1 Purpose

This Procedure describes the process for testing and managing Alcohol and Other Drugs in Water Corporation-controlled workplaces, in order to adequately manage the risks associated with the effects of drugs and alcohol use at work, to minimise the risk of injury or harm to our workers and the environment.

The purpose of this Procedure is to ensure fitness for work, provide a safe workplace and prevent incidents and injuries that can result from alcohol or drug impairment.

2 Scope

This Procedure applies to all workers on Water Corporation's workplaces.

This Procedure does not apply to operational workplaces where a Contractor has possession of the site. The Contractor shall be responsible for conducting drugs and alcohol testing and is required to address alcohol and other drugs within the Occupational Safety and Health Management Plan according to the conditions of contract.

This Procedure does not apply to:
- External personnel working on leased sites.
- Accompanied visitors conducting non-paid work.

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3 Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breathalyser Operator</td>
<td>• Perform and facilitate on site testing.</td>
</tr>
<tr>
<td></td>
<td>• Maintain confidentiality of all employees tested.</td>
</tr>
<tr>
<td>Contractor</td>
<td>• Comply with the requirements of this Procedure or safe directions given under this Procedure.</td>
</tr>
<tr>
<td></td>
<td>• Provide feedback on improvements to this Procedure</td>
</tr>
<tr>
<td>Delegated Manager</td>
<td>The Delegated Manager is appointed by the Branch or Regional Manager to:</td>
</tr>
<tr>
<td></td>
<td>• Notify the employee of positive alcohol and other drugs test results.</td>
</tr>
<tr>
<td></td>
<td>• Manage the Employee Management Plan (if developed).</td>
</tr>
<tr>
<td></td>
<td>• Facilitate all forms of testing and disciplinary actions under this Procedure.</td>
</tr>
<tr>
<td></td>
<td>• Maintain confidentiality of results and actions under the Employee Management Plan.</td>
</tr>
</tbody>
</table>
### Role Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager/Alliance Manager</td>
<td>- Responsible for communicating, consulting and implementing breathalyser testing with their allocated operational group or alliance.</td>
</tr>
<tr>
<td>Line Manager</td>
<td>- Monitor their direct reports and investigate any situations that may breach this Procedure.</td>
</tr>
<tr>
<td></td>
<td>- Obtain approvals and initiate For Cause testing.</td>
</tr>
<tr>
<td></td>
<td>- Responsible for referee check for internal recruitment.</td>
</tr>
<tr>
<td></td>
<td>- Manage employee voluntary notification.</td>
</tr>
<tr>
<td></td>
<td>- Determine trained breathalyser operators via their direct reports LMS records.</td>
</tr>
<tr>
<td>Line Managers/Site Contacts</td>
<td>- Provide full and immediate cooperation in ceasing work and assembling all workers on site for random testing. Failure to cooperate or assisting personnel in evading random testing shall result in disciplinary action.</td>
</tr>
<tr>
<td></td>
<td>- Use the collections factsheet provided by the collections contractor to ensure efficient collections.</td>
</tr>
<tr>
<td>Regional/Branch Lead Teams</td>
<td>- Responsible for providing up to date information (on request) to the Senior OSH Consultant Workers Compensation and Health on employee and projected contractor numbers, site contacts and other information to facilitate random testing.</td>
</tr>
<tr>
<td>Senior Human Resources Advisors and Human Resources Branch</td>
<td>- Provide support for Managers in enforcing this Procedure, including any disciplinary action.</td>
</tr>
<tr>
<td></td>
<td>- Maintain confidentiality of results, reports and actions under the Employee Management Plan.</td>
</tr>
<tr>
<td></td>
<td>- Provide documentation to the Manager prior to the employee leaving site.</td>
</tr>
<tr>
<td></td>
<td>- Notify payroll of employee’s leave without pay status.</td>
</tr>
<tr>
<td>Senior OSH Consultant Workers Compensation &amp; Health (or delegate)</td>
<td>- Maintain data for random generation; generate testing cycles and maintain confidential testing records.</td>
</tr>
<tr>
<td></td>
<td>- Keep records of quarterly random generation and random testing lists are to be kept to demonstrate process is impartial and nonbiased.</td>
</tr>
<tr>
<td></td>
<td>- Notify parties of positive tests.</td>
</tr>
<tr>
<td></td>
<td>- Provide interpretation and guidance on test results to Line Managers, Delegated Managers, Senior HR Advisors and Recruitment.</td>
</tr>
<tr>
<td></td>
<td>- Notify managers of Post Positive Random Testing (PPRT) occurrence for all individuals on an Employee Management Plan.</td>
</tr>
</tbody>
</table>
Role | Responsibilities
---|---
Workers | • Workers shall not attend work, continue to work or drive Water Corporation’s vehicle when under the influence of alcohol or drugs of abuse. This includes the requirement for workers on standby to not be under the influence of alcohol or drugs of abuse; and to be aware of the implications of drug or alcohol consumption during any period in which they are rostered on stand-by or when they are called out.
• Ensure that if they are taking prescribed or over the counter medication, that they have asked their doctor or pharmacist if there is a risk that it could affect their ability to perform their job safely.
• Declare the use of over the counter and prescription medications and provide evidence from their medical practitioner of prescription use of drugs, in the event that positive screening result is indicated. Medication of use is not able to be retrospectively declared.
• Maintain all positive drug and alcohol tests confidential by the parties notified and the notifying parties. Any notification outside of these parties will be considered to be a breach of the Code of Conduct and may be subject to disciplinary action up to and including termination of employment.
• Shall not use, buy, sell or be in the possession of drugs of abuse or banned substances. These actions shall result in disciplinary action which may include termination of employment.
• Speak to their Line Manager/Supervisor should they have any concerns that a co-worker’s drug or alcohol use is affecting their work and/or that the safety of others.

4 Training

All workers performing activities or roles listed in Table 1 must ensure they meet the listed training and competency requirements prior to undertaking the activity or role.

Line Managers (or Contract Managers) shall periodically ensure that employees or contractors working under this Procedure are aware of the requirements of the Procedure and have satisfactorily completed the required training for roles and activities described in the table.

Table 1 training requirements for breathalyser use

<table>
<thead>
<tr>
<th>Roles / Activities</th>
<th>Course</th>
<th>Comment</th>
<th>Period of Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breathalyser Operator</td>
<td>AlcoQuant On Line Training SAP Q11027</td>
<td>Click <a href="#">here</a> for CLD detail.</td>
<td>No expiry</td>
</tr>
</tbody>
</table>

5 PROCESS – Alcohol and Other Drugs Testing Program

Water Corporation is committed to providing a safe, healthy and productive workplace. This includes ensuring that workers do not come to work under the influence of alcohol or other drugs where they would be deemed unfit for work.

The Random Alcohol and Other Drugs Testing Program is coordinated by the Senior Consultant Workers Compensation and Health. The frequency of random testing is determined via a random site generation software program and test numbers are run such that an equivalent of approximately .7 of the organisation is tested per year. Onsite random testing is conducted by an external contractor and saliva drug testing is done in accordance with Australian Standard AS4760, as detailed and documented on the Chain of Custody Form (Refer to Appendix D).
All workers are subject to the following type of testing:

- **Random**: A non-discriminatory program that will randomly select when testing will occur and which random job site/group/individuals will be tested. Random testing includes the provision of an onsite alcohol breathalyser test and saliva drug test. Further detail about this testing is explained in Section 5.1.

- **For cause testing** is performed in the following circumstances:
  - When an OSH incident has occurred and altered work performance or behaviour can reasonably be contributed to the use of alcohol and other drugs.
  - When there is evidence of altered work performance or behaviour or demeanour.
  - Where there are reasonable grounds to conclude that the person is using or is in possession of alcohol and drugs of abuse in the workplace.

  For cause testing includes the provision of an onsite alcohol breathalyser test and urine sample test conducted at a local PathWest Facility or as arranged by the Senior Consultant Workers Compensation and Health. Further detail about this testing is explained in Section 5.2.

- **Post Positive Random Testing (PPRT)**: Repeat drug and alcohol testing over a 24 month period for a person who has previously returned a positive test result. This testing is in addition to the Water Corporation’s random testing cycle.

- **Pre-employment**: potential Water Corporation employees shall be required to have an alcohol and drug test. Further detail about this testing is explained in Section 5.9.

The need for and frequency of any additional testing shall be at the Branch Manager’s discretion. Participation in one form of testing does not exclude participation in other testing for alcohol and other drugs. Refer to Appendix A for the acceptable levels for blood/alcohol concentration.

The accepted/approved laboratory is PathWest. Remote areas without access to PathWest are able to use the local medical service, who will then forward the sample to PathWest. The collection must be taken using the protocol in Appendix F to be valid.

### 5.1 Random Onsite Testing

#### 5.1.1 Drug Screening

- Random drug testing is conducted with the provision of an onsite saliva sample. It is the responsibility of the individual to declare any over the counter or prescription medication prior to testing.

- Those unable to provide a sufficient saliva sample at random onsite testing will have a drug testing done at a local PathWest Facility. They shall attend with a completed Urine Drug Screen Chain of Custody form (Refer to Appendix D), which also details and documents the urine drug screen testing process in accordance with Australian Standard AS 4308.

#### 5.1.2 Alcohol Screening

- Alcohol testing is conducted on site using a breath analysis device and conducted by a trained breathalyser operator.

- Alcohol test results via breathalyser are immediate.

- If there is a positive alcohol result the individual shall not return to work and the process for on-site positive results described in Section 5.3 shall be followed.

### 5.2 For Cause Testing

For Cause Testing is the process of initiating Alcohol and Other Drugs Testing on the grounds that a person’s altered work performance or behaviour can be reasonably attributed to the use of alcohol and other drugs. Approval for Cause Testing can be granted by the Branch
Manager/Regional Manager within normal working hours. For Cause testing can proceed without approval, outside of normal working hours. Reasons shall be documented in a For Cause Testing for Alcohol and Other Drugs evidence record (Refer to Appendix B).

5.2.1 Initiating For Cause Testing

The Line Manager shall:

- Instruct the individual to immediately cease work, advise of the grounds for ceasing work and that a For Cause testing is required.
- Advise that refusal to participate is considered to be a positive test and the consequences of it. Refer to Section 5.4.
- Arrange the alcohol breathalyser test using a trained breathalyser operator as per protocol outlined in Appendix C. If required Line Managers can determine trained breathalyser operators via their direct reports LMS records.
- Arrange for the Individual to be transported to a local PathWest Facility (For the locations of PathWest laboratories please refer to SEAA WaterNet page) and ensure they attend with a completed Urine Drug Screen Chain of Custody form - for cause and post positive random testing request form (Refer to Appendix D).
- Notify the Senior Consultant Workers Compensation and Health of the testing and seek assistance where needed eg if there is no local PathWest facility arrangements can be made with a local medical provider.

5.3 Process following an onsite positive result

5.3.1 Drugs

- Where a person returns a positive initial onsite drug screening, but this can be reasonably related to medication declared (this will be determined by contacting the Senior Consultant Workers Compensation and Health). The Line Manager may permit the employee to continue working at the site, pending laboratory confirmation, provided they do not appear adversely affected.
- Where the initial drug screen is positive for illegal drugs, or drug use not declared or consistent with medication declared, the Site Contact shall contact the Senior OSH Consultant Workers Compensation and Health for assistance with managing positive screening.

The Line Manager will be required to:

- Instruct the employee that they are required to leave the site and not return to work that day.
- Advise the employee that they will be stood down on full pay until the drug confirmation report is received.
- Arrange transport for the employee from site to home. If relevant, the employee’s vehicle shall remain where it is unless private arrangements are made for its collection.
- Notify their HR Consultant to ensure they can provide appropriate support and any documentation required.

5.3.2 Alcohol

Where a person returns a positive result to the presence of alcohol which exceed the appropriate fit for work level (Refer to Appendix A) and the individual disputes the alcohol breathalyser result the Line Manager is able to offer a blood test if there is a PathWest facility within 30 minutes. The Line Manager shall transport the individual and provide the Urine Drug Screen Chain of Custody form - for cause and post positive random testing request form (Refer to Appendix D) to PathWest.

Disputing the result will not delay participation in any of the processes outlined in this Procedure, including disciplinary processes and periods of unpaid leave.
If there is no PathWest facility within 30 minutes of site, the breathalyser result is final. The Line Manager shall:

- Send evidence record and results to the Senior OSH Consultant Workers Compensation and Health.
- Make suitable arrangements to ensure the individual gets home safely following testing, and discourage them from driving their own vehicle and prohibit the use of Water Corporation’s vehicle.
- Arrange to stand down the individual without the loss of pay for ordinary hours until the outcome of drug testing is known, unless the individual has sustained a positive alcohol test.
- Notify the individual immediately if a confirmatory test returns a negative result. If a confirmatory test returns a positive then the process outline in Section 5.4 shall be followed.

### 5.4 Confirmed positive results

#### 5.4.1 Alcohol and Other Drugs

The Senior Consultant Workers Compensation and Health will monitor all confirmatory drug test results and will notify the Delegated Manager of any confirmed positive results. This will include any relevant information from the Toxicology Laboratory report regarding declared medications.

Where a person returns a confirmed positive result, the Delegated Manager shall, (with supporting documentation from the Senior HR Advisor), notify the Employee of the confirmed positive test result and undertake the following:

- Advise the employee that they will be on leave without pay until they are able to make a return to work.
- In the event that an employee has remained at work, make arrangements for the employee to get home.
- Employees shall not drive Water Corporation’s vehicles and shall be discouraged from driving their own vehicle.
- Recover security passes and keys. If the employee has remote IT access and systems level accounts these shall be locked upon the individual leaving site.
- Outline the process for making a return to work (Refer to Section 5.6).
- Make contact with the Water Corporation’s Employee Assistance Program (EAP) provider People Sense on 1300307912. Secure an appointment for the employee’s Drug & Alcohol Assessment.
- Ensure the employee receives documentation from HR prior to leaving site and a copy of the confirmed test results/chain of custody form for the positive alcohol results.

The Drug and Alcohol Assessment referral will be made to People Sense by the Senior Consultant Workers Compensation and Health.

#### 5.4.2 Cannabis

For confirmed cannabis positive results, in addition to the processes for confirmed alcohol and other drugs in Section 5.4.1, the employee shall demonstrate a decline in stored cannabis prior to their return to work. If there is evidence of reuse over this period, a further positive drug test result shall be recorded.

The employee will be required to participate in weekly decline cannabis testing. The dates for this testing shall be agreed to as part of the return to work arrangements. This will continue until results are conclusive to prove no evidence of re-use. If unable to comply due to sickness the employee must provide a medical certificate. Failure to attend for testing on the date notified will result in a positive test.

These test results will be monitored, notified and advised on by the Senior OSH Consultant Workers Compensation and Health.
Following completion of the structured decline testing program, the employee shall demonstrate their continuing drug and alcohol free status by participation in PPRT over a period not exceeding two years from the first positive test result.

Provision of more than two urine samples that are too dilute to be analysed shall result in the employee being invited to a disciplinary meeting, which may result in the repeated behaviour being deemed a breach of this Procedure.

Additionally, repeated (more than two) provision of a sample that is unable to be analysed will require the employee to be on leave without pay until a valid sample is provided, in the form of urine.

5.5 Disciplinary Actions

All confirmed positive test results will follow formal disciplinary Procedures. The employee shall receive formal correspondence outlining the outcome of each disciplinary proceeding.

Following a first confirmed positive test result; the employee shall be invited to a disciplinary meeting. The Delegated Manager shall provide the employee with written correspondence outlining that a positive test result has occurred and consequences of the result.

A second confirmed positive test result shall result in the employee being invited to a disciplinary meeting. A written letter, which may be a written warning, will be issued summarising the related breaches made by the employee.

A third or subsequent confirmed positive test result shall result in further disciplinary action which may include termination of employment.

However, depending upon the circumstances surrounding a first or second confirmed positive drug or alcohol test (e.g. an OSH Incident), the Senior HR Advisor may recommend issuing a written warning and the Branch and/or Regional Manager, in conjunction with the Senior HR Advisor, may recommend termination of employment to the Group General Manager.

Water Corporation is required to report the dismissal of any personnel due to positive drug tests to the Corruption and Crime Commission.

5.6 Return to Work

The employee shall undertake the following actions in order to make a return to work and will remain on leave without pay until these actions are completed.

- Participation in a Drug and Alcohol assessment with the Corporation’s EAP provider and recommendations in the form of an Employee Management Plan received by the Senior OSH Consultant Workers Compensation and Health.
- Undertake a Drug Screen Urine Test with PathWest to enable receipt of urine test results by the Senior OSH Consultant Workers Compensation and Health indicating a negative result for all drugs.

These actions shall be completed within five full working days from the employee receiving notification of a positive test, unless extenuating circumstances can be demonstrated.

Upon return to work the employee must return a negative Blood Alcohol Content (BAC) result. BAC reading shall be provided by a Water Corporation’s breathalyser operator at the time of returning to work.

Failure to follow the process for making a return to work within the five day timeframe will result in the employee being invited to a disciplinary meeting, which may result in the non-compliance being deemed a breach of this Procedure.

In the event of a consequent breach for drugs and alcohol, the employee is required to undertake the above process again if they are returning to work.

An employee shall indicate their willingness to participate in a two year Employee Management Plan which requires them to utilise the strategies recommended in the Drug and Alcohol assessment to ensure ongoing fitness for work, including ongoing support from the EAP if required and subjects them to ongoing PPRT.

If there is any non-compliance with the agreed actions the employee will be invited to a disciplinary meeting, which may result in the non-compliance being deemed a breach of this Procedure.

Failure to attend for testing on the date notified, unless reasonable explanation is provided by the Line Manager, will result in a positive test. PPRT will take place in addition to the Corporation’s usual random testing cycle.

On the appointed date for PPRT, the Delegated Manager shall

- Advise the employee in a confidential manner that they shall provide a breathalyser reading immediately and a urine sample within the day.
- Arrange for a breathalyser test to be conducted by a trained breathalyser operator.
- Communicate to the employee the requirement to provide a urine sample by attending a local PathWest Facility with a completed Urine Drug Screen Chain of Custody Form – For Cause and Post Positive Random Testing (Refer to Appendix D).
- Advise the employee of the requirement to provide a urine sample that is able to be analysed, by not consuming large amounts of water.

Provision of more than two urine samples that are too dilute to be analysed shall result in the employee being invited to a disciplinary meeting, which may result in the repeated behaviour being deemed a breach of this Procedure.

Additionally, repeated (more than two) provision of a sample that is unable to be analysed will require the employee to be on leave without pay until a valid sample is provided, in the form of urine.

Any further positive alcohol and drug test results will invoke cessation of the current Employee Management Plan and, if appropriate, participation in a Drug and Alcohol Assessment prior to further consideration about a return to work.

5.7 Non Participation in Testing

An individual shall be deemed to have breached this Procedure and returned a positive test result due to non-participation in the following circumstances:

- Refusal to undergo For Cause, random, breathalyser testing and weekly decline testing for Cannabis, or post positive random testing; this includes not attending weekly decline testing or post positive random testing on the day of notification.
- Refusal to comply with the chain of custody process when providing a sample, this includes refusal to provide a sample, name, date of birth, photo ID or sign the chain of custody form, labels or tamper evident seals.
- After attending work any individual who absents themselves from the workplace prior to participation in any form of alcohol and drug testing taking place, without the express, written consent of their Line Manager.
- Where an individual fails to present for testing without notifying the relevant Manager of the need to take Personal Leave. In this instance, medical certification is required to substantiate the need to take Personal Leave.
- Where an individual fails to present for testing without being on approved annual leave or Rostered Days Off previously approved by the relevant Manager.
- Failure to provide a urine sample on the same day or a sample that can be analysed where unable to produce a saliva sample as part of random testing.
Failure to provide a urine sample or attend a drug and alcohol assessment as part of the return to work process (results to be received within 5 working days), unless extenuating circumstances are demonstrated.

Failure to participate in drug and alcohol testing while visiting an internal/external site as part of their contract of employment.

Failure to return to site if within reasonable traveling distance and participate in random testing when requested by site contact/line manager.

Inability to produce a saliva sample will require the provision of a urine sample at a PathWest collection center. Refer to the SEAA WaterNet page for further details on locations of these collection centres.

If any of the above occurs the individual may be invited to a disciplinary meeting. Refer to Section 5.5.

5.8 Voluntary Notification

Where an employee voluntarily notifies the Water Corporation of a drug and/or alcohol related problem, the following shall occur:

- The Line Manager shall provide confidential assistance (with support from the Senior HR Advisor).
- The employee shall undergo For Cause testing as per Section 5.2.
- The employee shall be stood down without the loss of pay for ordinary hours until the outcome of drug testing is known.
- The employee shall be required to participate in a drug and alcohol assessment.

An employee shall receive a first breach of this Procedure for any positive test results, including the results of For Cause testing at the time of voluntary notification.

Voluntary notification does not exclude the employee from undergoing any form of alcohol and drug testing during the course of their employment.

5.9 Recruitment

5.9.1 Pre-Employment Labour Hire

The Labour Hire Agency shall provide evidence that drug screening has been conducted for all labour hire candidates placed with the Water Corporation.

The Hiring Manager shall be responsible for verifying that all labour hire candidates have passed drug screening prior to commencing duties, evidence shall be submitted by the Hiring Manager to recruitment

5.9.2 Pre-Employment External Candidates

Drugs of abuse screening shall be undertaken at the time of recruitment for all individuals applying to join Water Corporation. This screening is urine based in accordance with Australian Standard AS/NZS 4308:2008.

The applicant shall be advised at the interview that drug screening is a required component of the Water Corporation’s recruitment process. Only job applicants who return a negative drug test shall be considered for employment.

No retesting is permitted once a positive drug test has been confirmed. If a job applicant returns a confirmed positive drug test result, a 24 month exclusion period shall apply before they may apply for a subsequent job vacancy with Water Corporation.

Job applicants can request in writing under the Freedom of Information Act a copy of their drug test results. Results shall only be given in person on receipt of satisfactory proof of identification.

Recruitment shall store all results as a confidential record.
When a current Contractor applies for a permanent position with Water Corporation but fails the drug test, that Contractor shall be removed from the workplace. All positive tests are required to be confirmed with the Senior OSH Consultant Workers Compensation and Health prior to proceeding. Recruitment shall advise the relevant Senior HR Advisor of the positive test, who in turn shall advise the Branch or Regional Manager of the requirement to remove the Contractor from the workplace.

5.9.3 Internal Recruitment
Current Water Corporation’s employees who apply for internal positions submit their application on the basis that if they are currently participating in PPRT as part of an Employee Management Plan, the Hiring Manager shall be advised of the Employee Management Plan in order to effectively manage and resource. This shall be disclosed to the Hiring Manager at the time of referee check with the current Manager.

Current Water Corporation’s employees who apply for internal positions with a previous Employee Management Plan on their file shall not have this disclosed to the Hiring Manager at the time of referee check.

5.10 Contractor Management
Any Contractors conducting work in Water Corporation’s operational workplaces, where Water Corporation has possession of site will be subject to the following process:

5.10.1 On site Positive Screening
If the initial onsite drug screening is positive, but can be reasonably related to medication declared, the Contract Manager may permit the individual to continue working at the site, pending laboratory confirmation, provided they do not appear adversely affected.

If the initial drug screening is positive for illegal drugs, drug use not declared or consistent with medication declared, the Contract Manager will be notified and will instruct the individual that they are required to leave site and not to return to work that day. If there is a positive alcohol result the individual must not return to work. The employing entity will be notified immediately.

The Contract Manager shall:
- Ensure that the individual leave site and engage in their employer’s drug and alcohol Procedure/policy.
- Make arrangements for the Contractor to get home. They must not drive a Water Corporation’s vehicle and shall be discouraged from driving their own vehicle.
- Recover security passes and keys. If the contractor has remote IT access and systems level accounts these shall be locked upon the individual leaving site.
- Recover the Contractor’s Water Corporation HSE Induction Card.

If the confirmation drug test is positive the Site Contract or Contract Manager will be notified by the Senior OSH Consultant Workers Compensation and Health.

5.10.2 Confirmed Positive Alcohol and Other Drugs
In the event of a confirmed positive for drugs or alcohol, the Contract Manager shall notify the employing entity of the confirmed positive result and that they shall notify the contractor of the positive result. The Contractor must not return to any Water Corporation site until further notice.

Water Corporation reserves the right to deem a contractor an unsuitable person under the General Conditions of Contract, due to having failed to comply with this Procedure. The Branch, Regional or Alliance Manager will:
- Determine if the Contractor will be directed to not employ that person again on site.
• Liaise with the HSE Contract Manager to determine if the Contractor’s HSE Induction status should be ‘revoked’ or placed ‘on watch’ as per WC-OSH 038 Contractor HSE Induction.
• Provide in writing to the Senior OSH Consultant Workers Compensation and Health the decision made about the Contractor’s suitability to return to site.

If it is agreed that a Contractor will make a return to site, the Contractor’s employing entity is responsible for arranging their own drug and alcohol assessment and Employee Management Plan.

The Contracting entity needs to demonstrate a management plan which meets or exceeds the requirements of this Procedure, including participation in PPRT at the same frequency and duration stated in this Procedure.

Evidence of negative alcohol and drug tests is required, along with evidence that the Contractor is being regularly tested for alcohol and drugs over a two year period from the first positive test.

This evidence needs to be provided to the Senior OSH Consultant Workers Compensation and Health to ensure the management plan meets or exceeds the requirements of this Procedure.

The employing entity is responsible for all further drug and alcohol testing. All costs for further drug testing are at the employing entity’s expense and all results shall be kept confidential by the employing entity.

6 Records

All records shall be stored by the Senior OSH Consultant Workers Compensation and Health (or delegate) within a secure location in the Corporation’s information management systems. These records shall only be accessed by the Senior OSH Consultant Workers Compensation and Health (or delegate).

Random testing cycles shall be generated by the Senior OSH Consultant Workers Compensation and Health (or delegate) and stored within a secure location in the Corporation’s information management systems.

All samples and test results for the testing processes outlined in this Procedure are held and disposed of by the Corporation’s external collections contractor in accordance with the relevant Australian Standards and the Privacy Act 1988.

<table>
<thead>
<tr>
<th>Record</th>
<th>To be retained by</th>
<th>Filing convention</th>
<th>Retained for (time period)</th>
<th>Disposition Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAOD and PPRT Test Results</td>
<td>Senior Consultant Workers Compensation and Health</td>
<td>OSH_Program Management – Random Testing for Alcohol and Other Drugs as per relevant Quarter</td>
<td>2 years</td>
<td>10 years</td>
</tr>
<tr>
<td>Notifications of results and relevant communications</td>
<td>Senior Consultant Workers Compensation and Health</td>
<td>OSH_Program Management – Random Testing for Alcohol and Other Drugs as per relevant Quarter</td>
<td>2 years</td>
<td>10 years</td>
</tr>
</tbody>
</table>
7 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC</td>
<td>Blood Alcohol Concentration measured as a percentage of alcohol in the blood.</td>
</tr>
<tr>
<td>Banned Substance</td>
<td>Any substance banned under the Misuse of Drugs Act 1981 and the Poisons Act 1984. This includes synthetic cannabis and synthetic amphetamines.</td>
</tr>
<tr>
<td>Chain of Custody Form</td>
<td>A form used at the time of collection of the specimen to document collection, handling and storage protocols as per the relevant Australian Standards.</td>
</tr>
<tr>
<td>Chain of Custody</td>
<td>A series of protocols to account for the integrity of each sample by tracking its storage from the point of specimen collection to final disposal.</td>
</tr>
<tr>
<td>Breathalyser Operator</td>
<td>A Water Corporation employee who has been trained in the use of a Breathalyser unit and breathalyses on request. The competent breathalyser operator can also be an employee's Delegated Manager.</td>
</tr>
<tr>
<td>Contract Manager</td>
<td>An authorised representative of the Water Corporation (Principal) responsible for selection of a contractor or management of a contract or both. “Contract Manager” includes the Superintendent, Superintendent's Representative, Project Manager, Consultant or Agent. The Contract Manager may not be the same individual throughout the process.</td>
</tr>
<tr>
<td>Contractor</td>
<td>A company or person that has contracted with Water Corporation to provide goods and/or services including Suppliers, Consultants and Vendors. The term includes direct employees of the contractor, subcontractors engaged by the contractor, and any other persons who have been engaged by the Contractor to perform work on behalf of the contractor.</td>
</tr>
<tr>
<td>Dilute Sample</td>
<td>A urine sample that has a creatine level below the Australian Standard cut-offs for effective analysis.</td>
</tr>
<tr>
<td>Drug &amp; Alcohol Assessment</td>
<td>A Drug &amp; Alcohol assessment carried out by the Water Corporation’s Employee Assistance Program provider with any employee who has a positive drug or alcohol test, prior to the employee making a return to work.</td>
</tr>
<tr>
<td>Drugs of Abuse</td>
<td>Drugs not prescribed by a medical practitioner that are prohibited by law.</td>
</tr>
<tr>
<td>Employee</td>
<td>A person who is conducting work covered by the Enterprise Agreement or an individual common law contract with the Water Corporation or an alliance, or who meets the definition of an employee under the Fair Work Act 2009.</td>
</tr>
<tr>
<td>Employee Assistance Program (EAP)</td>
<td>The Water Corporation’s confidential counselling service provided free of charge to employees and their immediate families.</td>
</tr>
<tr>
<td>Employee Management Plan</td>
<td>A two year plan that requires the employee to be subject to ongoing post positive random testing over this period commencing with a Drug &amp; Alcohol Assessment by the Employee Assistance Provider with recommendations and agreed actions to ensure ongoing fitness for work.</td>
</tr>
<tr>
<td>Fitness for Work</td>
<td>Condition or state that enables a person to perform assigned tasks competently and safely.</td>
</tr>
<tr>
<td>For Cause Testing</td>
<td>Testing Initiated in the event of An OSH Incident and/or altered work performance/behaviour. It requires both a breathalyser measure of blood alcohol content and a urine sample for other drugs (including banned substances).</td>
</tr>
<tr>
<td>General Manager/Alliance Manager</td>
<td>Water Corporation Operational Group Manager or Alliance Manager (i.e. Aroona or Perth Region Alliance)</td>
</tr>
<tr>
<td>Negative Result</td>
<td>A result which does not exceed the tolerance level for alcohol or the drug cut off levels, target or nominated concentrations as per Appendix A of this Procedure.</td>
</tr>
</tbody>
</table>
### Term | Description
--- | ---
**Occupational Safety and Health Management Plan** | Document provided by Contractors which outlines the approach to manage hazards and risk associated with the scope of works, including alcohol and other drugs Procedure.

**Other Drugs** | Drugs of abuse, banned substances, abuse of prescription drugs and over the counter medications.

**Over the counter Medication** | Medication available through a pharmacy without prescription.

**Positive Test Result** | A positive result incurred through a confirmed test result above the relevant Australian Standard cut off levels, target or nominated concentrations as per Appendix A of this Procedure; also incurred through other breaches of this Procedure and/or breaches of the requirement of an Employee Management Plan.

**Possession** | For the purposes of this Procedure, the term ‘possession’ is defined as per the Misuse of Drugs Act 1981 (WA).

**Possession of Site** | The employing entity which manages, occupies and/or owns the site.

**Post Positive Random Testing (PPRT)** | PPRT is random testing of an individual who has breached this Procedure and is undertaken without prior notice to ensure an employee’s continuing drug and alcohol free status at work following a positive test result. This testing is in addition to the Corporation’s random cycle of testing.

| PPRT requires both a breathalyser measure of blood alcohol content and a urine sample for other drugs (including banned substances). PPRT will be undertaken for a period of two years following a first positive test result or voluntary notification.

**Prescription Medication** | Medication prescribed by a registered medical practitioner.

**Random Testing** | Testing of a whole site/working group for alcohol and other drugs without prior notice. Random testing will be carried out across all Water Corporation operational workplaces. Random testing requires both a breathalyser measure of blood alcohol content and a saliva sample for other drugs, as per Australian Standard AS 4760 - 2006. All saliva sample collection and testing is to occur with devices and methods that are compliant with Australian Standard AS 4760 – 2006.

**Referee Specimen** | A second container of the collected specimen or additional specimen collected contemporaneously which is sealed at the point of collection and subsequently transported and securely stored at the confirmatory testing laboratory for analysis in the event of a disputed result.

**Requesting Authority** | Water Corporation, including HR and Line Management.

**RTW** | Return to Work

**Shall/Must** | The words ‘shall’ and ‘must’ are to be understood as mandatory, non-negotiable requirement that is to be followed. There will be no deviation from this requirement.

**Should** | The word ‘should’ is to be understood as recommended but non-mandatory. Deviation from the requirement is permissible provided there is a sound reason for it. ‘Should’ allow the reader to make a judgement and decide whether or not to follow the recommendation.

**Site Contacts** | A person nominated to facilitate the random testing process when the collections contractor arrives on site.

**Vehicles** | A Water Corporation supplied vehicle is considered a workplace for OSH purposes and as such is subject to all health and safety legislation.
Alcohol and Other Drugs Procedure

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor</td>
<td>Any person (WC or non WC) who attends a workplace that is not their normal place of work for the purpose of one off and/or irregular visit.</td>
</tr>
</tbody>
</table>
| Workers (Personnel)           | A person who carries out work in any capacity for or on behalf of the Water Corporation. A worker agrees to perform work at Water Corporation’s direction, instruction or request (whether express, implied, oral or in writing).
These includes employees, contractor, subcontractors, employees of contractors and subcontractors, labour hire employees, apprentice and trainees, work experience student, outworker, or volunteer |
| Workplace                     | For the purposes of this Procedure, the term ‘workplace’ includes all areas where work is carried out and includes the activity of driving Water Corporation or hired vehicles during normal hours and after hours. The workplace is defined by the extent of activities being conducted.
- **Operational:** where operational work is undertaken – including, but not limited to, depots, workshops, treatment plants, dams, construction sites, vehicles and excavation sites.
- **Non-operational:** where no operational work is undertaken including, but not limited to office buildings, office areas of depots, vehicles. |

8 References

8.1 Referenced policies, standards, Procedures, and work instructions

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Location*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCY228</td>
<td>Hospitality and Functions</td>
<td>SEAA MS</td>
</tr>
<tr>
<td>WC-OSH O38</td>
<td>Contractor HSE Induction</td>
<td>SEAA MS</td>
</tr>
<tr>
<td>WC-OSH 024</td>
<td>Health Safety and Environment (HSE) Handbook for Contractors</td>
<td>SEAA MS</td>
</tr>
</tbody>
</table>

*Note: App. Document is included as an Appendix.  **SEAA MS** - available from the SEAA branch website, **Internal** - available from internal WC document management systems (Aquadoc, CorDocs), **External** - document available from the linked source but is not controlled within the SEAA MS.

8.2 Supporting documents, templates and forms

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Location*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Site Collection Attendance List Form</td>
<td>SEAA MS</td>
</tr>
<tr>
<td></td>
<td>Breathalyser Operation – Alcoquant – Test Record Form</td>
<td>SEAA MS</td>
</tr>
<tr>
<td></td>
<td>For Cause Testing for alcohol and other drugs Evidence Record Form</td>
<td>SEAA MS</td>
</tr>
<tr>
<td>PathWest</td>
<td>Urine Drug Screen Chain of Custody Form – For Cause and Post Positive Random Testing</td>
<td>External</td>
</tr>
<tr>
<td>PathWest</td>
<td>Blood Alcohol Level Test Request Form</td>
<td>External</td>
</tr>
<tr>
<td></td>
<td>Site Collection Process Fact Sheet</td>
<td>SEAA MS</td>
</tr>
<tr>
<td></td>
<td>General Awareness Fact Sheet Drugs and Alcohol</td>
<td>SEAA MS</td>
</tr>
</tbody>
</table>

*Note: App. Document is included as an Appendix.  **SEAA MS** - available from the SEAA branch website, **Internal** - available from internal WC document management systems (Aquadoc, CorDocs), **External** - document available from the linked source but is not controlled within the SEAA MS.
9 Compliance Mapping

<table>
<thead>
<tr>
<th>Task</th>
<th>Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Other Drugs</td>
<td>Workers’ Compensation &amp; Injury Management Act 1981</td>
</tr>
<tr>
<td></td>
<td>Occupational Safety &amp; Health Act 1984 (Sections 19 &amp; 20)</td>
</tr>
<tr>
<td></td>
<td>Freedom of Information Act 1982</td>
</tr>
<tr>
<td></td>
<td>Misuse of Drugs Act 1981</td>
</tr>
<tr>
<td></td>
<td>Poisons Act 1984</td>
</tr>
<tr>
<td></td>
<td>Road Traffic Act 1974</td>
</tr>
<tr>
<td></td>
<td>Alcohol and Other Drugs at the Workplace: Guidance Note - Worksafe W.A</td>
</tr>
<tr>
<td></td>
<td>Australian Standard 3547 - 1997 Breath Alcohol testing devices for personal use</td>
</tr>
<tr>
<td></td>
<td>Australian Standard 4308 - 2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine</td>
</tr>
<tr>
<td></td>
<td>Australian Standard 4760 - 2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid</td>
</tr>
</tbody>
</table>

10 Document Revision History

<table>
<thead>
<tr>
<th>Document Revision History</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 May 2013</td>
</tr>
<tr>
<td>30 Jun 2014</td>
</tr>
<tr>
<td>21 Oct 2015</td>
</tr>
<tr>
<td>1 Dec 2016</td>
</tr>
</tbody>
</table>

To provide feedback about this Procedure, please email the SEAAB Management System Team on SEABManagementSystems@watercorporation.com.au or visit the SEAAB WaterNet.
Appendix A  Alcohol/Drug Test Target Concentration Levels AS 4308 (urine) & AS4760 (saliva)

1. SPECIMEN: Breath
Alcohol: 0.00 (tolerance to 0.02) g/100ml

2. SPECIMEN: Urine
Test cut off concentrations in accordance with Australian Standard AS 4308: 2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

<table>
<thead>
<tr>
<th>Class of Drug</th>
<th>Test target Concentration Levels (µg/L)</th>
<th>Confirmatory Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benzodiazepines</td>
<td>200</td>
<td>Benzodiazepines</td>
</tr>
<tr>
<td>Cannabis metabolites</td>
<td>50</td>
<td>Cannabis metabolites</td>
</tr>
<tr>
<td>Cocaine Metabolites</td>
<td>300</td>
<td>Cocaine Metabolites</td>
</tr>
<tr>
<td>Amphetamine type</td>
<td>300</td>
<td>Amphetamine type</td>
</tr>
<tr>
<td>Opiates</td>
<td>300</td>
<td>Opiates</td>
</tr>
</tbody>
</table>

3. SPECIMEN: Saliva
Test cut off concentrations in accordance with Australian Standard AS 4760: 2006 ‘Procedures for specimen collection and the detection and quantitation of drugs in oral fluid’

<table>
<thead>
<tr>
<th>Class of Drug</th>
<th>Test target Concentration Levels (ng/mL)</th>
<th>Confirmatory Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opiates</td>
<td>50</td>
<td>Amphetamines</td>
</tr>
<tr>
<td>Amphetamine-type</td>
<td>50</td>
<td>Methylamphetamines</td>
</tr>
<tr>
<td>stimulates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>∆9-tetrahydrocannabinol (CANNABIS)</td>
<td>25</td>
<td>Methylenedioxyamphetamine</td>
</tr>
<tr>
<td>Cocaine and metabolites</td>
<td>50</td>
<td>Methylenedioxyamphetamine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>∆9-tetrahydrocannabinol</td>
</tr>
</tbody>
</table>

NOTE: These targets represent the undiluted oral fluid concentration.

4. Banned Substances
Testing for banned substances can occur using either urine or saliva samples. Nominated concentrations for banned substances are determined by and validated by the testing laboratory, as per AS 4760 and AS4308.
Appendix B  For Cause Testing for Alcohol and Other Drugs Evidence Record

Employee Name: ____________________________________________________________
Supervisor Name: __________________________________________________________
Manager Name: _____________________________________________________________
Senior HR Advisor: __________________________________________________________

Document behavioural or physical signs of alcohol or drug use.

Document report from other employees of alcohol or drug use.

For all For Cause testing (other than a SSI) document approval received from Branch Manager/Regional Manager.

Document your conversations with the employee regarding the requirement of For Cause testing and their response.

Document the outcome of initiated For Cause testing.

Evidence Record Completed By:_________________________________________________
Position:___________________________________Date:__________________________
cc. Senior OSH Consultant Workers Compensation and Health.
Appendix C Breathalyser Operation Test Record

Team Leader/Manager:

- Establish a private area for testing and contact a breathalyser operator to conduct test.
- Record employee details and consent for testing below. If consent to test is not given, explain non participation is a positive test (Refer to Sections 5.7, WC-OSH 109 Alcohol and Other Drugs Procedure).

Employee Details and Consent:

Name: ____________________________________________________________________
Personnel Number: ___________________________DOB. ____________________
I consent to blood alcohol determination by breathalyser testing.
Signed: ____________________________________________________________________ Date: ____________________________________________________________________

Breathalyser Operator: 3 tests are to be performed within 15 minutes and results recorded below. Test 15 minutes after any mouth alcohol has been consumed.

<table>
<thead>
<tr>
<th>Test 1</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 2</td>
<td>Time</td>
</tr>
<tr>
<td>Test 3</td>
<td>Time</td>
</tr>
</tbody>
</table>

I declare that the test results are accurate as per device display screen and above recorded results:

Signed: ___________________ Print Name:_____________________  Date:____________
(Signed: ___________________ Print Name:_____________________  Date:____________
(Signed: ___________________ Print Name:_____________________  Date:____________
(Signed: ___________________ Print Name:_____________________  Date:____________
(Breathalyser Operator)
(Line Manager)
(Employee)
(Witness – if requested by employee)

Team Leader/Manager:

- If the lowest test result is greater than 0.020, offer the option of a blood test (blood alcohol level) at PathWest provided there is a collection centre within 30 minutes travel. If there is not a PathWest Collection Centre within 30 minutes travel, the breathalyser result shall be deemed final and binding.

Breathalyser Operator:

- Print results from breathalyser unit if there is a positive result. Refer to instruction on SEAA WaterNet page – Random Testing for Alcohol and Other Drugs.
- Return completed form to Senior OSH Consultant Workers’ Compensation and Health, SEAA Branch.
Appendix D  Urine Drug Screen Chain of Custody Form (For Cause and PPRT)

PathWest Laboratory Medicine WA

WATER CORPORATION O.S.H. – UNSUPERVISED COLLECTION

PHARMACOLOGY & TOXICOLOGY, QE II Medical Centre, Nedlands, Western Australia 6009, Toxicology Email: PathWest@health.wa.gov.au

Urine Drug Screen Chain Of Custody Request Form: Unsupervised Collection

Water Corporation “For Cause” & Positive Random Testing

Cost Centre/Stat Order #: WC2 Account

Employee #:____________________

SURLNAME __________________ GIVEN NAME __________________

DATE OF BIRTH __/__/____ SEX: M F (Please Circle)

ADDRESS

COMPANY NAME: Results to: WC2

COMPANY CONTACT: Water Corporation

ADDRESS: PO Box 100, Leederville, WA, 6002

TEL: 6430 3364 or 6439 971 738

RESULTS VIA: PathWestDirect

Invoice to: WC2

Sur OSH Consultant Workers’ Compensation & Health, H.R. & Management

PO Box 100, Leederville, WA, 6002

PathWestDirect

TEST SUBJECT CONSENT DETAILS: (To be completed by test subject)

I certify that the specimens accompanying this form are my own and were provided by me to the collector. Further, I certify that the specimen container/s were sealed with tamper-proof seals in my presence and that information provided on this form and on the labels is correct. Also, I consent to the analysis of specimens for alcohol and other drugs of abuse and the release of these results to the company listed above or authorised representative. I acknowledge that results cannot be sent by e-mail.

I have taken the following medication (prescription or non-prescription) in the last ten days:

______________________________________________________________________________

Signature of test subject: _____________________ Date: _____________________

(To be completed by Authorised Collector):

COLLECTION SITE LOCATION: ________________

Collector (name or ID number): ________________ Collector AQTF certified: Yes / No?

I certify that the donor’s identification has been verified and that the specimen identified on this form is that provided to me by the donor providing the certification above, that it bears the same identification as set forth above and that it has been collected, divided, labeled and sealed in compliance with ASNS 4980.

Signature of Collector: _____________________ Date of collection ___/__/____ Time of collection ____________________

Identification sighted (or: driver’s licence):

Temperature (read within 4 minutes) _____°C range 33-38°C Urine Visual Appearance:___________ Creatinine Result:___________

Synthetic Cannabin: Testing Required: Yes:

CHAIN OF CUSTODY

<table>
<thead>
<tr>
<th>NAME</th>
<th>Signature</th>
<th>Seals Intact</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

FOR LABORATORY USE ONLY

Sample

Received, accepted, released

Alarmed, released for analysis

Received for confirmation & released

Received for confirmation & released

Received for confirmation & released

Received for confirmation & released

Received for confirmation & released

Received for storage

--
Appendix E  Blood Alcohol Level Test Request Form

- [ ] Blood Alcohol Level
- [ ] Other tests: ________________________________

CLINICAL NOTES

Collecting Signature: [X]

Doctor’s Signature

[ ] Senior OSH Consultant

Workers Comp & Health Projects

Water Corporation

PO Box 100 Leederville WA, 6902

Tel: 89420 2364 or 0439 971 739  Fax: 9420 3699

Bill to: WC2

Copy Report to: WC2

PathWest

Labouratory Medicine WA

Health Service WA

RESULTS & ENQUIRIES

13 PATH 7284

Pathology Request

Source: Hospital

Word: NHP

Unit no.: Telephone:

Date of Collection: Time of Collection:

Therapeutic Drugs

Drug: Design: Date: Time:

Cervical Pathology

Previous Cervical / Surgery:

Pregnancy / Postpartum:

Prostate: Prostate:

Nasal Discharge:

Abnormal Bleeding:

Abnormal Genital:

LMP:

Previous Smear:

Contraception or Hormone:

Ancillary Test: ThinSp

Biopsy

Patient’s Signature for Ancillary Test: [X]
Appendix F  PathWest Laboratory and Collection Centre Contact Information

Normal and Outside Normal Business Hours
To locate metropolitan and country PathWest urine drug screen collection centres, please access the PathWest website for full details.

To arrange a collection at Bunbury Pathology or any other country locations without a PathWest lab, please contact the Senior OSH Consultant Workers Compensation & Health (or Delegate) on (08) 9420 2364.

PathWest Urine Drug Screening Collection Procedure

Conduct a Facility Check
- No other accessible source of water in the collection enclosure.
- Permanent colouring agent in the toilet bowl.
- All possible adulterant substances removed from the enclosure.
- Access to the collection enclosure to be restricted to donor and collector only.
- The collection enclosure is secure with no possibility of sample substitution from outside through windows or doors.

Donor Identification
- The collector shall request donor identification.
- Where the donor’s identification cannot be established unequivocally, then the collector shall not proceed with the collection.

Collection Procedure
- The donor’s details (name, DOB, address) shall be recorded on the Chain of Custody Request Form.
- The donor shall be requested to declare any medication taken in the last ten days and this information recorded on the Chain of Custody Request Form.
- The donor shall be requested to remove any unnecessary outer garments that may conceal adulterant substances.
- The collector shall ask the donor to wash hands prior to providing the sample.
- The collector shall label a specimen container with the donor’s name, DOB and date and time of collection.
- A temperature-recording device shall be placed on the lower half of the specimen container.
- The donor shall be instructed to over half fill the specimen container.
- The collector shall don gloves.
- The collector shall escort the donor to the collection cubicle and wait outside until the sample is collected.
- After voiding, the donor shall hand the specimen container directly to the collector. The specimen must remain in the sight of both parties until properly sealed.
- The collector shall again inspect the cubicle in the presence of the donor and note any suspicious findings. A repeat sample shall be requested if adulteration is suspected.
- The donor shall wash hands.
- The collector shall measure and record the temperature of the sample on the Chain of Custody Request Form. The reading shall be taken within four minutes of voiding. The
Alcohol and Other Drugs Procedure

acceptable range is 33-38°C. Should the temperature reading fall outside this range, another reading shall be taken with another temperature monitoring device. Should the temperature still be outside the required range, a repeat sample shall be requested. This shall be noted on the Chain of Custody Request form and both samples sent to PathWest Toxicology Laboratory.

- Immediately after the specimen is collected, the collector shall also inspect the urine specimen to determine its colour and look for any indication of adulterants or diluents. Should adulteration or dilution be suspected, a portion of the sample shall be decanted into another specimen container and this sample tested with a Urine Adulteration Test Strip. Any unusual findings shall be recorded on the Chain of Custody Request Form and a repeat sample will be requested. Both samples shall be sent to PathWest Toxicology Laboratory.

- Should a split sample be requested, another specimen collection container shall be labelled with the donor’s details and half of the original sample decanted into this container. Both samples shall be sent to PathWest under Chain of Custody.

- A security seal (or seals if there is a split sample) shall be signed by the donor and the collector, dated and placed over the lid of the container(s). The serial number of the security seal shall be placed in the top right hand corner of the Chain of Custody Request Form. If a split sample has occurred, this shall be noted on the Chain of Custody Request Form and serial numbers from both security seals placed on this form.

- The donor shall read and sign the Test Subject Consent section and this shall be witnessed and signed by the collector. The collector shall then complete and sign the Collection Details section and Sample sent by section of the Chain of Custody Request Form. The specimen(s) and Chain of Custody Request Form(s) shall be placed together in a biohazard bag(s) and kept in a secure place in a refrigerator at 4°C until transported to the PathWest Toxicology Laboratory.