
Company Procedure

HEALTH, SAFETY AND ENVIRONMENT	Document No. : CECM1000.54 Amendment No. : 5 Approved By : CEO Approval Date : 06/08/2019 Review Date : 06/08/2021
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CECM1000.54

ALCOHOL AND OTHER DRUGS

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1.0 OBJECTIVES

Essential Energy is committed to improving the health and wellbeing of its Workers. An effective Alcohol and Other Drugs Procedure plays a necessary role in ensuring fitness for work and a safe working environment.

Essential Energy has a duty of care, in accordance with the *Work Health and Safety Act 2011* (NSW), to ensure, so far as is reasonably practicable, the health and safety of Workers and other persons is not put at risk from work carried out as part of the conduct of Essential Energy's business or undertaking. This includes providing a work environment without risks to health and safety, including risks from the effects of Alcohol and/or other Drugs.

The objectives of this Procedure are to:

- ensure that Essential Energy meets its obligations to Workers and the community to undertake business activities in a safe manner;
- provide a safe working environment by eliminating or minimising hazards associated with Alcohol and/or other Drugs;
- implement measures so that individuals avoid at-risk behaviour;
- provide assistance through a range of preventative, educational and awareness measures to manage health challenges that, when associated with Alcohol and/or other Drug issues, have a potential to increase the risk to a Worker's fitness for work;
- make available to Employees, who may require assistance in managing Alcohol and/or other Drug dependency issues, assistance through support and rehabilitation services, including counselling and other forms of assistance;
- to ensure that Employees who receive a Confirmed Positive Result following Alcohol and / or other Drugs testing, are managed in accordance with the Fair and Just Culture Policy and offered support if they require assistance in managing Alcohol and/or other Drug dependency issues.

Essential Energy's approach to Alcohol and Drug testing is not about catching people out. It is about managing risk, focussing on deterrence, and empowering everyone to make the right decisions regarding safety at work. We are all responsible for contributing to maintaining a healthy and safe workplace. No one wants to put their colleagues at risk at work because of Drugs or Alcohol, or work alongside someone who might create such a risk for themselves, their colleagues or the public.

2.0 SCOPE

2.1 Who this Procedure applies to

This Procedure applies to all Workers (refer section 10 for the definition of Worker(s)).

2.2 When this Procedure applies

This Procedure applies:

- to all Workers when carrying out work in any capacity for Essential Energy (including while at the premises of a customer of Essential Energy);
- to all Workers when at Essential Energy Worksites;
- to all Employees while driving Essential Energy vehicles for work purposes;
- to all Employees while on-call (as per workplace rosters or contract requirements); and

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- to all Employees while undertaking overtime or performing work outside ordinary work hours.

Compliance with this Procedure is mandatory (as a condition of employment for an Employee or a condition of entry to an Essential Energy Worksite for all Workers).

2.3 Work conducted at the sites of other external organisations

Where work is performed by Workers at the sites of other external organisations, Workers must comply with the respective company's conditions of site entry. If Essential Energy's minimum standards, as contained in this Procedure, are stricter than those in place at the site of the other organisation, all Workers must adhere to Essential Energy's minimum standards.

2.4 Principal and Complex Contractors

The following shall apply to Principal Contractors or Complex Contractors:

- Principal and Complex Contractors and their sub-contractors may be subject to random testing at any Essential Energy office, depot or worksite in accordance with this Procedure; and
- Principal and Complex Contractors and their sub-contractors may be subject to post-incident testing at any location, in accordance with this Procedure.

2.5 Exceptions

2.5.1 Re-calling Workers

All Workers must only carry out work if they are able to comply with this Procedure. The safety of Workers and members of the public is critical. We will not put anyone in a position where they may put themselves or their colleagues at risk at work.

Where an Employee is contacted as part of an after-hours overtime or re-call situation, and they are unable to comply with this Procedure, they shall direct the caller to contact System Operations to progress the matter.

2.5.2 Social and work-related functions

Consumption of Alcohol is permitted at Essential Energy sponsored functions and other work-related social events (such as Christmas parties, team dinners, industry forums, networking events etc). Employees must behave responsibly, ensuring they comply with Essential Energy's Code of Conduct.

The consumption of Alcohol on any Essential Energy Worksite is prohibited and as such, functions held at a Worksite or Essential Energy premises will not have any Alcoholic beverages available.

If a Worker attends work following a social function or event, whether immediately after the function or the next day, the Worker must ensure they comply with this Procedure when next attending work.

3.0 MINIMUM STANDARDS

3.1 An Alcohol and Drug free environment

Essential Energy promotes an Alcohol-free workplace and one that prohibits the use of Illicit Drugs. Unless outlined in this Procedure, Workers, when carrying out work in any capacity for Essential Energy (including while at the premises of a customer of Essential Energy) and when at Essential Energy Worksite, and all Employees while driving an Essential Energy vehicle for work purposes, or while on-call or while undertaking overtime or performing work outside ordinary work hours, must not:

- consume, or be under the influence of, Alcohol or Illicit Drugs;
- distribute, be in possession of, or sell, Illicit Drugs;
- perform any work without informing their supervisor/manager that they are taking prescribed or non-prescribed medications that may adversely affect their performance / conduct of normal work duties.

3.2 Zero Blood Alcohol Concentration

Workers must maintain a Zero BAC at all times when this Procedure applies.

Some medicines, mouthwashes and foodstuffs may contain Alcohol. Workers should check labels for Alcohol content (which is sometimes labelled as other known names for Alcohol such as ethanol).

If a Worker believes they may have a BAC greater than Zero due to the abovementioned reasons, they must declare this information prior to an Alcohol breath test.

3.3 Drugs

Workers must not present for work when an Illicit Drug may affect their ability to perform their duties safely.

Workers must not present for work when a Drug, including prescription and OTC medication, may affect their ability to perform their duties safely, unless in accordance with a suitable duties plan.

Workers must not exceed a demonstrated level on Screen Tests for Drugs greater than the Target Concentrations as documented in the Australian Standards:

- AS/NZS 4760 (in the case of oral fluid testing); and
- AS/NZS 4308 (in the case of urine testing).

4.0 PRESCRIPTION AND OTC MEDICATION

4.1.1 Worker responsibilities

Workers must seek advice from a medical practitioner to understand whether prescription or OTC medication may adversely affect their ability to perform their duties safely prior to the Worker taking the prescription or OTC medication and presenting for work. This includes, for example, medications such as cold and flu preparations, those containing codeine and the antihistamine group of products.

If a Worker receives advice from a medical practitioner that indicates a prescription or OTC medication they are taking may impact their ability to perform work safely, or where there is a doubt about the potential impact of the medication, the Worker must advise their supervisor/manager or the Health Team to determine any suitable duties and/or travel modifications that may be necessary while the Worker is taking the medication.

4.1.2 *Notice of medications (Employees)*

Any Employee who is required to take prescription or OTC medication will not be required to declare the medication they are taking to their supervisor/manager / the Health Team provided:

- that the Employee is **not** adversely affected by the medication; and
- has the ability to perform their duties safely.
- Any Employee who is required to take prescription or OTC medication that may adversely affect their ability to perform their duties safely, must declare the medication to their supervisor/manager / the Health Team each time prior to taking a course of the prescription or OTC medication and each occasion prior to an Employee taking prescription or OTC medication which is not part of a course (for example a once off dosage); and
- provide their supervisor/manager/the Health Team with a medical certificate from a medical practitioner containing the following information:
 - The Employee's name and occupation;
 - Details of prescription or OTC medication prescribed and dosage;
 - An assessment by the medical practitioner as to the Employee's ability to perform their duties safely;
 - Details of any Adverse effect on their ability to perform their role.

The Employee is not required to disclose the medical condition for which medication is used for or the reasons for its use.

The Employee and the Employee's supervisor/manager will consult with the Health Team to determine any suitable duties / travel modifications or other that may be necessary and where required, develop a Suitable Duties Plan. The supervisor/manager and the Health Team will be guided by the certificate provided by the medical practitioner.

Where the certificate provided by the medical practitioner does not contain sufficient information to determine suitable duties, guidance from a qualified Medical Review Officer may be sought.

The supervisor/manager and the Health Team will ensure that the certificate and its contents provided by the Employee are kept confidential and a copy retained on file (restricted access) in a secure system.

Those Employees not comfortable with dealing with their supervisor/manager can provide the certificate directly to the Health Team. The Health Team will then deal directly with the relevant supervisor/manager.

4.1.3 *Declaring medication at the time of Drug testing*

Workers: Workers must declare all prescription or OTC medications they are taking to an Authorised Testing Provider at the time of a random or other Drug test.

Employees: Employees who are taking prescription or OTC medication are encouraged to keep a medical certificate and provide this to the relevant Authorised Testing Provider at the time of a random or other Drug test so that the Authorised Testing Provider can cite the medication that the Employee is taking and match it to the Drug family (should a substance be detected as an outcome of a Screen Test. Employees who provide a copy of a medical certificate at the time of a random or other Drug test may not automatically be stood down if a substance is detected (refer to section 8.3.3).

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Employees who verbally declare prescription or OTC medication at the time of testing but are unable to produce a medical certificate (refer to section 8.3.3) will be stood down if Confirmatory Testing is required.

5.0 EDUCATION AND AWARENESS

Essential Energy is committed to improving the health and wellbeing of its Workers and recognises the important role that education and awareness plays in fostering a wellness culture:

- in supporting Workers to work safely every day;
- to empower people to make good decisions regarding safety at work for themselves and their colleagues;
- to increase awareness of the support available for anyone who might need it;
- to ensure that Workers understand the reasons for, and the requirements of, this Procedure.

Education and awareness shall be conveyed via:

- Inductions: information in respect of the requirements of this Procedure will be provided to new Employees and contractors as part of their induction process. Contractors working with Essential Energy, utilising their own Alcohol and Other Drugs Procedures, are also required to provide an induction to their Workers on this Procedure where it applies;
- Communications, fact sheets and other resources: providing information to increase awareness about the use and potential misuse of Alcohol and other Drugs and other supporting material concerning this Procedure;
- Health and wellbeing programs: concentrating efforts on improving the health and wellbeing of Essential Energy Employees with an ongoing focus on the potential impacts of the use and misuse of Alcohol and other Drugs;
- Education and training: for managers and supervisors on how to identify and approach Workers who may be affected by Alcohol or other Drugs in the workplace, including requirements for maintaining strict Worker confidentiality, availability of Employee Assistance Program (EAP) support, and the appropriate application of the Fair and Just Culture Policy.

6.0 SUPPORT AND REHABILITATION

Rehabilitation is recognised as a key intervention for those with dependencies on Alcohol and/or Drugs.

Essential Energy is committed to supporting its Workers.

Essential Energy encourages Employees who wish to seek assistance for their Alcohol and/or Drug dependencies to utilise:

- the free and confidential services of the EAP (for Employees and their families);
- resources as Community Health Services and programs;
- other resources such as general practitioners, psychologists, and other health providers; and/or
- the development of a Drug and Alcohol Management Plan in consultation with support services.

Essential Energy will utilise health communications to provide information about resources available to Workers such as organisations that they may consult in respect of Alcohol or other Drug dependencies, including: Lifeline; Beyondblue; Black Dog Institute; Alcoholics Anonymous and Narcotics Anonymous.

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Essential Energy will work with relevant external organisations in support of Employees who seek assistance in circumstances where they consider that Drugs and/or Alcohol may be affecting their physical health, fitness for work and/or social/psychological wellbeing.

Assistance and support will also be offered to Employees as part of any disciplinary responses applied following breaches of this Procedure (refer to section 8.5.2).

7.0 TESTING FOR ALCOHOL AND OTHER DRUGS

7.1 Persons authorised to perform testing

Persons authorised to perform Screen Tests are referred to as Authorised Testing Providers and include:

- Essential Energy supervisors/managers; Safety Business Partners; and relevant People and Safety representatives, as authorised by Essential Energy, trained in the use of Alcohol breath testing devices;
- Accredited health professionals; and
- Accredited external service providers, contracted to Essential Energy.

A laboratory accredited by the National Association of Testing Authorities (NATA), will be utilised for all confirmatory (laboratory) testing of Screen Tests for Drugs, and shall be sourced by the relevant external service provider undertaking testing.

7.2 When Workers are required to undertake testing

Alcohol and Drug testing will be undertaken in any of the following circumstances:

- pre-employment testing;
- random testing;
- causal testing;
- post incident testing;
- self-testing; and
- follow-up testing (where required under a Drug and Alcohol Management Plan for an Employee).

Alcohol and Drug testing may also be undertaken in other circumstances, for example in a Rail Corridor (refer also to section 2.3).

7.2.1 Pre-employment testing

Who is subject to testing?	Applicants short-listed for employment with Essential Energy shall undergo a pre-placement medical assessment (in accordance with pre-placement procedures) which includes Alcohol and Drug testing.
How is testing done?	Testing will be via: <ul style="list-style-type: none">• a breath analysis test for Alcohol; and• an unobserved urine test for Drugs.
Who performs the testing?	Pre-employment testing will be performed by an accredited health professional.

<p>What are the possible outcomes of testing?</p>	<p>An applicant who:</p> <ul style="list-style-type: none"> • returns an initial Alcohol test result of Zero BAC; and • returns a Negative Result as an outcome of a urine test for Drugs; <p>shall progress through the recruitment process.</p> <p>An applicant who:</p> <ul style="list-style-type: none"> • undertakes a Confirmatory Test and returns a Confirmed Positive Result for Alcohol (greater than Zero BAC); or • returns a Confirmed Positive test for Drugs, as an outcome of Confirmatory Testing, (that is not in accordance with any prescribed medication declared prior to the urine test) <p>shall not progress through the recruitment process or may be subject to further investigation by relevant Human Resources representatives.</p>
<p>7.2.2 <i>Random testing</i></p>	
<p>Who is subject to testing?</p>	<p>All Workers will be subject to random testing at any time.</p> <p>Testing shall include:</p> <ul style="list-style-type: none"> • a sample of Workers at a depot, office or Worksite; or • all Workers at a depot, office or Worksite (i.e. a blanket test).
<p>How is testing done?</p>	<p>Testing shall be conducted at random, at any time where work is being performed, during work hours (24/7), at any Essential Energy depot, office or Worksite.</p> <p>Testing will be via:</p> <ul style="list-style-type: none"> • a breath analysis Screen Test for Alcohol; and • an oral fluid Screen Test for Drugs.
<p>What is the frequency of testing?</p>	<p>A minimum of twenty-five per cent of Workers will be randomly tested on an annual basis.</p> <p>Workers may be subject to testing more than once per annum to ensure effective deterrence and to maintain the random nature of testing.</p>
<p>Who performs the testing?</p>	<p>Random testing will be performed by an external service provider, contracted by Essential Energy.</p>
<p>What are the possible outcomes of testing?</p>	<p>A Worker who:</p> <ul style="list-style-type: none"> • returns an Alcohol Screen Test result of Zero BAC; or • returns a Negative Result as an outcome of an oral fluid Screen Test for Drugs; <p>shall return to their work duties.</p>

A Worker who returns a result that is greater than a Zero BAC as an outcome of a Screen Test for Alcohol shall be subject to further Confirmatory Testing (refer to section 8.3: When substances are detected)

A Worker who returns a Non-negative Result as an outcome of an oral fluid Screen Test for Drugs shall also be subject to an unobserved urine Screen Test for Drugs and further Confirmatory Testing (refer to section 8.3: When substances are detected). A Worker who is female and menstruating at the time of testing will not be required to undertake a urine Screen Test for Drugs in these circumstances.

7.2.3 Causal Testing

Who is subject to testing?	<p>A Worker may be subject to causal testing where a Worker's manager/supervisor; or the Controller of Premise; or the Worksite Controller; or the relevant Contractor Manager (in the case of a contractor) has reasonable suspicion or belief that the Worker is affected by Alcohol and/or other Drugs.</p> <p>The manager/supervisor, Controller of Premise, Worksite Controller or Contract Manager (as relevant) will undertake a risk assessment using the Work Readiness Assessment (Refer Appendix 1) to determine the requirement for causal testing. If causal testing is required, the relevant Level 3 Manager must provide approval in writing.</p>
How is testing done?	<p>Testing will be via:</p> <ul style="list-style-type: none"> • a breath analysis Screen Test for Alcohol; and/or • an oral fluid Screen Test for Drugs; and/or • an unobserved urine Screen Test for Drugs <p>at the discretion of the person authorised to organise the testing (below).</p>
Who performs the testing?	<p>Testing shall be organised by the Worker's manager/supervisor; or the Controller of Premise; or the Worksite Controller; or the relevant Contractor Manager (in the case of a contractor) with the assistance of the Health Team. Testing will be undertaken by an Authorised Testing Provider (refer to section 7.1).</p>
What are the possible outcomes of testing?	<p>A Worker who:</p> <ul style="list-style-type: none"> • returns an Alcohol Screen Test result of Zero BAC; or • returns a Negative Result as an outcome of a Screen Test for Drugs; <p>shall return to their work duties.</p> <p>A Worker who:</p> <ul style="list-style-type: none"> • returns a result that is greater than a Zero BAC as an outcome of a Screen Test for Alcohol; or

- returns a Non-negative Result as an outcome of a Screen Test for Drugs;
- shall be subject to further Confirmatory Testing (refer to section 8.3: When substances are detected)

7.2.4 Post Incident Testing

Who is subject to testing?	<p>Any Worker who is involved (either directly or indirectly) in a safety incident may be required to undertake post incident testing in any of the following circumstances:</p> <ul style="list-style-type: none"> • an incident reportable under legislation, such as work health and safety legislation; or • a high potential incident; or • an incident where a Worker was injured in the workplace or their actions resulted in an injury to someone else; or • an incident involving the loss of control of a vehicle or mobile equipment; or • an incident that resulted in plant, product, equipment or property damage; or <p>The decision to undertake a post incident test, including the method of testing, shall be made by the relevant Worker’s manager/supervisor; or the Controller of Premise; or the Worksite Controller; or the Contractor Manager (in the case of a contractor).</p>
How is testing done?	<p>Testing will be via:</p> <ul style="list-style-type: none"> • a breath analysis Screen Test for Alcohol; and/or • an oral fluid Screen Test for Drugs; and/or • an unobserved urine Screen Test for Drugs. <p>Testing shall be done at the Worksite provided testing does not interfere with an injured Worker receiving medical attention.</p>
Who performs the testing?	<p>Testing shall be organised by the Worker’s manager/supervisor; or the Controller of Premise; or the Worksite Controller; or the relevant Contractor Manager (in the case of a contractor), with the assistance of the Health Team. Testing will be undertaken by an Authorised Testing Provider (refer to section 7.1).</p>
What are the possible outcomes of testing?	<p>A Worker who:</p> <ul style="list-style-type: none"> • returns an Alcohol Screen Test result of Zero BAC; or • returns a Negative Result as an outcome of a Screen Test for Drugs; <p>shall return to their work duties.</p> <p>A Worker who:</p>

- returns a result that is greater than a Zero BAC as an outcome of an Alcohol Screen Test; or
- returns a Non-negative Result as an outcome of a Screen Test for Drugs;

shall be subject to further Confirmatory Testing (refer to section 8.3: When substances are detected).

7.2.5 Self-testing

Who is subject to testing?	<p>Employees will have access to self-testing facilities and self-testing devices for Alcohol and Drugs and may self-test 'prior to presenting for work'.</p> <p>Self-testing is a voluntary measure which allows Employees to test their own compliance with this Procedure 'prior to presenting for work' and to withdraw themselves immediately from 'presenting for work' if they are unable to comply with this Procedure.</p> <p>Depending on the role of an Employee, 'prior to presenting for work' may include, but is not limited to, for example:</p> <ul style="list-style-type: none"> • prior to commencing a toolbox talk; • prior to 'turning the keys' to start a work vehicle (for work purposes); or • prior to sitting at a desk or logging onto a computer (in the case of office-based Employees).
How is testing done?	<p>Testing devices will be made available to Employees so that self-testing can be undertaken via:</p> <ul style="list-style-type: none"> • a breath analysis test for Alcohol (using a calibrated breathalyser testing unit); or • a single-use oral fluid Drug test kit; or • a single-use urine Drug test kit. <p>Drug self-test kits will be made available at convenient locations at offices and depots, along with self-test kits being made available for use by Employees at off-site locations.</p> <p>Alcohol breathalyser testing devices will be made available at convenient locations at offices and depots for use by Employees at off-site locations, including for Employees on-call or where there is a reasonable expectation that the Employee will be subject to recall.</p>
Who performs the testing?	<p>Testing will be performed by the Employee prior to 'presenting for work'.</p>
What are the possible outcomes of testing?	<p>An Employee who:</p> <ul style="list-style-type: none"> • returns an Alcohol breath test result of Zero BAC; or

- returns a Negative Result for Drugs as an outcome of a self-test (oral fluid or urine Drug test);

shall present for work.

An Employee who:

- returns an Alcohol breath test result of greater than Zero BAC; or
- returns a result indicating a presence of Drugs as an outcome of a self-test (oral fluid or urine Drug test) (“Non-negative Result”);

shall withdraw themselves immediately from ‘presenting for work’.

Employees are not required to declare the results of self-testing however they are required to notify their supervisor/manager that they are withdrawing themselves from ‘presenting for work’ and ensure they have safe passage home (where they are at a Worksite). Employees must submit any relevant form(s) and comply with all requirements for personal leave as per Personal and Carer’s Leave (CEOP2000.44).

A self-test above Zero BAC (for Alcohol) or Non-negative Result for a Drug test (oral fluid or urine self-test) will not be considered a breach of this Procedure providing the Employee withdraws themselves from presenting for work.

The Employee shall be entitled to take personal leave to cover the absence from work. Repeated absences from work will be managed in accordance with Personal and Carer’s Leave (CEOP2000.44).

7.2.6 *Follow-up testing (under a Drug and Alcohol Management Plan)*

Who is subject to testing?	Employees who have a Drug and Alcohol Management Plan in place and are required to undertake follow-up testing as part of that plan (refer to section 8.5.3). Any follow-up testing shall be in addition to any other testing that may be conducted under this Procedure.
How is testing done?	Testing will be via: <ul style="list-style-type: none">• a breath analysis Screen Test for Alcohol; and/or• an oral fluid Screen Test for Drugs; and/or• an unobserved urine Screen Test for Drugs. The method of testing will be determined during the development of the Drug and Alcohol Management Plan.
Who performs the testing?	Testing will be undertaken by an Authorised Testing Provider (refer to section 7.1).
What are the possible outcomes of testing?	Refer to section 8.5.3: Drug and Alcohol Management Plans.

7.3 When Workers are not required to undertake testing

A Worker is not required to undertake Alcohol and Drug testing in the following circumstances:

- where a Worker is at their home, or
- where it appears that it would be dangerous to a Worker's medical condition (as prescribed by a medical practitioner or because of injuries sustained by a Worker), or
- where a Worker has ceased to be on duty on a particular day (other than a Worker who has been involved in an incident while carrying out work and those Workers participating in on-call rosters).

Where female Workers are menstruating at the time of testing, they will not be required to undertake a urine Screen Test but will be required to undertake an oral fluid Screen Test as an alternative test.

7.4 Refusal to undertake testing

A refusal to undertake a Screen Test for Alcohol or Drugs includes the following:

- refusal to take a test when selected;
- failing to report in a timely manner, any incident where the nature of the incident is such that it might require Alcohol or Drug testing;
- refusing to follow the reasonable instructions of an Authorised Testing Provider (refer to section 7.1);
- inability to provide sufficient quantities of breath, oral fluid or urine to be tested without a valid medical explanation;
- compromising the integrity of a specimen, including but not limited to, interfering or tampering with a specimen, attempting to adulterate the specimen or collection procedure;
- providing a specimen that is not the Worker's specimen;
- not reporting to the random Drug and Alcohol testing site within reasonable/allotted time;
- leaving the scene of an incident without a valid reason before testing has been conducted.

8.0 TESTING PROCESSES: ALCOHOL AND OTHER DRUGS

8.1 Alcohol breath tests

Alcohol breath tests will be undertaken using Breathalyser test devices which are stored, maintained and calibrated in compliance with AS3547.

The Authorised Testing Provider will:

- explain the test procedure to the Worker to be tested; and
- record test details such as the Worker's name, date, time, location and equipment being used; and
- conduct an Alcohol breath test using a device calibrated to, and meeting the requirements of AS3547; and
- record test results and ensure the appropriate form is signed by both the Authorised Testing Provider and the Worker. If a Worker refuses to sign, this will be recorded and signed by the Authorised Testing Provider.

A Worker who returns an Alcohol Screen Test result of Zero BAC shall return to their work duties.

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A Worker who returns an Alcohol Screen Test result greater than Zero BAC shall be subject to further Confirmatory Testing (refer to section 8.3.1).

8.2 Drug Screen Tests

8.2.1 Oral fluid Screen Tests

Oral fluid tests will be undertaken in accordance with AS/NZS 4760.

The Authorised Testing Provider will:

- explain the test procedure to the Worker to be tested;
- record test details such as the Worker's name, date, time, location and equipment being used;
- record details of any Drugs / medications:
 - as stated on relevant certificate(s) (as per section 4.1.2 and 4.1.3); or
 - declared verbally by the Worker being tested prior to undertaking testing;
- conduct an oral fluid test in line with Australian Standard (AS/NZS 4760); and
- record test results and ensure the form is signed by both the Authorised Testing Provider and the Worker. If a Worker refuses to sign, this will be recorded and signed by the Authorised Testing Provider.

A Worker who returns a Negative Result for Drugs as an outcome of an oral fluid Screen Test shall return to their normal work duties.

A Worker who returns a Non-negative Result as an outcome of an oral fluid Screen Test, shall be subject to further Confirmatory Testing (refer to section 8.3.2 – When Substances are Detected).

8.2.2 Urine Screen Tests

Urine Screen Tests will be undertaken in accordance with AS/NZS 4308.

The Authorised Testing Provider will:

- provide a place to collect urine samples (taking steps to ensure that unobserved testing is able to be undertaken in private);
- explain the test procedure to the Worker to be tested;
- record test details such as the Worker's name, date, time, location and equipment being used;
- record details of any Drugs / medications:
 - as stated on relevant medical certificate(s) (as per section 4.1.2 and 4.1.3); or
 - declared verbally by the Worker being tested prior to undertaking testing;
- collect urine samples in line with AS/NZS 4308. More than one sample may be required if the first sample is insufficient or does not pass temperature, adulterant, dilution or other initial tests. Testing will be in privacy, behind a closed door and unobserved by the Authorised Testing Provider; and
- record test results and ensure the form is signed by both the Authorised Testing Provider and the Worker. If a Worker refuses to sign, this will be recorded and signed by the Authorised Testing Provider.

A Worker who returns a Negative Result for Drugs as an outcome of a urine Screen Test shall return to their work duties.

A Worker who returns a Non-negative Result as an outcome of a urine Screen Test, shall be subject to further Confirmatory Testing (refer section 8.3.2).

8.3 When substances are detected

8.3.1 Alcohol breath tests

In the event that a Worker returns an Alcohol breath test of greater than Zero BAC as an outcome of an Alcohol Screen Test, a confirmatory Alcohol breath test will be undertaken at least 20 minutes after the Alcohol Screen Test.

An Authorised Testing Provider will undertake a Confirmatory Test, record the test results and ensure the form is signed by both the Authorised Testing Provider and the Worker. If a Worker refuses to sign, this will be recorded and signed by the Authorised Testing Provider.

A Worker who returns an Alcohol breath result of Zero BAC as an outcome of the Confirmatory Test shall return to work duties.

In the event that a Worker returns a breath test greater than Zero BAC as an outcome of the Confirmatory Test:

- the Authorised Testing Provider will notify the Health Team;
- the Health Team will notify the Worker’s direct supervisor/manager; or the relevant Contractor Manager (in the case of a contractor); and Human Resources; and
- the direct supervisor/manager will provide support to ensure the Worker has safe passage home.

For Employees	If the Worker is an Employee, the Employee will be stood down on full pay (other leave) and the matter shall be referred for assessment under the Fair and Just Culture Policy.
Agency and labour hire workers and employees of contractors and sub-contractors	<p>If the Worker is an agency or labour hire worker or an employee of a contractor / sub-contractor:</p> <ul style="list-style-type: none"> • the test result shall be notified by Essential Energy, in writing, to authorised persons responsible for the relevant contract; and • Essential Energy may: <ul style="list-style-type: none"> • prohibit the Worker from performing any further work on an Essential Energy Worksite or Essential Energy contract; or • prohibit the Worker from performing any further work on an Essential Energy Worksite until such time that the Worker has demonstrated to Essential Energy that they are compliant with this Procedure.

8.3.2 Drug Tests

In the event that a Worker returns a Non-negative Test Result as an outcome of a Screen Test, a sample will be sent for a Confirmatory Test by the Authorised Testing Provider.

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The Authorised Testing Provider will notify the Health Team who will notify the Worker's direct supervisor/manager; or the relevant Contractor Manager (in the case of a contractor); and Human Resources.

For Employees	If the Worker is an Employee, the Employee will be supported in ensuring they have safe passage home and will be stood down on full pay (other leave) until the results of the Confirmatory Test are received. There may be exceptions (for stand down of Employees) in respect of prescription and OTC medication (refer to section 8.3.3)
Agency and labour hire workers and employees of contractors and sub-contractors	If the Worker is an agency or labour hire worker or an employee of a contractor / sub-contractor: <ul style="list-style-type: none">• they will be asked to leave the Worksite (ensuring the Worker has safe passage home); and• the test result shall be notified by Essential Energy, in writing, to authorised persons responsible for the relevant contract.

Laboratory results will be communicated directly to the Health Team who will communicate with the Worker's direct supervisor/manager; or the relevant Contractor Manager (in the case of a contractor); and Human Resources.

In the event that a Worker returns:

- a Negative Result for Drugs as an outcome of Confirmatory Testing, or
- a Confirmed Positive Result that is in accordance with any prescribed medication (declared prior to the Screen Test),

the Worker will be contacted by their direct supervisor/manager; or the authorised person responsible for the relevant contract (in the case of a contractor) and may report for work duties on the next available working day.

Those Employees who return a Confirmed Positive Result for prescription or OTC medication must provide a copy of the medical certificate (addressing the matters required under section 4.1.2) to the Health Team.

In the event that a Worker returns a Confirmed Positive Result for Drugs as an outcome of Confirmatory Testing, that is not in accordance with prescribed or OTC medication (declared prior to the Screen Test):

For Employees	If the Worker is an Employee, the Employee will remain stood down on full pay (other leave) and the matter shall be referred for assessment under the Fair and Just Culture Policy.
Agency and labour hire workers and employees of contractors and sub-contractors	If the Worker is an agency or labour hire worker or an employee of a contractor / sub-contractor: <ul style="list-style-type: none">• the test result shall be notified by Essential Energy, in writing, to authorised persons responsible for the relevant contract; and• Essential Energy may:

- prohibit the Worker from performing any further work on an Essential Energy Worksite or Essential Energy contract; or
- prohibit the Worker from performing any further work on an Essential Energy Worksite until such time that the Worker has demonstrated to Essential Energy that they are compliant with this Procedure.

8.3.3 Prescription and OTC medications

In the event that a Worker returns a Non-negative Result as an outcome of a Screen Test, a sample will be sent for Confirmatory Testing by the Authorised Testing Provider. Further:

<p>Employees who have a certificate (as per section 4.1.2 and section 4.1.3)</p>	<ul style="list-style-type: none"> • Where the Non-negative Result corresponds with the Drug family recorded on the Employee’s certificate (obtained from a medical practitioner), the Employee may remain at work performing suitable duties (which may be normal work duties), provided the Employee’s certificate complies with the requirements of section 4.1.2. <p>The Employee will be notified, in writing, of test results after Confirmatory Test results are received.</p> <ul style="list-style-type: none"> • Where there is a Confirmed Positive Result for Illicit Drugs or a result not in line with the prescribed or OTC medication drug family and dose as described on the certificate, the Employee will be stood down on full pay (other leave) and the matter referred for assessment under the Fair and Just Culture Policy .
<p>Employees who declare medication verbally at the time of testing or who do not declare medication at the time of testing or who do not declare at all</p>	<ul style="list-style-type: none"> • Where the result of the Screen Test is Non-negative, the Employee will be supported in ensuring they have safe passage home and will be stood down on full pay (other leave) until the results of the Confirmatory Test are received. <p>During this time, the Employee is required to consult their prescribing medical practitioner to obtain a relevant certificate (as per section 4.1.2) and provide this to the Health Team to assess whether a Health Management Plan is required.</p> <ul style="list-style-type: none"> • The Employee will be notified, in writing, of test results after Confirmatory Test results are received. <p>Where there is a Confirmed Positive Result for Illicit Drugs or a result not in line with the prescribed or OTC medication class as declared verbally, the Employee will be stood down on full pay (other leave) and the matter referred for assessment under the Fair and Just Culture Policy.</p>
<p>Agency and labour hire workers and employees of contractors and sub-contractors</p>	<p>Where the Screen Test result is Non-negative:</p> <ul style="list-style-type: none"> • the agency or labour hire worker or employee of a contractor or subcontractor will be asked to leave the Worksite (ensuring the Worker has safe passage home); and

- the test result shall be notified by Essential Energy, in writing, to authorised persons responsible for the relevant contract; and
- the authorised persons responsible for the relevant contract will be notified, in writing, of test results after Confirmatory Test results are received.

Where there is a Confirmed Positive Result for Illicit Drugs or a result not in line with the prescribed medication or OTC class as declared verbally, Essential Energy may:

- prohibit the Worker from performing any further work on an Essential Energy Worksite or Essential Energy contract; or
 - prohibit the Worker from performing any further work on an Essential Energy Worksite until such time that the Worker has demonstrated to Essential Energy that they are compliant with this Procedure.
-

8.4 Disputes about collection or testing procedure

An Employee may lodge a dispute with Essential Energy in relation to a Drug or Alcohol test result on the basis that collection or testing procedures may not have been properly followed.

The dispute will be considered by an internal panel consisting of People and Safety representatives, the Employee and the Employee's direct supervisor/manager. The Employee is entitled to nominate any support person (as an independent observer) as part of this process.

A report will be prepared for the relevant manager and the Head of Health, Safety and Environment to try to resolve the matter in dispute. As far as reasonably practicable, the report should be finalised within 72 hours of the test taking place so as to preserve the integrity of the process and to facilitate an expedient resolution.

If an Employee disputes a urine test result and wishes to get an independent assessment of the urine sample they have provided, they can request that the "B" sample is provided to a nominated independent third party, provided appropriate Chain of Custody principles are followed. The independent assessment would be undertaken at the Employee's expense.

Outside of the above, any further dispute relating to the application of this Procedure will be managed in accordance with the dispute resolution procedure contained in the relevant enterprise agreement.

8.5 Breaches of this Procedure

8.5.1 What constitutes a breach

The following constitute breaches of this Procedure:

- refusal to undertake a Screen Test for Alcohol or Drugs (refer to section 7.4);
- returning a Confirmed Positive Result for all types of testing, excluding a Confirmed Positive Result in respect of prescription or OTC medication that matches the medication validly declared prior to testing (as per section 4.1.2 and 4.1.3); or
- breach of site conditions of external organisations where Workers are undertaking work; or
- wilfully attempting to falsify any document or record associated with a declaration (medical certificate), Screen Test or Confirmatory Test; or
- undertaking activities to mask Drug use;

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- consuming Alcohol or Illicit Drugs while undertaking work or on an Essential Energy Worksite; or
- consuming Alcohol or Illicit Drugs while using Essential Energy vehicles for work purposes; or
- selling or supplying or attempting to sell or supply Alcohol or Illicit Drugs (either for medication or recreational use) on an Essential Energy Worksite or during the course of employment; or
- where an Employee self-tests positive for Drugs and/or Alcohol and fails to withdraw themselves from presenting for work; or
- where a Worker refuses to undertake testing under this Procedure; or
- where a Worker fails to comply with a provision of this Procedure.

8.5.2 Fair and Just Culture Policy (CECP3000.16)

Following a breach of this Procedure, the Employee's supervisor/manager, in consultation with the relevant HR Business Partner, will meet with the Employee (and relevant support person of their choosing) to discuss:

- circumstances that may have led to Alcohol and/or Drug use;
- any workplace or other factors contributing to the breach;
- the standard of work performance required; and
- any requirements for a Drug and Alcohol Management Plan.

Essential Energy's aim is to build and foster a culture of fairness in the workplace and each matter will be treated on a case by case basis, taking into account individual circumstances and reviewed in line with the Fair and Just Culture Policy.

Not all breaches of this Procedure will necessarily result in termination of employment. Other disciplinary responses could include counselling, a requirement to participate in a Drug and Alcohol Management Plan, a written warning (including a first and final written warning) or consideration of alternatives to termination of employment (such as, for example, demotion).

To ensure consistency in the application of the Fair and Just Culture Policy to breaches of this Procedure, any disciplinary response proposed to be applied to a breach of this Procedure (assessed in line with the Fair and Just Culture Policy) must be reviewed and approved in writing by the Chief Human Resources Officer and the Employee's Level 2 manager.

If a disciplinary response is applied as a result of a breach of this Procedure, Essential Energy will also offer support by encouraging Employees who may require assistance in managing Alcohol and/or other Drug dependency issues to utilise:

- the free and confidential services of the EAP (for Employees and their families); and/or
- resources such as community health services and programs; and/or
- other resources such as general practitioners, psychologists, and other health providers; and/or
- resources available to Employees such as, but not limited to, Lifeline, Beyondblue, Black Dog Institute, Alcoholics Anonymous and Narcotics Anonymous.

Essential Energy will work with relevant external organisations in support of Employees who seek assistance in circumstances where they consider that Drugs and/or Alcohol may be affecting their physical health, fitness for work and/or social/psychological wellbeing. As a wellbeing measure, consideration will be given to options other than a disciplinary response should any Employee fail to comply with the requirements of this Procedure. Any such consideration will be subject to the seriousness of the offence and the extent to which the Employee has engaged in wilful or

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deliberate behaviour along with any other relevant assessment criteria as contained in the Fair and Just Culture Policy.

Relevant authorities may be notified where illegal activity is identified and/or reported.

8.5.3 *Drug and Alcohol Management Plans (CEOF1054.02)*

A Drug and Alcohol Management Plan shall be prepared:

- for an Employee who approaches the Health and Wellbeing Team for assistance in developing a Drug and Alcohol Management Plan; or
- for an Employee whose circumstances have been assessed as required under the Fair and Just Culture Policy following a breach of this Procedure.

A Drug and Alcohol Management Plan shall be developed by the Health Team in consultation with:

- the Employee and the Employee's support person (should the Employee elect);
- the Employee's supervisor/manager; and
- any treating doctor or health practitioners whom the Employee consents to being consulted with for this purpose; and
- the Chief Human Resources Officer or the Head of Employee Relations or the Employee's Level 2 manager as appropriate.

The Drug and Alcohol Management Plan may provide for the following:

- an Alcohol and/or other Drugs rehabilitation program; and
- requirements of a follow-up testing program determined to be appropriate by an Employee's supervisor/manager and relevant People and Safety representatives. This may include:
 - Oral fluid Screen Tests; and/or
 - Urine Screen Tests; and/or
 - Confirmatory Testing.

If an Employee has returned a Confirmed Positive Result for Drugs following a Screen Test as part of the random testing process (refer to section 7.2.2), the Drug and Alcohol Management Plan must require urine Screen Tests as part of the follow-up testing program.

Employees shall be entitled to access personal leave to undertake rehabilitation or counselling.

All Employees participating in Drug and Alcohol Management Plan must comply with the terms of the Drug and Alcohol Management Plan:

- any level of Alcohol and/or Drugs found in a follow-up test carried out under a Drug and Alcohol Management Plan will be treated as a Confirmed Positive Result and a failure to meet the terms of a Drug and Alcohol Management Plan.
- an Employee who fails to meet any of the terms of a Drug and Alcohol Management Plan shall be assessed under the Fair and Just Culture Policy, taking into account all the circumstances.

8.5.4 *Return to Work*

An Employee may return to work only when:

- The Employee has complied with a Drug and Alcohol Management Plan and produces a Negative Result to a follow-up Alcohol and/or Drug Test under the plan; and/or
- The Employee has complied with a Health Management Plan; and/or

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- The Employee has complied with any other requirements as a result of the application of the Fair and Just Culture Policy.

9.0 PRIVACY, CONFIDENTIALITY AND RECORDKEEPING

9.1.1 Privacy

Essential Energy acknowledges that the privacy of Workers is paramount when dealing with Drug or Alcohol related issues in the workplace. Essential Energy will comply with relevant privacy legislation in applying the terms of this Procedure.

Authorised Testing Providers shall conduct all testing under this Procedure in accordance with privacy procedures in the applicable Australian Standard and in a way that allows for individual privacy.

Any contract with external service providers for testing services shall require the external service provider to:

- maintain effective security measures to safeguard unauthorised disclosure of Essential Energy's confidential information;
- comply with the *Privacy Act 1988* (Cth) in respect of the handling of any personal information; and
- notify Essential Energy immediately on becoming aware of a suspected or actual breach of the *Privacy Act 1988* (Cth) (whether or not a notifiable data breach under the Privacy Act).

9.1.2 Confidentiality and Recordkeeping

Records created as a result of this Procedure shall be treated as 'Personnel-In Confidence' and used and disclosed only for purposes consistent with this Procedure or related to its application (e.g. in proceedings before an industrial tribunal or a contractual dispute). Such records may include:

- certificates from medical practitioners;
- records of declarations made to external testing service providers;
- Screen Test results;
- Confirmatory Test Results;
- Alcohol and Drug Testing Form (completed during Screen Tests);
- Drug and Alcohol Management Plans; and
- Health Management Plans.

Records associated with this Procedure shall be confidential and maintained in secure systems.

10.0 DEFINITIONS

Alcohol	Refers specifically to the chemical substance ethanol, also known as ethyl alcohol.
Authorised Testing Provider	Persons authorised to perform Alcohol breath analysis, oral fluid and/or urine Screen Tests being: <ul style="list-style-type: none"> • Accredited Essential Energy supervisors/managers; Safety Business Partners; and relevant People and Safety Representatives as authorised by Essential Energy, trained in the use of Alcohol breath testing devices; • Accredited health professionals; and • Accredited external service providers, contracted to Essential Energy.
Blood Alcohol Concentration (BAC)	As defined in AS 3547, refers to the blood Alcohol concentration in the bloodstream expressed as grams of Alcohol per 100 mL of blood. <i>Note – Grams of alcohol per 100 mL is commonly referred to as ‘percent’.</i>
Chain of Custody	The set of procedures which account for every Drug specimen by tracking its handling and storage from the point of specimen collection to the final storage/disposal of the specimen.
Confirmed Positive Result	For Drugs (oral fluid or urine testing), a result above the Target Concentration following Confirmatory Testing. For Alcohol, a result above the Target Concentration (Zero BAC) following Confirmatory Testing.
Confirmatory Test	For Drugs (oral fluid or urine), refers to the analytical testing of oral fluid or urine in a laboratory to identify and quantify unequivocally a specific Drug or metabolite. For Alcohol, refers to the second breath test using a handheld electronic device (‘Type 2 device’), performed a minimum of 20 minutes.
Complex Contractor	These contractors are in control of the workplace and operate under their own WHSE Management System. They are usually engaged for significant works with high risk work tasks (but this is not a requirement). Essential Energy would monitor and review the safety performance of the contractor to ensure that the contractor is following its own safety management system on the project. For example, contractors engaged for vegetation maintenance projects or engaged to construct a substation.
Contractor Manager	Means the person nominated by the responsible business unit to engage, directly manage and monitor a contractor on behalf of Essential Energy.
Controller of Premise	Means the person delegated with responsibilities and obligations imposed on Essential Energy by various Work Health & Safety

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	(WHS) and environmental legislation with respect to the management of the work environment and facilities at Essential Energy premises.
Drug	A substance that has a physiological effect on the body either itself or through its metabolite(s). The term 'Drug' refers to the Drug and/or its metabolite(s) for the purpose of detecting a target Drug in oral fluid.
Drug and Alcohol Management Plan	A plan which has been prepared under clause 8.5.3 of this procedure.
Employees	All Workers who are employed by Essential Energy on a full time, part time or casual basis.
Fair and Just Culture Policy	Refers to the policy CEC3000.16 Fair and Just Culture.
Health Team	A group of qualified health and injury management specialists appointed by Essential Energy to assist administer and support health, safety and injury management programs.
Illicit Drugs	Illegal Drugs, Drugs and volatile substances used unlawfully, and pharmaceuticals used for non-medical purposes.
Negative Result	For Drugs, (oral fluid or urine Screen Test), refers to a result at or below the Target Concentration or does not indicate the presence of any Drug or Drug group.
Non-negative Result	For Drugs, (oral fluid or urine Screen Test), refers to a result above the Target Concentration. A Non-negative Result (as an outcome of an oral fluid or urine Screen Test) must be subject to a Confirmatory Test in a laboratory. It is not to be considered a Confirmed Positive Result until confirmatory testing is undertaken and a Confirmed Positive Result obtained.
Health Management Plan	A plan developed by the Health Team to ensure an Employee using prescription or OTC medication is undertaking appropriate duties having regard to the medication and nature of the Employee's role.
Over the Counter (OTC) medication(s)	Over the counter (OTC) medications are medicines sold directly to a consumer without a prescription from a healthcare professional, as opposed to prescription Drugs, which may be sold only to consumers possessing a valid prescription.
Principal Contractor	Has the same meaning as under the <i>WHS Regulation</i> , namely, a Persons Conducting a Business Undertaking (PCBU) that commissions a Construction Project unless another PCBU is engaged as Principal Contractor. Under the <i>WHS Regulation</i> , if Essential Energy commissions a construction project valued at \$250,000 or more, it will automatically be the Principal Contractor. This is, unless, Essential Energy has appointed another party as the Principal Contractor, has authorised them

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	to have management or control of the workplace and appoints them to discharge the duties required under the <i>WHS Regulation</i> .
Procedure	Procedure means this Alcohol and Other Drugs Procedure (CECM1000.54)
Screen Test or Screen Testing	For Drugs, refers to the initial oral fluid or urine screen test, performed at an Essential Energy Worksite. For Alcohol, refers to the initial Alcohol breath test, performed at an Essential Energy Worksite.
Target Concentration(s)	For Drugs, the target concentration(s) are the concentrations / cut off levels relevant for Screen Tests and Confirmatory Tests as documented in AS/NZS 4760 and AS/NZS 4308. For Alcohol, the target concentration is Zero BAC.
Worker	Worker has the meaning given to it in section 7 of the WHS Act where the term "person conducting a business or undertaking" used in that section is to be read as being Essential Energy. As such, a person is a Worker for the purpose of this Procedure if the person carries out work in any capacity for Essential Energy including work as: <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 in Essential Energy's business or undertaking;• an outworker;• an apprentice or trainee;• a student gaining work experience; or• a volunteer.
Worksite	Means a place where work is carried out for Essential Energy and includes any place where a Worker goes, or is likely to be, while at work, that is managed or controlled by Essential Energy.
Worksite Controller	Is an appointed Employee whose role is to coordinate all works as well as the implementation of agreed controls at the Worksite.
Zero BAC	Refers to Blood Alcohol Concentration (BAC) of 0.000g/100mL.

11.0 REFERENCES

WHS Act	Work Health and Safety Act 2011 (NSW)
WHS Regulation	Work Health and Safety Regulation 2017 (NSW)
Privacy Act	Privacy Act 1988 (Cth)
CEOP1045	Code of Conduct
CECP3000.16	Fair and Just Culture Policy
CECP0005.05	Disciplinary Action Policy
CEOP1090	HR Recruitment
CEPG2130	Pre-Placement Medical Guideline
CEOP2000.44	Personal and Carer's Leave
CEOF1054.01	Authority to Obtain and/or Release Information
CEOF1054.02	Drug and Alcohol Management Plan
CECP0002.09	Privacy (Personal Information) Policy
CEOFXXXX	Breathalyser Test Record

APPROVED – EFFECTIVE DATE TO BE CONFIRMED

12.0 DOCUMENT CONTROL

Issue Number	Section	Details of Changes in this Revision
3	Entire Document	Introduce random Drug and Alcohol testing with the inclusion of consequences.
4	Entire Document	To reflect changes due to organisational re-structure
5	Entire Document	To reflect changes due to updates following consultation

APPROVED – EFFECTIVE DATE TO BE CONFIRMED

13.0 APPENDICES

Appendix 1: Work Readiness Assessment

Assessment of a person is to be made in accordance with this list of observable indicators in the context of changes to a person’s behaviours.

At least one (1) of the physical indicators must be satisfied for reasonable suspicion to be established.

Emotional effects (the second part of the table) should not be used as indicators of reasonable suspicion but may be considered as additional information in respect of the assessment.

Assessment Triggers

Behaviour/actions/observations reported prior to this assessment:

Physical Indicator	Observed
Strong smell of Alcohol on breath	
Slurred, incoherent or disjointed speech (losing track)	
Unsteadiness on feet	
Poor coordination/muscle control	
Drowsiness or sleeping on the job during work breaks	
Inability to follow simple instructions	
Nausea/vomiting	
Reddened or bloodshot eyes	
Jaw clenching	
Sweating/hot and cold flushes	

Emotional Effect (not a basis for reasonable suspicion)	Observed
Loss of inhibitions	
Aggressive or argumentative behaviour	
Agitated or fidgety	
Irrational	
Intense moods (sad, happy, angry)	
Quiet and reflective	
Talkative	
Increased confidence	
Appearance or behaviour is ‘out of character’	

Additional questions that may be asked of the Worker

Questions:	Response:
Are you able to give any reason for your presentation and behaviour as noted above?	
Could you be under the influence of Drugs and/or Alcohol?	

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Have you consumed any type of Drug (incl medications) and/or Alcohol immediately prior to or since the commencement of work?	
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Signed:	Date:
Employee signature:	Date:

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