

DRUG & ALCOHOL POLICY

PrimePort Timaru is committed to creating a drug and alcohol free workplace to safely achieve its business objectives. This commitment:

- support the company values and policies;
- is part of our culture;
- promotes employees' wellbeing, health and safety;
- creates a work environment where employees feel safe and are supported;
- recognises the importance of satisfying the client and providing quality service; and
- improves business performance including management of business risk and associated costs.

The Drug & Alcohol Policy will apply to all PrimePort Timaru sites. PrimePort Timaru will support its staff in achieving this goal through the following initiatives:

- **Education / Training**
The Drug & Alcohol Programme will be supported by educational material and ongoing training conducted by recognised specialists.
- **Pre-Employment Testing**
PrimePort Timaru offers new appointments and internal transfers contingent on applicants returning a negative drug and alcohol test.
- **Post-Accident / Incident Testing**
Employees may be tested for the presence of drugs and/or alcohol when they are involved in an incident or accident where their actions may have contributed to the event.
- **Reasonable Cause Testing**
Employees may be tested for the presence of drugs and/or alcohol where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely.
- **Random Testing**
Employees may be randomly selected for testing for the presence of drugs and/or alcohol.
- **Serious Misconduct**
Employees observed taking, selling, supplying or being in the possession of drugs and/or alcohol at work will be disciplined according to PrimePort Timaru's serious misconduct procedures. Employees refusing to consent to undertake drug/alcohol testing will also be disciplined as above.
- **Voluntary Rehabilitation**
PrimePort Timaru offers its employees the opportunity to voluntarily join its Drug & Alcohol Rehabilitation Programme.
- **Company Referred Rehabilitation**
PrimePort Timaru may assist with a Drug & Alcohol Rehabilitation Programme for employees testing positive for drugs and/or alcohol under this policy.

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DRUG & ALCOHOL PROCEDURES

1. PURPOSE

The purpose of this policy and procedures is to address the possibility of our workplace safety and the safety of our employees being adversely affected by people who have unacceptable levels of drugs and/or alcohol in their system.

2. AIMS

- To create a drug and alcohol free workplace
 - To recruit only staff who comply with PrimePort's policies
 - To provide quality customer service
 - To support and rehabilitate staff with alcohol and/or drug problems when deemed appropriate
 - To comply with legal obligations under the Health & Safety at Work Act 2015
 - Human Rights Act 1993 (or any updates)
 - Privacy Act 1993 (or any updates)
 - To ensure all testing complies with latest international standards, currently:
 - Australian/New Zealand Standard (AS/NZS) 4308: 2008 "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine"
 - AS3547-1997 / Amendment 1-2000 (Type 2): "Breath alcohol testing devices for personal use"
- NB: The current Australian Oral Fluid Standard, AS 4760-2006 "Procedures for specimen collection and the detection and quantitation of drugs of abuse is oral fluid," is unable to be complied with, particularly for collection and on-site screening. It will be reviewed and updated to a joint AS/NZS Standard which is predicted to be released early 2016. At that stage, consideration may be given to including Oral Fluid testing in Policies provided suitable methods and screening devices are available to provide the required sensitivity and accuracy.***

3. EDUCATION & TRAINING

Education and training will be conducted by expert trainers who are qualified in the relevant specialist fields. For general awareness training, this may include an E-learning training module.

3.1 General Awareness (All Staff)

An educational programme is available to all employees covering:

- Drugs and alcohol trends and their adverse effects
- Use/misuse/abuse/dependency
- The implications of PrimePort Timaru's Drug & Alcohol Policy
- The testing options
- How drug and alcohol tests are conducted
- How long substances can be detected for after use
- How to access the drug and alcohol rehabilitation programme

3.2 Policy Management & Reasonable Cause Recognition (Managers/Supervisors)

Training workshops for managers and supervisors will cover in more detail the topics in 3.1 and will also focus on:

- a. Sign and symptoms of drug and alcohol misuse: how to recognise
- b. Reasonable cause for testing
- c. Understanding PrimePort Timaru's Drug & Alcohol Policy and how to manage it
- d. Understanding the testing processes

4. PRE-EMPLOYMENT TESTING

Appointment of a new employee is conditional on the applicant returning a negative drug and alcohol test.

4.1 Procedure

See decision making flowchart: Appendix 2

- a. The applicant is informed that any offer of employment is subject to a drug (and alcohol) test. This may be included in a medical check.
- b. The applicant will be required to sign an informed consent form for drug testing (Appendix 3) and breath alcohol testing (Appendix 4).
- c. Any applicant refusing to take the drug and/or alcohol test(s) will not be considered for a position.
- d. The applicant will be directed to a NZQA qualified urine specimen collector (Appendix 5) and "on-site" screener to collect the urine and conduct an "on-site" drug screening test and breath alcohol test (**refer to Appendices 6 and 7 for alcohol and drug testing procedures**).
- e. The applicant must provide verification of ID with photo and signature (e.g. driver's licence, passport or a mix of documents) to the collector for documenting on the chain-of-custody form.
- f. Any specimen giving either a "not negative" screen for a drug class or an indication that the integrity is suspect will be forwarded to the accredited laboratory for confirmatory testing.
- g. If the integrity is suspect the donor shall stay at the collection site and be supervised at all times until s/he can provide a second urine specimen. This second specimen will also be forwarded to the laboratory for both drug and specimen integrity testing. Both the original and further specimens shall be uniquely labelled and accompanied by their individual chain-of-custody forms which will be cross referenced.
- h. The applicant must not commence employment until negative drug and alcohol tests have been returned.
- i. An applicant returning a positive test for drugs or alcohol will not be considered for a position with PrimePort Timaru.

5. INTERNAL TRANSFER TESTING

5.1 When Applied

Internal transfer drug and alcohol testing may be applied to staff where:

- a. The employee has applied for and been offered a new appointment; and/or
- b. The offer places the employee in an entirely new role.

5.2 Procedure

- a. Employee is informed that their appointment is subject to a negative drug and alcohol test.
- b. Employee gives written consent to the internal transfer drug and alcohol test (Appendix 3 and 4).
- c. Employee will be directed to a NZQA qualified specimen collector (Appendix 5) and “on-site” screener to collect the urine and conduct an “on-site” screening test. Any specimen giving either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to the accredited laboratory for confirmatory testing.
- d. Breath alcohol testing may be conducted by a trained and NZQA approved collector (Appendix 5) using a calibrated breath testing device.
- e. An employee refusing to take a drug and/or alcohol test will not be considered for the internal transfer.
- f. An employee returning a positive result may be retained in their present role, issued with a written warning and required to enter PrimePort Timaru’s support Drug & Alcohol Rehabilitation Programme.
- g. If rehabilitation is not offered or accepted, the serious misconduct rule will apply and the disciplinary process is likely to result in dismissal.

6. POST ACCIDENT / INCIDENT TESTING

6.1 When Applied

An employee may be tested for the presence of drugs and/or alcohol where they are involved in any of the following circumstances affecting employees or customers:

- a. An incident involving death or a lost time injury.
- b. An incident requiring treatment by a medical professional.
- c. An incident or near miss that had the potential to cause serious harm or loss.
- d. An incident involving damage to vehicle, property, plant or equipment.

6.2 Procedure

See decision flowcharts: Appendices 8 and 11

Refer to Appendices 6 and 7 for alcohol and drug testing procedures

Consent for testing must be given in writing by the employee.

The manager or the employee's supervisor must:

- a. Determine whether there is sufficient cause to test for drugs/alcohol. ***If the accident/incident is sufficiently serious, the testing should be automatic for all persons involved. PrimePort Timaru will specify which events will result in mandatory testing.***
- b. Assess whether it is practical to require a test (see 6.4 for emergency situations).
- c. Advise the employee that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed (*NB: If possible, the alcohol test should be conducted within one hour and the urine specimen collected for the drug test within three hours*).
- d. Obtain written consent from the employee (Appendices 3 and 4).
- e. From the time of notification, arrange for the employee to be accompanied at all times and escorted to the designated NZQA qualified collector (Appendix 5) and "on-site" screener and trained breath testing provider. The breath testing can be conducted by PrimePort Timaru personnel if it has an approved calibrated breath testing device, approved procedures and trained breath testers.
- f. The accompanying person will be required to ensure that the employee has independent verification of identity (ID) available for documenting on the chain-of-custody form. This must contain both photograph and signature in ore or a mix of documents (*NB: The accompanying person personally verifying the employee's ID is not considered unequivocal independent verification*).
- g. If the alcohol test is negative, the urine is collected for the drug test.
- h. If the alcohol test is positive, the urine drug screen is conducted and the employee is removed from the employment site on full pay until the disciplinary hearing.
- i. If the urine specimen returns a "not negative" screening result or its integrity is suspect (see extra step 6.2.k), it is dispatched to the laboratory for confirmatory testing. The employee is removed from the employment site on full pay until the confirmed test results are available from the confirmatory laboratory.
- j. If the integrity is suspect the donor shall stay at the collection site (or another suitable location) and be supervised at all times until s/he can provide a second urine specimen. Both the original and second specimens will also be forwarded to the laboratory for both drug and specimen integrity testing. The original and further specimens shall be uniquely labelled and accompanied by their individual chain-of-custody forms which will be cross referenced.
- k. If the urine specimen returns a negative screening result, ***the urine will be forwarded to the laboratory for extended screening and confirmatory testing. PrimePort Timaru must request that the laboratory tests for additional drugs (e.g. synthetic cannabinoids, kava, party drugs, LSD, cathinone derivatives, krokodil, NBOMe) which will not be covered by the normal screening panel.***

- l. It is necessary for the manager to advise the collector to inform the laboratory what additional extended tests are required.
- m. If extended testing is being requested post-accident/incident, the manager/supervisor will determine whether to remove the employee from the employment site on full pay until the confirmed test results are available from the accredited confirmatory laboratory. This will be based on their assessment of whether the employee is likely to be affected by drugs or alcohol.

6.3 Positive Test Result

If the confirmed result is positive for drug(s) or alcohol, or the specimen integrity has been compromised, the serious misconduct will apply and disciplinary processes will follow. PrimePort Timaru will select one of the following options:

- a. For the first positive test result the employee (***excluding a contractor***) may be offered the opportunity to be referred to PrimePort Timaru's Drug & Alcohol Rehabilitation Programme (Section 11). This option is at the discretion of PrimePort Timaru and would be the only option available if the employee wishes to continue employment with PrimePort Timaru.
- b. If rehabilitation is not offered, the serious misconduct procedures will apply and the disciplinary process is likely to include dismissal.
- c. If the employee refuses rehabilitation, the serious misconduct procedures will apply and the disciplinary process is likely to include dismissal.
- d. If the employee tests positive for the second time, it is unlikely that PrimePort Timaru will offer rehabilitation. Therefore the serious misconduct procedures will apply and the disciplinary process is likely to include dismissal.
- e. If a contractor tests positive, s/he will be dismissed from the site and no longer be able to provide services to PrimePort Timaru. The contractor's company will be advised of the result and consequences.

6.4 Procedure for Emergency Situation

Where it is not practical for a test to be carried out immediately due to the injuries to the employee or where other corrective actions are required (injury, fire, spill etc), the manager or supervisor must:

- a. Attend to the other corrective actions.
- b. Ensure that a PrimePort Timaru's representative accompanies the employee to the hospital/doctor so that the required tests can be carried out as soon as practicable.
- c. If the injuries preclude immediate tests, ensure the tests are carried out at the first practical opportunity.

6.5 Refusal to Undergo Test

Where an employee refuses to undergo a test, the refusal shall be treated under the serious misconduct procedures and appropriate disciplinary procedures will be applied. This is likely to lead to dismissal. In the case of a contractor, s/he will be immediately removed from the site and no longer be able to provide services to

PrimePort Timaru. The contractor's company management will be immediately advised of this matter.

Behaviour that constitutes a refusal to submit to a test includes, but is not limited to the following:

- Refusal to consent to a test.
- Failing to advise, in a timely way, of an accident/incident where the nature of the accident/incident 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. A maximum of three hours is the limit for providing a urine specimen.
- Tampering with or attempting to adulterate the specimen or compromise the collection procedure.
- Not cooperating with the "Chain of Custody" procedures defined in Appendix 1.
- Leaving the scene of an accident without a valid reason before the test has been conducted.

7. REASONABLE CAUSE TESTING

7.1 When Applied

The procedure will be used where there is reason to suspect that an employee's actions, appearance, behaviour or performance may be affected by drugs and/or alcohol. Where practical there should be at least two people who have seen the employee and both have reason to believe that the person may be affected. One of these people should be a manager/supervisor who has attended the managers' training workshop (see 3.2).

Some reasonable cause indicators and grounds for testing are listed in Appendix 9. This Schedule also includes the procedure to follow to document the reasonable cause investigation.

Reasonable cause testing can also be applied when:

- Paraphernalia associated with drug and/or alcohol use is found on PrimePort Timaru's worksite.
- The company learns, from a credible source, that the employee is working under the influence of drugs and/or alcohol, or is observed using, possessing, distributing or consuming drugs or alcohol during work time or during any breaks, whether on or off PrimePort Timaru's premises/worksite.

7.2 Procedure

See decision making flowcharts: Appendices 10 and 11

Refer to Appendices 6 and 7 for alcohol and drug testing procedures

If sufficient cause to test for drugs and/or alcohol is determine, the manager/supervisor must:

- a. Advise the employee that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed (*NB: if possible, the alcohol test should be conducted within one hour and the urine specimen collected for the drug test within three hours*).
- b. Obtain written consent from the employee (Appendices 3 and 4).
- c. Follow the same procedures detailed in Sections 6.2.e – 6.2.l.
- d. If extended testing is being requested for reasonable cause, the manager/supervisor will remove the employee from the employment site on full pay until the confirmed test results are available from the accredited confirmatory laboratory.

7.3 Positive Test

Refer 6.3.

7.4 Refusal to Undergo Test

Refer 6.5.

8. RANDOM TESTING

8.1 When Applied

Random testing will apply to all employees (this includes contractors and all port users). Un-announced random testing will be undertaken periodically as a deterrent to drug and alcohol misuse. A randomly selected sample, representing a cross section of the employees, will be notified that they are to participate in a drug and alcohol test, or a date and time will be randomly selected and all or a proportion of employees on-site will be notified that they are to participate in a drug and alcohol test. X% (20-50% is recommended for best outcomes) of the number of total staff will be annually selected for testing. The selection process will be contracted out to an external service provider.

8.2 Procedure

See decision making flowcharts: Appendix 11

Refer to Appendices 6 and 7 for alcohol and drug testing procedures

The person delegated the responsibility for managing the random testing process will:

- a. Advise the employee that s/he has been randomly selected.
- b. Obtain written consent to both the drug and alcohol tests (Appendices 3 and 4).
- c. Follow the procedures as detailed in Sections 6.2.e-6.2.j.
- d. If the urine specimen returns a negative screening result, ***the urine may on some random testing events be forwarded to the laboratory for extended screening and confirmatory testing. PrimePort Timaru must request that the laboratory tests for additional drugs (e.g. synthetic cannabinoids, party drugs, LSD, cathinone derivatives, kava, krokodil, NBOMe) which will not be covered by the normal screening panel.***
- e. It is necessary for the manager to advise the collector to inform the laboratory what additional extended tests are required.

- f. If extended testing is being requested for reasonable cause, the manager/supervisor will determine whether to remove the employee from the employment site on full pay until the confirmed test results are available from the accredited confirmatory laboratory. This will be based on their assessment of whether the employee is likely to be affected by drugs or alcohol.

8.3 Positive Test

Refer 6.3.

8.4 Refusal to Undergo Test

Refer 6.5.

9. COMPANY FUNCTIONS & EVENTS

Alcohol will only be permitted and supplied for company functions and events at the discretion of the site manager who is responsible for the management and control of consumption for all PrimePort Timaru functions and events (both on-site and off-site).

9.1 Guidelines for Managers

Managers are responsible for approving of and managing the use and availability of alcohol on their sites. They are also responsible for managing the use of alcohol by their staff, whether on-site or off-site, whilst their staff are representing PrimePort Timaru.

It is recommended that in carrying out this responsibility, all managers follow the guidelines set out below:

- A designated PrimePort Timaru representative with responsibility for the function should be at the function at all times. In the event that person leaves they must delegate responsibility to another appropriate person.
- A designated area and clear time limits should be stipulated and adhered to.
- Amount of alcohol should be restricted to ensure the sobriety of the attendees.
- Food and non-alcoholic drinks should be provided.
- Careful consideration must be given to alternative transportation arrangements.
- Inappropriate and anti-social behaviour should be managed in the same way as if the incident occurred in the ordinary workplace.

Regular social club or after work drinks held on site are a privilege and not a right. As such the protocol for such events should be clearly defined in writing (including the consequences of not adhering to that protocol).

Managers should take into consideration that their approach to alcohol in the workplace plays a key role in setting an example to staff as to what is acceptable.

9.2 Guidelines for Employees

All employees must take personal responsibility for their own behaviour and actions with regard to the consumption of alcohol at PrimePort Timaru functions and events, and other occasions. Due consideration must be given to:

- Personal and collective health and safety at all times.
- The requirement for employees to meet the same standard of behaviour required from them in their ordinary workplace. Drinking to excess will not be considered as an excuse for failing to meet this standard.
- If an employee is required to be on duty after the function s/he must not consume alcohol at the function.
- The need for employees to present themselves for work, in a fit and proper state.

10. USE OF PRESCRIBED, PHARMACEUTICAL OR OTHER MEDICATION

If an employee or contractor is on medication which is either prescribed or purchased from a pharmacy or other “over the counter” or online outlet, it is their responsibility to seek advice from their doctor, pharmacist or other authority on whether any side effects from the medication could be a risk in their job (e.g. dizziness, fatigue, drowsiness, altered perception, mood swings, or loss of coordination). The employee or contractor should immediately notify their manager or Human Resources so that PrimePort Timaru can take any necessary steps with a view to providing a safe workplace such as temporarily carrying out alternative duties or taking appropriate leave entitlement. A medical opinion may be sought on the effects of any such prescribed drugs or medication in the workplace and how best to effectively manage those effects.

All advice received on the use of prescribed drugs and other medications must be treated by the manager in strictest confidence to protect the privacy of the individual.

11. DRUG & ALCOHOL REHABILITATION

NB: This section does not apply to contractors

NB: Refer Appendix 12

11.1 Voluntary

All employees will be offered the opportunity to voluntarily join PrimePort Timaru’s supported Drug & Alcohol Rehabilitation Programme. Voluntary rehabilitation is not an option for employees to consider after they have been requested to undertake a drug or alcohol test post-accident, for reasonable cause or if randomly selected.

11.2 Company Referred

Current employees returning a positive test for the first time, who want to continue employment, may be given the opportunity to join PrimePort Timaru’s supported Drug & Alcohol Rehabilitation Programme. Failure to take part or complete the programme may result in disciplinary action including dismissal. *NB: PrimePort Timaru reserves the right not to offer rehabilitation in situations where it can justify taking disciplinary action including dismissal.*

11.3 Funding

PrimePort Timaru will fund rehabilitation as follows:

- Initial assessment by a substance abuse professional.
- Up to six sessions with a drugs and alcohol substance abuse specialist.
- Comparison testing during rehabilitation.

- Up to six unannounced follow-up tests per year over two years (see Appendix 12).

12. PRIVACY

All information gathered as a result of drug and/or alcohol testing is collected for the purpose of implementing PrimePort Timaru's policy and achieving its objectives and will comply with the Privacy Act. The Health & Safety Manager will hold the information in a secure filing system. Information may be disclosed only to managers who "need to know". Disclosure of this information to other parties (including future employers) will require the consent of the employee. The information shall be destroyed three calendar months after termination of employment with PrimePort Timaru.

13. PROCESS FOR REVIEW

PrimePort Timaru Drug & Alcohol Policy & Procedures will be reviewed periodically and changes may occur at the discretion of the company where they are deemed to be necessary. These changes will be deemed to be in force once the employees have been notified via the appropriate consultative process.

DEFINITIONS

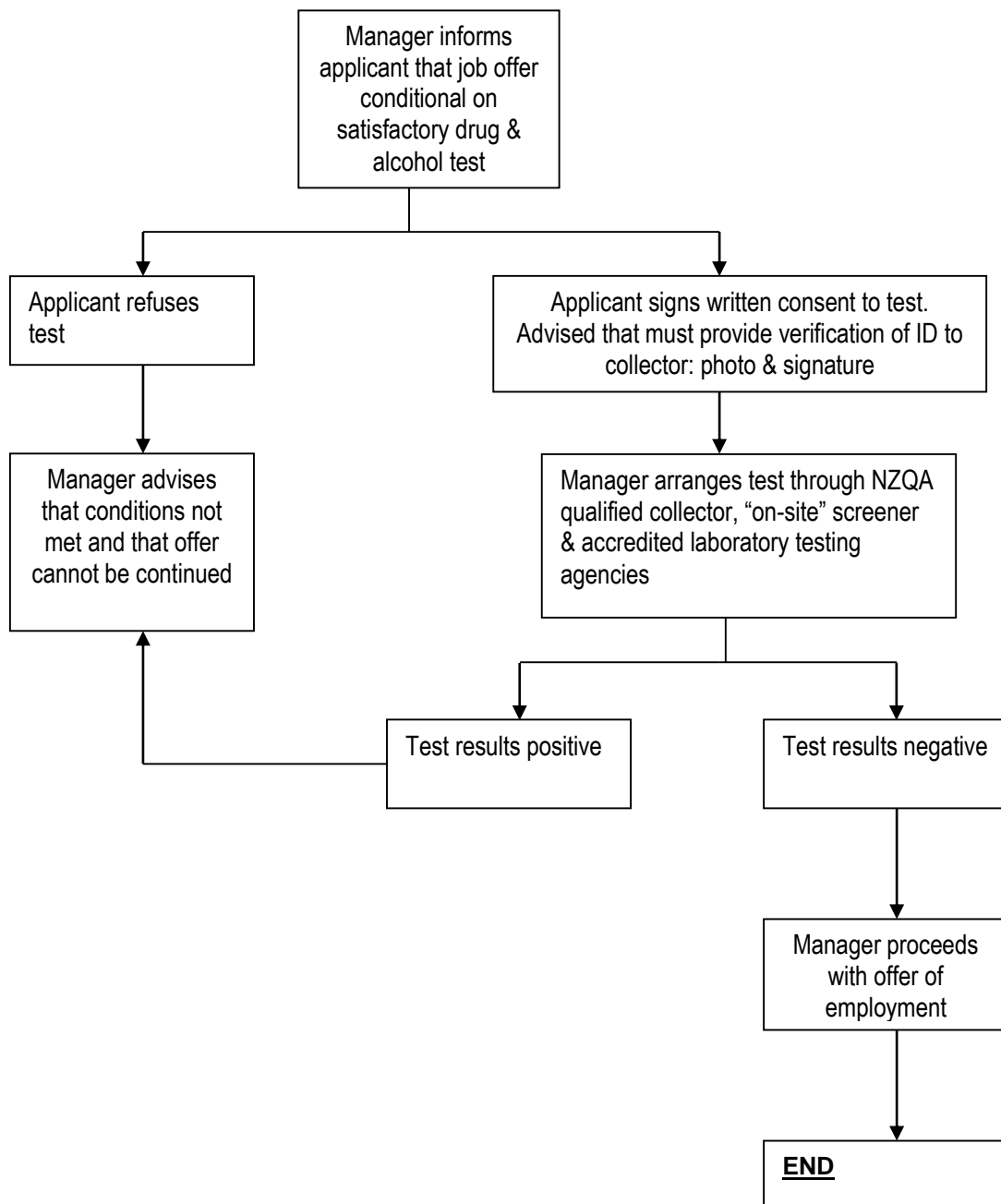
<p>Adulteration</p>	<p>Deliberate use of a substance to compromise, or attempt to compromise, the integrity of a urine in order to attempt to “beat” the drug test: e.g. Specimen dilution, using a masking agent, or providing a substitute urine specimen.</p>
<p>Alcohol</p>	<p>Includes any substance or beverage that contains ethyl alcohol including, but not limited to, beer; wine; pre-mix drinks; and other spirits.</p>
<p>Breath Alcohol Testing Device (breathalyser)</p>	<p>A Breath Alcohol Testing device is a unit designed to accurately measure breath alcohol content. The unit must meet the Australian Standard: AS 3547-1997 / Amendment 1-2000 (Type 2) ‘Breath Alcohol testing devices for Personal use’.</p>
<p>Chain of Custody</p>	<p>1. Employee to be Test: Post Accident/Incident, Reasonable Cause, Random, Follow-up The employee will be closely supervised and accompanied by the manager (or the manager’s delegate) from the time of notification of the requirement to test until s/he has been delivered to the NZQA qualified collector. For post-accident/incident and reasonable cause, all attempts will be made to get the alcohol test conducted within the one hour and the urine specimen collected for the drug test within three hours (refer to 7.4 for emergency situations). <i>For random and follow-up testing, systems will have previously been arranged to ensure the above time constraints are able to be met.</i></p> <p>2. Urine Collection A series of procedures to account for the integrity of each specimen by tracking its handling and storage from the point of specimen collection to final disposal of the urine.</p> <p>Chain of Custody forms are used to document the data from the time of collection of the specimen, throughout the on-site screening process and (where required) its receipt by the laboratory as well as dispatch between laboratories. Thereafter, appropriate laboratory data systems and documentation account for the handling of the urine or aliquots within the laboratory.</p>
<p>Collector</p>	<p>Drugs A person who has successfully completed NZQA qualifications demonstrating compliance with AS/NZS 4308: 2008 for:</p> <ol style="list-style-type: none"> 1. specimen collection, handling, storage and dispatch of specimens; and 2. “On-site” screening and who has received a statement of attainment in accordance with NZQA. <p>The two unit standards required are:</p> <ol style="list-style-type: none"> 1. US 25458 “Perform urine specimen collection in the workplace for drug testing.” 2. US 25511 “Perform urine drug screening in the workplace.” <p>Alcohol A person who has been trained to use a Breath Alcohol Testing device in compliance with the testing procedures detailed in Section 14. The person can be either an authorised Company employee or a third party.</p>

Cut-off Concentration (drugs)	<p>1. A urine level of a drug and/or metabolite, dictated by Table 2 of AS/NZS 4308:2008 (refer to Section 15.3), at and above which the confirmed result will be reported by the laboratory as “positive” and below which it will be reported as “negative”.</p> <p>2. A urine level of a drug and/or metabolite, not listed in Table 2 of AS/NZS 4308:2008, at and above which the laboratory will report the result as “positive” and below which it will be reported as “negative”. The laboratory is required to determine the appropriate level.</p>
Drug(s)	<p>Substances which are illicit or restricted drugs, drugs covered by Psychoactive Substances Act and some currently legal drugs which have the potential to cause impairment. The term “drug” includes (but is not limited to) cannabis and hashish, opiates (such as heroin, morphine, desomorphone (krokodil)), cocaine, amphetamine type substances (speed, “P”, ecstasy and party pills containing benzylpiperazine), synthetic cannabinoids (e.g. Kronic, K2, spice, fake weed), cathinone derivatives (bath salts), kava, LSD, NBOME and other phenylethylamine psychedelic substances. The term also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives, and oxycodone) and other currently legal party pills and herbal highs. Other “mind altering” substances can be added to the testing suite as they become available and are misused.</p>
Drug Testing Standards	<p>Urine AS/NZS 4308:2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.” NB: any updated version will replace the 2008 version.</p> <p>Oral Fluid AS 4760-2006 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid.” NB: The current Australian Oral Fluid Standard (AS 4760-2006) is not able to be complied with particularly for collection and on site screening. It will be reviewed, updated and changed to a joint AS/NZS Standard during 2014/2015. When there is a reliable AS/NZS Standard for oral fluid testing, consideration can be given to including this mode of testing in Policy and Procedures. This will also be dependent on new reliable methods, collecting, screening and transportation devices being developed to meet the new Standard. The earliest an updated joint Standard will be completed in early 2016.</p>
Employee	<p>This policy and procedures covers those employed as permanent (part time or full time), casuals or fixed term staff. Contractors are also required to comply with this policy and procedures and are included in the term “employee”. The only exception is that the rehabilitation section does not apply to contractors.</p>
Integrity Testing	<p>Testing for substances that affect the detection of quantitation of drugs or metabolites in the specimen.</p>
Laboratory	<p>A testing facility accredited against AS/NZS 4308:2008 (or any updates) at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or its metabolite(s) and report positive results only if the drug/metabolite is at or above the confirmatory cut-off concentration.</p>
Legal Drugs & Medications	<p>Legal substances available used by employees to assist with recognised medical conditions, including both prescription and over</p>

	the counter drugs/medication. Section 11 covers declaring this medication where there are potential risk side effects.
Metabolite	A metabolite is 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. They are also metabolites.
Negative Alcohol Text	Zero alcohol tolerance: Means a level of alcohol below 100 micrograms per litre ($\mu\text{g/litre}$) of breath.
Negative Drug Test	Means that as the result of a urine screening test (on-site or laboratory) and/or a confirmed laboratory testing, either no drug(s) and/or metabolite(s) are detected or the concentration(s) of drug(s) and/or metabolite(s) detected are either: <ul style="list-style-type: none"> • Below the screening or confirmatory cut-off concentration(s) specified in Tables 1 and 2 of AS/NZS 4308:2008 (see Table 2: Section 15.3); or • Below the confirmatory cut-off concentration determined by the laboratory for those substances not tabled in AS/NZS 4308:2008.
Not Negative Drug Screening Test	If the on-site screening device indicates the possible presence of a drug class (using the screening test cut off concentration(s) as defined by Table 1 of AS/NZ 4308:2008) or if the specimen integrity is in question, the result is reported as not negative. The collector shall dispatch the specimen (split into more than one sample) to the laboratory for confirmatory testing. An interim report may be issued that can only advise that the specimen requires further laboratory testing, <i>i.e. no indication of what caused the not negative.</i>
On-site Screening Test	An Immunoassay device used to exclude the presence of drugs and/or metabolites in urine at the site of specimen collection and which has been verified in accordance with Appendix B of AS/NZS 4308:2008 (or any updates). This test must be carried out by a NZQA qualified collector. In the event that the specimen gives a not negative screen it must be sent to a laboratory for confirmatory testing.
Positive Alcohol Test	Zero alcohol tolerance: Means a level of alcohol in the breath at or above 100 micrograms per litre ($\mu\text{g/litre}$).
Positive Drug Test	Means that as a result of laboratory confirmatory testing of the urine the concentration(s) of drug(s) and/or metabolite(s) recorded are either: <ul style="list-style-type: none"> • At or above the confirmatory cut-off concentration(s) specified in Table 2 of AS/NZS 4308:2008 (Section 15.3); or • At or above the confirmatory cut-off concentration determined by the laboratory for those substances not tabled in AS/NZS 4308:2008.
Sample	A portion or aliquot taken from the specimen on which the test or assay is actually carried out.
Serious Misconduct	The following circumstance are strictly prohibited and will be deemed to be <i>Serious Misconduct.</i> <ol style="list-style-type: none"> 1. The use, sale, transfer or possession of drugs and/or alcohol while on company property or a company worksite (excluding alcohol at controlled functions with company management approval). 2. Reporting to and/or undertaking work with a risk level of drug(s) in the system. 3. Having any leaving of alcohol at or above 100 micrograms of alcohol per litre of breath.

	<ol style="list-style-type: none"> 4. Having a urine level of drug and/or metabolite at or above the confirmatory concentrations in Table 2 of AS/NZS 4308:2008: "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine" (15.3). 5. Having an unacceptable urine level of a drug of abuse (and/or its metabolite) which is not listed in Table 2 of AS/NZS 4308:2008 (1.6b). 6. Compromising or attempting to compromise the integrity of the urine specimen or the testing process.
Testing Procedures	<ol style="list-style-type: none"> 1. Drug Testing (see Section 15): AS/NZS 4308:2008 compliant Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct "on-site" drug screens (US 25511). The screen is conducted using an AS/NZS 4308:2008 verified "on-site" screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a "not negative" screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing. 2. Alcohol Testing (see Section 14) Breath alcohol tests will be conducted using an Approved Testing Device which meets the Australian Standard: AS 3547:1997-Amendment 1-2000 (Type 2) "Breath Alcohol Testing devices for Personal use". The threshold levels will comply with zero alcohol tolerance, i.e. 100 micrograms of alcohol per litre of breath.
Workplaces / Sites	A reference to a workplace or site includes all premises (whether owned by PrimePort or leased), including offices, operational sites, company vehicles and floating plant.

PRE-EMPLOYMENT TESTING



CONSENT FOR DRUG TESTING

- Pre-employment Internal transfer
 Post accident/ incident Reasonable Cause Random Follow-up

I consent to undergo a urine drug test, to be undertaken by a NZQA qualified collector & urine drug screener and an accredited laboratory appointed by PrimePort Timaru which I acknowledge is for the purpose of determining whether I have a level(s) of a drug(s) (as defined by PrimePort Timaru's Policy) higher than:

- the accepted international standard as defined by the Australian/ New Zealand Standard AS/NZS 4308:2008, or
- the level determined by the laboratory

I understand that a urine specimen will be collected and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including party pills containing benzylpiperazine), cocaine and benzodiazepines. I understand that other illicit drugs and psychoactive substances (e.g. LSD, synthetic cannabinoids, cathinone derivatives, NBOMe), restricted and legal party substances, misused prescription drugs and other mind altering substances can also be tested for.

I undertake to advise the qualified collector of any medication that I am taking. I also agree to provide the collector with verification of my identity (photo ID and signature) and two unique identifiers (e.g. full name and date of birth).

I consent to the confidential communication of the drug test(s) results to PrimePort Timaru. Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that I may request a second test be conducted on the reserve sample which was split from the original urine and is stored at the laboratory. This request must be made within 7 days of receiving the result. For the second test to be positive there need only be the presence of drug or metabolite detected (i.e. not cut off limits). This will be accepted as a conclusive result and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by PrimePort Timaru.

I understand that refusing to sign this form, or the return of a positive result means that:

- pre-employment/ internal transfer:** the job offered/ applied for will not be confirmed or offered to me
- current employee:** the company disciplinary procedure will follow which may include dismissal or the requirement to take part in a Rehabilitation Programme.

I have read and understood the terms of this consent form.

Applicant/Employee Name

Applicant/ Employee Signature.....Date:.....

Witness' Name Witness' Signature Date.....

CONSENT FOR BREATH ALCOHOL TESTING

- Pre-employment Internal transfer
 Post accident/ incident Reasonable Cause Random Follow-up

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have a level of alcohol in my breath at or higher than that defined by the NZ Land Transport Regulations, i.e. 250 micrograms of alcohol per litre (250µg/L) for over 20 years of age or 100 µg/L for under 20 years of age. (or at or higher than 100µg/L (zero alcohol tolerance)

I also agree to provide the collector with verification of my identity (both photo ID and signature) and two unique identifiers (e.g. full name and date of birth).

I consent to the confidential communication of the test results to PrimePort Timaru. Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that refusing to sign this form, or the return of a positive result means that:

- pre-employment/ internal transfer:** the job offered/ applied for will not be confirmed or offered to me
- current employee:** the company disciplinary procedure will follow which may include dismissal or the requirement to take part in a Rehabilitation Programme.

I hereby authorise the collection and testing of a breath sample for alcohol, and the release of the test results to the authorised representative of PrimePort Timaru.

I have read and understood the terms of this consent form.

Signature of employee:.....**Date**.....

Employee's Name:.....

Signature of witness.....**Date**.....

Witness' Name:

Breath Alcohol Test

Employee's verification of ID..... Date of birth.....

Breathalyser modelSerial #..... Next Recalibration date

Test administered atName of Tester.....

1 st Test Result (µg/L)		2 nd Test Result if required (µg/L)		Time between tests (mins)		RESULT (tick box) Positive <input type="checkbox"/> Negative <input type="checkbox"/>
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Date & time of testing (final test)

Signature of Tester Signature of Employee

Name of Witness..... Signature of Witness.....

LIST OF APPROVED COLLECTORS

Timaru

Christine Brosnahan
Phone: 03 686 0133
Mobile: 021 180 819 011
Timaru Occupational Health Services
Drug / Alcohol Test
Occupational Health Services
tosh@xtra.co.nz

ALCOHOL TESTING PROCEDURE

Alcohol Tolerance

PrimePort Timaru's Policy is for "Zero Alcohol Tolerance".

For the test to be positive there must be a level of alcohol in the employee's breath at or greater than 100 micrograms per litre (100µg/L).

Procedure

All aspects of the testing procedure will be carried out in a confidential and private manner.

The test for alcohol will be carried out using a breath alcohol testing device, which complies with the AS3547:1997/Amendment 1-2000 (Type 2), for the measurement of alcohol. The person conducting the test will have been trained in the procedures and use of the testing device.

- The employee will be closely observed for 10 minutes prior to the test to ensure they have not taken any fluid, food or other substances into the mouth.
- An Alcohol Testing Informed Consent Form will be signed (Appendix 4).
- The employee must provide verification of ID which includes both photo ID and signature (*NB: a manager verifying the donor's identity is not considered unequivocal verification*).
- The first test will require the employee to blow into the device with a disposable mouthpiece.
- If the result is negative no further test follows.
- If the result is positive, a confirmatory test on the same device (using a new mouthpiece) will be conducted after a 15-20 minute period. The person must be supervised (as described above) during this period.
- The time and result will be recorded.
- The employee, supervisor, and person doing the test will sign acknowledgement of the result and time.

DRUG TESTING PROCEDURE

Testing Standard: AS/NZS 4308:2008

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will comply with the strict criteria dictated by AS/NZS 4308:2008: "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine".

Observed or monitored collections will only be considered if the individual has previously been suspected of compromising the specimen integrity and is being given a second opportunity to provide a specimen.

NZQA qualified collectors will collect specimens, conduct an "on-site" screening test using a fully verified device and processes which comply with AS/NZS 4308:2008, and forward any "not negative" specimens to the accredited laboratory for confirmation testing.

Procedures

- An informed consent form will be signed by the applicant/employee (Appendix 3). NB: this is the responsibility of PrimePort Timaru and a copy must be presented to the collector to place with their files.
- The donor will report to (pre-employment) or be accompanied to (internal transfer, post-accident/incident, reasonable cause, random, follow-up) the NZQA qualified collector.
- The donor will be required to provide verification of identity before the collection can proceed. This must include both photo ID and signature (*NB: a manager verifying the donor's identity is not considered unequivocal verification*).
- The donor will be able to observe the entire specimen collection, processing, "on-site" screening test and chain-of-custody procedure, including the splitting of the specimen (if it requires confirmation) into three tubes.
- A chain-of-custody form will be partially completed initially, with final signatures being applied after the specimen has been collected and processed. This form contains as a minimum:
 - Verification of donor's identity (e.g. driver's licence, company ID)
 - Two identifiers unique to the donor (e.g. full name and date of birth)
 - Date and time of collection
 - PrimePort Timaru details
 - Results of specimen integrity tests carried out at the point of collection
 - Declaration by the collector that the specimen has been collected and (if applicable) screened in the donor's presence using an "on-site" device and procedures in compliance with AS/NZS 4308:2008
 - Name and signature of collector
 - Confirmation/signature by the donor that the specimen is their own and was correctly taken:
 - a. A urine specimen will be provided in a manner which allows for individual privacy (*NB: observed collections would only be considered if the individual has previously been suspected of compromising specimen integrity*).
 - b. The donor will be able to note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.
 - c. Further tests for specimen integrity (e.g. dilution, masking agent) will be conducted in the presence of the employee.
 - d. The donor will be asked to voluntarily provide information on drugs/medication

they have used recently. This information is only for the laboratory and will not be made available to PrimePort Timaru unless the laboratory is able to match their test findings to the declared medication.

- e. The donor will be asked to read, sign and date the chain-of-custody statement certifying the specimen is theirs and has not been changed or altered at the time of the collection. **NB: this step is not carried out until the “on-site” screening test has been completed and again (if required) once the specimen has been processed for dispatching to the laboratory.**
- f. The specimen will be screened at the collection site using a verified “on-site” immunoassay device which complies with AS/NZS 4308:2008. A negative report can be issued provided all drug classes tested for give negative results and the integrity of the specimen is not in question. **(NB: for post-accident/incident or reasonable cause PrimePort Timaru will also have the specimen forwarded with an “on-site” screen (see Section 6.2.k). For some random testing events PrimePort Timaru may also decide to do additional extended laboratory testing. If testing for additional extended drugs is required, the laboratory must be instructed which substances to analyse for (e.g. synthetic cannabinoids, kava, LSD, cathinone derivatives, NBOMe, oxycodone)).**
 - All specimens screening “not negative” or considered to have suspect integrity will be sent to the accredited laboratory for confirmatory testing.
 - If the integrity is suspect the donor shall stay at the collection site (or another suitable location) and be supervised at all times until s/he can provide a second urine specimen. This second specimen will also be forwarded to the laboratory for both drug and specimen integrity testing. Both the original and further specimens shall be uniquely labelled and accompanied by their individual chain-of-custody forms which will be cross referenced.
 - The confirmatory process is described below (l).
 - If the specimen is being sent to the laboratory, it is split into three samples, one of which will be set aside on laboratory receipt as the donor’s reserve sample.
 - PrimePort Timaru will receive an “Interim Report” which only advises that the specimen requires further testing by the laboratory. There will be no indication from the collector, at this stage, as to the reason for further testing.
- g. The laboratory uses a more specific confirmatory test, either gas chromatography mass spectrometry (GCMS) or liquid chromatography mass spectrometry mass spectrometry (LCMSMS), to confirm the identity of the drug or metabolite and accurately measure the concentration. These methods are considered by scientific and medical experts to be the most reliable procedures available.
- h. Diluents, masking agents and substances affecting the specimen integrity can also be confirmed.
- i. The laboratory will report all the drug classes tested for. If a drug and/or metabolite is either not detected or below the cut-off concentration, the result will be reported as “negative”. Individual drugs and/or metabolites confirmed by GCMS or LCMSMS at level(s) equal to or above the confirmation cut-off concentration tabulated below will be reported as “positive”. **The report will not include the actual concentration(s).**
- j. For reported confirmed positive results for the additional drugs not covered below,

the laboratory will advise what cut-off concentration was being applied.

- k. The laboratory will also report if abnormal dilution or any other integrity measurement may have affected the test result.
- l. If a donor disagrees with an initial positive test result, they have the option of having the reserve split sample tested at the same or another accredited laboratory. This request should be made within seven days of receiving the initial result and this reanalysis looks for the presence of any amount of the drug (i.e. it is not restricted to cut-off concentrations).
- m. If the second test result proves positive this will be accepted as a conclusive result and costs associated with this test will be borne by the donor. If the second test result proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by PrimePort Timaru.

Confirmatory Test Cut-Off Concentrations

Confirmatory Test Cut-Off Concentrations (as total drug): AS/NZS 4308:2008

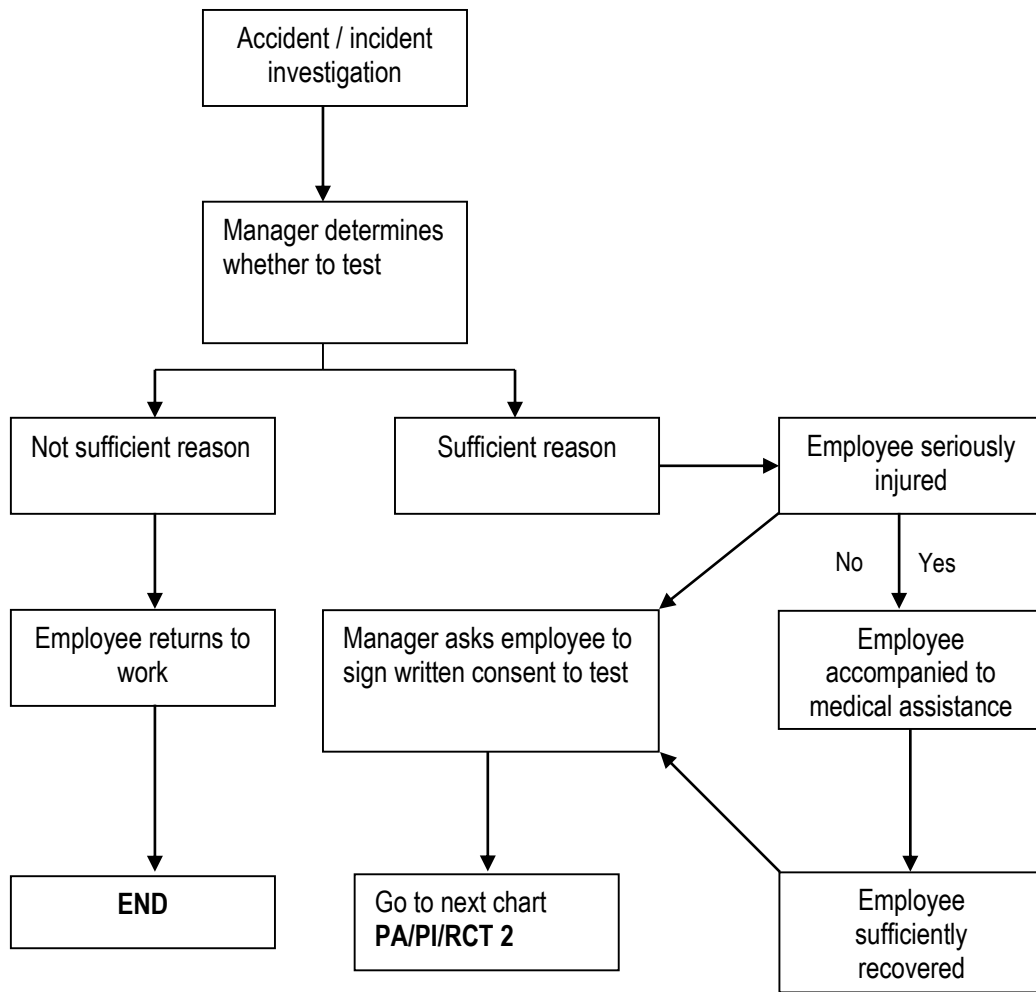
Compound	Cut-off level (micrograms/litre)
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxyamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine *	500
Pseudoephedrine*	500
11-nor- Δ^9 - tetrahydrocannabinol-9- carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
α -hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

* These drugs may be optionally tested within each class and the specific cut-off levels shall apply.

Confirmatory Test Cut-Off Concentrations (as total drug): Drugs not listed in AS/NZS 4308:2008

For the drugs/metabolites not listed in AS/NZS 4308:2008, the laboratory will determine what the appropriate cut-off concentration is and advise the client.

**POST ACCIDENT / INCIDENT TESTING
Flowchart PAT/PIT1**



REASONABLE CAUSE INDICATORS – Process Form

When assessing “reasonable cause”, physical symptoms and/or unusual out of character behaviours must be considered. There will usually be more than one indicator present.

Examples of physical symptoms and behaviour include, but are not limited to the following:

- physical sign
- 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
- 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

Reasonable grounds for testing may also be applied when:

- Prime Port Timaru learns, from a credible source, that the Employee/ Contractor is working under the influence of drugs and/or alcohol, or where the Employee/Contractor is observed using, possessing, distributing or consuming drugs or alcohol during work time or during any breaks, whether on or off the Company premises.
- Paraphernalia associated with drug or alcohol use is found on Prime Port Timaru’s premises/ worksite.

Employee's name: _____ Department: _____

Date(s): _____

Support person: Yes No Name: _____

Manager/Supervisor’s name: _____ Department: _____

2nd observer’s name (if relevant): _____ Department: _____

Date(s): _____

Managers/ Supervisor to record below the reasonable cause or reasonable grounds indicators:

Comments/explanation of Employee/Contractor (if offered)

Comments of Supervisor/ 2nd Observer

DETERMINING REASONABLE CAUSE

From your observation is there a potential risk to the health and safety of this person and/or others? Yes No

Are you satisfied that it is reasonably possible that the risk is a result of the possible misuse of drugs or alcohol? Yes No

Do NOT proceed with reasonable cause testing unless the above questions are answered with a **YES**.

TAKING ACTION

Reasonable cause established: Yes No

Date: _____ Time: _____

Action taken:

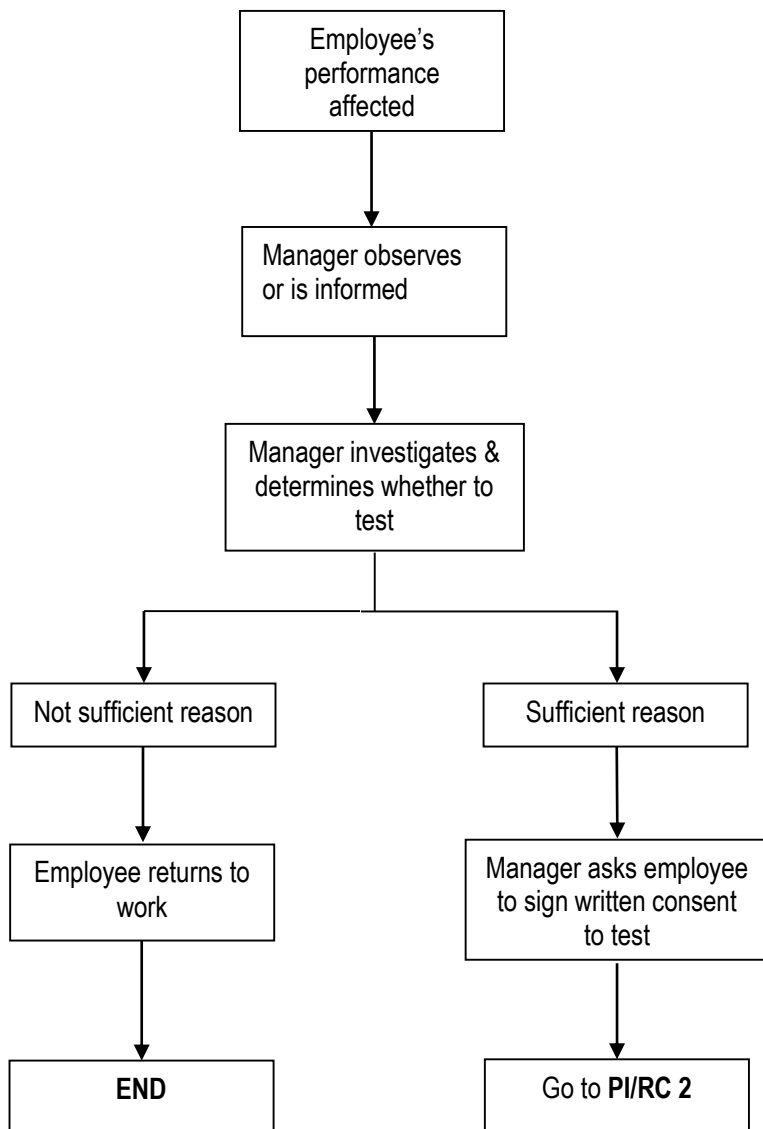
Manager/ Supervisor's signature:

Date: _____ Time: _____

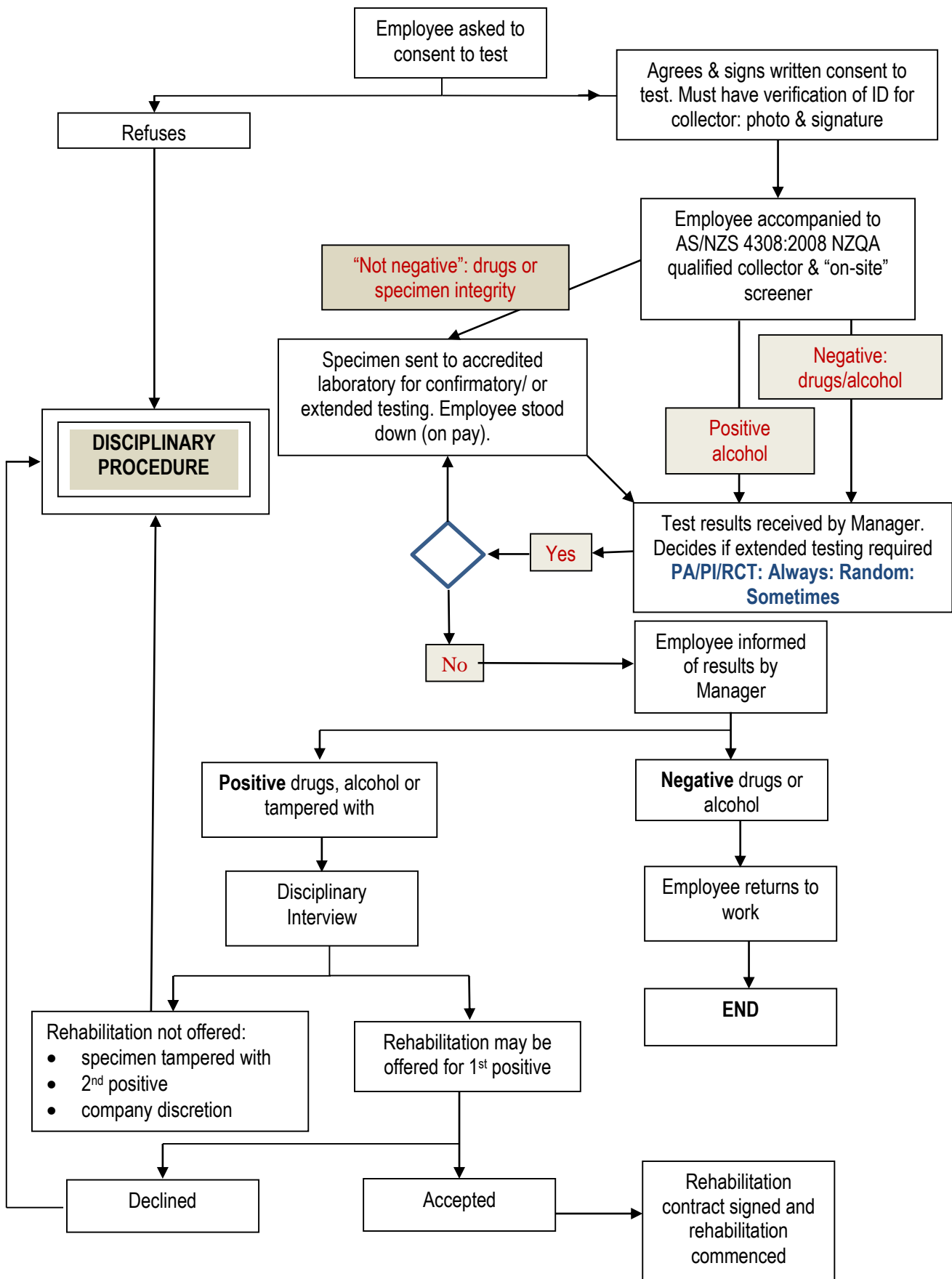
2nd person's signature (where relevant):

Date: _____ Time: _____

**REASONABLE CAUSE TESTING
FLOWCHART RC1**



POST ACCIDENT / INCIDENT, REASONABLE CASUE, RANDOM TESTING
FLOWCHART PA/PI/RC2



COMPANY REFERRED REHABILITATION

Procedure for Company Referred Rehabilitation

- Employee must sign a contract agreeing to the programme (see Schedule A) and follow up testing.
- The manager will arrange an initial appointment for the employee to meet with the substance abuse specialist.
- Employees will be given a phone number to contact the substance abuse specialist.
- All communications between the specialist and employee will remain confidential.
- The substance abuse specialist will arrange for treatment or further specialist advice as considered necessary.
- The substance abuse specialist will advise the manager on the expected period for treatment and the frequency of comparison testing to monitor the progress.
- Rehabilitation will commence and the rehabilitation provider will provide the manager with information on the attendance of the employee.
- The substance abuse specialist will report to the manager, after the agreed number of sessions, on the necessity or value of further treatment.
- The employee is required to fund any sessions required beyond those provided by PrimePort Timaru.

Return to Work Decision

On advice from the rehabilitation service provider and drug testing provider PrimePort Timaru will make a return to work decision, based upon:

- Comprehensive drug and/or alcohol assessment report from the rehabilitation service provider. This report will indicate the employee's ability and readiness to change. Note that in some instances, the rehabilitation service provider will recommend that the employee abstains from drugs and/or alcohol as part of their treatment programme. In such circumstances a "zero" result for drugs will be expected which is a higher standard than that required for "return to work".
- Comparison drug and/or alcohol test result:
 - Comparison drug testing result. This test and report is used to monitor the employee's pattern of use since the initial test. The urine specimens are sent to the laboratory and the request is made to conduct comparison testing. The laboratory will then compare the result with those from the initial urine tested which is referred to as the base line drug test result.
 - Recent alcohol testing result.

Follow-Up Testing

- On completion of the programme the employee will be subject to up to six unannounced follow-up drugs and/or alcohol tests per year over the next two years.
- These tests may look for the presence of any amount of the drug (i.e. it is not restricted to cut-off levels).
- A second positive test outside the treatment period may result in disciplinary action including dismissal.

DRUG & ALCOHOL REHABILITATION CONTRACT**Prime Port Timaru**

Employee Name.....

I acknowledge that I have been entered in the Prime Port Timaru health rehabilitation plan and my continued employment with Prime Port Timaru is subject to the following:

I am committed to full participation in the Plan with the service provider(s) specified by Prime Port Timaru.

I authorise the service provider to release the following information to Prime Port Timaru:

- Whether I have kept appointments
- Whether the service provider has recommended a course of treatment
- Whether I am following that course
- Whether a return to work is appropriate and within what timeframe
- Whether I have completed the required treatment
- Whether return to work is to full or alternative duties
- Whether I have undertaken the comparison drug (or alcohol) tests when requested to do so

I authorise Prime Port Timaru to permit the service provider to discuss results of comparison drug and/or alcohol tests, undertaken during rehabilitation, with the accredited laboratory, toxicologist and medical advisor (if available).

I agree to use leave entitlements (or unpaid leave) whilst undergoing rehabilitation and until I have both returned a negative test(s) and am considered fit to return to my normal or alternative duties.

I agree to take 6 subsequent unannounced drug/alcohol tests per year in the 24 months following treatment and agree that the results are to be released to my employer.

I accept that if:

- I do not attend or complete the required course
- On any future occasion, including the subsequent tests above, I return a positive drug/alcohol test
- I refuse to take any of the subsequent tests

The consequence may be dismissal without notice.

I accept the terms of this contract, which I acknowledge may be in addition to the terms of my current contract and agree to be bound by both contracts.

Employee.....

Regional Manager.....

Witness.....

Date.....