

HR1 DRUGS AND ALCOHOL

Human Resources

PREAMBLE: The Shire of Kulin is committed to providing a safe, healthy and productive workplace for all employees and contractors performing work for/or on behalf the Shire of Kulin. Fitness for work can be adversely affected by the effects of fatigue, stress, injury/illness, alcohol or drugs. These factors can cause impairment or deficiencies in the employee's work performance and can be a contributing factor in workplace accidents or incidents.

The Shire of Kulin will not tolerate employees and contractors attending work or performing work for/or on behalf the Shire whilst under the influence or in possession of alcohol or drugs. The Shire of Kulin will take appropriate action where this occurs.

Scope:

This policy applies to:

- a) All employees and contractors performing work for/or on behalf the Shire.
- b) All visitors to the Shire of Kulin workplaces and
- c) All Shire of Kulin workplace sponsored functions.

The Shire of Kulin has a legal obligation to manage alcohol and drugs in the workplace. The employer has a 'Duty of Care' imposed by the Occupational Safety and Health Act 1984 to minimise risk and exposure to hazards in the workplace and this will include intoxicated or drug affected employees.

Employees also have a legal duty of care under the Occupational Safety and Health Act to behave responsibly at all times and not expose themselves or others to safety risks due to impairment caused by alcohol or drugs. This includes not undertaking work if they believe they may be impaired, and reporting to management if they believe another employee, or anyone in the workplace, is affected and may be creating a workplace hazard.

OBJECTIVE: This policy aims to:

- Provide a safe work environment and a safe system of work for employees, contractors and visitors.
- Minimise the risk of injury to employees, contractors or visitors in the workplace.
- Minimise the risk of damage to the Shire of Kulin property or that of contractors or the general public.
- Minimise risk of disruption to operations and productivity as a result of illness, injury or damage to property caused by consumption of drugs or alcohol.
- Provide a framework for dealing with the issue of fitness for work

Policy Statement:

All employees and contractors performing work for/or on behalf of the Shire of Kulin are required to be "fit for work" at all times. Any employee or contractor, whom the Shire of Kulin reasonably considers is unfit for work will not be permitted to commence or continue work and will be required to leave the work site/premises immediately. Disciplinary action may result.

The Shire of Kulin will take reasonable steps to ensure employees and contractors are in a fit state to work safely and to minimise risks to both themselves and others in the workplace through consultation, education, observation and testing.

This policy is part of a broader Health and Wellbeing Program provided by the Shire of Kulin to its employees.

Contractors are responsible for broader Health and Wellbeing Programs for their employees. The situations in which the Shire of Kulin may reasonably consider that an employee or contractor is unfit for work include, but are not limited to:

1. Exhibiting a physical, mental or emotional state that potentially compromises a safe work environment.
2. Presenting for work with a level of alcohol and/or drugs (prescription or otherwise) in their system which is in excess of the cut off prescribed in this policy or in excess of that allowed by law.
 - a. Employees/contractors need to have a Blood Alcohol Concentration (BAC) level of 0.00 whilst in the workplace. The employee/contractor will not be permitted to commence or continue work and will be required to leave the premises. Or at the direct line Manager – Supervisors discretion, if under 0.005 may be given non-hazardous tasks e.g. sweeping the yard, until a BAC Reading of 0.000 is returned.
 - b. Employees/contractors are prohibited from having any other illegal drugs detected in their system; e.g. Cannabis, methamphetamines (“speed” or “Ice”) or MDMA (“Ecstasy”) or any other illicit drug.
 - c. Employees/contractors are prohibited from attending the workplace whilst taking prescription or over the counter drugs or medication that may impair their fitness for work.

Definitions:

Alcohol:	Alcohol means ethyl alcohol or ethanol. Blood Alcohol Content (BAC)
Contractor:	A person or firm that undertakes a contract to provide materials or labour or to perform a service or do a job for or on behalf of the Shire of Kulin.
Drug:	Any substance that may result in psychological or behavioural changes that cause impaired work performance. In this context, the term ‘substance’ includes, but is not limited to, alcohol, intoxicating products, Prescription Drugs, Non-Prescription Drugs, legal and illegal/illicit Drugs, whether naturally occurring or synthetic.
Duty of Care:	A responsibility owed to another person because of a relationship between the two people.
Employee	Employee directly employed by the Shire of Kulin.
Fit for work:	Refers to an individual’s functional capacity (physically, mentally and behaviourally) to perform assigned tasks competently and in a manner, which does not compromise or threaten the safety or health of themselves or others.
Illicit or illegal Drugs:	Illegal / Illicit Drugs includes all drugs identified as such by AS/NZS 4308 2008 or drugs which have been synthetically designed to be outside the detection limits of AS/NZS 4308 2008 and are not considered Prescription Drugs or Non-Prescription Drugs.
Impairment:	The alteration of an individual’s normal physical and/or mental function which results in diminished ability to safely undertake tasks at the normal level of concentration and performance.
Non-Negative Result	A result equal to or above the cut off level or target used in initial On-Site Testing e.g. Blood Alcohol Content (BAC) level above 0.000
Non-prescription Drugs or Over the Counter(OTC)	Non-Prescription Drugs include medications and other substances, both naturally occurring and synthetic, as sold legally over the counter, by a registered medical practitioner (i.e. pharmacist) without a physician’s prescription.

Prescription Drugs:

Prescription Drugs includes medications and other substances, both naturally occurring and synthetic, that cannot be legally purchased without a prescription from a registered medical practitioner.

Responsibilities:

- The Shire of Kulin has a duty of care to provide a safe workplace to its employees/contractors, as per safety and health legislation and common law.
- The Shire direct Supervisor/line Manager is responsible for making the decision as to whether an employee/contractor is fit for work and removing any impaired employee/contractor from possible harm.
- The Shire direct Supervisor/line Manager is responsible for ensuring the privacy of any drug/alcohol suspected incidents.
- All employees/contractors have a corresponding duty of care to take reasonable care so as not to expose themselves or their fellow employees to unnecessary risks. This duty extends to notifying their immediate Supervisor/line Manager if they reasonably suspect that another employee may be a risk because they are unfit to work.
- The employee/contractor is responsible for advising their direct Supervisor/line Manager of any drug use (including prescription or over the counter drugs), adhering to this policy and subsequent procedures and following directions with regard to the drug/alcohol testing procedures as outlined.

PROCEDURES:**Assessment for fitness for work:**

An employee/contractors fitness for work may be assessed by any or all of the following methods:

- **Pre-Employment Testing**

Prior to appointment of certain positions, a Pre-Employment Medical Assessment may be required. This may include a Drug and Alcohol test and will be performed. Should a positive test be returned, employment appointment may not proceed.

- **Random / Blanket Testing**

The Shire of Kulin and all its employees and contractors engaged, acknowledge that the Shire will conduct random or blanket testing of employees/contractors for alcohol and drugs in order to maintain a safe and healthy working environment for all.

Testing methods will be in accordance with AS/NZS4309:2008 for testing drugs of abuse: and will be conducted by an independent and approved tester in accordance with relevant Australian Standards.

- **Reasonable Cause testing**

Employees/contractors may be directed to attend drug and/or alcohol testing where there are reasonable grounds to believe the employee/contractors fitness for work may be impaired by drugs and/or alcohol, or there is a work-related incident. Reasonable Cause Test should be taken as soon as is practicable after an incident, or reasonable grounds are identified. These include but are not limited to the following:

- a) Reasonable suspicion of impairment
- b) Vehicle accidents
- c) Property damage
- d) Reportable near misses

The testing for any drug will be via any available, valid and reliable National Association of Testing Authorities (NATA) approved drug testing collector or centre e.g. PathWest Katanning or Narrogin.

See [reasonable cause – schedule \(A\)](#)

Suspected impairment of employees / contractors:

1. Where the Shire of Kulin has a reasonable suspicion that an employee or contractor may be impaired by the use of drugs or alcohol the employee/contractor will not be permitted to commence or resume work until they have undergone testing and the test indicates that they are not under the influence of drugs or alcohol and not in breach of this policy.
 - 1.1 An employee or contractor directed by the Shire of Kulin to undertake an alcohol and/or drug test, must comply with the direction. Any refusal to comply with a direction to undertake testing will be treated as a breach of this policy and will be considered a Non-Negative Result. The employee/contractor will be suspended immediately without pay and not allowed to return to work (pending disciplinary action) until the refusing employee/contractor supplies a clear (negative) D&A result from an independent testing lab (at the employees/contractors own expense). Disciplinary action may result, such as dismissal.
 - 1.2 The Shire of Kulin is responsible for ensuring that an employee/contractor who is suspected of breaching this policy is provided with transport to and from the testing location (if required) and/or is provided with appropriate assistance to return home safely where necessary.
 - 1.3 Where an employee/contractor is directed to undertake an alcohol and or/drug test by the Shire of Kulin, the Shire of Kulin will meet the costs of the initial test regardless of the test results.
 - 1.4 An employee/contractor who vexatiously reports another employee/contractor for breaching this policy (for example; without reasonable grounds or for personal gain) may be subject to disciplinary action.
 - 1.5 The Shire of Kulin is committed to ensuring confidentiality and privacy of employee/contractors personal information. Accordingly access to information that is retained on an employee/contractors personnel file regarding breaches of this policy and individual test results are strictly controlled and will be restricted to the employee/contractor direct line Manager and senior management of the Shire of Kulin only.

Non-Negative alcohol test - (BAC above 0.000), Unfit for work:

2. The devices used for testing for Blood Alcohol Concentration (BAC) should be a Breathalyser Unit in accordance with AS 3547 Certified Breathalyser (within calibration period) and operational training in Unit of Competency HLTPAT005

In the event that a breathalyser Blood Alcohol Concentration (BAC) test result indicates a test result higher than 0.000%.

- 2.1 Then a second "confirmatory" breathalyser (BAC) test will be undertaken after 20 minutes. The donor will be instructed not to eat, drink or smoke and must be supervised for this period.
- 2.2 The second (BAC) test is final and must be witnessed by an authorised Shire representative. (see secondary breath alcohol confirmatory test request form Appendix 2 - Page: 15)
- 2.3 The donor, tester and official witness must print their names and sign the request form. The donor will not be permitted to commence or continue work and will be required to leave the premises. Or at the direct line Manager – Supervisors discretion, if under 0.005 may be given non-hazardous tasks e.g. sweeping the yard, until a BAC Reading of 0.000 is returned.

- 2.4 In the instance of a Non-Negative Alcohol test (above 0.000), the donor will receive a written warning and be advised that this is a serious offence and will be subject to further investigation and disciplinary action, including potential for dismissal.

Non-Negative drug test - Unfit for work:

- 3 In the event that the employee/contractor returns a "Non - Negative" drug test result to AS/NZS 4308:2008 for testing drugs of abuse:
- 3.1 The employee/contractor will be immediately stood down without pay and required to leave the premises.
 - 3.2 The employee/contractor must immediately contact and present to an authorized testing centre such as PathWest in Narrogin or Katanning and be tested to AS/NZS 4308:2008 for testing drugs of abuse:
 - 3.3 Any refusal to immediately comply with the direction to undertake further confirmatory testing at an authorized testing centre will be treated as a breach of this policy. Disciplinary action will result and may lead to dismissal.
 - 3.4 The Shire of Kulin will pay for the initial confirmatory testing at an authorised testing centre.
 - 3.5 Subsequent testing will be at the employee/contractors own expense.
 - 3.6 The employee/contractor will not be reinstated until the employee/contractor provides a clear test result from an authorized testing centre (pending on disciplinary action)
 - 3.7 In the instance of a Non-Negative Drug test result confirmation from an authorized testing centre, the employee/contractor will receive a written warning and be advised that this is a serious offence and will be subject to further investigation and disciplinary action, including potential for dismissal.
 - 3.8 All details and documentation related to the test and circumstances will be retained on the employee/contractors personal file with confidentiality maintained.
 - 3.9 **Shire of Kulin employees** will be required to undergo training/education and counselling regarding the effects of alcohol and/or drugs on their health and at the workplace (pending on disciplinary action).
 - 3.10 In the instance that the confirmatory test results from the authorized testing centre come back clear then the employee/contractor will be reinstated and fully reimbursed for normal hours for the time spent off work during this process.
 - 3.11 Breaches of this policy and its procedures will be regarded as a serious matter by the Shire of Kulin and will be subject to further investigation and disciplinary action, including the possibility of termination of employment.
 - 3.12 Any time off work as a consequence of a breach of this policy will be treated as unpaid leave.

Random / blanket fitness for work testing:

4. Drugs to be screened for are: alcohol, cannabis, opiates, methamphetamines or any other illicit drugs or prescription and over the counter drugs. Unacceptable levels will be as per AS/NZS 4308:2008
- 4.1 Employees/contractors will be chosen for testing at the Employers discretion several times per year. Testing will be as per this policy and/or relevant EBA document.

- 4.2 Testing will be carried out by an impartial person trained to administer the chosen test e.g. urine, saliva, BAC.
- 4.3 The tester will be tested prior to each random set of staff testing. If the tester is impaired, another suitable person agreed with the employees and the employer will be chosen (Breathalyser testing only).
- 4.4 Test results will be kept confidential and will be dealt with on an individual basis with each employee/contractor at the time the confirmed impairment is discovered.
- 4.5 Potential consequences for impairment:
 - Removal from the workplace (until proven fit for duty, at the employee/contractors expense)
 - Discussion with the employee/contractor (with representation) to determine reasons for impairment.
 - Written Warning, Education, Counselling Sessions, Disciplinary Action.

If an employee/contractor tests positive for impairment on multiple occasions, the employee/contractor will receive disciplinary action, including the possibility of termination.

Shire of Kulin employees may be referred for medical / EAP assistance.

Possession of Drugs or Alcohol at the Workplace:

5. Employees/contractors must not have any alcohol or other drugs in their possession on Shire of Kulin work premises/sites or consume alcohol or drugs (prescription or otherwise) whilst on the work premises/sites without the knowledge and permission of their immediate supervisor/line manager, unless it is a prescribed or over the counter drug and the employee has established with their medical practitioner or pharmacist that the drug does not work in such a way that it may not impair their fitness for work.
 - 5.1 Any employee/contractors performing work for/or on behalf the Shire of Kulin, who have illicit/illegal drugs in their possession will be asked to leave the work premises/site immediately and will receive disciplinary action, including the possibility of termination of employment.
 - 5.2 Where there is reasonable cause to suspect that the employee/contractor is in possession of, or affected by drugs or alcohol the Shire of Kulin may instigate a search of the employee/contractors workplace. This includes lockers or other personal spaces within the workplace. The employee/contractor may also be asked to make bags, vehicles or other personal property at the workplace/site at that time available for inspection to ascertain the presence of drugs or alcohol. Failure to do so may be viewed as evasive behaviour and will be the subject of further investigation with the employee/contractor and may lead to disciplinary action, including the possibility of termination.
 - 5.3 Employees/contractors who are taking any over the counter or prescription medication are required to consult with their medical practitioner or pharmacist about possible side effects of prescription drugs and the impact on their ability to work safely prior to use.
 - 5.4 Where there are potential side effects from prescription drugs that may affect an employee/contractors fitness for work, the employee/contractor is required to advise their immediate Supervisor/ line Manager of the potential effect on workplace performance. The Supervisor/ line Manager will then take any necessary action to assess and minimise any identified risk to employee's safety.

Cheating – Sample Substitution or Dilution:

- 6 An employee/contractor found, to have, or having attempted to dilute or substitute a sample will be asked to leave the workplace immediately. The incident will be reported directly to the Chief Executive Officer. The CEO will give the employee/contractor the

opportunity to “show cause” why their employment with the Shire of Kulin should not be immediately terminated. The Shire of Kulin views this practice to be a serious offence in trying to create the illusion that the employee/contractor is unaffected by the substance. Without reasonable cause being shown by the employee/contractor, the CEO will terminate the employee/contractors employment immediately.

Unable to provide a urine sample at a testing time

- 7 Employee/contractors unable to provide a urine sample at a testing time will be required to wait (supervised) for an hour to give the opportunity to provide a sample. If still unable to provide a urine sample, the employee/contractor will be required to immediately contact and present to an authorized testing centre such as PathWest in Narrogin or Katanning and be tested to AS/NZS 4308:2008 for testing drugs of abuse at the Shires cost.

- 7.1 Any refusal to immediately comply with the direction to undertake further confirmatory testing at an authorized testing centre will be treated as a breach of this policy. Disciplinary action will result such as dismissal (Use Request for Reasonable Cause Alcohol and Drug Test Page: 12).

Workplace functions:

- 8 The Shire of Kulin, while not responsible for the private lives of our employees or contractors, carry the primary responsibility for safety at work through creating and maintaining a safe working environment. The impact of unsafe behaviour potentially caused by alcohol consumption at workplace functions are emphasised in the creation and communication of this policy.
 - 8.1 The Shire of Kulin, at times, makes alcohol available to employees/contractors over the age of 18 at work functions. The Shire will minimise risks of that consumption causing harm to others by ensuring non-alcoholic and low-alcohol beverages are readily available. Food will also be offered.
 - 8.2 Prior to attending a workplace function, employees/contractors will be reminded that the responsibility to limit the amount of alcohol to safe levels of consumption at a workplace function is their personal responsibility.
 - 8.3 Driving over the legal blood alcohol limit or under the influence of illicit drugs is illegal and is not condoned by the Shire of Kulin.

Prior Planning – Employee/Contractor: If there is any potential that alcohol consumption at a workplace function may result in driving over the legal blood alcohol limit then employee/contractors are encouraged to organise alternative transport prior to any workplace function where alcohol is available, to minimise the risk of them driving under the influence of alcohol.

Prior Planning – Shire: In the event an employee/contractor becomes intoxicated at a Shire of Kulin workplace function, or if the Shire of Kulin believes that there is the potential for employees/contractors to drive under the influence of alcohol after a workplace function, the Shire of Kulin must ensure that they get home safely by following normal procedures for managing intoxicated workers e.g., “Skipper”.

Self-Referral:

- 9 Where an employee/contractor believes that he or she has a problem with drug or alcohol use, they are encouraged to discuss the matter with their direct Supervisor/line Manager and/or the Chief Executive Officer.
 - 9.1 **Shire of Kulin employees** will be supported in such instance with initial counselling (3 visits)
 - 9.2 Time off work to attend drug and alcohol rehabilitation will be negotiated between the Shire and the Shire employee e.g. annual leave, RDO's etc.

- 9.3 Ongoing rehabilitation contract where regular discussions with managers and ongoing testing will be a feature in an environment of absolute confidentiality (see schedule (C) Health Rehabilitation Contract.
- 9.4 The employee will not be permitted to work if under the influence of drugs or alcohol and subsequent time off work will be without pay.

Multiple Drug/Alcohol Offences:

- 10 Where an employee/contractor has breached this policy on more than one occasion, the employee /contractor will be removed from the workplace, pending further investigations/testing.
 - 10.1 The employee/contractor will be advised that their employment may be in jeopardy which may include termination of employment.
 - 10.2 If a **Shire of Kulin employee** dependency issue is apparent, they will be guided to appropriate medical assistance or counselling service e.g. Holyoake or any Employee Assistance Program (EAP) – *see H3 Employee Assistance Program*.
 - 10.3 If a contractor employee dependency issue is apparent, they will be guided to appropriate medical assistance or counselling service e.g. Holyoake.

Employee Education:

- 11 An education program will run in conjunction with this policy ensuring that employees understand the effects of drugs and alcohol in the workplace in order to make an informed choice about their actions and behaviour. Employees will be given education material re the effects of different drugs and the potential consequences in the workplace at their Induction. Annual refreshers will be conducted to reinforce the knowledge.

Employee Assistance Program (EAP):

- 12 The Shire of Kulin understands that employees may be experiencing drug and alcohol problems that may influence their behaviour, safety and health whilst at work. To assist with the recovery of the employee, the Shire of Kulin has in place a confidential Employee Assistance Program (EAP) – *refer separate policy HR3 Employee Assistance Program*

Signs of Impairment:

- 13 Impairment can be caused by a range of factors, including alcohol and other drug use. The focus at the workplace should be on occupational safety and health management rather than more general concerns about personal health.
 - 13.1 It should not be assumed that any observed impairment is caused by alcohol and/or other drug use. Other impairment factors may include fatigue, medical conditions, chemicals, heat, noise and symptoms of work-related stress.
 - 13.2 Some work-specific signs that an employee may be impaired by drugs, alcohol or other factors are:
 - Repeated accidents, near misses or mistakes
 - Altered, uncharacteristic behaviour in the workplace or with colleagues
 - Aggressive behaviour or defensive attitude,
 - Poor concentration, impaired memory, inattention or carelessness in work duties
 - 13.3 Where the ability to work safely is impaired, the Supervisor/line Manager and employee/contractor should respond in a respectful manner based on the information available.
 - 13.4 If an employee/contractor suspects that a person is impaired in the workplace, they should immediately advise a supervisor or direct Supervisor/line Manager.

- 13.5 Any action taken by the Supervisor/line Manager toward any person with a suspected impairment should be brief, firm, calm, clear and confidential (Refer to Appendix (3) - Fitness for Work – Policy - Procedure Flowchart for further details page).

Disciplinary Action:

- 14 If this procedure is in anyway contravened by an employee/contractor the following potential disciplinary action may result.

General Guidelines:

Any employee/contractor who tests positive to an alcohol breath screen or urine screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work. Any person who is found to be significantly fatigued will also be stood down from work without pay until such time as they have proven they are fit for work.

First Offence:

- I. **BAC Reading of over 0.000-** The employee/contractor will be immediately suspended from duty without pay if found unfit to work. Or at the direct Supervisors/ line Managers discretion, if under 0.005, may be given non-hazardous tasks e.g. sweeping the yard, until a BAC Reading of 0.000 is returned.
- II. **Drugs** - The employee/contractor will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- III. **Alcohol and Drugs** - The employee/contractor will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- IV. The employee/contractor will be counselled by their Supervisor/ line Manager focusing on;
 - a. The unacceptability of the employee/contractors behaviour.
 - b. The risk that such behaviour creates for the safety of the individual and other employees/contractors or members of the public.
 - c. The employee/contractors responsibility to demonstrate that the problem is being effectively addressed;
 - d. That any future breach of the policy will result in second offence and disciplinary action may result in dismissal.

The employee/contractor will be formally offered the opportunity to contact a professional counsellor.

- I. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee/contractor and cannot be made mandatory.
- II. However, refusal to accept counselling may result in instant dismissal on second offence.
- III. The Shire of Kulin will insist that the employee/contractor provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work (including a negative drug test result from a (NATA) approved drug testing collector or centre e.g. PathWest Katanning or Narrogin).

Second Offence- Alcohol and Drugs:

- I. The employee/contractor will be immediately suspended from duty without pay pending further disciplinary action including potential dismissal If found unfit for work.
- II. The employee/contractor will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- III. The employee/contractor will not be permitted to return to work until they have been tested again and provided a negative drug test result from a (NATA) approved drug testing collector or centre e.g. PathWest Katanning or Narrogin.
- IV. The employee/contractor will be counselled by their Supervisor/line Manager focusing on;
 - a. The unacceptability of the employee/contractors behaviour
 - b. The risk that such behaviour creates for the safety of the individual and other employees/contractors or members of the public
 - c. The employee/contractors responsibility to demonstrate that the problem is being effectively addressed;
 - d. That any future breach of the policy will result in instant dismissal.
- I. Counselling will be offered, refer to *First Offence*, if counselling was not used in the first offence.
- II. **The Shire of Kulin employee** will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.
- III. Contractors will be instantly dismissed without notice if found to decline the opportunity to contact a professional counsellor on the second offence.
- IV. At the Shires discretion - If/or upon returning to work(pending disciplinary action), the employee/contractor will be submitted for alcohol and/or drug testing at a frequency and for a period of time that the shire deems necessary, paid for the Shire.
- V. If tests confirm positive, instant dismissal will follow.
- VI. If the employee refuses to comply, instant dismissal will follow.

Third Offence:

- I. The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- II. The employee will be immediately dismissed from duty without notice.

Instant Dismissal:

The following are guidelines to circumstances that will result in dismissal without notice:

- I. Any attempt to falsify the drug and alcohol screen
- II. Cultivating, selling or supplying drugs and/or other substances at any Shire of Kulin premises or worksites
- III. Unauthorised consumption of illicit drugs or alcohol or other substances at any Shire of Kulin premises or worksites during the working period.
- IV. Unlawful behaviour.

Other:

If an employee/contractor is found to be heavily intoxicated, above the legal limit to drive or extremely fatigued, in addition to complying with the procedures in this policy, it is a requirement of the Supervisor/line Manager to:

- a) Contact the employee's next of kin to arrange pick up.
- b) If next of kin is unable to be contacted or unable to take employee home, the direct line Manager -Supervisor is to arrange for alternative transport)
- c) The employee is to be advised that their vehicle must be collected that day.

Table from **AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine**

TABLE 1
IMMUNOASSAY SCREENING TEST
CUT-OFF LEVELS

Class of drug*	Cut-off level, µg/L
Amphetamine type substances	300
Benzodiazepines	200
Cannabis metabolites	50
Cocaine metabolites	300
Opiates	300

Relevant Legislation/Documents:

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

AS 3547-1997: Breath alcohol testing devices for personal use

AS/NZS 4308:2008; Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine

AS 4760-2006: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid

References:

Guidance Note Alcohol and Other Drugs at The Workplace 2008

WA Government, Alcohol Think Again - Fitness-for-work-alcohol-policy-development

WA Government, Alcohol Think Again - Fitness-for-work-alcohol-policy-inclusion

Workplace Health and Safety Queensland, Department of Justice and Attorney- General Framework for alcohol and drug management in the workplace - Source: <http://www.druginfo.adf.org.au>

<https://www.commerce.wa.gov.au/worksafe/alcohol-and-drugs-frequently-asked-questions>

HEAD OF POWER: Occupational Safety and Health Act 1984

