

Fit For Work (Drug & Alcohol)

Summary

TDG Environmental (TDG) is dedicated to providing and maintaining a safe and healthy working environment for employees, contractors (including their employees), labor-hire workers, work experience students, and visitors. The use of alcohol and other drugs, including prescribed and illicit drugs, can seriously threaten a safe working environment. TDG has a legislated duty of care to ensure a safe workplace for individuals accessing or working on our sites and/or while carrying out work on TDG's behalf.

Scope

This policy applies:

- During working hours, including when on call and/or recalled back to work outside of normal business hours.
- While on TDG premises, including outside of working hours.
- While representing TDG on another site or location.
- While driving TDG vehicles and/or driving personal vehicles for work purposes.
- While operating TDG machinery.

Principles

TDG has a zero-tolerance approach to individuals:

- not presenting fit for work due to the use and/or abuse of drugs (including prescribed or over-the-counter medication) and/or alcohol.
- using, possessing, selling or distributing drugs or drug paraphernalia.

TDG requires all employees to comply with the guidelines outlined in this policy and take reasonable care of their own health and safety, as well as that of others.

Any employee not acting in accordance with this policy may face disciplinary action up to and including termination of employment, or in the case of contractors and labour-hire workers, their commercial agreements with TDG ending and/or being banned from performing work for TDG.

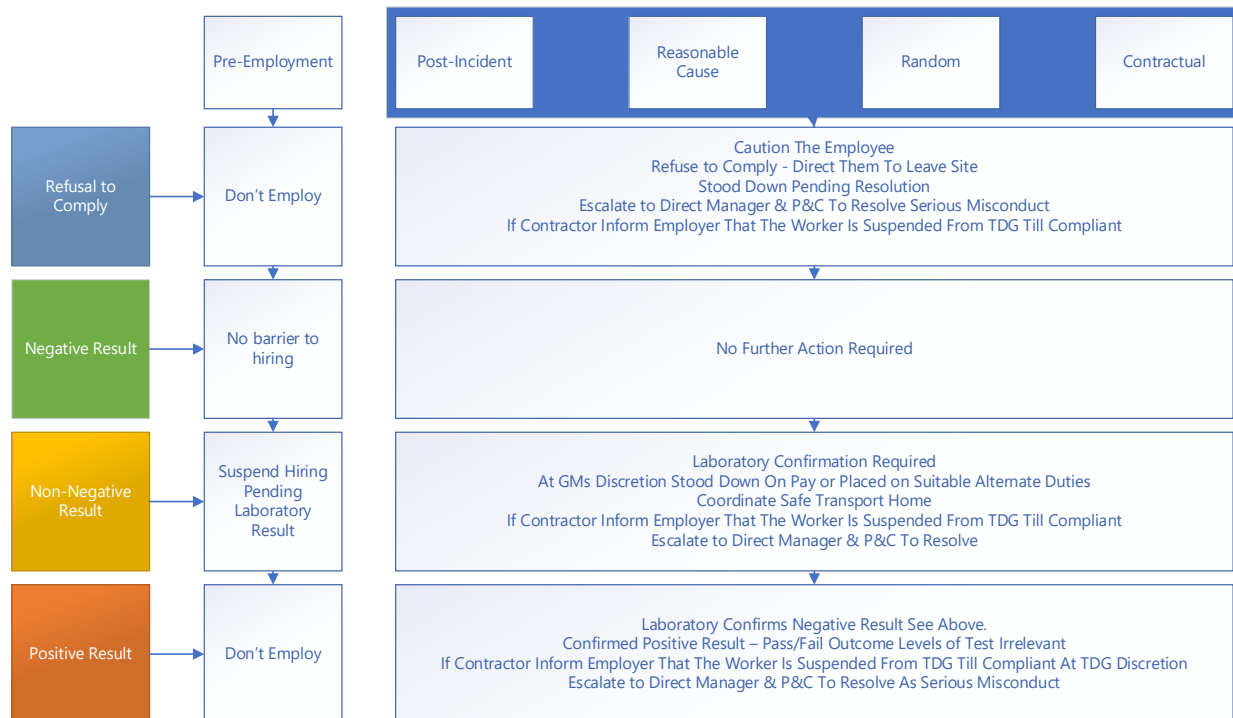
What is expected of you

Always	Never
<ul style="list-style-type: none"> • Present for work free from the influence of drugs or alcohol that may affect your judgement, performance or behaviour. • Seek help and let your manager know if you develop a drug or alcohol use issue. • Tell your manager if you are taking prescribed medication or other legal drugs that could affect your ability to perform your work safely. • Report drug or substance abuse by others. • Know you can be subject to a drug and alcohol test randomly or when there is a valid reason to conduct testing. 	<ul style="list-style-type: none"> • Attend or return to work while under the influence of any drug or alcohol that may affect your judgment, performance or behaviour. • Possess illegal drugs, drug supplies or equipment or prescription medicines other than for use as prescribed by a doctor. • Use, sell, transfer or possess drugs whilst on a TDG worksite, during work hours, or on company property. • Ignore any suspected or actual drug or alcohol consumption by other team members at work.

Definitions

Term	Definition
Alcohol	Any beverage that contains ethyl alcohol, including but not limited to beer, pre-mixed drinks, wines and other spirits.
AS/NZ Standard	Refers to the relevant Australian New Zealand Standard in the context, which may include: Procedures for Specimen Collection, detection, and quantitation of drugs in oral fluid, and procedures for the collection, detection and quantitation of drugs in urine and for breath alcohol testing.
Confirmation Testing	An analytical procedure in accordance with ASN/NZ Standard is conducted by an accredited laboratory to identify and quantify a specific drug or metabolite.
Drug(s)	Includes illegal drugs, any other illegal or illicit substance, prescription medication, over-the-counter / non-prescription medication, and synthetic drugs.
Laboratory	A testing facility accredited against the relevant AS/NZ Standard, at which the analytical procedures are carried out to screen for and/or confirm the presence of a specified drug or its metabolite(s).
Metabolite	A breakdown product of a drug that may be less toxic and easier to excrete than the substance taken. Some drugs are not broken down, but they are converted into a form that is more water-soluble; these are also considered metabolites.
Paraphernalia	Any equipment that is used to produce, conceal, and consume illicit drugs, including but not limited to bongs and various types of pipes.
Substance	Includes illegal and illicit drugs, prescription medications, over-the-counter medications and/or alcohol.

Our Five Testing Regimes



Pre-employment

TDG may require potential candidates to be tested and return a negative drug and alcohol test result before their appointment is confirmed.

Post Incident

An employee may be tested where they are involved in any of the following circumstances:

- An incident involving death or a lost-time injury.
- An incident requiring treatment by a medical professional.
- An incident or near miss that had the potential to cause serious harm or loss.
- An incident involving and/or damage to vehicle, property, plant or equipment.
- Any other incident that TDG considers appropriate.

NB: Contractors and subcontractors may be removed from the site and asked to conduct their own testing.

Reasonable Cause

Any employee may be tested for the presence of alcohol or drugs where their actions, appearance, behaviour or conduct suggests drugs or alcohol may be impacting their ability to work effectively and/or safely. All allegations of impairment must be taken seriously, while maintaining the dignity and privacy of the worker.

Grounds for reasonable cause testing include (but are not limited to):

- Physical signs of impairment, such as slurring words or changes to pupil size, are not consistent with lighting levels.
- Out-of-character behaviour or personality changes.
- Paranoid, secretive, defensive or aggressive behaviour.
- Pattern of absence around weekends or other holidays.
- Paraphernalia consistent with drug or alcohol use found on or in a TDG facility, worksite, or vehicle.
- Observation of drug or alcohol use at work, or allegation of the same from a credible source.
- Involvement in a workplace incident.
- Failure to comply with a Customer-initiated test or provide a Negative result.
- Prior non-negative testing or non-compliance with this policy in the preceding twelve months.

The triggers for reasonable cause testing can be subjective, and a responsible manager must assess them dispassionately before instigating further action or non-action. Seek guidance from your supporting HSEQ Adviser.

Whilst For Cause is subjective, it is preferable to test the identified person and address that issue through testing than to use Random Testing as a surrogate, ie better to mistakenly test one person than subject multiple to random testing.

The employee who is the focus of the reasonable cause testing must have the reasons for the test explained to them and be allowed to provide an alternative explanation. The employee must also be advised that they may consult their representative at this time. However, the testing cannot be unreasonably delayed and shall proceed as quickly as possible.

Random and Blanket

TDG reserves the right to conduct random drug testing across all its work sites, depots, and offices at its discretion, for how, where, when, and whom to test. This includes but is not limited to:

- Blanket testing all persons present, or
- Oral fluid, Urine testing, Breath testing, Synthetic testing.

Employees who are selected will be required to present themselves for testing immediately.

Deployment and Contractual

Our clients have additional testing requirements to meet their minimum standards for working on contracts, such as daily breath alcohol screening and weekly drug testing. TDG employees are required to comply with these client requirements.

Where an employee fails to comply with customer contractual requirements, it will be deemed as non-compliance with this policy and will be resolved as such.

Where an employee fails, the test is conducted by a Customer and provides a Non-Negative test, then it will be treated as a Non-Negative test in accordance with this policy. The employee may then either:

- Accept the result without further testing, in which case the result will be resolved in accordance with this policy as a Positive Result, or
- If they dispute the Customer result, then the employee will be tested in accordance with the For Cause basis and required to provide a test result using the same testing method as the initial customer detection ie, Urine = Re-test Urine, Oral Fluid = Oral Fluid.

The process and outcome may be communicated with the customer, but the specific test results are to remain confidential (ie confirm testing conducted and outcome Negative/Non-Negative).

Testers

All drug and alcohol testing will be conducted by testers who comply with the criteria for specimen collection, screening and the detection and quantification of drugs or alcohol as per the relevant Australian and New Zealand Standards.

Drug and alcohol test results will only be released to those who have a legitimate need to know. Appropriate efforts will be made to protect the individual's privacy and the confidentiality of the process, consistent with the overriding need to ensure safety.

Drug Testing Results

A **negative result** shows no indication of the presence of drugs or metabolites or a level below the AS/NZ standard cut-off level for a particular substance.

A **non-negative** result indicates the possible presence of drugs or drug metabolites but has not yet been confirmed by a laboratory. A urine sample for laboratory confirmation testing must follow non-negative oral fluid tests.

A **positive result** is issued by an accredited laboratory confirming the presence of drugs or drug metabolites in a urine sample. The confirmatory test cut-off concentrations are in accordance with the relevant Australian and New Zealand Standards.

A sample can **fail the 'integrity test'** if it has not been produced naturally or has been altered in some way to influence the result.

Note: All results are Pass: Fail, levels and details of the test are not to be factored into decisions and resolution, as the interpretation of these results has no scientific or medical basis in the Fitness for Work decision.

Alcohol Testing

All employees must report for work in a condition capable of carrying out their allocated tasks in a safe, competent, and legal manner.

A **positive** result is a BAC level that exceeds the Australian or NZ drink driving limits for operating a vehicle, plant, equipment or machinery.

Testing Process and Likely Consequences

The basic structure of testing is as shown above:

- Person/s identified who are required to complete testing for one of the five regimes (Pre-Employment, Post-Incident, Reasonable Cause, Random/Blanket, Contractual)
- The Relevant Manager informs the person of the reason for testing and the details of the testing
- Person complies and completes testing in accordance with the current ASNZ standards as conducted by the authorised tester
- Person/s managed in accordance with the process above

Pre-employment

- The People & Capability team will organise for the candidate to undergo drug and alcohol testing as part of the pre-employment checks if required for the role.
- For the candidate to be employed, they must return a negative test result, except for prescribed medication.

Post-accident/incident

- All incidents will be deemed a reason for testing and will require post-incident testing unless the relevant Manager considers the circumstances make testing impractical or excessive.
- The employees involved in the incident will be required to complete testing as per the process above.

Reasonable cause testing procedures

Where any employee is suspected of being under the influence of alcohol, drugs or prescribed medication, the manager or their delegate will:

- Refer to Schedule 1 – Reasonable Cause Indicators to assess the observable indicators and consider changes in the employee's behaviour, and record findings. At least one observable indicator must be present to have reasonable cause.
- If there is reasonable cause, the manager should inform the person of the reasons and provide an opportunity to explain their behaviour. If the manager believes there are valid reasons for the behaviour that are not drug- and/or alcohol-related, then they should not continue with reasonable cause testing.
- If there are no valid reasons for the behaviour, the employee should be informed that they are required to undergo drug and/or alcohol testing for reasonable cause based on the observable indicators found and the related health and safety risks these pose.
- The manager is to record the basis of their actions/non-action, providing a confidential record of the event and how it was managed.
- Testing then proceeds.

Random and Blanket Testing Procedures

- Individuals, work groups or work sites may be randomly selected to undergo drug testing.
- In the case where individuals have been selected across the company, the individual will be informed that they have been randomly selected to undergo a drug test and that they are required to do so immediately.
- In the case of a work group or work site, the employees will be informed that they are required to undertake a drug test, and either the group will be tested on-site or escorted to the drug test agency site for testing. If the testing outcome is a negative result, the employee (s) can return to work.

Non-Negative Results

If the testing outcome is a non-negative result, the employee may be suspended without pay until a negative result is confirmed.

Where a positive result is later confirmed, the employee shall remain off work unpaid, except for attending any investigation or disciplinary meetings.

The manager must follow a fair suspension process with advice from their People & Capability Advisor.

Any person who is confirmed to have a Positive Result who remains with TDG will be subject to further for-cause testing for twelve months post-initial detection.

If the laboratory result is Negative, the person returns to work with no further action required.

Prescription and Other Medications

When testing is conducted, employees will be asked to report any medications taken before the sample is collected.

If a person has pre-reported medication, then this will be noted, and the laboratory result will be assessed with consideration of whether the medication is the cause of the result.

If an employee reports medication after the sample is collected, this should also be noted.

Any employee who has reported the presence of medication, before or after the collection, who has a Non-Negative result may, at the General Manager's discretion, either be stood down on pay pending the result or remain on suitable low-risk duties (ie Work From Home, etc)

The case will be resolved based on the laboratory results, the alignment between the reported medication and the results, and an assessment of the fitness for work risks.

Refusal To Test Or Falsifying A Test

An employee who refuses to undergo a test or falsifies the results of a test is considered to have committed serious misconduct. The appropriate disciplinary action will then be taken, including termination of employment. Behaviours that constitute a refusal to test include, but are not limited to, the following:

- Refusal to consent to a test.

- Failing to advise, promptly, of an accident/incident where the nature of the event is such that it might require alcohol or drug testing.
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation.
- Tampering with or attempting to adulterate the specimen or collection procedure.
- Not cooperating with the processes defined within this Policy.

Other Issues

Where testing is not immediately possible

In some situations, it may not be immediately practical to initiate a drug or alcohol test due to factors like:

- The need to prioritise ongoing safety concerns.
- The remoteness of the worksite.
- The nature of injuries sustained.

If this is the case, testing should be carried out in accordance with this policy, if reasonably practical.

Medications

TDG employees who take any medication (whether prescription or non-prescription/over the counter) that might influence their ability to work safely must:

- Discuss with a medical practitioner their tasks and duties to ascertain any possible impact of the medication on safety or performance at work.
- Provide confirmation from their medical practitioner that the medication does not impact the safety or performance at work.
- Promptly notify their supervisor of any medication they are taking, which could affect their safety or performance at work.
- Take any medications strictly in accordance with their medical practitioner or manufacturer's recommendations.

If an employee is unable to safely perform their usual job due to the use of prescription or over-the-counter medication, they may be offered a safe alternative work arrangement if available. If a safe alternative work is not available, the employee should not stay in the workplace and may request to use leave to cover their absence.

If prescribed medications contain THC, employees must inform their manager. Their manager, in conjunction with their HSEQ Adviser and the employees' doctor, will determine the risks and whether the medication can be accommodated.

The company reserves the right to seek advice on the effects of any legal drugs or medications being used in the workplace and to manage those effects effectively.

Authorised work functions and alcohol

TDG Group General Managers (GMs) and Executives (Execs) have the authority to approve work functions where alcohol is provided. When granting such approval, the GM/Exec is responsible for ensuring the responsible service of alcohol, risk mitigation, and professional and appropriate conduct.

Employees may be invited to attend work functions at which alcohol is served, such as client events, after-work gatherings, or year-end celebrations. It is the responsibility of each employee to consume alcohol responsibly and within the legal limits.

At such functions, employees must adhere to all relevant TDG policies and procedures, particularly those related to conduct and behaviour. Employees are expected to maintain appropriate standards of behaviour at all times.

If an employee plans to drive after the function, they must comply with the relevant legal limit for alcohol consumption.

Storage & possession of drugs and alcohol

The possession and/or storage of drugs on TDG premises is prohibited except where:

- The drug is a prescription or over-the-counter medication, where the employee has notified their manager and/or supervisor that the medication is required for the employee's health condition as advised by their treating doctor and confirmed it does not impede their ability to fulfil their role/duties.

The possession and/or storage of alcohol on TDG premises is prohibited except where:

- Alcohol is securely stored in an area designated by the most senior person on site.
- An employee receives alcohol as a gift, provided the receipt of such gifts is deemed acceptable by an authorised person, in accordance with the company's gifts and hospitality policy.
- Any gifts of alcohol received must be stored unopened and removed from TDG premises at the end of the day.

Employee Assistance Program

TDG employees have access to an Employee Assistance Program (EAP), which provides confidential counselling services and support for a range of personal and work-related issues. Contact our EAP provider, TELUS Health:

Australia: 1800 838 871 | **New Zealand:** 0800 000 136

ACKNOWLEDGEMENT

I, _____ (Name), have read (or had an explanation) and understand the current Fitness for Work (Drug and Alcohol) Policy.

I understand that this policy will be enforced across TDG and will have implications for my current and future engagement with TDG. I am aware that failure to comply with the policy may result in disciplinary action or dismissal. I also understand that the policy is subject to change and the current version is available on the TDG Controlled Document intranet.

Signature: _____

Date: _____

Schedule 1 - Reasonable Cause Indicators

When assessing for reasonable cause, there will usually be more than one indicator present. Examples of reasonable cause include, but are not limited to, the following:

• smelling breath, body odour, clothes	• slurred speech
• unsteady on feet	• eyes: bloodshot, dilated pupils, pin-point pupils
• excessive sweating	• flushed/ red complexion
• loss of weight (in association with other indicators)	• unusual or out of character on-site behaviour
• continual involvement in small accidents or inattention	• obvious continual drop in performance
• changes in personality or mood swings	• excessive lateness
• absences often on Monday, Friday or in conjunction with holidays	• increased health problems or complaints about health
• emotional signs: outbursts, anger, aggression, mood swings, irritability	• paranoia
• changes in alertness – difficulty with attention span	• changes in appearance – clothing, hair personal hygiene
• less energy	• feigning sickness or emergencies to get out of work early
• going to the bathroom more than normal	• defensive when confronted about behaviour
• dizziness	• hangovers
• violent behaviour	• impaired motor skills
• impaired or reduced short-term memory	• reduced ability to perform tasks requiring concentration and co-ordination
• intense anxiety or panic attacks or depression	• impairments in learning and memory, perception and judgement

Controlled Document

Reference:	POL-TDG-005	
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