

# COUNCIL POLICY



<b>Policy name</b>	<b>Drug and Alcohol Management</b>
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<b>Abstract</b>
<p>A sound Drug and Alcohol Policy will assist to satisfy the defense that will show Gunnedah Shire Council exercises all due diligence. This will ensure we meet Common Law requirements, compliance to the Work Health and Safety Act, Mines Safety and Inspection Act 1994. It increases our credibility with the community and our industry, increases employee engagement and contributes to a reduction in safety cost.</p>

<b>Dates</b>	Policy or amendment approved 21 Mar 2012 Policy or amendment takes effect 21 Mar 2012 Policy is due for review (up to 4 years) 21 Mar 2016
<b>Endorsed by</b>	<b>MANEX</b>
<b>Approved by</b>	Gunnedah Shire Council, at its Ordinary Meeting of Council held on 21 March 2012. Resolution number: 194.5
<b>Policy Custodian</b>	<b>Manager Human Resources</b>
<b>Relevant to</b>	<b>Officials, Delegates, Agency Labour Hire &amp; Volunteers, Work Experience personnel and Councillors, Employees, Sub Contractors, Contractors, Agency Labour Hire &amp; Volunteers, Work Experience Personnel and Councillors.</b>
<b>Superseded Policies</b>	
<b>Related documents</b>	
<b>Related legislation</b>	<b>Work Health and Safety Act 2011, Mines Safety and Inspection Act 1994</b>
<b>File number</b>	<b>794774</b>

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## **1. Purpose**

To ensure all persons conducting work for or on behalf of Council, are free from the effects of alcohol and other drugs by:

- As far as practicable, eliminating the hazards associated with the misuse of alcohol or drugs.
- Providing assistance through a range of preventative, educational and rehabilitative measures to overcome alcohol and other drug problems that effect a persons fitness for work.
- Ensuring that people who are deemed unfit for work as a result of alcohol or other drug use, are managed in a fair and constructive manner.

## **2. Scope**

This procedure applies to all persons as defined. It is intended to establish a system for minimising workplace risks associated with alcohol and other drug use.

## **3. Definitions**

### **3.1 Adulterated samples**

A sample that does not meet the integrity standard for a testable sample

### **3.2 Authorised Testing Officer**

Any person trained to competently perform the testing for Breath Alcohol Content and Drug Screening.

### **3.3 BAC**

Breath Alcohol Content.

### **3.4 Confirmed positive result**

Confirmatory Testing (drugs) at an appropriately certified Laboratory testing to AS4308.

### **3.5 Contractor**

An organization or individual (not a labour hire person or volunteer) who is hired to provide works or services under contract to council.

### **3.6 Employee**

An individual who is directly employed by council or works for council under a contract of employment, apprenticeship or traineeship.

### **3.7 Council Workplace**

Includes but is not limited to designated external work areas, offices, depots, restrooms, vehicles, training sessions etc. where tasks take place on behalf of council.

### **3.8 Drug Screening**

An oral method of screening for drugs (compliant to AS 4760) to determine if an person is to be further tested.

### **3.9 EAP**

Person Assistance Program.

### **3.10 Fit for Work Assessment**

An assessment conducted by a suitably trained Coordinator/Manager or representative to determine if drug and or alcohol testing is required.

### **3.11 Labour Hire Agency**

A third party that employs staff in order to outsource them for periods of time to other companies or businesses.

### **3.12 Medication**

Drugs prescribed by a medical practitioner and issued by a pharmacist. Drugs purchased "over the counter" or drugs purchased legally.

### **3.13 Negative test result**

A test result where the breath alcohol content is below that prescribed for the person or no drugs have been detected in a screening test.

### **3.14 Over the counter medication**

Any medication not requiring a prescription that may be deemed contraindicated or documented by a manufacturer that may result in a person

or worker being not fit for work due to the possibility of not being able to safely perform duties.

### **3.15 Worker**

Any person who is engaged either for wages, salary, contract or other reward, or is acting as an agent on behalf of Council, including but not be limited to:

- Persons directly employed by Council.
- Contractors or sub-contractors and their persons whilst engaged on work for Council where Council is the Principal Contractor under the WHS Act.
- Labour hire persons engaged by Council.
- Volunteers.
- Work experience personnel.
- Workers as defined by Model Work Health and Safety Legislation.
- Persons conducting a business undertaking as defined by Model Work Health and Safety Legislation.
- Officials.
- Delegates.

### **3.16 Positive test result**

A test result where the breath alcohol, urine or saliva content is above that prescribed in this plan.

### **3.17 Principal Contractor**

An organisation that has been appointed by Council and complies to the definition of Principle Contractor under the NSW Occupational Health & Safety Regulations.

### **3.18 Prohibited Drug**

Those drugs which are prohibited according to schedule 1 of the Drug Misuse and Trafficking Act 1985. Examples include cocaine, heroin, ecstasy, cannabis.

### **3.19 Unable to produce a sample**

Any person who can not provide a testable sample for a drug test with in a reasonable period of time.

### **3.20 Fit for Work Officer**

A person trained to identify a person/s who displays any loss or abnormality of psychological, physiological function or of any loss of function that may directly result from the consumption or use of any drug or alcohol and not be fit for work due to the possibility of not being able to safely perform duties.

## **4. Policy principles**

- 4.1 All Officials, delegates, contractors and workers at Gunnedah Shire Council are expected to attend the workplace in a “fit for work” state. Council’s obligations are to ensure the health, safety and welfare of officials, delegates, contractors, volunteers, employees, and persons conducting business undertakings and others, in the work place. The impact of drugs and/or alcohol in the workplace is a health & safety and work performance issue that Council will be addressing by the implementation of this policy and procedure.

## **5 Policy Statement**

### **5.1 Fit for work conditions of employment**

Personnel when presenting themselves for duties will ensure they are physically and psychologically capable of safely performing the requirements of their position.

They shall report to their supervisor/coordinator or manager:

- Any condition which may impact on their mental or physical ability to safely perform tasks associated with their employment.
- If they suspect or have reason to believe they have a Breath Alcohol Content above that prescribed for their work.
- That they are or have reason to believe they may be, under the influence of a prohibited drug.
- If on prescribed or over the counter medication that has the potential to impact on their judgement or performance at work. Supporting medical documentation which includes the medication, dose and potential affects shall be produced on request.
- A person shall consent to a fit for work alcohol, or other drug test, as and when directed to do so by an authorised company representative identified in this procedure.

Personnel shall report to their supervisor, co-ordinator /manager a reasonable belief if a person is displaying any loss or abnormality of psychological, physiological, or anatomical function or of any loss of function that maybe directly attributed from the consumption or use of any drug or alcohol. Or where significant evidence suggests there has been the consumption or use of any drug or alcohol that maybe in breach of this policy.

In such a situation a Fit for Work Officer will make a determination concerning testing of any reported person.

## **5.2 Prescribed Breath Alcohol Content and Saliva Levels**

### **Alcohol**

- <0.05% General work duties not associated with motor vehicles, plant or equipment.
- <0.05% Motor Vehicles drivers requiring C class License.
- <0.00% Provisional License Holders where operating any plant.
- <0.02% Heavy Vehicle drivers GMV > 13.9 tonnes.
- <0.02% Motorised Mobile Plant Operators.
- 0.00% Persons engaged in duties associated with the airport.
- 0.00% Safety critical tasks such as swimming pool attendant.
- Standards as required and identified when a worker is conducting business or operations as a contractor when providing a service on behalf of council.

### **Drugs**

Drugs tested will include amphetamines, cannabinoid's, cocaine, metabolites, methamphetamines and opiates in saliva.

The testing methodology for Breath Alcohol Content shall be by a breath analyser. The test method for Significant Incidents (group tests) shall be by means of saliva drug screening. If a screening test returns an "undetermined test result", saliva testing will be conducted by an approved laboratory.

The testing methodologies for drugs shall be in accordance with AS 4760: (Procedures for Specimen Collection and the Detection and Quantification of Drugs in Oral Fluid).

## **5.3 Alcohol**

A person is not permitted to consume alcohol during working hours (not including designated breaks) except while attending Council sanctioned functions. Where the consumption of alcohol has been approved, persons must be below the Breath Alcohol Limit prescribed for their work, or by authority from the General Manager, the prescribed limits may be raised.

Alcohol test units will be available for self testing at all Council functions where alcohol is served to workers, volunteers and PCBU's. For workers based in Tamworth, Moree and Narrabri a service provider or alternative option will be provided to afford the same opportunity as workers in Gunnedah.

It is the responsibility of the person to notify their supervisor or manager if they find that they are over their prescribed Breath Alcohol Content. The supervisor or manager shall notify an authorised testing Officer.

#### **5.4 Pre-employment Drug Testing**

Drug testing is a prerequisite for employment with Council and will be conducted on all prospective persons prior to employment with Council. A non negative test result may preclude council from offering employment.

#### **5.5 Significant Incident – Drug and Alcohol Testing**

A Fitness for Work Officer may determine if a person, or persons, are required to undergo an alcohol breath test and/or drug test screening following an incident resulting in:

- Damage to a vehicle or mobile plant.
- Medical aid.
- An incident or near miss with the potential for significant injuries or damage.
- Reportable incidents under WorkCover.
- Screening shall be by saliva testing method (swab) and by Breath Analysis Unit

#### **5.6 Reasonable suspicion**

Where there is reasonable belief a person due to display of any loss or abnormality of psychological, physiological function or of any loss of function maybe directly attributed from the consumption or use of any drug or alcohol. Or where significant evidence suggests there has been the consumption or use of any drug or alcohol that maybe in breach of this policy.

#### **5.7 Procedures**

##### **Random Testing – Workers including Contractors, Sub Contractors, Agency Labour Hire & Volunteers, Work Experience personnel, Employees, Councillors and Delegates**

Officials, Delegates and Workers including Contractors, Sub Contractors, Agency Labour Hire & Volunteers, Work Experience personnel, Employees and Councillors are all subject to random alcohol and drug testing procedures as stated in this Policy.

Random testing may be conducted at any work location on any occasion.

Random testing is determined with the assistance of a random number generating computer program. This enables the Authorised Testing Officers to select the time, date, location and personnel at that location on a random basis.

Individuals who are subject to repeat testing, having previously recorded a positive test, are subject to further random testing.

This policy requires that persons randomly selected undergo a breath analysis or if directed, for the purpose of testing for the presence of the prescribed concentration of alcohol.

Any personnel requested to submit to a random alcohol test in accordance with this policy must comply with all reasonable directions given to them by the Authorised Officer, until that officer is satisfied that a valid breath analysis reading has been obtained.

In all cases where a breath test indicates the prescribed amount or more, the person tested will be advised that they are unable to commence work and will be retested after 15 mins and before 30 mins.

If they are still over the prescribed limit they will be offered transportation to the person's home if the test indicates a level where it would be illegal for the person to operate a vehicle on public roads and where they are unable to source transport where they are not responsible for its operation. The person will be required to undergo an alcohol breath test with a negative reading before the commencement of their next work requirement.

#### **5.7.1 Random drug and Alcohol testing procedures**

**5.7.2** Random drug testing applies to Employees, Sub Contractors, Agency Labour Hire & Volunteers, Work Experience Personnel and Councillors.

**5.7.3** This policy requires that any Persons, Contractors, Sub Contractors, Agency Labour Hire & Volunteers, Work Experience personnel and Councillors provide a sample of their saliva for the purpose of testing for the presence of any prohibited drug or undeclared medication as directed by an Authorised Testing Officer.

Any person selected for random drug testing will be required to provide a sample of their saliva for the purpose of testing for the presence of prohibited drugs. Personnel selected for random drug testing, must comply with all reasonable directions given to them by an Authorised Testing Officer until the testing officer is satisfied that a valid drug sample has been obtained and all relevant procedures completed.

**5.7.4 Collection procedures** are in line with the Australian / New Zealand Drug Testing Standard AS/NZS 4760 2006.

#### **5.7.5 Random Testing Rates**

Council sets the random testing rates which will be based on the number of full-time equivalents so that it is possible every individual could be tested at least once through out a calendar year.

#### **5.7.6 Random Pool of Person/s**



Regardless of job titles or roles such as supervisor, volunteer, contractor etc all personnel will be eligible for random selection.

#### **5.7.7 How are persons selected for testing?**

Everyone in the pool must have an equal chance of being selected and tested in each selection period. Selections will be by a computer-based random number generator that's traceable to a specific person.

Each selection, the person's name is returned to the same pool, and he or she becomes just as likely as anyone else to be selected next time.

#### **5.7.8 Persons notified for reporting for a test.**

Every person should be discreetly notified according to procedure, but random testing must also be conducted in strict confidence with a limited number of people having knowledge of the selection list with sufficient time for supervisors to schedule for the administration of the test and to ensure that collection sites are available for testing.

Council will provide appropriate confidentiality for each person in relation to testing.

When a selected person is not available for testing the next person down the list will be selected.

#### **5.7.9 When notified of a random test?**

When an individual is notified, he or she must proceed immediately to the collection site.

#### **5.7.10 Person Self-testing for Alcohol**

Persons are able to self test for alcohol before the start of work. If an alcohol breath test provides a reading over the prescribed limit that person is to immediately notify his/her supervisor or manager.

The person will be advised that they are unable to commence work and will be retested after 15 mins and before 30 mins. If they are still over the prescribed limit they will be offered transportation to the person's home if the test indicates a level where it would be illegal for the person to operate a vehicle on public roads and where they are unable to source transport where they are not responsible for its operation. The person will be required to undergo an alcohol breath test with a negative reading before the commencement of their next work requirement.

If an alcohol breath test provides a reading over the prescribed limit that person will be placed on a short list in which they maybe tested at anytime during a six month period.

In the event the person tests positive through being on a short list other then self testing, the person will face action as per Councils' disciplinary procedure.

Should a person test positive through self testing while being on a six (6) month short list the person will be placed on a further short list in which they maybe tested at anytime during a further six (6) month period.

#### **5.7.11 Fit for Work Testing – Persons**

The following procedure will apply if a person presents with signs or symptoms of having consumed alcohol or used drugs prior to commencing work, or at any stage of the work day.

1. A person suspected as being unfit for work due to the consumption of alcohol or the taking of drugs should be reported to their immediate supervisor/coordinator and inturn to their manager and Human Resources.
2. A Fit for Work Officer such as a supervisor/coordinator or manager will attend the job site.
3. If the Fit for Work Officer believes the person may not be fit for work, they are to complete a "Fit for Work" assessment. The person will then be required to undergo an alcohol breath test and/or drug test.
4. If the person produces an alcohol breath test that is over the prescribed limit they will be retested after 15 minutes and before 30 minutes.
5. If, after re-testing as per item 4, the person remains over the person's prescribed limit they will be stood down from work. Transport to their home will be offered by Council where they are unable to source transport where they are not responsible for its operation.

The Human Resources representative or Supervisor/Manger shall record any refusal from the person of Council's offer of transportation.

6. The absence will be deducted from the person's leave entitlements.

7. Any positive test will require a person to present a negative alcohol or drug test immediately prior to the commencement of their next work requirement.
8. If the person is below the prescribed breath alcohol limit and Council still believes there is still reasonable cause for drug testing, Council shall:
  - Have the person undertake a saliva drug test.
  - If the person passes the drug test they will have a further meeting with their supervisor/coordinator and their Manager and Human Resources. All working time lost associated with the taking of a drug test will be paid by Council.
  - If the person fails the drug screening test, Council will arrange for a sample to be taken by Council's drug testing provider or an authorized testing officer to be confirmed at an accredited and council approved laboratory, or the person will be stood down from work and directed to provide a sample at a council approved laboratory.
  - Following a failed test, transport to the person's home will be offered by Council where they are unable to source transport where they are not responsible for its operation and the Human Resources representative shall record any refusal of the person of Council's offer of transportation.
9. Upon receipt of a positive confirmation test that has identified the person's use of an illegal drug or undeclared medication, the Manager Human Resources (or their designate) will arrange a meeting with the person's appropriate supervisor or Manager, the person and person's representative if requested to discuss the results and determine future action.

Person's able to return to work shall be required to produce a negative result report from Council's drug test provider prior to resuming work.
10. Upon receipt of a negative confirmation test the person will be allowed to return to work. All working time lost associated with the testing of the person will be paid by Council.

In addition to the above, the following shall apply:

#### **5.7.12 Test Results – Alcohol, Illegal Substance and undeclared medication testing Positive**

Council's disciplinary procedure will be applied and a formal written warning will be issued and recorded on the person's records. In the event of warnings already being on the persons file a person maybe terminated as per the award.

Where there is no termination the following will apply:

- The person will be offered information on counselling and rehabilitation through one of Council's EAP providers.
- The person's work performance will be monitored for signs of impairment.
- Time off work shall be taken as leave.
- Any positive test will require a person to pass an alcohol breath test and or saliva test immediately prior to the commencement of their next work requirement.  
**Note:** Further breaches will result in disciplinary action including possible termination of employment.
- The person will be placed on a list where they maybe subject to random testing at anytime over a six month period from the date of the positive test.
- If the current position is deemed task critical the person may be deployed to alternate duties with relevant remuneration for a determinable period of time until council believes the person is deemed safe and competent to return to the position they were previously in.

#### **5.7.13 Refusal to Undertake Testing**

1. A person refusing to undertake testing shall be advised of the implications of refusal. After advising of the implications, they shall again be requested to take a test for alcohol or drugs. Continued refusal shall result in them being stood down from work. Council will then take actions appropriate to those that would be taken if the person returned a positive result on the test being refused.
2. The Manager Human Resources (or their designate) shall arrange a meeting with the Person's appropriate line management, the person and person's representative to determine future action.

#### **5.7.14 Adulterated Sample**

Where a person gives an adulterated sample or a sample that does not meet the integrity standard for a testable sample they will be required to provide another sample.

#### **5.7.15 Unable to Produce a Sample**

A person who can not provide a testable sample for a drug test with in a reasonable time (should this be quantified) will be stood down. Council will take actions appropriate to those that would be taken if the person returned a positive result on the test being performed.

#### **5.7.16 Prescribed Medications**

If a person is on prescribed medication that has been identified by their GP or by the information provided with or on any packaging that may have side effects that may inhibit in any way their ability to safely and/or competently conduct their duties they must report this to their supervisor/coordinator, who will only record the person is on medication, not the detail of the medication being taken.

It is the person's responsibility to demonstrate to a Fitness for Work Officer that they are still able to carry out their normal duties.

In the event a person provides a positive result to medication that has been identified as having side effects that may inhibit in any way their ability to safely and competently conduct their duties and has failed to declare this, disciplinary action as per the award will follow.

Where a person has declared they are on prescribed medication that may inhibit in any way their ability to safely and or competently conduct their duties, Council will explore and where able deploy the person to appropriate duties, where this maybe the case for more then one day there will be relevant pay for that task.

The Manager Human Resources (or authorised officer) may request to see evidence of such a prescription.

#### **5.7.17 Confirmation Testing - Saliva**

In the event of a non negative test result during the initial saliva screening test, a person will be offered a secondary test at Council's expense at pathology for drugs. (This is excluded contractors who will bear the cost of any testing for the purposes of 8.9 or as a clearance for returning to work.)

#### **5.7.18 Confirmation Testing - Alcohol**

A secondary test for alcohol will be by way of a breath analysis unit. If the person/worker produces an alcohol breath test that is over the prescribed limit. They will be retested after 15 minutes and before 30 minutes.

#### **5.7.19 Return to work**

A Person who has provided a positive result for any test from pathology must provide a negative test prior to commencing back into the business. In the first instance only this cost will be at Councils expense. This negative result must be through Council approved pathology in the case of drugs and by breath analyser for alcohol content.

#### **5.7.20 Medication**

If a person registers an undetermined drug screening test result but has indicated to the tester that they are taking a prescribed or over-the-counter (OTC) medication, which could have caused the test to give a result, the tester shall:

- Ensure this information is taken into consideration on all tests results.
- If the laboratory results indicate the person has given incorrect information, the incident will be treated as a breach of this procedure and will constitute misconduct.

Where a person/worker has taken Over the Counter (OTC) medication that has been identified that may inhibit in anyway their ability to safely and or competently conduct their duties, a Fitness for Work Officer will determine if the worker/employee is able to execute on their duties.

Council will explore and where able deploy the person to appropriate duties if this is required, in the case of an employee where this maybe the case for more then one day there will be relevant pay for the task the employee is deployed to.

In the event a person/worker provides a positive result to medication that has been identified as having side effects that may or will inhibit in anyway their ability to safely conduct their duties and has failed to declare this prior to commencement of their duties, disciplinary action as per the award will follow.

Staff must make themselves aware of potential side effects and adverse effects of OTC and prescribed medication and alert their supervisor or manager prior to commencement of duties.

#### **5.7.21 Contractors, Sub Contractors, Agency Labour Hire & Volunteers**

- Contractors and Labour Hire agencies are, as part of their terms of hire, required to conform to the requirements of this procedure. The contracting organisation or labour hire company are to ensure the non person is made aware that they may be randomly tested for drugs and or alcohol.

- Contractors and labour hire agencies are to advise individuals being supplied to council that they will be subject to alcohol and other drug testing procedures that may render them liable to being dismissed from a Council work place.
- Contractors and labour hire agencies engaged by Council will be required to maintain records of instructions and training given to their persons/clients regarding this procedure. They are to provide records of instructions or training to Council, on request.
- A person prescribed medication must report this to their supervisor/coordinator, who will record the details. It is the individual's responsibility to demonstrate to their supervisor/coordinator that they are still able to carry out their normal duties in a safe and competent manner. If the supervisor/coordinator is unable to determine this, their employing organisation will be contacted for determination. Any time lost during the determination procedure shall be deducted from the employing organisations charges.
- A person found to be over the prescribed level for the test being performed shall be stood down from work. The individual shall be removed to a safe place away from the work site and if applicable their employing organisation shall be informed of the breach of Council's policy. Transport arrangements shall be made with the non persons employing organisation to have the non-person transported to their home or the organisations premises. The Authorised Testing Officer shall record any refusal from the non-person of the arrangements for transportation.
- A person found to be under the prescribed level for the test being performed shall be allowed to continue work. If the test being performed was part of the need for a fit for work assessment, the employer will be notified and given the opportunity to attend the worksite to allow them to conduct their assessment of the persons' fitness for work.

#### **5.7.22 Refusal to Undertake Testing**

A person refusing to undertake testing for alcohol or drugs shall be immediately stood down from work. Council will take actions appropriate to those that would be taken if the individual returned a positive result on the test being refused.

#### **5.7.23 Unable to Produce a Sample**

A person who can not provide a testable sample for a drug test within a reasonable time will be stood down. Council will take actions appropriate to those that would be taken if the person returned a positive result on the test being performed.

#### **5.7.24 Confirmation Testing**

In the event of a positive test result, a person will be offered a secondary test at Council's expense at pathology for drugs by saliva. (This is excluded contractors who will bear the cost of any). A secondary test for alcohol will be by way of breath analyser.

#### **5.7.25 Return to work**

A person who has provided a positive result for any test from pathology must provide a negative test prior to commencing back into the business.

In the first instance only this cost will be at Council's expense. This negative result must be through pathology by saliva testing in the case of drugs and by breath analyser for alcohol content.

#### **5.7.26 Training and Instruction**

Council will provide appropriate education and information for persons to understand the risks associated with the taking of alcohol or other drugs.

#### **5.7.27 Confidentiality**

- All information regarding person counselling or treatment will be treated in confidence.
- Liaison with a person's counsellor will be managed through the Human Resources Department. Only information relevant to ensuring the safe and effective management in the workplace will be disclosed to those with a direct role in facilitating that outcome.

### **5.8 Information and Assistance**

- Council is committed to providing information to all relevant persons.
- Individuals have the option of seeking information and assistance through their General Practitioner or the local community health centre.
- Counselling is available to persons by contacting Council's provider of the Person Assistance Program. The professional counsellors are qualified in dealing with a range of work related and personal issues and will handle the matter in confidence.



- Contact information can be provided by any Supervisor/Coordinator, Manager or the Human Resources Department.

## **5.9 Training**

Awareness sessions will be conducted for all Council persons. It is important to note:

- The Drug & Alcohol Procedure shall form part of the Site Induction process.
- Contractors, labour hire agencies and volunteers shall be made aware of this procedure prior to work arrangements being confirmed.
- Approved Authorised Testing Officers will be trained in testing Breath Alcohol Content and salvia testing
- Fitness for Work Officers will be made aware of this procedure and trained in concepts of Fitness for work.

## **5.10 Records**

In relation to records:

- All forms retained on dataworks.
- Test results from drug testing providers will be retained on dataworks.
- Record of persons attending awareness sessions will be retained on dataworks.
- Record of persons trained in Breath Alcohol Content testing will be retained in dataworks.
- Record of persons trained in drug screening will be retained in dataworks.

## **5.11 Consultation**

Consultation has taken place with the following:

- Senior Executives and Managers.
- Consultative Committee (including union representatives).
- OH&S Committee.
- External training/consultants.
- Other Councils.
- Labour Hire Agencies.
- Councillors.

## **6. Accountability, roles and responsibilities**

**6.1 General Manager** is to ensure the implementation of the Drug and Alcohol Procedure throughout all of Council's workplaces.

**6.2 Directors** are responsible for:

- Ensuring the provisions of this procedure are implemented and functioning throughout their branches or departments;
- Ensuring persons are aware of their responsibilities and are provided with adequate information, instruction and training;
- Ensuring the provisions of confidentiality are adhered to; and
- Ensuring any suspected breaches of this procedure are reported to the Executive Manager, Human Resources & Organisational Development.

**6.3 Supervisors and Managers** are responsible for implementing this policy in their work areas, by ensuring that:

- Where Council is the Principal Contractor under the OH&S Regulations, all persons, contractors, labour hire staff and where applicable, volunteers that are under their supervision, are made aware of this procedure;
- Each person's behaviour is observed to maintain a safe working environment;
- Issues are addressed expediently to ensure compliance to our health and safety obligations;
- Support is provided to persons where appropriate;
- The provisions of confidentiality are adhered to; and.
- Suspected breaches of this policy are reported to the Manager, Human Resources or delegated Officer in there absence

**6.4 Fitness for work Officers** are responsible for implementing this procedure in their work areas, by ensuring that:

- Where Council is the Principal Contractor under the OH&S Regulations, all persons, contractors, labour hire staff and where applicable, volunteers that are under their supervision, are monitored for fitness for work ;
- Each person's behaviour is observed to maintain a safe working environment;
- Issues are addressed expediently to ensure compliance to our health and safety obligations;
- Support is provided to persons where appropriate;
- The provisions of confidentiality are adhered to; and.
- Suspected breaches of this procedure are reported to the Manager, Human Resources or delegated Officer in there absence

**6.5 Authorised Testing Officers** are responsible for implementing this procedure in their work areas, by ensuring that:

- Each person's behaviour is observed to maintain a safe working environment;
- Issues are addressed expediently to ensure compliance to our health and safety obligations;

- Support is provided to persons where appropriate;
- Protocol and standards are adhered to.
- The provisions of confidentiality are adhered to; and.
- Suspected breaches of this procedure are reported to the Manager, Human Resources or delegated Officer in their absence.

## **6.6 Workers and Persons Conducting Business Undertaking**

Workers and persons conducting business understanding business undertakings must:

- Maintain a safe working environment and ensure compliance to our health and safety obligations as per Model Work Health and Safety Legislation and ensure they are physically and mentally capable of safely performing the requirements of their position.
- Be responsible to not wilfully place at risk the health and safety of any person in the workplace.
- Be responsible to be ready, willing and able to perform the work of their role.
- Be responsible for making their Supervisor/Manager aware of any fitness for work issues at the start of a shift. Responsible for conforming to Company policies and procedures.

## **6.7 Policy Custodian**

Manager Human Resources

## **7. Acknowledgements**

- AS 3547 Breath Alcohol Testing devices for personal use.
- AS 4760 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.
- AS/NZS 4308 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
- Gunnedah Shire Council Regional Airport Drug & Alcohol Management Plan.
- Airport Drug and Alcohol Management Plan (DAMP).

**8. Version control and change history**

<b>Date</b>	<b>Version</b>	<b>Approved by &amp; resolution no.</b>	<b>Amendment</b>