

1 STATEMENT

- 1.1 The Adelaide Hills Region Waste Management Authority (AHRWMA) has a duty of care to provide a safe, healthy and secure environment for employees and all others affected by its operations and services. Employees share this responsibility by ensuring they present fit for work and take reasonable care to protect their own health and safety and that of others.
- 1.2 An essential part of this duty is the identification and control of hazards, including the risks associated with alcohol and drug use. Employees must not present for work, or undertake any work-related activity, while under the influence of alcohol or drugs, regardless of the level detected. Any breach of this standard may result in disciplinary action, up to and including dismissal. AHRWMA may conduct testing to detect impairment or identify risks associated with alcohol or drug misuse. For clarity:
- AHRWMA maintains a ZERO TOLERANCE approach to alcohol and drug use in the workplace (with the exception of limited consumption of alcohol during work approved industry events and functions).
- 1.3 This policy and procedure applies to all employees, contractors, labour hire workers, temporary staff, and visitors at AHRWMA sites and client locations.
- 1.4 For the purposes of this Policy, the term employees includes contractors, volunteers, labour hire workers and temporary staff.

2 DEFINITIONS

AHRWMA (EMPLOYER)	Adelaide Hills Region Waste Management Authority
EMPLOYEE	All Authority staff, including labour hire, contractors and volunteers.
ABUSE OF ALCOHOL AND/OR OTHER DRUGS	Use of alcohol which results in potential impairment of a person's performance or their ability to work efficiently and safely. Use of illegal drugs/substance including but not limited to cannabis, amphetamines, cocaine, opiates and other narcotics which results in potential impairment of any person's performance or their ability to work efficiently and safely. Use of prescription drugs/substance and the use of any other non-prescription drugs or other substances which may result in potential impairment of person's performance or their ability to work efficiently and safely. Sale or supply of either illegal or prescription drugs, and the unauthorised consumption or possession of any alcohol, or the

	consumption or possession of any illicit drugs in the workplace or during the working period.
	Positive drug or alcohol test result.
AUSTRALIAN STANDARDS	AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine, AS/NZS 4760:2019 – Procedures for specimen collection and the detection and quantitation of drugs in oral fluid, and AS/NZS 3547:2019 – Breath alcohol testing devices for personal use and workplace screening, or any superseding or replacement standards as amended from time to time.
AUTHORISED TESTER	The nominated person who has been trained in the collection of samples required for the purposes of alcohol and/or drug testing.
BAC	Blood Alcohol Concentration
CONFIRMATORY TEST	A second analytical procedure performed to identify the presence and quantity of a specific drug. The confirmatory test is independent of the initial test and is performed in a certified laboratory using a different technique and chemical principle in order to ensure reliability and accuracy, such as Gas Chromatograph/ Mass Spectrometer (GCMS).
EAP	Employee Assistance program
EMPLOYEES	Employees, contractors, labour hire, volunteers and temporary staff covered within this policy and procedure.
FITNESS FOR WORK	An individual is in a physical, mental, and emotional state that enables them to perform assigned tasks competently, without compromising their own safety or health, or that of others. Fitness for work may be impaired by alcohol, illicit drugs (e.g., cannabis, amphetamines, cocaine, opiates, and other narcotics), prescription medication, or the misuse of non-prescription drugs (e.g., codeine), potentially creating risks to themselves and others.
INITIAL TEST	An approved method used to identify a drug or a class of drugs. This test is a screening test used to detect the presence or absence of alcohol, and/or a particular drug compound.
NEGATIVE RESULT	Any test sample returning a result where there was no detection of alcohol or a drug or class of drugs.
NON-NEGATIVE RESULT	Any initial test sample returning a result that identifies the presence of alcohol, or a drug or class of drugs at or above the prescribed limits.
RANDOM TESTING	An employer may conduct random testing for drugs and alcohol on any employee, without reason, in accordance with a policy or procedure.
WITNESS	An employee working at the workplace who is reasonably and readily available to verify test results.

3 DRUG AND ALCOHOL STANDARDS

3.1. AHRWMA requires all employees to return a negative drug test result all times whilst at AHRWMA's locations or undertaking work on behalf of AHRWMA. At the time of introduction of this policy and procedure, the Australian Standards set out the levels for a positive test result as listed below.

3.1.1 For a urine Immunoassay test used during a pre-screening test such as pre-employment medicals, refer to table A.

Table A	
Class of Drug	Level (Micrograms/litre)
Amphetamine type substances	300
Benzodiazepines	200
Cannabis metabolites	50
Cocaine metabolites	300
Opiates	300
Note: This does not provide a definitive result and a confirmatory test may be required.	

3.1.2 If a urine specimen is sent for further testing following an initial positive result, the laboratory will conduct a confirmatory test for the following levels as per table B. This is the definitive test. All results equal to, or exceeding the amounts specified are considered a confirmed positive test.

Table B		
Class of Drug	Compound	Micrograms/litre
Cannabis Metabolites	11-nor-delta-9-tetrahydrocannabinol-0 Carboxylic acid	15
Benzodiazepines	Oxazepam	200
	Temazepam	200
	Diazepam	200
	Nordiazepam	200
	7-amino-clonazepam	100
	7-amino-flunitrazepam	100
	7-amino-nitrazepam	100
Opiates	Morphine	300
	Codeine	300
	6 -Acetylmorphine	10
Sympathomimeticamines	Amphetamine	150
	Methamphetamine	150
	MDMA (Ecstasy)	150
	Phentermine	500
	Ephedrine	500
	Pseudoephedrine	500
Cocaine Metabolites	Benzoyllecgonine	150
	Ecgonine Methylester	150

3.1.3 For on-site oral fluid testing initial test target concentrations refer to table C.

Table C		
Class of drug	Target Analyte(s)	Target concentration (ng/mL)
Opiates	Morphine, Codeine, 6-Monoacetylmorphine	50
Amphetamine-Type Substances	Amphetamine, Methamphetamine, MDMA	50
Delta-9 Tetrahydrocannabinol	THC (Cannabis)	15
Cocaine and Metabolites	Cocaine, Benzoyllecgonine	50
Oxycodone	Oxycodone, Oxymorphone	40

3.1.3.1 An initial positive result should be confirmed by laboratory testing with the cut-off levels as per table B.

3.1.4 AHRWMA requires all staff to maintain a 0.0% BAC at all times while at AHRWMA locations or performing work on behalf of AHRWMA. In limited circumstances, the Chief Executive Officer may approve exceptions for official or approved activities where appropriate conduct is maintained.

3.1.4.1 Alcohol breath testing will be conducted using a breathalyser that meets the Australian Standards.

4 TESTING PROCEDURE

4.1. **Authorised Tester**

4.1.1. Breath specimens for alcohol screening and samples for drug detection will be taken by an Authorised Tester who may be an AHRWMA employee or from an independent testing agency. Employees being tested are allowed to have a witness present.

4.1.2. When drug testing is conducted due to reasonable cause, a serious occurrence, or random testing, and an initial non-negative result is returned, the following procedure will apply:

4.1.2.1 Determine whether the initial positive reading is consistent with any advised medication.

4.1.2.2 Record the positive test result.

4.1.2.3 Advise the Manager and Chief Executive Officer of the results.

4.1.2.4 Send the sample to a Nationally Accredited Testing Authority (NATA) laboratory for confirmatory testing.

4.1.3 When an alcohol test is conducted, the following steps apply:

4.1.3.1 Notify the employee that testing can be conducted in private if requested.

4.1.3.2 Notify the employee that they may have a witness present.

4.1.3.3 Once the test results appear, the employee and/or witness shall be shown the reading.

4.1.3.4 If the result is negative, it will be recorded and signed by the employee.

4.1.3.5 If the result is non-negative, it will be recorded, and the employee must wait a further 20 minutes without eating, smoking, or drinking (except water), remaining in the vicinity of the testing location, after which a re-test will be conducted for confirmation.

4.1.3.6 The form will be signed by the employee and/or witness. Refusal to sign does not invalidate the test.

4.1.4 If a positive test result could be consistent with prescribed or over-the-counter medication, and the employee has disclosed medication use, the Authorised Tester must contact the Chief Executive Officer to discuss the implications of the positive result.

- 4.1.5 The Chief Executive Officer will advise the Manager on the appropriate course of action, which may include removal from the workplace, re-testing, or acceptance of the result if it is determined not to cause impairment.
- 4.1.6 If both the initial and confirmatory test return positive results for an illicit substance, or for a substance that, based on medical advice, is likely to cause impairment in the workplace, this will be deemed a breach of this policy and procedure as outlined in Section 5.

4.2 Pre-employment medicals

- 4.2.1 Shortlisted candidates for employment with AHRWMA may be required to undergo a pre-employment alcohol, drug, and substance abuse screening test as part of the medical assessment. Pre-employment screening is designed to identify individuals whose use of drugs, alcohol, or other substances may indicate a risk of impaired or unsafe job performance.
- 4.2.2 Employment decisions will be based on the candidate's ability to perform the role safely and competently. A confirmed positive test result is likely to render a candidate unsuitable for employment, unless there are valid reasons to the contrary (e.g., the candidate has taken prescription medication as prescribed). The Chief Executive Officer is the final decision-maker in such cases and their decision is not contestable.
- 4.2.3 Refusal to submit to, or fully cooperate with, an alcohol, drug, or substance test may result in the candidate not being considered for the position.
- 4.2.4 Any attempt to manipulate or falsify alcohol or drug test results during pre-employment screening will result in rejection of the application.
- 4.2.5 Where an offer of employment is made, it will be conditional upon satisfactory pre-employment test results.

4.3 Random testing

- 4.3.1 AHRWMA may conduct random testing for drugs and alcohol on any employee from time to time according to this policy.
- 4.3.2 The frequency of testing will be determined by the Chief Executive Officer in compliance with this policy.
- 4.3.3 The method of testing (urine sample or oral fluid) will be randomly determined.
- 4.3.4 Refusal by an employee to submit to, or cooperate fully with the administration of an alcohol, drug or substance test, will be treated in the same manner as returning a non-negative result and will result in the disciplinary process being commenced. This may lead to disciplinary action up to and including dismissal.

4.4 For Cause Testing

- 4.4.1 Where a Coordinator/Manager has grounds to suspect that an employee may be impaired by alcohol or other drugs, then the employee will be required to submit to an alcohol and/or drug test.
- 4.4.2 The Coordinator/Manager is to obtain authority from the Chief Executive Officer prior to testing of an employee.
- 4.4.3 Testing may be carried out following the occurrence of any one or more of, but not limited to, the following circumstances:

- 4.4.5.1 Where an employee's erratic, unusual, at-risk or dangerous behaviour raises concerns that they may be impaired either by alcohol or other drugs.
- 4.4.5.2 Where there is reason to believe that an employee is affected by alcohol or other drugs.
- 4.4.5.3. Where evidence is found of possible alcohol or other drug use at work (e.g. drug paraphernalia, alcohol containers at an AHRWMA location or in vehicles).
- 4.4.5.4 Where an employee who has previously tested positive is being monitored to ensure compliance with this procedure.
- 4.4.5.5 Failure to adhere to written, verbal or posted procedures, rules or regulations.
- 4.4.5.6 Where an employee is involved in a near miss incident or accident/incident.
- 4.4.5.7 Inappropriate use/operation of, or damage to, any equipment.

5 BREACH OF POLICY AND PROCEDURE

5.1 Confirmed Positive Test

- 5.1.1 A confirmed positive test result for alcohol or drugs, or refusal to undertake a test, is considered a **serious breach** of this Policy.
- 5.1.2 Given AHRWMA's safety-critical environment and duty of care, a **first confirmed positive test may result in termination of employment**, subject to due process.
- 5.1.3 AHRWMA will consider all relevant circumstances, including whether the substance was a prescribed medication, but the default outcome for a confirmed positive is termination.
- 5.1.4 Pending confirmation of an initial non-negative test, employees will be immediately removed from duty with pay.
- 5.1.5 Any employee who returns a positive result is strongly encouraged not to drive themselves from the site. The Manager/Chief Executive Officer will assist in arranging safe transport, such as a taxi or alternative means, to ensure the employee can return home safely.

5.2. Serious Misconduct

- 5.2.1. The following will be treated as serious misconduct and are grounds for immediate termination:
 - 5.2.1.1 Attending work under the influence of alcohol or drugs.
 - 5.2.1.2 A confirmed positive drug or alcohol test.
 - 5.2.1.3 Refusal to undertake testing or attempts to tamper with a test.
 - 5.2.1.4 Possession, use, sale, or supply of illicit substances or unauthorised alcohol at AHRWMA locations or while undertaking work on behalf of AHRWMA.
- 5.2.2 The Chief Executive Officer will notify the employee that:
 - 5.2.1.1 They have been suspended from work on pay whilst AHRWMA instigates an investigation and confirmatory testing.
 - 5.3.1.2 The Coordinator/Manager will provide support for the employee's safe transport home.

5.3.1.3 The disciplinary process will commence.

5.2.1.4 At the conclusion of the disciplinary process, Chief Executive Officer determination is final and not contestable.

5.3 **Refusal to Undergo Testing**

5.3.1 Should an employee refuse to undergo drug or alcohol testing, AHRWMA Management will treat this as a positive, confirmatory test, and disciplinary action will take place which may include dismissal. Should the employee decide to take the test after this is explained and it is a negative test, they will resume normal duties after the testing procedure.

6 **REVIEW**

This Drug and Alcohol Policy shall be reviewed at a minimum every five (5) years or more frequently if required.

7 **REVIEW HISTORY**

DOCUMENT HISTORY	VERSION NO	ISSUE DATE	DESCRIPTION OF CHANGE
NEW DOCUMENT	1.0	May 2021	New Document
REVIEW	2.0	Nov 2025	Formatted to new ARHWMA policy template and significant rewording for clarity.