



DRUG AND ALCOHOL POLICY

Adoption Date: 1 May 2018

Review Date: 1 May 2021

Responsible Officer: General Manager/Human Resources Manager

POLICY STATEMENT

Walgett Shire Council has a duty of care to ensure the health, welfare and safety of all workers at work. Council also has a duty of care to ensure the health and safety of members of the public who enter the workplace. Workers are also responsible for taking care of others and co-operating with Council whilst at work. Alcohol, illegal drugs and certain medications are known to be detrimental to the safety of workers and visitors in the work environment. The use of drugs and alcohol in the workplace during work hours and/or while attending duties is strictly prohibited.

AIM:

To provide a safe working environment for all workers and for members of the public by implementing procedures to ensure workers who are affected by drugs and alcohol do not attend work.

OBJECTIVES:

The focus of this Policy is to implement an effective Drug and Alcohol Program within the workplace with the aim to:

- Create a safe and healthy work environment for our workers and others, which is free from the hazards associated with drugs and alcohol in the workplace.
- Ensure a rehabilitation process is available for workers who may have difficulty addressing drug and/or alcohol related issues.
- Foster a positive attitude amongst all persons that it is not acceptable to come to work under the influence of alcohol or any other drug that will prevent them from performing their duties in a safe manner.
- Ensuring that Walgett Shire Council meets its legal obligations by providing a safe working environment for its workers and the public.
- Ensure workers are aware that breaches of the Policy will lead to disciplinary action as per Clause 36 of the Local Government (State) Award 2017.
- Promote and maintain a Risk Management focus within Walgett Shire Council to meet the legislative requirements of the NSW Work Health and Safety (WHS) Act and Regulations 2011.

General Manager:

Signature: _____ Date: _____



DRUG AND ALCOHOL PROCEDURES

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SCOPE

This policy applies to all paid Council workers, contractors, sub-contractors, volunteers and people on 'programs' working with Walgett Shire Council staff or under the supervision of Council staff.

DEFINITIONS

Alcohol: legal or illegal substances specifically containing alcohol. Alcohol is a depressant drug, which slows brain activity and responses in the central nervous system, which means it slows messages going between the brain and the body. Alcohol can cause loss of balance and coordination and reduces the ability to judge speed and distance. It can also impair a person's ability to process and respond to situations, make decisions and take actions. Alcohol also increases confidence and aggression in some people.

Council: means Walgett Shire Council.

Drugs: legal (prescribed by a medical practitioner and over-the-counter) and illicit substances (drugs deemed to be illegal pursuant to current State Legislation, such as cocaine, cannabis, methamphetamines etc.). There are a range of drugs and medications that can produce unsafe work performance, e.g. confusion and/or impaired motor coordination. Some of these, may include pain relievers, sleeping pills, tranquilizers, and anti-histamines.

Duty of Care: Persons Conducting a Business or Undertaking (PCBU) are to ensure the health, safety and welfare of their workers and other people at the workplace. Every worker must take reasonable care in relation to the health and safety of people at the workplace and must cooperate with all reasonable requests made by the PCBU under the WHS Act and Regulations 2011.

Workers: paid workers, volunteer workers, contractors, sub-contractors and others assigned to work with or under the supervision of Council staff.

Intoxication: in general, intoxication is the temporary loss of control, due to alcohol or drug abuse, over mental and physical powers. Absolute standards set by the government exist for particular activities such as driving motor vehicles. Referral for testing, diagnosis and treatment should be based on work performance and related issues.

Reportable Incident: is defined as any accident or event that occurs in the course of work which results in personal injury, vehicle damage, property damage and/or any incident that has the potential for significant risk of harm or injury to a person or equipment.

Plant: means large and small plant items, trucks and motor vehicles operated on Council worksite's **or on behalf of Council.**

Prescription

Drugs: are those drugs prescribed by a medical practitioner. Prescribed medications will be subject to a risk assessment and certification by the medical practitioner that they do not adversely affect the workers work performance or ability to operate plant and equipment in a safe manner.

Tester: means a person authorised by Council and trained to conduct breath analysis, urine or oral swab testing in accordance with Australian Standard (AS) AS 3547:1997, AS4760:2006 and AS4308:2008.

Initial Test: is defined as a valid method used to exclude the presence of alcohol and/or other drug or a class of drugs as provided by AS 3547:1997, AS4760:2006 and AS4308:2008.

Certified Laboratory: a laboratory that meets the minimum Australian performance standards set by an accredited agency being the National Australian Testing Authority (NATA).

Confirmatory Test: means a second analytical test performed to identify the presence of alcohol and /other drugs in accordance with AS4760:2006 and AS4308:2008. The confirmatory test of a second sample from the original sample taken at the original collection time. Nothing in this procedure prevents an independent test, by a method chosen by the person who tested non negative.

Negative: means that the drug concentrations in the sample are below the designated target or cut-off levels for a specific drug class. A negative result does not always mean there are no drugs present in the sample, it means there are not drugs present above the Australian Standards target or cut-off levels.

Non-Negative: means the initial test has been identified as not being negative and as yet unconfirmed until such time the sample result is confirmed at an accredited Laboratory.

Positive: means that the drug concentration in the sample is greater than the designated target or cut-off level for a specific drug class at Laboratory confirmation.

Vehicles: means light vehicles including sedans, station wagons, utilities, four-wheel drives operated on council worksites **or on behalf of Council.**

Workplace: a specific location where a worker performs their work duties, which may include a vehicle or vehicles, depot, office or other location and which does include travel to and from work.

RESPONSIBILITIES

Divisional Manager: the person responsible for managing the department.

Supervisor: is responsible for directly supervising field staff at supervisor level.

Worker: is employed or person/s providing services engaged by Walgett Shire Council.

GENERAL

This Policy will operate at all levels throughout the Council and is applicable to any person that works, or services are engaged by Walgett Shire Council.

This Policy is concerned with the effect of drugs and alcohol on job performance, and safety of the individual, and other workers of Council, including the public.

This Policy is designed to achieve restoration of a satisfactory level of worker health and job performance. This includes workers who participate in rehabilitation program by acknowledging and addressing their individual problems. Also, to establish disciplinary procedures to address those workers who choose to disregard the Walgett Shire's drug and alcohol policy and procedures.

All Walgett Shire Council workers and relevant others will be notified of the revised Drug and Alcohol Policy and Procedures. Drug and Alcohol awareness training and or other information will be made available to all workers and relevant others as determined by the General Manager and Divisional Managers and relevant others.

DRUGS AND ALCOHOL IN THE WORKPLACE

The use, possession or distribution of drugs or alcohol in the workplace, including Council premises, parks, reserves, vehicles, plant or any Council building or physical asset is strictly prohibited. Workers breaching this policy will be subject to disciplinary action under Clause 36 of the Local Government (State) Award, 2017.

The General Manager or a resolution by Council may approve the consumption of alcohol in Council premises under special circumstances.

SUPERVISOR AND WORKER OBLIGATIONS

It is the responsibility of all supervisors and workers to ensure that no worker commences or continues to perform their duties if the worker presents as being affected by alcohol, illegal drugs, medication or other substances which is likely to compromise the safety of themselves or others and results in an inability to perform their normal work duties safely.

FITNESS-FOR-WORK OBLIGATIONS

It is the worker's responsibility to present themselves for work in a fit state, to enable them to carrying out their work activities so that they do not expose themselves, others or public to unnecessary risks to health and safety. In addition, the worker is responsible for any civil or criminal penalty, which results from being under the influence of alcohol or drugs in the workplace.

SELF-REFERRAL PROGRAMME

Workers who suspect that they may have an alcohol, substance or drugs of abuse issue, are encouraged to seek diagnosis and rehabilitation treatment. Workers will receive the same consideration and opportunity to undertake rehabilitation treatment as is presently extended to workers suffering from other illnesses. The decision to request diagnosis and accept rehabilitation treatment for an alcohol, substance or other drugs of abuse issue is the responsibility of the worker.

Contact should be made initially with your Divisional manager who will seek assistance from the Human Resources Manager for matters of this nature. Confidentiality of records will be maintained. A referral for rehabilitation treatment and requests for support will not, where possible jeopardise the job security of the worker.

Neither supervisors nor union representatives have the qualifications or training to assess a person's alcohol, drug or other problems. A Fitness for Work – Observation Form should be submitted to Council's trained Drug & Alcohol Testing Staff for further investigation.

Refusal to accept a fitness for work assessment or to follow through in rehabilitation treatment, accompanied by further deteriorating job performance, risk of personal injury and risk of injury to other workers will be actioned in accordance with Disciplinary Procedures as per Clause 36 of the Local Government (State) Award 2017.

Workers participating in the program will be expected, within a period defined by the appropriate treatment provider and program, to re-establish satisfactory job performance levels and adhere to Council work rules, policies and procedures. **Where this does not occur, Council may have no option but to terminate employment.**

Once satisfactory worker health and work performance has been restored, assessed and maintained the matter for alcohol, substance or drugs of abuse issue will be closed however, records will remain on Council Human Resource files.

Nothing in this Policy is to be interpreted as constituting a waiver of Management's responsibility to maintain discipline or the right to take disciplinary measures in accordance with Clause 36 of the Local Government (State) Award 2017.

TESTING REGIMES

PRE-EMPLOYMENT:

All new workers will be subject to drug testing and alcohol breath screen prior to employment. Applicants who return a non-negative alcohol or other drug screen result, may not be offered employment as a result. In addition, all existing workers who have applied for a different position within Council will be subject to drug and alcohol testing.

RANDOM TESTING:

Council reserves the right to conduct random drug/alcohol testing as regular screening is a compulsory component of Council's risk management program. Management reserves the right to select groups of workers for random testing, and the frequency of random drug/alcohol testing.

The Manager Human Resources will monitor the preparation and implementation of the process to ensure that workers are not being targeted or victimised.

Results are recorded and kept confidential between the employee, Drug and Alcohol tester, Manager Human Resources, and the General Manager.

FOR-CAUSE:

If a worker suspects another worker of being under the influence or affected by either drugs or alcohol, they should report their concerns to their immediate supervisor who will monitor the suspected workers behavior. The supervisor will complete a Fitness for Work – Observation Form and submit this to Council's accredited Drug and Alcohol Testers for further investigation and action. If the worker is not deemed fit for work following an assessment, the worker will be requested to undergo a drug and or alcohol test.

POST-ACCIDENT/INCIDENT:

Where there is reasonable cause to believe that a worker covered by the scope of Council's Drug and Alcohol Policy has been involved in an accident or incident as defined, drug and alcohol screening will be compulsory. Such screening will occur as soon as possible after the incident and not later than four (4) hours post incident where possible. An injured worker who requires immediate medical attention will be screened when it is deemed appropriate to do so. This will be determined in consultation with appropriate medical personnel and may be performed by the medical practitioner at the request of Council or by the Police at their own discretion.

RETURN TO WORK:

Where a non-negative or confirmed positive result for the presence of drugs and or alcohol has been received, the worker will be required to supply a negative sample prior to resuming work duties. If the worker is off for extended periods of time, access to sick leave, long service, annual leave or other if available may be accessed following discussions with and approval from Manager Human Resources. Such approval in not to be unreasonably withheld. The worker is required to provide evidence of attendance and conduct regular communication during the agreed period of absence.

SELF TESTING:

Council workers will have the opportunity to self-test for alcohol and/or drugs provided for voluntary withdrawal from duties up to and including 15 minutes after presentation at work. Council will make reasonably available breath analysis disposable alcohol breath screen and drug testing equipment where a worker wishes to self-test following contact with the Manager Human Resources. Where a worker presents for more than three self-tests for alcohol and/or drugs within a 12 month period, Council will reserve the right to initiate further discussions, and fitness for work assessment and or ongoing testing with that worker. Workers who present and disclose to the Manager Human Resources, their supervisor or Divisional manager that they have an alcohol and/or drug issue, this will be managed on a case by case basis.

Where a worker disputes a non-negative self-test result the worker will be placed on leave without pay or any accrued leave can be accessed and appropriate transportation will be arranged to return them to their normal place of residence. The worker can request the sample to be sent for further confirmatory Laboratory analysis, all costs are to be paid by the worker. If the confirmatory Laboratory test is negative, the worker will be

reimbursed leave taken and resume work with no follow-up actions. If the Laboratory confirmative test returns a positive result for the presence of drugs and or alcohol, the worker will be required to supply a negative sample prior to resuming work duties and participate in disciplinary action in accordance with Walgett Shire Council procedures.

TESTING STANDARDS

Testing will be conducted by a person authorised by Council and accredited to conduct breath analysis, oral swab or urine testing in accordance with Australian Standard procedures outline in AS3547:1997, AS4760:2006 and AS4308:2008, or an independent company as employed by Council for drug and /or alcohol testing in line with this policy.

Any reference to urine testing be adopted as per the industry parties (USU, LGEA, DEPA and Local Government NSW) as referenced in the NSW Local Government Alcohol and Other Drugs Policy and in accordance with the Australian AS4760:2006.

In addition, the following will apply:

- Council reserve the right to conduct testing in accordance with the defined testing regimes.
- Councils Drug and Alcohol Policy and Procedure is to be applied fairly, objectively and equitably. It is important the responsible workers act in an ethical and professional manner and with consistency on each occasion and across all staff.
- Council will endeavor to ensure worker and other confidentiality standards are maintained at all times. All testing will be conducted in a private location that maintains the privacy and dignity of the worker presenting for testing. Medical and other related health information will be held in compliance with the requirements of the Health Records and Information Privacy Act 2002.
- Workers are not permitted to leave the worksite once they are selected to participate in an alcohol and/or other drug screen. Leaving the worksite (testing area) or refusal to undergo the alcohol and/or drug testing will be regarded as a positive test result.
- Worker participating in an alcohol and/or drug test are not to do anything or introduce, alter or tamper with the sample being provided for testing.
- Council reserves the right to conduct breath alcohol and oral saliva testing as the initial test and where required a follow-up urine drug test may also be conducted, in accordance with AS3547:1997, AS4760:2006 and AS4308:2008 processes.
- Where workplace tests are identified as non-negative and results are disputed, the sample will be sent for laboratory confirmation. If the laboratory result is negative council will pay all associated costs, however, where the laboratory result is deemed positive the worker is to pay all associated costs and participate in a rehabilitation program under the directive of a suitably qualified health professional or medical practitioner.
- All testing must be directly supervised, and the worker has the right to have a support person of their choice or union representation.
- Where a worker is identified or has reported as having an alcohol or drug issue, and where it has been identified that alcohol or drugs influence their ability to safely perform their duties in the workplace, Council under its Employee Assistance Program will establish a counselling and rehabilitation program to help the worker overcome their issues.
- Any worker, who fails to participate in an agreed counselling and/or rehabilitation programs, will be subjected to Disciplinary Procedures as per Clause 36 of the Local Government (State) Award 2017.
- Any dispute relating to the application of Councils Drug and Alcohol Policy and Procedure will be settled in accordance with Councils Grievance Policy and Procedure which is based on the Local Government Award.

TYPES OF TESTING

ALCOHOL :

Testing will be conducted by breath analysis using a device which complies with AS 3547:1997
That the acceptable level for all workers of Council be a zero alcohol reading.

Where a worker returns a breath alcohol reading of zero, the test will be deemed as negative and no further action will apply.

Where a worker returns a breath alcohol reading greater than zero, the following procedure will apply:

Initial reading greater than prescribed or certified:

- The worker is required to sit for a period of 20 – 30 minutes prior to being re-tested.
- If a worker is found to have a breath alcohol level greater than zero, after having rested for the required time, the worker shall be placed on leave without pay, or any accrued leave and appropriate transportation will be arranged to return them to their normal place of residence.
- The worker may wish to participate in a confirmatory analysis, (blood test) at a pathology laboratory within 24hours. The costs associated with this confirmatory test is to be paid by the worker. If the confirmation blood test is negative, the worker will be reimbursed leave taken and resume work with no follow-up actions.
- If the confirmation breath alcohol is greater than the workers prescribed level of zero, the worker will remain on leave without pay or utilize any accrued leave until they can submit a zero breath alcohol test result. A positive test will be deemed as a second positive (As per below)
- The worker will be offered counselling and an initial warning will be issued as per Clause 36 of the Local Government (State) Award 2017 and performance monitoring along with a rehabilitation program will continue over a three month period.

Second reading greater than prescribed or certified:

- A second breath alcohol test greater than zero will result in Disciplinary Procedures as per Clause 36 of the Local Government (State) Award 2017. The worker will be required to participate in performance monitoring along with a rehabilitation program will continue over a further six month period.

SALIVA AND/OR URINE TESTING FOR DRUGS

An initial drug test will be conducted using an oral swab (saliva) as per AS4760:2006. However, if deemed necessary following consultation a urine collection as per AS4308:2008 may also be conducted. The test will be administered by a suitably qualified tester.

Prescribed Medication (by a Medical Practitioner)

It is recognised that certain prescription medication may return positive results during testing, and it is the responsibility for any worker, in accordance with Councils work health safety policies and procedures, to inform their Supervisor if they are taking any prescription medication that may cause a non-negative result.

Any worker required to undertake drug testing can choose to declare any medication taken immediately prior to the test being conducted or can declare following the initial test if an initial non-negative result is obtained. Such information is to be kept confidential and only to be used in determining if such medication may have contributed to or caused a false non-negative result.

Council may request further information such as a medical review and certificate from the workers medical practitioner. Further ongoing testing may be required and fitness for work assessments, depending on the medical practitioners advise and the workers individual work role.

Drugs to be tested:

<u>Drug</u>	<u>Common Names</u>
Cannabis	Marijuana, Pot, Weed, Grass, Joint, reefer, Mary Jane, Dope
Opioids	Codeine, Morphine, Heroin,
Amphetamines	Ecstasy, Speed, Meth, Chalk, Glass, Ice
Cocaine	Crack, Coke, Blow
Benzodiazepines (not tested for in saliva)	Sedatives such as Valium, Librium, Ativan, Mogadon, Serepax

Where a worker returns a drug test reading that is deemed negative no further action will apply.
Where a worker returns a non-negative result to drugs the following procedure will apply:

Initial drug test identified as non-negative:

If a worker records a non-negative test result for the first time for drugs then the following will apply:

- If the presence of drugs is detected the worker will be placed on leave without pay or any accrued leave can be accessed and appropriate transportation will be arranged to return them to their normal place of residence. The worker can request the sample to be sent for further confirmatory Laboratory analysis. If the confirmatory Laboratory test is negative, the worker will be reimbursed leave taken and resume work with no follow-up actions.
- If confirmation Laboratory test is positive, the worker will remain on leave without pay or any accrued leave until they can submit a negative test for drugs. A positive test will be deemed as a second positive (As per below)
- The worker will be offered counselling and an initial warning will be issued as per Clause 36 of the Local Government (State) Award 2017 and performance monitoring along with a rehabilitation program will continue over a three month period.

Second drug test identified as positive:

- A second drug test confirmed as positive following Laboratory confirmation will result in Disciplinary Procedures as per Clause 36 of the Local Government (State) Award 2017. The worker will be required to participate in performance monitoring along with a rehabilitation program will continue over a further six month period.

DISCIPLINARY ACTION

While Council is willing to participate with workers in rehabilitation programs to support workers' health and return to work to a safe and satisfactory standard, Council has a responsibility, as does the worker, under the Work Health and Safety Act and Regulations 2011 (NSW) to maintain a safe working environment.

Therefore, the following actions, may constitute a serious breach of Council's disciplinary and WHS standards as to require immediate action:

- Any worker undertaking the operation of a Council vehicle or plant found to have more than the prescribed concentration of alcohol or to have operated a vehicle under the influence of alcohol or a prescribed drug will be subject to Disciplinary Procedures as per Clause 36 of the Local Government (State) Award 2017.
- Any worker found to be consuming alcohol or a non-prescribed drug in a Council workplace during normal working hours except at a recognised social event will be subject to with Disciplinary Procedures as per Clause 36 of the Local Government (State) Award 2017.
- Any worker found to be under the influence of alcohol or drugs in a Council workplace during working hours will be subject to Disciplinary Procedures as per Clause 36 of the Local Government (State) Award 2017.
- If an worker is found to be in possession of drugs or alcohol unless authorised, in a Council workplace during working hours will be subject to Disciplinary Procedures as per Clause 36 of the Local Government (State) Award 2017.

While Council acknowledges it has a role in the rehabilitation of its workers it should also be noted that a greater concern exists, this being the safety and well-being of all other Council workers and others in the workplace.

Initial Disciplinary Process

- For any worker who has returned a non-negative sample to breath alcohol or other drugs, the worker will initially be stood down from work duties until at such time a negative retest or Laboratory confirmative test has been received.
- During this stand down period the worker will be able to access accrued leave, however if Laboratory confirmatory testing shows that the result is negative then leave taken will be reimbursed by Council.
- Where the sample is shown by Laboratory confirmatory testing to be positive, the worker will be responsible for the costs of the Return to Work test and any subsequent testing.
- If the worker is off for extended periods of time, access to sick leave, long service, annual leave or other if available may be accessed following discussions with and approval from Manager Human Resources

Provision of Suitable Duties

Council will consider the provision of suitable duties in limited circumstances as follows:

- Suitable duties may be made available in response to the need for medication prescribed by their medical practitioner as a result of a medical condition where the worker has initiated contact with Manager Human Resources to develop a return to work plan. The provision and duration of suitable duties will be at the discretion of Council.
- Suitable duties will not be made available where the worker has screened positive to alcohol or other drugs.

GENERAL INFORMATION AND REQUIREMENTS

PRESCRIBED DRUGS

Those workers on prescribed medication as issued by their medical practitioner that record a positive result during the testing process will be required to obtain certification from their medical practitioner that the medication does not impede the performance of their daily duties, nor affect their ability to operate plant and equipment.

Management is not concerned as to worker's personal medical details except where the prescribed medication impedes performance and poses a risk to the worker's own, others and the general public's health and well-being.

Management will conduct risk assessments on a case by case basis to mitigate risk with workers on prescribed drugs.

MOTOR VEHICLE/PLANT OR EQUIPMENT LICENCES

It is the responsibility of the worker to obtain/hold and renew the relevant licence's as is appropriate and to provide a copy of the licence's to Council.

Council will manage workers who have had their licence's suspended, cancelled, withdrawn or not renewed as a result of an alcohol or drug related offence, in one of the following ways:

When the position at Council does not require the possession of a licence, then a person would be able to continue their normal duties providing they undertake this work in accordance with the requirements of this Policy.

If the licence is a requirement of the position and the licence is suspended or cancelled for an extended period of time, the worker will be disciplined as per Clause 36 of the Local Government (State) Award 2017.

SUSPENSION/TERMINATION

When an alternative position is **not** available within Council's current work program that does not specifically require the incumbent to hold a licence in order to satisfactorily carry out the duties associated with their position/employment the person involved may be suspended/terminated.

Whether suspension or termination results, depends upon the length of time that the worker is prevented from holding a licence and shall be at the discretion of the General Manager.

Positions of workers terminated due to a 'loss' of licence will **not** be held open until such time as the disqualification loss of licence period lapses. The position will be re-advertised in accordance with Council's normal procedure. If the position is unfilled at such time as the disqualification/loss of licence period lapses, the original incumbent may reapply for the position when re-advertised on the premise that his/her application will be treated equally to all other applications received.

REPEATED OFFENCE

Where a similar offence to that described above reoccurs and, the worker maintains a position where Council requires the incumbent to hold a relevant licence in order to satisfactorily carry out the duties of their position, the consequence of a second disqualification/loss of licence will result in disciplinary action under Clause 36 of the Local Government (State) Award 2017.

REVIEWS AND RELEVANT DOCUMENTS

PROPOSED REVIEW DATE

12 months from the date of adoption of this Code by Council.

FURTHER INFORMATION

Manager Human Resources, Walgett Shire Council.

No.	Date Adopted	Minute No.	Date Commenced
1	26 th July 2016	13/2016/8	22/08/16
2	1 May 2018	5/2018/32	9 November 2018
3			

POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2011 (NSW)
- Road Transport (Safety and Traffic Management) Act 1999
- Clause 36 of the Local Government (State) Award 2017
- Health Records and Information Privacy Act 2002
- Australian Standard AS3547:1997, AS4760:2006 and AS4308:2008
- Civil Aviation Safety Act 1988 (cth)

List all other related WSC Policies

Employee Induction

WHS Policy

Bullying & Harassment Policy

Equal Employment and Opportunities

Appendix 1.

CHAIN OF CUSTODY FORM (Informative)

TEST REQUEST - to be completed by medical officer, authorised collector or employer representative.

Donor Name or I.D. Number:

Date of Birth:

COMPANY NAME: Walgett Shire Council

Requesting Officer:

DONOR CERTIFICATION - To be completed by Donor

I certify that the specimens accompanying this form are my own and were provided by me to the collector. Further, I certify that the specimen containers were sealed with tamper-proof seals in my presence and that the information provided on this form and on the labels is correct. Also, I consent to the analysis of the specimens for drugs of abuse and the release of these results to my Supervisor or his authorized representative.

Signature of donor:

Date:

COLLECTOR CERTIFICATION - to be completed by the Collector

Collection site location:

Date of collection:

Serial number of seals:

Time of collection:

Temperature of specimen _____°C *(read within four (4) minutes of collection)*

Duplicate specimen provided to laboratory: YES / NO

Collection comments:

I certify that the specimen identified on this form is that provided to me by the donor providing the certification above, that it bears the same identification as set forth above and that it has been collected, divided, labelled and sealed in accordance with the instructions provided.

Signature of collector:

Date:

LABORATORY USE ONLY

Specimen received by	Date/Time Received	Seal Intact		Labels Match		Accession Number
		Yes	No	Yes	No	

Appendix 2.

Walgett Shire Council Fitness for Work - Observation

Employee's full name _____ Employee's Payroll No. _____

Record of Observations

Breath – alcohol related smell	<input type="checkbox"/> Nil	<input type="checkbox"/> Slight	<input type="checkbox"/> Moderate	<input type="checkbox"/> Strong	
Colour of Face	<input type="checkbox"/> Flushed	<input type="checkbox"/> Pale	<input type="checkbox"/> Other		
Skin	<input type="checkbox"/> Pale	<input type="checkbox"/> Needle Marks	<input type="checkbox"/> Ulcers	<input type="checkbox"/> Abscesses	<input type="checkbox"/> Sweaty
Clothing	<input type="checkbox"/> Orderly	<input type="checkbox"/> Soiled	<input type="checkbox"/> Disarranged		
Attitude	<input type="checkbox"/> Talkative	<input type="checkbox"/> Co-operative	<input type="checkbox"/> Anxious	<input type="checkbox"/> Excited	<input type="checkbox"/> Dreamy
	<input type="checkbox"/> Relaxed	<input type="checkbox"/> Indifferent	<input type="checkbox"/> Hallucinating	<input type="checkbox"/> Sedated	<input type="checkbox"/> Antagonistic
	<input type="checkbox"/> Hostile	<input type="checkbox"/> Irritable	<input type="checkbox"/> Cocky	<input type="checkbox"/> Depressed	<input type="checkbox"/> Abusive
	<input type="checkbox"/> Unable to follow instructions		<input type="checkbox"/> Other		
Actions	<input type="checkbox"/> Swearing	<input type="checkbox"/> Hiccoughing	<input type="checkbox"/> Belching	<input type="checkbox"/> Vomiting	<input type="checkbox"/> Fighting
	<input type="checkbox"/> Drooling	<input type="checkbox"/> Restless	<input type="checkbox"/> Runny Nose	<input type="checkbox"/> Itching	<input type="checkbox"/> Aggressive
	<input type="checkbox"/> Loss of emotional control		<input type="checkbox"/> Constant scratching	<input type="checkbox"/> Unco-operative	
	<input type="checkbox"/> Other				
Eyes	<input type="checkbox"/> Watery	<input type="checkbox"/> Glazed	<input type="checkbox"/> Bloodshot	<input type="checkbox"/> Normal	<input type="checkbox"/> Eyelids drooping
	<input type="checkbox"/> Pupils enlarged		<input type="checkbox"/> Pinpoint	<input type="checkbox"/> Colour	
Breathing	<input type="checkbox"/> Other		<input type="checkbox"/> Short		
	<input type="checkbox"/> Normal	<input type="checkbox"/> Other		<input type="checkbox"/> Jerky	<input type="checkbox"/> Rapid <input type="checkbox"/> Shallow
Speech	<input type="checkbox"/> Slow		<input type="checkbox"/> Incoherent		
	<input type="checkbox"/> Slurred	<input type="checkbox"/> Mispronounced words	<input type="checkbox"/> Confused	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
Balance	<input type="checkbox"/> Normal		<input type="checkbox"/> Unsteady		
	<input type="checkbox"/> Swaying	<input type="checkbox"/> Other		<input type="checkbox"/> Sagging	<input type="checkbox"/> Falling
Movements	<input type="checkbox"/> Normal		<input type="checkbox"/> Sluggish		
	<input type="checkbox"/> Jerky		<input type="checkbox"/> Clumsy	<input type="checkbox"/> Tremor	
	<input type="checkbox"/> Manner of Walking (comment)				

Other Notes

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Opinion (based on observations)

Level of Sobriety	<input type="checkbox"/> Slightly affected	<input type="checkbox"/> Moderately affected	<input type="checkbox"/> Well affected
Affected by	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Drugs	<input type="checkbox"/> Uncertain

In my opinion, the above employee presented to work as Fit for Work Not fit for Work
(tick box that applies) based on the above observations.

Sign off

Employer Representative		Date	
Employee		Date	
Witness		Date	

Copy of Form to:

- Employee Personnel File Other (specify) _____