**AFEI Member Template: Example Drug and Alcohol
Testing Procedure**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

**Example Drug and Alcohol Testing Procedure**

This procedure sets out how drug and alcohol testing will be undertaken at [Name of organisation].

Note: Drug and alcohol testing must be timely, accurate and reliable. Collection of samples, screening and confirmatory testing must conform with the requirements of Australian Standards and should be undertaken by an accredited [National Association of Testing Authorities (NATA)](http://www.nata.com.au/nata/) service provider. A [NATA](http://www.nata.com.au/nata/) service provider and accredited drug testing facility will undertake sample collection, onsite/laboratory screening and testing which meet the required technical and procedural standards.

**When drug and alcohol testing may be undertaken:**

[Name of organisation] may undertake alcohol and/or drug testing in the following circumstances:

* Pre-employment testing: [insert where relevant: it is a requirement of acceptance of an offer of employment with [Name of organisation] that a pre-employment alcohol and/or other drug test, as well as a medical examination be satisfactorily completed by a prospective worker];
* Post incident: those workers involved in an incident may be tested after the incident to assess if alcohol and/or other drugs may have been a factor;
* Fitness for work: where there is reasonable cause to indicate that a person’s fitness for work may be affected;
* Site specific: prior to engaging workers for specific projects/jobs to ensure fitness for work;
* Voluntary/self-assessment: where a person wishes to voluntarily assess their own fitness to work; or
* Randomly: persons randomly selected to assess compliance with [Name of organisation Drug and Alcohol Policy.

**Notice of prescription medication**

Employees must inform [Name of organisation / appropriate title of responsible supervisor or manager] if they are taking any prescription medication and this must be recorded by the tester.

**Testing**

Testing may be carried out by [insert details for your organisation]:

* [Name of Service provider] as nominated by [Name of organisation].

(*Note: the testing service provider must be accredited with the* [*National Association of Testing Authority)*](http://www.nata.com.au/nata/)

**OR**

* A person nominated by [Name of organisation] who has undertaken an accredited training. (*Note: the person must be appropriately qualified through the successful completion of a course of instruction in the relevant oral fluid or urine Australian Standard, and have a statement of attainment. Testing may also be undertaken by a medical practitioner or a police officer.)*

**Prescribed Limits**

**Alcohol**

<Name of organisation>’s prescribed limit is [insert limit e.g. 0.00% or 0.02% which is 0.02 grams of alcohol per 100 millilitres of blood.]

The procedure for alcohol testing may require two steps:

1. An initial breath test is completed;
2. If the initial breath test is a positive test, a further breath test is carried out in fifteen minutes.

**Drugs**

[Insert name of organisation] may test for the presence and level of amphetamines, methylamphetamines, cannabis, cocaine and opiates and any other substance which may alter a person’s fitness for work. The drug testing procedure and cut-off levels conform to the relevant Australian Standards:

* AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine
* AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid

The procedure for drug testing requires three steps:

1. Collection of a specimen (urine or saliva).
2. Initial (screening) test to detect the presence of a testable drug in the specimen.
3. Confirmatory test ifthe initial (screening) test returns a ‘non-negative’ or ’detected’ result to confirm the presence and level of a testable drug.

This procedure and testing will be undertaken by [insert name of NATA accredited service provider].

**Random Testing**

The frequency of testing shall be **[insert testing frequency]**. [For example at least five times per year /xxxx / on a minimum selection of 5% of the total workforce / xxxx. The method of selection will be determined by [insert appropriate title e g work health safety officer/ safety committee/ use of random selection calculator.]

Random testing may include both breath alcohol, salvia and urine sampling.

A hand held breath alcohol testing unit which meets Australian Standards [Standard AS3547; Standard NMI R 126] will be used on site for alcohol tests. Anyone who fails an initial breath alcohol test shall be re-tested 15 minutes after the first test.

Urine or saliva samples shall be collected by [insert accredited person/ service provider] accredited in sample collection and chain of custody procedures and forwarded to the external accredited testing facility.

**Fitness for work/Causal/Post incident Testing**

Management may conduct causal drug and alcohol testing when persons:

* Are involved in an incident;
* Are suspected, for any reason, that they may be affected by or under the influence of alcohol or drugs;

A hand held breath alcohol testing unit which meets Australian Standards [Standard AS3547; Standard NMI R 126] will be used on site for alcohol tests. Anyone who fails an initial breath alcohol test shall be re-tested 15 minutes after the first test. Alcohol testing should be done within 8 hours of the accident or incident.

Initial assessment of the drug sample (saliva or urine) will be carried out. If the initial test is positive or non-negative the sample shall be forwarded to [the external accredited testing facility] for verification and confirmation. Drug testing should be undertaken within 24 hours of the accident or incident.

**Voluntary Alcohol Testing**

[Insert name of organisation] will provide facilities for employees to self-test prior to presenting for work. A hand held breath alcohol testing unit which meets Australian Standards [Standard AS3547; Standard NMI R 126] will be used on site for alcohol tests.

**Test Failure**

**Alcohol**

A worker that fails an alcohol test will not be permitted to commence or continue work and on return to work may be subject to investigation and/or disciplinary procedures.

**Drugs**

A worker who fails an initial drug urine/ saliva test will be immediately stood down with pay until an external verification and confirmatory test results has been received.

Initial Positive Test Result: Requires a confirmatory test to be verified by [the external accredited testing facility]. The worker will be stood down with pay until an external verification and confirmatory test results has been received.

Positive Test Result: Person will be unfit for work until the levels of the substance are under the levels prescribed by the Australian Standard and on return to work may be subject to investigation and/or disciplinary procedures up to and including termination of employment.

**Refusal to undertake testing**

A worker who:

* refuses to be tested or leave the workplace without undertaking a test
* attempts to tamper with a sample or falsify a test

may be subject to investigation and/or disciplinary procedures up to and including termination of employment.

**Confidentiality**

[Insert name of organisation] will conduct all testing and safeguard all information to protect the privacy of the individual(s).

**Record Keeping**

All testing results will be entered into the employee’s personnel record.

## **Acknowledgement**

In order to effectively implement this policy, employers must take reasonable steps to notify employees that the policy exists and/or has been amended.

If it is practicable to require employees to sign the policy and return it to you, include the User’s Declaration below. If this is impractical, omit the User’s Declaration and consider alternate means by which employees may be informed of the change e.g. emailing as an attachment to all staff.

### **User’s Declaration**

I have read and understood this Testing Procedure and agree to its terms.

**Name:**  **Date:**

**Signature**:

**Members should be aware that this document is a guide only. It might not be appropriate in this format for every situation or your industry. For assistance in drafting workplace policies to suit your specific needs please contact the AFEI Hotline on 02 2964 2000.**