

Scope

This policy statement applies to all Horner employees, casual workers, contractors and visitors engaged at Horner controlled workplaces and to all employees and casual workers engaged on those workplaces controlled by host employers. With respect to our host employer worksites, this policy will be read in conjunction with any site specific drug and alcohol policy that may exist for that worksite.

Horner is committed to providing a healthy workplace and to programs that promote high standards of health and safety. Horner recognises that illegal drugs, alcohol, prescription or over-the-counter medications can affect an individual's fitness for work and can be a contributing factor in workplace incidents and injuries.

To meet highest standards of health and safety, Horner has a policy of **zero tolerance** for illegal drugs and alcohol or prescription or over-the-counter medications that have the potential of altering an employee, casual worker, contractor or visitor's ability to carry out tasks and duties or activities safely during work hours whilst on a work site controlled by Horner or on a work site controlled by a host employer.

Objectives

This condensed version of the Horner Alcohol and other Drugs Policy, OHSPOL 02a is to ensure all employees, casual workers, contractors and visitors are aware of their obligations with regard to being in a fit and reasonable state both physically and physiologically when in the workplace.

Employees, casual workers, contractors and visitors are responsible for

- Not being under the influence of illegal drugs, alcohol, prescription or over-the-counter medications while conducting company business to the extent that:
 - It impairs their work performance
 - Behaviour impacts on their reputation or that of the company
 - There is any risk to their safety or that of any other person
- Reporting for work fit for duty at all times and not being under the influence of illegal drugs, alcohol, prescription or over-the-counter medications while conducting company business
- Advising Horner Management and site supervisors of prescribed or over-the-counter medication used or issued by a medical practitioner or pharmacist if that medication has the potential to impact or affect work performance or if it increases the risk to their safety or the safety of any other person
- Immediately advise Horner and on-site supervisors if they have concerns about working with another person because of possible risk to health or safety from the use of illegal drugs, alcohol, prescription or over-the-counter medications
- Not being in possession of or distributing or purchasing or exchanging or manufacturing or selling or delivering illegal drugs, alcohol, prescription or over-the-counter medications during work hours
- Participating in random, casual and reasonable suspicion testing for drugs and alcohol when requested

Testing Protocols for Drugs and Alcohol

Horner may from time to time conduct **random, cause and reasonable suspicion testing** for illegal drugs, alcohol and prescription or over-the-counter medications. Testing may include urine and oral testing for drugs and breathe testing for alcohol with the type of test to be carried out determined at the appropriate time.

Any form of testing whether urine and oral testing for drugs or breath testing for alcohol will be carried out by an Authorised Organisation (with a National Association of Testing Authorities, Australia (NATA) certification) and by a competent collector in accordance with AS/NZ 4308 – 2008 and AS 4760 – 2006 and AS 3547-1997.

- **Random Testing** is a non-discriminatory program that will randomly select when testing will occur and which random job site and individuals will be tested. This will be conducted by the way of Horner providing the names and site locations of all persons to be tested to the Authorised Organisation. The random testing could be conducted on a 24 hour, 7 day per week basis.

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- **Cause Testing** may be conducted for anyone involved in an incident that resulted in a high consequence near miss, medical treatment or a lost time injury.
- **Reasonable Suspicion Testing** may be conducted when Horner or a host employer has reasonable suspicion that the employee or casual worker is under the influence of illegal drugs, alcohol, prescription or over-the-counter medications.

On the return of a non-negative result, further confirmatory testing may involve saliva or urine testing deemed appropriate and necessary. All “non-negative” results will be reviewed by an appointed Medical Review Officer (MRO). The MRO will have a broad knowledge of the Drug and Alcohol Testing procedures including standard and regulations. For the purpose of confirmatory testing Horner reserves the right to conduct testing via the Authorised Organisation testing facility.

Refusal and Avoidance to Undertake Random or Casual Testing

Refusal by a person to submit to or cooperate fully with the administration of testing will be treated in the same manner as any other person who refuses to comply with Horner policies or procedures. Refusal will result in the person being counselled on the spot to the consequences of the refusal.

The person will then be directed again to undergo the test. If the person continues to refuse to undertake the test, the refusal will be treated prima facie as a returned confirmed positive result. If a person who has presented for work and who avoids a random screening test, then they will be treated prima facie as a confirmed positive result and may be treated similarly to an individual who refuses to undertake a screening test.

In the event a person refusing or avoiding drug and alcohol testing or returns a confirmed positive result any of the following actions be taken;

- OHS Issue Resolution in accordance with the Horner Issue Resolution Procedure, PRO 04
- Disciplinary action in accordance with the Horner Disciplinary Policy, HRPOL 16
- Immediate removal or suspension from the workplace
- Termination of employment

Disciplinary Action

In accordance with this policy and as part of its efforts to achieve the highest standards of health and safety, Horner has a policy of **zero tolerance** for illegal drugs, alcohol and the use of prescription or over-the-counter medications that have the potential of altering an employee, casual worker, contractor or visitor’s ability to carry out tasks and duties or activities safely whilst on a work site controlled by Horner or on a work site controlled by a host employer.

Unconfirmed non-negative test results may result with the removal of the person from the worksite (without pay) until such a time as subsequent confirmatory testing can be carried out and the results confirmed by the appointed MRO. As a result of a person returning a confirmed positive test result disciplinary action may be taken. Disciplinary action may also be taken as a result of Reasonable Suspicion of impairment or intoxication. Should disciplinary action be warranted, it will be in accordance with the Horner Disciplinary Policy, HRPOL 16.

Disciplinary action may take the form of

- Counselling
- Referral to our EAP provider,
- Verbal warnings
- Issuing written warnings
- Removal from the workplace and/or
- Termination of employment

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Any alleged criminal activity or behaviour will be referred to the relevant authorities (Police) and may result in instant dismissal.

Privacy

Horner and the Authorised Organisation is committed to protecting the privacy of any person required to participate in random, cause and reasonable suspicion testing for illegal drugs and alcohol. We acknowledge the 13 **Australian Privacy Principles (APP's)** outlined in the **Privacy Amendment (Enhancing Privacy Protection) Act 2012** and the Privacy Act 1988. We collect, store, disclose personal information in accordance with these principals. We collect personal information which is reasonably necessary for one or more of our functions or activities.

Full Alcohol and other Drugs Policy

The full extended version of the Alcohol and other Drugs Policy can be viewed at any Horner branch location, or by contacting the General Manager on 03 9604 2888 or compliance@Horner.com.au.

General Manager



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