

# **Alcohol and Other Drugs Procedure**

## **Territory Generation Procedure**

**CONTROLLED DOCUMENT**

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## 1 Purpose

The purpose of this procedure is to promote and maintain a safe and healthy workplace where all persons on site are fit for work. The misuse of alcohol and medication and the use of other drugs can have serious consequences in the workplace and Territory Generation (TGen) is committed to taking action to eliminate the risks associated with the inappropriate use of both alcohol and/or other drugs.

This procedure sets out a framework for testing, as well as detailing a process for effectively and appropriately dealing with individuals who do not meet the requirements of this procedure.

Management of alcohol and other drugs will be seen in the context of an overall fitness for work framework, which includes fatigue and other factors.

## 2 Scope

This procedure applies to all TGen sites and to all individuals working on or visiting TGen sites or who carry out activities on TGen's behalf.

**NOTE:** Where the term "Individual" is used in this procedure it refers to TGen employees, managers, contractors, and visitors.

## 3 Objectives

This procedure is designed to achieve the following objectives:

- a) To create a safe and healthy work environment for all persons, free from the hazards associated with the inappropriate use of alcohol and/or other drugs.
- b) To foster an attitude and culture at all TGen sites that it is not acceptable to come to work under the influence of alcohol and/or any other drug that will prevent them from performing their duties in a safe manner.
- c) The assessment of an individual's fitness for work both before their employment and during their time working for TGen.
- d) The provision of education and awareness training to ensure that all individuals have the knowledge and skills to manage their own and others' fitness for work.
- e) The provision of a range of preventative and rehabilitative measures to overcome issues that impair an individual's fitness for work.
- f) The establishment of processes to ensure that individuals who do not meet the requirements of this procedure are dealt with in an effective, fair and constructive manner in alignment with TGen's Code of Conduct.
- g) The requirement for contractors to ensure they are fit for work while on TGen's sites in accordance with TGen's procedures.

## 4 Assessment, Education and Training

### 4.1 Pre-employment assessment

- a) All applicants for employment will undergo a pre-employment medical assessment.
- b) This assessment will include a breath alcohol test and a urine screen for drugs.

### 4.2 Induction

- a) All individuals will be advised of TGen's alcohol and other drugs general requirements as part of site induction processes.

### 4.3 Education and Awareness Training

- a) All individuals shall be provided with teleconference education and awareness training every two years to ensure that they are aware of the health and safety implications of alcohol and other drugs so they can manage their fitness for work.
- b) Additional education and awareness training shall be provided in the event of significant changes to this procedure in accordance with Australian Standards.
- c) Education and awareness training shall be provided by an accredited third-party training provider.
- d) Content delivered shall be in alignment with applicable Australian Standards.
- e) Education and awareness training sessions shall include information on:
  - Reasonable cause – all supervisors/managers and HSR's training which is undertaken initially when onboarded and every 3 years after.
  - Fatigue Management - all workers which is undertaken initially when onboarded and every 3 years after.
  - AOD Awareness – all workers which is undertaken initially when onboarded and every 3 years after.
  - The adverse effects of drug and alcohol.
  - Workplace drug testing procedures (breath and oral fluid).
  - Where to find help.

## 5 Alcohol and Other Drug Screening Program

### 5.1 Testing types

TGen will establish an ongoing alcohol and drug screening program that includes:

- a) Random testing on all sites.
- b) For cause testing where there is reasonable cause to believe the person may be affected by alcohol or other drugs. See Attachment 2 *Reasonable Belief of Impairment Observation Checklist*
- c) Post incident testing in the following circumstances:
  - Any incident involving a vehicle or mobile plant.

- Any other incident where there is reasonable cause to believe the person may be affected by alcohol or drugs.
- d) Voluntary testing (self-testing) with the provision of self-testing kits.
- e) Rehabilitation testing (under an agreed Return to Work Plan).

## 5.2 Self-testing facilities

- a) Each site will have facilities to enable individuals to self-test for alcohol.
- b) Self-test drug and alcohol screening kits are available to all sites/employees and are provided by Health and Safety.
- c) Operations personnel not designated on call but who may be requested to return to site to backfill shall be offered additional breath alcohol testing devices.
- d) All self-testing screening kits and other devices shall be Australian Standard (AS) compliant.

## 5.3 Testing process and relevant standards

TGen shall ensure that all alcohol and drug testing is carried out in accordance with the following:

- a) The TGen Code of Conduct and corporate values that requires individuals to be treated with fairness and respect.
- b) *AS/NZS 4308:2001 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine* (for pre-employment medical assessments).
- c) *AS/NZS 3547:2019 Breath alcohol testing devices*.
- d) *AS/NZS 4760:2019 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*.
- e) The instructions of the manufacturers of testing products.

## 5.4 Alcohol and drug testing requirements

- a) All individuals must have a 0.00 BAC reading at all times whilst on TGen controlled sites, which includes whilst on call or issuing direction or instruction on its behalf.
- b) Individuals must return a negative saliva screening drug test result at the levels specified by this procedure at all times whilst on site or issuing direction or instruction on its behalf.

## 5.5 Other breaches of the Alcohol and Other Drug Procedure

The following also constitute a breach of this procedure:

- a) Refusal to submit to or co-operate fully with the administration of an alcohol or other drug test.
- b) Wilfully attempting to falsify any alcohol and /or drug test.
- c) Whilst alcohol is permitted on site it must be declared (to a lead OMT/supervisor/regional manager) and it must be secured and removed unopened from the Corporation premises or vehicles at the end of the working day (and those bringing alcohol on site may be subject to a BAC test).

- d) Attempting or actually selling or supplying prescription or illicit drugs in the workplace is prohibited.

### 5.6 Random testing program

- a) The Manager Health, Safety and Environment will schedule a service provider to undertake testing.
- b) The person being tested will require photo identification. The preferred identification is the employee ID card and for a contractor or visitor, their drivers licence.
- c) All staff will be advised by the Manager Health, Safety and Environment of the week testing is to take place at least one week in advance. Random testing will be carried out in a non-discriminatory manner that involves a neutral selection process.
- d) On the days of testing this will involve all persons on site selecting one of two marbles from a bag that the service provider will manage.
- e) A coloured marble (any colour other than white) will indicate that a BAC and drug test will need to be undertaken.
- f) A white marble allows an individual to commence work without a test being required.
- g) Testing will be conducted in private at the discretion of the individual.

### 5.7 Procedures for collection and testing

- a) All collection and testing including for cause and post incident will be conducted by a third-party provider in accordance with their standard operating procedures.

### 5.8 Procedures for Minors

- a) A Parental Consent Form is required to give permission for a Minor (person under the age of 18 years) to participate in TGen random alcohol and other drugs screening, should testing be scheduled whilst they are on site.
- b) In the event that parental consent is not provided the Minor will not be permitted to enter the site.

## 6 Management of Fitness for Work Issues

### 6.1 General Guidelines

- a) TGen will ensure that all concerns relating to an individual's fitness for work are resolved in an effective and constructive manner. In accordance with (Fitness for Work) of the Enterprise Agreement it is acknowledged that generally, impairment should not affect job security or employment conditions.
- b) The following guidelines are used to manage fitness for work issues.
  - The Corporation will become involved if an individual's behaviour or state has the potential to impact on safety or performance.
  - When there is a reasonable belief that a worker at work is unfit for duty or there is a reasonable belief of impairment:

- a. the Corporation will confidentially discuss any suspected fitness for work problem with the individual concerned. An individual has the right to be accompanied at any such discussion by a work colleague or another appropriate support person.
- b. there is a concern regarding a person's ongoing fitness for work the individual will be required to undertake an appropriate assessment by a registered Medical Practitioner or other professional provider, in consultation with TGen Human Resources (HR). Should that assessment not be forthcoming then TGen shall refer the individual to a relevant professional provider.
- c. TGen 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 confidential advice and to have appropriate treatment.
- d. the Corporation in consultation with the individual will liaise with the relevant Registered Medical Practitioner or other professional provider to ensure ongoing fitness for work problems are being managed to enable the individual to return to work.
- e. if any individual returns a non-negative drug test or if the observed unfitness or impairment is such that there is a reasonable belief that there is a danger to safety of the person or others if the person remains on site, the individual may be required to leave the site.
- f. If the individual returns a BAC reading of 0.05% or above TGen has a responsibility to provide safe transport to the person home or alternatively a suitable place of rest. Visitors or contractors may be charged for any costs associated with returning them to their home or place of rest.

## 6.2 Prescribed and non-prescribed medication

- a) TGen recognises some individuals take prescribed drugs and/or non-prescribed drugs e.g., over-the-counter medication, that may affect their fitness for work.
- b) Individuals using these medications should:
  - Advise their Medical Practitioner or Pharmacist of the type of work they do at the time of obtaining the prescription or medication and obtain relevant information about the possible side effects;
  - If affected, advise their Supervisor and/or Line Manager that they are taking medications and there may be possible side effects;
  - Take the medications only as prescribed or instructed, and
  - Take note of warnings or instructions on packaging.
- c) All persons are provided with the option to confidentially disclose prescribed and over the counter medication to the collector via a medical declaration if they return a non-negative result to initial drug testing.
- d) The medical declaration will only be used by the laboratory to determine whether the stated medication is consistent with the level of drug(s) detected in the laboratory result.

- e) Individuals are not required to disclose medications if they do not wish to, however, for the laboratory to determine if a non-negative result obtained during initial on-site testing is related to medication they will need to be advised of this information.
- f) In the absence of this information the laboratory would be unable to provide advice on non-illicit substances and the result will be treated as a confirmed positive as per this procedure.

### 6.3 Procedures for managing individuals who return a positive alcohol or non-negative drug test

Managers and supervisors will undertake the following actions:

- a) Positive breath alcohol content (BAC) test:
  - If the BAC reading is between 0.00% to 0.05% in the initial test, then the individual will be asked to wait for 20 minutes and then be retested.
  - If the BAC reading is above 0.05% in the initial test, then the result is deemed positive then the individual will be asked to wait for 20 minutes and then be retested.
  - If the BAC reading is 0.00% (negative) after the second test, the individual may return to work.
  - If the BAC reading is above 0.00% on the second test the result is deemed positive.
  - In the event of a positive result the individual will be asked to leave site. If the BAC reading is above 0.05% transport shall be arranged.
  - If the BAC reading is below 0.05% and personal conveyance is an issue, the individual shall be offered transport to the person's home.
  - The individual will be required to return to work either the following day or at their next shift and will need to return a negative BAC result (0.00%) before recommencing work.
- b) Failed (non-negative) drug test:
  - A return-to-work test conducted by the test provider will be taken no less than 24 hours after the initial test.
  - The individual will need to return a negative test result before commencing work.
  - Where the individual is taking medication and is required to continue the medication for health reasons, a return-to-work test is not appropriate and the individual should remain off site until the laboratory results have been received.
- c) Confirmed positive drug test:
  - Where an individual has remained off site following an initial non-negative drug test and the laboratory returns a confirmed positive drug test result, the individual will be required to work with a relevant registered Medical Practitioner or other professional provider and TGen Human Resources (HR) to develop a Return-to-Work Plan, and as part of that plan return negative test result(s) before recommencing work.
  - The individual shall be given the option of having a support person of their choosing to be present during the development of their Return-to-Work Plan.



#### 6.4 Non-negative result with declared medication

- a) Where an individual declares to the third-party provider prior to initial testing that they are currently taking medication for a medical condition they will still be required to undertake an initial on-site saliva test.
- b) If the initial result is negative, the person shall return to normal duties and no further action is required.
- c) If the initial result is non-negative, the collector will obtain a second sample for laboratory analysis.
- d) If the laboratory returns a result consistent with non-illicit substances it will be deemed as a negative result and no further action will be taken.
- e) If the Laboratory returns a result consistent with illicit substances it will be deemed as a positive result and the Individual will be managed in accordance with this procedure.
- f) Where an individual chooses not to declare medication prior to initial testing and returns a non-negative result, they will then be asked by the collector if they are taking any prescribed or over the counter medication and will be provided with the option to disclose this information.
- g) A non-negative result shall be returned before for the individual can return to work.

### 7 Privacy and Confidentiality

- a) Throughout the drug testing process confidentiality will be maintained at all times. The testing service provider will be the only entity able to match a specific saliva sample with a specific person.
- b) Subject to the operational reporting requirements of this Procedure, TGen will ensure that individuals information is kept confidential and secure. All documentation and requests for disclosure will be handled according to relevant legislation. Information will only be used for the purpose of determining fitness for safe work, assignment of appropriate duties or rehabilitation processes.
- c) TGen will only release information to a third party as required by law and with the written permission of Legal Counsel after the individual concerned has been advised. Records of test results will not be passed on by the Corporation to any future Employer (except in the case of a transmission of business where the individuals transfer their employment to the new owner).
- d) Records of the test results of Contractors will be kept secure and not passed on to any person other than their Employer's nominated representative.
- e) TGen will take all reasonable steps to respect the privacy and confidentiality of individuals participating in testing. The behaviour and actions of all parties involved will be under close scrutiny with regards to maintaining the privacy and confidentiality of individuals being tested. Concerns about privacy and confidentiality should be reported to their Safety or HR Representative. Breaches of confidentiality will be dealt with in accordance with TGen's disciplinary processes and code of conduct.
- f) Where relevant to an incident investigation, the records will only be referenced in the investigation. These records will be kept in accordance with regulatory requirements.

## 8 Management of Contractors

- a) TGen requires that all contractors entering and working on TGen sites are fit for work.
- b) Contractors shall be required to undertake drug and alcohol testing as per this procedure.

## 9 Employee Assistance Program

- a) TGen will ensure that all eligible individuals and their families have access to a confidential and professional Employee Assistance Program (EAP). This is to address and resolve work and personal issues that might impact on their wellbeing and fitness for work. In addition, the EAP will also provide support and advice for managers and supervisors to assist them in evaluating and addressing fitness for work issues.
- b) For further information on the EAP refer to the TGen intranet home page link.

## 10 Roles and Responsibilities

Role / Title	Responsibility
<b>Chief Executive Officer</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control.</li> </ul>
<b>All Managers/Site Coordinators</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• This procedure is put in place at all Territory Generation controlled power stations sites.</li> <li>• Personnel are advised and trained as necessary in the procedure to be followed.</li> <li>• Contractors are informed of and follow the procedure, where applicable.</li> <li>• Contribute to procedure reviews</li> </ul>
<b>Project Officers/Contract Managers</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• Contractors under their control are informed of and follow the procedure, where applicable.</li> <li>• Contribute to procedure reviews</li> </ul>
<b>All Personnel</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• This procedure is followed personally and by contractors/visitors under their control, where applicable</li> <li>• Contribute to procedure reviews</li> </ul>

## 11 References

- AS/NZS 4308:2001 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine (for pre-employment medical assessments)
- AS/NZS 3547:2019 Breath alcohol testing devices

- AS/NZS 4760:2019 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid
- NT Work Health and Safety (National Uniform Legislation) Act
- NT Work Health and Safety (National Uniform Legislation) Regulations
- Public Sector Employment and Management Act (PSEMA)
- Territory Generation Safety Management System
- Territory Generation Code of Conduct
- Territory Generation Enterprise Agreement
- Territory Generation's Fitness for Work Procedure
- Safe Driving Handbook

## 12 Definitions

Where terms or words are not included in the definitions section, refer to Territory Generations Glossary for clarification. The glossary is available on Territory Generation intranet.

Term	Definition
<b>Alcohol</b>	Includes all food, beverages, medication and any other product containing alcohol.
<b>Breath Alcohol Concentration (BAC)</b>	The measurement of alcohol in the body, in grams of alcohol per 100 millilitres of blood and recorded as a percentage i.e., 0.00%.
<b>Drug</b>	Any substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any form which, may alter the fitness for work of a person.
<b>Fit for Work</b>	In a state (physical, mental and emotional), which enables the person to perform assigned tasks competently, and in a manner, which does not compromise the safety or health of themselves or others.
<b>Registered Health Practitioner (RHP)</b>	A health practitioner registered or licensed as a health practitioner (or as a health practitioner of a particular type) under a law of a State or Territory who may be responsible for receiving and reviewing laboratory results generated by an employer drug testing program and/or evaluating medical explanations for certain drug test results.
<b>Shall</b>	Means a mandatory requirement
<b>Should</b>	Means an advisory requirement
<b>TGen Worksite</b>	Any TGen property or vehicle

Term	Definition
<b>TGen Vehicle</b>	Any TGen owned, rented, leased or hired vehicle
<b>Year</b>	Calendar year

### 13 Records

All records relating to this procedure will be maintained in strict confidence.

Records will be maintained within TGen's record management system as per the Records Management Procedure.

Information from this procedure is captured, stored and managed in the TGen Electronic Document and Records Management System and controlled in the Controlled Document Register.

### 14 Review

This procedure will be reviewed, at a minimum, every three years or in the event of any significant change in system or process.

## Attachment 1: Drug Types and Test Cut Off Levels

Table 1: On-site Immunoassay screening test cut off concentrations as per AS/NZS 4760:2019

**TABLE A1**  
**ON-SITE IMMUNOASSAY SCREENING TEST**  
**CUT-OFF CONCENTRATIONS**

Class of drug	Cut-off concentration ng/mL
Amphetamine-type substances	50
Cannabinoids	15
Cocaine and metabolites	50
Opiates	50
Oxycodone	40

NOTE: The cut-offs apply to the concentration in the neat oral fluid specimen (obtained from the donor).

Table 2: Confirmatory Test Cut Off Concentrations as per AS/NZS 4760:2019

**TABLE 3**  
**CONFIRMATORY TEST CUT-OFF**  
**CONCENTRATIONS**

Compound	Cut-off concentration ng/mL
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
$\Delta^9$ -tetrahydrocannabinol (THC)	5
Cocaine	25
Benzoylcegonine	25
Codeine	25
Morphine	25
6-Acetylmorphine	10
Oxycodone	20

## 15 Attachment 2: Reasonable Belief of Impairment Observation Checklist

### Reasonable Belief of Impairment OBSERVATION CHECKLIST

Reference: Fitness for Work Procedure CONTROL0537

This checklist can be completed by a Line Manager/Supervisor, and where possible with the assistance of another Manager or Supervisor; when there is reasonable belief that a worker at work is unfit for duty.

Where the person is demonstrating one or more of the following symptoms or behaviours the person may be reasonably suspected of being impaired and the process outlined in the fitness for workflow chart (Attachment 2) should be followed.

NOTE: Care should be taken in applying this checklist, as some of the behaviours/symptoms outlined below are similar to those for the onset or occurrence of illnesses therefore these are listed as a guide only.

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Are the observed behaviours more or less noticeable compared to the employee's normal behaviour?

**Walking:**

Holding on

Stumbling

Unable to walk

Un-steady

Staggering

Swaying

Falling

Other (describe) \_\_\_\_\_

**Standing:**

Swaying

Feet wide apart

Unable to stand

Rigid

Staggering

Sagging at knees

Other (describe) \_\_\_\_\_

**Movements:**

Fumbling

Jerky

Nervous

Slow

Hyperactive

Other(describe) \_\_\_\_\_

**Demeanour:**

Uncooperative

Talkative

Aggressive

Argumentative

Excited

Crying

Sarcastic

Overly calm

Sleepy

Sleeping

Other (describe) \_\_\_\_\_

**Speech:**

Whispering

Slurred

Shouting

Incoherent

Slobbering

Silent

Rambling

Mute

Slow

Other (describe) \_\_\_\_\_

**Actions:**

Hostile

Fighting

Profanity

Drowsy

Threatening

Hyperactive

Erratic

Overly Calm

Avoiding

communication

Other(describe) \_\_\_\_\_

**Eyes:**

Bloodshot

Watery

Droopy

Dilated

Glassy

Closed

Other (describe) \_\_\_\_\_

**Face:**

Flushed

Pale

Sweaty

Other (describe) \_\_\_\_\_

**Appearance:**

Unruly

Messy

Dirty

Other (describe) \_\_\_\_\_

**Clothing:**

Stains on clothing

Having undue odour

Partially dressed

Other \_\_\_\_\_

**Breath:**

Alcoholic odour

Sweet/pungent

tobacco odour

Other(describe) \_\_\_\_\_

**Heavy use of:**

Chewing gum

Sweets

Mints Chewing:

Breath spray

Other (describe) \_\_\_\_\_

**Additional  
comments:**

Supervisor/Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

HSR Signature \_\_\_\_\_ Date \_\_\_\_\_

## 16 Document History

Date of Issue	Version	Prepared By	Description of Changes
07/02/2017	1.0	AOD committee	Procedure approved and released
28/11/2017	1.0	Michael Parsons	Page 11 - Changed "black" marble to "coloured" marble as engaged provider for testing does not use black.
8/03/2019	2.0	Hieu Nguyen	Added CEO Exemptions
16/01/2020	3.0	WHS Project Officer	New paragraph - Section 5.8
4/07/2022	3.0	Manager HSE	Multiple changes in consultation with GCC subcommittee
19/7/2022	4.0	WHS Project Officer	Review draft – section numbering added
22/08/2022	5.0	WHS Project Officer	Manager added to section 2. Scope.
4/10/2022	6.0	HSE Manager	Added Attachment 2 Reasonable Belief of Impairment Observation Checklist (from Fitness for Work Procedure CONTROL0537)
10/03/2023	7.0	HSE Manager	A large number of changes to the AOD procedure which has been agreed to by GM Operations and maintenance and GCC Committee.
28/8/2023	8.0		Approved by CEO to publish