



MIKE CARNEY GROUP

The purpose of this document is to inform workers of their responsibility to present fit for work and not effected by Alcohol or Drugs. The Mike Carney Group will maintain a program of alcohol and other drugs testing on all sites.

All employees must be aware that Mike Carney Group expressly prohibits reporting to work at any time under the influence of alcohol and/or drugs and the consumption of drugs and alcohol during working hours and that such behavior is prohibited, and discipline action will be taken.

Social functions where alcohol is served are exempt from this policy and staff are reminded to adhere to the practice of responsible and reasonable consumption. If in the opinion of the senior person present that that staff member is deemed to have consumed too much alcohol at a staff social function, then there is a requirement and a duty of care to see that that individual gets home safely and is monitored if required.

Health and Safety legislation places an obligation on Mike Carney Group to ensure that employees do not place their own health and safety and the health of others in the workplace at risk. Australian workplace law allows the employer the right to test its staff. This policy outlines the Mike Carney Group process.

To fulfill this obligation, it may be necessary randomly select or target staff or individuals under the following conditions:

1. Suspected employee health concerns.
2. Workplace Safety concerns.
3. Maintaining employee integrity.
4. Improvement in workplace productivity.
5. Reasonable suspicion.

Testing Triggers- Staff can be tested if for example:

1. They have had a motor accident whether they were at fault or not.
2. Are regularly late for work, and upon reasonable belief.
3. In the opinion of others are acting strangely and out of character.
4. Have been seen or knowingly reported by a staff member or member of the public taking or using drugs.
5. Voluntary self-testing.

Who will Identify an effected or alleged affected worker?

1. A supervisor.
2. A fellow worker.
3. OH&S Officer.

Testing Method

The following testing methods may be used as progressive and accurate enforcement of the policy.

1. Simple drug testing kit provided by a chemist or pharmacy as a swab or urine test, which can be carried out by the OH&S officer or nominated person on behalf of the company.
2. Sending the employee to a clinic or doctors for a drug test, this may be a urine or blood test if required.
3. Taking a blood or urine test on site by a qualified person.

How the test will be Conducted

A random or targeted drug test will be conducted as follows.

1. Employees will be selected using a randomizer, and this will be recorded by 2 or more staff members.
2. The Employees manager will be informed to brief their staff who have been nominated and to bring the staff to a quiet place at work. In the case of the Mike Carney Group this could be an office area close to ablutions.
3. The employee must give their consent.
4. The employee will be told why the test is being carried out and an explanation of the process by the person conducting the test. The employee will be given a copy of the policy and asked to read it and make any comments or ask questions on the process.
5. The employee will be asked to provide a urine sample, swab or blood sample as required by this policy.
6. The sample provided will be tested by whatever means are required to maintain both the integrity of the sample and provide a result.
7. Blood analysis will only be conducted by a qualified person, which may mean the employee will be taken to such a place that holds a qualified person.
8. That result will then be recorded on the employee's personal file.

A random or targeted Alcohol test will be conducted as follows:

1. Employees will be selected using a randomizer, and this will be recorded by 2 or more staff members.
2. The Employees manager will be informed to brief their staff who have been nominated and to bring the staff to a quiet place at work. In the case of the Mike Carney Group this could be an office area close to ablutions.
3. The employee must give their consent.
4. The employee will be told why the test is being carried out and an explanation of the process by the person conducting the test. The employee will be given a copy of the policy and asked to read it and make any comments or ask questions on the process.
5. The employee will be required to give a breath test, swab or blood sample.
6. sample as required by this policy.
7. The sample provided will be tested by whatever means are required to maintain both the integrity of the sample and provide a result.
8. Blood analysis will only be conducted by a qualified person, which may mean the employee will be taken to such a place that holds a qualified person.
9. That result will then be recorded on the employee's personal file.

Discipline - Testing Outcome

If an employee breaches this Policy, he or she may be subject to the following disciplinary action.

1. If an employee fails to provide a specimen or refuses to provide a specimen, they may be:
 - Dismissed.
 - Asked to state the reason why.
 - Placed on leave without pay until they can provide a specimen or state a reason why they will not submit to the test.
2. If an employee provides a positive test, they will be stood down on full pay pending a decision by either the business owner or the Senior Leadership team or both. The decision based on circumstances could be:
 - Notice to show cause reason.
 - Dismissal
 - Re-education and retesting prior to restarting work.
 - Legal prescribed in date script.
 - In the case of being intoxicated over what is deemed the legal limit to drive, they will be sent home for the day and given a written warning.
3. If an employee provides a negative test they will be returned to work and may be required to retest at a date and time to be randomly selected.

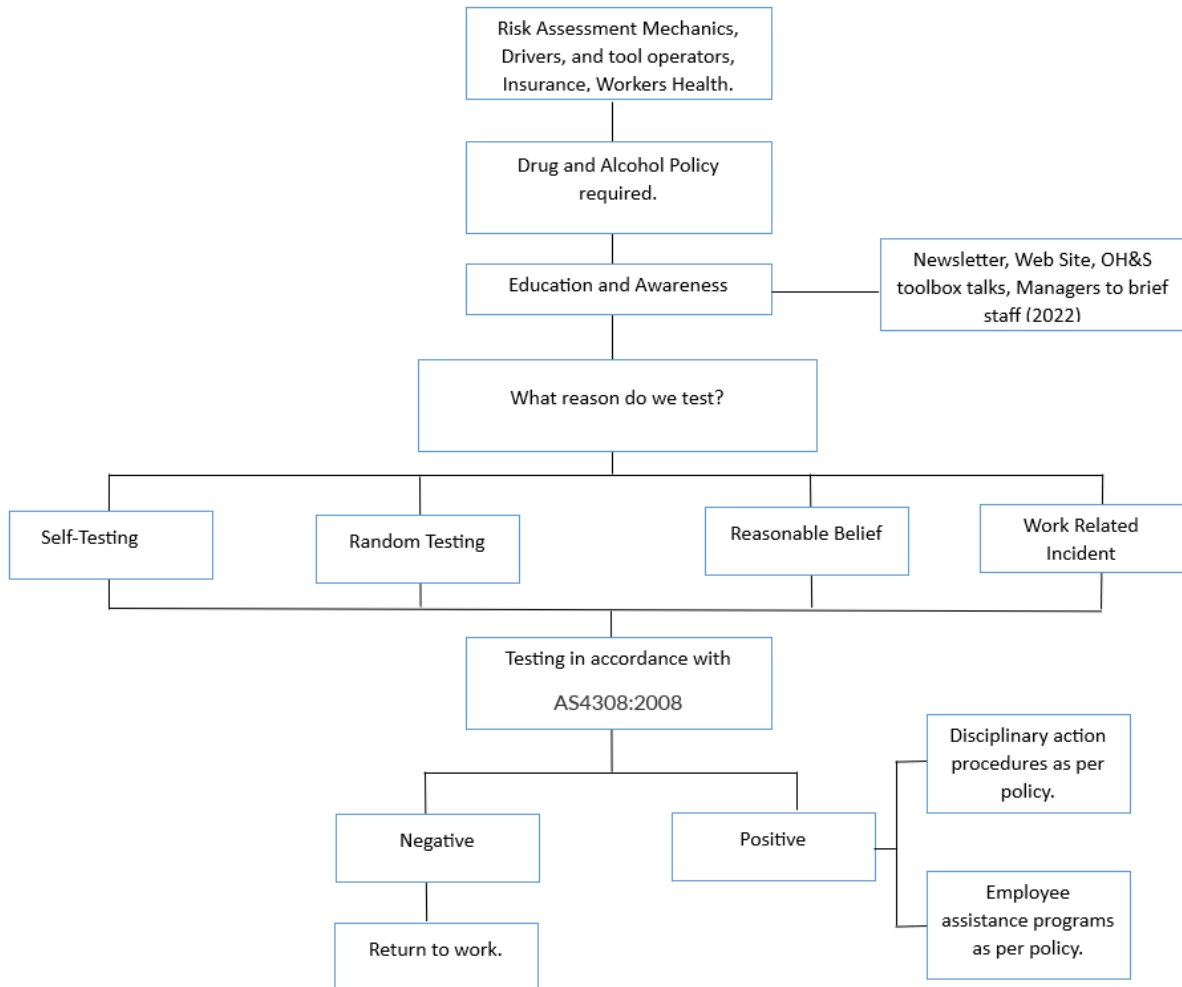
In the event of a positive test, arrangements will be made to ensure the worker can commute home safely. Counseling information will be given in the form of the EAP line on 1300 307 912, which allows for 6 free sessions and is completely confidential.

Any activity will be fully documented and attached to the employee's personal file.

Complaint and Grievance Procedures

Following a positive test, the findings will remain confidential to only the Senior Leadership team and their immediate manager plus the OH&S Officer conducting the test. Should the individual dispute the findings then they are permitted to challenge the outcome, by requesting a retest or a blood sample at a recognised establishment which should be conducted within 24hours.

If you suspect a member of staff to be under the influence of alcohol or drugs while at work, notify your Manager or any member of the Senior Leadership immediately.



References:

1. AS 357-1997, AS 470-2006, AS/NZ 4308
2. PN10875 - Framework for alcohol and drug management in the workplace, work Health and Safety Queensland.
3. Work Health and Safety Regulation 2011
4. Drugs Misuse Regulation 1987 (Qld)