- immediately advise all people at the workplace to remain at the workplace until the list of selected employees and visitors has been finalised. The manager or line supervisor must not restrain or stop people from leaving site. Refer to Section 6.4 for further information on people who refuse to participate in or intentionally leave the workplace during alcohol and drug testing
- if random computer generation selection is used, assist the AOD Testing Officer/s with compiling the list of all workers and visitors at the workplace
- if marble selection is used, assist the AOD Testing Officer/s with this process, including scheduling of workers to ensure a continuous flow of workers present for testing.

5.1.2 Actions undertaken by the person being tested

During random and blanket alcohol and drug testing, the person being tested must:

- remain at the workplace once they have been advised that the AOD Testing Officer/s have arrived
- present for testing at the time nominated by the line supervisor or manager
- present photo identification to the AOD Testing Officer
- sign the consent form provided by the AOD Testing Officer. If the person is taking legal medication that may affect the testing results, the person should advise the AOD Testing Officer of this medication
- participate in the testing processes as instructed by the AOD Testing Officer.

5.2 Post-incident alcohol and drug testing

Following an incident, the manager or line supervisor must consult with the Injury Management and Health Program Coordinator to identify whether any workers involved in the incident need to be directed to be tested for alcohol and/or drugs. Refer to the WHS Incident Investigation Procedure ([PRO-00793](#)) for additional information on investigating a WHS incident.

Testing for alcohol and/or drugs must be undertaken by an AOD Testing Officer as soon as practical after the incident. Participation in a post-incident alcohol and/or drug test is mandatory.

5.2.1 Process for post-incident alcohol and drug testing

To arrange post-incident alcohol and drug testing the manager or line supervisor must:

- contact the Injury Management and Health Program Coordinator immediately to advise of the possible requirement for post-incident alcohol and drug testing
- document any concerning or unusual behaviours exhibited by the worker. An Alcohol and Drugs Observation Form ([FRM-00613](#)) may be utilised for this purpose

As many of the symptoms of alcohol or drug use are similar to those for the onset or occurrence of a heart attack, stroke or other illness, it is important for managers or line supervisors to eliminate the possibility that the signs and symptoms relate to a serious medical condition. Appendix 3 provides guidance on recognising the signs, symptoms and behaviours of alcohol or drug use. The Injury Management and Health Program Coordinator is also available to provide support.

In the event that it is not possible or practical for the worker to participate in an alcohol and/or drug test immediately after the incident, arrangements may be made by the Injury Management and Health Program Coordinator to test the worker at an appropriate later time or date. The worker will not be permitted to return to work until they have undertaken the required testing.

The result of any post-incident testing will form part of the incident investigation process. Refer to the WHS Incident Investigation Procedure ([PRO-00793](#)) for further information.

5.3 Reasonable cause alcohol and drug testing

If the manager or line supervisor is provided information that indicates an employee may be using alcohol and/or drugs and represents a danger to themselves and/or others, they must inform the Manager, People and Culture and their relevant General Manager. Based on the nature of the information, the Manager, People and Culture and the relevant General Manager may authorise targeted testing of the individual. Process for reasonable cause alcohol and/or drug testing

If the manager or line supervisor has a reasonable cause that a worker is not fit for work due to alcohol or drugs, they are to initially discuss their concerns with the worker. Following this discussion, if they still have a reasonable cause that alcohol and/or drug testing is required they must:

- direct the worker not to perform any further work and if required, wait in a safe location, then make themselves available for alcohol and drug testing
- document any concerning or unusual behaviours exhibited by the worker. An Alcohol and Drugs Observation Form ([FRM-00613](#)) may be utilised for this purpose. Where possible this should be completed in consultation with the worker

- contact their relevant General Manager immediately to advise of the possible requirement for reasonable cause alcohol and drug testing and if possible provide a copy of the completed Alcohol and Drugs Observation Form ([FRM-00613](#))
- obtain General Manager authorisation for testing of the individual
- contact the Injury Management and Health Program Coordinator to organise the testing.

5.4 Voluntary self-testing

Disposable Redline Breathalysers and DrugWipes will be made available to workers at all staffed workplaces for voluntary self-assessment of fitness for duty in relation to BrAC and oral fluid drug levels. Wall-mounted Alcolizers are also available at larger sites.

Voluntary self-testing results are private and to be used by the individual to help them manage their fitness for work. These results will not be recorded or become part of any disciplinary process.

5.4.1 Storage of disposable self-testing devices

Redline Breathalyser

Redline Breathalysers must be stored in cool, dry conditions out of direct sunlight at temperatures not exceeding 30°C. Used and expired test kits must be disposed of in a responsible manner. Redline Breathalysers must not be stored in cars as this environment will often exceed 30°C.

DrugWipe

DrugWipe testing devices must be stored in cool, dry conditions out of direct sunlight at temperatures between 5-25°C. Used and expired test kits must be disposed of in a responsible manner. DrugWipe testing devices must not be stored in cars as this environment will often exceed 25°C.

Workers who are allergic to polyester must not use the DrugWipe device.

5.4.2 Management of a self-test positive BrAC result

If a worker returns a BrAC that is above 0.00% using the Alcolizer or a result that indicates 'over the limit' using a Redline Breathalyser the worker should wait another 20 minutes in a safe area then undertake a second test.

If the second test returns a BrAC that is equal to or above 0.05% using the Alcolizer (or over 0.00% for high-risk work) or a Redline Breathalyser still indicates an 'over the limit' result the worker must not commence work. The worker is not required to inform their line supervisor of the positive test but must inform them that they will leave work as they are not fit for duty.

If the test result is over the alcohol limit for the class of licence the person holds the worker must not drive home. Alternative methods of getting home may include:

- requesting that their supervisor assist with arranging their transport home

- ringing a family member or friend to organise transport home
- taking a taxi to get home, however the worker is responsible for the taxi fare.

Workers should self-test before commencing the next shift to confirm a negative result.

5.4.3 Management of a self-test positive drug result

If the DrugWipe test is positive, the worker must not commence work. The worker is not required to inform their supervisor of the positive test but must inform their supervisor that they will leave work as they are not fit for duty.

The worker must not drive themselves home following a positive DrugWipe test. See section 5.4.2 for alternative methods of getting the worker home.

Workers should self-test before commencing the next shift to confirm a negative result.

6. Management of alcohol and drug testing results

The processes following receipt of alcohol testing results is outlined in Appendix 1 – Managing alcohol BrAC tests.

6.1 Alcohol test results

6.1.1 BrAC equal to 0.00%

A BrAC that is equal to 0.00% is considered to be a negative test result. The person who has been tested is permitted to return to normal duties and/or remain at the workplace.

6.1.2 BrAC more than 0.00% but less than 0.05%

Any BrAC test greater than 0.00% will require a second test 20 minutes afterwards to confirm the BrAC. The second reading will be the official BrAC level recorded and will be treated as the confirmed result.

A confirmed result with a BrAC that is more than 0.00% but less than 0.05% is considered to be a negative test result. The person who has been tested is permitted to return to normal duties and/or remain at the workplace, unless the worker is required to undertake an activity identified in Appendix 5 as a high-risk activity.

If the worker is required to undertake a high-risk activity the Injury Management and Health Program Coordinator must be immediately advised of the test result. Where possible the line supervisor will provide the worker with alternative duties until the BrAC has reached 0.00%. Only those persons directly associated with the allocation of duties shall be informed of this and will treat this information as confidential.

If alternative duties are not available, the worker will have the following options:

- remain in an area where they present no safety risk until their BrAC drops to 0.00%

- be offered transport by their line supervisor to their home or to a suitable place of recovery. Under this option, the worker will need to access leave in accordance with section 6.7.

6.1.3 BrAC equal to or greater than 0.05% (workers)

Any BrAC test greater than 0.00% will require a second test 20 minutes afterwards to confirm the BrAC. The second reading will be the official BrAC level recorded and will be treated as the confirmed result.

If the confirmed test is equal to or above 0.05% this is considered to be a positive test result and the Injury Management and Health Program Coordinator must be immediately notified.

Any worker returning a positive test result will be required to leave the workplace. The worker's line supervisor will arrange safe transport home or to a suitable place of rest.

As a result of the positive test further alcohol testing will be required before their return to work as per Section 6.5.

Any Seqwater employee with a positive test result will be referred to the Manager, People and Culture to consider required actions in accordance with Section 6.6 – Management of positive test results for Seqwater employees, Seqwater's Code of Conduct Policy ([POL-00038](#)) and the Discipline Procedure ([PRO-00962](#)).

If the worker is a contractor, the contractor's employer and site representative shall be informed of the positive test result as soon as possible.

6.1.4 BrAC equal to or greater than 0.05% (visitors)

Any BrAC test greater than 0.00% will require a second test 20 minutes afterwards to confirm their BrAC. The second reading will be the official BrAC level recorded and will be treated as the confirmed result.

If the confirmed test is equal to or above 0.05% this is considered to be a positive test result.

Any visitor that returns a positive test result will be asked to leave the workplace. A Seqwater representative may assist with arranging safe transport home or to a suitable place of rest.

If the visitor will be returning to a Seqwater workplace on the following day, a further alcohol test may be required before accessing the workplace as per Section 6.5.

6.2 Drug test results

The processes following receipt of drug testing results are outlined in Appendix 2 – Managing drug tests.

6.2.1 Negative result to initial testing

A negative result is confirmed when the presence of drugs is not detected by the approved saliva testing device. A person who has been tested and has returned a

negative result is permitted to return to normal duties and/or remain at the workplace.

6.2.2 Unconfirmed result to initial testing with no declared medication

Where a person declares to the AOD Testing Officer before initial testing that they are taking legal medication for an illness or medical condition, refer to section 6.2.3.

If a person prefers to confidentially disclose the medication information to a Seqwater nominated Medical Review Officer (MRO), the Injury Management and Health Program Coordinator will contact the MRO and organise a confidential discussion as outlined in section 6.2.3.

When an unconfirmed result occurs where medication has not been declared by a person, the following steps must occur to manage this result:

1. The Injury Management and Health Program Coordinator (or their approved delegate) will be immediately advised by the AOD Testing Officer of the unconfirmed result. The direct supervisor of the employee should also be notified by the Injury Management and Health Program Coordinator of the unconfirmed result.
2. The AOD Testing Officer will immediately obtain a second saliva sample and a referee sample for laboratory confirmatory testing.
3. An appropriate chain-of-custody form supplied by the AOD Testing Officer is to be completed by both the AOD Testing Officer and the person providing the sample for all confirmatory and referee specimens being sent for laboratory testing.
4. The confirmatory and referee specimens will be sent to the testing provider's nominated NATA accredited laboratory for analysis.
5. Where no medication is declared, the person with the unconfirmed result will be required to leave the workplace. This person will be offered assistance at the expense of Seqwater in arranging transport home or to a suitable place of rest without requiring the person to operate a vehicle. If the person is a Seqwater employee they will continue to be paid (based on their ordinary hours of work) by Seqwater until a confirmed result is received. See section 6.6.1 for further information. In addition, if the person is a contractor the Seqwater representative engaging the contractor will also advise the individual's employer.

In the event of an unconfirmed result further testing will be required as per Section 6.5 before returning to a Seqwater workplace or undertaking normal duties.

6.2.3 Unconfirmed result to initial testing with declared medication

Where a person declares to the AOD Testing Officer, before initial testing, that they are taking legal medication, they will still be required to undertake the onsite saliva drug screening test. The following steps outline the response to manage an unconfirmed result where medication is declared before testing:

1. The Injury Management and Health Program Coordinator (or their approved delegate) will be immediately advised by the AOD Testing Officer of the unconfirmed result. The direct supervisor of the employee should also be notified

- by the Injury Management and Health Program Coordinator of the unconfirmed result.
2. The AOD Testing Officer will immediately obtain a second saliva sample and a referee sample for laboratory confirmatory testing and the specimens will be sent to the testing provider's nominated NATA accredited laboratory for analysis.
 3. An appropriate chain-of-custody form supplied by the AOD Testing Officer is to be completed by both the AOD Testing Officer and the person providing the sample for all confirmatory and referee specimens being sent for laboratory testing.
 4. Where the initial unconfirmed result indicates the presence of a substance from the drug class of opiates, the person will be asked to have a phone conversation with the nominated MRO for a confidential discussion regarding effects of the medication, being fit for work and remaining at work.
 5. Where the initial unconfirmed result indicates the presence of THC (cannabis) and the person can present a legal and valid prescription for medicinal cannabis, the person will be asked to have a phone conversation with the nominated MRO for a confidential discussion regarding effects of the medication, being fit for work and remaining at work.
 6. The MRO will provide advice to the Injury Management and Health Program Coordinator regarding whether the medication will impact on the person's fitness for normal duties. Where appropriate and with the person's consent, the MRO may consult the person's treating doctor in relation to the person's fitness for normal duties.
 7. The outcome of this discussion will determine whether the person can remain at work or is required to leave the workplace.
 8. Where an MRO cannot be contacted in a timely manner, the person will be provided the opportunity to speak with the MRO at the earliest opportunity and is required to leave the workplace until the confirmatory results have been received.
 9. Where the person with the unconfirmed result is required to leave the workplace, the person will be offered assistance at the expense of Seqwater in arranging transport home or to a suitable place of rest without requiring the person to operate a vehicle. If the person is a Seqwater employee they will continue to be paid (based on their ordinary hours of work) by Seqwater until a confirmed result is received. See section 6.6.1 for further information.
 10. At the start of the next scheduled shift, return to work testing will be required as per section 6.5 subject to MRO advice on the medication.

6.2.4 Laboratory confirmed negative result

If the laboratory confirms a negative result, the person will immediately be permitted to return to normal duties and/or return to the workplace. No record will be placed on the worker's file.

6.2.5 Laboratory confirmed positive result – Seqwater employee

If the laboratory confirms the presence of any of the drugs at or above the specified target concentrations listed in Appendix 4 – Drug types and concentrations or in the case of legal medication, at a concentration that is inconsistent with the recommended or prescribed dosage for the employee, the specimen is considered as a laboratory confirmed positive result.

Any employee with a laboratory confirmed positive result will be referred to the Manager, People and Culture to consider required action in accordance with Section 6.6 – Management of positive test results for Seqwater employees, Seqwater's Code of Conduct Policy ([POL-00038](#)) and the Discipline Procedure ([PRO-00962](#)).

6.2.6 Laboratory confirmed positive result – contractor

If the laboratory confirms the presence of any of the drugs at or above the specified target concentrations listed in Appendix 4 – Drug types and concentrations, or in the case of legal medication, at a concentration that is inconsistent with the recommended or prescribed dosage for the contractor, the specimen is considered as a laboratory confirmed positive result.

A copy of the report documenting the laboratory confirmed positive test result shall be provided to the contractor concerned, Seqwater and the contractor's employer. In addition, the contractor's employer may be required to show cause demonstrating why their employee should be allowed to return to the Seqwater workplace.

A contractor who returns a laboratory confirmed positive drug result may be refused access to the site at the discretion of the Seqwater person responsible for the contract. As a minimum, contractors may be permanently refused access to all Seqwater workplaces when two confirmed positive results occur in any single contract period.

If a contractor returns a laboratory confirmed positive test result, a return to work test as detailed in Section 6.5 will be required before the contractor may return to a Seqwater workplace.

6.2.7 Laboratory confirmed positive result – visitor

If the laboratory confirms the presence of any of the drugs at or above the specified target concentrations listed in Appendix 4 – Drug types and concentrations, or in the case of legal medication, at a concentration that is inconsistent with the recommended or prescribed dosage for the visitor, the specimen is considered as a laboratory confirmed positive result.

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

Any visitor who returns a second laboratory confirmed positive result may be refused access to any or all Seqwater sites at the discretion of Seqwater management.

6.2.8 Laboratory confirmed positive confirms the presence of morphine

If the laboratory analysis confirms the presence of morphine (in the absence of 6-acetylmorphine – i.e. the indicator for heroin) the person shall be required to provide evidence that they hold a legitimate S8 Medical Prescription for the drug in question.

If the person fails to provide proof of an S8 Medical Prescription, the specimen will be considered a laboratory confirmed positive test result.

If there are any concerns that an employee may not be fit for work due to the use of a legal medication, the person may be offered injury management support or referred for a Fit for Duty Assessment. Refer to the Injury Management Procedure ([PRO-00792](#)) for further information.

6.2.9 Dispute of a laboratory confirmed positive result

If a person wishes to dispute a laboratory confirmed positive result, they have two business days from receipt of written notification of the result to request that their referee specimen be tested. Failure to lodge a dispute within this period is considered to be the equivalent of no dispute being lodged.

A request to have their referee specimen tested must be made in writing to the Injury Management and Health Program Coordinator. This request should include whether the person wishes to use Seqwater's AOD Testing Provider, or an alternative NATA accredited testing provider, to conduct the testing of the referee specimen.

Any costs associated with testing of the referee sample will be the responsibility of the person lodging the dispute, however where the referee specimen laboratory confirmed test result is negative or invalid, Seqwater will reimburse the costs.

If a referee specimen confirms a negative result, the person will immediately be permitted to return to normal duties and/or return to the workplace if this has not already occurred. In addition, no record will be placed on the worker's file.

If the referee specimen has been deemed invalid by the testing provider, then the confirmatory result will be deemed invalid and treated as a negative result.

The referee specimen will remain the property of the person being tested until the expiry of the dispute period or a lodged dispute has been settled. Following expiration of the dispute period, the referee's specimen will be destroyed by the AOD Testing Provider without notification to the person who provided the test or Seqwater.

6.3 Tampering of drug tests

Any Seqwater employee who interferes with a specimen in an attempt to prevent detection of a drug will be subject to disciplinary action as per Seqwater's Code of Conduct ([POL-00038](#)) and shall be immediately removed from the workplace. The provision of a further specimen from the worker is required before entry to the workplace will be considered.

A contractor or visitor who attempts to substitute or tamper with a sample may have their access to a Seqwater workplace refused permanently.

The person providing the sample and the AOD Testing Officer shall witness at all times the collection and, if applicable initial testing of the specimen until labelling and sealing of the specimen is complete.

6.4 Refused test or intentional leaving of the workplace

A person will be managed as having a positive alcohol or drug test result if they:

- intentionally leave the workplace to avoid testing after the AOD Testing Provider arrives at the workplace
- refuse to sign the consent form provided by the AOD Testing Provider
- refuse to participate in testing.

Any person who refuses or deliberately avoids testing will be managed as having a positive alcohol or test result. Seqwater may help facilitate arrangements for their safe transport to their home or a safe place of rest.

In addition, consideration may be given by the relevant manager as to whether contractors or visitors who refuse testing or intentionally avoid testing are permitted future access to Seqwater.

Any Seqwater employee who refuses to be tested, or intentionally leaves a workplace to avoid testing will be referred to the Manager, People and Culture to consider required action in accordance with Section 6.6 – Management of positive test results for Seqwater employees, Seqwater's Code of Conduct Policy ([POL-00038](#)) and the Discipline Procedure ([PRO-00962](#)).

6.5 Return to work alcohol and/or drug testing

Any person who produces a positive BrAC result or an unconfirmed drug screen result will be required to undergo additional alcohol and/or drug testing before their return to the workplace. The Injury Management and Health Program Coordinator will arrange this testing to be conducted at a local medical facility, or through the AOD Testing Provider either onsite or at another appropriate location agreed between the Injury Management and Health Program Coordinator and the person to be tested.

6.6 Management of positive test results for Seqwater employees

Seqwater's Code of Conduct Policy ([POL-00038](#)) requires that Seqwater employees never undertake work impaired by alcohol or drugs, including legal medication. Therefore a positive test result for alcohol or a laboratory confirmed positive result for drugs is considered to be a breach of our corporate values, the Code of Conduct and the Life Saving controls.

Any such breach will be managed in accordance with the Discipline Procedure ([PRO-00962](#)).

The Injury Management and Health Program Coordinator will refer any Seqwater employees with a positive alcohol or drug result to the Manager, People and Culture to consider appropriate action which may include disciplinary action in accordance with the Discipline Procedure ([PRO-00962](#)).

A Seqwater employee who has received a positive alcohol or confirmed positive drug result (other than self test) may be:

- Asked to participate in an alcohol and drug management support program
- Offered support through the EAP.

6.6.1 Wages and leave following a positive test result for Seqwater employees

If a worker returns an unconfirmed result in relation to a drug test, Seqwater may, in the circumstance where the worker is a Seqwater employee, place the employee on paid leave until receipt of confirmation of the lab test result.

If the confirmation result is positive, Seqwater may:

- in the circumstance where the worker is a Seqwater employee, require the employee to take paid leave (from appropriate leave accruals or unpaid leave) from the date of the initial test;
- in the circumstance where the worker is not a Seqwater employee, consider restricting that person from entering Seqwater worksites.

6.7 On-call requirements

Workers within the organisation may be required to participate in on-call arrangements as part of their employment. If a worker is on-call they are expected to ensure they are not affected by alcohol or drugs during that period.

Random and blanket alcohol and drug testing can be performed at the workplace at any time during any shift as well as during regular working hours.

6.8 Alcohol and drug management support program

Seqwater may offer an appropriate alcohol and drug management support program in accordance with the organisation's Injury Management Procedure.

Failure by an employee to participate in and comply with the program requirements may result in termination of employment. Under this approach, failure to participate in or comply with the alcohol and drug management support program, or following a confirmed positive test result for alcohol or other drugs that represents a substantial breach of the Code of Conduct, the employee would be subject to a show cause process, which may result in termination of employment.

6.9 Counselling and support

Seqwater provides a confidential Employee Assistance Program (EAP) through Optum, who can be contacted on:

- Phone: 1800 604 640
- Website: www.livewell.optum.com (access code is auseq).

This program is available to all workers and their families free of charge. Seqwater may arrange an appointment at the request of a worker; alternatively a worker may choose to directly contact the Seqwater EAP.

If a worker believes he or she requires assistance, or they return a positive test result for alcohol or drugs, the worker will be encouraged to obtain treatment and/or support through a range of services including, but not limited to:

- their treating doctor
- EAP Counsellors
- community support services such as the Australian Drug Information Network - www.adin.com.au
- support groups or other specialist services
- Seqwater's Injury Management and Health Program Coordinator.

7. Confidentiality

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

The following people may have access to, or be provided with, information relating to the results of an individual's drug or alcohol testing:

Person	Information	Use of information
REX Administrators	Any emails or documents stored in REX.	Document storage and disposal.
Injury Management and Health Program Coordinator	Access to all information	To coordinate all alcohol and drug testing at Seqwater workplaces. Identify and coordinate any appropriate support requirements.
Manager, WHS	Access to all information.	To monitor the services being delivered by the Injury Management and Health Program Coordinator.
Manager, People and Culture	Provided with the results of any Seqwater employees that returns a positive test for drugs or alcohol.	To determine whether disciplinary action is required.
AOD Testing Providers	The results of any testing they are undertaking.	Provide Seqwater with all alcohol or drug tests.
MRO and rehabilitation providers	Access to all information.	To provide advice on fitness for duty and to deliver the alcohol and drug management support program.
Managers/line supervisors	Advised that a positive testing result has been received from a worker they are responsible for. They are not advised of the content of the testing results.	To arrange safe transport home or to a suitable place of rest.
Seqwater employee or representative	Provided with the results of any contractor they are responsible for that returns a positive test for	To provide the results of testing to the contractor's employer.

Person	Information	Use of information
engaging a contractor	drugs or alcohol.	
Contractor's employer	Provided with the results of any of their employees undertaking work for Seqwater that returns an unconfirmed or positive test for drugs or alcohol.	To determine action required.
CEO/General Manager	Provided with the results of any Seqwater employees that returns a positive test for drugs or alcohol.	To determine action required in consultation with the Manager, People & Culture.

Under no circumstance can a line supervisor or Seqwater employee or representative engaging a contractor advise any other person not detailed in the above table of an individual's test result without the written approval of that individual. This includes both positive and negative test results.

Breaches of confidentiality are considered a serious matter and will be referred to the Manager, People and Culture to determine whether disciplinary action is required in accordance with the Discipline Procedure ([PRO-00962](#)).

7.1 Release of information

Seqwater will only release information associated with an individual's alcohol or drug testing in accordance with this section, or following receipt of written permission from the individual or if required by law. The only exception to this is that Seqwater will provide a contractor's employer with test results of any employees undertaking work for Seqwater that return a positive test for drugs or alcohol.

8. Complaints

Any complaints relating to alcohol and drug testing should be reported to the Injury Management and Health Program Coordinator or the Manager, WHS. This includes complaints relating to:

- the manner that testing has been undertaken
- the confidentiality of personal information

Any concerns that the Anti-discrimination, Harassment and Bullying Procedure ([PRO-00952](#)) is being breached during any aspect of alcohol and/or drug testing should be reported to the Manager, People and Culture.

9. Training

Training will be provided in accordance with the Training and Competency Management Procedure ([PRO-01574](#)).

Any person accessing a Seqwater workplace will be provided with information on Seqwater's position on alcohol and drugs in the workplace as part of their workplace induction.

All workers will participate in training to recognise symptoms and behaviours associated with the effects of alcohol and drugs. This training will include support mechanisms and the application of the procedure, providing workers with the knowledge and ability to manage their own fitness for work.

10. Monitoring and audit

The application of this procedure shall be audited in accordance with the WHS Internal Audit Schedule and the Integrated Management System Internal Audit Procedure ([PRO-00002](#)), however no personal information will be provided to auditors without appropriate authority.

Trend analysis may be reported to management in accordance with the WHS Reporting Procedure ([PRO-01605](#)). This analysis will not include information that could identify any individual.

11. Record keeping

All records are to be retained, archived and disposed of in accordance with the *Queensland State Archives General Retention and Disposal Schedule for Administrative Records*. Additional guidance regarding mandatory record keeping requirements is provided in the WHS Record Keeping Matrix.

All personal information will be dealt with in accordance with Seqwater's Information Privacy Policy ([POL-00075](#)).

Any workers that participate in alcohol and/or drug testing will be advised of the following in relation to their personal information:

- what information will be collected
- how the information will be used
- how the information will be stored
- who will have access to this information
- how the information may be accessed.

Records will be stored in REX, with security applied to the files limiting access of the information to the Injury Management and Health Program Coordinator, Manager, WHS and REX administrators only.

In addition, any records relating to employees that return a positive alcohol or drug test and the associated disciplinary actions, will also be stored on the employee's personnel file.

Where alcohol or drugs tests are relevant to incident investigation, the testing records will only be referenced in the investigation report.

12. References

12.1 Legislation and other requirements

Description	Status	Location
<i>AS 3547-1997: Breath alcohol testing devices for personal use</i>	Active	www.saiglobal.com.au/online
<i>Drugs Misuse Regulation 1987 (Qld)</i>	Active	www.legislation.qld.gov.au
<i>Framework for alcohol and drug management in the workplace</i>	Active	https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0010/82756/alcohol-drug-management.pdf
<i>Information Privacy Act 2009 (Qld)</i>	Active	www.legislation.qld.gov.au
<i>AS 4760-2006: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid</i>	Active	www.saiglobal.com.au/online
<i>Queensland State Archives General Retention and Disposal Schedule for Administrative Records</i>	Active	www.archives.qld.gov.au/Recordkeeping/RetentionDisposal/Pages/GRDS.aspx

12.2 Supporting procedures

Description	Status	Location
PRO-00952 Anti-discrimination, Harassment and Bullying Procedure	Active	QPulse
POL-00038 Code of Conduct Policy	Active	QPulse
PRO-00962 Discipline Procedure	Active	QPulse
PRO-01577 Health, Wellbeing and Fitness for Work Procedure	Active	REX Ref: D13/70677
POL-00075 Information Privacy Policy	Active	QPulse
PRO-00792 Injury Management Procedure	Active	REX Ref: D13/61350
PRO-00002 Integrated Management System Internal Audit Procedure	Active	REX Ref: D13/915
MAN-00211 WHS Management System Framework	Active	REX Ref: D13/43216
PRO-01605 WHS Reporting Procedure	Active	REX Ref: D13/70792

12.3 Supporting documents, forms and templates

Description	Status	Location
Alcohol and Drugs Observation Form (FRM-00613)	Active	REX Ref D14/49266
WHS Record Keeping Matrix	Active	REX Ref: D13/70968

13. Definitions

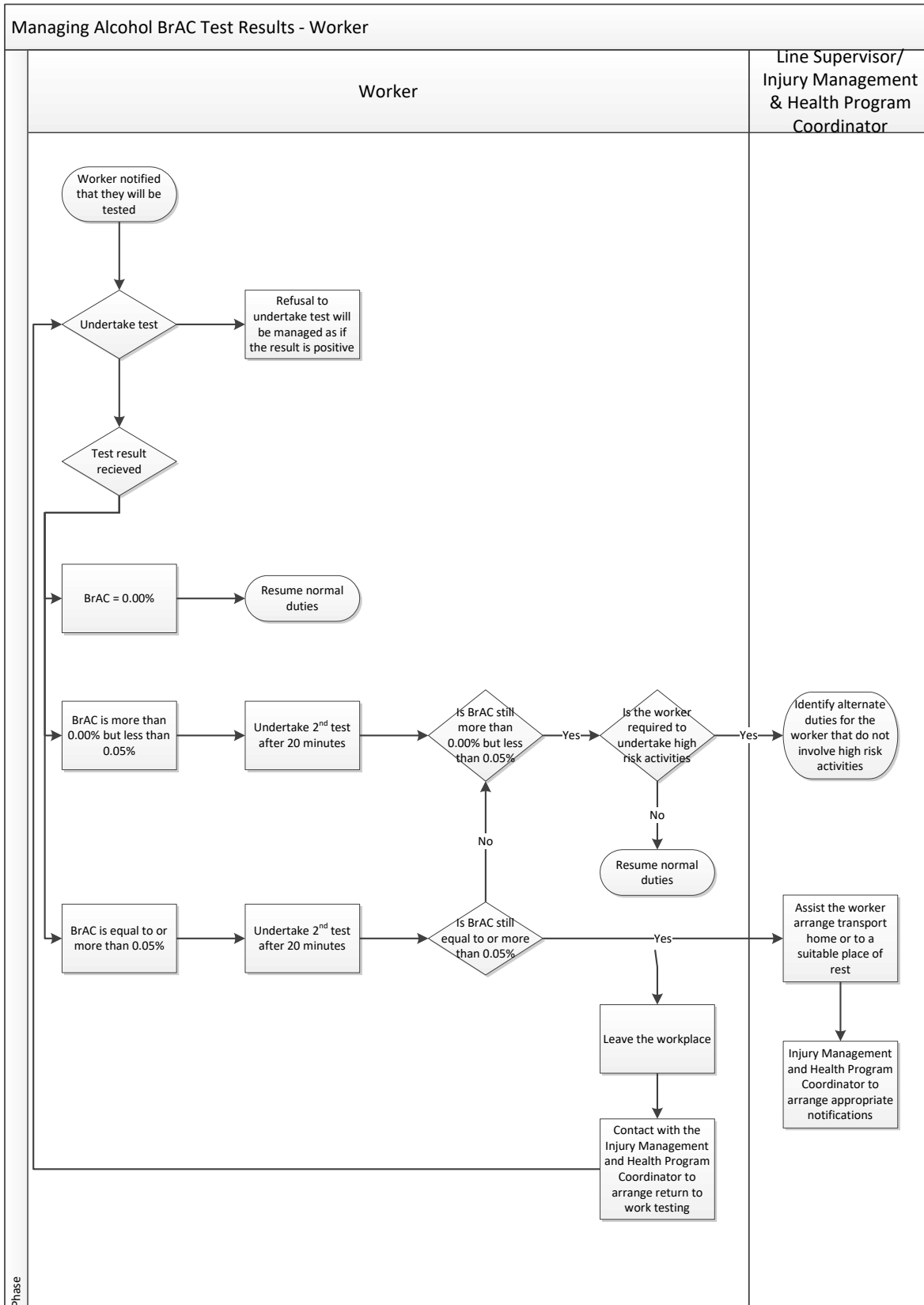
Term	Definitions
Alcohol	A liquor, brew or drinking substance containing ethyl alcohol or ethanol as the active agent.
Alcolizer	A wall-mounted unit allowing self-testing of breath alcohol concentration.
Alcohol and Other Drugs (AOD) Testing Officer	A person or organisation undertaking alcohol and drug testing services that has completed an accredited training course in conducting workplace alcohol and drug testing.
Breath Alcohol Concentration (BrAC)	The units used for expression of breath concentration being expressed as the percentage of grams in 210 Litres of expired breath.
BrAC Positive	A result equal to or greater than 0.05% BrAC.
BrAC Negative	A result less than 0.05% BrAC.
Chain of Custody	A process to account for the integrity of each oral fluid specimen by tracking its handling and storage from point of specimen collection to final disposal of the specimen.
Chain of Custody Form	A form used by the AOD Testing Provider to record the tracking of the specimen from the time of collection of the specimen to its receipt by the laboratory, as well as the dispatch between laboratories.
Confirmed negative result	Are laboratory results that: <ul style="list-style-type: none"> a) do not indicate the presence of illegal or prohibited drugs in excess of standard cut-off limits; or b) are consistent with the recommended or prescribed dosage of legal medication disclosed by the candidate during the testing process.
Confirmed positive result	A result returned by a NATA-accredited laboratory that confirms the presence of drugs that exceed the minimum cut off limits prescribed in AS4760-2006: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; or is not consistent with the recommended or prescribed dosage for the legal medication disclosed by the candidate during the testing process.
Drug	Any substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any form which, when consumed or used by any person, deprives or alters the person either temporarily or permanently of any of their normal mental or physical faculties. For the purpose of this procedure the term shall be applied to the drugs/metabolites listed in Appendix 4 – Tables of Drug Types and Concentrations.
DrugWipe	A DrugWipe is a disposable test that detects drugs in saliva. The immunoassay test detects cannabis, amphetamines, methamphetamines (including ecstasy), opiates and cocaine. The analysis delivers a visible qualitative result within 10 minutes.

Term	Definitions
Employee Assistance Program (EAP)	A confidential counselling service provided as a resource to Seqwater employees and their immediate family. The service is provided by an external provider and can be accessed by: <ul style="list-style-type: none"> Phone: 1800 604 640 Website: www.livewell.optum.com (access code is auseq)
Fit for Duty Assessment	An independent medical evaluation and/or report conducted by an Occupational Physician or other specialist medical practitioner to evaluate a worker's current and future capacity to safely perform the inherent demands of the role.
Fit for work	A person is in a state (physical, mental and emotional) that enables them to perform assigned tasks safely, competently and in a manner that does not threaten or compromise the safety or health of themselves or others.
Fit4Work Program	A program that establishes and implements initiatives to address potential risk factors that may cause the impairment of a worker. This includes initiatives such as alcohol and drug monitoring, along with stress and fatigue management strategies.
Illicit drugs	Every substance or article which is a "dangerous drug" under or within the meaning of the <i>Drugs Misuse Regulation 1987</i> (Qld).
Incident	An event or circumstance that could have or did lead to unintended and/or unnecessary harm to a person and/or loss or damage or adverse consequences. This definition of an incident includes near misses.
Injury management	A comprehensive and coordinated approach to the management of injuries and workers compensation claims in the workplace. It is generally defined as a workplace managed process incorporating employer and medical management, from the time of injury through to a return to suitable employment. Injury management covers a range of activities and strategies that ensure efficient administration of the claim and effective rehabilitation. It also involves working closely with the People and Culture function around matters such as employee relations, placement and performance management issues that may impact on a successful return to work.
Legal medication	Drugs legally prescribed to a patient by their medical practitioner or bought over the counter.
Line Supervisor	A person with day-to-day supervisory responsibilities for workers within a functional area of the business. A Line Supervisor includes, but is not limited to, Team Leaders, Coordinators and Level 4 or 5 Supervisors. A Line Supervisor is also considered a worker, but has additional responsibilities for the implementation of the WHS Management System as identified in the WHS Management System and/or position description.

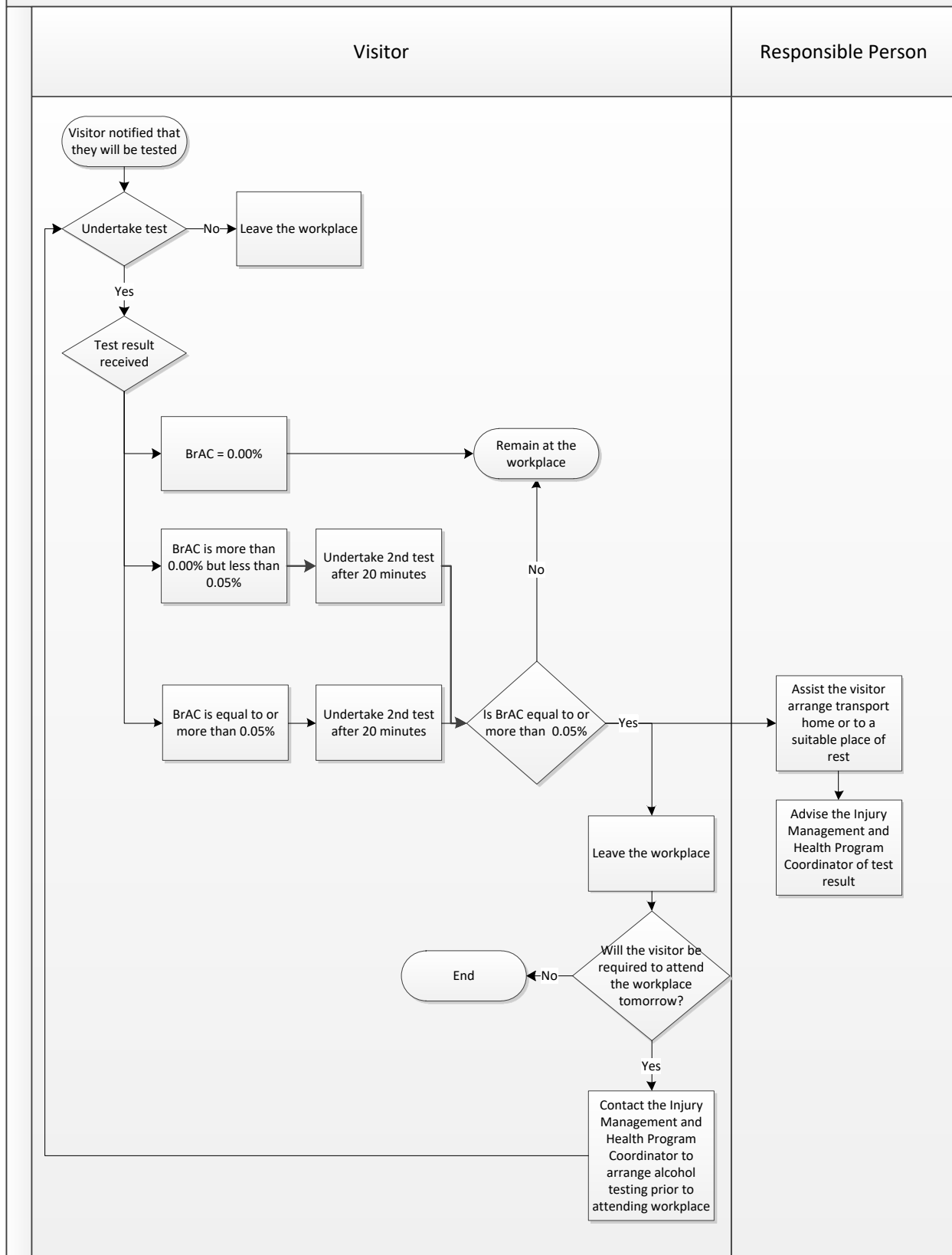
Term	Definitions
Manager	A person with the responsibilities for managing a functional area of the business including the workers within the relevant functional area. This includes, but is not limited to, Level 3 Managers, General Managers and Project Managers. A manager is also considered a worker. Managers may have additional responsibilities for implementation of the WHS Management System as well as any additional responsibilities as an officer of the business.
Medical Review Officer	Registered and licensed medical physicians from an external provider who will review laboratory results and provide medical explanations for certain drug test results. Using specialised knowledge of the use of legal drugs, the pharmacology and toxicology of illicit drugs and testing procedures, the Medical Review Officer may be asked to determine if a worker can safely return to work without risk to themselves or others.
National Association of Testing Authorities (NATA)	NATA is the authority responsible for the accreditation of laboratories, inspection bodies, calibration services, producers of certified reference materials and proficiency testing scheme providers throughout Australia.
Personal information	Information that identifies or could identify a worker. It includes medical records, photographs, videos, and information about their opinions.
Principal Contractor	The person conducting a business or undertaking appointed by Seqwater as the Principal Contractor for a construction project, and given the management and control of the workplace at which the construction project will be carried out and who discharges the duties of the Principal Contractor. A Principal Contractor is to be appointed by Seqwater for a construction project.
Principal Contractor controlled workplace	A defined area of a Seqwater workplace where construction work will take place that is under the management and control of a Principal Contractor.
Referee specimen	A separate container of the collected second specimen or an additional specimen collected at the same time as the second specimen. A referee specimen is used in the event of a disputed analysis.
Reasonable cause testing	Alcohol or drug testing conducted where there is reasonable cause that a person may be affected by alcohol or drugs.
Redline Breathalyser	Disposable breathalyser test that interprets the volume of alcohol in a breath sample (BrAC). Each Redline test tube contains yellow crystals which turn green pro rata to the volume of alcohol present in the breath sample collected by the breath bag. The Redline does not give a specific BrAC reading and only provides an indicative result of whether a person is above or below 0.05% BrAC. The Redline is a non-evidentiary screening device which means that it cannot be used as legal evidence.
Return to Work AOD Testing	A saliva drug-screening test or alcohol BrAC test that is conducted upon a person's return to their workplace following a positive result for alcohol or unconfirmed drug result.

Term	Definitions
S8 Medical Prescription	Schedule 8 (S8) drugs and poisons, otherwise known as Controlled Drugs, are substances and preparations for therapeutic use which have high potential for abuse and addiction.
Unconfirmed drug result	An oral drug screen result which does not return negative. This is deemed to be unconfirmed until a NATA Accredited laboratory has confirmed a positive result.
Visitor	Any person attending a Seqwater workplace who is not considered to be a worker.
Worker	<p>Worker means a person who carries out work in any capacity for Seqwater, including work as:</p> <ul style="list-style-type: none"> • a worker • a contractor or subcontractor • a worker of a contractor or subcontractor • a worker of a labour hire company who has been assigned to work at Seqwater • an outworker • an apprentice or trainee • a student gaining work experience • a volunteer • a worker of a prescribed class.
Workplace	A place where work is carried out by Seqwater and includes any place where a worker goes, or is likely to be, while at work. This includes a vehicle, vessel or other mobile structure.

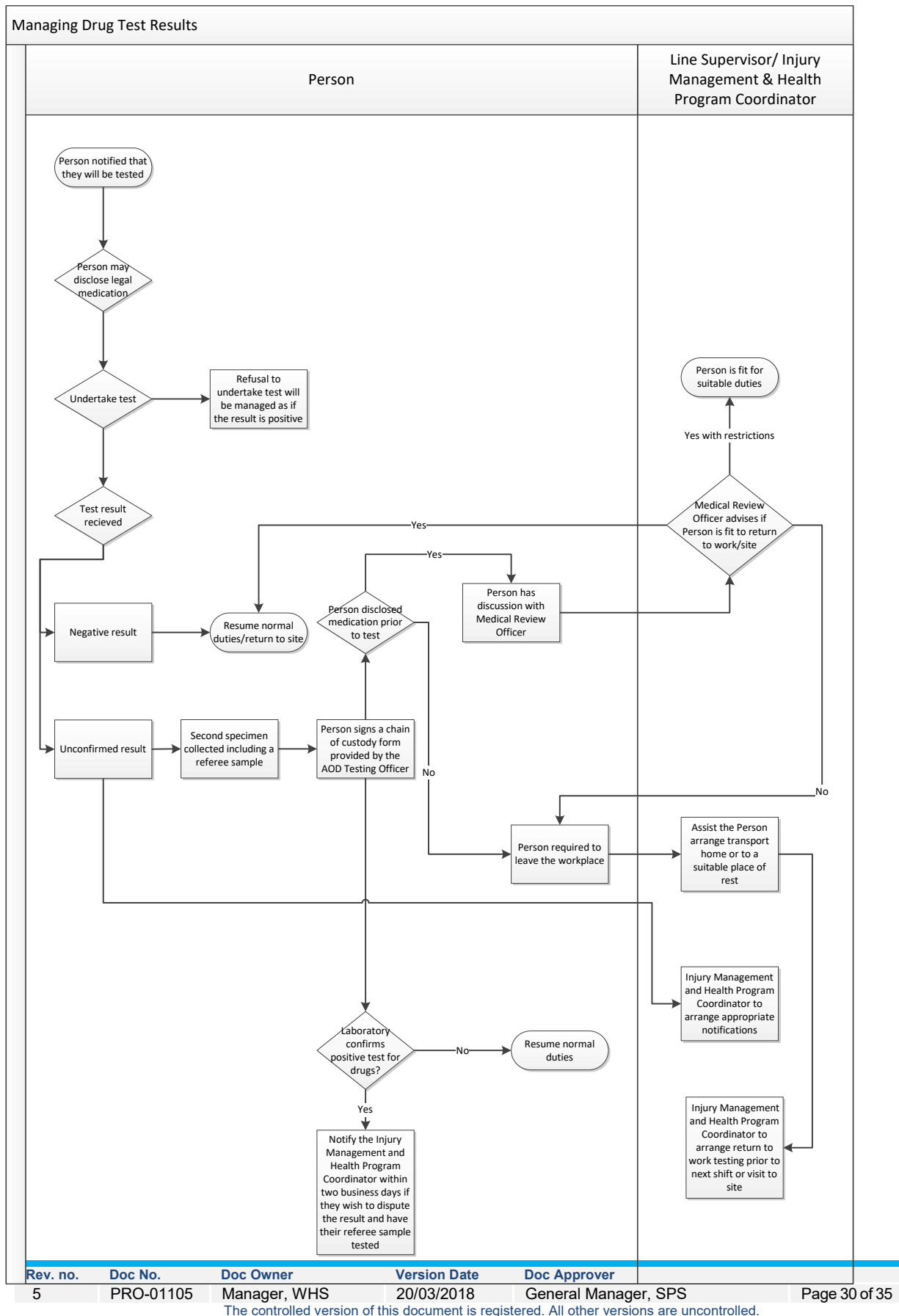
Appendix 1 – Managing alcohol BrAC tests



Managing Alcohol BrAC Test Results - Visitor



Appendix 2 – Managing drug test results



Appendix 3 – Signs, symptoms and behaviours of alcohol or drug use

A person may be reasonably suspected of being under the influence of alcohol and/or drugs where the person is demonstrating one or more of the following physical symptoms or behaviours. Workers displaying these symptoms or behaviours may require medical treatment.

Care shall be taken, as many of the symptoms outlined below are similar to those for the onset or occurrence of a heart attack, stroke or other illnesses. Therefore, the symptoms and behaviours are listed as a guide only to what may be exhibited when a person is affected by alcohol or other drugs.

Physical Symptoms and Behaviours		
Flushing	Dizziness	Shakiness
Bloodshot eyes	Dilated (enlarged) pupils	Unclear judgement
Confused	Uncoordinated movements	Irregular breathing
Slow reactions	Loss of memory	Hyperactivity
Slurred speech	Aggression	Depression
Smells of alcohol	Tendency to laugh	Tension
Loss of inhibitions	Talk more than usual	Unconsciousness
Vomiting	Convulsions	Hallucinations
Trembling	Irritability	Irrational behaviour
Threatening manner	Sleepiness	Anxiety
Convulsions	Increased sweating	Dehydration
Work Behaviours		
Non or reduced attendance at work evidenced by:		
<ul style="list-style-type: none"> absenteeism such as excessive sick leave, taking of unauthorised leave, frequent minor illnesses, improbable excuses for absences or lateness of arrival on-the-job absenteeism such as continued absences from office, desk, or worksite, frequent trips to coffee room or toilet, late returning from lunch/shift. 		
Continuous non-compliance to Seqwater WHS standards evidenced by:		
<ul style="list-style-type: none"> incidents on the job, near misses, or incidents off the job that affect work performance. 		
Effects on clients and customers evidenced by:		
<ul style="list-style-type: none"> clients comment on behaviour or action. 		
Diminished quality of work evidenced by:		
<ul style="list-style-type: none"> difficulty recalling instructions or job details and/or giving misunderstanding instructions slow to learn new jobs, unreliability and/or reduced levels of concentration. 		
Diminished quantity of work evidenced by:		
<ul style="list-style-type: none"> missed deadlines or jobs taking more time than expected decreased productivity 		

- unable to sustain effort and/or spasmodic work pace.

Effects on work team evidenced by:

- over-reaction to real or imagined criticism, wide mood swings in morale, moody and unpredictable behaviours
- borrowing money from co-workers and/or complaints about, or avoidance of co-workers
- involvement in arguments and/or physical altercations.

Appendix 4 – Drug types and concentrations

Initial on-site test target concentrations

As recommended by AS 4760-2006: *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.*

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

Laboratory confirmed test target concentrations

As recommended by AS 4760-2006: *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.*

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

Notes:

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

Appendix 5 – Seqwater’s high-risk activities

Listed below are activities that have been identified as high risk activities through Seqwater WHS risk assessments. Workers are prohibited from carrying out these activities when they return a BrAC reading of above 0.00%

- Working on plant with high voltage power supply.
- Electrical work – except for extra low voltage work.
- Working at heights.
- Working in a confined space.
- Handling hazardous materials and dangerous goods – chlorine and ammonia gas, acids and alkalis and fluoride.
- Operating mobile plant - forklifts, backhoes, excavators, load lifting equipment and ride on mowers.
- Conducting and working under an energy isolation, including pressure, gravity and electrical.
- Operating rotating or moving machinery – lathes, grinders, presses, guillotines, chainsaws and brush cutters.
- Working alone or in isolation.
- Working on or near deep water-diving boats.
- Conducting excavation or trenching work.
- Working on or near roads.
- Operating heavy vehicles.
- Conducting fire management activities.
- 4WD off road driving.
- Operating All-Terrain Vehicles (ATVs) or quad bikes.

Appendix 6 – Example of Alcohol and Drug Testing Consent Form

SEAL NO		THE DRUG DETECTION AGENCY DRUGS OF ABUSE TESTING REQUEST/CONSENT FORM – TDDA 1.1		CLIENT ID NO QLD 46301	
FAMILY NAME		FIRST NAME	SEX <input type="checkbox"/> M <input type="checkbox"/> F	CLIENT CODE	DIV/SUB
DATE OF BIRTH	IDENTIFICATION DETAILS		COLLECTION ONLY <input type="checkbox"/>	REPORT TO	
MEDICATIONS (To keep the details of your medications private, advise the collector) TYPE/WHEN					
COLLECTION SITE			TESTING VEHICLE REGO		
POC DEVICE Urine <input type="checkbox"/> Oral Fluid <input type="checkbox"/>	Oral Fluid Device Used <input type="checkbox"/>	Lot No Expiry Date	ALCOHOL BREATH SCREEN Device Serial No. Calibration Date		
<p align="center">REASON FOR TESTING</p> <p> <input type="checkbox"/> PRE EMPLOYMENT <input type="checkbox"/> POST INCIDENT <input type="checkbox"/> RE TEST <input type="checkbox"/> SECONDARY SCREEN <input type="checkbox"/> RANDOM <input type="checkbox"/> REASONABLE GROUNDS TO BELIEVE <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> RANDOM REHAB </p>					
<p align="center">INFORMED CONSENT: COLLECTOR TO READ AND EXPLAIN IN LANGUAGE UNDERSTOOD BY DONOR</p> <p>I consent to undergo a drug test(s) and/or breath alcohol test, to be undertaken by The Drug Detection Agency (TDDA).</p> <p>I acknowledge this is for the purpose of determining whether I have levels of an illicit drug(s) or any misused medication or prescribed drugs, or legal designer drug(s) present in my urine and/or oral fluid, or determining whether I have any level of alcohol in my breath.</p> <p>I understand that the results of the drug test(s) and/or breath alcohol test will only be used for the purposes for which it was obtained, as set out in Seqwater's Managing Alcohol and Other Drugs Procedure (PRO-01105).</p> <p>I undertake to advise the nominated collector conducting the test(s) of any medication that I am taking. I also certify that I will not adulterate or attempt to cheat either of the tests and that the information provided on this form is true and correct with proof of identity.</p> <p>I understand that a refusal to sign this form and undergo a drug test(s) and/or breath alcohol test will result in my being asked to leave the Seqwater workplace. In addition, I understand that if I am an employee of Seqwater I may face disciplinary action as a result of this decision.</p> <p>I consent to the results of the drug and/or alcohol test(s) being communicated confidentially to Seqwater's Injury Management and Health Program Coordinator or other representatives as required in Seqwater's Managing Alcohol and Other Drugs Procedure (PRO-01105). If I am an employee of, or otherwise engaged by or through, a contractor engaged by Seqwater, I consent to the results also being provided to the contractor.</p> <p>I have read or had explained to me and understand the terms of this consent form.</p> <p>Donor _____ Date _____ Time _____</p>					
TIME SAMPLE TAKEN	VISUAL CHECK <input type="checkbox"/>	TEMP READ WITHIN 4 MINUTES YES <input type="checkbox"/> NO <input type="checkbox"/>	WITHIN RANGE 33-38 YES <input type="checkbox"/> NO <input type="checkbox"/>	TEMP _____	
BREATH SCREEN RESULTS INITIAL READING Time _____ Reading _____ Negative <input type="checkbox"/> Detected <input type="checkbox"/>		ADULTERANT SCREEN Normal Abnormal CRE <input type="checkbox"/> <input type="checkbox"/> NI <input type="checkbox"/> <input type="checkbox"/> PH <input type="checkbox"/> <input type="checkbox"/> BL <input type="checkbox"/> <input type="checkbox"/> SG <input type="checkbox"/> <input type="checkbox"/> INVALID SCREEN <input type="checkbox"/> REASON _____ SPECIMEN REQUIRES FURTHER ANALYSIS <input type="checkbox"/>		DRUG SCREEN Neg Requires further analysis Not Tested AMP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> BZO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> COC <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MAMP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OPI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> THC <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SYN CAN <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OTHER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lot No _____ Expiry _____	
<p>I certify that the donor's identification has been positively verified by the means on this form and that the specimen referred to on this form is the specimen collected from the donor in compliance with AS/NZS4308:2008, and appendix A, if applicable.</p> <p>Collector (Print) _____ Collectors Signature _____ Date _____</p> <p><small>TDDA conducts on-site screening, specimen collection, storage, handling and dispatch in accordance with Section 2 and Appendix A for onsite procedure per AS/NZS 4308:2008 and Section 2 for specimen collection storage, handling and dispatch for oral fluid per AS 4760:2006. Synthetic cannabis and oral fluid on site testing are not covered by this standard. THIS DOCUMENT IS NOT AN INTERIM REPORT. SUBJECT TO FURTHER TESTING, IT SHOULD NOT BE RELIED UPON FOR ANY PURPOSE.</small></p> <p align="center">WHITE – EMPLOYERS COPY YELLOW – DONOR COPY GREEN – COLLECTOR COPY</p>					

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