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1. OBJECTIVE

This procedure outlines PPA’s drug and alcohol standards, requirements and testing regime. This procedure should be read in conjunction with Fitness for Duty - Drug and Alcohol Policy.

2. SCOPE

Unless exempted under Section 5 below, all personnel accessing PPA controlled areas and undertaking PPA controlled works are required to comply with this procedure, including employees, contractors, licensees and visitors.

3. RESPONSIBILITIES

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers, Superintendents and Supervisors</td>
<td>Personnel under their control are aware of, understand and comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Employees and contractors</td>
<td>Comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Licensees</td>
<td>Managers and those in supervisory positions must understand and comply with the requirements of this procedure, and seek advice from PPA's Health and Safety Department should they not understand any of the requirements. They also must ensure their personnel comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Visitors</td>
<td>Comply with all reasonable instructions given by your escort.</td>
</tr>
</tbody>
</table>

4. FITNESS FOR WORK

No person may commence work if they are not fit for work or if they are impaired by the influence of alcohol, illicit drugs or prescription medication. PPA requires personnel to maintain a blood alcohol content (BAC) of 0.000% at all times.

Any person taking medication, including prescription and over-the-counter medications which may cause impairment, must inform their line manager of the potential effects that medication may cause. Supervisors must monitor the person's fitness for duty and assign alternate duties wherever appropriate.

5. CONTRACTOR AND LICENSEE TESTING PROGRAMS

Contractors and licensees are required to implement their own drug and alcohol testing regime and support programs for their personnel. Records of testing must be made available to an authorised PPA representative, if requested. Where PPA has deemed it appropriate,
PPA may require that companies drug and alcohol testing regime includes mandatory drug and alcohol testing of all their personnel before they present to a PPA gatehouse.

6. EXEMPTIONS FROM THIS PROCEDURE

The following exemptions apply to this procedure.

6.1 General Exemptions

- persons exempted under other legislation, i.e. Police Officers, Department of Agriculture Biosecurity Officers, Defence Force members, Department of Fire and Emergency Services personnel and Australian Border Force members;

- subtenants in the Perth office; and

- off duty seafarers, either returning to or departing from a ship alongside at a PPA common user berth unless involved in an incident while inside the PPA site, then the relevant section/s of this procedure shall apply.

6.2 Emergency Exemptions

During an emergency situation, exemptions may also be given to essential personnel to attend site under the influence of prescription drugs or alcohol, provided that they undergo a risk assessment to confirm they can perform their duties safely, and such risk assessment is signed off by:

- a member of the PPA Executive;

- the Harbour Master; or

- a Deputy Harbour Master.

7. PPA OWNED AND LEASED VEHICLES

The private use of a PPA owned or leased vehicle is the responsibility of the driver. At all times the driver must be fit to drive and have a legal blood alcohol content BAC reading for the license they hold.

PPA vehicles are not to be driven following a non-negative or positive drug or alcohol test conducted by PPA until approval is given by the person’s line manager. PPA may not know the license conditions of the person and there is the potential for the person’s BAC to rise following a positive alcohol breath test (a person’s BAC may continue to rise for up to 2 hours after their last alcoholic drink).
8. MATTERS TO BE REFERRED TO THE DIRECTOR HUMAN RESOURCES AND HEALTH AND SAFETY MANAGER

Any matter relating to alcohol and drugs may be referred to the PPA Director Human Resources (Director HR) or PPA Health and Safety Manager (H&S Manager). As a minimum, any of the following matters involving an employee shall be referred to the Director HR, and any of the following matters involving a contractor, licensee or visitor shall be referred to the Director HR or H&S Manager:

- a positive evidentiary alcohol reading that returns a BAC equal to or greater than 0.05%;
- a person who is suspected of substituting or adulterating an oral fluid or urine specimen;
- refusal to submit to alcohol or drug testing;
- refusal to undertake counselling or rehabilitation;
- a positive evidentiary alcohol or confirmatory drug test, where there is a prior offence by the same person within 12 months;
- where a person declared a non-negative or positive result was due to a legal prescription or non-prescription medication but confirmatory or evidentiary testing contradicts this;
- a person that does not comply with PPA’s Code of Ethics and Conduct; and
- a person that does not cooperate with a reasonable instruction of the PPA Security Superintendent, PPA Security Supervisor, contracted security guard or line manager.

Matters referred to the Director HR involving a PPA employee may be subject to an investigation with a recommendation provided to the relevant General Manager.

Matters referred to the Director HR or H&S Manager involving a contractor, licensee or visitor will be subject to an investigation by their employer which shall be submitted for review upon request. Where there is no employer or an employer does not provide an investigation then the matter may be considered by PPA.

Any matter referred to the Director HR or H&S Manager may result in disciplinary action, including termination or site access being revoked. Such action, will be at the discretion the Director HR or H&S Manager following consideration of any history, the current circumstances at the Port and surrounding areas, and any ongoing risk.

9. ENTERTAINMENT AND WORK RELATED FUNCTIONS

Consumption of alcohol at work-related events outside of standard work hours is permitted. Refer to the Employee Gifts and Entertainment Procedure for information relating to PPA
supplied alcohol. Responsible consumption of alcohol is required at all work-related events and at all times the PPA Code of Ethics and Conduct applies. The consumption of alcohol is not permitted at events such as offsite lunch breaks and team planning sessions.

10. WHEN PPA UNDERTAKES DRUG AND ALCOHOL TESTING

10.1 PPA Pre-Employment Testing (employees)

It is a PPA requirement that prospective employees submit to a drug and alcohol test as a prerequisite for employment with PPA within 30 days of the commencement date. The result of such testing may be used as grounds for withdrawing an offer of employment.

10.2 Pre-Mobilisation Testing

All personnel, excluding employees and short term visitors, shall be required to produce an original document as evidence of a negative drug and alcohol screen which is dated no earlier than 30 days prior to the date of mobilisation, prior to being granted access to any PPA site.

10.3 Blanket Testing

Blanket testing (the testing of all person’s over a specific time or in a work group) may be undertaken from time to time at the discretion of the PPA Security Superintendent or Director HR. This can be done as a result of information received about health and wellbeing concerns presented to PPA by other PPA members or outside agencies or persons.

10.4 Post Incident Testing

A drug and alcohol test shall be conducted after an incident if:

- there was an actual or potential consequence of a fatality or disabling injury;
- the act of a driver or operator from a vehicle, mobile plant, vessel or aircraft resulted in injury or damage to property or equipment (including miss tips);
- the act or omission from a person resulted in significant damage to property or equipment; or
- there is reasonable suspicion or cause that a person may be under the influence of alcohol or drugs as otherwise outlined in section 17.1 of this procedure.

Post-incident testing shall be conducted as soon as practicable after the incident. Where it is not practicable to conduct a test due to the lack of availability of a testing facility, the person’s line manager must be notified. In the event of personal injury, drug and alcohol testing will not compromise medical care.
10.5 For Concern Testing

For concern testing can be authorised by a member of the PPA Security team, Director HR or the respective line manager if:

- there is reasonable suspicion or cause that a person may be under the influence of alcohol or drugs, either by the presence of drug paraphernalia or alcohol containers, or as otherwise outlined in section 17.1 of this procedure;

- a material change in work performance or work attendance or any other irrational behaviour is observed;

- the person has returned a positive test result in the previous 12 months; or

- a person has otherwise contravened the PPA Fitness for Duty - Drug and Alcohol Policy.

10.6 Site Access Random Testing

Taking part in random testing is a condition of entry to any PPA site. PPA administers a program of random alcohol and drug testing campaigns at its sites via two different methods.

PPA’s primary method of selection for random drug and alcohol testing is via way of the Electronic Access Control System (EACS). A module within the EACS randomly selects personnel entering a PPA site for testing and notifies the onsite contracted security guards. There is a level of administration available within the EACS to enable random drug and alcohol generation. These functions are set and determined by the Security Superintendent on advice from the PPA Executive.

The EACS selects the person by denying the person entry onto the PPA site and removing their drug test competency from their access profile within the EACS. The guards then respond to that person’s location and administer the test within the privacy of the corresponding sites first aid room. They then reactivate the EACS drug test competency.

As a redundancy to the EACS selection, due to the system being unavailable either temporarily or permanently at a site, a random generator may be used. This random generator may be via a ball selection or from a random drug and alcohol generating machine.

The on duty contracted security supervisor does have discretion to cancel, or temporarily suspend drug and alcohol testing for operational reasons.

10.7 Breath Testing

In accordance with the PPA Fitness for Duty – Drug and Alcohol Policy, personnel shall be required to maintain a BAC of 0.000% at all times whilst accessing a PPA site or
undertaking PPA controlled works, for example carrying out work activities on behalf of PPA at a residential premises.

During alcohol breath testing, selected persons are required to provide a breath sample from which a BAC is derived. Breath samples shall be collected with and tested by a device which is compliant with Australian Standard: AS3547:1997 – Breath Alcohol Testing Devices for Personal Use.

See Appendix 1 for a simplified version of the breath testing process.

10.7.1 Negative Result (Initial Test)

If the BAC result obtained during initial testing is 0.000%, the person will be permitted to enter the PPA site and commence their normal duties.

10.7.2 Non-Negative Result (Initial Test)

Where a person returns a non-negative reading from an initial alcohol breath test, the person shall be required to wait at the alcohol breath testing location, or nearby, and must not undertake any tasks. Note. Where a person returns a non-negative reading from an initial test and the tester believes the reading is likely due to equipment malfunction, the tester can retest the person using another breath testing unit. Before the retest occurs, the tester shall inform the person that the reading obtained from the retest will be considered as the initial test result and that there will be no additional retest. If the retest returns a positive reading then the person shall not be permitted to smoke, eat or drink for 20 minutes, at which time the person shall be retested on a breath analyser as outlined below.

They shall not be permitted to smoke, eat or drink for 20 minutes, at which time the person shall be retested on a breath analyser, being one which has been found to conform to AS 3547-1997: Breath alcohol testing devices for personal use (Type 2 or Type 3). The result of this test shall determine the response as outlined below.

10.7.2.1 Negative Result (Evidentiary Test)

If the BAC result obtained during evidentiary testing is 0.000%, the person will be permitted to enter the PPA site and commence their normal duties.

10.7.2.2 Positive Result (Evidentiary Test)

If the BAC result of the first evidentiary breath test remains greater than 0.000%, the following requirements apply:

- the person is not permitted to access a PPA site or undertake PPA controlled works for a minimum of 24 hours, their access card is
disabled and their immediate line manager is notified by PPA security personnel;

- the person may refer to their Human Resources (HR) department for advice on what leave entitlements may apply. In the instance of PPA employees, annual leave or leave without pay will be appropriate;

- security shall contact the person’s manager, who shall offer the person a taxi, instruct the person not to drive, and inform the person that if they drive a vehicle after recording a result greater than 0.000%, they may be breaching the law (some licence conditions require a BAC of zero);

- the person must be counselled by their employer. If the breach is from a contractor or licensee employee, the relevant company must provide PPA with documented evidence outlining what steps have been taken to prevent reoccurrence, before site access may be reinstated;

- on presentation at the gate after the 24 hour stand down period, the person is required to provide a 0.000% BAC result in order to have their PPA access card reinstated; and

- a confirmatory breath test email is prepared and sent by PPA Security, with the positive result recorded, required actions, and a note that future breaches of PPA’s Fitness for Duty Alcohol and Drugs Procedure may result in disciplinary action, to the person’s manager, the Director HR and the H&S Manager. Where the positive result occurred at PPA’s Utah Point Bulk Handling Facility or is from a person hauling product to a PPA Eastern Harbour mine facility, PPA Security shall prepare and send an additional email without the offending person’s name to the Registered Mine Manager.

When the above items have been addressed to the satisfaction of a PPA Security Supervisor or the PPA Security Superintendent, site access may be reinstated. Alternatively, a warning may be issued or site access denied.

Where a person wishes to dispute the results of an alcohol breath test, he/she must do so immediately. The person will be offered one further evidentiary breath test.

NOTE: A person’s BAC may continue to rise for up to 2 hours after their last alcoholic drink. This may result in the evidentiary breath test having a higher BAC than the initial breath test. The evidentiary breath test for a person who had their last alcoholic drink several hours ago may have a lower BAC than the initial breath test.
10.8 Drug Testing

Oral fluid screening is employed as the primary indicative test, to screen for the presence of prescribed or non-prescribed drugs, including synthetic cannabinoids. If for religious, personal or physical reasons a person does not wish to undertake oral fluid testing they may elect to undertake a urine screen. Both the oral and urine methods must be in accordance with Australian Standard AS 4760:2006 – Procedures for specimen collection and the detection and quantitation of drugs in oral fluid, or AS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse urine.

See Appendix 2 for a simplified version of the drug testing process.

10.8.1 Negative Result

If the primary indicative test result indicates a negative result, the person will be permitted to enter the PPA site and commence their normal duties.

10.8.2 Non-Negative Result

If the primary indicative test result is non-negative, the following requirements apply:

- the person shall be required to submit a urine sample for confirmatory laboratory urinalysis. The urine test shall be conducted in a toilet with all taps sealed and a dye agent (e.g. blue loo) added to the toilet to prevent tampering. The person is afforded privacy (i.e. the door can be shut). The urine is then sent for confirmatory testing regardless of its result;

- the person is not permitted to access a PPA site or undertake PPA controlled works until confirmatory test results are returned, their access card is disabled and their immediate line manager and the Director HR is notified by a PPA contracted security member;

- security shall contact the person’s manager, who shall offer the person a taxi, instruct the person not to drive, and inform the person that if they drive they may be breaching the law; and

- the person may refer to their Human Resources (HR) department for advice on what leave entitlements may apply. In the instance of PPA employees, annual leave or leave without pay will be appropriate. In the instance that confirmatory testing is negative, leave taken shall be reinstated.

If a person chooses to submit to a urine screen in place of oral fluid as their primary indicative test and the result is non-negative, that sample may be used for confirmatory testing on the basis that the sample provided was adequate.

If a person gets a non-negative result and states that it is the result of a legal prescription or non-prescription medication, then section 9.8.4 of this procedure applies.
See Appendix 3 for the preliminary screen to confirmatory testing process.

10.8.3 Confirmatory Testing

All non-negative urine samples shall be submitted to a NATA approved laboratory for confirmatory testing in accordance with AS/NZS 4308 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

Where the analysis verifies the presence of an illegal drug (positive result), the following requirements apply:

- an email is prepared and sent by PPA Security, with the positive result recorded, required actions, and a note that future breaches of PPA's Fitness for Duty Alcohol and Drugs Procedure may result in disciplinary action, to the person’s manager, the Director HR and the H&S Manager. Where the positive result occurred at PPA's Utah Point Bulk Handling Facility or is from a person hauling product to a PPA Eastern Harbour mine facility, PPA Security shall prepare and send an additional email without the offending person’s name to the Registered Mine Manager;

- the person must be counselled by their employer. If the breach is from a contractor or licensee employee, the relevant company must provide PPA with documented evidence of the steps taken to prevent reoccurrence before site access may be reinstated;

- the person is required to attend counselling for drug and dependency issues within three months from the date of the breach. If the person refuses counselling, the Director HR may instruct that access to all PPA sites be withdrawn;

- the person is to submit to at least two (2) additional drug tests over the following twelve months, in addition to participation in the random testing program. The two additional drug tests shall be at least four months apart. It is the responsibility of the person who tested positive to arrange additional tests. Test results shall be sent to PPA Security for tracking; and

- the person is required to provide the PPA Security Superintendent evidence of a negative result in the form of a Certificate of Analysis from a NATA laboratory, inclusive of a declaration that the sample was collected and tested in accordance with AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine, before site access may be reinstated.

When the above items have been addressed to the satisfaction of a PPA Security Supervisor or PPA Security Superintendent, site access may be reinstated. Alternatively, a warning may be issued or site access denied.

Where the analysis confirms the test as positive, consistent with declared medication, then the test result is to be provided to the employer for forwarding to
the employee. The person’s access is to be reinstated if the person’s manager has deemed it appropriate to accept the risk to that employee.

If the person had earlier declared the non-negative result was due to a legal prescription or non-prescription medication and they had been granted site access (as per section 9.8.4 of this procedure) but confirmatory testing contradicts this, site access shall be suspended and the matter referred to the Director HR.

10.8.4 Prescription and Non-Prescription Medication (Non-Negative)

If a contractor or licensee returns a non-negative result under section 9.8.2 of this procedure then their employer can apply to have them return to a PPA site, pending the return of laboratory confirmatory testing. This application is made by submitting the Prescription and Non-Prescription Non-Negative Risk Assessment form. This form can be approved by a member of PPA Security, Director HR or H&S Manager if they believe the result is indicative of the stated medication, there are no other associated risks and are satisfied that the company has conducted their own internal risk assessment.

If an employee declared a legal prescription or non-prescription medication at the time of the test, states that the non-negative result is due to that legal prescription or non-prescription medication and wants to access site /conduct work, site access can be given if their line manager agrees. The line manager shall consider the medication and its potential effects, the person’s work activities, and the potential risks when making the decision if the person can return to work.

11. REFUSAL TO SUBMIT TO TESTING, COUNSELING OR REHABILITATION

Refusal to submit to alcohol or drug testing shall be treated as a positive result, and action, including possible disciplinary action, taken accordingly.

Where a person refuses to participate in counselling or rehabilitation as requested, the consequences, including possible disciplinary action and denial of access to site, shall be explained to the person.

Refusal to submit to testing, counselling or rehabilitation shall be referred to the Director HR.

12. TAMPERING

A person who is suspected of substituting or adulterating an oral fluid or urine specimen shall have their site access suspended and the matter shall be referred to the Director HR for investigation. Subsequent laboratory analysis of the associated oral fluid or urine specimen will be conducted.

In the event that the tampering is proven, the person will be denied entry to PPA sites. PPA employees may have their employment terminated.
In the event the suspicion of tampering is not proven, the person shall be required to submit to the relevant test once more in accordance with this procedure.

13. PAYMENT OF TESTING COSTS

PPA shall pay the cost of pre-employment testing for PPA employees. PPA shall also pay the cost of initial and confirmatory testing for all persons when that testing is done under sections 9.2, 9.3, 9.4 and 9.5 of this procedure.

Following a confirmed positive drug result, PPA will pay the cost of one re-test for PPA employees on advice from the employee that they are confident they can return a negative result. If the person returns yet another positive result, all arrangements for and costs of subsequent tests relating to the original positive result shall be borne by the individual.

Non-PPA employees or their employers shall be required to make arrangements for and pay the costs of subsequent tests relating to the original positive result.

14. SELF-TEST

PPA will make an alcohol breath testing unit and self-testing drug kit available to all personnel who wish to self-test at the Perth office, Eastern Harbour Port facility, Utah Point Bulk Handling facility and Dampier Port facility. To do so at Eastern Harbour Port facility, Utah Point Bulk Handling facility and Dampier Port facility, they must approach the gatehouse on foot, present to security personnel, and request a self-test. At the Perth Office they must proceed directly to the self-test room on the ground floor and conduct the self-test.

Personnel are not required to notify their line manager of their desire to self-test.

15. CONFIDENTIALITY AND RECORDKEEPING

The PPA shall maintain appropriate confidentiality in all matters relating to this procedure and all records shall be kept in accordance with PPA’s Record Keeping Plan. Drug and alcohol results and correspondence shall be stored in PPA’s document management system that is secured from general access and is managed by the PPA Security team. All human resources related records shall be held on employee personnel files.

16. CALIBRATION OF TESTING EQUIPMENT

Equipment used for alcohol breath testing shall be calibrated in accordance with Australian Standard: AS 3547:1997 – Breath Alcohol Testing Devices for Personal Use, and records maintained in accordance with PPA’s Equipment Calibration Procedure.
17. LABORATORY ACCREDITATION

The recognised standard for the collection, storage, handling and dispatch of a urine sample for testing by a laboratory is AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

A laboratory’s compliance to this standard is voluntary, and their choice not to comply with the standard does not undermine its accreditation by the NATA. Therefore, accreditation by NATA does not automatically mean that laboratories are accredited to comply with the Australian Standard.

PPA requires that a laboratory be NATA accredited and comply with the standard. The method of analysis is generally described on the Certificate of Analysis which is prepared by the laboratory.

The screening and confirmation of synthetic cannabinoids and metabolites are in addition to drug classes ascribed in the standard. Detection limits do not relate to impairment or dose taken. Please refer to Australian and New Zealand Standard AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine for detection quantitation limits.

18. DRUG OR ALCOHOL ABUSE PROBLEMS

18.1 Common Indicators of Possible Alcohol or Other Drug Problems

The misuse of alcohol or other drugs may result in an observable decline in work performance. Some of the common indicators that suggest possible alcohol or other drug problem include the following:

- habitual lateness or excessive absenteeism;
- extended lunch breaks;
- possible time management issues;
- aggressive outbursts;
- problems with coordination, forgetfulness or ‘near miss’ incidents; and
- clear intoxication at work or signs of drinking prior to commencement of work. Signs of this may include:
  - strong smell of alcohol on the breath;
  - slurred or incoherent speech;
  - unsteadiness on their feet;
  - red, bloodshot or watery eyes;
o flushed or ruddy face;
o noticeably smaller or larger pupils;
o lack of (or poor) muscle coordination;
o person may be aggressive or argumentative;
o person may be overexcited or agitated;
o simple instructions may not be followed;
o drowsiness or asleep on the job or on work breaks;
o difficulty in concentrating on a task or conversation;
o poor balance or coordination; and
o loss of inhibitions.

18.2 Workplace Assistance for Drug or Alcohol Concerns

PPA employees with concerns relating to alcohol or other drug use may approach any of the following people within PPA for confidential advice and assistance:

- Director HR;
- PPA Security member;
- Line manager, supervisor or department manager;
- Health and Safety team member;
- Health and Safety Representative; or
- Union Representative.

PPA employees are also able to access the employee assistance provider (EAP) confidentially.

18.2.1 Rehabilitation

PPA encourages any PPA employee who is having ongoing difficulty controlling their use of alcohol or other drugs to enter into a recognised drug and/or alcohol rehabilitation program. If a person self identifies, PPA will be supportive and assist any PPA employee in returning to work within a reasonable period of time.

PPA will require:

- evidence that the PPA employee has consulted a recognised drug and/or alcohol rehabilitation provider and has commenced treatment;
weekly and/or monthly reports of compliance to and participation in the
treatment/program, as determined by the PPA department manager and PPA
Director Human Resources;

record of success of rehabilitation program and the provider;
capacity of the provider to develop the appropriate return to work program for
the PPA employee; and

that the return to work program is approved by all parties concerned prior to
implementation.

19. REFERENCES

AS 3547:1997 – Breath Alcohol Testing Devices for Personal Use
AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of
drugs of abuse in urine
Code of Ethics and Conduct
Equipment Calibration Procedure
Fitness for Duty – Drug and Alcohol Policy
Prescription and Non-Prescription Non-Negative Risk Assessment Form
Recording Keeping Plan

20. PROCESS OWNER

The Health and Safety Manager has overall responsibility for this procedure.

Date approved: 24 January 2019 Review date: 24 January 2021
Version: 11 Approved by: General Manager Corporate Affairs & Governance
APPENDIX 1 - ALCOHOL BREATH TESTING PROCESS (SIMPLIFIED)

Person is selected for BAC testing. → Person provides breath sample. → Negative result. Person continues unimpeded.

Person refuses to submit to the test. → Non Negative Result. Wait 20 minutes and not allowed to eat, drink or smoke. → Breath sample obtained on the Evidentiary Breath Test Machine.

Positive Result.

- Person denied access for a minimum 24 hours and is required to provide a clear breath sample on their next rostered shift.
- Security shall contact the person’s immediate manager, who shall offer the person a taxi, instruct the person not to drive, and inform the person that if they drive a vehicle after recording a result greater than 0.000%, they may be breaching the law.
- PPA will provide person a copy of the result and a written warning through their employer.
APPENDIX 2 - DRUG TESTING PROCESS (SIMPLIFIED)

- Person is selected for drug testing.
- Person enters D&A room and assists compiling Chain of Custody form.
- Person is subject of an preliminary drug screen.
- Negative result. Person continues unimpeded.
- Refusal process as per positive.
- Non-negative result. Required to submit to a urine test.
- Person provides urine sample.
  - The urine test is conducted in a toilet with all taps sealed and a dye agent (e.g., blue log) added to the toilet to prevent tampering.
  - Regardless of urine screen result it is sealed in an appropriate container and delivered for urinalysis.

- Urinalysis Test Result
  - Positive Result.
    - Person denied access.
    - Security shall contact the person's immediate manager who shall offer the person a taxi, instruct the person not to drive, and inform the person that if they drive they may be breaching the law.
    - If a contractor or licensee states that the non-negative result is due to a legal prescription or non-prescription medication and wants to access site/conduct work, they can submit a Prescription and Non-Prescription Non-Negative Risk Assessment form (contractors and licensees).
    - If an employee states that the non-negative result is due to a legal prescription or non-prescription medication and wants to access site/conduct work, access can be given if their line manager agrees.

- Urinalysis Test Result
  - Positive in line with medication
    - Person will receive a copy of the results through their employer and can return to site.
  - Site access remains denied.
  - PPA will provide person a copy of the result and required actions through their employer.
  - Person is required to provide the PPA Security Superintendent evidence of a negative result.
  - Site access will be reinstated when relevant items have been addressed to the satisfaction of a PPA Security Supervisor, PPA Security Superintendent, or Director HR as relevant.
APPENDIX 3 - PRELIMINARY SCREEN TO CONFIRMATORY TESTING

1. Non-negative drug result is received from either oral or urine preliminary screen.

2. Non-negative result is recorded on the Chain of Custody Form already in use.

3. The preliminary screen test can be disposed of in a medical waste bin.

4. Contracted company conducting the testing is to ensure there is blue loo in the toilet and bathroom taps are sealed.

5. Person is requested to provide a urine sample into a urine test cup. The person conducting the testing remains in the area, however, does not directly observe collection of the sample.

6. The person conducting the testing notes urine temp, control lines and result of urine cup.

7. The person conducting the testing splits urine into a second urine specimen containers in front of person.

8. Specimen containers are sealed with individual seals and the seal numbers are notated on the chain of custody form.

9. Person is required to sign both the specimen seals and the Chain of Custody Form.

10. The urine and Chain of Custody Form are sealed inside a Specimen Carrier Bag.

11. The seal that is appropriately recorded on the Chain of Custody form is then placed over the Specimen Carrier Bag.

12. The person is free to go, however, not to be allowed onto a PPA site.

13. The urine sample is delivered to the appropriate PPA Urinalysis Lab.

14. Results from the test are published electronically to PPA Security.