



STANDARD ALCOHOL AND OTHER DRUGS

SEPTEMBER 2022



TABLE OF CONTENTS

Table of Contents	2
1. Document information	4
Version history	4
Summary of changes in this version.....	4
Document control.....	4
2. General	4
2.1. Purpose	5
2.2. Objectives.....	5
2.3. Scope	5
3. Responsibilities	6
3.1. Employee Responsibilities	6
3.2. Hunter Water’s Responsibilities	6
4. General Requirements	7
4.1. Education of Workers.....	7
4.2. Rehabilitation Principles and Guidelines	7
4.3. Fitness for Work.....	8
4.3.1. Alcohol.....	8
4.3.2. Other Drugs.....	8
4.3.3. Possession or Consumption of Alcohol or Illegal Drugs	8
4.3.4. Approved Functions.....	8
4.4. Testing Procedure for Alcohol and Other Drugs.....	9
4.4.1. Testing Regimes.....	9
4.4.2. Types of Testing	9
4.4.3. Standard Testing Procedure	10
4.4.4. Standard Procedure for Alcohol Testing	10
4.4.5. Standard Procedure for Other Drugs Testing	11
4.5. Prescription or Over the Counter Drugs/Medication	11
4.5.1. Disclosure During the Testing Process	12
4.5.2. Testing Process following Disclosure of Medication.....	12
4.6. Tampering with an Alcohol or Drug Sample	12
4.7. Refusal to Undertake a Test	12
4.8. Avoidance of a Random Test.....	13
4.9. Process Following a Confirmed Positive Result	13
4.10. Disciplinary Procedure	13
4.10.1. First Positive Result.....	14
4.10.2. Second Positive Result.....	14

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4.10.3. Third Positive Result.....	14
4.11. Records and Documentation.....	14
4.12. Confidentiality.....	14
5. Definitions, acronyms & abbreviations.....	15



1. Document information

Version history

Document review date is as per the Integrated Management System Standard ([HW2013-421/22.002](#)).

Version	Author	Sections changed	Approved by	Date approved
1	Megan Brewster – WHS Manager	Original Release	Peter Kembrey Executive Manager Corporate & Legal	21 Sep 2016
2	Megan Brewster – WHS Manager	Deleted obsolete documents	Peter Kembrey Executive Manager Corporate & Legal	Oct 2018
3	Megan Brewster – WHS Manager	Minor grammatical updates and review of standards	Laura Hails Executive Manager Governance & Assurance	Oct 2021
4	Bernadette Tisdell – Policy & Governance Coordinator	Minor layout changes to fit into new template structure	Ian Pike Executive Manager People & Culture	16 Sep 2022

Summary of changes in this version

Section title	Section No.	Change Summary
Entire Document		Moved into new template no changes

Document control

Document owner	Group Manager SHW
Approvals	Executive Manager People & Culture
Related documents	Standard – Hunter Water Fitness for Work Guidelines – Hunter Water Disciplinary Agreements – Hunter Water Enterprise Standard - Leave Policy – Hunter Water Contractor Management Policy – Hunter Water Recruitment, Selection and Appointment Standard – Hunter Water Recruitment and Selection
Associated regulations/standards	Work Health Safety Act (WHS ACT) 2011 and Regulations 2017 (NSW) or as otherwise superseded AS 4760 Procedures for Collection, Detection and Quantification of Drugs in Oral Fluid AS/NZS 4308 Recommended Practice for Collection, Detection and quantification of drugs of abuse in urine AS/NZS 3547 Breath Alcohol Testing Devices for Personal Use Privacy and Personal Information Protection Act 1998 (NSW)

2. General

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2.1. Purpose

Hunter Water is committed to providing a safe, healthy and productive workplace. To support this commitment, the Corporation has provided education programs aimed at the prevention, reduction and/or elimination of problems associated with the misuse or abuse of alcohol and other drugs which affect work performance, conduct and/ or safety. In order to ensure worker, contractor and visitor safety, wellbeing and fitness for work, Hunter Water has implemented an Alcohol and Other Drugs Testing Regime.

The 'Alcohol and Other Drugs Standard' prohibits the consumption of alcohol during paid working hours or at a Corporation workplace, except as defined under the Approved Functions Section of this Standard. It also prohibits the possession, consumption or administering of illegal drugs and is designed to prevent persons from presenting for duty in a state where they are unable to perform their duties to an acceptable standard due to the influence of alcohol or other drugs.

Hunter Water is not attempting to dictate the personal activities of workers whilst they are off duty, however for the safety of everyone, Hunter Water is ensuring that people do not participate in the workplace under the influence of alcohol or other drugs in an altered state or where they would be deemed unfit for work.

The purpose of this standard is to ensure all people are fit for work, particularly in relation to the use and/or abuse of drugs and alcohol. This standard also provides a framework for testing as well as guidelines for education, rehabilitation and counselling and potential discipline arising from drug and alcohol testing.

This standard provides practical guidance to assist managers/supervisors and workers to:

- Recognise the effects of the misuse or abuse of alcohol and other drugs
- Deal appropriately with work performance and conduct problems caused by misuse or abuse of alcohol and other drugs
- Protect confidentiality
- Refer affected workers to counselling services
- Provide education and information for managers/supervisors and workers on the Corporation's procedure

In addition, this standard:

- Sets the workplace testing regime
- Provides guidance regarding disciplinary action following positive results
- Provides guidelines for the supply and consumption of alcohol at Executive Management approved functions

2.2. Objectives

The objective of this standard is to ensure that there is a program to monitor workers on Hunter Water sites to ensure they are fit for work and not affected by drugs and alcohol.

2.3. Scope

This standard applies to all Hunter Water workers including contractors, subcontractors and their workers and members of the Board of Directors whilst at Hunter Water controlled workplaces.



3. Responsibilities

3.1. Employee Responsibilities

Hunter Water workers are required to comply with this policy and, except as specified under the Approved Functions section of the policy (section 4.3.4), must not:

- Consume alcohol during paid working hours
- Consume alcohol at any Corporation premises or workplaces (including meal breaks)
- Possess, consume or administer illegal drugs on Corporation premises or workplaces at any time (police will be informed if this is the case)
- Present for duty in a state where they are unable to perform their duties to an acceptable standard due to the influence of alcohol or other drugs

These responsibilities apply to all persons defined herein and those covered by the scope of this policy, regardless of their role or position, including workers engaged on a casual or contract basis, contractors, workers working outside normal hours, workers required to be on stand-by and members of the Board of Directors.

Persons must take responsibility for ensuring the health and safety of themselves and of others. In particular, workers must act responsibly by:

- Ensuring that they do not, by the consumption of alcohol or other drugs, endanger their own safety or the safety of any other person, including customers or clients, in the workplace. Persons must present for work able to undertake their normal work activities to an acceptable standard.
- Attending and resuming work unimpaired by alcohol or other drugs and notifying their manager/supervisor if aware that their work performance or conduct could be adversely affected or if there is a risk to the safety of themselves or others as a result of the effect of a prescribed or non-prescribed drug. All persons should find out from their doctor or pharmacist what effects a drug prescribed for their consumption has on their work performance.
- Taking action to resolve their own alcohol or other drug-related problems
- Consulting with their manager/supervisor, work health and safety or union representative if they have genuine reason to believe that a person is under the influence of alcohol or other drugs and may pose a risk to the health and/or safety of the person and all others including the public
- Conforming with all of the regulations enforceable under the Road Transport Act
- Complying with related policies of other companies when working on their site (this may include testing)

3.2. Hunter Water's Responsibilities

Hunter Water is responsible for:

- Determining the drug and alcohol policy and standard for the Company
- Authorising the use of workplace drug and alcohol testing
- Appointing an Authorised Organisation to conduct drug and/or alcohol testing
- Maintaining a Worker Assistance Program Provider and referring Corporation workers requesting assistance for drug and alcohol related issues
- Taking measures to achieve a workplace culture that supports health, safety and welfare including the personal effects of the misuse of drugs and alcohol
- Reducing the effects on the workplace of the misuse or abuse of alcohol and other drugs and related costs, including absenteeism, accidents and low productivity
- Informing workers of the potential work-related problems that may arise from the misuse or abuse of alcohol and other drugs and of their responsibilities in relation to workplace safety, conduct and performance
- Providing guidelines to managers/supervisors for dealing with workers whose work performance or conduct is adversely affected by alcohol or other drug
- Ensuring all contractors are aware of and comply with this policy

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- Providing information about referral to counselling, treatment and rehabilitation services where appropriate

4. General Requirements

4.1. Education of Workers

The misuse or abuse of alcohol or other drugs may result in an observable decline in work performance or conduct. While it is not the responsibility of managers/supervisors to diagnose personal or health problems, they should be aware of the common indicators that suggest that an alcohol or other drug problem may exist. Indicators could include:

- Habitual lateness
- Interpersonal problems
- Mood swings or depression
- Extended lunch breaks
- Violence
- Smell of alcohol on breath
- Frequent absences
- Forgetfulness
- Speech change
- Neglect of personal grooming
- 'Near miss' incidents
- Unsteady balance

Hunter Water commits to supporting the education of workers including:

Information sessions on roles and responsibilities under the relevant work health and safety legislation

- Provision of relevant alcohol and other drugs literature
- Toolbox talks and divisional meetings
- Specialist programs presented by external representatives

These initiatives may vary in their use and timing depending on other Hunter Water programs.

Information will be provided so that workers will be aware of the health and safety implications of alcohol and other drugs abuse. Particular attention will be given to the recognition of the early indication of such abuse.

4.2. Rehabilitation Principles and Guidelines

Hunter Water recognises alcohol and other drugs dependency as a treatable and manageable condition. Any person who suspects they have an alcohol or other drug dependency condition is encouraged to seek advice and to have appropriate treatment.

Workers may seek counselling assistance through the Employee Assistance Program (EAP) as offered by the Corporation. Participation in the program is confidential. Information the worker divulges will not be passed on to anyone without their written permission. Non-confidential information for statistical purposes or confirmation of attendance is provided to the relevant Hunter Water officer.

All reasonable steps will be taken to advise contractors of appropriate organisations to consult in respect of alcohol or other drug dependencies.

If a manager/supervisor observes a decline in work performance or conduct that he or she cannot explain, the manager/supervisor should involve the worker in an initial, informal, interview on a confidential basis. It is essential that action be taken promptly. An early response to a decline in work performance or conduct addresses the problem directly and avoids appearing to condone unacceptable behaviour.

Managers/supervisors must take into account the possibility that a decline in work performance or conduct could be the result of an illness, disability, medication or the withdrawal of medication. In such cases, the use of disciplinary procedures is inappropriate.





If a worker indicates that the decline in their work performance or conduct is related to an alcohol or other drug problem, the manager/supervisor must encourage the worker to seek assistance from their treating doctor and/or other treating professionals.

Counselling by a manager must be limited to work performance or conduct issues. Counselling on personal issues is the domain of professional counsellors.

The procedures for managing conduct and work performance are outlined in Hunter Water Disciplinary Guidelines.

4.3. Fitness for Work

To be considered "fit for work", a person must be in a state (physical, mental and emotional) which enables them to perform assigned tasks competently and, in a manner, which does not threaten the safety or health of themselves or others. This includes a worker presenting for work in a state where they are not under the influence of alcohol or other drugs.

4.3.1. Alcohol

The acceptable levels for blood/alcohol concentration are dependent on the type of work being conducted by the worker including contractors and relevant New South Wales legislation. As a general rule, the acceptable level of blood alcohol concentration for workers and contractors is less than 0.05. This is in line with the current legal limit for driving a motor vehicle. This level however will vary in accordance with industry codes of practice, standards and legislative requirements and all persons must comply with these and company policies of the site at which they are working which may be as low as 0.00. For example:

- Principal controlled contractor sites may have the accepted blood alcohol level of 0.00
- When working in a rail corridor or on some mine sites the accepted breath alcohol level is also 0.00 and all persons must comply with the relevant company's policy which may be as low as 0.00
- When driving B Doubles or operating other items of mobile plant or heavy machinery, the accepted breath alcohol level is less than 0.02
-

If the person is a provisional driver, the relevant legislative requirements will apply if the person is driving to or from work or driving during work time.

4.3.2. Other Drugs

Persons are expected to present for work in a fit state to undertake their duties safely. Therefore, persons are not to present for work when a drug, over the counter or prescription medication impairs their ability to perform their role in a safe manner. Employees are to declare prescription or over the counter medication to their Supervisor or Team Leader that may impair their ability to perform their role in a safe manner.

4.3.3. Possession or Consumption of Alcohol or Illegal Drugs

Being in possession of or consuming illegal drugs or consuming alcohol during working hours will be regarded as serious misconduct. Workers who contravene this rule may be subject to disciplinary action up to and including termination of their employment.

4.3.4. Approved Functions

In special circumstances such as the retirement of workers, Christmas parties, or other similar work functions, the Executive Manager of the Division in consultation with the Group Manager SHW, may approve the moderate consumption and responsible serving of alcohol during and after working hours on Corporation property. A specified timeframe will also be nominated by the Executive Manager for the function. In all such circumstances permission is to be obtained from the Executive Manager prior to the event.

Persons are to ensure that they do not resume duty:

- With an alcohol concentration above the limits set herein
- If they are affected by alcohol or other drugs which may lead to a safety risk or an inability to fulfil the requirements of the position



Workers should not drive home after a work function if they are above the legal limit.

4.4. Testing Procedure for Alcohol and Other Drugs

4.4.1. Testing Regimes

The types of testing that may be carried out include the following:

- **Pre-employment testing** - Potential Corporation workers will be required to have an alcohol and drug test, as part of their pre-employment medical check. Further information regarding testing for Alcohol and Other Drugs is detailed in the Recruitment & Selection Policy & Procedures.
- **Random testing** - A non-discriminatory program that will randomly select when testing will occur and which random job site/group/individuals will be tested. This will be conducted by way of Hunter Water providing the names and site locations of all persons to the Authorised Organisation. The Authorised Organisation will ensure the complete random selection of persons to be tested at any Hunter Water site. The random testing could be conducted on a 24 hour x 7 day per week basis.
- **Causal testing** - Causal testing is made up of the following three components:
 - A drug and alcohol test may be conducted for persons involved in an incident that resulted in a high potential near miss, medical treatment or a lost time injury. The requirement for testing is at the discretion of the Manager Work Health and Safety and the health of the person is paramount and testing may occur on a case by case basis;
 - A mandatory drug and alcohol test when it is reported that there is reasonable belief that a person is under the influence of drugs or alcohol; and
 - Repeat drug and alcohol testing over a 6 month period for a person who has previously returned a positive test result. This will be conducted to coincide with the random testing program. If the person is at the site where the random testing is being conducted they will automatically be part of the testing process.

4.4.2. Types of Testing

For Random and Causal Testing, the preferred method of testing for the presence of alcohol is via a 'breathalyser' test. However, confirmatory testing may involve saliva testing or other methods of testing as deemed appropriate and necessary.

In screening for the presence of illegal drugs and prescription or over the counter medication, Hunter Water will use saliva testing. However, for the purpose of confirmatory testing or other requirements as may be necessary from time to time, the Corporation reserves the right to conduct testing via the Authorised Organisation appropriate to the situation.

Saliva testing will screen for the following classes of drugs:

- Amphetamines
- Opiates
- Cannabis
- Cocaine
- Methyl amphetamines
- Any other substance that may alter a person's fitness for work



The following sets out the targeted levels (cut offs) that will constitute a positive result for saliva specimen drug testing (equivalent levels will be adopted for other types of screening and substances where applicable):

Class	Laboratory Confirmatory Cut-off Levels
Amphetamine	25 ng/ml
*Opiates	25 ng/ml
Cannabis	10 ng/ml
Cocaine	25 ng/ml
Methyl amphetamines	25 ng/ml

Note:

- (i) *The levels specified in the above are drawn from AS 4760-2006 “Procedures for Specimen Collection, Detection and Quantification of Drugs in Oral Fluid” and may be varied from time to time in accordance with industry codes of practice, standards or legislative requirements.*
- (ii) *The general cut off level for opiates as an indicator is 25 ng/ml, however the drug 6 – Acelyimorphine which is a unique indicator for heroin is 10 ng/ml.*
- (iii) *These levels are standard cut off levels that may be expected*

4.4.3. Standard Testing Procedure

All workers entering a Hunter Water workplace may be tested in accordance with the following procedures:

- Testing of individuals in the workplace will be conducted privately on a one-on-one basis, however the person being tested may request a witness
- The presence of a witness, in relation to random testing or cause testing, must be immediately available and must not in any way affect or hinder the results of the testing. Therefore, if a preferred witness is not immediately available the testing is to proceed, with the individual being given the opportunity of selecting an alternate witness that is immediately available, such as a work colleague.
- Random and Causal Testing will be conducted by a designated collector authorised by Hunter Water.
- In the case of “Random Testing”, individual persons and/or work groups will be selected randomly at selected times by the authorised company conducting the testing. “Random testing” will not be used to target individuals or groups; and
- The first step for all alcohol and other drugs testing is the completion of a pre-screening form provided by the Authorised Organisation. If prescription or over the counter medication is not declared, the standard processes are to be followed. If prescription or over the counter medication is declared the procedure set out below is to be followed.

4.4.4. Standard Procedure for Alcohol Testing

- If a person returns a negative test for the presence of alcohol, that is, their result is below the ‘fit for work’ level no further action is required and the person is to resume their normal duties.
- Where a person returns an Unconfirmed Positive result to the presence of alcohol which exceeds the appropriate ‘fit for work’ level they are to be tested a second time after the lapse of 20 minutes, during which time the person is to remain in the controlled testing environment and is not to return to work, unless for example in other extreme conditions such as the necessity for the person to be transported to a hospital.
- If the person returns a negative test on their second test they can resume their normal duties. However, if the second test returns another positive reading, the person is to be arranged transport home and they are not to return to work until they can return a negative test conducted by the Authorised Organisation.
- The worker will be encouraged to contact the Employee Assistance Program (EAP) for support.

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- Where a person returns an Unconfirmed Positive result to the presence of alcohol above the relevant cut off level, the sample will be sent for laboratory confirmation
- Immediate advice regarding an Unconfirmed Positive result will be provided to the Group Manager SHW who will also contact the HR Manager and the worker's direct supervisor as well as the relevant executive manager.
- Disciplinary action may also be taken following a confirmed positive result.
- If the laboratory confirmation shows that the result is negative, no disciplinary action is required and the person can return to full duties. The worker will also be reimbursed any leave entitlements as appropriate.

4.4.5. Standard Procedure for Other Drugs Testing

- If a person returns a negative test for the presence of other drugs, no further action is required and the person is to resume their normal duties
- Where a person returns an Unconfirmed Positive result to the presence of other drugs, the sample will be sent for laboratory confirmation
- Immediate advice regarding an Unconfirmed Positive result will be provided to the Manager Work Health and Safety who will also contact the Manager Human Resources and the person's direct supervisor and relevant Executive Manager
- The person will be sent home pending the results of the laboratory confirmation. Following confirmation of the results from laboratory testing, the person may return to work at the commencement of their next shift if they first return a negative test result conducted by the Authorised Organisation.
- EAP support will also be encouraged for workers
- If the laboratory results show that the result is negative, no disciplinary action is required and the person can return to full duties. The worker will also be reimbursed any leave entitlements as appropriate
- If the laboratory results are Positive to the presence of other drugs, disciplinary action may be taken.

4.5. Prescription or Over the Counter Drugs/Medication

The following section outlines the procedures for disclosing use of prescription or over the counter drugs/medication generally and during a screening test.

The use of prescription or over the counter drugs/medication may impact upon a person's ability to perform safely or efficiently. There are several types of drugs, which may increase risk, including:

- Hypnotics and sedatives
- Anti-depressants
- Antihistamines
- Stimulants and appetite suppressants
- Analgesics/codeine

People who are using prescription or over the counter drugs/medication should take all reasonable steps to:

- Discuss with the prescribing medical practitioner/pharmacist the nature of their duties and ascertain any possible side effects of the medication which may increase risk to their safety at work. Hunter Water may also seek guidance from a medical practitioner.
- Take any medication strictly in accordance with the recommendations of the medical practitioner and/or the manufacturer
- Report any side effects of any medication to their medical practitioner

In addition to the above, persons using prescription or over the counter drugs/ medication which they believe, or have been informed, could affect their safety or performance at work must take all reasonable steps to notify their supervisor of the side effects and possible safety issues associated with the prescription or over the counter drugs/ medication.

The supervisor should consider if the person has a limitation in carrying out normal duties. If the supervisor considers the person may have a limitation, the supervisor may seek further medical information from the

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person's medical practitioner and/ or a medical practitioner of Hunter Water's choice. This medical advice can only be obtained by the Supervisor if they have the person's written consent to do so.

If it is determined through the above process that there is a limitation for the person performing their full duties, appropriate suitable duties will be provided if available. If the limitation or restriction has been advised by a medical practitioner, the person will not be permitted to return to their full duties until medical advice/clearance is obtained.

Further, a worker may be entitled to access sick leave for times when unable to work due to the effects of the prescription or over the counter medication.

4.5.1. Disclosure During the Testing Process

Prior to undergoing a screening test, the person is encouraged to advise the testing officer if they are taking prescription or over-the-counter drugs/ medication. If this is the case the person is required to fill out a pre-screening form.

If drugs are detected during the screening test, the person will be required to identify any prescription or over the counter drugs/medication if they have not already done so. The person does not have to state the medical condition, but must state the type of medication, the dosage and confirm that they are consuming those drugs as prescribed or directed (some over-the-counter drugs are in the same drug group type as those that are being tested and therefore may show up as an Unconfirmed Positive Result in the Screening Test). This information will only be shared by the Authorised Organisation if necessary with the Hunter Water Group Manager SHW.

4.5.2. Testing Process following Disclosure of Medication

Once the person has filled out the pre-screening form, the screening process can commence as follows:

- If a person returns a negative result following the screening test no further action is required and the worker is to resume their normal duties
- When a person returns an Unconfirmed Positive Result from a screening test, and has provided a declaration stating that prescription or over the counter medication is being used, laboratory confirmation testing will always be undertaken. The purpose of such testing is to confirm the accuracy of the declaration made by the person.
- Subject to the paragraph below, if the person's laboratory confirmation test results show levels of drugs at or above the Cut off Levels as amended and updated, the test will be regarded as a Confirmed Positive Result and disciplinary action may be taken.
- If the laboratory confirmation test results are consistent with the person's declaration of prescription or over the counter medication, both in type and quantity, and was appropriately notified and discussed and was being taken in accordance with directions, the results will not be deemed or treated as a Positive result.

4.6. Tampering with an Alcohol or Drug Sample

Tampering with an alcohol or drug sample will lead to disciplinary action, which may result in termination of employment.

4.7. Refusal to Undertake a Test

Refusal by a person to submit or cooperate fully with the administration of Testing will be treated in the same manner as any other refusal to comply with Hunter Water policies and/or procedures and as detailed herein.

Refusal will result in the person being counselled on the spot as to the consequences of the refusal. The person will then be directed to undergo the test. If the person continues to refuse to undertake the test, as a minimum, the refusal will be treated prima facie as a Confirmed Positive Result further disciplinary actions will occur as follows:

- The worker will be arranged transport home
- The worker will be suspended without pay for refusal of duty in accordance with the stand down provisions of the Hunter Water Enterprise Agreement

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- A negative test will need to be provided by the Hunter Water Authorised Organisation before the person will be able to return to work

Continued refusal to undertake testing in accordance with specific causal testing or random testing will result in disciplinary action up to and including termination of employment.

Contractors who refuse to undertake a test will be asked to leave the site and will not be permitted back on the site until they have undergone a screening test and returned a negative result from the Hunter Water Authorised Organisation. The contract manager will also need to manage any non-conformance in accordance with the Hunter Water Contractor Management Policy.

4.8. Avoidance of a Random Test

If a person has presented for work and avoids a random screening test then they will be treated prima facie as a Confirmed Positive Result and disciplinary action will follow, unless:

- The person presents a medical confirmation that they were unable to attend/partake in the random screening; or
- There is a genuine family emergency that required them to leave the site; or
- There is a pre-arranged reason (with Manager consent) for the person to leave the site.

4.9. Process Following a Confirmed Positive Result

The following steps are to be taken for a Confirmed Positive Result:

- The person tested and the supervisor (or respective employer) will be informed of the result
- The person will be required to undergo testing for a period of 6 months
- For workers, a disciplinary discussion will take place which will include consideration as to the level of disciplinary action that should be taken.

Further, if a worker returns a confirmed positive result or has been deemed prima facie as a confirmed positive result and it is identified the person is undergoing medical treatment/support/rehabilitation specific to alcohol and other drugs, the worker will be able to access available sick leave entitlements upon presentation of a confirmatory medical certificate. If workers exhaust all sick leave entitlements, consideration will be given to accessing other paid leave entitlements.

4.10. Disciplinary Procedure

This section describes the types of disciplinary action that may be required following a Positive Result from test screening. Any discipline taken will be in accordance with Hunter Water's Disciplinary Guidelines.

Where a worker:

- Records a Confirmed Positive Result from screening tests for alcohol or other drugs; or
- Refuses to undertake a screening test; or
- Tampers with a screening test sample; or
- Avoids a random or causal screening test; or
- Breaches this policy in any demonstrated way;
- Hunter Water has discretion to take the appropriate disciplinary action for breach of this standard.

All the circumstances, including the worker's full work history, will be taken into account when considering what, if any disciplinary action should be taken. Disciplinary action may include termination of employment taking into account the seriousness of the breach.

The following sets out a guide to the action which may be taken when workers return a Positive result to an alcohol or other drugs test. In circumstances where the breach is of a more serious nature, Hunter Water has the discretion to take action which does not conform with the guide below, e.g. where there has been a serious breach to other safety policies, or the worker's conduct endangers the safety of others.





4.10.1. First Positive Result

Following the first Confirmed Positive result, a Written Warning may be issued to the worker stating that the behaviour is regarded as serious misconduct and is a breach of this standard and therefore unacceptable. The worker will be encouraged to seek assistance through the EAP and will be required to undergo random and/or cause testing for a period of six months.

4.10.2. Second Positive Result

Following the second Confirmed Positive result, a Final Written Warning may be issued to the worker for further serious misconduct which is in breach of this policy and therefore unacceptable. The worker will be required to attend EAP counselling or other medical assistance and will be required to undergo random and/or cause testing for a period of six months.

4.10.3. Third Positive Result

If a third Confirmed Positive result is returned, serious disciplinary action, up to and including termination of employment may occur.

4.11. Records and Documentation

Alcohol and other drug test records (the “test records”) will be kept in the workers personnel file and maintained in accordance with legislative and other State requirements. Test records for contractors will be forwarded to their respective employers.

Records of any disciplinary action taken as a result of breaches to this policy will be maintained on the worker’s personnel file for the life of the person’s employment, as workers are required to be fit for work throughout their employment with Hunter Water, and these records may be taken into account in future disciplinary meetings/ actions.

Results of causal tests following a safety related incident (e.g. high potential near miss, lost time or medical treatment injury) may be made available to WorkCover and other agencies if requested and necessary.

Workers may obtain a copy of a testing receipt to be made available by the provider immediately at the time of testing and may make a written request addressed to the Manager Work Health and Safety to obtain a copy of their confirmatory testing records.

4.12. Confidentiality

Any person that comes into contact with confidential information in respect to this standard must not disclose any of this information to another party except where:

- A disclosure is made in accordance with this standard; or
- A disclosure is necessary in the course of official duties as per Hunter Water’s Code of Conduct; or
- A disclosure is made with the consent of the Individual to whom the information relates; or
- A disclosure is otherwise permitted under relevant legislation



5. Definitions, acronyms & abbreviations

Term	Definition
Alcohol	Includes all food, beverages, medications and any other product containing alcohol.
Authorised Organisation	An appointed organisation engaged by Hunter Water for the purpose of drug and alcohol testing. The organisation must demonstrate it meets the Australian Standard AS4740, AS/NZS4308, AS/NZS3547 requirements for collectors will be used for the collection of specimens for alcohol and other drugs testing and further analysis of results will require an independent NATA Certified Collection Agency.
Designated Collector	A person from the Authorised Organisation who had been trained and assessed as competent in the use of drug and/or alcohol testing equipment in accordance with the Australian Quality Training Framework (AQTF) requirements. For drug screening the Designated Collector also needs to hold NATA Certification.
Drug	Every substance or article which is a dangerous drug under and within the meaning of the Narcotic Drugs Act 1967 (Cth) or any other substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any other form which may alter the fitness for work in a person.
Fitness for Work	Is the condition or state that enables a person to perform assigned tasks competently.
Person	Who are either workers, contractors, subcontractors or workers of a subcontractor or supplier or a member of the Board of Directors.
Over the Counter Medication	Medicines available through a pharmacy without prescription.
Prescription Medication	Medication prescribed by a registered medical practitioner.
Zero	For the purposes of this standard, a zero reading for breath alcohol concentration will be taken to a second decimal point i.e. 0.00.

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