



GHD Pty Ltd
Standard Operating Procedure - HSE
Alcohol and Other Drugs
SOP-HSE-301 AUS
July 2018

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1. Purpose

GHD is committed to minimising the impact of alcohol and other drugs on the safety of GHD's employees, external suppliers and visitors to GHD premises, by encouraging all individuals to be free from the effects of alcohol and other drugs while on GHD premises, sites or in any motor vehicle.

It is the expectation that GHD employees present to work in accordance with the requirements of this procedure and adhere to the Alcohol and Other Drug ("AOD") procedures adopted by clients when working on client sites/offices.

At all times, provisions of GHD's procedure apply as a **minimum** requirement.

This procedure aims to provide the framework to enable GHD to:

- Adopt a flexible approach that recognises the different environments in which GHD operates and respects the AOD requirements of our Clients whilst at their premises.
- Provide guidance for alcohol and other drugs testing that are consistent with relevant industry standards.
- Provide a framework whereby GHD people who are unfit for work or who are deemed unfit for work as a result of alcohol or other drug use are dealt with consistently and fairly.

Any deviation from the process identified within this procedure will be approved by the OCM.

2. Scope

This procedure applies to all GHD employees, external suppliers and visitors undertaking activities on behalf of GHD in Australia.

3. Responsibilities

3.1 Management (Project or OC)

- Take all reasonable practicable steps to protect the health and safety of GHD employees at work.
- Address situations where it is believed that AOD is affecting the health and safety of an individual or compromising safety in the workplace.
- Ensure an identified person under GHD supervision with impaired fitness ceases work, and respond in line with this procedure and GHD SOP SMART Behaviours.
- Ensure Client project specific expectations for AOD are identified and met.
- Provide GHD employees with a means to seek work-based assistance to deal with any fitness for work issues including alcohol or substance misuse/abuse problem.
- Manage AOD issues in a confidential manner through appropriate channels such as the People Manager or Employee Assistance Program (EAP).

3.2 Employees

- Present to work fit for duties or if in doubt/unable immediately notify the appropriate line manager.
- Disclose to manager or People Manager the use of any medication that may adversely affect their ability to deliver their work safely or effect the safety of others

3.3 OC People Managers

- Act as the primary point of contact for the GHD EAP service
- Provide advice on individual case management as required, liaise with the Accredited Testing Provider following post positive alcohol and non-negative/positive drug test.
- Development of individual employee return to work plans in consultation with the OCM following returned positive test.
- Manage any persistent failures to follow treatment of apparent alcohol or other drug use, refusals to participate in testing, positive test returns and disciplinary processes in the same manner as any other refusal to follow a reasonable direction, using guidance provided in GHD People Policies.

3.4 Global Shared Services Manager HSE

- Develop the ongoing plan for random screening activities
- Coordinate random selection process
- Notify the OCM EA each month of persons to be tested
- Ensure records are filed securely (summary of service) and confidentiality is maintained
- Conduct regular reporting

3.5 HSE Managers/Coordinators

- Identify and select an appropriate number of Accredited Providers for the OC to undertake testing on behalf of GHD in accordance with the [HSE050 Occupational Health Monitoring](#).
- Identify local AOD issues and develop strategies, policies and procedures to address.
- Help management implement AOD strategies.
- Provide advice, support and training in AOD issues where required.

4. Definitions

Accredited Provider

An organisation that is NATA accredited to the Australian Standard AS 4760:2006 (oral fluid).

Alcohol and Other Drugs (AOD)

Substances that when taken into the body may impair the normal function of the body and / or threaten the health, safety and welfare of the individual or other persons.

Blood Alcohol Concentration (BAC)

The concentration of alcohol in the blood measured in milligrams of alcohol per 100 millilitres of blood.

Controlled substance

A drug or chemical substance whose possession and use are controlled by law.

Drug

A drug is any chemical substance that produces physical, mental, emotional, or behavioural change in the user, including legal and synthetic drugs, and alcohol.

Drug Paraphernalia

Equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.

Employee Assistance Program (EAP)

Employee Assistance Program - counselling service provided by GHD.

Fit for work

A condition of a person whereby the person is fit to carry out their work without affecting the safety and health of themselves or others.

GHD premises

All accommodation controlled by GHD including site offices, project offices and car parking areas.

Incident

An unplanned event with the potential to cause injury and /or damage to property and/or equipment (includes near miss incidents).

Initial drug test

Preliminary saliva testing, as defined under Australian Standard AS 4760:2006 (Drugs in Oral Fluid).E.g. Instant test kit.

Illegal drug

Any drug or derivative thereof which the use, possession, sale, transfer, attempted sale of transfer, manufacture, or storage of is illegal or regulated under any statute, regulation or local law regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally.

Legal drug

Drugs that are prescribed by a qualified medical practitioner, or are available over the counter for purchase, provided they are used for the purpose for which they are prescribed.

Motor vehicle

Any GHD owned or leased motor vehicle, rental car or private motor vehicle being used for business purposes.

Accredited Provider

Medical practitioner with specialist medical and toxicological knowledge in Occupational Medicine.

Substance Abuse Monitoring

Includes monitoring for effects of all substances that when taken into the body may impair the normal function of the body and / or threaten the health, safety and welfare of the individual or other persons.

Under the influence

When a GHD employee has a blood alcohol concentration (BAC) of 0.05 or greater, or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

Unfit for work

A GHD employee will be deemed unfit for work when either a drug or an alcohol test returns a positive test result or when his/her behaviour indicates that he/she is likely to be impaired by drugs or alcohol. This means that a GHD employee may be regarded as unfit for work under this Procedure in circumstances where he/she may not believe he/she is actually impaired.

5. Procedure

GHD recognises that alcohol and other drug abuse is a treatable condition. Any employee who suspects they have an alcohol or other drug dependency condition is encouraged to seek advice and to have appropriate treatment. GHD encourages proactive identification and intervention of alcohol and other drug dependencies via voluntary disclosure, rather than identification through other forms of screening listed in this section.

5.1 Education on the alcohol and other drugs procedure

GHD employees will be provided with information via a number of methods including New Starter Inductions, AOD e-learning, JSEA briefings, Pre-Work Assessment Briefing. The AOD e-learning package requires annual refresher thereafter.

Where specific needs exist, HSE Manager/Coordinator with the assistance of the People Manager will develop and deliver targeted information sessions and documentation to satisfy that need.

5.2 Employee assistance program

Counselling and support for employees regarding use or misuse of alcohol or drugs is available through the employee assistance program (EAP).

The EAP provider is external to GHD and is a professional service provider engaged to provide confidential counselling for employees who are experiencing personal difficulties, including

problems with use or misuse of alcohol or drugs. Employees who are unclear about treatment options for alcohol or drug addiction may access the EAP for assistance.

Participation in the program is confidential. Information the employee divulges will not be passed on to anyone without their written permission. Non-confidential information for statistical purposes or confirmation of attendance is provided to GHD.

GHD People absent from work due to rehabilitation for an alcohol related or drug dependency problem will access accrued personal leave. If a GHD employee has insufficient personal leave, unpaid leave may be granted at the business group management's discretion, dependent upon previous performance.

5.3 Privacy

GHD will comply with applicable privacy laws in respect of information collected under the alcohol and other drugs procedure. Employees who may be subject to alcohol and drug testing will be required to sign consent:

- To undergo an alcohol and drug test.
- For results to be released to the People Manager and HSE Manager for the purposes of managing rehabilitation and the return to work plan; and confirmation (including date) that the test occurred to the Global Shared Services Manager HSE.

Specific details about the positive test will only be accessed by the Accredited Testing Provider, People Manager and HSE Manager who will determine what information needs to be released to support rehabilitation.

A 'positive' test result may be retained in line with jurisdictional records management requirements.

GHD may release an employee's test results to other parties in circumstances where:

- alcohol or drug test results become subject to a dispute
- the application of this procedure or any actions taken in respect of the alcohol and other drugs procedure become the subject of a dispute, or
- it is required to do so by law.

Where it is necessary to disclose certain information to other persons within GHD (e.g. where a manager must contribute to or review a return to work plan), written approval will be sought from the affected individual.

5.4 Voluntary disclosure

This involves an individual talking to their manager regarding an issue that may impact on his/her fitness for work such as:

- A dependency on alcohol and other drugs
- An inability to meet the requirements of this procedure (for instance, those using prescription medication)
- Other risks an individual may face in not being fit for work.

Employees, who consider they are unfit for work, will not attend or return to work until fit. The employee will advise their manager of their absence in the normal manner. If an employee does report for work under the influence of alcohol or other drugs, they will be managed in accordance with this procedure.

An employee who has an unacceptable level of absenteeism as a result of the use of alcohol or other drugs will be offered the GHD EAP service, counselled in accordance with GHD's People Policies and appropriate action taken to manage and resolve absenteeism.

All GHD employees, in particular managers, who reasonably believe GHD employees, external suppliers or visitors, may be under the influence of alcohol or drugs have an obligation to act. Failure to act, including hiding or covering for unfit GHD employees, will be regarded as a serious safety breach, and treated accordingly under the GHD's People Policies and [HSE304 SMART Behaviours](#).

5.5 Possession and consumption of alcohol and other drugs

5.5.1 Possession of alcohol and other drugs

Employees must not bring (or otherwise have in their personal possession) alcohol onto GHD premises unless it is to be consumed at a GHD Authorised Function that same day or without the express permission of their Operating Centre Manager (OCM) or nominated delegate. Failure to follow this rule could result in disciplinary action.

Employees must not bring drugs or drug paraphernalia (other than legal, medically prescribed drugs or over the counter medication) onto any GHD premises. Possession, sale or control of illegal drugs on GHD premises constitutes serious misconduct and, unless mitigating circumstances exist, any employees contravening this rule could be immediately dismissed.

5.5.2 Prescribed or Over the Counter drugs

The use of prescription drugs or over the counter medication may affect a person's ability to perform safely or efficiently. There are several types of drugs, which may increase risk, including, but not limited to:

- Hypnotics and sedatives
- Anti-depressants
- Antihistamines
- Stimulants and appetite suppressants
- Analgesics / codeine

Where an individual requires prescription or other legal medication for health purposes, they will obtain advice from a medical practitioner or pharmacist to establish whether such medication will impair their fitness for work.

If, in the opinion of the medical practitioner, the GHD employee would not be safe to perform their normal duties as a result of medication, the GHD employees will inform their Manager immediately.

If a person is using 'over the counter' medication (e.g. Antihistamines) and they are concerned it may affect their ability to safely deliver work activities or may trigger a positive drug test result, the employee will discuss this with their manager (this is similar to any other condition that may affect someone delivering their work safely – e.g. back injury)

When tested, the individual will be asked to complete and sign a declaration regarding whether the person is currently taking medication of any type – it is incumbent on the person to be honest and divulge this information – as it may affect the testing outcome.

5.5.3 GHD authorised functions

The Chief Executive Officer, General Managers, Global Market Leaders, OCMs and their nominees are empowered under this SOP to authorise specific functions within GHD that may

responsibly serve alcohol to GHD employees, clients, external suppliers and/or visitors. It is expected at these functions that GHD employees will behave in a responsible manner and functions will be planned and delivered in accordance with **APPENDIX A Guidelines for Serving and consumption of alcohol**.

Authorised functions may for example include:

- End of month gatherings
- Client functions
- OC briefings
- Client business meetings (e.g. luncheons)
- End of year celebrations
- Group functions arranged by Service Group Managers

Functions that are authorised will not create an environment that promotes non-compliance with the overall intention of this Procedure. Individuals maintain overriding responsibilities to act in a responsible manner (e.g. driving within the legal limit for prescribed blood alcohol levels in the relevant jurisdiction).

5.5.4 Inter-Jurisdictional travel

When traveling outside their country of residence GHD employees must abide by the drug and alcohol laws of the country that they are visiting. In particular:

- Some Countries e.g. Thailand, Singapore, Indonesia, Malaysia and Vietnam impose tough penalties including the death penalty and/or life imprisonment for use and/or possession of drugs (including alcohol).
- On arrival in another country, people are subject to that countries local laws.
- Ignorance of local laws is not a valid defence.
- If arrested, employees have the right to contact the relevant Consulate/Embassy, but consular assistance cannot override local law. The employees will request the Consulate/Embassy to contact their GHD OC and inform the OCM of the situation.

When arranging travel, visit the [Riskline Portal](#) (and the [Australian Government Smart Traveller](#) or [New Zealand SafeTravel](#) website) for information relating to drug and alcohol laws in the country you are travelling too.

5.5.5 Cooperation with law enforcement agencies

GHD will cooperate fully in the investigation and prosecution of any violation of the law.

5.6 Alcohol and other drugs testing

Testing for the presence of alcohol or drugs will be performed by a suitably qualified person under the guidance of an Accredited Provider and authorised by the OCM.

5.6.1 Alcohol and other drugs concentrations levels

Table 5-1 Alcohol and other drugs concentrations levels

Substance	Concentrations Levels for a Positive Result
<i>NOTE: Wherever there is a difference between the standard represented by this Table and that of the relevant jurisdiction or client requirement - the more stringent of the two applies.</i>	
Alcohol	<ul style="list-style-type: none"> • 0.00 BAC when tested while performing site based activities, • 0.02 BAC when tested while performing driving activities • 0.05 BAC when tested while performing GHD office activities
Amphetamines	Detected
Cannabinoid's (THC)	Detected
Cocaine	Detected
Opiates	Detected
Benzodiazepines	Detected
Barbiturates	Detected
Methadone	Detected
Other prescription drugs able to affect central nervous system	Detected
Analgesics containing codeine and dihydrocodeine Sedative antihistamines Nasal decongestants containing pseudo ephedrine.	Exercise particular caution. Seek medical clearance if in doubt.

5.6.2 Disclosure during the testing process

Prior to undergoing a screening test, each employee will be required to complete the declaration advising the authorised testing officer if they are taking prescription or over the counter drugs or medication.

The individual does not have to state the medical condition, but must state the type of medication, the dosage and confirm that they are consuming those drugs as prescribed or directed. Note - some over-the-counter drugs are in the same drug group type as those that are being tested and therefore may show up as an unconfirmed positive result in the screening test.

The Accredited Testing Provider will only share relevant information with the People Manager and NATA accredited lab for the purposes of confirming the non-negative test result.

5.6.3 Evasion or refusal to undergo alcohol or drug testing

If an individual refuses to undergo or evades a test for alcohol and drugs as required by this procedure and related policies, this will be treated as a positive result.

Refusal to submit may include:

- Failure to provide adequate breath or saliva for testing without a valid medical explanation
- Engaging in conduct that clearly obstructs the testing process.
- Leaving the scene of an accident.
- Failure to attend two scheduled or random testing events without OCM approved justification.

5.6.4 Falsification of alcohol or drug testing

If an individual attempts to falsify or to adulterate the results of an alcohol or drug test, this will be treated as a positive result.

5.6.5 Support person

Employees may have a support person with them at any meetings associated with alcohol and other drugs testing or during the testing itself. The employee must ensure:

1. That the support person understands the confidential nature of the process.
2. The nomination of a support person must not cause a time delay that may affect the testing process. If the nomination of a particular support person will result in delay that may affect the testing process, the employee may nominate an alternative support person.

The support person must not impede or obstruct the testing process in any way and is there only to act as a support person to the employee.

5.6.6 Testing for Drugs and Alcohol

Each office will have established relationships with accredited service providers who will facilitate the testing process. Where possible, the service provider will attend GHD premises / sites to facilitate the testing process.

In addition to voluntary disclosure, the following testing methods form GHD's alcohol and other drugs screening program aimed at identifying individuals that may be at risk of being unfit for work:

Testing may occur in the following circumstances:

- ***Pre-deployment***

Pre-deployment testing will be undertaken for those who work in industries required by law (e.g. Rail Safety Accreditation) and any other industry or individual Clients requiring the same.

Persons requiring Pre-deployment testing will be identified during the project planning phase and required to attend the local accredited medical provider prior to attending site.

- ***Reasonable suspicion***

If a manager or supervisor observes a decline in work performance or conduct of an employee that he or she cannot explain, the manager or supervisor will involve the

employee in an initial, informal, conversation on a confidential basis. It is essential that action be taken promptly. An early response to a decline in work performance or conduct addresses the problem directly and avoids appearing to condone unacceptable behaviour.

Form *HSE056 Alcohol and Other Drug Checklist for Managers* provides guidelines to assist in determining the requirement for testing.

- **Random testing**

Persons undertaking site activities on projects that meet the following criteria, will be subject to Random Testing:

- Safety critical roles (e.g. Construction sites, working airside, driving plant or machinery, drone pilots, or where significant injury could occur)
- In high-risk industries (e.g. oil, gas, mining, rail)
- For clients with Zero tolerance policies or
- Australian Government funded construction projects activating the conditions of the *Building Code*. (see www.abcc.gov.au/fwbc-monitor-compliance-new-drug-and-alcohol-testing-policy for more information)

Projects where GHD is the Principal Contractor and that meet the Random Testing criteria (see above) will have a random testing regime implemented meeting the requirements of this SOP. The project team will manage the testing program. The scope of the random testing regime implemented will include all those under the control of GHD on the project, including subcontractors etc.

All other projects triggering the above will be identified within iConnect and the Project HSE Plan at project setup. The Project Manager (who has the understanding of the Client and project) will nominate individuals who will participate in the project and therefore subject to random testing via the AoD iConnect Task.

Identified employee's details will be placed into a Random Testing database and the employee will then be subject to GHD's Random Testing regime for the next 12 months – as they have illustrated a role in the 'higher risk' environments listed above.

The Random Testing database will be managed by the central HSE Shared Services team, who coordinate the GHD testing program in consultation with OCs, the selected employees and the Accredited Testing Providers.

After the 12-month period, individual names will be removed from the list and may in the future be again included when they work on a 'trigger' project.

10% of the total number of persons on the GHD Random Testing Database will be tested on a monthly basis.

On GHD projects where project specific AoD testing is required, planning for testing will be identified in the Project HSE Plan and will consider all days the site is occupied (e.g. Saturdays and Sunday inclusive).

The costs associated with random testing will be the responsibility of the OC and costs associated with specific projects will be borne by the project.

- **Post-incident testing**

In the event of a significant incident resulting in injury or potential injury, GHD may request that GHD employees involved in the incident submit for medically supervised Alcohol and Drug testing to determine or eliminate the possible influence of drugs or alcohol. Any such testing will be performed in accordance with this procedure.

Significant incidents may include (but are not limited to):

- The death of a person.
- A 'serious injury or illness'.
- A dangerous incident.
- High potential incident (HiPo) - An event or near miss that could have killed or permanently disabled at least one person or caused life threatening injury to at least one person.

In such cases, it is the responsibility of the Manager to identify the persons requiring screening and contact the HSE Manager/Coordinator to arrange for testing by the Accredited Provider.

Identified persons will be supervised until breath and saliva samples are provided. Arrangements for sample taking will be given high priority and provided as soon as reasonably practicable after the incident.

- ***Return to work testing***

Following the determination of a positive result, a return to work plan will be developed and agreed in partnership with the individual concerned, the OCM, People Manager, manager and relevant medical professionals in addition to advice obtained from the Authorised Medical Officer.

Prior to returning to work, the individual must obtain medical clearance to demonstrate fitness for work and that the risk of impairment has been managed. This would include, in the case of other drugs, a confirmed negative saliva screen through an approved medical provider.

If the result of the oral swab is negative, this will be sufficient to return to work safely.

In the case of alcohol, a person would be subject to a breath alcohol screen directly prior to commencing their next agreed working shift or pattern.

5.6.7 Alcohol testing methodology

Alcohol testing

An authorised testing officer from an independent NATA accredited testing agency will undertake breath alcohol testing (BAC). Alcohol testing equipment will be tested and calibrated according to the manufacturer's instructions. Alcohol screening will be conducted by use of a device, which complies with Australian Standard AS 3547:1997.

5.6.8 Action post testing - Alcohol

Alcohol

Negative - result

If an employee returns a BAC result that is at or below the limits specified in Table 5.1 (either upon initial test, or upon re-testing 20 minutes later), it is classed as a negative result and they can return to work as normal.

Positive

If an employee returns a result at or above the limits specified, they will be re-tested again at a timeframe nominated by the Accredited Provider. If this second result is still above the limits specified, it is classed as a positive result.

Confirmed Positive

If an employee returns a second (confirmatory) positive test result, the employee will be stood down without pay from the time of the second positive test result.

Suitable transport will be determined on a case-by-case basis, taking into account the location and specific circumstances, however may include public transport, taxi or chauffeur or any other form of transport that does not place the individual or others at increased risk.

If the individual refuses and drives themselves home, this must be recorded and police will be informed (i.e. if testing results show a result above statutory limits e.g. 0.05% for full license).

The employee will not be permitted to return to work until a BAC result is returned that meets the threshold detailed in the above table. This will be done by a return to work breath test, at the expense of the employee.

Where considered not an 'isolated event', a return to work plan will be developed with the individual, taking into account any specific circumstances with a view to supporting the individual's overall wellbeing (e.g. EAP counselling and other forms of support for the individual).

A record of a GHD employee's "confirmed positive" result will be maintained on the individual's personnel file for 12 months.

Managers are to provide GHD employees returning to work after a positive test with [AUS-FRM-HSE-057 AOD Return to Work Letter](#) and have them sign the 'Personal Commitment to Working Safely page', and file on the individual's personnel file.

5.6.9 Drug Testing Methodology

Drug screening and collection

Drug screening will initially be in the form of saliva swab testing. An authorised testing officer will collect a sample in a suitable room designated for the purpose or a mobile clinic provided by the independent collection agency.

Confirmatory authorised laboratory saliva test will be conducted following an unconfirmed (non-negative) screening result from the initial saliva test.

To be cleared to return to work, return to work testing will be conducted by saliva testing, conducted under Australian Standard AS 4760:2006 (Drugs in Oral Fluid) at the expense of the employee.

5.6.10 Action post testing - Drugs

Negative

Employee returns a negative result that is at or below the target limits specified in Table 5.1, the employee will be permitted to return to work.

Non-negative

Employee returns a non-negative (as specified Table 5.1), the employee will be required to supply a further saliva sample for laboratory analysis.

A non-negative result requires further testing at an accredited specialised laboratory. The laboratory used for confirmatory testing must be NATA accredited to the Australian Standard AS 4760:2006 (Drugs in Oral Fluid).

During this time, the employee may contact their General Practitioner to gain a certificate illustrating fitness for work (i.e. the prescription drugs being taken are not affecting the person's ability to undertake work safely).

Pending the result of the laboratory confirmatory testing, the relevant OCM and People Manager will consult the Accredited Testing Provider and:

1. the person WILL NOT be permitted to undertake fieldwork of any type (i.e. person is removed from project site)
2. determine whether the individual can safely perform office work; or
3. determine if the worker should be directed to cease duties, and if so, for how long.

If the worker is directed to cease duties they will be stood down on full pay, pending the outcome of the laboratory test. GHD will arrange suitable transport home for the worker.

Confirmed positive

If at confirmatory testing, the employee returns a confirmed negative test, the employee will be permitted to return to work.

If the result of the confirmatory testing from the laboratory is positive, the employee will be stood down without pay from the time of the confirmatory test result and not be permitted to return to work until a negative result is returned.

Suitable transport will be determined on a case-by-case basis, taking into account the location and specific circumstances, however it may include public transport, taxi or chauffeur or any other form of transport that does not place the individual or others at increased risk.

If the individual refuses GHD transport and drives themselves home, this must be recorded by the People Manager. In some circumstances, GHD's duty of care may require notification to the police.

After the laboratory confirmed positive result, employees will utilise their own leave (e.g. annual, sick leave or leave without pay) whilst they are off work.

A record of a GHD employee's "confirmed positive" result will be maintained on the individual's record (in line with other record keeping requirements) for a seven-year period.

If an employee wishes to dispute a positive test result, the employee can ask the collector to take a separate specimen when the collection is taking place and this can be sent to a Medvet lab (GHD's accredited testing provider) for analysis. Alternatively, at their own expense, the employee can choose to go to another collector or doctor that is NATA (The National Association of Testing Authorities) accredited.

Managers are to provide GHD employees returning to work after a positive test with [HSE057 AOD Return to Work Letter](#) and have the individual sign the 'Personal Commitment to Working Safely page', and file on the individual's personnel file.

5.7 Investigating a confirmed positive result

Initially, this is about understanding the circumstances behind the positive result. In understanding the circumstances surrounding a positive result, relevant stakeholders to have input may include:

- The affected employee
- Treating Doctors and other health professionals
- Medical Review Officer (Accredited Provider)
- Line manager / supervisor
- Independent testing service providers
- Global Shared Services Manager HSE (GHD alcohol and other drugs program Administrator)
- Local Region HSE Manager
- Site contact
- Others that may provide input into understanding the employee's specific circumstances.

Once the investigation is complete, any behaviours that require action will be considered in accordance with [HSE304 SMART Behaviours](#).

5.7.1 Disciplinary action

In some instances, based on the information obtained in understanding each individual's circumstances in returning a positive result to alcohol and other drug testing, disciplinary action may be undertaken due to a breach of this procedure.

Managers must take into account the possibility that a decline in work performance or conduct could be the result of an illness, disability, medication or the withdrawal of medication. In such cases, the use of disciplinary procedures may not be appropriate.

The OCM will coordinate a full investigation to identify the underlying causes for each proven breach of this procedure. Where disciplinary action is undertaken, this will be facilitated by the OCM and the People Manager. Identified behaviours will be managed in accordance with [HSE304 SMART Behaviours](#) and relevant People Policies.

Where the investigation finds that wilful or reckless behaviour has been illustrated by the employee (see [HSE304 SMART Behaviours](#)), the employee's (or external supplier's) employment will be terminated in accordance with GHD's disciplinary procedures.

Appendices

Appendix A – Guidelines for service and consumption of alcohol

GHD recognises the benefits of spending time together in fun and informal settings. It is essential however, that in encouraging sociability we ensure our behaviour reflects our organisational values and our commitment to a healthy, safe and sustainable workplace.

NOTE: Employees must be responsible for the quantity of drinks they consume - remembering the primary reason for the function. All employees are required to satisfy:

- [HSE301 Alcohol and Other Drugs](#)
 - 0.00 BAC for site based activities
 - 0.02 BAC where driving may be required and
 - 0.05 BAC for all other office based activities)
- Employees involved in safety sensitive projects (e.g. energy sector) must identify and adhere to step-up requirements of the client (e.g. 0.00 BAC).

Regular review of these guidelines will be undertaken. If employee's behaviour warrants or commercial imperative is evident – an alcohol free workplace will be considered.

Outlined below are the guidelines for organising and participating in functions:

Hosted by and held on GHD premises:

- All planned activities where alcohol is to be served **on GHD premises** will be approved by the OCM and have a defined start and finish time.
- Purpose of the function – appropriate for the audience and purpose
- Routine drinks will be held no more often than monthly and only for one (1) hour. Any events outside of these requirements where alcohol will be served will require prior approval from the OCM.
- A roster of nominated members of management will take responsibility and manage each event.
- Nominated hosts (e.g. minimum 2 nominated hosts per event) must complete a Responsible Service of Alcohol Course (or equivalent).
- A nominated Host will act as Barperson and will serve individual drinks from the fridge, take the lid off of beer, pour wine, etc. and will be responsible for ensuring the drinks fridge is secure at end of the function and that the area is left tidy.
- The maximum number of alcoholic drinks to be served to each employees is two (2). No alcohol will be served to people under 18.
- Substantial food and non-alcoholic drinks will also be provided.
- Drinks will not be served to someone who is already under the influence of alcohol when they arrive.
- Drinks will be consumed in the OC Café (or nominated) area and are not to be taken back to desks or out of the building.
- During the function, employees observed by OC management representatives as illustrating the signs of being affected by alcohol will be asked to leave the venue - provided a cab charge voucher and placed into the taxi by an OC Management Team member.

Hosted by GHD and held off site

- All planned GHD functions where alcohol is to be served at **off site** premises will be approved by the OCM and have a defined start and finish time.
- GHD functions will only be held at venues that:
 - Maintain accreditation for Responsible Service of Alcohol (RSA) or equivalent.
 - Hold appropriate public liability insurance.
 - Are within close proximity to public transport.
- The purpose of the function will have been formally considered by the OC management team and venue, location, etc. will have been deemed appropriate for the purpose (e.g. Christmas, client, project completion etc).
- Function centre RSA trained employees will serve and monitor consumption.
- Substantial food and non-alcoholic drinks will also be provided.
- No alcohol will be served to people under 18.
- Drinks will only be consumed at the venue itself and not taken off site.
- If an individual illustrates irresponsible behaviour or is observed by either GHD or venue employees as being under the influence, they will be asked to leave and “placed” into a taxi by a GHD OC Management Team member.

Client functions – arranged by client

- Attending employees are to alert SGM or Manager - as a means of notification and assessment of appropriateness.
- Employees need to be responsible for the quantity of drinks they consume - remembering the primary reason for the function and in respect of their hosts.
- If returning to work, limits are as *per* [HSE301 Alcohol and other Drugs](#)
 - 0.00 BAC for site based activities
 - 0.02 BAC where driving may be required
 - 0.05 BAC for all other office based activities)
- Employees involved in safety sensitive projects (e.g. energy sector) must identify and adhere to step-up requirements of the client (e.g. 0.00 BAC).
- If returning to work and identified as being affected by alcohol, the individuals will be tested and treated in accordance with the [HSE301 Alcohol and other Drugs](#)
- If not returning to work (i.e. clocking off), employees is responsible to ensure they have a safe means of getting home.

Employees organized lunch – on GHD premises

- No consumption of alcohol permitted without the authorisation of the OCM. [HSE301 Alcohol and other Drugs](#)

Employees organized lunch – off GHD premises

- Employees need to be responsible in the quantity of drinks they consume - to satisfy [HSE301 Alcohol and other Drugs](#)
- Employees involved in safety sensitive projects (e.g. energy sector) must recognise and adhere to step-up requirements of the client (e.g. 0.00 BAC).

- If an employees returns to work and is identified as being affected by alcohol, they will be tested and treated in accordance with the [HSE301 Alcohol and other Drugs](#) and disciplinary processes of GHD.

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Document Status

Rev No.	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
0	C Harrison	A Wilson	A Wilson	C Harrison	C Harrison	April 09
1	C Harrison	A Wilson	A Wilson	C Harrison	C Harrison	Aug 09
2	C Harrison	A Wilson	A Wilson	C Harrison	C Harrison	Nov 13
3	C Harrison	A Donohoe	A Donohoe	C Harrison	C Harrison	Jan 15
4	C Harrison	A Wilson	A Wilson	C Harrison	C Harrison	Nov 17
5						Jul 18

