



Procedure for the management of AOD testing

This procedure should be read in conjunction with the Australia Post Group (APG) Alcohol and Other Drugs Policy (AOD Policy).

All testing will be carried out by competent and authorised AOD Technicians from an external testing agency in accordance with the AOD Policy, relevant Australian Standards and additional regulations applicable to APG worksites which are not wholly under APG control, for example airports. *Refer to Appendix 1 – AOD testing standards for further detail.*

Random Testing

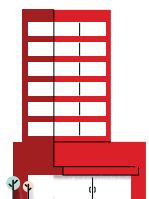
Selection

The site, date and time when AOD testing will be conducted will be randomly selected. The people to be tested will be determined as follows:



Small sites with less than 8 workers (or sites with less than 8 workers present at the time)

All employees (including managers) and contractors on site will be tested.



Large office-based sites

The People Services will provide the AOD Technician with the desk numbers of the particular area to be tested. The AOD Technician will then randomise the desk numbers on site. The employees (including managers) and contractors sitting at the desk numbers selected will be tested.



All other sites

The People Services will provide the AOD Technician with a list of all employees (including managers) and contractors at the nominated site. The AOD Technician will then randomise this list on site. The persons selected will be tested.



Testing

- The People Services Team, in conjunction with the external AOD testing agency, will develop a schedule for random AOD testing.
- The AOD Technician will arrive on site, advise the relevant APG management representative of their arrival and provide them with an instruction document which they must follow.
- The APG management representative will arrange for the AOD Technician to be inducted to the site and guided to a private testing room/area.
- The AOD Technician will commence the randomisation process (for sites with 8 workers or more).
- The APG management representative will arrange for those selected for testing to be notified and directed to the private testing room/area.
- The APG management representative will discuss any concerns or questions raised about the random testing by the selected employee or contractor.
- Selected employees and contractors will be asked to provide photo identification and sign a consent form.
- The AOD Technician will conduct the tests in accordance with the relevant Australian Standards (breath testing for alcohol and saliva testing for other drugs).



Reasonable Suspicion Testing

- Reasonable suspicion testing will be conducted when an APG management representative is made aware, or observes circumstances that leads them to reasonably suspect, that an employee or contractor may be impaired by alcohol and/or other drugs.
- The APG management representative will complete the Reasonable Suspicion Checklist (Appendix 1), discuss it with their nominated approver and obtain their approval to proceed with testing.
- The APG management representative will send the Reasonable Suspicion Checklist to People Services and contact the People Services Team on 1300 116 947 to discuss the potential test.
- If People Services is satisfied that there is reasonable cause for the test, they will contact the external AOD testing agency to arrange testing.
- The APG management representative will notify the relevant employee or contractor of the test and direct them to a private testing room/area.
- When the AOD Technician arrives on site, they will advise the relevant APG management representative of their arrival.
- The APG management representative will arrange for the AOD Technician to be inducted to the site and guided to the private testing room/area.
- The employee or contractor will be asked to provide photo identification and sign a consent form.

The AOD Technician will conduct the tests in accordance with the relevant Australian Standards (breath testing for alcohol and saliva testing for other drugs).

Post-Incident Testing

- Post-incident testing may occur when an employee or contractor is directly involved in a safety incident involving vehicles, motorcycles, other modes of transport, or powered load shifting equipment.
- Once immediate incident response requirements are completed, the APG management representative will contact the AOD team to arrange testing as required. Some factors that may need to be considered include, but are not limited to, the following:

1. Site location - how long it will take for tester to arrive?
2. Nature of incident - potential fatality or serious injury or property damage? Is the employee or contractor currently onsite or returning to the site?
3. The employee or contractor's rostered shift time
4. Is overtime available if required? Do they have any post-shift family/other responsibilities?
5. Does the principal contractor need to be consulted about keeping the contractor onsite for testing?
6. The APG management representative's rostered shift time (if another shift manager is not coming on duty).



- The APG management representative will contact the People Services on 1300 116 947 to discuss the potential test and make a final decision in conjunction with the AOD Coordinator.
- The People Services will contact the external AOD testing agency to arrange the test and inform the APG management representative of the details.
- The APG management representative will notify the relevant employee or contractor of the test and direct them to a private testing room/area. The APG management representative will ensure that the employee or contractor does not perform any duties and remains onsite whilst awaiting the arrival of the AOD Technician.
- When the AOD Technician arrives onsite, they will advise the relevant APG management representative of their arrival.
- The APG management representative will arrange for the AOD Technician to be inducted to the site and guided to the private testing room/area.
- The employee or contractor will be asked to provide photo identification and sign a consent form.

The AOD Technician will conduct the tests in accordance with the relevant Australian Standards (breath testing for alcohol and saliva testing for other drugs).



Refusal to Test

- If an employee or contractor refuses to undergo AOD testing, the APG management representative will direct them to attend a meeting immediately.
- If, after becoming aware that AOD testing is occurring, an employee or contractor leaves the site or engages in other conduct which indicates that they may be avoiding AOD testing, the APG management representative will direct them to return to the site immediately (if applicable) and attend a meeting to discuss the reasons for their conduct. A failure to comply with such a direction and/or provide a reasonable explanation for their conduct may result in the employee or contractor being deemed to have refused AOD testing.
- If requested by the employee or contractor, they may bring a support person to the meeting (subject to that person being immediately available).
- During the meeting, the APG management representative will:

1. Remind the employee or contractor of the requirements of the AOD Policy and that a refusal to be tested will be treated as a confirmed 'positive' test result which may result in disciplinary action in accordance with APG's policies and procedures (for employees), or termination of the contract for services or work arrangement (for contractors); and
2. Confirm whether the employee or contractor continues to refuse testing and, if so, discuss the reasons for their refusal.

- If the employee or contractor continues to refuse testing during the meeting, the APG management representative will contact the People Services on 1300 116 947 to discuss the reasons for the employee or contractor's refusal. The employee or contractor will not be permitted to resume their duties and will be directed to leave the site.
- The APG management representative will then follow the process for managing a positive test result (see below).



Negative Test Results

- If the employee or contractor returns a 'negative' test result (that is, compliant with the AOD Policy), they will be notified and permitted to resume their normal duties.
- A copy of results will be kept by the external AOD testing agency in accordance with the relevant Australian Standard. A copy will also be provided to the employee or contractor.

Positive Alcohol / Initial Non-Negative (Requires Further Investigation) Drug Test Results

- The AOD Technician will notify the employee or contractor if their test results indicate the presence of AOD above the relevant APG Standards set out in the AOD Policy.
- In the case of an initial 'positive' alcohol reading, the AOD Technician will conduct a further test immediately. If the second test is 'positive,' the AOD Technician will conduct a final confirmatory test within approximately 30 minutes. The AOD Technician will advise the employee or contractor of the final test result. The final test result will be the determining result and will be dealt with as follows:

1. If the result is 'negative', refer to the "Negative Test Results" section above; or
2. If the result is 'positive', the APG management representative will discuss this with the employee or contractor (see below). The consequences of a final positive result will be determined by an APG management representative, in consultation with the People Services. This may include disciplinary action in accordance with APG's policies and procedures (for employees), or other remedial action such as termination of the contract for services or work arrangement (for contractors).

- In the case of an initial 'non-negative' drug reading that 'requires further investigation', the AOD Technician will take a second saliva sample from the employee or contractor and send it to an approved laboratory for a final confirmatory test.
- In the case of a final positive alcohol and/or non-negative (requires further investigation) drug reading, the APG management representative will meet with the employee or contractor (and, if requested, their support person who must be immediately available) to discuss the result.

- The APG management representative will:

1. if the person is an employee - advise the employee that they are stood down from all duties on normal pay (including penalties, but not overtime) pending further notification;
2. if the person is a contractor engaged directly by APG – advise the contractor that they are not required to perform any duties for APG pending further notice;
3. if the person is a contractor who is not engaged directly by APG (that is, if they are an employee or subcontractor of a principal contractor or agency) – advise the contractor that they are not required to perform any duties for APG until further notice and that their principal contractor or agency will be notified of the test results;
4. offer support via our Employee Assistance Program (employees) and Workforce Assistance Program (contractors); and
5. direct the employee or contractor to leave the site until further notice, ensuring appropriate arrangements are made for them to travel home safely.

- The APG management representative will then contact the People Services on 1300 116 947 to discuss next steps.

If the employee or contractor returns a 'negative' test result (that is, compliant with the AOD Policy), they will be notified and permitted to resume their normal duties.



Confirmatory Test Results (Drugs)

- The external AOD testing agency will notify the People Services Team of the result of the final confirmatory drug test. The People Services Team will then advise the relevant APG management representative of the outcome and discuss next steps.
- The APG management representative will arrange for the confirmatory test result (whether negative or positive) to be communicated to the relevant employee or contractor (if they are engaged directly by APG). If the contractor is not engaged directly by APG (that is, if they are an employee or subcontractor of a principal contractor or agency), the APG management representative will arrange for the confirmatory test result to be communicated to the principal contractor or agency.
- The result of the final confirmatory test will be the determining result and will be dealt with as follows:

1. If the confirmatory test result is 'negative', refer to the "Negative Test Results" section above.
2. If the confirmatory test result is 'positive', the consequences will be determined by an APG management representative. This may include disciplinary action in accordance with APG's policies and procedures (for employees), or termination of the contract for services or work arrangement (for contractors).

Return to Work Testing

- Following a positive alcohol and/or other drugs test result, if the employee or contractor continues to be engaged by APG, they may be required to undergo further AOD testing upon their return to the workplace.
- The APG management representative will contact People Services Portal on 1300 116 947 to confirm when the employee or contractor will return to work.
- The APG representative will contact the external AOD testing agency to arrange testing.
- When the AOD Technician arrives on site, they will advise the APG management representative of their arrival.
- The APG management representative will arrange for the AOD Technician to be inducted to the site and guided to the private testing room/area.
- At an appropriate time, the employee or contractor will be notified that they are required to undergo further AOD testing in accordance with the AOD Policy and directed to a private testing room/area.
- The employee or contractor will be asked to provide photo identification and sign a consent form.
- The AOD Technician will conduct the tests in accordance with the relevant Australian Standards (breath testing for alcohol and saliva testing for other drugs).



Appendix 1 – AOD Testing standards

Alcohol

APG Standards

All employees and contractors who drive a vehicle/motorcycle for work must not have a BrAC over the legal driving limit for the type of vehicle they use and type of licence they hold while they are on duty and the state they are tested in. State / Territory specific limits relevant to APG workers driving vehicles/motorcycles are outlined in the table below.

All employees and contractors are required to comply with all additional regulations applicable to APG worksites which are not wholly under APG control. For example, under Civil Aviation Safety Authority (CASA) regulations, those working in airport controlled work areas (airside) must have a BrAC of less than 0.02%.

All other employees and contractors must not have a BrAC greater than 0.05% while they are on duty.

ACT	BrAC is zero for: <ul style="list-style-type: none"> drivers of heavy motor vehicles over <u>15 tonnes GVM</u> and dangerous goods vehicles Special, Probationary, International, and Provisional license holders BrAC limit is 0.05 for all other drivers.
NSW	BrAC is zero for: <ul style="list-style-type: none"> Provisional 1 and 2 drivers or riders Visiting drivers or riders holding an overseas or interstate Provisional or equivalent license BrAC limit is 0.02 for: <ul style="list-style-type: none"> drivers of trucks over <u>13.9 tonnes GVM</u>, and any vehicles carrying dangerous goods or radioactive substances BrAC limit is 0.05 for all other drivers (including Overseas and Interstate license holders)
TAS	BrAC is zero for: <ul style="list-style-type: none"> drivers of vehicles exceeding <u>4.5 tonnes GVM</u> Provisional license holders BrAC limit is 0.05 for all other drivers
QLD	BrAC is zero for: <ul style="list-style-type: none"> drivers of vehicles over <u>4.5 tonnes GVM</u>, articulated vehicles (e.g. B-doubles or road trains), and vehicles carrying placard load of dangerous goods BrAC limit is 0.05 for all other drivers
NT	<ul style="list-style-type: none"> Class RE license holders in their first year of riding, and Provisional and Probationary license holders BrAC limit is 0.05 for all other drivers BrAC is zero for: <ul style="list-style-type: none"> drivers of vehicles over <u>15 tonnes GVM</u>, vehicles carrying dangerous goods licensed drivers under the age of 25 who have been licensed for less than three years (Z condition) BrAC limit is 0.05 for all other drivers (including fully licensed drivers from interstate and overseas)

SA	BrAC is zero for: <ul style="list-style-type: none"> drivers of vehicles over <u>15 tonnes GVM</u>, prime movers with an unladen mass < 4 tonnes, and vehicles carrying dangerous goods Provisional and Probationary license holders BrAC limit is 0.05 for all other drivers
VIC	BrAC is zero for: <ul style="list-style-type: none"> drivers of rigid or articulated vehicles over 4.5 tonnes GVM, Provisional 1 and 2 drivers or riders BrAC limit is 0.05 for all other drivers
WA	BrAC is zero for: <ul style="list-style-type: none"> drivers of vehicles over <u>22.5 tonnes GVM</u> and vehicles carrying dangerous goods, drivers from overseas who have not held a license for at least 2 years. Provisional and Extraordinary license holders BrAC limit is 0.05 for all other drivers

Drugs

APG Standards

All external applicants for roles within APG that require a pre-employment medical assessment, and all employees and contractors, must not return a 'positive' drug test with levels over the target concentration/cut-off level specified in the relevant Australian Standard, namely:

- for saliva testing - AS/NZ 4760 as amended from time to time; and
- for urine testing (pre-employment testing) – AS/NZ 4308 as amended from time to time.

The current target concentrations to be adopted by APG under AS/NZ 4760 (saliva testing) are:

Class of Drug	Target Concentration (nanograms per millilitre)
Amphetamine type	50 ng/mL
Cocaine and metabolites	50 ng/mL
Tetrahydrocannabinol (THC)	15 ng/mL
Opiates	50 ng/mL
Oxycodone	40 ng/mL

The current cut-off levels under AS/NZS 4308 (urine testing) are:

Class of Drug	Target Concentration (micrograms per litre)
Benzodiazepines	200 ug/L
Amphetamine type	300 ug/L
Cocaine metabolites	300 ug/L
Cannabis metabolites	50 ug/L
Opiates	300 ug/L



