

Testing instructions for managers



As the manager on duty, you are required to assist with random AOD testing today/tonight. Please follow the scripts below and the instructions of the AOD Technician

Step 1

You must tell selected employees/contractors about random AOD testing

- Hello *[name]*. Random alcohol and drug testing is being conducted at the site *[today/tonight]* in line with our Alcohol and Other Drugs Policy.

OPTION 1

If site has more than 8 workers present

- You've been randomly selected to undergo testing

OPTION 2

If site has less than 8 workers present

- All employees and contractors who are on site now are required to undergo testing.
- Please come with me to *[area where test will take place]* with some photo ID and follow the instructions of the tester. Thank you.

Step 2

If employee/contractor refuses to do testing

Ask them to come with you to a private area (allow them to bring a support person if they request one, provided they are immediately available) and follow the script below:

- *[Name]*, can you please explain to me why you've refused to undergo random testing *[today/tonight]*? (Listen to their response and address any reasonable concerns/questions).
- I need to remind you that undertaking random testing is a mandatory safety initiative, which all staff must comply with under our Alcohol and Other Drugs Policy.

If person continues to refuse testing, follow the script below:

- As you're continuing to refuse random testing *[today/tonight]*, I'll now need to speak with the AOD Co-ordinator. Please stay here while I do that (Leave the room and call the AOD Co-ordinator to discuss the reasons for refusal in private).
- (If AOD Co-ordinator says to proceed, return to meeting) – I've confirmed with the AOD Co-ordinator that your refusal to undergo random testing will be treated as a positive test result.

OPTION 1

If person is an employee

- Your health and safety is very important to us. As you haven't complied with the Alcohol and Other Drugs Policy, and we can't confirm your ability to perform your work safely, you'll be stood down from all duties on normal pay until further notice.

OPTION 2

If person is a contractor engaged directly by APG

- Your health and safety is very important to us. As you haven't complied with the Alcohol and Other Drugs Policy, and we can't confirm your ability to perform your work safely, you won't be required to perform any services for us until further notice.

OPTION 3

If person is a labour hire or subcontractor not engaged directly by APG

- In line with the Alcohol and Other Drugs Procedure, I must notify *[name of the contractor's employer agency]* that you've refused to undergo random testing. Also, as we can't confirm your ability to perform your work safely, you won't be required to perform any services for us until further notice.
- Before you head home, I need to confirm that you're able to do so safely. What are your travel arrangements? (If they don't have a safe way of getting home, e.g. they're driving themselves or riding a bike, arrange a taxi or someone else to drive them).
- I understand that this may be a difficult time for you and encourage you to contact our [Employee Assistance Program (for employees)/Workforce Assistance Program (for contractors)] for free and confidential counselling support. I can give you the number for the provider, Converge, if you like? **(1300 687 327)**.
- Do you have any questions? (Respond). You may now collect your belongings and head home. Thank you.

Step 3

If employee/contractor has a 'positive' alcohol test

Ask them to come with you to a private area (allow them to bring a support person if they request one, provided they are immediately available) and follow the script below:

- [Name], I've been informed that you returned a positive test result for alcohol at the random testing that was conducted [today/tonight].

OPTION 1

If person is an employee

- Your health and safety is very important to us. As you haven't complied with the Alcohol and Other Drugs Policy, you'll now be stood down from all duties on normal pay until further notice.

OPTION 2

If person is a contractor engaged directly by APG

- Your health and safety is very important to us. As you haven't complied with the Alcohol and Other Drugs Policy, you won't be required to perform any services for us until further notice.

OPTION 3

If person is labour hire or subcontractor not engaged directly by APG

- In line with the Alcohol and Other Drugs Procedure, I must notify [name of the contractor's employer/agency] of your test result. You won't be required to perform any services for us until further notice.
- Before you head home, I need to confirm that you are able to do so safely. What are your travel arrangements? (If they don't have a safe way of getting home, e.g. they're driving themselves or riding a bike, arrange a taxi or someone else to drive them).
- I understand that this may be a difficult time for you and encourage you to contact our [Employee Assistance Program (for employees)/Workforce Assistance Program (for contractors)] for free and confidential counselling support. I can give you the number for the provider, Converge, if you like? **(1300 687 327)**.
- Do you have any questions? (Respond).
- You may now collect your belongings and head home. Thank you.

Step 4

If employee/contractor has a 'non-negative' drug result (initial result)

Ask them to come with you to a private area (allow them to bring a support person if they request one, provided they are immediately available) and follow the script below:

- [Name], I've been informed that you had an initial non-negative test result for drugs at the testing [today/tonight].
- The second test sample you provided will now be sent by the AOD Technician to an approved laboratory for further testing.

OPTION 1

If person is an employee

- Your health and safety is very important to us. As we can't confirm your ability to perform your work safely at this stage, you'll now be stood down from all duties on normal pay until further notice.

OPTION 2

If person is a contractor engaged directly by APG

- Your health and safety is very important to us. As we can't confirm your ability to perform your work safely at this stage, you won't be required to perform any services for us until further notice.

OPTION 3

If person is labour hire or subcontractor not engaged directly by APG

- In line with the Alcohol and Other Drugs Procedure, I must notify [name of the contractor's employer/agency] of your initial test result. Also, as we can't confirm your ability to perform your work safely at this stage, you won't be required to perform any services for us until further notice.
- I'll let you know the test results as soon as possible. This may take a few days.
- Before you head home, I need to confirm that you are able to do so safely. What are your travel arrangements? (If they don't have a safe way of getting home arrange for a taxi or for someone to drive them).
- I understand that this may be a difficult time for you and encourage you to contact our [Employee Assistance Program (for employees)/Workforce Assistance Program (for contractors)] for free and confidential counselling support. I can give you the number for the provider, Converge, if you like? **(1300 687 327)**.
- Do you have any questions? (Respond).
- You may now collect your belongings and head home. Thank you.