

Drug & Alcohol Free Workplace Policy

Purpose:

The safety and health of all employees, protection of all employees and the environment can be directly and adversely affected by the use of alcohol or drugs, or the abuse of prescribed medicines.

This policy is designed to assist in ensuring all practicable and legal steps are taken to meet the **Barfoote Group of Companies – BHL, BCL, NPC and NSS** obligations under the Health and Safety in Employment Act 1992 and, specifically, to ensure all potential hazards are identified and measures taken to prevent injury and accidents.

It is recognised that both alcohol and drugs have been identified as posing a potential threat to health and safety in the workplace. Abuse of these substances is a health issue that can be treated by appropriate health professionals.

General Principles:

Definitions

Drugs – The term “drugs” refers to illicit drugs which cause impairment such as opiates (such as heroin and morphine), cocaine, cannabinoid’s and amphetamines. This term also includes prescription drugs such as benzodiazepines (tranquillisers and sedatives) which are sometimes abused. Cut-off limits for drugs are as per the Australian and NZ Standards.

Alcohol – The term “alcohol” refers to any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits. Cut off limit for work place breath alcohol is 100mil/ml. This is lower than the standard allowable NZ road level. This is because there is an expectation that no alcohol is to be consumed at work.

Drugs and Alcohol Free Workplace

This policy is designed to create a drugs and alcohol free workplace and work force. As such, the **Barfoote Group of Companies – BHL, BCL, NPC and NSS** strictly prohibits the following:

1. The use, sale, transfer or possession of alcohol, drugs or controlled substances while involved in company duties or on company property. Any illicit drugs found on Company property will be turned over to the appropriate authorities.
2. The reporting to work under the impairment of alcohol or drugs.

Pre-employment Testing:

A pre-employment health examination will be required to be a part of the condition of an offer of employment for external recruitment, or internal transfer of existing employees (part-time and full-time), casual employees and employees on a fixed term contract with the **Barfoote Group of Companies – BHL, BCL, NPC and NSS**.

This will include the collection and analysis of a urine sample for the purpose of determining whether there are levels of any illicit drugs or prescribed drugs present in the employee’s system higher than the accepted international standard as defined by the Australian Standard.

In accordance with the Company's general recruitment procedure, the offer of employment is contingent on a satisfactory medical examination result.

To be able to manage this with confidentiality, the individual being tested will be given the results of any such testing undertaken at that time, which they will be required to hand on to their interviewing manager. The interview process will be undertaken prior to the test (Manager to inform the applicant of the compulsory test).

Post-incident Testing:

An employee shall be tested for the presence of alcohol or the presence of drugs above the accepted level as defined by the Australian Standard, when an on-the-job incident occurs, given sufficient reason. Sufficient reason includes:

- ◆ The incident results in an injury requiring treatment by a medical practitioner.
- ◆ The incident causes damage to property. Local management will decide whether the damage warrants testing.
- ◆ An employees behaviour is such that their manager/supervisor has reasonable grounds to suspect that an employee is under the influence of drugs or alcohol in the workplace e.g.: an employee acting in an unusual way, aggressive or abusive with no obvious cause, or the smell of alcohol on their breath at work.
- ◆ The manager/supervisor shall record in writing the grounds on which the reasonable suspicion is based and provide a copy to the employee within 24 hours of the observed behaviour/incident.
- ◆ The employee should be offered the opportunity to explain any behaviour/incident before a test is required, and this explanation shall be recorded in writing.

Testing will be undertaken as soon as possible after the incident.

The test will be administered as soon as the employee is able to provide a specimen. If the employee involved requires medical treatment, this will be administered first. The manager / supervisor will then ensure the employee is accompanied to the designated site for the collection of a urine sample / breath test.

If an employee refuses to provide consent or undergo assessment when required to do so for drugs or alcohol abuse, then dismissal without notice will result.

Drug and alcohol testing will be undertaken initially as an 'instant' urine test and includes the following drugs: Amphetamines (speed), Cocaine (Crack), THC (marijuana), Morphine (Heroin), Methamphetamine (crystal speed, ecstasy) and Opiates (Opium).

A positive drug or alcohol test will result in the individual being offered to have their urine sent on to a Forensic Laboratory (ESR) for verification of the result. If the individual accepts that their original urine test is accurate, then they can choose not to have this happen. If they choose not to have it sent on for verification, this decision will be written on their original form and signed by them.

Random Drug and Alcohol Testing:

This will be undertaken up to 6 times per year on staff that will be randomly selected by an external agency (please note that ALL staff will have their names submitted to the external agency). The frequency and timing of such testing will be controlled by the external agency. Results of such testing are given (at time of testing) to the individual being tested and also forwarded to that persons' manager.

Access to 'With Cause' and 'Random' Drug and Alcohol Testing Results

Your manager has the right to the test results for drugs or alcohol to allow ongoing confidential management of the results.

Management of Staff with Positive Test results from With-Cause and Random Drug Testing or Alcohol Testing

1. **First Test** – if positive, will be required to undertake a second test with-in two (2) weeks. The staff member will be stood down from work with no pay until the second test. The individual with the positive test can choose to resign from the company at this time.
2. If **Second Test** is positive the individual will have their employment terminated.

DATED this the day of 2010

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Barfoote Group of Companies – BHL, BCL, NPC and NSS Consent to Drug & Alcohol Testing

I have read and understood the employer's Drug and Alcohol Free Workplace Policy ("the Policy").

I hereby consent to testing for prohibited substances, including alcohol and drugs, in the following circumstances:

- (a) Pre-employment which is deemed to include transfer from one position to another whether or not that transfer is a promotion; and
- (b) Post-employment including post-incident testing.
- (c) Random Drug and Alcohol Testing

N.B. In reliance on this consent form, the employer may require you to undergo testing for prohibited substances, including drugs and alcohol. A refusal to submit to those tests will entitle the employer to take certain steps, including disciplinary action, full particulars of which are set out in the Policy.

I understand that my manager has the right to access this information.

DATED this the day of 2010

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(Name of Employee)