



# **Managing Drugs and Alcohol Kit**

# Contents

<b>Appendix A – Forms &amp; Pro-forma Documents</b> .....	<b>6</b>
<b>Introduction</b> .....	<b>7</b>
<b>Section One – The Legal Framework</b> .....	<b>9</b>
Employer’s Primary Duty of Care .....	9
Common Law .....	9
Statute Law.....	10
Tort Law.....	12
Practical Pointers.....	12
Employees Duty of Care.....	12
Legislation Relating to Drug and Alcohol Use .....	12
<b>Section Two – Considerations When Creating a Drug and Alcohol Policy</b> .....	<b>15</b>
Conducting a Risk Assessment.....	15
Human Resource Policies .....	15
Defining a Drug and Alcohol Policy.....	16
The Value of a Drug and Alcohol Policy .....	16
Drug and Alcohol Policies and Unfair Dismissal Claims.....	17
Documents to Supplement Drug and Alcohol Policies.....	17
<b>Section Three – Drug and Alcohol Policy</b> .....	<b>20</b>
Purpose of the Policy.....	20
Consultation.....	20
Essential Content of a Drug and Alcohol Policy .....	20
Commencement.....	21
Policy Interaction with Previous Policies/Versions .....	21
Aim.....	21
Policy Statement.....	21
Objectives.....	22
Application and Scope.....	22
Consultation.....	22
Training and Education .....	22
Interaction with Other Instruments.....	23
Definitions.....	23

Responsibilities .....	25
Reporting Unfitness to Work .....	25
Terminating During Temporary Absences .....	27
Driving Employer Vehicles and Machinery .....	28
Suspecting Possession of Drugs and/or Alcohol at Work .....	28
Finding Drugs and/or Alcohol at Work .....	29
Regulating Conduct Outside of Work.....	29
Complying with Client Drug and Alcohol Policies .....	30
Contractors/Sub-Contractors Complying with Your Drug and Alcohol Policy.....	31
Counselling and Rehabilitation.....	31
Variation .....	32
Review.....	32
Associated Documents.....	32
Acknowledgement.....	32
<b>Section Four – Implementing a Drug and Alcohol Policy .....</b>	<b>34</b>
Roll-out Period .....	34
Management Support .....	34
Policy Access and Understanding .....	34
Training.....	35
Training for Employees and Workers Serving Alcohol .....	36
Inducting New Employees .....	36
Workers Compliance with the Policy .....	36
Union Compliance with the Policy .....	36
Other Persons Compliance with the Policy .....	37
Implementation and Unfair Dismissal Claims.....	37
<b>Section Five – Alcohol &amp; Drug Testing .....</b>	<b>40</b>
Is drug and alcohol testing appropriate for my workplace? .....	40
Who can I test?.....	41
The Value and Use of Testing .....	41
Australian Standards of Drug and Alcohol Levels.....	42
Ensuring Testing Accuracy .....	43
Types of Drug and Alcohol Testing .....	44
Location: On-Site versus Laboratory Testing .....	47

Pre-employment and Pre-placement Drug and Alcohol Testing.....	48
Testing of Workers.....	49
Testing Prior to Site Visits .....	50
Testing after Probation .....	50
Testing Post Accident or Serious Incident .....	50
Extraordinary Testing.....	50
Random testing.....	51
For Cause Testing .....	52
Break in Employment Testing.....	53
Self-Testing.....	53
Targeted Testing .....	53
Screening versus Confirmatory Tests .....	53
Confirmatory test .....	53
Second and Subsequent Confirmatory Tests.....	54
Disputed Results.....	54
Declaring Prescription and/or Pharmacy Drug Usage .....	54
Synthetic Drugs in the Workplace .....	56
Provision of an Invalid Sample .....	57
Unable to Provide a Sample .....	57
<b>Section Six – Dealing with Positive Results, Refusals to Test &amp; Policy Breaches....</b>	<b>59</b>
Dealing with Positive Test Results.....	59
Payment for Employees Attending Drug and Alcohol Tests .....	60
When should an employee be suspended? .....	60
Breaches of the Policy.....	61
Access to Personal Leave.....	75
Arrangements for Transport Home .....	75
Tampering with Samples .....	75
Notification to Police .....	76
Ensuring Confidentiality.....	76
Raising Awareness.....	76
Training.....	76
Employee Assistance Program .....	77
Emergency.....	77

<b>Medicinal Cannabis and its presence in the workplace .....</b>	<b>78</b>
Difference between Cannabis and Medicinal Cannabis.....	78
Side effects.....	78
What should I do as an employer?.....	81
Privacy .....	81
Discrimination.....	82
Reasonable Adjustments .....	82
Cut off levels.....	82
Helpful Resources.....	83
<b>Further Assistance.....</b>	<b>83</b>
How CCIWA can help you? .....	83
Useful links and resources.....	83
WorkSafe (WA) Guidance Note.....	83
Codes of Practice .....	84
<b>Schedule of Rates .....</b>	<b>85</b>

## Appendix A – Forms & Pro-forma Documents

The following list of template documents are available, separate to these guidance notes, in Word version as part of your subscription to This Kit.

- Checklist – Social Function
- Form – Commonwealth Statutory Declaration
- Form – Testing – Alcohol Test – Inhouse On-site – Record
- Form – Testing – Drug and Alcohol – Consent
- Form – Testing – Urine Drug – Chain of Custody and Request
- Form – Medical Management Plan
- Guidelines – Responsible Use of Alcohol
- Letter – Drug and Alcohol Policy – Implementation
- Letter – Failure to Follow Return to Work Plan – Warning
- Letter – Positive Test Results – Previous Warnings – Termination
- Letter - Non-negative Test Results - Suspension
- Letter – Positive Test Results – Suspension
- Letter – Positive Test Results – Warning
- Policy – Drug and Alcohol
- Procedure – Testing – Alcohol Breath
- Procedure – Testing – Drug Urine
- Sample – Risk Assessment – Drugs and Alcohol