



Procedure

Testing for alcohol and other drugs

Endorsed: 30 October 2017

Brief description

This Procedure outlines how GPC will undertake alcohol and other drug screening to enable GPC to manage the effects of alcohol, medications and other drugs in the workplace.

Document information

Current version	28
First released	1 March 2007
Last updated	30 October 2017
Effective by	30 October 2017
Review frequency	Triennially
Review before	30 October 2020
Audience	All persons accessing GPC operating sites

Document accountability

Role	Position
Owner	People Community and Sustainability General Manager
Custodian	Safety Manager

This document contains confidential material relating to the business and financial interests of Gladstone Ports Corporation Limited. Gladstone Ports Corporation is to be contacted in accordance with Part 3, Division 3 Section 37 of the *Right to Information Act 2009* should any Government Agency receive a Right to Information application for this document. Contents of this document may either be in full or part exempt from disclosure pursuant to the *Right to Information Act 2009*.

© 2013 Gladstone Ports Corporation Limited ABN 96 263 788 242



Table of contents

Terms and definitions	2
1 Introduction	4
1.1 Procedure purpose	4
1.2 Procedure scope	4
1.3 Procedure objectives	4
2 Testing for alcohol and other drugs	4
2.1 Roles and responsibilities	4
2.2 Arranging an alcohol test or other drug screen	5
2.3 Candidate selection	5
2.4 Testing/screening procedures	6
2.5 Testing/screening equipment maintenance	8
2.6 Records management	8
3 More information	8
4 Appendices	9
4.1 Appendix 1 – Related documents	9
4.2 Appendix 2 – Flow chart 1 – Candidate selection	10
4.3 Appendix 3 – Flow chart 2 – Testing process	11
4.4 Appendix 4 – Flow chart 3 – Receipt of confirmatory test results	12

Terms and definitions

The following key terms and definitions apply to this Procedure:

Term	Definition
Alcohol	Alcohol is a depressant class drug, meaning that it slows down vital functions—resulting in slurred speech, unsteady movement, disturbed perceptions and an inability to react quickly. The unmodified term ‘alcohol’ refers specifically to the chemical substance ethanol which may occur in either a liquid or gaseous form.
Alcohol breath test	A measurement of the alcohol content of an appropriate sample of expired air.
Candidate	Person required to undergo alcohol or other drug screening.
Confirmatory test	An analytical procedure that unequivocally identifies and quantifies the presence of a specific drug above the relevant target concentration.
Custodian	Under the GPC governance structure, the Custodian is accountable for monitoring the application of the system and advising the owner of the monitoring outcomes, and is also accountable for proposing system design or redesign and facilitation of conformance.



Drug	A substance that has a physiological effect on the body either itself or through its metabolite(s). The term 'drug' refers to the drug and/or its metabolites for the purpose of detecting a target drug in oral fluid (or urine).
Drug screen	A valid method used to exclude the presence of a drug or class of drug.
Employee	A person who is employed by GPC including GMPS.
Fit for work	For the purpose of this procedure, is the state in which a person complies with the target concentrations set in the GPC Standard – Alcohol and other drugs.
Health management plan	A plan developed between the affected employee, their Supervisor and the Health and Wellbeing Officer/Specialist that monitors the health of that employee. It is used for monitoring medical conditions to ensure the employee remains fit for work and for rehabilitation to ensure the employee is progressing towards pre-injury/illness fitness including alcohol and other drug rehabilitation.
Negative result	A result below the target concentration used for initial testing. See Standard.
Non-GPC Employee	Includes contractors, port users and visitors, but not GPC employees.
Non-negative result	A result at or above the target concentration used for initial testing.
Owner	Under the GPC governance structure, the Owner is accountable for approval and has the authorised discretion to implement or significantly change the system.
Positive result	A result at or above the target concentration after confirmatory testing.
Reasonable Suspicion	A judgement of impairment based on the behaviours described in this Standard.
Screening Officer	Contractor or authorised GPC staff who have successfully completed a course of instruction for specimen collection and on-site screening, handling, storage and dispatch of specimens and has received the associated statement of attainment.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. It also includes a vehicle, vessel, aircraft or other mobile structure; and any waters and any installation on land.



1 Introduction

1.1 Procedure purpose

This Procedure is supported by the Gladstone Ports Corporation (GPC) Standard – Alcohol and other drugs. It details how GPC will achieve its objectives of ensuring that the health and safety of people at GPC sites are not put at risk by the actions of people presenting to site who are unfit for duty. It outlines how GPC will undertake alcohol and other drug screening to enable GPC to manage the effects of alcohol, medications and other drugs in the workplace.

1.2 Procedure scope

This Procedure applies to all GPC employees, contractors, board members, port users and visitors accessing GPC sites.

1.3 Procedure objectives

This Procedure describes the processes to be followed to mitigate the risk associated with alcohol and other drugs at GPC by:

- Describing how alcohol testing and drug screening will be conducted; and
- Detailing the actions required for non-negative and positive screening results are returned.

2 Testing for alcohol and other drugs

2.1 Roles and responsibilities

Role	Responsibility
Every person entering, or intending to enter, a GPC site or conducting GPC business	<ul style="list-style-type: none">• When selected for screening:<ul style="list-style-type: none">○ Complete the consent form○ Declare any medications that may interfere with the test/screen○ Not eat or drink until after the test is complete
Supervisor	<ul style="list-style-type: none">• Arrange Screening Officer for post incident and suspicion testing• Arrange site access card of affected person to be disabled when positive / non-negative result returned and re-instated once negative result returned
Screening Officer	<ul style="list-style-type: none">• Direct a candidate on how to provide samples in accordance with the relevant AS/NZS Standard• Notify Supervisor of non-negative results• Prepare samples for confirmatory testing
Testing Provider	<ul style="list-style-type: none">• Notify Safety Manager of results of confirmatory testing
Safety Manager	<ul style="list-style-type: none">• Inform relevant Supervisor of results of confirmatory testing
Safety Section	<ul style="list-style-type: none">• Schedule and arrange random testing• Arrange for calibration and maintenance of breath testing units• Provide a record of all positive results to Health and Wellbeing for filing
Medical Review Officer	<ul style="list-style-type: none">• Provide advice on potential interference in non-negative results
Health and Wellbeing	<ul style="list-style-type: none">• Arrange pre-employment medical• Arrange for screening for Health Management Plan



2.2 Arranging an alcohol test or other drug screen

2.2.1 Pre-employment

Prior to their employment being finalised, the preferred candidate/s will be contacted by GPC's Employee Relations Section to arrange a pre-employment medical, including alcohol breath testing and other drug screening. The Health and Wellbeing Centre will make the appointment with the preferred medical provider for the pre-employment screening.

2.2.2 Random tests

Random alcohol and other drug screening will be scheduled and arranged by the Safety Section.

2.2.3 Reasonable suspicion and post incident

The Supervisor of the affected person is responsible for contacting an approved Screening Officer to attend site for the purpose of post incident and reasonable suspicion testing. Contact details for the approved Screening Officers can be found on the GPC intranet under the Safety icon.

2.2.4 Health management plan

The GPC Health and Wellbeing Centre will make arrangements for pre-determined alcohol and or drug screening to be conducted as per an individual's health management plan for GPC employees.

2.3 Candidate selection

A summary of this section is illustrated in *Flowchart 1 – Candidate selection* in Appendix 2 of this Procedure.

2.3.1 Random selection

The approved random selection processes currently includes:

- *Ball selection* – The candidate selects one ball from a non-see-through bag containing two white and two coloured balls. If a coloured ball is selected then the candidate is required to present for testing.
When a vehicle is stopped at a site entry, each person in the vehicle is required to select a ball. Only those who select a coloured ball are required to present for testing.
To avoid lengthy waiting times, the Screening Officers may stop ball selections when there are more than five (5) people waiting per Screening Officer, until the queue reduces to an acceptable level.
- *Cardax record selection* – Can be applied during the shift at any time of the day or night. A list of all persons on site is sourced from Cardax and entered into an excel spreadsheet random number generator.

A representative from the Safety Section will contact the Supervisor of the candidate on the list to inform them of their selection and the requirement to present for screening.

Alternative random selection processes may be applied following approval by the GMT.

2.3.2 Reasonable suspicion

The person(s) who identifies behaviours in another that gives rise to reasonable suspicion must notify the Supervisor of the suspected person (or report it to their own Supervisor if unknown). The Supervisor and the person reporting suspicion will complete the Reasonable Suspicion Form to identify the specific behaviour.

The Supervisor of the suspected person will notify the person that they are required to present for testing.

The completed Reasonable Suspicion Form must be treated as a confidential document is to be returned to Health and Wellbeing for filing.



2.3.3 Post incident

Unless injury or a medical condition prevents screening, any person involved in the following will be directed to present for testing:

- An incident resulting in a medium, high or extreme, actual or potential risk, or
- An incident relating to driving/operating vehicles/equipment, or
- Any incident notifiable to a regulator such as Workplace Health and Safety Qld, Electrical Safety Office or similar.

Any person who may have contributed to the incident will also be screened.

2.4 Testing/screening procedures

A summary of this section is illustrated in *Flowchart 2 – Testing process* in Appendix 3 and *Flowchart 3 – Receipt of confirmatory testing* in Appendix 4 of this Procedure.

2.4.1 Consent and declarations

Prior to providing any breath, oral fluid or urine specimens for screening, the candidate must complete a test consent declaration with the Screening Officer. The consent covers:

1. Acknowledgment that a specimen is to be provided for the purpose of testing for alcohol and other drugs as required by GPC; and
2. Consent that the sample/s provided will be analysed either on-site or at an approved laboratory, if required, and that the results will be released to authorised GPC personnel; and
3. Certification that the specimen provided will be the candidates own and that all information provided to the Screening Officer is true and correct.

2.4.2 Interference with breath or oral fluid specimens

The candidate must not place any drink or food in their mouth from the time of selection until the test is completed. Screening Officers have the right to examine the candidates mouth to ensure no food or excess fluid remains that will impact the testing/screening results.

2.4.3 Alcohol breath testing

The Screening Officer will request the candidate to supply an air sample from their lungs directed into an approved breath analysis instrument. The sample must be sufficient to obtain a valid reading on the instrument.

A result of 0.00g/100mL is considered as a **negative** result and the person may return to work.

If the result is above 0.00g/100mL, a confirmation test will be carried out after a waiting period of 15 minutes (but no greater than 20 minutes) after the initial test.

If the **confirmation test** result is greater than 0.00g/100mL but less than 0.02g/100mL, the result is recorded as **negative**. The Screening Officer will notify the persons Supervisor of this result. If the person's role requires them to undertake high risk licence tasks or operate heavy vehicles, plant or machinery the Supervisor will need to arrange suitable duties until re-testing returns a 0.00g/100mL result.

If the **confirmation test** indicates a result of 0.02g/100mL or above, the result is recorded as **positive**. The Screening Officer will notify the persons Supervisor. The Supervisor will escort the affected person to a private room to have a confidential discussion and the Supervisor will offer to arrange safe travel home and have their site access card disabled.

Personnel will have their access re-instated when they are able to produce a negative sample at their next scheduled attendance. Where the next scheduled attendance is outside of business hours, then a temporary access card will need to be arranged through Security.

All positive alcohol breath tests will be recorded and managed in Cintellate by the Safety Section.



2.4.4 Drug screening – oral fluid (saliva)

Oral fluid (saliva) drug screens will be conducted as per AS 4760:2006, in the designated private rooms on site.

The candidate will be required to supply a saliva sample on the approved screening device provided to them by the Screening Officer. The sample must be sufficient to obtain a valid reading on the device.

If a **negative** screen result is returned:

- The collected specimen will be disposed of and the candidate can return to work.

If the screen result is **non-negative** the candidate will be required to provide a second sample to be sent for confirmatory testing in an approved laboratory.

- If the screen result is **not contested** by the candidate, the Screening Officer will notify the candidates Supervisor. The Supervisor will escort the affected person to a private room to have a confidential discussion and the Supervisor will offer to arrange safe travel home and have their site access card disabled.
- If the screen result is **contested** by the candidate, the Screening Officer will confirm if there has been consumption of any potential medications that could interfere with the screening test.
 - If **medications** are **not declared**, the candidate may request to undertake a second screen immediately during that appointment.
 - If the **second test** result is **negative**, the candidate can return to work. The Screening Officer will still notify the candidates Supervisor of the initial non-negative result.
 - If the **second test** result is **non-negative** the Screening Officer will notify the candidates Supervisor. The Supervisor will escort the affected person to a private room to have a confidential discussion which may include making contact with the GPC Medical Review Officer (MRO) for advice on the cause of the non-negative.
 - If medications are declared, the Supervisor will escort the affected person to a private room to have a confidential discussion which will include making contact with the MRO for advice on the cause of the non-negative result. The MRO will ensure the affected person gives consent for the Supervisor to partake in the discussion. If no consent is given the Supervisor will be brought back into the conversation once the MRO has finished talking to the individual. The MRO will advise the Supervisor whether the medication could have triggered the non-negative result.

If the MRO confirms that the medication **could impact** on the drug screening results, but not impede the person's ability to perform their task safely, the person may remain on site and perform their normal or modified duties as advised by the MRO, however, this decision remains with the relevant Manager.

If the MRO confirms that the medication **would not impact** on the drug screening results, the person will be escorted from site and have their site access card disabled.

Personnel will have their access re-instated when they are able to produce a negative sample at their next scheduled attendance. Where the next scheduled attendance is outside of business hours, then a temporary access card will need to be arranged through Security.

2.4.5 Drug screening – urine

Urine drug screening will be conducted as per AS 4308:2008, at the nominated Medical Provider's venue.

2.4.6 Confirmatory testing

All non-negative drug screens (both urine and saliva) will be sent to a suitable laboratory for confirmatory testing. The Screening Officer will prepare samples for the laboratory confirmation and complete the chain of custody documentation to accompany the sample. All non-negative drug tests will be sent to a NATA accredited laboratory for confirmation. The Screening Officer will notify the GPC Safety Section of the non-negative confirmatory test requirement.



All confirmed positive drug screens will be treated as confidential and recorded and managed in Cintellate by the Safety Manager.

2.4.7 Receipt of confirmatory testing results

The Safety Manager will receive laboratory confirmation results and then inform the affected persons Supervisor of the results.

If the results are **negative**, the individual will be informed that no further action will be required and no records will be maintained on their personnel file. If site access was disabled, the Supervisor of the affected person will arrange for access to be re-instated.

GPC employees: If the results are **positive**, then the affected persons Supervisor will engage the Employee Relations Specialist and Health and Wellbeing Officer/Specialist to determine suitable management of the individual and will arrange a formal meeting to discuss with the individual.

Non-GPC employees: If the results are **positive**, then the affected person will have their site access card disabled with a note on Cardax "Not to be re-activated" and a reference to the Cintellate incident. Re-instatement of access may only be granted by both the Safety Manager and relevant Manager on receipt of an investigation and suitable proof of a management plan / rehabilitation.

2.5 Testing/screening equipment maintenance

2.5.1 Alcohol breath testing equipment

The GPC Safety Section is responsible for arranging all maintenance and calibration of the alcohol breath testers provided for self-testing and mandatory testing to any applicable Australian Standard and OEM specification. A record of maintenance and calibration is maintained in the Occupational Hygiene equipment register.

2.5.2 Drug screen kits

Drug screen kits made available for self-testing, and used for all other testing, will be able to detect drugs to the quantities specified in AS 4760 or AS/NZS 4308. Drug screen kits provided must be within their used by date.

2.6 Records management

At completion of the alcohol and other drug screen, the Screening Officer will provide the candidate with a copy (blue) of their results.

At completion of the alcohol and other drug screening period, the Screening Officer will provide the nominated representative from the GPC Safety Section, the employer copy (pink) for all positive alcohol and non-negative drug screen results. For GPC employees, these will be filed on the persons medical file in the Health and Wellbeing Centre. For non-GPC employees, these will be passed onto the relevant company, via their GPC Representative.

3 More information

This Procedure will be available to all personnel, vendors, port users, contractors and visitors.

This document is uncontrolled when printed. The current version of this Procedure is available on Gladstone Ports Corporation's Intranet.

If you require any further information, please contact the Custodian, listed under Document Accountability on the cover page.



4 Appendices

4.1 Appendix 1 – Related documents

4.1.1 Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	What
Federal Legislation	nil
State Legislation	Work Health and Safety Act 2011 Information Privacy Act 2009 Right to Information Act 2009
Australian Standards	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 AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
Other Industry Standards	nil

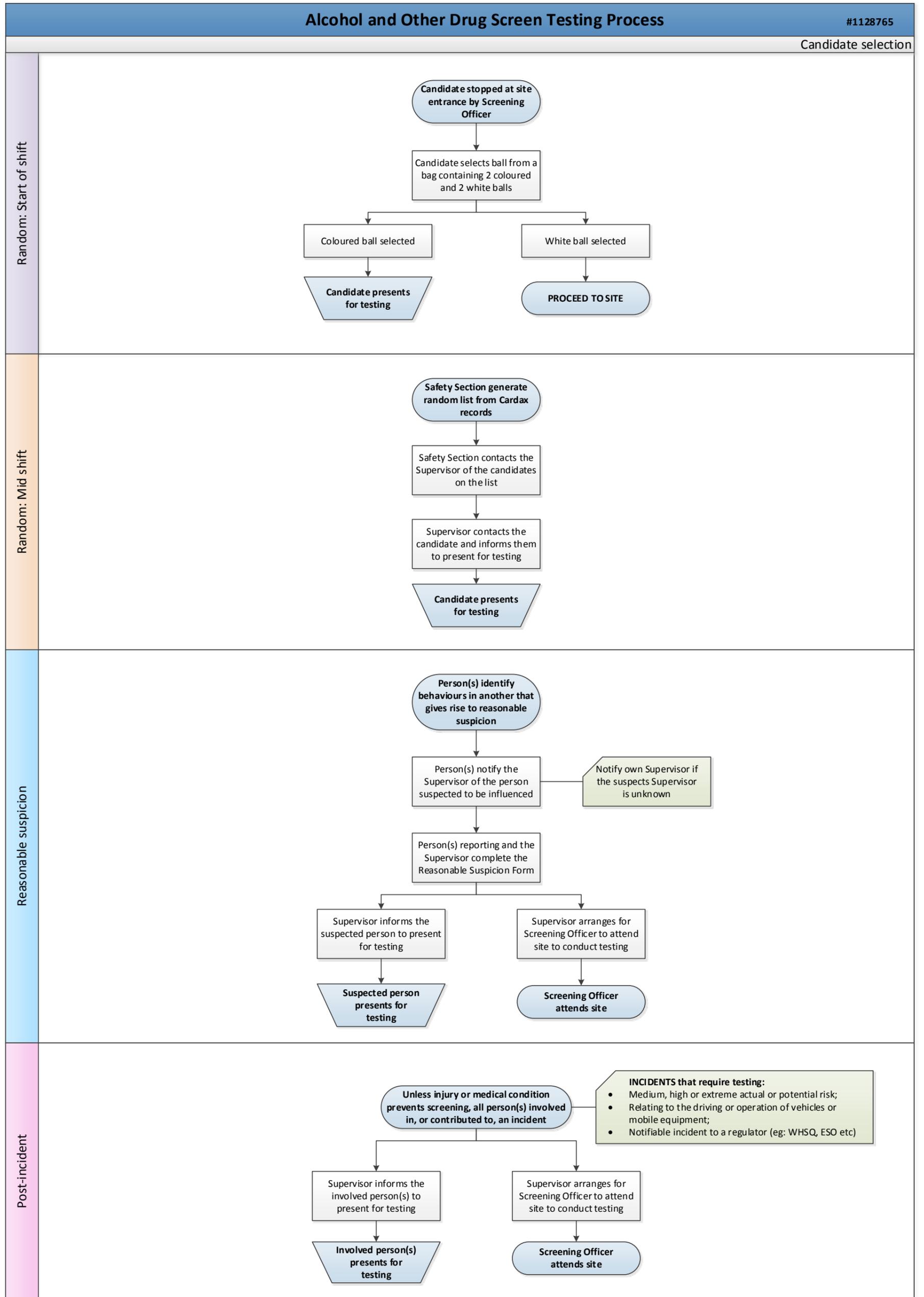
4.1.2 Gladstone Ports Corporation documents

The following documents relate to this Procedure:

Type	Document number and title
Policy	DOCSCQPA#365624 Policy – Health and Safety
Standard	DOCSCQPA#854303 Standard – Safety Management DOCSCQPA#1239110 Standard – Alcohol and other drugs
Specification/Procedure	DOCSCQPA#697854 Plan – Safety Management System
Work Instruction/Template/Form	DOCSCQPA#1324425 Form – Reasonable Suspicion
Other	DOCSCQPA#1123788 Register – Drug & Alcohol Program

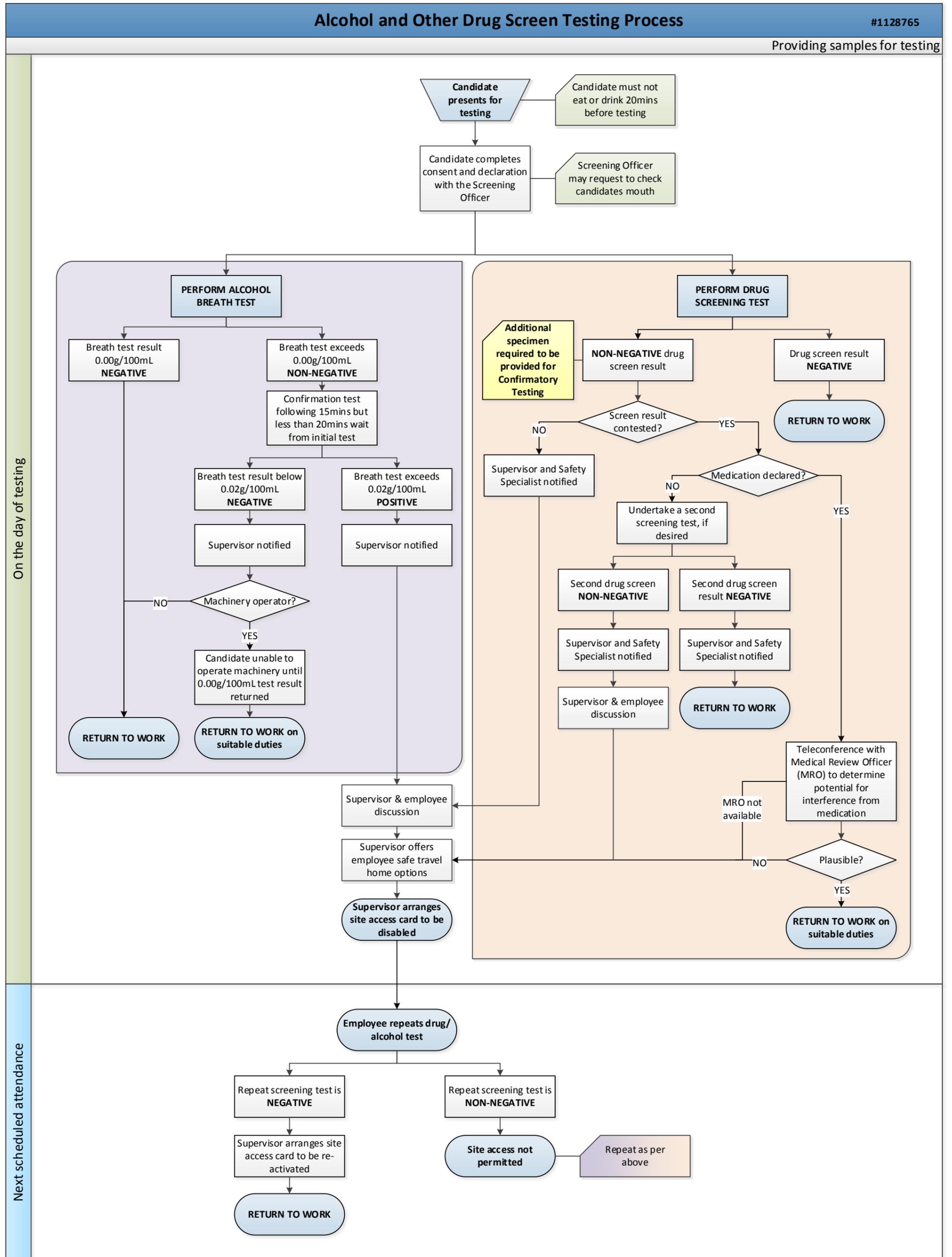


4.2 Appendix 2 – Flow chart 1 – Candidate selection





4.3 Appendix 3 – Flow chart 2 – Testing process





4.4 Appendix 4 – Flow chart 3 – Receipt of confirmatory test results

