

Managing Alcohol and Other Drugs

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1. Purpose

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

This procedure forms part of the Fit4Work Program established by [PLN-00473](#) Health and Wellbeing Strategy.

This procedure adopts and is consistent with the requirements of:

- Framework for alcohol and drug management in the workplace
- 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

2. Scope

This applies to all Seqwater Workers, business groups and work activities. This procedure also applies to any visitors accessing a Seqwater workplace in connection to work.

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

3. Seqwater’s position on AOD in the workplace

Seqwater is committed to the health, safety and wellbeing of its workforce and the quality and safety of the products and services that it provides.

The Way We Work - Our Code of Conduct ([POL-00038](#)) establishes Seqwater’s position for employees, Board members, consultants and contractors on AOD in the workplace. The Seqwater position on AOD is that all Seqwater employees are responsible for making sure they are fit for work every workday – this includes not being under the adverse influence of AODs, being well rested and being physically and mentally fit to perform their jobs safely.

Seqwater recognises that the use of AOD can directly impact a worker’s fitness for work, their own health and safety, and the safety of others they work with.

At all times, Seqwater workers must be free from the adverse effects of alcohol, prescription medications and other drugs, whilst performing work at Seqwater managed sites. Seqwater is an alcohol and illicit drug-free work environment meaning alcohol and illicit drugs must not be present or consumed onsite. However, there may be certain situations outside of the workplace, such as externally hosted events, where employees representing Seqwater may choose to consume alcohol responsibly. The Way We Work -Code of Conduct outlines expectations around behaviour and personal conduct and requires that employees never undertake work whilst under the adverse influence of alcohol and other drugs.

3.1. Alcohol

Unfit for work by alcohol means an individual has a Breath Alcohol Concentration (BrAC) of equal to or above 0.05%. Any person who returns a BrAC of equal to or above 0.05% will be required to leave the workplace and a

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worker’s line supervisor will arrange safe transport home or to a suitable place of rest. If the person is a visitor they will not be permitted back onsite for a further 24 hours.

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

3.2. Illicit Drugs

Impairment by illicit drugs means an individual who is affected by illicit drugs and returns a positive result as outlined in Section 5.2. Illicit drugs includes, but is not limited to:

- amphetamines
- methamphetamines
- opiates
- cannabis (if legally prescribed refer to Section 5.2.3))
- cocaine
- methadone.

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

3.3. Legal medication

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

Workers using legal medications must:

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

Seqwater reserves the right to direct an employee to participate in a Medical Review Officer (MRO) consultation to determine risk of using the prescribed medication.

4. Alcohol and other drug testing

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

- Pre-employment AOD testing
- random and blanket AOD
- post-incident AOD
- reasonable cause AOD

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- voluntary AOD.

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

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

4.1. Random and blanket AOD

Random AOD testing may occur at any Seqwater workplace, at any time when work is being undertaken.

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

If random AOD is occurring, all workers and visitors present at the workplace when the testing commences will be included in the establishment of a random sample. It is mandatory for all employees selected to participate in the AOD testing.

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

- random computer generation
- marble selection method.

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

4.1.1. Coordination of testing on the day

In the week immediately prior to the scheduled onsite AOD testing activities, the Health and Wellbeing Specialist will liaise with the relevant regional Operations Manager where applicable to advise of upcoming AOD random screening activities occurring in their region and confirm there are no operational issues that may require AOD testing activities to be rescheduled.

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

- immediately advise all people at the workplace to remain at the workplace until the list of selected employees and visitors has been finalised. The manager or line supervisor should not attempt to restrain or stop people from leaving site, but should take a note of any individuals that leave. Refer to Section 5.4 for further information on people who refuse to participate in or intentionally leave the workplace during AOD
- if random computer generation selection is used, assist the AOD Testing Officer/s with compiling the list of all workers and visitors at the workplace
- if marble selection is used, assist the AOD Testing Officer/s with this process, including scheduling of workers to ensure a continuous flow of workers present for testing.

4.1.2. Actions undertaken by the person being tested

During random and blanket AOD, the person being tested must:

- remain at the workplace once they have been advised that the AOD Testing Officer/s have arrived

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

4.2. Post-incident AOD

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

Testing for alcohol and/or drugs must be undertaken by an AOD Testing Officer as soon as practical after the incident. Participation in a post-incident AOD test is mandatory if directed by the Health and Wellbeing Specialist as being required.

4.2.1. Process for post-incident AOD

To arrange post-incident AOD the manager or line supervisor must:

- contact the Health and Wellbeing Specialist immediately to advise of the possible requirement for post-incident AOD
- document any concerning or unusual behaviours exhibited by the worker. An AOD Observation Form ([FRM-00613](#)) may be utilised for this purpose.

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

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

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

4.3. Reasonable cause AOD

If the manager or line supervisor is provided information that indicates an employee may be using alcohol and/or drugs and represents a danger to themselves and/or others, they must inform the Relevant HR Business Partner and their relevant General Manager. Based on the nature of the information, the Relevant HR Business Partner and the relevant General Manager may authorise targeted testing of the individual.

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

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- direct the worker not to perform any further work and if required, wait in a safe location, then make themselves available for AOD
- document any concerning or unusual behaviours exhibited by the worker. An AOD Observation Form ([FRM-00613](#)) may be utilised for this purpose. Where possible this should be completed in consultation with the worker
- contact their relevant General Manager immediately to advise of the possible requirement for reasonable cause AOD and if possible provide a copy of the completed AOD Observation Form ([FRM-00613](#))
- obtain General Manager authorisation for testing of the individual
- contact the Health and Wellbeing Specialist to organise the testing.

4.4. Voluntary self-testing

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

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

4.4.1. Storage of disposable self-testing devices

Redline Breathalyser

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

DrugWipe

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

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

4.4.2. Management of a self-test positive BrAC result

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

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

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

- requesting that their supervisor assist with arranging their transport home
- ringing a family member or friend to organise transport home
- taking a taxi to get home, however the worker is responsible for the taxi fare.

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

4.4.3. Management of a self-test positive drug result

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

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

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

5. Management of AOD results

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

5.1. Alcohol test results

5.1.1. BrAC equal to 0.00%

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

5.1.2. BrAC more than 0.00% but less than 0.05%

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

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

If the worker is required to undertake a high-risk activity the Health and Wellbeing Specialist and their Level 3 Manager must be immediately advised of the test result. Where possible the line supervisor will provide the worker with alternative duties until the BrAC has reached 0.00%. Only those persons directly associated with the allocation of duties shall be informed of this and will treat this information as confidential.

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

- remain in an area where they present no safety risk until their BrAC drops to 0.00%
- be offered transport by their line supervisor to their home or to a suitable place of recovery. Under this option, the worker will need to access leave in accordance with section 5.7.

5.1.3. BrAC equal to or greater than 0.05%

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

If the confirmed test is equal to or above 0.05% this is considered to be a positive test result and the Health and Wellbeing Specialist and Level 3 Manager must be immediately notified.

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

As a result of the positive test further alcohol testing will be required before their return to work as per Section 5.5.

Any Seqwater employee with a positive test result will be referred to their Level 3 Manager and the Relevant HR Business Partner to consider required actions in accordance with Section 5.6 – Management of positive test results for Seqwater employees, The Way We Work - Our Code of Conduct ([POL-00038](#)) and the Managing Unsatisfactory Performance and Conduct Procedure ([PRO-02555](#)).

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

5.2. Drug test results

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

5.2.1. Negative result to initial testing

A negative result is confirmed when the presence of drugs is not detected by the approved saliva testing device. A person who has been tested and has returned a negative result is permitted to return to normal duties and/or remain at the workplace.

5.2.2. Unconfirmed result to initial testing with no declared medication

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

If a person prefers to confidentially disclose the medication information to a Seqwater nominated MRO, the Health and Wellbeing Specialist will contact the MRO and organise a confidential discussion as outlined in section 5.2.3.

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

1. The Health and Wellbeing Specialist (or their approved delegate) will be immediately advised by the AOD Testing Officer of the unconfirmed result. The direct supervisor and the Level 3 Manager of the employee should also be notified by the Health and Wellbeing Specialist of the unconfirmed result.
2. The AOD Testing Officer will immediately obtain a second saliva sample and a referee sample for laboratory confirmatory testing.
3. An appropriate chain-of-custody form supplied by the AOD Testing Officer is to be completed by both the AOD Testing Officer and the person providing the sample for all confirmatory and referee specimens being sent for laboratory testing.
4. The confirmatory and referee specimens will be sent to the testing provider’s nominated NATA accredited laboratory for analysis.
5. Where no medication is declared, pending results of a confirmatory testing, the person with the unconfirmed result will be directed to cease work duties and required to leave the workplace. This person will be offered assistance at the expense of Seqwater in arranging transport home or to a suitable place of rest without requiring the person to operate a vehicle. If the person is a Seqwater employee they will continue to be paid (based on their ordinary hours of work) by Seqwater until a confirmed result is

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received. See section 5.6.1 for further information. In addition, if the person is a contractor the Seqwater representative engaging the contractor will also advise the individual’s employer.

In the event of an unconfirmed result further testing will be required as per Section 5.5 before returning to a Seqwater workplace or undertaking normal duties.

5.2.3. Unconfirmed result to initial testing with declared medication

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

1. The Health and Wellbeing Specialist (or their approved delegate) will be immediately advised by the AOD Testing Officer of the unconfirmed result. The direct supervisor and Level 3 Manager of the employee should also be notified by the Health and Wellbeing Specialist of the unconfirmed result.
6. The AOD Testing Officer will immediately obtain a second saliva sample and a referee sample for laboratory confirmatory testing and the specimens will be sent to the testing provider’s nominated NATA accredited laboratory for analysis.
7. An appropriate chain-of-custody form supplied by the AOD Testing Officer is to be completed by both the AOD Testing Officer and the person providing the sample for all confirmatory and referee specimens being sent for laboratory testing.
8. Where the initial unconfirmed result indicates the presence of one or more drug classes, the person will be asked to have a phone conversation with the Seqwater nominated MRO for a confidential discussion regarding effects of the medication, being fit for work and remaining at work.
9. The MRO will provide advice to the Health and Wellbeing Specialist regarding whether the medication will impact on the person’s fitness for normal duties. Where appropriate and with the person’s consent, the MRO may consult the person’s treating doctor in relation to the person’s fitness for normal duties.
10. The outcome of this discussion will determine whether the person can remain at work or is required to leave the workplace.
11. The Health and Wellbeing Specialist will then advise the line supervisor of the Worker there has been an unconfirmed result and subsequent MRO advice.
12. Where the person with the unconfirmed result is required to leave the workplace, the person will be offered assistance at the expense of Seqwater in arranging transport home or to a suitable place of rest without requiring the person to operate a vehicle. If the person is a Seqwater employee they will continue to be paid (based on their ordinary hours of work) by Seqwater until a confirmed result is received. See section 6.6.1 for further information.
13. At the start of the next scheduled shift, return to work testing will be required as per section 5.5 subject to MRO advice on the medication.

5.2.4. Laboratory confirmed negative result

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

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5.2.5. Laboratory confirmed positive result – Seqwater employee

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

Any employee with a laboratory confirmed positive result will be referred to the Relevant HR Business Partner to consider required action in accordance with Section 5.6 – Management of positive test results for Seqwater employees, The Way We Work - Our Code of Conduct ([POL-00038](#)) and the Managing Unsatisfactory Performance and Conduct Procedure ([PRO-02555](#)).

If the case of a positive confirmatory AOD result, Seqwater will consult with the Seqwater nominated MRO to determine if the presence and level of any AOD detected by the testing process could be the result of legitimate therapeutic treatment or some other innocuous source.

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

Seqwater considers a positive AOD test result not as a result of genuine therapeutic treatment as determined by the Seqwater MRO, and/or the possession of illicit or illegal substances on site to be both a breach of this procedure and serious misconduct.

5.2.6. Laboratory confirmed positive result – contractor

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

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

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

If a contractor returns a laboratory confirmed positive test result, a return to work test as detailed in Section 5.5 will be required before the contractor may return to a Seqwater workplace.

5.2.7. Laboratory confirmed positive result – visitor

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

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

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

5.2.8. Dispute of a laboratory confirmed positive result

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

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

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

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

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

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

5.3. Tampering of drug tests

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

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

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

5.4. Refused test or intentional leaving of the workplace

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

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

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

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

Any Seqwater employee who refuses to be tested, or intentionally leaves a workplace to avoid testing will be referred to the Relevant HR Business Partner to consider required action in accordance with Section 5.6 – Management of positive test results for Seqwater employees, The Way We Work - Our Code of Conduct ([POL-00038](#)) and the Managing Unsatisfactory Performance and Conduct Procedure ([PRO-02555](#)).

5.5. Return to work alcohol and/or drug testing

Any person who produces a positive BrAC result or an unconfirmed drug screen result will be required to undergo and pass additional alcohol and/or drug testing in accordance with MRO recommendation before their return work duties on behalf of Seqwater or any Seqwater workplace. The Health and Wellbeing Specialist will arrange this testing to be conducted at a local medical facility, or through the AOD Testing Provider either onsite or at another appropriate location agreed between the Health and Wellbeing Specialist and the person to be tested.

5.6. Management of positive test results for Seqwater employees

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

Any such breach will be managed in accordance with the Managing Unsatisfactory Performance and Conduct Procedure ([PRO-02555](#)).

The Health and Wellbeing Specialist will refer any Seqwater employees with a positive alcohol or drug result to their Level 3 Manager and the Relevant HR Business Partner to consider appropriate action which may include disciplinary action in accordance with the Managing Unsatisfactory Performance and Conduct Procedure ([PRO-02555](#)).

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

- Asked to participate in an AOD management support program
- Offered support through the EAP.

5.6.1. Wages and leave following a positive test result for Seqwater employees

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

If the confirmation result is positive, Seqwater may:

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

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5.7. On-call requirements

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

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

5.8. AOD management support program

Seqwater may offer an appropriate AOD management support program in accordance with the organisation’s Injury Management Procedure.

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

5.9. Counselling and support

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

- Phone: 1300 360 364
- Website: www.benestar.com (User ID: SEQW; Token: SEQW01)).

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

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

- their treating doctor
- EAP Counsellors
- community support services such as the Australian Drug Information Network - www.adin.com.au
- support groups or other specialist services
- Seqwater’s Health and Wellbeing Specialist.

6. Confidentiality

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

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

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Person	Information	Use of information
REX Administrators	Any emails or documents stored in REX.	Document storage and disposal.
Health and Wellbeing Specialist	Access to all information	To coordinate all AOD testing and management at Seqwater workplaces. Identify and coordinate any appropriate support requirements.
Manager, HSW	Access to all information.	To monitor the services being delivered by the Health and Wellbeing Specialist.
Senior HR / IR Business Partner	Provided with notification of any Seqwater employees that returns a positive test for drugs or alcohol.	To determine whether disciplinary action is required.
AOD Testing Providers	The results of any testing they are undertaking.	Provide Seqwater with all alcohol or drug tests.
MRO and rehabilitation providers	Access to all information.	To provide advice on fitness for duty and to deliver the alcohol and drug management support program.
Managers/line supervisors	Advised that a positive testing result has been received from a worker they are responsible for. They are not advised of the content of the testing results.	To arrange safe transport home or to a suitable place of rest.
Seqwater employee or representative engaging a contractor	Advised that a positive testing result has been received from a worker they are responsible for. They are not advised of the content of the testing results.	To provide the results of testing to the contractor's employer.
Contractor's employer	With Worker consent, be provided with the results of any of their employees undertaking work for Seqwater that returns an unconfirmed or positive test for drugs or alcohol.	To determine action required.
CEO/General Manager	Advised that a positive testing result has been received from a worker they are responsible for. They are not advised of the content of the testing results	To determine action required in consultation with the relevant HR Business Partner.

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

Breaches of confidentiality are considered a serious matter and will be referred to the Relevant HR Business Partner to determine whether disciplinary action is required in accordance with the Managing Unsatisfactory Performance and Conduct Procedure ([PRO-02555](#)).

6.1. Release of information

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

7. Complaints

Any complaints relating to AOD testing or management should be reported to the Health and Wellbeing Specialist or the Manager HSW. This includes complaints relating to:

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

Any concerns that the Work Related Behaviour and Complaint Resolution Procedure ([PRO-02556](#)) is being breached during any aspect of AOD testing should be reported to the Relevant HR Business Partner.

8. Definitions

Term	Definitions
Alcohol	A liquor, brew or drinking substance containing ethyl alcohol or ethanol as the active agent.
Alcolizer	A wall-mounted unit allowing self-testing of breath alcohol concentration.
Alcohol and Other Drugs (AOD) Testing Officer	A person or organisation undertaking AOD services that has completed an accredited training course in conducting workplace AOD testing.
Breath Alcohol Concentration (BrAC)	The units used for expression of breath concentration being expressed as the percentage of grams in 210 Litres of expired breath.
BrAC Positive	A result equal to or greater than 0.05% BrAC.
BrAC Negative	A result less than 0.05% BrAC.
Chain of Custody	A process to account for the integrity of each oral fluid specimen by tracking its handling and storage from point of specimen collection to final disposal of the specimen.

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Term	Definitions
Chain of Custody Form	A form used by the AOD Testing Provider to record the tracking of the specimen from the time of collection of the specimen to its receipt by the laboratory, as well as the dispatch between laboratories.
Confirmed negative result	<p>Are laboratory results that:</p> <ul style="list-style-type: none"> • do not indicate the presence of illegal or prohibited drugs in excess of standard cut-off limits; or • are consistent with the recommended or prescribed dosage of legal medication disclosed by the candidate during the testing process.
Confirmed positive result	A result returned by a NATA-accredited laboratory that confirms the presence of drugs that exceed the minimum cut off limits prescribed in AS4760-2006: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; or is not consistent with the recommended or prescribed dosage for the legal medication disclosed by the candidate during the testing process.
Drug	Any substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any form which, when consumed or used by any person, deprives or alters the person either temporarily or permanently of any of their normal mental or physical faculties. For the purpose of this procedure the term shall be applied to the drugs/metabolites listed in Appendix 4 – Tables of Drug Types and Concentrations.
DrugWipe	A DrugWipe is a disposable test that detects drugs in saliva. The immunoassay test detects cannabis, amphetamines, methamphetamines (including ecstasy), opiates and cocaine. The analysis delivers a visible qualitative result within 10 minutes.
Employee Assistance Program (EAP)	<p>A confidential counselling service provided as a resource to Seqwater employees and their immediate family. The service is provided by an external provider and can be accessed by:</p> <ul style="list-style-type: none"> • Phone: 1300 360 364 • Website: www.benestar.com (User ID: SEQW; Token: SEQW01)
Fit for Duty Assessment	An independent medical evaluation and/or report conducted by an Occupational Physician or other specialist medical practitioner to evaluate a worker’s current and future capacity to safely perform the inherent demands of the role.
Fit for work	A person is in a state (physical, mental and emotional) that enables them to perform assigned tasks safely, competently and in a manner that does not threaten or compromise the safety or health of themselves or others.
Fit4Work Program	A program that establishes and implements initiatives to address potential risk factors that may cause the impairment of a worker. This includes initiatives such as alcohol and drug monitoring, along with stress and fatigue management strategies.

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Term	Definitions
Illicit drugs	Every substance or article which is a “dangerous drug” under or within the meaning of the <i>Drugs Misuse Regulation 1987</i> (Qld).
Incident	An event or circumstance that could have or did lead to unintended and/or unnecessary harm to a person and/or loss or damage or adverse consequences. This definition of an incident includes near misses.
Injury management	<p>A comprehensive and coordinated approach to the management of injuries and workers compensation claims in the workplace. It is generally defined as a workplace managed process incorporating employer and medical management, from the time of injury through to a return to suitable employment.</p> <p>Injury management covers a range of activities and strategies that ensure efficient administration of the claim and effective rehabilitation. It also involves working closely with the People and Culture function around matters such as employee relations, placement and performance management issues that may impact on a successful return to work.</p>
Legal medication	Drugs legally prescribed to a patient by their medical practitioner or bought over the counter.
Medical Review Officer (MRO)	Registered and licensed medical physicians from an external provider who will review laboratory results and provide medical explanations for certain drug test results. Using specialised knowledge of the use of legal drugs, the pharmacology and toxicology of illicit drugs and testing procedures, the Medical Review Officer may be asked to determine if a worker can safely return to work without risk to themselves or others.
National Association of Testing Authorities (NATA)	NATA is the authority responsible for the accreditation of laboratories, inspection bodies, calibration services, producers of certified reference materials and proficiency testing scheme providers throughout Australia.
Personal information	Information that identifies or could identify a worker. It includes medical records, photographs, videos, and information about their opinions.
Principal Contractor	<p>The person conducting a business or undertaking appointed by Seqwater as the Principal Contractor for a construction project, and given the management and control of the workplace at which the construction project will be carried out and who discharges the duties of the Principal Contractor.</p> <p>A Principal Contractor is to be appointed by Seqwater for a construction project.</p>
Principal Contractor controlled workplace	A defined area of a Seqwater workplace where construction work will take place that is under the management and control of a Principal Contractor.
Referee specimen	A separate container of the collected second specimen or an additional specimen collected at the same time as the second specimen. A referee specimen is used in the event of a disputed analysis.
Reasonable cause testing	AOD testing conducted where there is reasonable cause that a person may be affected by AOD.

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Term	Definitions
Redline Breathalyser	Disposable breathalyser test that interprets the volume of alcohol in a breath sample (BrAC). Each Redline test tube contains yellow crystals which turn green pro rata to the volume of alcohol present in the breath sample collected by the breath bag. The Redline does not give a specific BrAC reading and only provides an indicative result of whether a person is above or below 0.05% BrAC. The Redline is a non-evidentiary screening device which means that it cannot be used as legal evidence.
Return to Work AOD Testing	A saliva drug-screening test or alcohol BrAC test that is conducted upon a person's return to their workplace following a positive result for alcohol or unconfirmed drug result.
Unconfirmed drug result	An oral drug screen result which does not return negative. This is deemed to be unconfirmed until a NATA Accredited laboratory has confirmed a positive result.
Visitor	Any person attending a Seqwater workplace who is not considered to be a worker.
Worker	<p>Worker means a person who carries out work in any capacity for Seqwater, including work as:</p> <ul style="list-style-type: none"> • an employee • a contractor or subcontractor • an employee of a contractor or subcontractor • an employee of a labour hire company who has been assigned to work at Seqwater • an outworker • an apprentice or trainee • a student gaining work experience • a volunteer • a worker of a prescribed class.

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9. Roles and Responsibilities

Role	Responsibility
AOD Testing Providers	<ul style="list-style-type: none"> • Provision of AOD testing in consultation with the Health and Wellbeing Specialist. • Compliance of testing in accordance with the contract terms and Australian Standards.
Health and Wellbeing Specialist	<ul style="list-style-type: none"> • Coordinate Seqwater’s drug and alcohol testing, including the activities undertaken by AOD Testing Providers. • Provide advice and support to managers, line supervisors and workers on the application of this procedure. • Notify the Manager, HSW of any person that returns a positive test result for alcohol, an unconfirmed drug test result or a laboratory confirmed positive result for drugs. • Notify the Relevant HR Business Partner of any employees that returns a positive test result for alcohol or a laboratory confirmed positive result for drugs. • Notify the Seqwater employee or representative engaging a contractor of any contractors that return a positive test result for alcohol or a laboratory confirmed positive result for drugs. • Notify the relevant manager/line supervisor to arrange safe transport home or to a suitable place of rest for any workers that return a positive test result for alcohol or an unconfirmed result for drugs. • Facilitate the provision of support to any workers that return a positive test result for alcohol or a laboratory confirmed positive result for drugs. • Ensure the confidentiality of all information collected during AOD testing.
Line Supervisor	<ul style="list-style-type: none"> • Assist in coordinating any site AOD testing at a workplace within their area of responsibility, when they are present, in consultation with the Health and Wellbeing Specialist. • Ensure workers within their area of responsibility are made available for testing as requested by the Health and Wellbeing Specialist. • Arrange safe transport home or to a suitable place of rest for any workers that return a positive test result for alcohol or an unconfirmed result for drugs. • Notify the Senior HR/IR Business Partner and relevant General Manager if they believe reasonable cause AOD testing is required. • Notify the Health and Wellbeing Specialist if they believe post-incident or reasonable cause AOD testing is required. • Ensure privacy and confidentiality of any test results provided to them. • Support access to EAP counselling and other community assistance services as appropriate.

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Role	Responsibility
<p>Manager, Health, Safety and Wellbeing (HSW)</p>	<ul style="list-style-type: none"> • Ensure appropriate resources are available to support the implementation of AOD testing. • Ensure Seqwater’s position on AOD in the workplace is included in all induction material. • Ensure privacy and confidentiality of test results.
<p>Managers</p>	<ul style="list-style-type: none"> • Coordinate any random and blanket AOD testing at a workplace they are responsible for, when they are present at the workplace, in consultation with the Health and Wellbeing Specialist. • Ensure privacy and confidentiality of any test results provided to them. • Ensure all workers within their area of responsibility are aware of Seqwater’s position on AOD in the workplace. • Notify the relevant Senior HR/IR Business Partner and relevant General Manager if they believe reasonable cause AOD testing is required. • Notify the Health and Wellbeing Specialist if they believe post-incident or reasonable cause AOD testing is required. • Notify contractors or visitors within their area of responsibility who refuse testing, or intentionally avoid testing, that their access to Seqwater workplaces may be revoked. • Support access to EAP counselling and other community assistance services as appropriate. • Ensure disposable (AOD testers are stored according to manufacturer’s instructions. • Inform the Health and Wellbeing Specialist of any Alcolizer issues, or for restocking of voluntary testing devices. • Liaise with relevant Senior HR/IR Business Partner (or their approved delegate) when determining disciplinary action.
<p>Senior HR/IR Business Partner</p>	<ul style="list-style-type: none"> • In consultation with the relevant Manager determine whether disciplinary action is required for any employees that: • return a positive test result for alcohol or a laboratory confirmed positive result for drugs • refuse to be tested • intentionally leave a workplace to avoid testing • breach confidentiality of test results. • Authorise reasonable cause testing in consultation with the relevant General Manager.
<p>Seqwater employee or representative engaging a contractor</p>	<ul style="list-style-type: none"> • Notify a contractor’s employer if any contractor has been asked to leave a Seqwater workplaces as a result of: • refusal to participate in AOD testing • a positive test result for alcohol • a laboratory confirmed result for drugs.

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Role	Responsibility
Visitors	<ul style="list-style-type: none"> Do not attend a Seqwater workplace in connection to work if they are impaired by AOD. Participate in random AOD in accordance with expectations established by this procedure.
Workers	<ul style="list-style-type: none"> Never undertake any work while adversely affected by AOD, including legal medication. Participate in AOD testing in accordance with expectations established by this procedure. Notify their line supervisor if they are concerned about the fitness for work of themselves or another worker.

10. Training

Any person accessing a Seqwater workplace will be provided with information on Seqwater’s position on AOD in the workplace as part of their workplace induction.

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

Training will be provided in accordance with the Learning Governance and System Procedure ([PRO-02605](#)).

11. Monitoring and audit

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

Trend analysis may be reported to management in accordance, this analysis will not include information that could identify any individual.

12. Record keeping

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

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

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

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

Records will be stored in REX, with security applied to the files limiting access of the information to the Health and Wellbeing Specialist, Manager HSW and REX administrators only.

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

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

13. References and Related Materials

13.1. Legal and Other Requirements

Description
<i>Work Health and Safety Act 2011 (Qld) and Work Health and Safety Regulation 2011 (Qld)</i>
<i>AS 3547 - Breath alcohol testing devices for personal use</i>
<i>Drugs Misuse Regulation 1987 (Qld)</i>
<i>Framework for alcohol and drug management in the workplace</i>
<i>Information Privacy Act 2009 (Qld)</i>
<i>AS 4760 -Procedures for specimen collection and the detection and quantitation of drugs in oral fluid</i>
<i>Queensland State Archives General Retention and Disposal Schedule for Administrative Records</i>

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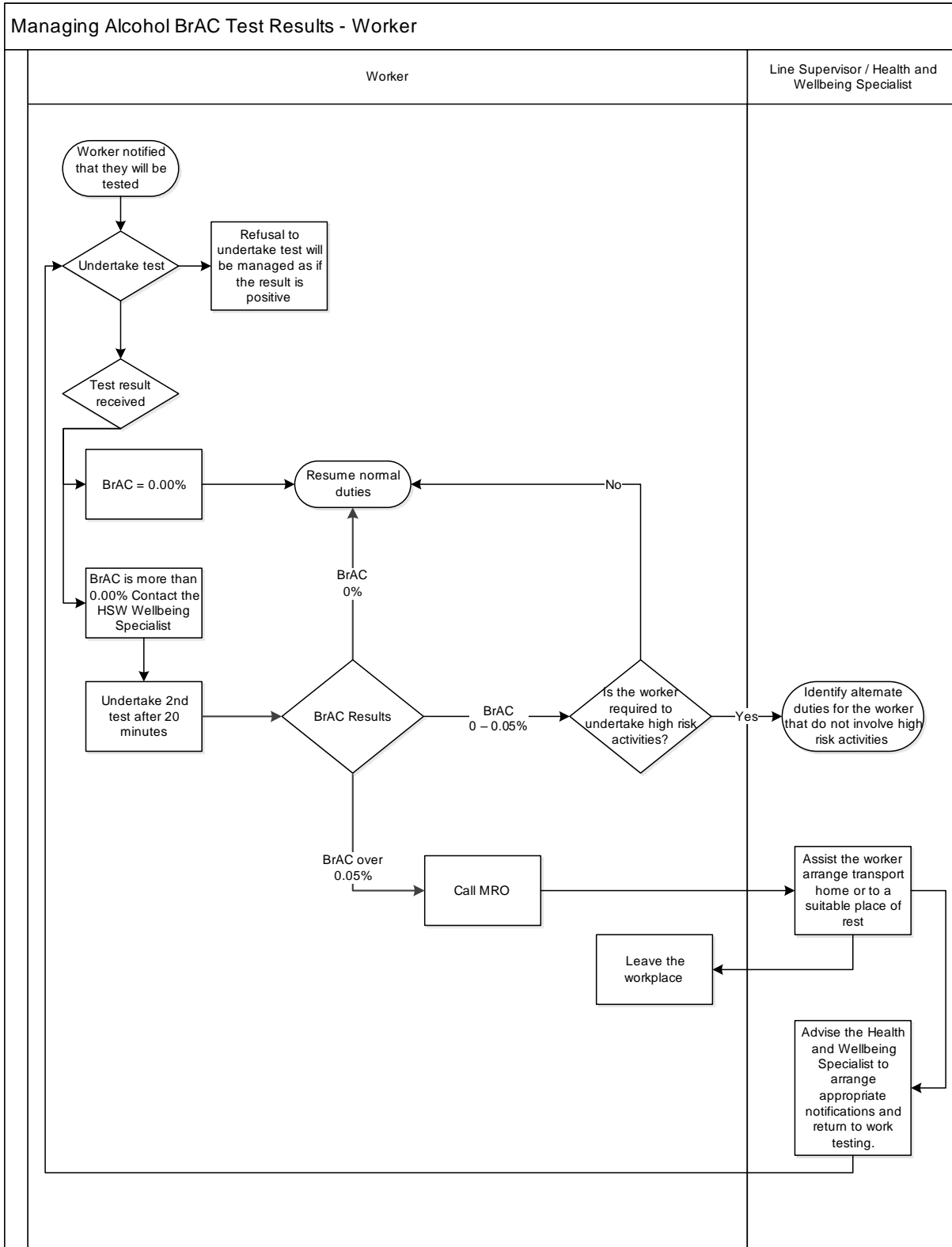
13.2. Seqwater documents

Description	Location
FRA-00018 Workplace Health, Safety & Wellbeing Framework	REX
FRM-00613 Alcohol and Drugs Observation Form	REX
PLN-00473 Health and Wellbeing Strategy	REX
POL-00038 The Way We Work - Our Code of Conduct	REX
POL-00075 Right to Information and Information Privacy Policy	REX
PRO-00002 Management System Audit and Assurance Procedure	REX
PRO-00792 Injury Management Procedure	REX
PRO-00793 Incident Investigation Procedure	REX
PRO-02555 Managing Unsatisfactory Performance and Conduct Procedure	REX
PRO-02556 Work Related Behaviour and Complaint Resolution Procedure	REX
PRO-02605 Learning Governance and System Procedure	REX

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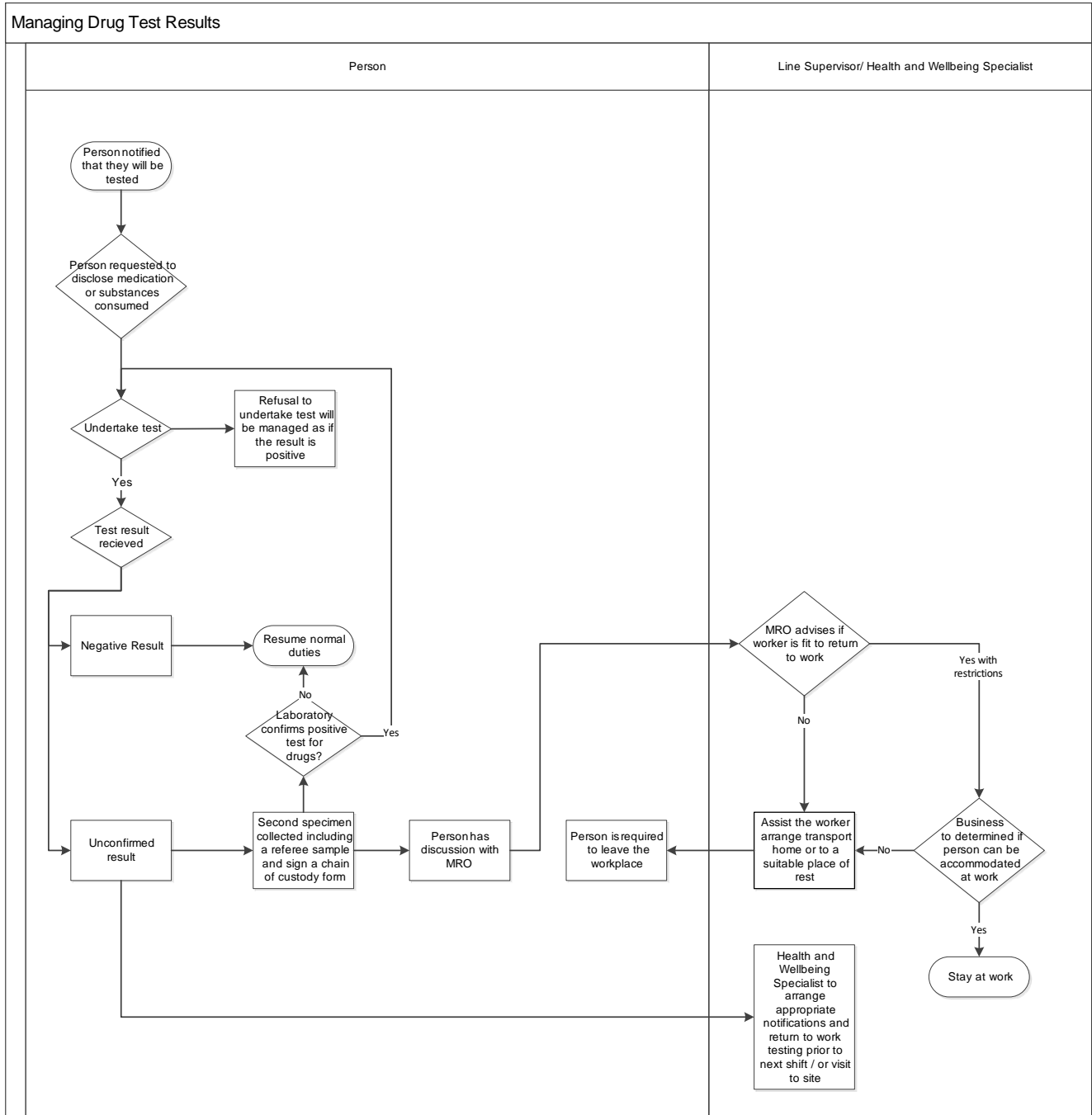
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Appendix 1 – Managing alcohol BrAC tests



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Appendix 2 – Managing drug test results



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

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

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

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

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Diminished quality of work evidenced by:

- Difficulty recalling instructions or job details and/or giving misunderstanding instructions
- Slow to learn new jobs, unreliability and/or reduced levels of concentration.

Diminished quantity of work evidenced by:

- Missed deadlines or jobs taking more time than expected
- Decreased productivity
- Unable to sustain effort and/or spasmodic work pace.

Effects on work team evidenced by:

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

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Appendix 4 – Drug types and concentrations

Initial on-site test target concentrations

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

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

Laboratory confirmed test target concentrations

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

Compound	Target Concentration (Ng/ml)
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
Δ9-tetrahydrocannabinol	10
Cocaine	25
Benzoyllecgonine	25
Ecgonine methyl ester	25

Notes:

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

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Appendix 5 – Seqwater’s high-risk activities

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

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

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