



Classification: Employment

Doc #: EMP024

Subject: WORKPLACE DRUG AND ALCOHOL

Classification: Employment

Area: Parkview – Seaview –Oceanview–Park Avenue –
Munnew, Administration – Services

Effective Date: June 2017

Review Date: June 2019

Approved By: Chief Executive Officer

Primary Responsibility: Chief Executive Officer

Co-Ordination Responsibility: Nurse Manager, HR Manager, Risk Manager

Distribution: All Staff

1. Aim

1.1 Meercroft Care Inc. ('Meercroft') is committed to providing a safe and healthy work environment, so far as is reasonably practicable in which all workers are treated fairly, with dignity and respect. The use of drugs and alcohol may impact on an individual's capacity to perform work safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the workplace.

1.2 This policy outlines Meercroft's commitment to a safe workplace and is aimed at preventing, or minimising, any risk of injury or harm to the health

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and safety of its workers, or others at the workplace, from the use of alcohol or drugs. It describes the standards of behaviour expected in relation to the use of drugs and alcohol, the responsibilities of Meercroft, employees, volunteers and contractors.

- 1.3 This Workplace Alcohol and Drug Policy combines a range of strategies including education/awareness training, employee assistance program, Alcohol and Drug testing and where necessary, the taking of action for a breach of this procedure.
- 1.4 If this procedure is in conflict with any relevant legislation or case law then the legislation or case law will take precedence over this procedure.

2. Scope

- 2.1 This Policy applies to:
 - a) all employees of Meercroft (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Meercroft (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as 'workers');
 - b) all of Meercroft's workplaces and to other places where workers may be working or representing Meercroft for example, when visiting a customer, client or supplier (collectively referred to as 'workplace'); and to
 - c) all work-related functions, for example, work lunches, conferences, Christmas parties and client functions.



2.2 This Policy has been developed and implemented in consultation and co-operation with Meercroft employees. It does not form part of any employee's contract of service, nor does it form part of any contract for service.

3. Definitions

The following are terms used in this Policy:

'drugs' — include illegal drugs, prescription or pharmacy drugs, or synthetic drugs as defined below.

'illegal drugs' — include:

- any drug prohibited by Australian State, Territory or Federal law or any other laws (including foreign and international laws) to which Meercroft is subject or which apply to the work performed at or for Meercroft;
- prescription or pharmacy drugs (as defined below) which are used without the necessary prescription, or for non-medical purposes;
- any synthetic drug (whether prohibited by law or not), being a psychoactive herbal and/or chemical product which, when consumed, mimics the effects of a prohibited drug, for example synthetic cannabis (aka 'Kronic').

'management' — means Meercroft's managers, supervisors, team leaders (whichever are relevant) and all employees with supervisory responsibilities.

'prescription drugs' — mean lawful drugs which are prescribed by a medical practitioner for a diagnosed medical purpose and issued by a pharmacist.

'pharmacy drugs' — mean drugs which are lawfully available at Australian



pharmacies (without a prescription) and are required for a legitimate medical purpose.

'under the influence' — means that a person's faculties are impaired by the use of drugs or alcohol to the extent that the person is unfit to be entrusted with a duty they perform, or may be called on to perform, with efficiency and safety to themselves and others.

'Alcohol'-a colourless, volatile, pungent liquid, CHOH : it can be burned as fuel (10-15% of gasohol), is used in industry and medicine, and is the intoxicating element of whiskey, wine, beer, and other fermented or distilled liquors: classed as a depressant drug also called ethyl alcohol (Webster dictionary def.)

Approved Rehabilitation Program- means a rehabilitation program that has expertise in the assessment, treatment and treatment of people suffering from misuse of Alcohol and Drugs. The recommended program by Meercroft Care is Alcohol and Drug Service, Department of Human Services (Phone:1300 139 641) www.dhhs.tas.gov.au

Blood Alcohol Content-or BAC means blood and alcohol content as measured by breath analysis of an Australian Standard compliant breath testing device when operated by an Accredited Technician and/or by laboratory analysis of a saliva sample.

Contractor- means any person who performs work for the Organisation either as an independent contractor or an employee of an independent contractor.

Employee- means an employee of the Organisation.



Employee Assistance Program (EAP) means a program incorporating established procedures for the referral of specialist counselling service of employees with personal problems which may impact on work performance. The EAP is provided via an independent organisation in order to ensure confidentiality. Meercroft Care uses CLS (Choose Life Services) Phone: 1300 132 098.

Independent Testing Provider- means the specialist testing provider engaged by the Organisation to administer the Alcohol and Drug testing regime. The Independent Testing Provider will undertake all tasks associated in the management of this procedure and the highest levels of propriety and in accordance with relevant standards.

Major Incident- means any incident which requires an investigation by Workplace Standards, involvement of Emergency Services, hospital admission, incidents including medication, client abuse, or serious damage to property and/or the personal damage which could result in an insurance claim.

Must, Shall, Will- the words must, shall and will are understood to be mandatory.

Organisation Event- means an event conducted outside the workplace at which alcohol is served. An Organisation event shall be conducted at a time clearly separated from the working day.

Organisation Vehicle- means a vehicle owned, leased, hired or used by either employee or contractor for Organisation business during working hours. A vehicle is not deemed to be an Organisation vehicle if it forms part of an employee/contractors salary package and is being used for private purposes



on which Fringe benefits Tax is paid by the employee/contractor.

Personal Information-has the meaning given on Privacy Act 1988 (Cth)

Presumptive Positive- means the result of an initial Blood Alcohol Content (BAC)

Positive- means the result of sample confirmed as positive by a NATA accredited laboratory.

Random- means anyone, anywhere, anytime during working hours.

The Organisation Designated Medical Practitioner means a medical practitioner/s selected by the Organisation. The Organisation designated medical practitioner is responsible for:

- assessment of employees and contractors referred by management
- implementation and monitoring of rehabilitation and
- other medical advice as required.

Working Hours means the time between the commencement and the conclusion of work activities on behalf of the Organisation on any one working day or training. Normal working hours shall include lunch or other meal breaks and Organisation business conducted away from the Organisation's premises, being on call and includes travel to and from work when the employee is using an Organisation vehicle.

Volunteer means a person who attends any workplace of the Organisation and is not an employee or contractor, excluding resident/client family and friends.



Workplace means :

- a) all of Meercroft's workplaces and to other places where workers may be working or representing Meercroft for example, when visiting a customer, client or supplier (collectively referred to as 'workplace'); and to
- b) all work-related functions, for example, work lunches, conferences, Christmas parties and client functions.

4. Responsibilities

4.1 Employees and Contractors responsibilities

- a) An employee and contractor must notify his or her manager in writing when undergoing medical treatment, taking prescribed medication or over the counter medication, in any circumstance where such occurrences has the potential to affect safety in the workplace. In circumstances where an employee or contractor is being treated for illness, taking prescribed or over the counter medication and workplace safety is not considered an issue by their treating medical practitioner, they are required to provide a certificate to their nominated employer contact verifying this advice.

Employees and contractors are required to fully co-operate with the Organisation in relation to the application of this procedure, including any request by the Organisation and/or Organisation's Independent Testing Provider to undertake an alcohol or drug test whether or not that test is conducted on a random basis.

All workers must:

- comply with this policy;

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- observe all directions from Meercroft in regards to this policy;
- recognise that performance of duties could be affected by alcohol or drugs; and
- immediately notify management if they are aware of any breach of this policy by another worker. Subject to any disclosures required by law, any notifications received by management will be treated confidentially. Failure to report any breach of this policy by another worker may itself constitute a breach of this policy.

b) Except as set out in this Policy, workers must not:

- manufacture, possess, distribute, sell, purchase, use or consume illegal drugs in the workplace. Such conduct constitutes serious misconduct. It may also constitute a criminal offence, in which case Meercroft may notify the police, or other appropriate government authority;
- work while under the influence of drugs or alcohol, particularly where the worker's judgement and performance may be impaired by the drugs or alcohol;
- attend work, commence or return to work while under the influence of alcohol and/or drugs;
- consume alcohol and/or drugs during work, or at the workplace (note qualification for prescription and pharmacy drugs below).

4.2 Responsibilities of management

- a) Management is responsible for ensuring that this policy is implemented in their area.

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- b) The CEO/ HR Manager will be the point of contact and the liaison person for the Independent Testing Provider.
- c) This includes ensuring that:
 - all workers are made aware and understand this policy;
 - risk assessments are undertaken on work tasks in consultation with workers and/or work health and safety representatives;
 - the behaviour of workers is observed to ensure adherence with the policy;
 - any concerns or issues are addressed proactively and expediently to ensure the health and safety of all workers;
 - support is provided to workers where appropriate; and
 - any suspected breaches of this policy are acted on promptly and in accordance with this policy.

5. Prescription and pharmacy drugs/ over the counter medication

5.1 Where a worker is taking prescription or pharmacy drugs for medical purposes, the worker will not breach this policy by attending work, if the worker:

- takes the prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions applying to the use of those drugs;
- does not misuse or abuse the use of prescription or pharmacy drugs;
- ensures they are able to perform their work effectively, competently and safely;

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- informs themselves of the impact of consumption of alcohol with prescription and pharmacy drugs and they limit consumption accordingly; and
- checks with their medical practitioner or pharmacist about the effect of the drug on their ability to drive vehicles, operate machinery and safely perform their normal work duties. If a worker's ability to perform work competently, efficiently and safely is affected, the worker should obtain this advice in writing from the medical practitioner, or pharmacist, and provide it to their manager or supervisor as soon as possible and before undertaking their work.
- If an employee is prescribed medication that potentially could impact on undertaking their work and/or when they may be tested need to complete the prescribed medication forms available from the employer. This will be secured confidentially in a locked filing cabinet in the CEO's Office.

5.2 If Meercroft suspects that the workers ability to safely perform work is affected, Meercroft may take steps to address the issue in accordance with this Policy.

6. Consumption of alcohol — Meercroft's responsibilities

Meercroft will not provide alcohol at a work related function, ensuring that:

- a) workers will be reminded of this policy prior to the work related function, where appropriate and practicable;
- b) food will be made available; and
- c) non-alcoholic beverages will be available at all times.

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7. Driving Meercroft vehicles and operating machinery

7.1 Alcohol and illegal drugs

- a) Meercroft has a legal obligation to provide a safe and healthy working environment for its workers and others in the workplace so far as is reasonably practicable. To ensure a safe environment, no machinery is to be operated or used by anyone who is under the influence of alcohol, or used or consumed illegal drugs.
- b) Meercroft policy is to have a baseline of a **ZERO** alcohol and/or drug reading.
- c) Meercroft will not accept liability for any damage to a Meercroft vehicle, an injury to another person, or damage to other property caused by a worker's use of a Meercroft vehicle while intoxicated from alcohol or illegal drugs. The worker will be personally liable in such circumstances.

7.2 Prescription and pharmacy drugs/Over the Counter Medication

- a) Where a worker is taking prescription or pharmacy drugs that contain a warning that the person should not drive a vehicle or operate machinery, then that worker must not drive a Meercroft vehicle or any vehicle, or operate machinery unless contrary specific medical advice is obtained and confirmed in writing, from the worker's medical practitioner.
- b) If a worker is taking prescription or pharmacy drugs and feels that their ability to safely drive a vehicle or operate machinery is affected, the worker must not drive a Meercroft vehicle, or any vehicle, or operate machinery and must notify their manager or supervisor immediately.

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7.3 Smoking

Smoking is not permitted at any of Meercroft's workplace.

8. What will Meercroft do if it suspects a worker is affected by drugs or alcohol?

8.1 If Meercroft suspects, on reasonable grounds, that a worker is under the influence of drugs or alcohol in breach of this policy, Meercroft will follow guidelines to address this issue. Reasonable grounds may include (but are not limited to) where the worker:

- a) is unable to coordinate their actions;
- b) has red or bloodshot eyes, or dilated pupils;
- c) smells of alcohol;
- d) acts contrary to their normal behaviour;
- e) exceeds alcohol concentration limits applicable to the task they perform or may be called on to perform;
- f) is not behaving in a professional and competent manner and in accordance with Meercroft standards; or
- g) otherwise appears to be impaired or affected by drugs or alcohol; or
- h) returns a positive alcohol or drug test.

8.2 In such circumstances, Meercroft may take the following actions (but is not limited to these actions):

- a) Following a positive drug or alcohol reading, the result of the test will be communicated to the staff member concerned.
- b) *The Line of Chain of custody for:*

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Saliva Specimen Collection procedures (AS 4760:2006) is as follows:

ALL STEPS PERFORMED BELOW ARE TO BE DONE IN THE PRESENCE OF THE DONOR AT ALL TIMES

1. Advise Meercroft Care Management via phone that a non-negative result has been identified on the initial saliva screening device or breath test analysis.
2. Meercroft Care Management representative to give verbal confirmation via phone or in person that they wish for collector to proceed with the saliva Chain of Custody.
3. Collector to then explain the Chain of Custody procedure to the Donor-“2nd” saliva sample will be collected and sent to pathology for further testing. 2nd breath test after 15 minutes of time and self-recalibration of the analyser. This second stage of testing (chain of custody) will confirm the initial result and provide an accurate level of the substance that is identified in the “saliva” or in the breath analysis. Explain to the donor and Meercroft Care Management Representative that these results may take up to 5 business days to be processed.
4. Collectors to take second sample from donor using specific Chain of Custody Kit.
5. Use labelling stickers provided to attach Donors details to the two containers. This includes Date, time, Name, DOB, Meercroft Care and Collectors Initials.



6. Fill out red security seals and place seal over each saliva container. **All seals need to be initialled with Collector and Donors Initials and the date.**
7. Place the two saliva containers into the Biohazard specimen carrier bag provided.
8. Chain- of- custody and Pathology forms are to be completed by the collector and signed by both collector and donor.
9. Before placing forms in the bag, get management/company representative to copy COC and pathology forms so that they can be kept on record. COC and pathology forms can then be placed into the Biohazard specimen bag with the saliva samples. Seal the Biohazard bag with the last remaining seal.
10. Sample to be dropped into pathology immediately after the completion of onsite testing.

Chain of Custody Urine Specimen Collection procedure (AS/NZS 4308:2008)

1. Wearing gloves. Collect urine sample as per Drug Screening Procedure.
2. Donor to fill COC cup with urine sample or if a non-negative drug screen has been produced the Collector will dispense urine sample from drug screening cup device.
3. Collector to handle COC Lid at all times (contains a needle in the lid).



4. Write donor details on the vials, Date, Time, Name, DOB, Company, and Collectors Initials.
 5. Collector to invert and depress vacutainer vials on lid of the COC cup using provided vials x 3 until they are filled with urine and labelled appropriately.
 6. Fill out security seals and place a seal over each urine sample vial. **All seals need to be initialled with Collector and Donor's Initials and dated.**
 7. Place the 3 urine sample vials into a Biohazard specimen carrier bag.
 8. Chain of Custody and Pathology (Collector only to fill out path form) forms are to be completed by Collector and Donor (please note: Include temperature reading)-
 9. Before placing forms in bag please get admin to copy the COC form to keep on record. COC and Path forms are placed into Biohazard specimen bag with urine samples. Bag sealed.
 10. Along with Donor observing, place urine samples into esky provided by collector and log into pathology book for collection by Pathology. (Pathology Collection times are late morning and late afternoon).
 11. Dispose of COC cup safely by discarding the closed cup and content into Bio Hazard Bins provided in the toilets.
- c) Direct the worker to go home. Suitable arrangements for safe transport will be made by the relevant manager; or



- d) Direct the worker to attend a medical examination to determine whether the worker is fit to perform their duties effectively and safely. The medical examination may include a drug and/or alcohol test, such as a breath test, blood test, urine test or oral swab. Refusal to provide a sample constitutes a breach of this policy and may result in disciplinary action being taken against the worker, including action as set out below under 'Breach of policy'. In relation to prescription or pharmacy drugs, Meercroft may require evidence as part of the medical examination about the effects and proper use of the drug. The worker may be directed to go home following the medical examination.
- e) If the worker refuses to attend a medical examination, they will be directed to go home. Refusal to attend a medical examination, refusal to go home, or providing false information constitutes a breach of this policy and may result in disciplinary action being taken against the worker, including action as set out below under 'Breach of policy'.
- f) Where a worker is sent home, or required to attend a medical examination, the worker must report to Management (or as directed) on the next working day, or as soon as possible once the worker is no longer under the influence of drugs or alcohol. Meercroft will deal with the issue as set out below under 'Breach of policy'. Failure to report constitutes a breach of this policy.

9. What will Meercroft do if it finds drug or alcohol at the Meercroft's workplace?

- 9.1 If Meercroft finds drugs or alcohol at the workplace in breach of this policy, Meercroft may take the following action, which includes, but is not limited to:

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- a) investigate the matter in order to attempt to determine who is responsible, including by conducting searches, as set out in this policy;
- b) require some, or all workers, to undergo a medical examination in order to test for the presence of drugs or alcohol in their system.

9.2 Workers are required to co-operate in any investigation. Failure to co-operate, or providing false information in an investigation, constitutes a breach of this policy and may result in action as set out below under 'Breach of this policy'.

10. What will Meercroft do if it suspects a worker has drugs or alcohol in their possession at work?

10.1 If Meercroft reasonably suspects that a worker has drugs or alcohol in their possession at work, Meercroft may take the following action, which includes but is not limited to:

- a) investigate the matter to attempt to determine whether the worker does have such drugs or alcohol in their possession;
- b) request the worker to open their locker, bag, or vehicle or to empty their pockets or jacket for the purpose of locating any drugs or alcohol.

10.2 Workers are expected to permit such inspection and co-operate with Meercroft's investigation. Failure to co-operate, or providing false information in an investigation, may result in action being taken against the worker, as set out below under 'Breach of this policy'.

11. Breach of this Policy

11.1 Workers must comply with this policy at all times.

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11.2 If an employee is found to have breached this policy, in any way other than for the possession or sale of illegal drugs in the workplace or refuses to take a test as provided for in this policy the following shall apply:

- a) On the first breach a final written warning and the offender to participate in Employee Assistance Program (EAP) and/or some other referral source, for counselling, treatment or rehabilitation for drug or alcohol dependency.
- b) Any subsequent breaches will result in the immediate termination of employment.

Employees shall be granted personal leave entitlements to participate in the EAP, if required or whilst awaiting results of presumptive positive tests.

11.3 Agents or contractors (including temporary contractors) of Meercroft who are found to have breached this Policy may have their contracts with Meercroft terminated, or not renewed.

Any contractor who fails to comply with the requirements in this procedure shall be denied access to workplaces. Furthermore, the Organisation reserves the right to take such action as it deems appropriate as a consequence of contractor's conduct, including reviewing and/or terminating any contract in which the contractor is involved. A contractor who exceeds the required BAC will not under any circumstance, be allowed to return to a work place until he/she can demonstrate a BAC required by the procedure. Should a contractor test positive to illegal drugs he/she will not, under any circumstances be allowed to return to a workplace until he/she tests negative. Such testing must be undertaken by the Independent Testing Provider.



11.4 In circumstances where a worker's behaviour or conduct may involve a breach of any Australian law, Meercroft may notify the police or other relevant government authority.

12. Access to support services

If an employee notifies Meercroft that they have a drug or alcohol problem, they will be encouraged to complete a rehabilitation programme or undergo counselling.

13. Education and training

13.1 Meercroft will inform and conduct training or information sessions for all employees, relating to:

- a) this policy, including but not limited to the consequences of breaching this policy;
- b) the effects of alcohol and drug use (including prescription and pharmacy drugs) in the workplace;
- c) the risks to the health and safety of workers and others by the use of alcohol and drugs in the workplace; and
- d) the EAP (if applicable) and any other referral sources for counselling, treatment or rehabilitation, which are available to employees.

13.2 Where appropriate, Meercroft will conduct induction sessions for volunteers, contractors and their respective employees when they undertake work for Meercroft in the workplace. These induction sessions will cover:

- a) this policy, including but not limited to the consequences of breaching this policy;
- b) the effects of alcohol and drug use (including prescription and pharmacy drugs) in the workplace;

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- c) the risks to the health and safety of workers by the use of alcohol and drugs in the workplace.
- d) Organisation procedure regarding Alcohol and Drug Testing

14. More information

- 14.1 If a worker is unsure about any matter covered by this Policy, they should seek the assistance of their relevant manager.
- 14.2 Training records shall be maintained for at least seven years
- 14.3 Regular information and/or training shall be provided as part of ongoing health promotion programs.

15 Testing Program, Handling Test Results, Retaining Records, Privacy and Confidentiality.

15.1 Testing Program and Handling Results

The Organisation will carefully select and monitor all persons responsible for administering the testing program, and will implement measures to ensure appropriate standards are maintained. Samples will only be used for the purpose of testing for the presence of Alcohol and Drugs.

15.2 Retaining Records

Copies of all results will be retained for seven years from the date of creation. Access to copies of results of all Alcohol and Drug Tests will be made available to the employee, contractor or volunteer upon request. Records will be maintained by the CEO separate from the employees personnel files.

15.3 Privacy and Confidentiality

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The Organisation will not use personal information collected from Employees, contractors, or visitors in a manner that contravenes the Privacy Act or this procedure.

Information obtained in the process of conducting tests will be treated in the strictest confidence, individual test results shall not be released to anyone who is not directly in the testing process, without specific authorisation by the employee, contractor, volunteer who was tested, to release the results to others, except as follows:

- The employee, contractor, volunteer has agreed to release information for rehabilitation or a return to work program in which the results of the test must be known to facilitate further action concerning the employee, contractor, volunteer.
- When the results of the test become the subject to a dispute, however the information may only be released to other parties on a 'need to know basis.'
- When complying with any legal requirement.

15.4 **Dispute Resolution**

When an employee makes a formal complaint the CEO /HR Manager will initiate a formal Investigation. The preferred approach to an investigation is to utilise internal Resources. The CEO/ HR Manager will appoint an independent staff member with no potential conflict of interest with either the complainant or respondent. Where a potential conflict of interest is possible the Manager may choose to utilise an external investigation expert. The decision will be made in the best interests of ensuring the integrity of the investigation.

The complaint will be investigated in a timely and confidential manner. On
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conclusion of the investigation a written report will be provided to the CEO / HR Manager on the outcome of the investigation.

The External Investigator will then determine whether the complaint is substantiated or not substantiated. Where the complaint is proven the CEO/HR Manager will determine the appropriate course of disciplinary action.

All actions under this procedure will be conducted in a manner which respects the dignity and confidentiality of those involved and is consistent with the values of the Organisation. Breaches of confidentiality will be considered a disciplinary issue and handled under Meercroft Policy.

16. Procedure

16.1 Meercroft will undertake drug and alcohol testing and random alcohol and drug testing throughout its workplace in accordance with this Policy:

- a) Pre-employment
- b) If an employee's behaviour has raised concerns about their fitness for work
- c) If there is an accident or incident

16.2 The consumption of alcohol or use or possession of illegal drugs on any company premises or work sites is strictly prohibited and may result in instant dismissal.

16.3 In order to uphold the safety and well-being of all people on site and company premises, an alcohol and drug test can be initiated on any employee.

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16.4 All test results shall be treated confidentially and not be revealed to any unauthorised person.

17. Identification of the Employee, Contractor, Volunteer

The Accredited Technician shall ensure the individual from which the sample is collected is positively identified through photo identification confirmation by a Manager. The sample collection will not proceed if the individual's identity cannot be established.

18. Consent to Collection Analysis

Sample collection will not commence until the individual from whom the sample is to be collected has signed the consent to collection and analysis on the testing record documentation. Appendix A

Refusal to provide a sample constitutes a breach of this policy and may result in disciplinary action being taken against the worker, including action as set out below under 'Breach of policy'.

19. Testing Procedure

Breath Alcohol Test shall be taken by a collector and witnessed by a management representative.

All test results shall be confirmed by re-testing 15 minutes later after re-calibration of the breath analyser.

20. Urine Drug Testing

An employee gives a sample of urine/saliva in a suitable area prepared under the direction of a collector.

Recognised "chain of custody" procedure shall be followed.

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In the case of on-site testing, the result is recorded and authorised.

Any positive on-site tests shall be verified by independent off-site testing.

The results of any off-site testing shall be forwarded to an authorised company representative, who shall notify the employee of the positive or negative results. All test results shall be confidential and not revealed to unauthorised personnel.

21. Random Alcohol and Drug Testing

Random testing is normally conducted on site by our client in accordance with their system requirements.

22. Pre-employment Testing

A Urine Test for illegal drugs is to be performed as a standard component of the pre-employment medical.

Permission to screen for alcohol and other drugs shall be included in the contract for employment for all Meercroft Care personnel.

The individual shall be considered unsuitable for employment if a positive test result is detected in pre-employment testing.

23. Limits for Alcohol and other Substances

Meercroft Care has a **ZERO** tolerance for Alcohol and any other substances that places any person or organisation at risk.



DRUG AND ALCOHOL SCREENING

DONOR DETAILS

Surname: Given Names:
 Address:
 Sex: Male Female Date of Birth: / /
 Employer:

Office Use Only
Proof of Identification Photo

LIFESTYLE QUESTIONNAIRE (To be completed by Donor)

- 1. Do you, or have you, via any method consumed Recreational drugs?** Yes No
 If yes: a) When
 b) What drug
 b) How often
- 2. Are you currently taking Prescription medication?** Yes No
 If yes: a) Medication
 b) Purpose
 b) How often
- 3. Do you use "Over the Counter" medication?** Yes No
 If yes: a) Medication
 b) Purpose
 b) How often
- 4. Do you drink alcohol?** Yes No
 If YES, when was the last time you consumed alcohol?

DONOR CERTIFICATION

I certify that the specimen identified on this form is my own and was provided by me to the Collector. I consent to the analysis of the specimen for drugs and alcohol (if required) and the release of these results and ALL information on this form to my employer, prospective employer or their authorized representative. I certify that the information I have provided on this form is correct.

Donor's Name: **Donor's Signature:** **Date:**

<u>SCREENING DEVICE USED</u>		<u>DRUG SCREENING RESULTS</u>	
<input type="checkbox"/> Innovacon (Urine)	THC	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative
<input type="checkbox"/> Lane WorkSafe Cup (Urine)	OPI	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative
<input type="checkbox"/> Lane Worksafe - Accurate (Saliva)	MET	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative
<input type="checkbox"/> Alcoholizer (Breath)	COC	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative
	BZO	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative
Lot Number:	AMP	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative



Expiry Date:

Alcohol Screening Results

Alcolizer

Positive Negative

Reading

Pathology Confirmatory Testing Required

Adulteration Results

Yes No

Normal Abnormal Temp

COLLECTOR CERTIFICATION

I certify that the collection of the specimen identified on this form was supervised. I hereby declare that I have taken due care to verify the true identity of the donor by inspection of his/her photo identification. I certify that the specimen identified on this form was that which was provided to me by the donor and that it was tested in the presence of the donor.

Collector's Name:

Collector's Signature:

ADSO No:

Testing Venue: Australian Workforce Assessors
(03) 6388 8116

Date of Testing: