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# DRUGS AND ALCOHOL MANAGEMENT PROCEDURES

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## 1 Purpose

These procedures have been developed to meet the requirements of the Ara Ltd Drugs and Alcohol Policy (CPP506) with the aim of improving the safety and wellbeing of our people and promoting zero tolerance for the misuse of alcohol and drugs in the workplace. They should be read in conjunction with the policy.

## 2 Responsibility

Deputy Chief Executive People and Culture

## 3 Scope and Application

- a To create a workplace that is not adversely impacted by drugs and/or alcohol.
- b To ensure risk to workers and students is managed appropriately.
- c To provide for support of colleagues and students with alcohol and/or drug problems.
- d To ensure compliance with our legal and good employer obligations under the NZ legislation.
- e This procedure applies to Ara Ltd workers and students.
- f For the purpose of this procedure, "Worker" includes employees and contractors.

## 4 Definitions

For purposes of these procedures, unless otherwise stated, the following definitions shall apply:

- a **Adulteration:** Deliberate use of a substance to compromise, or attempt to compromise, the integrity of a urine specimen in order to attempt to "beat" the drug test: e.g. specimen dilution, using a masking agent, or providing a substitute urine sample.
- b **Alcohol:** Refers to any beverage that contains ethyl alcohol including but not limited to beer, wine, pre-mix drinks and other spirits.
- c **Aliquot:** a sample amount taken from a larger quantity, so that it can be tested,
- d **Chain of Custody:**

***Person to be tested: Post Accident/Incident, Reasonable Cause***

The person will be closely supervised by the manager (or the manager's delegate) from the time of notification of the requirement to test until s/he has been delivered to the authorised collector. For post incident and reasonable cause, all attempts will be made to get the alcohol test conducted within 1 hour and the urine specimen collected for the drug test within 3 hours (refer to 7d for emergency situations).

***Urine Collection***

A series of procedures to account for the integrity of each specimen by tracking its handling and storage from the point of specimen collection to final disposal of the urine.

Chain of Custody forms are used to document the data from the time of collection of the specimen, throughout the on-site screening process and (where required) its receipt by the laboratory as well as dispatch between laboratories. Thereafter, appropriate laboratory data systems and documentation account for the handling of the urine or aliquots within the laboratory.

- e **Drugs:** Illicit and restricted substances which have the potential to cause impairment, e.g. cannabis and hashish, opiates (such as heroin and morphine) cocaine, amphetamine type substances (speed, "P", ecstasy and party pills containing benzylpiperazine), synthetic THC, cathinone derivatives. The term also includes misuse of some prescription drugs (e.g. tranquilisers, sedatives) and other currently legal party pills and herbal highs. Other "mind altering" substances can be added to the testing suite as they become available and are misused.
- f **Misconduct Procedures:** Includes APP301 Student Rights and Responsibilities Policy and CPP208 Resolving Staff Performance or Conduct Issues Policy.

- g Metabolite:** A metabolite is a breakdown product of a drug that may be less toxic and easier to excrete than the substance taken. Some drugs are not broken down, but they are converted into a form that is more water soluble. They are also metabolites.
- h Collector:** A person who has successfully completed NZQA qualifications demonstrating compliance with AS/NZS 4308: 2008 for:
- specimen collection, handling, storage and dispatch of specimens, and
  - “on-site” screening and has received a statement of attainment in accordance with NZQA.
- The two-unit standards required are:
- US 25458 “Perform urine specimen collection in the workplace for drug testing.”
  - US 25511 “Perform urine drug screening in the workplace.”
- i Laboratory:** A testing facility accredited against AS/NZS 4308:2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine,” at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or its metabolite(s).
- j On-site drug screening device:** An Immunoassay device used to exclude the presence of drugs and/or metabolites in urine at the site of specimen collection and which has been verified in accordance with Appendix B of AS/NZS 4308:2008.
- k Integrity Testing:** Testing for substances that affect the detection or quantitation of drugs or metabolites in the specimen.
- l Drug Free and alcohol-controlled workplace:** The policy strictly prohibits:
- i The use, sale, transfer or possession of drugs and/or alcohol while on Ara Ltd property or an Ara Ltd activity (except at the student accommodation, Visions and STARZ licensed restaurants and alcohol at controlled functions with Ara Ltd CE or an expressly authorised delegates approval.)
  - ii Reporting to work or study under the adverse influence of drugs or alcohol.
  - iii Having any level of alcohol above 100 micrograms of alcohol per litre of breath while at work or study at Ara Ltd. This is equivalent to zero alcohol tolerance.
  - iv Having a urine level of drug and/ or metabolite that exceeds the confirmatory concentrations in Table 2 of the Australian/New Zealand Standard, AS/NZS 4308:2008: “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine” (14a).
  - v Having an unacceptable urine level of a drug of abuse (and/or its metabolite) which is not listed in Table 2 of AS/NZS 4308: 2008.
  - vi Compromising or attempting to compromise the integrity of the urine specimen or the testing process.
- m Drug testing procedures (see Section 14): AS/NZS 4308: 2008 compliant:** Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct “on-site” drug screens (US 25511). The screen is conducted using an AS/NZS 4308: 2008 verified “on-site” screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.
- n Alcohol testing procedure (see Section 13):** Breath alcohol tests will be conducted using an Approved Testing Device which meets the Australian Standard: AS3547:1997/Amendment 1-2000 (Type 2) “Breath Alcohol Testing devices for Personal use”. The threshold level will be the equivalent of zero alcohol tolerance i.e. .100 micrograms of alcohol per litre of breath.
- o Worker:** Colleagues employed as permanent (part time or full time), casuals or fixed term workers. Contractors are considered workers and are required to comply with these procedures.

## 5 Roles and Responsibilities

Our procedures help us comply with good employer State sector policy; government’s National Drugs Policy 2015-2020 and the obligations Ara Ltd has under the HSW Act 2015 and any subsequent amendments. The

responsibility for drug and alcohol awareness, prevention of abuse and management's responsibilities also must be included. Management is a shared responsibility.

### **Workers responsibilities:**

- Being fit for work and able to perform assigned tasks while not being affected by alcohol or drugs/substances.
- Not consuming alcohol during work time including meal breaks, or when involved in Ara Ltd work-related activities (excluding alcohol at controlled functions with an expressly authorised manager's approval).
- Not taking or being in the possession of drugs (as described in the definitions) in the workplace, including when in Ara Ltd vehicles or undertaking or participating in Ara Ltd work-related activities.
- Ara Ltd workers are prohibited from the misuse of alcohol and/or drugs. This could affect performance, placing themselves or others at risk or bringing Ara Ltd into disrepute. This includes not operating Ara Ltd vehicles or equipment or carrying out any task while affected by alcohol and/or drugs which could risk their safety or the safety of others.
- Notifying their manager if they are taking any prescription drugs or over-the-counter drugs which could influence/diminish their ability to perform work, or give the impression that they are under the influence of alcohol or drugs.
- Reporting to their manager if they are concerned another worker or student is at work under the influence of alcohol or drugs/substances, or is in the possession of, or using alcohol or drugs while at work.

While Ara Ltd's preference is to take a supportive approach, disciplinary action may occur:

- Where misuse problems come to Ara Ltd attention through the observation of others or through inadequate or deteriorating work performance.
- Where consent is not given when a test is requested following reasonable cause, an accident/incident, random selection (where relevant), as part of post rehabilitation testing.
- Where an employee fails to seek assistance for any alcohol or drug problem and their behaviour is improper, unsafe or negatively impacts upon others.
- Where the Use of Motor Vehicle Policy has been breached.
- Where an employee takes, sells, supplies, or is in the possession of an illegal substance this will be considered misconduct and could result in dismissal.

### **Managers responsibilities:**

In addition to their responsibilities as workers:

If a worker or student is suspected of having an alcohol, drug, or other substance-related problem that could potentially create a safety risk for themselves and/or their fellow workers, students, or other people, the manager will:

- In the case of an Ara Ltd colleague, advise and make a recommendation to the Safety and Wellbeing (S&W) Manager and the DCE P&C who may instigate the reasonable cause testing process.
- In the case of an Ara Ltd student, advise and make a recommendation to the Head of Department and the S&W Manager who may respond under the APP301 Student Rights and Responsibilities Policy and or instigate the reasonable cause testing process.
- In the case of an Ara Ltd contractor, the project manager shall instruct the contractor to cease work immediately. The project manager will advise and make a recommendation to the S&W Manager and the DCE P&C who will agree on appropriate further action.
- In the event alcohol or drug testing is considered necessary, (reasonable cause), the S&W Manager will request alcohol and/or drug testing as per Section 8, ensuring the individual signs the Consent Form for Alcohol and Drug Testing. If the individual worker, or student does not sign the consent form, then the applicable disciplinary investigation or exclusion process commences
- Support and evaluate the colleagues sustainable return to full productivity while they are undergoing rehabilitation.

Maintain confidentially and personal privacy in accordance with the Privacy Act 2020.

## Students:

Refer APP301 Student Rights and Responsibilities Policy.

## Confidentiality

- The collection, storage, use, dissemination and destruction of tests, data from tests and information relating to test results will be dealt with in accordance with the Privacy Act 2020 and the Health Information Privacy Code 1994.
- Information relating to a worker will be disclosed on a “need to know” basis only to those who require it in the context of their job.
- Disclosure of information to other parties will require the individual’s written consent.

## 6 Education and Training

- a Education material, which supports CPP506 Drugs and Alcohol policy, will be available to colleagues.
- b Training workshops for selected managers, supervisors, and H&S Representatives will also be made available where feasible. These workshops will likely focus on:
  - drugs and alcohol trends and their adverse effects
  - use/misuse/abuse/ dependency
  - sign and symptoms to recognise drugs and alcohol misuse
  - reasonable cause for testing
  - understanding the CPP506 Drugs and Alcohol Policy and the testing options
  - managing the consent and chain of custody processes
  - understanding the testing processes
  - how long substances can be detected after use

## 7 Post Accident / Incident Testing

- a **When applied**  
worker or student may be tested for the presence of drugs and/or alcohol where they are involved in any of the following circumstances affecting others:
  - i An event involving death or a notifiable injury.
  - ii An injury requiring treatment by a medical professional.
  - iii An event or near miss that had the potential to cause serious harm or loss.
  - iv An incident involving damage to vehicle, property, plant or equipment.
- b **Procedure** (see flowcharts: appendices 1-3)

Consent for testing must be given in writing by the donor (where refusal occurs refer to Section 7e).

The manager or the Head of Department, in consultation with the DCE People and Culture or the S&W Manager must:

- i Determine whether there is sufficient cause to test for drugs/ alcohol. If the accident/ incident is or could have been serious, the testing will be likely for all persons involved.
- ii Assess whether it is practical to require a test (see 7d for emergency situations).
- iii Advise the donor that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed. *(NB: If possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 3 hours).*
- iv Obtain written consent from the donor (Schedules B & C).
- v At the earliest possible time, arrange for the donor to be accompanied at all times and escorted to the designated NZQA qualified collector and “on-site” screener and trained breath testing provider. The accompanying person will be required to ensure that the donor has independent verification of identity (ID) available for documenting on the chain-of-custody form. *(NB: The accompanying person personally verifying the donor’s ID is not considered unequivocal independent certification).*
- vi If the alcohol test and the urine “on-site” screening tests are negative, the employment relationship may continue as usual provided it is determined that further testing is not required.

- vii If the alcohol test is positive, the urine drug screen is conducted, and the donor is removed from the employment site ie. suspension on full pay until the disciplinary hearing.
- viii If the urine specimen returns a “not negative” screening result or its integrity is suspect, remove the donor from the employment site on full pay until the confirmed test results are available from the accredited confirmatory laboratory.
- ix *NB: For post-accident and reasonable cause testing, Ara Ltd may give consideration to specimens, which have been screened using the “on-site” testing options, being forwarded to the accredited confirmatory laboratory for full laboratory testing regardless of the screening result. Ara Ltd can also request that the laboratory tests for additional drugs (e.g. synthetic THC, party drug, LSD, cathinone derivatives) which will not be covered by the normal screening panel.*

**c Positive Test Result**

If the confirmed result is positive for drugs or alcohol, or the specimen integrity has been compromised, disciplinary procedures may follow. Ara Ltd will select one of the following options for its workers or students:

- i For the first positive test result the worker or student may be offered the opportunity to be referred to the Ara Ltd drugs and alcohol rehabilitation programme (section 11). This option is at the discretion of Ara Ltd and may be the only option available if the worker or student wishes to continue employment or study with Ara Ltd.
- ii If the worker or student refuses rehabilitation, the misconduct procedures will apply, and the disciplinary process may include dismissal.

**d Procedure for Emergency Situation**

Where it is not practical for a test to be carried out immediately due to the injuries to the worker or student or where other corrective actions are required (injury, fire, spill etc), the manager or supervisor must:

- i Attend to the other corrective actions.
- ii Ensure that an Ara Ltd representative accompanies the donor to the hospital/doctor so that the required tests can be carried out as soon as practicable.
- iii If the injuries preclude immediate tests, ensure the tests are carried out at the first practical opportunity.

**e Refusal to undergo test**

Where a donor refuses to undergo a test, the refusal shall be treated under the misconduct procedures and appropriate disciplinary procedures will be applied.

Behaviour that constitutes a refusal to submit to a test includes, but is not limited to, the following:

- i Refusal to consent to a test.
- ii Failing to advise, in a timely way, of an accident/incident where post-accident/incident testing would apply (refer clause 7a)
- iii Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation. A maximum of three hours is the limit for providing a urine specimen.
- iv Tampering with or attempting to adulterate the specimen or collection procedure.
- v Not cooperating with the “Chain of Custody” procedures defined in section 4 d.
- vi Leaving the scene of an accident/incident without a valid reason before the test has been conducted.

## **8 Reasonable Cause Testing**

Alcohol and/or drug testing may be undertaken in circumstances where suspected alcohol or drug misuse is likely to compromise workplace safety to self or others, and/or compromising effective operations.

A minimum of two different sensory factors should be present in the determination. (Refer Schedule A)

The manager should:

- In the case of an Ara Ltd colleague, advise and make a recommendation to the S&W Manager and the DCE P&C who may instigate the reasonable cause testing process.

- In the case of an Ara Ltd student, advise and make a recommendation to the Head of Department and the S&W Manager who may respond under the Student Rights and Responsibilities Policy and or instigate the reasonable cause testing process.
- In the case of an Ara Ltd contractor, advise the project manager who will instruct the contractor to cease work immediately. The project manager will advise and make a recommendation to the S&W Manager and the DCE P&C who will agree on appropriate further action.

#### a Procedure (see flowcharts: appendices 2&3)

If reasonable cause to test for drugs and/or alcohol is determined, as above, Ara Ltd must:

- Advise the donor that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed. *(NB: If possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 3 hours).*
- Obtain written consent from the donor (Schedules B & C).
- Follow the same procedures detailed in Section 8.

#### b Refusal to undergo test

Refer to 7e.

## 9 Pre enrolment Testing

To gain work experience and training with some partners, students enrolling for training in some industries must submit to and pass a drug and alcohol test as a condition of enrolment. Ongoing random testing may also be a condition of enrolment.

## 10 Use of Prescribed or Pharmaceutical Medication

If a worker or student is on a medication which is either prescribed or purchased from a pharmacy, it is their responsibility to seek advice from their doctor or pharmacist on whether any side effects from the medication could cause impairment in their job (e.g. dizziness, fatigue, drowsiness, altered perception, mood swings, or loss of coordination). The worker/ student should immediately notify their manager / tutor so that Ara Ltd can take any necessary steps with a view to providing a safe workplace such as temporarily carrying out alternative duties or taking appropriate leave entitlement. A medical opinion may be sought on the effects of any such prescribed drugs or medication in the workplace and how best to effectively manage those effects.

All advice received on the use of prescribed drugs must be treated by Ara Ltd in strictest confidence to protect the privacy of the individual.

## 11 Misconduct

The Ara Ltd Misconduct Procedures will apply where a worker or student is observed taking, selling, supplying, or being in possession of drugs and/or alcohol at work (other than alcohol at Company controlled functions with CE or expressly authorised delegate approval). This may result in a colleague being summarily dismissed under the CPP208 Resolving Staff Performance or Conduct Issues Policy. Or student exclusion under the APP301 Students Rights and Responsibilities Policy.

**NB: Ara Ltd's Misconduct Policies do not require a drugs and/or alcohol test. Testing only applies under the criteria set out in CPP506 Drug and Alcohol Policy and CPP506a Drug and Alcohol Procedures.**

## 12 Rehabilitation

#### a Voluntary

At the sole discretion of Ara Ltd colleagues and students will be offered the opportunity to undertake a voluntarily drugs and/or alcohol rehabilitation programme with a recognised external provider. Voluntary rehabilitation is not an option for colleagues or students to consider after they have been requested to undertake a drug or alcohol test post-accident, for reasonable cause.

#### **b Ara Ltd referred**

Current colleagues or students returning a positive test for the first time, who want to continue employment/study, may be given the opportunity to undertake an external approved drugs and/or alcohol rehabilitation programme. Failure to take part or complete the programme may result in disciplinary action that may include dismissal of a colleague or the exclusion of a student.

*NB: Ara Ltd reserves the right not to offer rehabilitation in situations where it can justify taking disciplinary action that may include dismissal or exclusion.*

A rehabilitation plan would be agreed with the colleague or student. This will include a decision on what support will be provided by Ara Ltd related to the programme. A rehabilitation progress review timeline will be agreed upon. In the absence of satisfactory progress/ programme completion as determined by Ara Ltd by the agreed date, support for the rehabilitation will be withdrawn. A rehabilitation contract will be signed (Schedule D). Where absence from work is required the colleague will be required to take their sick leave entitlement or be subject to leave without pay or in the case of a student, they will remain absent from class until they have:

- returned a negative drugs / alcohol test
- become considered fit to return to work.

#### **c Follow-Up Testing**

- i On completion of the rehabilitation the worker will be subject to an agreed number of unannounced follow-up drugs and/or alcohol tests per year over an agreed period.
- ii These tests look for the presence of any amount of the drugs or alcohol as defined in this policy (i.e. it is not restricted to cut-off levels).
- iii A further positive test will result in disciplinary investigation which could include dismissal or exclusion.

### **13 Privacy**

All information gathered as a result of drugs and/or alcohol testing is collected for the purpose of implementing the Ara Ltd policy and achieving its objectives and will comply with the Privacy Act 2020. The DCE P&C will hold the information in a secure records system. Disclosure of this information to other parties (including future employers) will require the consent of the worker or student. The information shall be destroyed three (3) calendar months after termination of employment or study with Ara Ltd as detailed in section 7 of our Disposal Process Document (DA559), registered with Archives NZ to comply with the public Records Act.

### **14 Alcohol Testing Procedure**

#### **a Alcohol Tolerance**

For the test to be positive there must be a level of alcohol in the system of the worker or student higher than 100 micrograms of alcohol per litre of breath (Zero Alcohol Tolerance).

#### **b Procedure**

All aspects of the testing procedure will be carried out in a confidential and private manner. The test for alcohol will be carried out by using a breath alcohol testing device, which complies with the AS3547:1997/Amendment 1-2000 (Type 2), for the measurement of alcohol. The person conducting the test will have been trained in the procedures and use of the testing device.

- i The worker/ student will be closely observed for 10 minutes prior to the test to ensure they have not taken any fluid, food or other substances into the mouth.
- ii An Alcohol Testing Informed Consent Form will be signed (Schedule C).
- iii The first test will require the worker/ student to blow into the device with a disposable mouthpiece.
- iv If the result is negative no further test follows.
- v If the result is positive, a confirmatory test on the same device (using a new mouthpiece) will be conducted after a 15-20-minute period. The person must be supervised (as described above) during this period.



- vi The time and result will be recorded.
- vii The worker/ student, supervisor, and person doing the test will sign acknowledgment of the result and time.

## 15 Drug Testing

### a Testing Standard: AS/NZS 4308:2008

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will comply with the strict criteria dictated by AS/NZS 4308: 2008: "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine."

NZQA qualified collectors will collect specimens, conduct an "on-site" screening test using a fully verified device and processes which comply with AS/NZS 4308: 2008, and forward any "not negative" specimens to the accredited laboratory for confirmation testing.

### b Procedures

- i An informed consent form will be signed by the worker/ student (schedule B).
- ii The donor will report to or be accompanied to (post-accident/incident, reasonable cause, follow-up) the NZQA qualified collector.
- iii The donor will be required to provide verification of identity before the collection can proceed. Whilst photo ID is preferable, an alternative verification is acceptable. *(NB: a manager verifying the donor's identity is not considered unequivocal verification).*
- iv The donor will be able to observe the entire specimen collection, processing, "on-site" screening test and chain-of-custody procedure, including the splitting of the specimen (if it requires confirmation) into two or more bottles.
- v A chain- of-custody form will be partially completed initially, with final signatures being applied after the specimen has been collected and processed. This form contains as a minimum:
  - Verification of donor's identity (e.g. driver's licence, Ara Ltd ID)
  - Two identifiers unique to the donor (e.g. full name and date of birth)
  - Date & time of collection
  - Name and signature of collector
  - Ara Ltd details
  - Results of specimen integrity tests carried out at the point of collection
  - Declaration by the collector that the specimen has been collected and (if applicable) screened in their presence "on-site" in compliance with AS/NZS 4308:2008
  - Confirmation by the donor that the specimen is their own and was correctly taken.
- vi A urine specimen will be provided in a manner which allows for individual privacy. *(NB: Observed collections would only be considered if the individual has previously been suspected of compromising specimen integrity).*
- vii The donor will be able to note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.
- viii Further tests for specimen integrity (e.g. dilution, masking agent) will be conducted in the presence of the employee.
- ix The donor will be asked to voluntarily provide information on drugs/ medication they have used recently. This information is only for the laboratory and will not be made available to Ara Ltd unless the laboratory is able to match their test findings to the declared medication.
- x The donor will be asked to read, sign and date the chain-of-custody statement certifying the specimen is theirs and has not been changed or altered at the time of the collection. ***NB: This step is not carried out until the 'on-site' screening test has been completed and (if required) the specimen has been processed for dispatching to the laboratory.***
- xi The specimen will be screened at the collection site using a verified "on-site" immunoassay device and process which complies with AS/NZS 4308: 2008.

- xii A negative report is issued when all of the drug classes tested for give negative results and the integrity of the specimen is not in question. ***(NB: Ara Ltd may also wish to have the specimen forwarded to the laboratory for testing for drugs which would not be detected with an “on-site” screen or when testing is being conducted post-accident/incident or for reasonable cause (see section 6.2i). If testing for additional drugs is required, the laboratory must be instructed which substances to analyse for (e.g. synthetic THC, LSD, cathinone derivatives).***
- xiii All specimens screening “not negative” or considered to have suspect integrity will be split into 2 or more samples and sent to the accredited laboratory for either confirmatory testing only or screening plus confirmatory testing. If the validity is suspect another specimen must also be collected and both specimens forwarded to the laboratory. The confirmatory process is described in ‘C’ below.
- xiv Ara Ltd will receive an “Interim Report” which only advises that the specimen requires further testing by the laboratory. There will be no indication from the collector, at this stage, as to the reason for further testing.
- xv The laboratory will conduct a more specific confirmatory test. This test, either gas chromatography mass spectrometry (GCMS) or liquid chromatography mass spectrometry mass spectrometry (LCMSMS) is considered by scientific and medical experts to be the most reliable procedure available. Diluent, masking agents and substances affecting the specimen integrity are also tested for.
- xvi The laboratory will report all the drug classes tested for and either not detected or below the cut-off concentration as “negative.” Individual drugs and/or metabolites confirmed by GCMS or LCMSMS at level(s) equal to or above the confirmation cut-off concentration tabulated in Section 14c will be reported as “positive.” The report will not include the actual concentration(s). The laboratory will also report if abnormal dilution or any other integrity measurement may have affected the test result.
- xvii If a donor disagrees with an initial positive test result, then they have the option of having the reserve split sample tested at the same or another accredited laboratory. This request should be made within 5 days of receiving the initial result and this reanalysis looks for the presence of any amount of the drug (i.e. it is not restricted to cut-off concentrations).
- xviii If the second test result proves positive this will be accepted as a conclusive result and costs associated with this test will be borne by the donor. If the second test result proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by Ara Ltd.

**c Confirmatory Test Cut-Off Concentrations (As Total Drug): As/NZS 4308:2008**

<b>Compound</b>	<b>Cut-off level (micrograms/litre)</b>
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine *	500
Pseudoephedrine*	500
11-nor- Δ9- tetrahydrocannabinol-9- carboxylic acid	15
Benzoylcegonine	150
Ecgonine methyl ester	150
Oxazepam	200

Temazepam	200
Diazepam	200
Nordiazepam	200
$\alpha$ -hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

**\* These drugs may be optionally tested within each class and the specified cut-off levels shall apply**

# SCHEDULE A

## Reasonable Cause Indicators

When assessing for reasonable cause, there will usually be more than one indicator present.

Examples of reasonable cause include, but are not limited to the following:

- physical sign
- smelling breath, body odour, clothes
- slurred speech
- unsteady on feet
- eyes: bloodshot, dilated pupils, pin-point pupils
- excessive sweating
- flushed/ red complexion
- loss of weight (in association with other indicators)
- unusual or out of character on-site behaviour
- continual involvement in small accidents or inattention
- obvious continual drop in performance
- changes in personality or mood swings
- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs: outbursts, anger, aggression, mood swings, irritability
- paranoia
- changes in alertness – difficulty with attention span
- changes in appearance – clothing, hair personal hygiene
- less energy
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- hangovers
- violent behaviour
- impaired motor skills
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- intense anxiety or panic attacks or depression
- impairments in learning and memory, perception and judgement

# SCHEDULE B

## Consent for Urine Drugs Testing

I consent to undergo a urine drugs test, to be undertaken by a NZQA qualified collector and urine drugs screener and an accredited laboratory appointed by Ara Ltd which I acknowledge is for the purpose of determining whether I have a level(s) of a drug(s) (as defined by Ara Ltd Policy) higher than:

- the accepted international standard as defined by the Australian/ New Zealand Standard AS/NZS 4308:2008, or
- the level determined by the laboratory

I understand that a urine specimen will be collected, and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including benzylpiperazine), cocaine, benzodiazepines, and others if applicable. I understand that other illicit drugs (e.g. LSD, synthetic THC and cathinone's), restricted and legal party substances, misused prescription drugs and other mind-altering substances can also be tested for.

I undertake to advise the qualified collector of any medication that I am taking. I also agree to provide the collector with verification of my identity (either photo ID or an alternative proof) and two unique identifiers (e.g. full name and date of birth).

I consent to the confidential communication of the drugs test(s) results to Ara Ltd.

I understand that I may request a second test be conducted on the reserve specimen which was split from the original urine and is stored at the laboratory. This request must be made within 5 days of receiving the result. For the second test to be positive there need only be the presence of drugs or metabolite detected (i.e. not cut off limits). This will be accepted as a conclusive result and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by Ara Ltd.

Any collection, storage or exchange of information concerning the drugs test will be in accordance with the requirements of the Privacy Act 2020 and results will only be used for the purposes for which they were obtained.

I understand that refusing to sign this form, or the return of a positive result, means that:

the Ara Ltd disciplinary procedure will follow which will include dismissal, exclusion or the requirement to take part in a Rehabilitation Programme.

**I have read and understood the terms of this consent form.**

**Signature of Worker/ Student:** ..... **Date:** .....

**Worker/ Student Name:** .....

**Witnessed:** ..... **Date:** .....

**Witness Name:** .....

# SCHEDULE C

## Consent for Breath Alcohol Testing

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have a level of alcohol in my breath higher than that 100 micrograms of alcohol per litre (zero alcohol tolerance).

Results of the breath alcohol test will only be used for the purposes for which it was obtained, as set out in the CPP506 Drugs and Alcohol Policy.

I understand that a positive test result is likely to lead to disciplinary investigation which could result in dismissal or the requirement to take part in an Alcohol Rehabilitation Programme.

I understand that a refusal to sign this form and undergo a breath alcohol test will be regarded as serious misconduct and is likely to result in disciplinary action which may include dismissal or exclusion.

I hereby authorise the collection and testing of a breath sample for alcohol, and the release of the test results to the authorised representative of Ara Ltd.

I have read and understood the terms of this consent form.

Signature of Worker/ Student: ..... Date: .....

Worker/ Student Name: .....

Witness Signature: ..... Date: .....

Witness Name: .....

Test administered at .....  
(time & date)

by .....  
(name & signature)

Reading: ..... **Result – negative / positive** (circle the one that applies)

# SCHEDULE D

## Drugs and Alcohol Rehabilitation Contract

Colleague/ Student Name .....

I ..... acknowledge that I have been entered in an approved Ara Ltd health rehabilitation plan and my continued employment or study with Ara Ltd is subject to the following:

I am committed to full participation in the Plan with the service provider(s) specified by Ara Ltd.

I authorise the service provider to release the following information to Ara Ltd:

- Whether I have kept appointments
- Whether the service provider has recommended a course of treatment
- Whether I am following that course
- Whether a return to work is appropriate and within what timeframe
- Whether I have completed the required treatment
- Whether return to work is to full or alternative duties

I authorise Ara Ltd to permit the service provider to discuss results of drugs and/or alcohol tests, undertaken during rehabilitation, with the accredited laboratory and medical advisor (if available).

I agree to take this course outside work or study hours or use leave entitlements if required to participate during work hours.

I agree to take ..... subsequent drugs/alcohol tests per year in the ..... months following treatment and agree that the results are to be released to Ara Ltd.

I accept that if:

- I do not attend or complete the required course
- On any future occasion, including the subsequent tests above, I return a positive drugs/alcohol test
- I refuse to take any of the subsequent tests

the consequence may be dismissal from employment or exclusion from study without notice.

I accept the terms of this contract, which I acknowledge may be in addition to the terms of my current employment/student contract and agree to be bound by both contracts.

..... Colleague/ Student

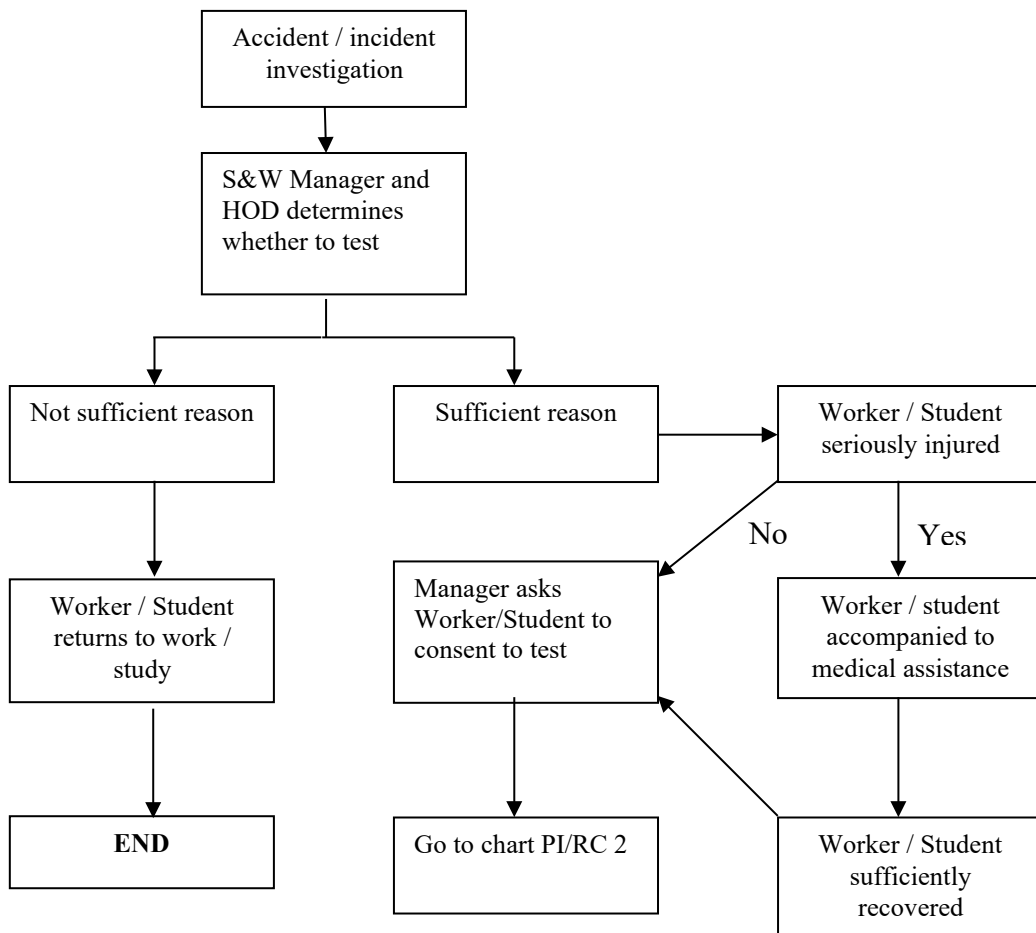
..... DCE, People and Culture

..... Witness

..... Date

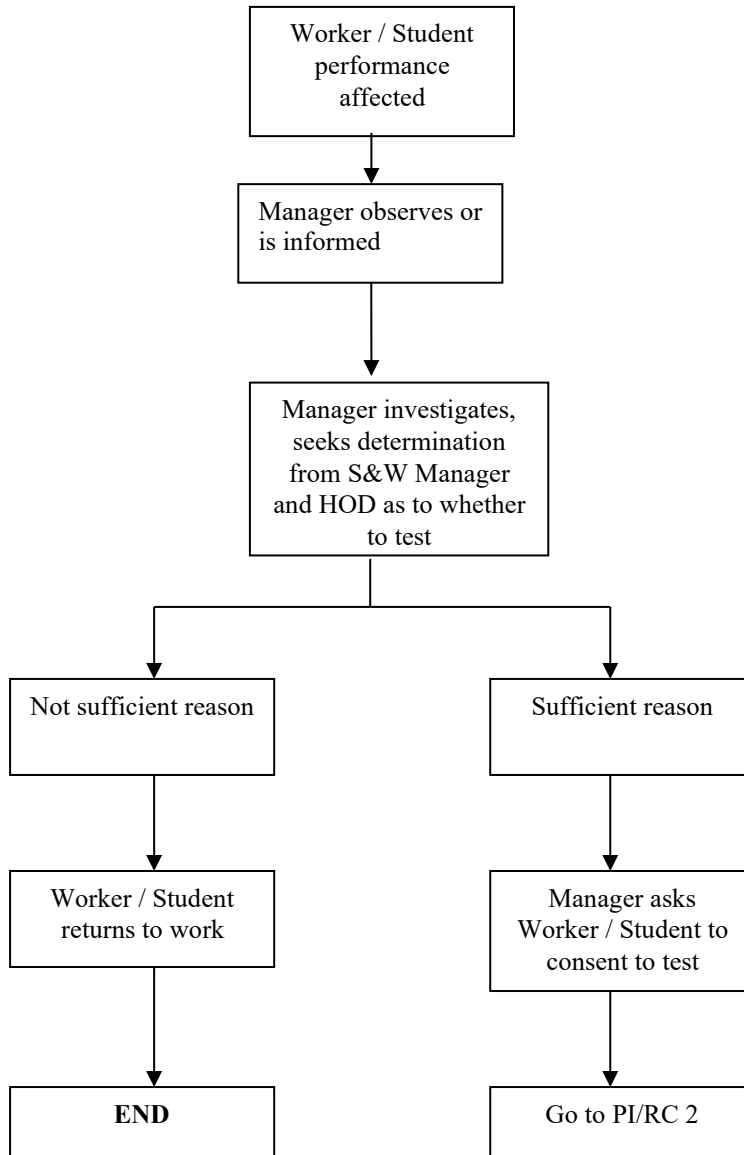


### POST ACCIDENT/ INCIDENT TESTING CONSIDERATION. FLOWCHART PI 1



**APPENDIX 2**

**REASONABLE CAUSE TESTING CONSIDERATION.  
FLOWCHART RC 1**



**APPENDIX 3**

**POST ACCIDENT/ INCIDENT, REASONABLE CAUSE TESTING  
PROCEDURE.  
FLOWCHART PI/RC 2.**

