



Alcohol & Drugs in the Workplace Policy



Table of Contents

Our commitment.....	2
Purpose.....	2
Scope	2
Guidelines	2
Alcohol	2
Drugs	2
Legal Medication.....	2
Safety/Offence Acknowledgement.....	3
Breach of the Alcohol and Drug Policy	3
Responsible Parties	4
Confidentiality and The Privacy Act 1998.....	4
Testing	5
Random Testing.....	5
Client Request.....	5
Testing Protocols	5
Procedures	6
Conducting of Testing and Testing Limits	6
Training and Authorisation for Collectors.....	6
Testing Protocols	7
Testing.....	7
Refusal to Test	7
Return to work Alcohol and Drug Test.....	8
Leave Arrangements	8
Education and Training	9



Our commitment

JET Excavators and Trucks (JET) is committed to providing a safe workplace for our employees, subcontractors, suppliers, clients and associated stakeholders. For this reason, it is our objective to maintain a work environment in which the safety and performance of employees are not affected by the use of alcohol or other drugs.

Purpose

The use of alcohol and drugs disrupts coordination and judgement and significantly increases the risk of injury or death to the worker and those around them. For these reasons, JET has a Zero tolerance approach to using alcohol and drugs at work. This approach also includes activities that cause a worker or contractor to be under the influence of alcohol or drugs taken outside work hours. The policy aims to eliminate risks associated with the adverse effects of alcohol and drugs in the workplace.

Scope

This policy applies to all JET employees (including permanent, temporary, full-time, part-time and casual), trainees, apprentices, volunteers and contractors. It further applies to all locations where the previous work was.

Guidelines

Alcohol

Reporting to work or working under the influence of alcohol is prohibited. The unauthorised consumption of alcohol during working hours or on JET premises is not permitted. While it is a personal decision to use alcohol lawfully, such use cannot interfere with the official and safe performance of the individual's duties.

Drugs

The manufacture, distribution, possession, disposition, sale, purchase of or use of illegal drugs by individuals outlined within the policy's scope are prohibited.

Legal Medication

JET encourages all Workers to notify their manager of any prescription or over the counter (OTC) medication they are taking.



When a Worker is taking prescription or OTC drugs for medical purposes, the worker will not breach this Policy by attending work, if

- the worker takes the medication in accordance with Doctor's instruction or the instruction on the packet; and
- where the medication affects or potentially could affect their ability to undertake their usual job roles, the worker notifies their manager or supervisor before commencing work.

For prescribed medication, the worker should also provide a Doctor's Certificate or similar written advice to their manager. Managers will confirm the worker's usual job role is appropriate and the worker is legally able and physically capable of performing the tasks.

When a Worker provides early notification of medication they are taking, and they cannot legally perform their usual tasks, or their usual tasks are not appropriate, JET may, at its sole discretion, assign alternate duties or request the staff member use where appropriate their leave entitlements.

Safety/Offence Acknowledgement

When a Worker is stood down for any reason relating to a drug and alcohol test,

- they will not be permitted to drive a vehicle of any kind from the premises. This is both to protect the employee's own personal safety and the health and safety of others. JET will assist the employee to make other arrangements to be transported home. Any costs incurred will be at the Workers expense, e.g. taxi fare.

Breach of the Alcohol and Drug Policy

Breaches of this Policy are considered serious misconduct representing an unacceptable risk to workplace health and safety.

If this Policy is breached, JET may:

- (a) require the worker to indemnify JET for any and all costs arising out of or in connection with the drug and/or alcohol test.
- (b) In relation to Contractors, terminate the Contractor's engagement (with or without notice).
- (c) in relation to **Employees**
 - take disciplinary action against the employee up to and including dismissal. The nature and severity of the violation and whether there have been previous breaches of this Policy will determine the disciplinary action taken.



- In its sole discretion, permit the employee to continue in their employment, subject to the requirement that they join JET's Return to Work/Rehabilitation Program.

Responsible Parties

Workers - All Workers are responsible for ensuring their compliance with this Policy.

Suppose a Worker feels unsafe working with a colleague or suspects that a colleague is in breach of this Policy on other reasonable grounds. In that case, the worker must immediately notify JET Management or the site supervisor if working on a contractor site.

Managers are responsible for ensuring compliance with this Policy. This includes:

- monitoring Workers for unusual or out-of-character behaviours;
- taking prompt action if they observe or suspect a Worker is under the influence of drugs or alcohol or in some other way is in breach of this Policy;
- addressing any issues or concerns proactively and expediently to ensure a safe workplace is maintained;
- providing support to Workers where appropriate.

Subject to any disclosures required by law, any notifications received by JET Management will be treated confidentially. Failure to report any breach of this Policy by another Worker may constitute a breach of this Policy.

All action taken in relation to a breach of this Policy, including suspension of duties, referrals for assistance and/or disciplinary action up to and including terminations, should take place in consultation with and approval from the Managing Director.

Confidentiality and The Privacy Act 1998

The policy objectives require information to be gathered. Worker's personal data will be held by JET for the duration of the individual's employment/engagement, or longer were deemed necessary by JET or by law. Relevant information may be disclosed to Regulatory Authorities, Emergency Services, the worker's supervisor, manager or relevant EAP or rehabilitation partner, and the worker can access this information upon request. Save as required by law, no information relating to testing or rehabilitation will be disclosed to any external party without the written consent of the worker concerned.



Testing

Random Testing

To manage the risks associated with drug and alcohol use, this Policy provides **random testing** for anyone employed or engaged at JET.

An independent authorized service provider will complete the selection process for random testing.

Random test selection means that some Workers may not be picked to be tested at all, some Workers may be tested once, and other Workers may be tested more than once.

Client Request

Testing includes pre-employment/pre-engagement, following an incident, accident or near-miss, at random or on reasonable ground based on the client or customer identifying behaviour or physical symptoms in line with reasonable cause indicators. The client-requested testing may be conducted using the testing method specified under the client or customer policy or may be conducted by the client or customer.

Testing Protocols

Testing Protocol applies to all persons who attend a JET workplace where it has been decided to invoke a testing program to detect the influence of drugs or alcohol, including:

- The Employer
- Executives
- Management and Supervisors
- All other employees
- Contractors
- Visitors

All persons attending a JET workplace must comply with the procedures outlined in the Alcohol and Drugs in the Workplace and the Drug and Alcohol testing protocols. Please note that the above is not limited to JET workplaces but may include places of work under the control of JET's customers.

Procedures

Conducting of Testing and Testing Limits

- Client alcohol and drug testing procedures may differ from JET's and will take precedence under the contract.
- All employees, contractors and visitors at JET are to cooperate with the testing process as provided for in these guidelines.
- Breath testing for alcohol will be conducted by the collector using an electronic breath analysis device that has been calibrated and certified by the device manufacturer or an accredited testing agency.
- Breath specimen collection and testing will be performed in accordance with recognised breath testing practices and the device manufacturer's instructions.
- If an initial test of an individual's breath sample equals or exceeds the prescribed limit, they shall be required to wait 20 minutes, and a follow-up test will be conducted. If the follow-up test equals or exceeds the prescribed limit, a positive result will be recorded for the individual. The prescribed limit for alcohol testing will be as appropriate for the specific site and the duties of the individual. As a guide, the prescribed limit would be zero blood alcohol content for mobile plant operators and truck drivers.
- Failing/Refusing to provide either an initial or follow-up specimen of breath or failure/refusal to sign the testing consent form will be considered a positive result for the purposes of this program.
- Saliva testing for drugs will be conducted by the collector using an on-site immunoassay screening device. Positive results detected using the immunoassay screening device will be confirmed at an accredited laboratory using the target concentrations for drugs in oral fluids as per the AS 4760.
- Saliva specimen collection and testing procedures shall be in accordance with AS 4760 and the device manufacturer's instructions. Individuals will record a positive test if the immunoassay screening device is positive for one or more drugs AND the immunoassay test result is confirmed to be greater than the AS 4760 confirmatory target concentrations for drugs in oral fluids by follow-up laboratory testing. An individual failing to provide a specimen of saliva for testing or taking longer than 30 minutes to provide a suitable specimen for testing will be considered a positive result for the purposes of this program

Training and Authorisation for Collectors

- Collectors are required to have received AQTF - approved training in alcohol and drugs testing from an accredited service provider (Registered Training Organisation)
- Further, authorized collectors are required by JET to:

- Behave in a manner that is professional, courteous, polite, impartial and objective
- Respect the privacy of test subjects
- Obtain the test subject's consent to conduct the alcohol and other drugs test in accordance with this policy
- Not divulge the results of any test, or the response or behaviour of any person being tested to any other person other than the supervisor or appropriate next level manager immediately
- Not offer personal comments about the lifestyle choices of those being tested or involved in the testing

Testing Protocols

Drug testing protocols are in accordance with the requirements of AS 4760.

Testing

Alcohol and drugs testing may be carried out at JET's discretion in circumstances including but not limited to the following:

- Serious accidents or incidents, including reportable near misses; or
- Precautionary testing for an individual suspected to be under the influence of alcohol or other drugs at work
- On particular sites where it is decided to implement a random drug and alcohol testing regime.

Refusal to Test

- It is a condition of entry to any JET's workplace that employees, contractors and visitors may be required to undergo alcohol & drug testing
- If an employee refuses to undertake a test or fails to complete a test without a reasonable excuse they will be treated the same as a confirmed positive result and the employee will be excluded from the workplace on unpaid leave until the employee obtains an acceptable result at their own expense
- Where extenuating circumstances exist, an employee may, at the discretion of management, be given the opportunity to submit to another test within 24 hours
- In the event of a confirmed positive result, unpaid leave will be no longer than two (2) days from the date the employee is removed from the workplace. If there is no attempt by the employee to obtain an acceptable result from an authorised testing provider during this period (at the employee's cost) disciplinary action will be initiated, which may include termination of employment
- Any attempt to tamper with or falsify any alcohol and/or drug test may result in the termination of the individual's employment subject to investigation into the circumstances



- Contractors and visitors refusing a test, or attempting to tamper with a result will be required to leave the workplace immediately. In the case of contractors, their employer will be notified immediately.

Return to work Alcohol and Drug Test

- **illicit drugs or misuse of prescription or OTC medication**, the employee agrees that JET will be entitled to treat any initial stand-down period as having been without pay. JET may continue the stand down **without pay** pending the outcome of disciplinary action and/or the Employee meeting return to work requirements.
- **prescription or OTC medication and there is no suggestion of misuse**; the employee may return to work subject to JET being satisfied that the medication does not pose an unacceptable risk.
- The employee may be returned to normal duties or, at JET's sole discretion, assigned alternate duties. JET reserves the right to continue the stand down with or without pay where the risk is deemed to be unacceptable.
- Before an employee returns to work a negative drug screening and/or Alcohol test will need to be obtained and evidence of a negative result provided to JET.
- Any employee who returns a positive return to work test shall not be permitted to resume duty.

Leave Arrangements

- Employees agree that for any period of stand down without pay, JET will be entitled to treat the period as annual leave and make deductions from the employee's accrued entitlements accordingly.
- Where the employee is sick or injured during the stand-down period (or during a portion of the stand-down period), JET will be entitled to make appropriate deductions from the employee's sick leave entitlements.
- If the employee has no accrued annual leave entitlements, JET will be entitled to treat the stand-down period as a period of **"leave without pay."**

At JET's sole discretion, it may allow an employee to take unpaid leave to participate in drug and alcohol rehabilitation or treatment.

- Employees agree that where JET has granted leave to participate in the program or funded part of the program, the Managing Director will be entitled to receive updates on the employee's progress and fitness to return to work.
- Before being authorised to return to work, JET may require the employee to be examined by the Company's nominated medical practitioner, who will determine the employee's fitness to return to work and any follow-up treatment.



Education and Training

This Policy is supported by regular and ongoing education and training provided through workplace orientation and induction and workplace health and safety programs. These efforts seek to enhance JET's ability to ensure all workers and contractors are for work.

Managers, supervisors and safety and health personnel will require specific training about the policy and the procedures for identifying, reporting and managing fitness for work alcohol and drug related issues.

Workplace education and training programs should address:

- the effects of alcohol and drugs on safety, health and work performance, including risks and hazards related to the workplace;
- the workplace culture and position on alcohol and drugs in the workplace, e.g. alcohol and drug-free workplace;
- the specific content and details of the workplace policy, including;
 - roles and responsibilities of the employer and employees;
 - Workplace procedures and guidelines addressing:
 - conditions regarding alcohol availability and consumption at work-related and sponsored functions and events;
 - Alcohol testing, including managing positive results, follow-up action and outcomes if required; and
 - Skills for managers, supervisors and safety and health representatives on identifying, reporting and managing fitness for work issues relating to alcohol use and/or harm.
 - access to and availability of support, counselling and treatment services e.g. Employee Assistance Programs, community alcohol and drug services and general counselling services;
 - privacy and confidentiality;
 - consequences of policy breaches for employees who fail to comply with the policy;
 - procedures for complaints and grievances; and
 - relevant occupational safety and health and other legislation regarding alcohol and Drug use.

Policy authorised by:

Nathan Bricknell
Director