

SAFE WORKING GUIDELINES ALCOHOL & DRUGS

1. Introduction

This document covers any Proline Building Commercial Pty Ltd employee or subcontractor working on a Proline worksite which may be affected by the misuse of Drugs or Alcohol. Drugs and alcohol related problems can occur in the workplace. The abuse of alcohol and drugs may damage physical and mental health. The impairment of behaviour can cause affected employees or subcontractors to injure themselves or others. Workmates are often placed in the uncomfortable situation of feeling obligated to cover for poor work performance or to 'dob in' a good mate for their own good. Employers may be faced with lateness, inefficiency and absenteeism, lost time and productivity.

2. Purpose

The purpose of this document is to provide Proline Managers/ employees and subcontractors information regarding alcohol and drugs and the possible hazards associated with being affected by alcohol or drugs when carrying out duties on a Proline worksite.

3. Definitions

Appropriately qualified alcohol and other drug professional means a person who:

- (a) materially works as a provider of clinical drug and alcohol treatment services; and
- (b) holds a bachelor degree, or postgraduate degree, in at least 1 of the following fields:
 - (i) health sciences;
 - (ii) medical science;
 - (iii) social sciences;
 - (iv) behavioural sciences.

Comprehensive assessment means, in relation to a person's drug or alcohol use, an examination of the person's physiological and psychosocial indicators carried out:

- (a) by a psychiatrist; or
- (b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or
- (c) jointly by:
 - (i) a person entitled to practise as a medical practitioner under a law of a State or Territory; and
 - (ii) an appropriately qualified drug and alcohol professional.

Drug or Alcohol Intervention Program may consist of any of the following:

- assessment
- treatment, including:
 - education
 - counselling
 - consultation with health care professionals
 - pharmacotherapy
 - residential or non residential treatment programs
- monitoring and follow up action

Permitted level means:

1. for alcohol, a concentration of less than 0.02 grams of alcohol in 210 litres of breath
2. for a testable drug—a concentration of the testable drug that is specified in selective legislative instrument 2008 No. 275

The permitted levels in oral fluid for each testable drug are;

Testable Drug	Level- ng/mL
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
Δ 9-tetrahydrocannabinol	10
Cocaine	25
Benzoyllecgonine	25
Ecgonine methyl ester	25

The permitted level in urine for each testable drug are;

Testable Drug	Level- ug/L
Morphine	300
Codeine	300
6-Acetyl morphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
11-nor-delta-9-tetrahydrocannabinol-9-	15

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carboxylic acid	
Benzoylecgonine	150
Ecgonine methyl ester	150

Note: These levels ensure that the results are administratively reliable and are set at a sufficient level to detect recent alcohol or drug use by the donor.

Positive result means the following:

In relation to a drug or alcohol test of a body sample the test results reveals:

- (a) for an initial drug test - a test result above the permitted level.
- (b) for a confirmatory drug test - a test result above the permitted level and verified by a Medical Officer as a verified positive result
- (c) for an initial alcohol test - a test result above the permitted level
- (d) for a confirmatory alcohol test - a test result above the permitted level

Testable drug group is any of the following:

- Amphetamines
- Cannabis
- Cocaine
- Opiates

Passive Smoking means to breath in environmental tobacco smoke (ETS)
CASA Civil Aviation Safety Authority

4. Roles & Responsibilities

Proline Building Commercial Pty Ltd is legally required to, and will, comply strictly with its obligations under this plan.

The Systems Manager is responsible for the following:

- Ensure new employee's have been trained in this plan, prior to the employee becoming available to perform their work duties;
- Ensure existing employee's have been trained in this plan;
- Organise drug and alcohol testing as required;
- Maintain professional and responsible behaviour and the use of good judgement when representing Proline at functions, sponsored by Proline, another organisation or company, where alcohol is available.
- Ensure alcohol is not provided to anyone under the age of 18 years.

Project Managers/ Supervisors and Site Supervisor are responsible for the following:

- Not permit an employee or subcontractor to perform work duties in the following circumstances:
 - a) if the Project Manager / Supervisor or Site Supervisor suspects the employee's or subcontractor faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
 - b) if an serious accident or serious incident has occurred which involved the employee or subcontractor.

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- Maintain professional and responsible behaviour and the use of good judgement when representing Proline at functions, sponsored by Proline, another organisation or company, where alcohol is available.
- Ensure alcohol is not provided to anyone under the age of 18 years.

Proline expects that all employees will comply with their obligations under this plan.

Employees / subcontractors are responsible for the following:

- Encouraged to disclose to Proline's Project Manager or Site Supervisor if they have consumed a level of alcohol, or have taken any drug, that may affect their ability to carry out their duties;
- Must not perform, or be available to perform their duties, if aware that they are adversely affected by a testable drug or by alcohol, until they are no longer adversely affected;
- Will be required to provide a body sample if they are to be tested for drugs and alcohol by Proline for the purposes of conducting such tests;
- Must cease performing, or being available to perform, their duties if they:
 - a) return a positive result for a drug or alcohol test;
 - b) fail to comply with a request by an approved tester to provide a body sample for CASA drug and alcohol testing;
 - c) fail to comply with a request to provide a body sample for Proline drug and alcohol testing under this plan;
 - d) interfere with a body sample they provide for drug or alcohol testing by CASA or Proline;
 - e) if required to cease performing, or being available to perform, their duties because of an incident related to alcohol or drugs, must not again perform or be available to perform their duties until all mandatory pre-conditions have been met.
- Maintain professional and responsible behaviour and the use of good judgement when representing Proline at functions, sponsored by Proline, another organisation or company, where alcohol is available;
- Ensure alcohol is not provided to anyone under the age of 18 years.

Employees need to be aware that failure to do so may result in:

- Proline taking disciplinary action against its employees or contractual action against contractors or sub-contractors;
- them committing an offence against CASR 99, for which prosecution or infringement action may be taken by the Civil Aviation Safety Authority or the Commonwealth Director of Public Prosecutions.

5. Smoking & Passive Smoking

It is a requirement under the Occupational Health & Safety Act 2000, to ensure the health & safety and welfare at work of all employees and other in their place of work. Therefore, Proline have implemented a total No Smoking Policy on all worksite/s, regardless of the worksite being outdoors and ventilated. Person/s found breaching this requirement will be issued non conformance as per non conformance procedure.

6. Alcohol

Alcohol is a drug that slows down the brain and nervous systems. It is the most widely used drug in Australia. Drinking a small amount is not harmful for most people, but regular drinking of a lot of alcohol can cause health, personal and social problems. Using alcohol at the same time as any other drug can be dangerous. This includes drinking alcohol while using medicines from

the chemist or doctor or illegal drugs. Mixing alcohol with other drugs that slow down the body (ie sleeping pills, marijuana) can:

- make it harder to think clearly
- make it harder to properly control how you move
- stop your breathing and cause death

Heavy episodic drinking (often referred to as binge drinking) can refer to either occasional bouts of heavy drinking or a 'bender' had by an alcohol dependent person, which may last for days or weeks.

Sobering up, or getting the alcohol out of your body takes time. A little bit of the alcohol (about 10%) leaves the body in breath, sweat and urine, but most is broken down by the liver. The liver can only get rid of about one standard drink per hour. Nothing can speed this up, not black coffee, cold showers, exercising or vomiting. You can still be over the legal limit even a few hours after your last drink, even if you feel okay.

Blood alcohol concentration (BAC) refers to how much alcohol is in a person's blood. A breathalyzer test measures the amount of alcohol in a person's breath and gives an idea of BAC. The test gives a number, such as 0.012. The legal limit for drinking and driving is 0.05 BAC. A guide to keep in mind when drinking is as follows:

- Men – two standard drinks in the first hour and then one per hour after that
- Women – one standard drink in the first hour and then one per hour after that.

Standard Drinks

- Light Beer (Schooner) 425ml 2.7% Alcohol/Vol
- Standard Beer (Middy) 285ml 4.9% Alcohol/Vol
- Wine (1 glass) 100ml 12% Alcohol/Vol
- Spirit (1 nip) 30ml 40% Alcohol/Vol

7. Legal Drugs

Legal drugs can still affect a person/s ability to perform their work duties in a safe manner. It is the responsibility of the employee / subcontractor to inform their Supervisor if they feel affected by a medication / drug taken. Ie Cold & Flu tablets, diabetes medication etc

8. Illegal Drugs

Illegal drugs are not permitted on any Proline worksite/s. Illegal drugs as listed below:

- Amphetamine-type stimulants
 - o Amphetamine/methamphetamines
 - Ice
 - Speed and Base
 - o Ecstasy
- Marijuana (Cannabis)
- Cocaine and crack cocaine
- Depressants
- GHB
- Ketamine
- Hallucinogens
- Inhalants
- Opioids

9. Alcohol & Drug Testing

9.1 Pre-employment

An employee may be tested for alcohol and testable drugs prior to commencing employment with Proline Building Commercial Pty Ltd. This testing will be carried out by a suitably qualified medical professional as nominated by Proline.

9.2 Random Testing

An employee may be tested for alcohol and testable drugs randomly throughout their employment with Proline Building Commercial Pty Ltd. This testing will be carried out by a suitably qualified medical professional as nominated by Proline or alternatively by a qualified professional nominated by a Proline Client.

9.3 Post accident or serious incident

An employee may be tested for alcohol and testable drugs after an accident or serious incident that occurs whilst they are performing, or available to perform their duties, provided that suitable test conditions exist.

- Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:
 - within 32 hours of the accident or incident for drug testing
 - within 8 hours of the accident or incident for alcohol testing; and
 - it is practicable to conduct a test

9.4 On reasonable suspicion

An employee may be tested if a Project Manager or Supervisor has reasonable grounds to believe that the person may be adversely affected by alcohol or testable drugs while performing, or available to perform their duties.

9.5 Self-Referral

Any employee who seeks assistance from their Manager or Supervisor will be afforded all necessary assistance. The matter will be treated in the strictest confidence.

Personnel seeking assistance from Proline's management will be offered assistance, by way of counselling or other treatment / rehabilitation program. They may be provided with flexible leave arrangements in order to complete any treatment / rehabilitation program. Any employee who wishes to seek professional counselling assistance in relation to an alcohol or drug related problem is directed to the services listed below in Clause 10.1 & 10.2.

10. Alcohol & Drug Response Program

An individual Alcohol or Drug Response Program may be required to be developed in the following cases:

- Where Proline is aware that a positive result for an initial drug test has been recorded by an employee;

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- Where Proline is aware that a positive result for an initial alcohol test has been recorded by an employee;
- Where Proline is aware that an employee who has been required to take a drug or alcohol test has:
 - o refused to take the test; or
 - o interfered with the integrity of the test.
- If a Project Manager or Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or alcohol;
- If an accident or serious incident has occurred involving the employee while he or she is performing their duties.

Proline employees or sub contractors who require assistance from an Alcohol & Drugs professional, independent of Proline and will be by :

10.1 Alcohol Counseling

Alcoholics Anonymous is a 12 step fellowship of men and women supporting each other in recovery from alcoholism. Telephone 02 9559 8866.

10.2 Drugs Counseling

Narcotics Anonymous is a 12 step fellowship of men and women supporting each other in recovery from addiction to all drugs, including alcohol. Telephone: 1300 652 820

11. Training

The Systems Manager will train employees during WHS EMS QA Seminars to ensure that employees can identify risky activities and receive appropriate training.

12. Review & Evaluation

In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of an injury or near miss resulting from the alcohol & drug use, changes in legislation or if raised by an employees concern.

13. References

- o Work Health & Safety Act 2011
- o Work Health & Safety Regulation 2017
- o www.casa.gov.au – DAMP Template
- o NSW Health Alcohol Drugs Fact Sheet

14. Version Control

Date	Version	Owner	Comments
12.05.09	1	Michelle Noy	For Issue
14.02.11	2	Michelle Murphy	Include pre-employment Test
18.04.12	3	Michelle Murphy	Changes in legislation
19.02.16	4	Michelle Murphy	General Review
01.09.17	5	Michelle Murphy	General Review
01.06.18	6	Michelle Murphy	Changes in legislation