

# Managing Alcohol and Other Drugs Procedure

## Queensland Hydro's position on Alcohol and Other Drugs in the Workplace

Queensland Hydro is committed to providing a safe, healthy and productive workplace for its workers and to ensuring the safety of all visitors.

Queensland Hydro recognises that the use of alcohol and other drugs (AOD) can directly impact a worker's fitness for work, their own health and safety, and the safety of others they work or interact with.

Every person working with Queensland Hydro has a personal responsibility to be fit for work. Queensland Hydro's **Life Saving Rules (HS-PRO-0034)** support this procedure to establish our position on AOD in the workplace – **all persons at Queensland Hydro worksites (workers and visitors) must always be free from alcohol or the adverse influence of drugs.**

### 1. Purpose

To affirm Queensland Hydro's position on AOD at Queensland Hydro worksites and detail the processes to be followed for AOD testing.

### 2. Scope

This procedure applies to all Queensland Hydro employees, contractors and visitors on Queensland Hydro worksites or completing Queensland Hydro controlled activities. This procedure does not apply to any workplace under the control of a Principal Contractor that is not Queensland Hydro.

This procedure supports the Queensland Hydro **Fitness for Work procedure (HS-PRO-0042)** and **Life Saving Rules (HS-PRO-0034)**.

### 3. Responsibilities

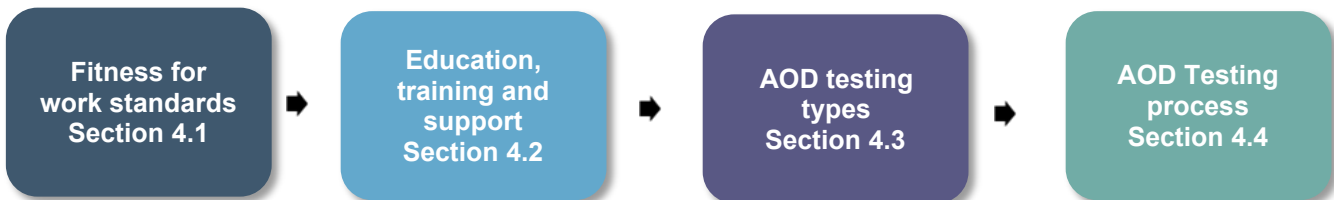
Every person working with Queensland Hydro or at a Queensland Hydro worksite has a duty to be fit for work and not do anything that may adversely affect their own, or others' health and safety in the workplace, including being under the influence of alcohol and other drugs.

Role	Responsibilities
Visitors	<ul style="list-style-type: none"> <li>▪ Participate in drug and/or alcohol testing <b>and training</b> as required by this procedure</li> <li>▪ Not attend a Queensland Hydro worksite if impaired by alcohol and/or drugs as detailed in Section 4.1</li> </ul>

Role	Responsibilities
<b>Workers</b>	<p>Workers must:</p> <ul style="list-style-type: none"> <li>▪ Be fit for work and not exceed the prescribed limits for alcohol or other drugs when: <ul style="list-style-type: none"> <li>○ reporting for work,</li> <li>○ at work,</li> <li>○ on call,</li> <li>○ operating a vehicle for work purposes.</li> </ul> </li> <li>▪ Not consume or have in their possession any alcohol and or illicit drugs at the worksite.</li> <li>▪ Conduct themselves appropriately at social functions when representing Queensland Hydro.</li> <li>▪ Not use medications contrary to the manufacturer's instructions or Doctor's/ Pharmacist's prescription.</li> <li>▪ Notify their immediate supervisor if: <ul style="list-style-type: none"> <li>○ they are taking any prescribed and/or non-prescribed medication that could affect their fitness for work;</li> <li>○ their work performance is likely to be affected by AOD use; and</li> <li>○ there is any risk to themselves or others due to the effects of alcohol or other drugs.</li> </ul> </li> <li>▪ Participate in drug and/or alcohol testing and training as required by this procedure.</li> <li>▪ Notify their immediate supervisor or other responsible person immediately if they suspect others in the workplace are impaired by alcohol and/or other drugs.</li> </ul>
<b>Queensland Hydro</b>	<ul style="list-style-type: none"> <li>▪ Ensure induction processes include education on the standards, obligations and responsibilities of this Procedure.</li> <li>▪ Educate workers about the effects of alcohol and drugs on health and wellbeing.</li> <li>▪ Advising workers and visitors during induction, that testing for alcohol and other drugs is undertaken and provide information and education regarding this procedure.</li> </ul>
<b>Managers/ Supervisors</b>	<ul style="list-style-type: none"> <li>▪ Ensure implementation of this procedure at the worksite.</li> <li>▪ Work with People and Capability to investigate apparent breaches of this procedure.</li> <li>▪ Take appropriate actions where breaches of the procedure have occurred.</li> <li>▪ Implement this procedure where a reasonable suspicion has been formed that a person may be affected by alcohol and/or other drugs.</li> <li>▪ Consult with People and Capability/ Health and Safety to arrange suitable work for workers taking prescription and/or legal medication.</li> </ul>

Role	Responsibilities
Head of Health, Safety and Environment	<ul style="list-style-type: none"> <li>Maintain this document, including establishing a review process that includes appropriate stakeholders.</li> <li>Oversee implementation of AOD testing and manage the AOD testing provider contract and performance.</li> <li>Ensure that information and education regarding this procedure are available to employees, contractors and visitors.</li> <li>Provide support for managers/supervisors in relation to individuals who appear to be impaired and or are confirmed as being under the influence of alcohol and other drugs.</li> <li>Communicate to relevant managers about trends and or issues associated with the application and operation of this procedure and any opportunities for improvement.</li> <li>Assist in arranging employee AOD support, counselling and medical advice for employees.</li> </ul>
AOD Sample Collectors	<ul style="list-style-type: none"> <li>Align themselves with relevant Australian Standards and Queensland Hydro requirements in this procedure for the collection and testing of specimens taken for alcohol and other drugs.</li> <li>Maintain privacy and confidentiality.</li> <li>Maintain full appropriate records.</li> </ul>

#### 4. Process



##### 4.1 Fitness for Work Standards

The following details the fitness for work standards related to alcohol, illicit drugs, prescribed medication and medicinal cannabis.

###### 4.1.1 Alcohol

**To be considered fit for work, all workers must have a Breath Alcohol Concentration (BrAC) of 0.00%.** Workers who have a BrAC of higher than 0.00% are considered to be under the influence of alcohol and unfit for work.

Visitors must also have a **Breath Alcohol Concentration (BrAC) of 0.00%** to enter a Queensland Hydro worksite.

Any person who returns a BrAC of greater than 0.00% will be required to immediately leave the workplace.

Positive test results will be managed as per the process set out in section 4.4.

###### 4.1.2 Alcohol at Work-related Functions

Responsible consumption of alcohol at work-related events outside of standard work hours is permitted. At all times the Queensland Hydro Code of Conduct and workplace standards apply.

If work-related functions are held on Queensland Hydro worksites, alcohol may be permitted with the approval of the Chief Executive Officer.

#### 4.1.3 Illicit Drugs

Illicit drugs included in Queensland Hydro's drug testing program are:

- Cannabis (THC)
- Opiates
- Amphetamines
- Methamphetamines
- Ecstasy
- Cocaine

**To be considered fit for work, all workers must have a result which is below the levels of detection as per AS 4760 Procedures for the collection and quantification of drugs in oral fluid or AS4308 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine** (dependent on the testing methodology undertaken). Visitors must meet the same standard to enter a Queensland Hydro worksite.

A non-negative test result for drugs is anything above the levels of detection as per AS4760 or AS4308. Any person who returns a non-negative test result will be required to immediately leave the workplace. Non-negative test results will be managed as per the process set out in section 4.4.

#### 4.1.4 Therapeutic/Prescription Medication

Queensland Hydro recognise that a worker's fitness for duty may be affected by legal medication (prescription or over the counter medication) they are taking. This includes medicinal cannabis.

Workers using medications should:

- ensure they are familiar with the Queensland Hydro **Fitness for Work procedure (HS-PRO-0042)**.
- advise their Medical Practitioner or Pharmacist of the nature of work activities they perform at the time of obtaining the prescription or medication.
- obtain relevant information and advice about the possible side effects of medications and any potential impacts on their ability to safely perform their job duties, including taking note of warnings or instructions on the packaging.
- take the medications only as prescribed or instructed.

For the purposes of Fitness for Work related to medication use, roles within Queensland Hydro may be defined as **Safety-Critical** or **Quality-Sensitive** (refer to Section 6 Definitions). Queensland Hydro worksites may also be classified as **Safety-Critical** (generally speaking, these are operational and Project sites). Where a role is designated as either Safety-Critical or Quality Sensitive, this will be captured in the **Occupational Job Dictionary (HS-PRO-0041)** and may be noted in the relevant Position Description.

For simplicity, workers who fall into the below categories are collectively categorised as **Impairment-Sensitive** situations:

- Is employed in a Safety-Critical role and/or;
- Is employed in a Quality-Sensitive role and/or;
- Attends a Safety-Critical site and/or;
- Undertakes work-related driving and/or operates plant and machinery.

Workers who do not fall into any of the above categories fall under the **Non-impairment sensitive** category.

The management of situations in which Queensland Hydro workers take legal medication, including medicinal cannabis products, will vary dependent on whether the person's role is defined as Impairment Sensitive or non-impairment sensitive.

#### 4.1.4.1 Legal medication (excluding medicinal cannabis)

Impairment Sensitive Situations	Non-Impairment Sensitive Situations
<p>Workers using medications that may impact fitness for work (e.g. drugs which warn of drowsiness or caution regarding the operation of a motor vehicle or machinery), <b>must</b> disclose this to their supervisor and in the case of Queensland Hydro employees, also to the Queensland Hydro Head of Health, Safety and Environment (HSE).</p> <p>The Queensland Hydro Head of HSE will work with the employee and supervisor to develop a health management plan, which may include restrictions on the individual's duties.</p> <p>The employee may be requested to attend for review with their own medical practitioner to obtain information on the impacts of the medication on their ability to perform their work safely. The Queensland Hydro Head of HSE may in turn choose to seek advice from the Queensland Hydro Chief Medical Officer (CMO).</p> <p>Contractors will be requested to obtain advice from their medical practitioner on the impact of the medication on their ability to undertake their work for Queensland Hydro safely. This information is to be provided to Queensland Hydro using the form <b>Medical Declaration Form (HS-FRM-0056)</b>. Queensland Hydro may restrict the work the Contractor can undertake for Queensland Hydro until additional information is provided.</p>	<p>Workers may choose to disclose the exact nature of medications being taken to their Supervisor.</p> <p>The Supervisor may involve the Queensland Hydro Head of Head of HSE and a health management plan may be developed but is not mandatory.</p>

#### 4.1.4.2 Medicinal Cannabis

Medicinal Cannabis (also known as medicinal CBD or THC, and/or medicinal marijuana) is a medicine whose active ingredient is CBD and/or THC. CBD and THC are cannabinoids, which are specific chemicals derived from the cannabis plant. THC is the cannabinoid that causes psycho-active effects, while CBD has no psychoactive effect. Medicinal Cannabis products contain varying amounts of CBD and THC, including products which state they are solely CBD and those which state they are solely THC.

It is well-recognised that people independently source Medicinal Cannabis products via the internet, primarily from manufacturers and suppliers overseas, or informally from other people. In these circumstances it is recognised that the manufacturing process may be imperfect, meaning that substances believed to, or labelled as, containing only CBD (and no THC) do in fact contain THC.

THC can cause impairment and affect the ability to perform work tasks safely, including driving and operating plant/ equipment. It is a criminal offence in NSW, Victoria and Queensland to drive with detectable levels of THC in oral fluid or blood, regardless of whether the source of the THC is a legitimately prescribed Medicinal Cannabis product.

Medicinal cannabis products containing THC may cause a non-negative test result for THC during workplace testing. If this occurs, the standard Queensland Hydro procedure for managing a non-negative workplace drug test will apply, as detailed in section 4.4.

#### 4.1.4.3 Fitness for Work – Impairment Sensitive Situations

**If the worker is categorized as being in an impairment sensitive situation they will be considered not fit for work if they are above the levels of detection in AS4760/ AS4308 for THC, irrespective of whether it has been prescribed legally.**

All Queensland Hydro workers categorised as Impairment-Sensitive **must** notify the Queensland Hydro Head of HSE if they begin, or are already, taking a Medicinal Cannabis product, irrespective of how these are procured, and including situations in which the product is believed to contain only CBD. This includes:

- Legitimate prescriptions for Medicinal Cannabis from an authorised Prescriber.
- Medicinal Cannabis products containing THC sourced from Pharmacies.
- Medicinal Cannabis products containing THC sourced without a prescription from websites.
- Medicinal Cannabis products containing THC bought independently overseas and posted or transported to Australia.
- Medicinal Cannabis products containing THC sourced informally from other people.

Employees categorised as Impairment-Sensitive who provide notification they are taking Medicinal Cannabis products will be referred to the Queensland Hydro Chief Medical Officer (CMO) for a Fitness for Work assessment, which will include a drug test. Employees will be unable to undertake impairment sensitive tasks, including attending safety-critical sites or driving for work purposes, until this process is complete and a negative drug test result recorded. Where possible they will be placed on alternative duties which are not impairment sensitive. In circumstances where the restrictions cannot be accommodated, the employee will be stood down on full pay whilst exploration of other options is considered, such as a permanent change of role.

The Queensland Hydro CMO and Queensland Hydro Head of HSE will complete a Health Management Plan, which will outline the work tasks the employee is able to undertake, the sites they are able to attend, and whether any additional reviews, including an ongoing requirement for periodic drug testing, are required.

Employees captured as Impairment-Sensitive are permitted to take Medicinal Cannabis products which contain only CBD, and no THC, subject to the support of the CMO following a Fitness for Work assessment, creation of a Health Management Plan, and including a negative drug test. The Medicinal Cannabis product being used must be taken in accordance with a legitimate prescription.

Contractors who provide notification they are taking Medicinal Cannabis products will be requested to provide further information on the impact of the medication on their ability to undertake their work for Queensland Hydro safely. The **Medication Declaration Form (HS-FRM-0056)** is to be used, which will require the contractor to obtain advice from their medical practitioner. Contractors will be unable to undertake impairment sensitive tasks, including attending safety critical sites until additional information is provided and a negative drug test result recorded. The Queensland Hydro Head of HSE may consult with the CMO to obtain advice as needed.

#### 4.1.4.4 Fitness for Work –Non-Impairment Sensitive Situations

Cannabis product containing THC	Medicinal Cannabis product not containing THC (i.e. CBD only)
Employees <b>must</b> notify the Queensland Hydro Head of HSE, who will meet with the employee and determine whether referral to the Queensland Hydro Chief Medical Officer (CMO) for a Fitness for Work assessment	The employee is encouraged to notify the Queensland Hydro Head of HSE but is not required to do so.

<p>is required.</p> <p>If referral for a Fitness for Work assessment does take place, the Queensland Hydro CMO will determine whether a drug test for THC impairment is required. If a drug test is undertaken, it is not a requirement that a negative result be returned.</p> <p>A Health Management Plan will be completed, and will capture any restrictions on work tasks, and specify whether future reviews, potentially including a drug test, are required, and, if so, at what time interval(s).</p>	<p>If notification does occur the Head of HSE will determine what additional management should take place, which may include referral to the Queensland Hydro CMO for a Fitness for Work assessment, which may include a drug test. If a drug test is undertaken, it is not a requirement that a negative result be returned.</p> <p>A Health Management Plan may be required.</p>
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#### 4.1.5 Prohibited Activities Related to Alcohol and Other Drugs

In addition to the requirements to be fit for work, the following activities are prohibited on Queensland Hydro worksites or while conducting Queensland Hydro business and will be considered serious misconduct:

- the use, possession, consumption, delivery, distribution, exchange, manufacture, purchase of, sale or transfer of illegal drugs, or other unlawful substances.
- misuse, excessive use, or recreational use of over-the-counter medication or prescription drugs. This includes the use of prescription medication for which the worker does not possess a personal prescription.

Employees engaging in the abovementioned activities will be referred to the Queensland Hydro People and Capability team and may be subject to disciplinary action, up to and including the possibility of termination. In the case of contractors, the individual’s employer will be notified and the individual may be subject to action, including the possibility of removal from site and prohibiting returning to any Queensland Hydro worksite.

## 4.2 Education, Training and Support

Queensland Hydro will provide information and mandatory training on AOD issues relevant to its workplaces to all workers, including familiarisation with the AOD testing program, and the possible impacts of AOD on fitness for work. Visitor inductions will include the standards for alcohol/ AOD as detailed in section 4.1 and the testing requirements to attend a Queensland Hydro site.

Queensland Hydro acknowledges that drug and/or alcohol use can result in illness (including dependency). Any employee who is concerned they may suffer from a dependency or other medical condition related to drug and/or alcohol use is encouraged to seek assistance from the Queensland Hydro Employee Assistance Program (EAP); their immediate supervisor; a member of the Queensland Hydro People and Capability team or Queensland Hydro Head of HSE; their own treating practitioner; community health services or other specialist services.

## 4.3 AOD Testing Types

The following types of AOD testing may be undertaken by Queensland Hydro:

- **Pre-Employment Testing** - before an applicant has been given a conditional offer of employment and prior to employment.
- **Unannounced Random Testing** - randomly for all employees and contractors at a Queensland Hydro worksite. The Head of HSE will determine the frequency of random testing. An approved random selection method will be used to determine who is required to undergo testing on the day.
- **Unannounced Blanket testing** - of all employees and contractors at a given location. The Head of HSE will determine the frequency of blanket testing.
- **Mandatory Alcohol Testing as a condition of entry to, or work at, a safety critical site.**

- **Reasonable Suspicion** - when Queensland Hydro has reasonable suspicion that there is, or has been, a violation of this Procedure. Further information on reasonable suspicion testing is provided in Section 4.4.
- **Post-incident testing** - may be conducted (1) where there is reasonable belief that drugs and/or alcohol may have been involved as a contributing factor to the incident; and/or (2) in situations where there has been an incident that has been categorised as severe or higher as per **Incident Management Procedure (HS-PRO-0027)**. Testing should be completed as soon after the event as possible.

Pre-employment, random, blanket, reasonable suspicion or post incident testing for drugs may be either by urinalysis or oral fluid testing at Queensland Hydro's discretion.

AOD testing providers will be competent to meet appropriate testing process standards and certified to *AS3547:2019 and AS4760:2019*.

#### 4.3.1 Privacy and Confidentiality

Queensland Hydro will take all reasonable steps to respect and maintain the privacy and confidentiality of a person participating in AOD testing. The behaviour and actions of all parties involved will be under scrutiny with regards to maintaining the privacy and confidentiality of persons being tested.

The use of information gained arising from any AOD test will be strictly limited to purposes consistent with this procedure. Any specimen taken during testing will be for the sole purpose of AOD testing and will not be used for any other purpose.

Queensland Hydro will only release information associated with an individual's AOD testing in accordance with this section, or following receipt of written permission from the individual, or if required by law. Where a Contractor has been found to have breached this procedure through testing undertaken at a Queensland Hydro site, Queensland Hydro will provide the contractor's employer with a summary of the test results.

All records relevant to the collection, transport, and analysis of breath and fluid samples shall be maintained by the approved accredited AOD collector. Worker records and results of AOD testing retained by the approved accredited collector may be destroyed in accordance with the legislative requirements.

#### 4.3.2 Voluntary Self Testing

Self-test options for alcohol impairment will be made available by Queensland Hydro at Queensland Hydro worksites to allow workers and visitors to voluntarily self-test, in locations which allow for confidentiality whilst undertaking a test. Queensland Hydro does not supply self-test drug detection kits.

The result of an individual's voluntary alcohol self-test will not be recorded and will not be used in any formal performance management process. Workers are not required to divulge the results of any self-tests, however in the event of a positive self-test Queensland Hydro requires the person to immediately leave the workplace. Workers may discuss the result with their supervisor and the actions to be taken (e.g., can request assistance with transport home, can request access to EAP support).

In the event there are repeated occurrences where an employee is not fit for work identified on self-testing, concern may be addressed by Queensland Hydro as a performance issue; and/or refer the employee to the Queensland Hydro Chief Medical Officer for assessment.

## 4.4 AOD testing process

### 4.4.1 Actions of person being tested

During AOD testing the person being tested must:

- Remain at the workplace once they have been advised that testing is to be undertaken.

- Present for testing at the time nominated.
- If requested, present photo identification to the AOD Testing Officer.
- Sign the consent form provided by the AOD Testing Officer.
- If the person is taking prescription/therapeutic medication that may affect the testing results, advise the AOD Testing Officer of this medication **prior** to the sample being collected.
- Participate in the testing processes as instructed by the AOD Testing Officer.

A person will be managed as having a positive alcohol or drug test result if they:

- Intentionally leave the workplace to avoid testing after the AOD Testing Provider arrives at the workplace; and/or
- Refuse to sign the consent form provided by the AOD Testing Provider; and/or
- Refuse to participate in testing; and/or
- Provide a substituted specimen or interfere with a specimen.

#### 4.4.2 Management of Alcohol Test Results

The process for managing alcohol test results is shown below:

Step	Actions
Initial breath test completed with result of 0.00% BrAC	The person tested is permitted to return to normal duties and/or remain at the workplace. No further action needed.
Initial breath test completed with result of >0.00% BrAC	Person to remain with tester.  The tester is to immediately notify the Queensland Hydro Head of HSE. Second confirmatory test to be completed 20 minutes after the initial test. Person should refrain from eating or drinking whilst awaiting confirmatory test.  The second reading will be the official BrAC level recorded and will be treated as the confirmed result.
Confirmatory test completed with result of 0.00% BrAC	Test considered to be a negative result.  Person is permitted to return to normal duties and/or remain at the workplace. No further action needed. No results are to be recorded.
Confirmatory test completed with result of >0.00% BrAC	Test considered to be a positive result and a breach of this procedure.  The tester is to immediately notify the Queensland Hydro Head of HSE, who will in turn notify the person's direct line manager and People and Capability.  The person will be required to cease work and immediately leave the workplace. The person's supervisor/manager will arrange safe transport home or to a suitable place of rest.
For employees: Disciplinary Investigation	The employee will be stood down on full pay pending the completion of an investigation, with the investigation supported by the People and Capability team.  Line supervisor/ manager to maintain regular contact with employee to confirm their welfare during the investigation process.  <b>A confirmed positive result is considered to be a breach of this procedure and of the Queensland Hydro Life Saving Rules. Employment outcomes of</b>

	<b>a confirmed positive result to alcohol may include disciplinary action up to and including the termination of employment.</b>
For Contractors: Show Cause	<p>Queensland Hydro will notify the involved person's employer of the result.</p> <p>Contract owner to work with legal and commercial teams to send show cause letter to involved person's employer regarding the breach of this procedure. The employer will be required to show cause demonstrating why their employee should be allowed to return to work for Queensland Hydro.</p> <p>Queensland Hydro will review the response and may elect to prohibit the person from returning to any Queensland Hydro worksite for a defined period of time or permanently.</p>

#### 4.4.3 Management of Drug test results

The process for managing drug test results is shown below:

Scenario # 1	Actions
Initial test completed which is negative to the presence of drugs.	The person tested is permitted to return to normal duties and/or remain at the workplace. No further action needed.
Scenario # 2	Actions
Initial test completed with unconfirmed non-negative result AND the person has not declared the use of any medication to the AOD Testing Officer <b>before</b> the sample was taken.	<ol style="list-style-type: none"> <li>1. The tester is to immediately notify the Queensland Hydro Head of HSE, who will in turn notify the person's direct line manager and People and Capability team. If the non-negative occurs on the Project site, the tester is to notify the Queensland Hydro Construction Manager and Head of HSE.</li> <li>2. The AOD Testing Officer will immediately obtain a second sample and a referee specimen.</li> <li>3. The AOD Testing Officer and person involved complete a chain-of-custody form for the confirmatory and referee specimens being sent for laboratory testing.</li> <li>4. The confirmatory and referee specimens are sent to the testing provider's nominated NATA accredited laboratory for analysis.</li> <li>5. The person will be required to cease work and immediately leave the workplace. The worker's manager, or where on the Project Site the Construction Manager, will arrange safe transport home or to a suitable place of rest.</li> <li>6. For Contractors, the Queensland Hydro representative engaging the contractor will advise the individual's employer.</li> <li>7. If the person is a Queensland Hydro employee, they will be stood down on full pay until the confirmed result (following laboratory analysis) is received. NB: Under usual circumstances it will take up to 5 working days for a confirmed laboratory result to be returned, and during this time the line manager/delegate should maintain regular phone contact with the worker to check in on their welfare.</li> </ol>
STEPS FOLLOWING LABORATORY ANALYSIS:	
Laboratory analysis confirms a <b>negative result</b>	The person will immediately be permitted to return to normal duties and/or return to the workplace. No record will be placed on the worker's file.

<p>Laboratory analysis confirms a <b>positive result</b> – i.e. laboratory confirms the presence of drugs at or above the specified target concentrations listed in the relevant Australian standard</p>	<p>The employee will continue to be stood down on full pay pending the completion of a disciplinary investigation, with the investigation supported by the People and Capability team. Line supervisor/ manager to maintain regular contact with employee to confirm their welfare during the investigation process.</p> <p><b>A confirmed positive result is considered to be a breach of this procedure and of the Queensland Hydro Life Saving Rules. Employment outcomes of a confirmed positive result to drugs may include disciplinary action up to and including the termination of employment.</b></p> <p>For Contractors, Queensland Hydro will notify the involved person’s employer of the result. Contract owner to work with legal and commercial teams to send show cause letter to involved person’s employer regarding the breach of this procedure. The employer will be required to show cause demonstrating why their employee should be allowed to return to work for Queensland Hydro. Dependent on this response Queensland Hydro may prohibit the person from returning to any Queensland Hydro worksite for a defined period of time or permanently.</p>
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Scenario # 3	Actions
<p>Initial test completed with unconfirmed non-negative result AND the person declared the use of prescription/therapeutic medication to the AOD Testing Officer <b>before</b> the sample was taken AND initial result is consistent with this declaration.</p> <p>E.g.: person declared use of prescription pain killers and initial rest result is non-negative to opiates.</p>	<ol style="list-style-type: none"> <li>1. The tester is to immediately notify the Queensland Hydro Head of HSE, who will in turn notify the person's direct line manager and People and Capability team.</li> <li>2. The AOD Testing Officer will immediately obtain a second sample and a referee specimen.</li> <li>3. The AOD Testing Officer and person involved complete a chain-of-custody form for the confirmatory and referee specimens being sent for laboratory testing.</li> <li>4. The confirmatory and referee specimens sent to the testing provider's nominated NATA accredited laboratory for analysis.</li> <li>5. The Queensland Hydro Head of HSE undertakes a confidential discussion with the person and their manager to assess whether the person can remain at work (on either normal or restricted duties) or is required to leave the workplace. Consideration will be given to the risk profile of the person's work tasks and the effects of the medication. The Head of HSE, where required, may refer the individual to a CMO nominated by Queensland Hydro.  Where required the CMO will provide advice on whether the medication will impact on the person's fitness for normal duties. Where appropriate and with the person's consent, the CMO may consult the person's treating doctor in relation to the person's fitness for normal duties.</li> <li>6. The Queensland Hydro Head of HSE will advise the line supervisor/manager of the outcomes of this assessment.</li> <li>7. Where the person is required to leave the workplace, the worker's supervisor/manager will arrange safe transport home or to a suitable place of rest.</li> <li>8. Under usual circumstances it will take up to 5 working days for a confirmed laboratory result to be returned.</li> </ol>
<p>Laboratory analysis confirms a negative result</p>	<p>No record will be placed on the worker's file. Where the person has been stood down, they will immediately be permitted to return to normal duties and/or return to the workplace.</p>
<p>Laboratory analysis confirms a result <b>consistent</b> with initial declaration</p>	<p>The Queensland Hydro Head of HSE will continue to work with the person and their manager to assess the person's fitness for work. If concerns remain that the person may not be fit for work due to the ongoing use of the prescription/therapeutic medication, the worker may be offered health management support or referred for a Fitness for Work Assessment.</p>
<p>Laboratory analysis confirms an <b>inconsistent</b> result to initial declaration</p> <p>E.g. at a concentration that is inconsistent with the recommended or prescribed dosage</p> <p>E.g. for a different drug class than that initially declared</p>	<p>Should a laboratory result contradict the initial declaration by the person, this will be treated as a positive result and a breach of this procedure and of the Queensland Hydro Life Saving Rules. <b>Employment outcomes of a confirmed positive result to drugs may include disciplinary action up to and including the termination of employment.</b></p> <p>Employees will be stood down on full pay pending the completion of a disciplinary investigation, with the investigation to be supported by the People and Capability team.</p> <p>Line supervisor/ manager to maintain regular contact with employee to confirm their welfare during the investigation process.</p> <p>For Contractors, Queensland Hydro will notify the involved person's employer of the result. Contract owner to work with legal and commercial teams to send show cause letter to involved person's employer regarding the breach of this procedure. The employer will be required to show cause demonstrating why their employee should be allowed to return to work for Queensland Hydro. Dependent on this response Queensland Hydro may prohibit the person from returning to any Queensland Hydro worksite for a defined period or permanently.</p>

#### 4.4.4 Dispute of a laboratory confirmed positive result

If a person wishes to dispute a laboratory confirmed positive result, they have two business days from receipt of written notification of the result to request that their referee specimen be tested. Failure to lodge a dispute within this period is the equivalent of no dispute being lodged.

The request to have a referee specimen tested must be made in writing to the Queensland Hydro Head of HSE. This request should include whether the person wishes to use Queensland Hydro's AOD Testing Provider, or an alternative NATA accredited testing provider, to conduct the testing of the referee specimen.

Any costs associated with testing of the referee sample will be the responsibility of the person lodging the dispute. However where the referee specimen laboratory confirmed test result is negative or invalid, Queensland Hydro will reimburse the costs. If a referee specimen confirms a negative result, the person will immediately be permitted to return to normal duties and/or return to the workplace if this has not already occurred. In addition, no record will be placed on the worker's file.

If the referee specimen has been deemed invalid by the testing provider, then the confirmatory result will be deemed invalid and treated as a negative result.

The referee specimen will remain the property of the person being tested until the expiry of the dispute period, or a lodged dispute has been settled. Following expiration of the dispute period, the referee's specimen will be destroyed by the AOD Testing Provider without notification to the person who provided the test or to Queensland Hydro.

#### 4.4.5 Return to work alcohol and/or drug testing

A person who produces a positive BrAC result or a confirmed drug screen result may be required to undergo and pass additional alcohol and/or drug testing before their return to work on behalf of Queensland Hydro or at any Queensland Hydro workplace. Such testing may be required as part of rehabilitation for an alcohol/ drug related condition. The Queensland Hydro Head of HSE will determine and arrange this testing, potentially after seeking advice from the Queensland Hydro Chief Medical Officer and/or other relevant expert professionals.

#### 4.4.6 Reasonable Suspicion Testing

A person may be reasonably suspected of being under the influence of alcohol and/or drugs (prescription or illegal/illicit drugs) where the person is demonstrating indicative physical signs and or substandard work performance.

Identification of the affected person may occur because of:

- Voluntary disclosure by the person affected.
- Direct observation of the affected person.
- A person found in possession and/ or consuming of alcohol or illicit drugs at work.

To assist direct observation, refer to **Appendix 1 Guide to AOD signs and effects**.

##### 4.4.6.1 Process for Reasonable Suspicion Testing

If a manager or line supervisor is provided information that indicates a worker or visitor may be under the influence of alcohol and/or drugs, they must inform the Queensland Hydro Head of HSE, the People and Capability Team and, in the case of contractors or visitors, the Queensland Hydro representative (e.g., Contract Administrator or host). Based on the nature of the information, the Queensland Hydro Head of HSE, with guidance from the People and Capability team, may authorise targeted testing of the individual.

If the manager or line supervisor has a reasonable suspicion that the worker is not fit for work due to alcohol and/or drugs, they are to initially discuss their concerns with the worker. Following this discussion, if they still have a reasonable suspicion that alcohol and/or drug testing is required, they must:

- Direct the person not to perform any further work and wait in a safe location, then make themselves available for AOD testing.
- Document any concerning or unusual behaviours exhibited by the person. Where possible this should be completed in consultation with the individual.
- Contact the Queensland Hydro Head of HSE to advise of the possible requirement for reasonable suspicion AOD testing and if possible, provide a copy of any documented observations.
- Once approved, wait for the Queensland Hydro Head of HSE to organise the testing.
- Alternatively, if AOD testing is not immediately available, the person is not to perform work and Queensland Hydro will make arrangements for their safe transport to suitable location (e.g. medical centre for assessment) and consider the security and relocation of the persons' vehicle and/or return to site later.
- Make and retain detailed contemporaneous notes of their observations and actions taken.

Misuse of reasonable suspicion testing will be investigated as potential harassment by the People and Capability team.

## 5 Associated Documents

This procedure sits under the Health and Safety Policy. The key documents aligned to this procedure are identified below:

Document code	Document title
HS-PRO-0026	Incident Management Procedure
HS-PRO-0012	Rehabilitation and Return to Work Procedure
HS-PRO-0034	Life Saving Rules Procedure
HS-PRO-0042	Fitness for Work Procedure
HS-FRM-0056	Medication Declaration Form
HS-FRM-0060	Alcohol breath test record form
HS-PRO-0041	Occupational Job Dictionary
AS 3547:2019	<i>Breath Alcohol Testing Devices for Personal Use</i>
AS 4760:2019	<i>Procedures for specimen collection and the detection &amp; quantitation of drugs in oral fluids</i>
AS 4308:2023	<i>Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.</i>

## 6 Definitions

Term	Definition
<b>BrAC Breath Alcohol Concentration</b>	Breath Alcohol Concentration (BrAC) expressed in grams (of alcohol) in 210 litres of expired breath, equivalent with the Blood Alcohol Concentration (BAC) expressed in grams (of alcohol) in 100ml of blood.
<b>BAC Blood Alcohol Concentration</b>	The amount of alcohol present in the bloodstream expressed in grams (of alcohol) in 100ml of blood.
<b>Chain of Custody</b>	A process to account for the integrity of each oral fluid specimen by tracking its handling and storage from the point of specimen collection to final disposal of the specimen
<b>Chain of Custody Form</b>	A form used by the AOD testing provider to record the tracking of the specimen from the time of collection of the specimen to its receipt by the laboratory, as well as the dispatch between laboratories.
<b>Confirmed negative result</b>	Are laboratory results that: <ul style="list-style-type: none"> <li>▪ Do not indicate the presence of illegal or prohibited drugs in excess of standard cut-off limits; or</li> <li>▪ Are consistent with the recommended dosage or prescribed dosage of legal medication disclosed by the donor during the testing process</li> </ul>
<b>Confirmed positive result</b>	A result returned by a NATA – accredited laboratory that confirms the presence of drugs that exceed the minimum cut-off limits prescribed in <i>AS4760-2006 Procedures for specimen collection and the detection and quantification of drugs in oral fluid</i> ; or <i>AS4308 Procedures for specimen collection and the detection and quantification of drugs of abuse in urine</i> or is not consistent with the recommended or prescribed dosage for the legal medication disclosed by the donor during the testing process
<b>Illicit drugs</b>	Every substance or article which is a “dangerous drug” under or within the meaning of the <i>Drugs Misuse Regulation 1987</i> (QLD)
<b>Legal Medication</b>	Drugs legally prescribed to a patient by the medical practitioner/ pharmacist or bought over the counter.
<b>National Association of Testing Authorities (NATA)</b>	NATA is the authority responsible for the accreditation of laboratories, inspection bodies, calibration services, producers of certified reference materials and proficiency testing scheme providers throughout Australia
<b>Principal Contractor</b>	The person conducting a business or undertaking appointed by Queensland Hydro as the Principal Contractor for a construction project, and given the management and control of the workplace at which the construction project will be carried out and who discharges the duties of the Principal Contractor.

Term	Definition
<b>Quality Sensitive role</b>	<p>One which requires the person to exercise judgement on behalf of Queensland Hydro, and with the clear potential for significant adverse consequences to Queensland Hydro (for instance, financial consequences, and/or adverse effects on reputation) if judgement is sub-optimal.</p> <p>This will typically refer to persons employed as Project Directors; Heads of and Executive General Managers but may refer to other role types as well.</p>
<b>Referee specimen</b>	<p>A separate container of the collected second specimen or an additional specimen collected at the same time as the second specimen. A referee specimen may be used in the event of a disputed analysis.</p>
<b>Safety critical role</b>	<ul style="list-style-type: none"> <li>▪ One whose job function is directly related in some way to the safety of others, or who could seriously impact the safety of others by not performing the job correctly; and</li> <li>▪ One where sudden or subtle incapacitation of that individual may compromise their ability to undertake a task defined as essential to safety, thereby posing a significant risk to the health and safety of themselves and others. (<i>Dodman et al. Occup Med 2012: 62 (7) : 480-482.</i>)</li> </ul>

## Appendix 1: Guide to AOD Signs and Symptoms

Where the person is observed demonstrating one or more of the following physical symptoms or work performance behaviours, that person may be reasonably suspected of: ill health, potentially mild/severe fatigue, or potentially under the influence of alcohol and/or drugs. These symptoms and behaviours are listed as a guide only.

**NOTE:** Be aware that some symptoms/signs (outlined below) are similar to those for the onset or occurrence of a heart attack, stroke or other illnesses. A person displaying any of these symptoms/signs or behaviours may require medical treatment. Expressing a concern to your supervisor should not be delayed.

Physical Signs/Symptoms/Behaviours		
Flushing	Dizziness	Shakiness
Bloodshot eyes	Dilated (enlarged) pupils	Unclear judgement
Confused	Uncoordinated movements	Irregular breathing
Slow reactions	Loss of memory	Hyperactivity
Slurred speech	Aggression	Depression
Smells of alcohol	Tendency to laugh	Tension
Loss of inhibitions	Talk more than usual	Unconsciousness
Vomiting	Convulsions	Hallucinations
Trembling	Irritability	Irrational behaviour
Threatening manner	Sleepiness	Anxiety
Convulsions	Increased sweating	Dehydration

Work Performance Behaviours
<b>Non or reduced attendance at work evidenced by:</b>
<ul style="list-style-type: none"> <li>▪ Absenteeism such as excessive sick leave; taking of unauthorised leave; frequent minor illnesses; improbable excuses for absences; lateness of arrival; and/or</li> <li>▪ On-the-job absenteeism such as continued absences from office, desk, or worksite; frequent trips to coffee room or toilet, late returning from lunch/shift</li> </ul>
<b>Continuous non-compliance to Queensland Hydro health &amp; safety standards evidenced by:</b>

## Work Performance Behaviours

- Incidents on the job; near misses; or incidents off the job that affect work performance

### Effects on clients and customers evidenced by:

- Clients comment on behaviour or action; and/or loss or threatened loss of business

### Diminished quality of work evidenced by:

- Difficulty recalling instructions or job details and/or giving misunderstanding instructions
- Slow to learn new jobs; unreliability; and/or reduced levels of concentration

### Diminished quantity of work evidenced by:

- Missed deadlines or jobs taking more time than expected and/or decreased productivity
- Unable to sustain effort and/or spasmodic work pace

### Effects on work team evidenced by:

- Over-reaction to real or imagined criticism; wide mood swings in morale, moody and unpredictable
- Borrowing money from co-employees and/or complaints from, or avoidance of, co-employees
- Involved in arguments and/or physical fights