

Arenco (NSW) Pty Limited

ABN 61 002 671 392

Drug and Alcohol Management Manual

Version: 1.0

Date: 15 May 2009

Next Review: September 2009

Copyright: No part of this Drug and Alcohol Management Manual may be reproduced without the prior written permission of the Managing Director. This document is owned by Arenco (NSW) Pty Limited, is supplied on loan, and is subject to recall without prior notice.

Prepared by: Systems Manager

Date: 15 May 2009

Approved by: Managing Director

Date: 15 May 2009

ISSUE STATUS

1.0 DRUG AND ALCOHOL POLICY

1 page

Date: 15 May 2009

Version: 1.0

2.0 PROCEDURES

13 pages

Date: 15 May 2009

Version 1.0

SECTION 1 - DRUG AND ALCOHOL POLICY

ALCOHOL AND/OR OTHER DRUGS POLICY

Arenco (NSW) Pty Limited (Arenco) is committed to protecting the health and safety of all employees, clients and members of the public by eliminating accidents, incidents, or injuries arising from the use of drugs or alcohol in the workplace wherever possible.

Alcohol and/or other drugs usage becomes an Occupational Health and Safety (OH&S) issue if a worker's ability to exercise judgement, coordination, motor control, concentration and alertness at the workplace is impaired, leading to an increased risk of injury or accidents to themselves or others at the workplace.

Workers must take reasonable care of their own health and safety and not endanger that of others while at the workplace. Arenco's approach is to foster an attitude amongst all employees that it is unacceptable to present for work, or to be at work, while under the influence of alcohol and/or other drugs. To ensure workplace hazards and risks associated with the use of alcohol and/or other drugs are eliminated or reduced as far as practicable, Arenco will provide education and information about the ways in which alcohol and/or other drugs can affect health and safety.

Where there is a problem of employees presenting themselves for work or being at work while under the influence of alcohol and/or other drugs, Arencos will constructively intervene and remove that person from the workplace to avoid accident or injury to that person or their co-workers. In so doing, Arencos will ensure employees with problems are able to seek early treatment and return to work.

Arencos focus is on identification, counselling and, if necessary, rehabilitation. Counselling and assistance will be provided by Arencos to employees with an alcohol and/or other drug abuse problem. It is important to emphasise that Arencos focus is on occupational health and safety health management rather than more general concerns about personal health.

The consumption or use, possession and/or sale of alcohol or drugs is not permitted on any of Arencos construction sites.

Arencos will carry out random alcohol and/or other drugs testing on all who are present in the workplace to ensure fitness for work and in doing so provide a safe work environment.

Where alcohol is to be provided by Arencos at the work sponsored function, it will be provided in a properly authorised and responsible manner and staff and guests will be reminded of their legal obligations including those under the Motor Traffic Act concerning driving and alcohol consumption. Alternative non-alcoholic beverages and adequate food will also be available to staff and guests and no pressure will be extended upon anyone present to partake in the consumption of alcohol.

By implementing this policy, Arencos will not only provide a safe workplace increasing the levels of safety of everyone present at the workplace, but will ensure that high levels of productivity, efficiency and quality are maintained.

R E Cooper

Managing Director

15 May 2009

SECTION 2 - PROCEDURES

ALCOHOL AND/OR OTHER DRUGS PROCEDURE

TABLE OF CONTENTS

SECTION 2 - PROCEDURES	2
2.0 PERSONS AFFECTED BY DRUGS AND/OR ALCOHOL	3
2.1 Purpose and Applications	3
2.2 Responsibility.....	3
2.2.1 Arencos general duty of care to its workers.....	3
2.2.2 Risk Management.....	3
2.2.3 Arencos Strategy.....	4
2.2.4 Workers are responsible for:.....	4
2.3 Indicators of Hazards in the Workplace	5
2.3.1 Assessment of Impairment.....	5
2.3.2 Procedure to be followed where impairment is suspected	5
2.3.3 Procedures to be followed by supervisors	6
2.4 Programmed Testing	6

2.4.1	Who can test a worker	6
2.5	Disciplinary Action	7
2.5.1	ALCOHOL	7
2.5.2	DRUGS	7
2.5.3	Table 1 – Concentrations (as total drug)	8
2.6	Services Available	9
2.7	Education and Training.....	9
2.8	Definitions	9
2.9	References Material and Support Services	10
2.9.1	Legislation, Standards and Guidance Note.....	10
2.9.2	Support Services	10

ALCOHOL AND/OR OTHER DRUGS PROCEDURE

2.0 PERSONS AFFECTED BY DRUGS AND/OR ALCOHOL

2.1 Purpose and Applications

The purpose of this manual is to outline Arenco’s policy and procedures in relation to alcohol and/or other drugs at the workplace. The objective of Arenco’s Alcohol and Drug Policy is to ensure, as far as is possible, that workers are free from the influence of alcohol and/or other drugs when reporting for work and whilst at work. This Policy operates in conjunction and compliments Arenco’s Occupational Health and Safety (OH&S) Policy.

This procedure applies to all of Arenco’s workers and anyone else who is present at the workplace which includes, but is not limited to, service providers, clients/customers and visitors.

This Procedure and Alcohol and/or other Drugs Policy has been developed in consultation with Arenco’s Consultation Committee.

2.2 Responsibility

Responsibility for health and safety is the responsibility of everybody at the workplace.

2.2.1 Arenco’s general duty of care to its workers

Under the NSW Occupational Health and Safety Act 2000, Arenco has a general duty of care towards its workers and others who may be present at the workplace which includes service providers, clients, visitors and customers.

Arenco is responsible for:

- Providing a safe workplace and system of work that ensures workers and others at the workplace are not exposed to hazards;
- Providing workers with information, instruction, training and supervision to enable its workers to work in a safe manner; and
- Consulting and cooperating with workers.

2.2.2 Risk Management

Alcohol and/or other drugs present a hazard in the workplace and Arenco assesses any risks that may arise in the same way as another other OH&S issue.

This involves a three step process:

- identification of foreseeable hazards that may arise;
- assessing risk of injury or harm arising from each hazard identified; and
- controlling risks through implementation of control measures to eliminate or reduce such risks.

2.2.3 Arenco's Strategy

Arenco recognises that there is not single way to prevent or address safety and health issues arising from alcohol and/or other drugs at the workplace. Therefore, the following strategies have been developed by Arenco as part of its health and safety obligation to workers:

Ensure that this Policy is implemented and reviewed annually;

Provide education and training for all new and existing workers in relation to this procedure and Alcohol and Drug Policy;

Communicate, to all levels of the workplace, Arenco's policies, procedures and expectations in relation to OH&S, including alcohol and/or other drug usage;

Ensure those in management positions support the Alcohol and other Drugs Policy and procedures;

Ensure that a copy of the Alcohol and/or other Drugs Policy is made available to anyone who is present at the workplace;

Display a copy of the Alcohol and/or other Drugs Policy at every work site;

Provide appropriate training to nominated persons and safety and health representatives in relation to assessment of workers who may be impaired by alcohol and/or other drugs;

At work-sponsored functions, provide alcohol in an authorised and responsible manner by ensuring that staff and guests are reminded of their legal obligations in relation to alcohol consumption. Provide alternative non-alcoholic beverages and adequate food and ensure that no pressure to partake in the consumption of alcohol is extended on anyone present;

In some circumstances Arenco will require alcohol and other drug testing of workers and anyone else who is present at the workplace to ensure a safe working environment is provided; and

Where Arenco considers it appropriate, provide counselling and rehabilitation services to workers in relation to alcohol and/or other drug usage.

2.2.4 Workers are responsible for:

- Complying with the Alcohol and/or other Drugs Policy related to alcohol and other drugs.
- Cooperating with employers and following directions in relation to OH&S matters.
- Reporting for duty free of the effects of alcohol and/or other drugs.
- Remaining free from the effects of alcohol and/or other drugs at all times while at work.
- Behaving responsibly in relation to the consumption of alcohol when attending a work-sponsored function.
- Behaving responsibly in relation to the consumption of alcohol and prescribed medication when attending a work-related function.
- Informing an Arenco supervisor and the Systems Manager if taking or intending to take any drugs, prescribed or otherwise, that may affect the ability to work safely. In the first instance, workers should approach their immediate supervisor who will

inform them of the appropriate person to whom they should report. Arencos will ensure that all relevant privacy and other laws in relation to any such disclosures are respected at all times.

2.3 Indicators of Hazards in the Workplace

The following hazards may be created by alcohol and/or other drugs at the workplace:

- Intoxication;
- affecting work performance or conduct;
- possession of illegal drugs in the workplace;
- consumption of illegal drugs in the workplace;
- distribution of illegal drugs in the workplace;
- sale of illegal drugs in the workplace;
- chemicals used legally in the workplace that can impair a person's performance or magnify the effect of alcohol and/or other drugs in persons if exposed.

2.3.1 Assessment of Impairment

Identifying whether a particular worker is impaired by alcohol and/or other drugs can be a complex process. For this reason Arencos will ensure that a sufficient number of workers are properly trained in assessment of impairment and are available in circumstances where a person at the workplace is suspected of being impaired. Such persons may include workers acting in the supervisory capacity and safety representatives.

Some indicators that may suggest the presence of alcohol and/or other drugs include:

- 'near miss' incidents;
- violence;
- habitual lateness;
- frequent absences;
- neglect of personal grooming;
- interpersonal problems; and
- worker experiencing poor co-ordination, poor concentration and/or visual disturbance.

2.3.2 Procedure to be followed where impairment is suspected

If a worker is of the opinion that a person who is present at the workplace (which could be a fellow worker, a visitor or a customer) is impaired by alcohol and/or other drugs, he/she should;

- Immediately inform an Arencos supervisor or other person nominated by Arencos;
- Not approach the person who appears to be impaired directly unless in their view it is safe to do so. This is because it is preferable that only appropriately trained personal approach a person who may be under the influence of alcohol and/or other drugs as this task requires skill and sensitivity;
- If a supervisor or other person nominated by Arencos is not available and the worker is of the view that the apparently impaired person may present a danger to him/herself or others, they should attempt to isolate that person to reduce the risk of anyone else being harmed;
- If it is considered necessary to approach the apparently impaired person, non-judgemental language should be used, which focuses on safety rather than on the apparent use of substances;
- locate a supervisor as soon as possible to assist in managing the situation; and

- promptly report the incident to the worker’s supervisor.

2.3.3 Procedures to be followed by supervisors

If a supervisor forms the opinion that a worker under their supervision may be impaired by alcohol and/or other drugs, they are to:

- Ensure that the worker is not signed on to duty at that time;
- Where the worker has already commenced carrying out his or her duties, take such steps as are reasonable to cause the worker to immediately cease carrying out duties;
- If considered necessary for safety reasons, immediately isolate other workers from the apparently impaired worker;
- Make arrangements for the worker to be immediately assessed by a previously agreed nominated person. If the supervisor has received training he or she can undertake this assessment.
- If the worker is subsequently assessed to be impaired by alcohol an/or other drugs, organise for the safe removal of the worker from the workplace to avoid risk of injury or harm to the worker or other persons at the workplace;
- If considered appropriate, facilitate an alcohol and/or other drug test, in accordance with AS/NZS4308:2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine” (‘the Standard’); and
- Document the incident in accordance with Arencos’s IMS policies and procedures IMS-PR-07b.

2.4 Programmed Testing

Circumstances in which Arencos may conduct testing

Arencos may undertake alcohol and/or drug testing in the following circumstances:

- Pre-employment testing – it is a requirement of acceptance of an offer of employment with Arencos that a pre-employment alcohol and/or other drug test, as well as a medical examination be satisfactorily completed by a prospective worker;
- Post incident – those involved in an incident may be tested after the incident to assess if alcohol and/or other drugs may have been a factor;
- Fitness for work – where there is reasonable cause to indicate that a person’s fitness for work may be affected;
- Site specific – prior to engaging workers for projects/jobs to ensure fitness for work;
- Voluntary/self-assessment – where a person wishes to voluntarily assess their own fitness to work; or
- Randomly – persons randomly selected to review compliance.

2.4.1 Who can test a worker

A worker may be breath-tested by an authorised officer, including any of the following:

- Medical practitioner
- Police Officer
- Rail Authority Authorised person
- Service Provider Nominated by Arencos
- A person nominated by Arencos who is trained to carry out alcohol testing

If a blood or urine sample is required this will be carried out by a medical practitioner or nurse at a hospital, clinic or other appropriate place following the procedures outlined in the Standard for:

- Cannabis
- Cocaine
- Ecstasy
- Heroin
- Methadone
- Morphine
- Methamphetamine
- LSD (“acid”)

Workers and others at the workplace should be aware that the use or possession of illegal drugs is a police matter and may involve criminal penalties, as well as consequences for a worker in relation to their employment.

Legal drugs that an employee/service provider may be tested for include but are not limited to:

- Librium
- Transene
- Valium
- Rohypnol
- Mogodon
- Serepax
- Seconal

Smoking is already covered by Arencos’ OH&S policies, but workers should be aware that smoking is also a drug and may present a hazard in the workplace and workers and others are therefore expected to comply with all relevant policies in this regard.

It is also important to note that the Rail Safety Regulation requires that any person working in the railway corridor has no drugs in their system. The procedures for conducting tests for railway workers are also set out in the Rail Safety Regulation which rail safety workers should familiarise themselves with.

2.5 Disciplinary Action

2.5.1 ALCOHOL

Arencos’ prescribed Limit 0.02% Blood Alcohol Concentration (BAC)

Negative Test Result – person returns to work.

Positive Test Result – person is re-tested after 15 minutes (Initial Test) and before 1 hour.

Confirmed Positive Test Result – person is transported home and not paid for the day. First warning issued, result recorded on file and person offered counselling.

Second Positive Test Result (within a 2 year period) – second warning issued and explained that a further positive may result in a review of the person’s employment status and may result in termination. Person will be required to undergo counselling and/or seek medical advice. Not paid for time off work.

Third Positive Test Result (within a 2 year period) – final warning issued and the person’s employment status reviewed which may include termination.

The person will be re-tested before commencing his/her next shift.

2.5.2 DRUGS

Exceeds prescribed limits detailed in the Standard (refer to Table 1 – Concentrations)

Negative Test Result (First Positive) – person returns to work.

Initial Positive Test Result (Non-negative) – a result is triggered and requires a confirmatory test to be verified by a Laboratory. The person will be transported home until a confirmatory test is conducted. If test is negative, paid for time off. If positive leave entitlements can be used on the FIRST positive test result only.

Positive Test Result – person will be unfit for work until the levels of the substance are under the levels prescribed by the Standard and will not be paid for that time taken off work (except where approval for leave is granted for such as a FIRST positive) offered counselling. Further positives may result in termination of employment.

Second Positive Test Result (within a 2 year period) – second warning issued and explained that a further positive may result in a review of the person’s employment status and may result in termination. Person will be required to undergo counselling and/or seek medical advice. Not paid for time off work.

Third Positive Test Result (within a 2 year period) – final warning issued and the person’s employment status reviewed which may include termination.

Refusal or falsification of tests - will be treated as a positive test result with the same consequences as returning a positive.

Non/Prescription medication – non-negative results can be produced from prescription and pharmaceutical medication. The person is obligated to declare any medication they are taking to the person conducting the sampling.

NOTE: Repeated positive test results will accumulate for 2 years from the date of the first positive. Three positive test results in two years of the first positive will lead to a review of the person’s employment status which may include termination of their employment.

Areco (NSW) Pty Limited will also ensure that health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the Privacy Act 1998 (Cth).

2.5.3 Table 1 – Concentrations (as total drug)

The below table is an extract from Australian Standard AS4308:2008 “Procedures for Specimen Collection and the detection and quantisation of drugs and abuse in urine”.

Confirmatory Test cut-off

Compound	Cut-off level ug/L
Codeine	300
Morphine	300
6-Acetylmorphine	300
Amphetamine	10
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	150
Phentermine*	500

Ephedrine*	200
Pseudoephedrine	500
11-nor-delta-9-tetrahydrocannabinol-9 carboxylic acid	500
Benzoyllecgonine	150
Ecgonine methyl ester	150
Diazepam	200
Nordiazepam	200
Oxepam	200
Temazepam	200
a-hydroxy-alphazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

*These drugs may be optionally tested within each class and the specified cut-off levels shall apply. The acceptable limits and procedures for testing are as prescribed in the Standard.

The test will determine whether the worker demonstrates an unacceptable level of drugs in their system.

Should you require further information about the effect of these drugs you should refer to the reference material or support services in this procedure or contact your supervisor or Arencos Systems Manager.

2.6 Services Available

To be advised by the Systems Manager.

2.7 Education and Training

Arencos promotes a workplace culture that is drug and alcohol free and is of the view that providing education and information to its workers is an important step in achieving this goal.

Arencos will ensure that all new and existing workers are aware of Arencos policy in relation to alcohol and/or other drug use, including any relevant counselling, treatment and rehabilitation services available in the workplace and/or externally.

Arencos will ensure that supervisors are appropriately trained on how to deal with alcohol and/or other drugs in the workplace and that nominated persons are provided additional training in relation to the assessment of impairment and programmed testing.

2.8 Definitions

Authorised Officer is a person who is appointed under the Rail Safety Act and part of their duties is to conduct breath tests.

Authorised Service Provider is a company authorised by Arencos to carry out alcohol and drug testing.

BAC is Blood Alcohol Concentration.

Drug refers to all substances, other than alcohol, which affect the central nervous system.

Nominated Person is a person who is selected by Arencos to undertake assessment of impairment and may include a supervisor, Construction Manager or Systems Manager.

Supervision includes Project Managers and Foreman.

Worker is an Arencos employee or a service provider's employee or owner or operator who performs work on site for Arencos (NSW) Pty Limited.

2.9 References Material and Support Services

2.9.1 Legislation, Standards and Guidance Note

Occupational Health and Safety Act 2000 and its regulations.

Rail Safety Act 1993 and its regulations.

Australian Standard AS4308:2008 "Procedures for Specimen Collection and the detection and quantitation of drugs of abuse in urine".

Guidance Note: "Alcohol and Other Drugs in the workplace. A guide to developing a workplace alcohol and other Drugs Policy: 2006", "Workcover NSW".

2.9.2 Support Services

AA – Alcoholics Anonymous Central Service Office

127 Edwin Street

North Croydon NSW

24 hour helpline (02) 9799 1199

www.aasydney.org.au

Email: aacroydon@bigpond.com.au

Alcohol & Other Drugs Council of Australia

17 Napier Close

Deakin ACT 2600

Phone: (02) 6281 0686

www.adca.org.au

Centre for Drug and Alcohol

NSW Dept of Health

Phone: (02) 9391 9000

www.health.nsw.gov.au

Lifeline Sydney

15 Belvoir Street

Surry Hills NSW 2010

24 hour counselling

Phone: 13 11 14

Face to Face Counselling

Phone: (02) 9951 3377

Narcotics Anonymous

Helpline Phone: (02) 9519 6200

www.na.org.au

WorkCover NSW

92-100 Dennison Street

Gosford NSW 2250

Phone: 13 10 50

www.workcover.nsw.gov.au

ADIS (Alcohol & Drug Information Service)

366 Victoria Street

Darlinghurst NSW

Phone: (02) 9361 8000