

Business Procedure

Alcohol and Other Drugs Management

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This document applies to the following sites:

All Sites <input checked="" type="checkbox"/>	
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1.0 Purpose

This Business Procedure outlines Stanwell Corporation Limited's (Stanwell) Alcohol and Other Drugs policy and supports the objectives of the Corporate Health, Safety and Environment Policy. It promotes health, safety and psychosocial wellbeing in the workplace and seeks to minimise the risk of injury to Personnel. Management of Alcohol and Other Drugs is considered in the context of an overall fitness for work framework, which includes fatigue and other factors.

The misuse of alcohol and medications, and the use of other drugs, can have serious consequences in the workplace. Stanwell has an obligation under the *Work Health & Safety Act 2011* to provide a safe workplace. It must therefore take action when the health or safety of people in the workplace is affected by substance misuse.

This Business Procedure:

- Outlines the responsibilities of Personnel, Managers and Stanwell in relation to the possible effects of alcohol, medications and other drugs in the workplace;
- Describes how alcohol and other drug issues will be fairly and consistently managed;
- Specifies how drug and alcohol testing will be conducted; and
- Recommends how Employees with drug and/or alcohol related problems can seek assistance.

2.0 Scope

This Business Procedure applies to everyone working at or attending a recognised Site or workplace of Stanwell. All Personnel at a Stanwell Sites must comply with this procedure as a condition of entry.

When Employees are formally representing Stanwell outside these recognised workplaces, and alcohol is provided and consumed, responsible consumption is encouraged.

3.0 Obligations

All Personnel must comply with this Business Procedure for management of Alcohol and Other Drugs.

All Employers have an obligation to ensure that this Business Procedure is in place to promote, support, monitor and review the workplace practices and outcomes.

All Employers have an obligation to ensure that as far as reasonably practical those workers who may not meet Stanwell's fitness for work standard as it relates to Alcohol and Other Drugs are transported to their home or to an alternative suitable location to allow recovery.

Where an unacceptable risk is identified, the situation must be managed to remove or minimise the risk.

4.0 Responsibilities

Everyone at a Stanwell workplace has a responsibility to present for work in a state that does not compromise their ability to work safely and meets the requirements of this Business Procedure.

4.1 Employees, Contractors and Visitors

Employees, Contractors and Visitors (all Personnel) must maintain their fitness for duty by not exceeding the concentration of drugs and alcohol as specified in Section 11 of this Business Procedure while:

- at work;
- on call;
- driving to and from work;
- driving a company vehicle; or
- operating company plant or equipment.

Employees, Contractors and Visitors must not:

- Consume alcohol and/or illicit drugs at the workplace; or
- Use medications contrary to the manufacturer's instructions or Medical Practitioner's advice.

Employees, Contractors and Visitors:

- Should notify their Supervisor (or host, if a Visitor) if there is any factor that may influence their fitness for work.
- Should encourage other Personnel to comply with this Business Procedure;
- Must participate in Alcohol and/or Other Drugs tests if requested; and
- Should notify their Supervisor or other responsible person immediately if they suspect others in the workplace are behaving in a way that suggests they may not meet the fitness for duty criteria as it relates to drugs and alcohol (including if a person will not self-manage their potential impairment).

4.2 Stanwell Corporation Limited

Stanwell will:

- Educate its Employees about the effects of Alcohol and Other Drugs on health and wellbeing;
- Offer Alcohol and Other Drug counselling, rehabilitation, and other assistance to any Employee, taking into account the individual's right to privacy and confidentiality; and
- Report no less than quarterly to Employees on the number and location of tests carried out.
- Enforce the expectations outlined within this Procedure and other relevant Business Procedures such as Performance and Growth.

4.3 Relevant General Manager

Relevant General Managers are responsible for:

- Implementing this Business Procedure at the workplace;
- Investigating apparent breaches of the provisions of this Business Procedure; taking appropriate actions where breaches of the Business Procedure have occurred (Refer Section 13.1);
- Ensuring that, during recruitment processes, prospective Employees are advised that testing for Alcohol and Other Drugs is undertaken;
- Ensuring that the Employee and workplace induction processes includes education on the standards, obligations and responsibilities of this Business Procedure;
- Assisting Supervisors and Managers to apply this Business Procedure. This includes facilitating access to counselling, rehabilitation and other assistance services when required;
- Monitoring the application of this Business Procedure; and
- Providing advice to management, particularly on the privacy and confidentiality rights of Employees.

4.4 Workplace Health and Safety Personnel and Rehabilitation and Return to Work Coordinators

Stanwell Workplace Health and Safety Managers, Health, Safety and Environment Professionals and Rehabilitation and Return to Work Coordinators are responsible for:

- Ensuring that information and education regarding this Business Procedure are provided in Employee and workplace inductions;
- Offering to arrange Alcohol and Other Drug support, counselling and medical advice for Employees;
- Providing advice on establishing suitable alternate duties (where possible) and/or a safe location for individuals with a Breath Alcohol Content (BrAC) level above 0.000%
- Maintaining privacy and confidentiality in accordance with this Business Procedure.

4.5 Supervisors

Supervisors are responsible for:

- Implementing this Business Procedure where a reasonable suspicion has been formed that a person may be affected by Alcohol and/or Other Drugs (See Appendix 1);
- In consultation with appropriate personnel, arranging suitable alternate duties (where possible) or a safe location for individuals with a confirmed BrAC level above 0.000% or who are impaired by medication;
- In consultation with appropriate personnel, arranging suitable work for Employees taking prescription and/or over the counter medication;
- Ensuring that any incident relating to a Confirmed Positive result from testing for Alcohol and Other Drugs is documented and that the relevant Site General Manager is notified;
- Maintaining privacy and confidentiality, including acting on reports of concern about privacy and confidentiality (See Section 6); and
- Facilitating other actions as defined under this Business Procedure.

4.6 Collectors and Testing Providers

Collectors and Testing Providers are responsible for:

- Implementing this Business Procedure for the collection and testing of specimens taken for Alcohol and Other Drugs;
- Reporting Monthly to Health, Safety and Environment stakeholders on the number and location of tests; and
- Maintaining privacy and confidentiality as outlined in this Business Procedure.

5.0 Counselling and Support

5.1 Employee Assistance Program and other Counselling Services

Stanwell provides a confidential Employee Assistance Program (EAP) through an external service provider. Additionally, Stanwell provides other counselling services as a supplement to the EAP and these programs are available to all Employees and their families free of charge. Contact details of the EAP and counselling services are posted around each Stanwell workplace. Stanwell can provide information regarding the services and will arrange an appointment on request. An Employee may directly contact Stanwell's EAP or Counselling service if they choose.

5.2 Employee Support

Stanwell recognises that some people may require support for Alcohol or Other Drug related issues. If an Employee believes he or she requires assistance, or where Stanwell considers an individual may require assistance, that Employee will be encouraged to obtain support through:

- EAP counsellors;
- Community health services;
- Rehabilitation and Return to Work Coordinators;
- Support groups or other specialist services;
- A Medical Practitioner;
- An Occupational Health Nurse or Health, Safety and Environment Professional; or
- Occupational Physician.

Any Employee who participates in a treatment or rehabilitation program to manage an Alcohol and/or Other Drug related issue will be granted appropriate leave. This will be managed on a case by case basis in consultation with the relevant People and Culture Representatives.

5.3 Rehabilitation / Support

Stanwell recognises that some Employees may need support for an Alcohol and/or Other Drug related dependency.

Stanwell will offer an appropriate, rehabilitation program for Employees in accordance with Stanwell's Workers Rehabilitation and Compensation Business Procedure.

6.0 Privacy and Confidentiality

The use of information gained as a result of an Alcohol and Other Drugs tests will be strictly limited to purposes consistent with this Business Procedure.

Throughout the drug testing process, confidentiality is prioritised. Health, Safety and Environment Professionals and Testing Providers will be the only individuals able to match a specific saliva sample with a specific person.

Subject to the operational reporting requirements of this Business Procedure, Stanwell will ensure that Employee, Contractor and Visitor information is kept confidential and secure. All documentation and requests for disclosure will be handled according to relevant legislation. Information will only be used for the purpose of determining fitness for work, assignment of appropriate duties or rehabilitation purposes.

Stanwell and its Testing Provider will only release information to a third party as required by law, and with the written permission of the relevant Site Manager or General Manager after the individual concerned has been advised. The individual concerned will be advised, and this advice will be documented.

Records of an Employee's test results will not be passed on by Stanwell to any future Employer (except with the express permission of the Donor, or in the case of a transmission of business where Employees transfer their employment to a new owner).

Records of Contractors' test results will be kept secure and not passed on to any person other than their Employer's nominated representative.

Stanwell will take all reasonable steps to respect the privacy and confidentiality of individuals' definitive test results. The behaviour and actions of all parties involved will be under scrutiny with regards to maintaining the privacy and confidentiality of individuals' definitive test results. Concerns about privacy and confidentiality should be reported by a Donor to their relevant Supervisor, Health and Safety Representative, People and Culture Representative or Union Delegate. Breaches of confidentiality are considered a serious matter and will be managed in accordance with Stanwell's performance management processes.

6.0 Privacy and Confidentiality (cont'd)

Where Employees act as Collectors, they acknowledge and understand their responsibilities as outlined in this Business Procedure.

Where relevant to an accident or incident investigation, testing records will only be referenced in the investigation, and flagged with the appropriate cross-referencing. These records will be kept in accordance with the regulatory requirements.

7.0 Identification

Identification of persons who may be affected by Alcohol or Other Drugs can occur as a result of:

- Voluntary disclosure by the person affected;
- Direct observation of the affected person's behaviour, consistent with Appendix 1;
- The person is found consuming Alcohol or using Other Drugs at work;
- Following a workplace incident (See Section 10.3); and
- The Alcohol and Other Drugs testing processes.

8.0 Prescription Drugs and Non-prescription Drugs

- Stanwell recognises some Employees, Contractors or Visitors take prescribed drugs and non-prescribed drugs (e.g. over-the-counter medication) that may affect their fitness for duty. Where either a prescription drug or a non-prescription drug may affect a worker's fitness for work, the worker must advise their Medical Practitioner or Pharmacist of the type of work they do at the time of obtaining the prescription or medication and obtain relevant information about the potential side effects that may impact fitness for work;
 - If there are potential side effects that may impact fitness for work, advise their Supervisor and/or Manager that they are taking medications and that there are potential side effects;
- Take the medications only as prescribed or instructed; and
- Take note of warnings or instructions on packaging.

If the worker is prescribed a legalised drug (such as medicinal cannabis), they must advise their Supervisor and/or Manager to ensure suitable controls are implemented to manage relevant risks. Refer to Section 15 of this Procedure for further information about the use of legalised drugs.

9.0 Education and Training

Stanwell will provide all Employees with an education program on Alcohol and Other Drugs issues in the workplace and their responsibilities under this Business Procedure.

This education will give Employees the knowledge and ability to manage their own fitness for work.

The education program will be on-going and flexible. It will respond to reviews of trends in overall test results.

As noted in Section 5.1, an EAP and counselling service is available to provide Employees and their families with assistance and/or counselling. EAP consultants can provide further education and information as required.

Collectors will be trained and certified in *HLTPAT005 – Collect specimens for drugs of abuse testing*. They are required to meet appropriate standards and equipment vendors' recommendations.

10.0 Testing for Alcohol and Other Drugs

It is a condition of entry and presence on Site that all Employees, Contractors and Visitors may be tested for Alcohol and Other Drugs at any time.

Testing will be conducted by a Collector who is authorised by Stanwell.

Any Employee, Contractor or Visitor who refuses to undertake a test under this Procedure will be treated the same as a person having returned a Confirmed Positive test result and the provisions of Section 13 of this Procedure will apply. Stanwell will ensure that Personnel fully understand the consequences of refusing to undertake a test.

Any person who is requested to undergo testing and refuses such a request will not be allowed entry to, or to remain in, the workplace.

10.1 Testing Criteria

A person being tested for drugs other than alcohol must complete a workplace approved Consent/Chain-of-Custody Form.

Refusal to complete this form will be treated as a Confirmed Positive result. Stanwell will ensure that Personnel fully understand the consequences of refusing to sign.

A Consent/Chain-of-Custody Form will respect the individual's confidentiality.

The Collector undertaking the test must follow an alcohol or saliva drug screening collection protocol in accordance with industry best practice and closely aligned with ASNZS 4760:2019. Any saliva specimen taken under this Procedure will be for the sole purpose of drug testing and will not be used for any other purpose such as DNA profiling. Specimens that require testing away from the workplace are subject to strict Chain-of-Custody protocols under the control of a Laboratory operating according to industry best practice.

10.2 Random Testing

Stanwell's Health, Safety and Environment Committees will monitor and review results and make recommendations to Stanwell management on the frequency of testing.

Random testing may also be initiated by a Health, Safety and Environment Committee where there is a concern of a high level of risk and may also be scheduled to coincide with community social events where it is likely that alcohol and other drug use may occur.

10.3 Testing for With Cause Incidents

If an incident occurs in the workplace that a Supervisor or Health, Safety and Environment Professional reasonably believes caused, or had the potential to cause, serious injury to people or serious damage to plant or equipment (With Cause), the individual(s) involved should be tested as soon as practicable for alcohol and other drug use by a Collector.

Any testing, if undertaken, will form part of the incident investigation process.

10.4 Testing as a Result of Reasonable Suspicion

If a Supervisor forms a reasonable suspicion that a person at Site may not meet Stanwell's fitness for work standard as it relates to Alcohol and Other Drugs, they must initiate testing by a Collector as outlined in this Procedure.

If an Employee, Contractor or Visitor form a reasonable suspicion that another person at Site may not meet Stanwell's fitness for work standard as it relates to Alcohol and Other Drugs, they should advise a Supervisor, Stanwell representative (e.g. Contract Administrator) or a Health, Safety and Environment Professional.

Appendix 1 lists typical symptoms that would assist in assessing fitness for work.

The Supervisor must complete the *Alcohol and Other Drugs Management Observation and Assessment Form T-2139* to document the signs, symptoms and behaviours displayed by the person/s.

In the event that it is not possible or practical for the person to undertake testing, a Supervisor will direct the person not to perform any further work. The person must remain in an area where

they present no safety risk to themselves or others until they can be tested. Alternatively, Stanwell will make arrangements for their safe transport home (alternatively, a suitable place of rest), including relocation of the person's vehicle and/or return to Site later.

Misuse of reasonable suspicion testing will be treated as harassment. If a person is removed from duties as a result of Collectors or tests not being available, the person will not be disadvantaged.

10.5 Voluntary Self-Testing

Breath-testing devices are provided at all Stanwell Sites to enable Personnel to voluntarily self-test their BrAC. Self-test drug and alcohol kits are available to Employees and may be obtained on a confidential basis through a Health, Safety and Environment Professional, Occupational Health Nurse, Union Delegate, EAP, or directly from the Testing Provider.

If a person self-tests and their reading is greater than 0.000% but less than 0.050% (a BrAC Negative Test Result) and they wish to remain at work, they should advise their Supervisor of their reading and they may be given alternate duties. Personnel will not be disadvantaged and will have the same options as those Personnel with the same readings who are identified as part of the formal testing program.

A person who obtains a BrAC Positive result or an Unconfirmed Result for other drugs in a voluntary self-test must not commence or continue work.

An Employee who receives a BrAC Positive result or an Unconfirmed Result for other drugs in a voluntary self-test can contact their Supervisor, Health, Safety and Environment Professional, People and Culture Representative or Occupational Health Nurse if he/she requires assistance with transport home or access to support and/or counselling services.

An Employee who cannot attend work because they are unfit for duty because of a BrAC Positive result or an Unconfirmed Result for other drugs in a voluntary self-test must apply for appropriate leave (e.g. Personal Leave) in accordance with the relevant Stanwell procedure or enterprise agreement.

Results of an Employee's voluntary self-test will not be recorded and will not be used in any performance management process. Personnel are not required or obligated to divulge the result of any self-test

Breath testing devices must be manufactured and calibrated in accordance with the AS 3547:2019.

10.6 Third Party Testing

Employees attending workplaces other than a Stanwell Site will be expected to meet the site standards for that workplace while representing Stanwell. Failure to meet these site standards will result in the employee being subject to formal disciplinary process under Stanwell's relevant procedures.

10.7 Pre-employment Testing

Screening and detection protocols associated with the Stanwell talent acquisition process are not subject to this Business Procedure. For more information, refer to Stanwell's Talent Acquisition team and supporting procedures.

10.8 Testing Instruments and Readings

10.8.1 Alcohol

Breath Alcohol Concentration (BrAC) testing will be conducted using a breathalyser that meets the relevant current Australian Standard. BrAC testing equipment must be calibrated in accordance with the relevant current Australian Standard.

A BrAC Positive test result (See Section 11) will require a second test 20 minutes after the first test to confirm BrAC. The second reading will be the official BrAC level recorded and will be treated as a confirmatory test.

Note: The second reading may not necessarily show a lower reading as the individual may still be in the absorptive phase with the BrAC rising.

10.8.2 Other Drugs

On-Site initial drug testing will be conducted through the collection and analysis of a saliva specimen using a saliva-testing device that has been at least verified to manufacturers' performance specifications and that tests for the drug classes in AS/NZS 4760:2019. An Unconfirmed Result saliva test result will require a Confirmatory Test, which involves Laboratory confirmation testing, in accordance with AS/NZS 4760:2019 Section 5.

Testing may include, but is not limited to, screening for the classes of drugs identified in AS/NZS 4760:2019 Tables A1 and B1 (refer to Appendix 3)

All collection and transportation procedures will be in accordance with Section 2 of AS/NZS 4760:2019 or relevant industry guidelines.

If an individual returns an Unconfirmed Result to an initial on-Site saliva drug test, the Collector will obtain a second specimen which will be split into two samples.. The referee sample and the second spit specimen will be secured, appropriately packaged and dispatched to the Testing Provider's Laboratory.

11.0 Test Results

11.1 Test Results – Alcohol Testing

An individual will return a BrAC Positive Test Result if the BrAC reading is 0.050% or greater.

11.1.1 Negative Test Result to Alcohol

When an individual returns a BrAC Negative Test Result (an alcohol breath test of less than 0.050%) the following applies:

- a) A person who returns a BrAC reading of 0.000% has a BrAC Negative Test Result and will commence or return to normal duties. A Visitor may be admitted to or may remain at the Site.
- b) A person who returns a BrAC reading of greater than 0.000% but less than 0.050% is deemed to have a BrAC Negative Test Result. A second test will be undertaken in 20 minutes to ascertain a reading and updated BrAC result. If the second test result is between 0.000% and 0.050% and trending down, the following will apply:
 - o If the person is an Employee, they must, in conjunction with their Supervisor, review their work schedule for the day and put in place appropriate task controls to reduce the risk of injury to themselves or others while on Site.
 - o If the person is a Visitor, they may have their Site access restricted or removed.
 - o If the person is a Contractor, the Contractor's employer or the Contractor's Site representative will be informed as soon as possible.

If an Employee or Contractor is placed on restricted duties as a consequence of their second test result, a third test will be conducted after a further minimum of 30 minutes to ascertain their current status. If the BrAC reading on the third test is 0.000%, the Employee or Contractor will be permitted to return to their normal duties.

If the Employee or Contractor has a BrAC reading greater than 0.000% but less than 0.050% (a BrAC Negative Test Result) on a third test and suitable restricted duties are not available, they will be directed not to perform any further work. They will then have two options:

- Remain in an area where they present no safety risk to other persons at Site or the public until their BrAC is below 0.050%, or
- Be offered transport by their employer to a suitable place of recovery or arrangements made by their employer for their safe transport from the Site, including relocation of vehicle and/or return to Site later.

If a person is removed from duties or given alternate duties as a result of a Negative Test Result, the person will not be disadvantaged. These results are not to be recorded and confidentiality will be maintained. Only those persons directly associated with the allocation of duties will be informed of the results, and will treat this information as confidential and not to be passed to any other person.

11.1.2 Positive Test Result to Alcohol

A person will be treated as having a BrAC Positive Test Result when they:

- Return a BrAC reading of 0.050% or greater;
- Refuse to complete the required consent or Chain-of-Custody Form;
- Refuse to undergo a BrAC test; or
- Leave the workplace to avoid testing.

This person will also be deemed to be unfit for work. In the case of a Visitor, this means no access or entry to the workplace.

In the interests of the welfare of the person and the public, in general:

- Stanwell will offer Employees transport home, or alternatively a suitable place of rest,
- Where a Stanwell Employee's vehicle is located at the workplace, Stanwell will offer to transport the vehicle or provide return transport to Site later.
- Alternative safe arrangements will be offered to Contractors and Visitors, if appropriate. For Contractors, the relevant Stanwell representative will liaise with the individual's employer regarding transport home.

The person will also be advised that they must not drive with a BrAC over their prescribed limit.

When a Contractor returns a BrAC Positive test result, the Contractor's Employer and/or the Contractor's Site representative will be informed as soon as possible, and a subsequent written letter sent to the Contractor's designated Manager.

11.2 Test Results – Drug Testing

11.2.1 Negative Test Result to the Initial On-Site Test

A person who returns a Negative Test Result to an on-Site initial saliva drug-screening test will:

- If an Employee or Contractor, commence or return to normal duties; or
- If a Visitor, remain at the workplace.

11.2.2 Unconfirmed Result to the Initial On-Site Test

If a person returns an Unconfirmed Result to an on-Site initial saliva drug test, they are not permitted to enter or remain at Site and will be required to provide a Second Specimen to confirm the result. The Collector will obtain the Second Specimen (Confirmatory Specimen) as soon as practicable after the Unconfirmed Result in the initial test is identified. In accordance with the relevant current Australian Standard, the Collector will also take a Referee Specimen when taking the Second Specimen.

A Chain-of-Custody Form will be completed by the Collector and the Donor for all confirmatory and Referee Specimens that are dispatched by the Collector.

The Confirmatory Specimen and Referee Specimens will be dispatched to the Testing Provider's Laboratory for analysis in accordance with the relevant current Australian Standard. The Collector will ensure the Confirmatory Specimen is suitable for all required Laboratory testing to be performed, including the provision of a separate Referee Specimen. The Referee Specimen will be tested in the event that additional Laboratory analysis is required or if requested by the individual in an appeal process.

The Referee Specimen will be stored in accordance with AS/NZS 4760:2019 Section 3.7.2, at the Testing Provider's Laboratory and will remain the property of the Donor until the expiry of the Appeal Period (See Section 11.6) or a lodged appeal has been settled. Following expiration of the Appeal Period, the Referee Specimen will be destroyed in accordance with the Testing Provider's Laboratory operations manual and without reference to the Donor or Stanwell.

A person who returns an Unconfirmed Result may have their access or entry to a Stanwell Site refused.

In the interests of the welfare of the person and the public in general:

- Stanwell will offer its Employees transport home, or alternatively a suitable place of rest.
- Where an Employee's vehicle is located at Site, Stanwell will offer to transport the vehicle or provide return transport to Site later.
- Alternative safe arrangements will be offered to Contractors and Visitors, if appropriate. For Contractors, the relevant Stanwell representative will liaise with the individual's employer regarding transport home.

The person will also be advised that they must not drive.

Any person who returns an Unconfirmed Result to an initial on-Site test will be required to undergo a Return To Work test at the start of their next scheduled attendance. If the result of this test is a Negative Test Result, the person will be permitted to resume normal duties. A return to work test is not required where:

- the Laboratory report is received prior to the person's next scheduled attendance and a Confirmed Negative Result is reported.
- A worker has declared medication consistent with the Unconfirmed Result (refer to section 11.3 and 15).

11.3 Unconfirmed Result for Opiates Due to Medication

Any person with an Unconfirmed Result for opiates due to medication will have their work activities reviewed as part of a risk management process to ensure they and others are not at risk of injury.

Controls such as undertaking office based activities, retesting periods (e.g. after 3 hours), and consultation with a health professional (e.g. Occupational Physician) may be used. If there is a reasonable concern about the risk posed and the effectiveness of risk management controls, removing the person from Site and transporting them home remains an option.

Refer to Section 15 of this Procedure for management of results for declared use of legalised drugs with legitimate S4 and S8 Medical Prescriptions.

11.4 Refused Test and/or Intentional Leaving of the Test Site at the Time of Testing

Personnel who refuse to undergo drug testing in accordance with this Procedure (initial screening, confirmatory or return to work) will be treated as having returned a Confirmed Positive test result and the procedure for Confirmed Positive results set out in this Procedure will apply.

At the time of each test, Stanwell will ensure that Personnel fully understand the consequences of refusing to undertake a test.

A person who, after being notified of their requirement to be tested, intentionally leaves Site to avoid being tested, will be treated as having returned a Confirmed Positive test result.

Contractors or Visitors who refuse testing or intentionally avoid testing may have their access to a Stanwell Site refused permanently.

11.5 Tampering, Interference and Adulteration

An Employee who provides a substituted specimen or is under reasonable suspicion of interfering with a saliva specimen in an attempt to prevent detection of a drug may be subject to formal disciplinary process. In addition to this, tampering or interfering with tests results in any way will be treated as having returned a Confirmed Positive test result and the procedure for Confirmed Positive results set out in this Procedure will apply.

Any Visitor or Contractor under a reasonable suspicion of substituting or tampering, or attempting to substitute or tamper with a saliva specimen will be removed from the Site and may have their access to Stanwell Sites permanently refused. The Visitor or Contractor must provide a further specimen and return a Negative Test Result before entry to Site will be considered.

The Donor and Collector will at all times observe the collection, and if applicable initial testing, until labelling and sealing of the specimen(s) is complete.

The Collector will conduct a visual inspection of the oral cavity, to minimise the risk of interference and adulteration of collected saliva specimen(s). Donors will not eat, drink or smoke for at least 10 minutes prior to any testing (if necessary, the collection of a sample will be delayed for 10 minutes).

If the testing Laboratory confirms the presence of an adulterated substance within the specimen, the specimen will be classified as invalid for further testing.

11.6 Appeal of a Confirmed Positive Saliva Result

If a person disputes a Confirmed Positive result, the person will have 14 days from the person's receipt of written notification of the result to lodge an appeal against the result.

An appeal must be made in writing. Failure by an Employee or their representative to lodge a written appeal within the 14 day Appeal Period is considered to be the equivalent of no appeal being lodged.

The written notice of appeal must indicate whether the person wishes to request that the same or a different NATA Accredited confirmatory Laboratory test the Referee Specimen.

An Employee will not be disadvantaged until the final outcome of the appeal process is reached. If the Referee Specimen is deemed invalid, then the confirmatory result will be deemed invalid and treated as a Confirmed Negative Result.

The Referee Specimen will be analysed in accordance with ASNZS 4760:2019 section 5.17.

An Employee who requests confirmatory testing of the Referee Specimen must meet the costs of the confirmatory test, except where the Referee Specimen test result is negative or invalid. In this instance, Stanwell will pay upfront the costs of testing, but will recover the costs from the Employee if the result is a Confirmed Positive Result.

A positive confirmatory test of the Referee Specimen will be managed in accordance with the procedure for Confirmed Positive Results (See Section 13).

A negative or invalid confirmatory test result for the Referee Specimen will be managed in accordance with the procedures for Confirmed Negative Results (See Section 12).

11.7 Classification of Laboratory Confirmed Positive Results

If the specimen returns a Laboratory Confirmed Positive Result to any of the drugs listed in Appendix 3 Table 2, the specimen is considered as a Laboratory Confirmed Positive Result and will be managed in accordance with the procedures for Confirmed Positive Results (See Section 13).

11.8 Tests Confirm the Presence of Morphine

If the Laboratory analysis confirms the presence of morphine (in the absence of 6-acetylmorphine – i.e. an indicator of heroin use) the person will be required to provide proof within a reasonable timeframe that they hold a legitimate S8 Medical Prescription for the drug(s) in question. The person must also produce to Stanwell a Medical Practitioner's certificate for medical clearance stating the person is fit for work. The person must be managed as part of Stanwell's Workers Rehabilitation and Compensation Business Procedure, through a Suitable Duties and Return to Work Plan, which clearly specifies the duties they are able to perform (refer to Section 15).

If the person fails to provide proof of an S8 Medical Prescription or the person does not have a current Suitable Duties and Return to Work Plan, the specimen will be considered a Confirmed Positive Result and will be managed in accordance with the procedures for Confirmed Positive Results (See Section 13).

Where the Laboratory analysis confirms the presence of over-the-counter medication containing pseudoephedrine, no further action will be taken and the test results will be considered a Negative Result in accordance with the procedures for Confirmed Negative Results (See Section 12).

12.0 Procedures for Confirmed Negative Results

Where a person obtains a Confirmed Negative Result (i.e. a result that is at or below the target concentration following Confirmatory Testing) the following process will apply:

12.1 Employee

If the Laboratory analysis of the confirmatory saliva specimen returns a Confirmed Negative Result, no notes or documentation will be placed on the Employee's personnel file, no deduction of leave or pay will occur and the Employee will not be disadvantaged.

12.2 Contractor

If the Laboratory analysis of the confirmatory saliva specimen returns a Confirmed Negative Result, a copy of the report may be provided to the Contractor concerned, Stanwell and the Contractor's employer or the Contractor's representative on Site.

12.3 Visitor

If the Laboratory analysis of the confirmatory saliva specimen returns a Confirmed Negative Result, the Visitor will be advised accordingly and will be permitted access to Stanwell Sites.

13.0 Management of Persons With a Confirmed Positive Result

13.1 Employee – Confirmed Positive Result or Further Breach of the Drug and Alcohol Procedure

An Employee with a Confirmed Positive Result will be offered support (See Section 5) and following this, will work with their leader and relevant People and Culture Representative to formally address the breach via a formal disciplinary process.

13.2 Contractor – Confirmed Positive Result

A copy of the Confirmed Positive Result report will be sent to the Contractor concerned, Stanwell and the Contractor's Employer or the Contractor's representative on Site.

The Contractor will be requested to advise the Stanwell representative of the remedial action taken.

The Contractor may be required to please explain or show cause demonstrating why an employee should be allowed to return to Site.

A Contractor's employee who returns a second Confirmed Positive result within 12 months of the first Confirmed Positive test result may be refused entry to Site at the discretion of the relevant Site manager. The Contractor's employee may be refused access to any or all Stanwell Sites.

At its discretion, Stanwell may seek reimbursement from the Contractor's employer of the costs incurred by Stanwell for all testing subsequent to the initial saliva drug screening test.

13.3 Visitor – Confirmed Positive Result

A record will be kept of the Visitor's name and that person will be required to return a Negative Test Result before future access to the Site may be granted.

A Visitor who returns a second Confirmed Positive Result may be refused access to any or all Sites at the discretion of Stanwell.

14.0 Application for Leave

No deduction of pay or leave will occur until after the receipt of a Confirmed Positive Result (subject to the outcome of any appeal process).

An Employee who is unable to work because they cannot comply with the requirements of this Procedure must apply for leave for the time they are unable to work.

Applications for leave will only be processed after the receipt of a Confirmed Positive Result for drugs or a BrAC Positive Result. The Employee will nominate the leave type when the Supervisor advises them of the Confirmed Positive Result.

15.0 Prescribed Legalised Drugs

The phrase 'legalised drugs' is used to collectively refer to the legalisation of medicinal Cannabis and (from July 2023) Methylenedioxymethamphetamine (MDMA, ecstasy) and Psilocybin (a compound found in magic mushrooms). The prescribed use of legalised drugs has been identified as an emerging risk for Stanwell.

Stanwell has a duty of care to manage the health, safety and psychosocial wellbeing of workers and the impacts of AOD use and misuse in the workplace, whether the drugs in question are legally prescribed or not. Stanwell's Alcohol and Other Drugs testing program may detect the use of legally prescribed medicinal Cannabis, Methylenedioxymethamphetamine or Psilocybin, as well as unprescribed forms.

A risk management approach is the best method in managing legally prescribed medications and legalised drugs where there is potential impact to a person's fitness for work.

Where a worker has voluntarily declared their prescribed use of a legalised drug that may affect the worker's fitness for work, the following process is to be followed:

- advise their Medical Practitioner or Pharmacist of the type of work they do at the time of obtaining the prescription or legalised drug (as prescribed) and obtain relevant information about the potential side effects;
- advise their Supervisor and/or Manager that they are taking the legalised drug and provide evidence of a legitimate S4 or S8 Medical Prescription;
- take the legalised drug only as prescribed or instructed; and
- notify the Rehabilitation and Return to Work Coordinator at the Site. The Workplace Rehabilitation and Return to Work Coordinator will consult with the worker and the worker's Supervisor to determine if the inherent requirements of the worker's role involve Safety Critical Work (refer to definition). Where a worker is required to participate in Safety Critical Work as part of their employment, a risk management approach will be applied in the form of a Suitable Duties and Return to Work Plan endorsed by an Occupational Physician.
- The Workplace Rehabilitation and Return to Work Coordinator will liaise with an Occupational Physician, Supervisor and worker to determine risk and reasonable adjustments to work while taking the medication or legalised drugs.

16.0 Further Information

Further information or assistance (e.g. counselling service details, self-test kits, drug fact sheets, health information) with this Business Procedure can be obtained from your Supervisor, First Aid Officer, Health and Safety, Rehabilitation and Return to Work Co-ordinator, Occupational Health Nurse, People and Culture Representative or Union Delegate.

17.0 Audit and Review

17.1 Review of Common Procedure

17.2 Audit and Review of Actual Performance

HSE committees and Site Health, Safety and Environment teams are required to review Alcohol and Other Drug performance and associated metrics relevant to their Site. Audits on Alcohol and Other Drugs Management (including processes and procedures) will be completed as described in the HSE audit schedule.

17.3 Review of Incidents

Stanwell will ensure that Alcohol and Other Drugs related issues are considered in the investigation and reporting of incidents.

18.0 Review, Consultation and Communication

Review:

This Document is required to be reviewed, as a minimum, every 5 years or more frequently, if required, through changes in Legislation, Australian Standards or workplace practices (includes events, results, issues etc.).

Consultation:

Personnel consulted during the review of this document include the Health, Safety and Environment team as well as any other Personnel who have an interest in the process.

Communication/Requirements after Update:

Any updates to this Business Procedure will be communicated to Sites via HSE Advice publication and will be made available on GenNet.

19.0 References (Including Information Services)

Source	Reference
Legislation	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 (Qld) • Work Health and Safety Regulation 2011 (Qld) • Privacy Act 1988 (Cth) • Workplace Relations Act 1996 (Cth) • Traffic Act 1949 (Qld) • Corporations Act 2001 (Cth) • Medicines and Poisons (Medicines) Regulation 2021 (Qld)
Standards	<ul style="list-style-type: none"> • Australian and New Zealand Standard ASNZS 4760:2019 Procedure for specimen collection and the detection and quantification of drugs in oral fluid. • Australian Standard: AS 3547:1997 Breath Alcohol Testing Devices for Personal Use.
Business Procedures	<ul style="list-style-type: none"> • Recruitment, Selection and Appointment Business Procedure PEO-PROC-23 • Workers Rehabilitation and Compensation OHS-PROC-501 • Performance and Growth PEO-PROC-81
Stay Safe	<ul style="list-style-type: none"> • Alcohol and Other Drugs Stay Safe OHS-PROC-411A
Tools	<ul style="list-style-type: none"> • Alcohol and Other Drugs Management – Observation and Assessment Form T-2139 • Suitable Duties and Return to Work Plan T-0358

20.0 Definitions

The definitions in this document pertain only to the matters dealt with in this document. They will not be used to infer rights and/or obligations in any other industrial mechanism.

Words	Definition
Adulteration	A practice involving manipulation of a specimen (i.e.. Saliva) with chemical adulterants to produce a false negative test result.
Fitness for Work as it relates to Alcohol or Other Drugs	Returning an alcohol test above the defined limits as prescribed by this Procedure; returning a drug test result above the limits defined in relevant current Australian Standards, for example <i>ASNZS 4760:2019 Procedure for specimen collection and the detection and quantification of drugs in oral fluid</i>
Alcohol	Ethyl Alcohol, Ethanol
Appeal Period	As defined in – Appeal of Confirmed Positive Saliva Result (See Section 11.6).
Breath Alcohol Concentration (BrAC)	Breath alcohol concentration (equivalent to blood alcohol concentration) is a measure of breath alcohol using g/210L as the unit of measurement

Words	Definition
	with the legal limit of 0.05%. (Australian law enforcement and workplace breathalysers have switched to BrAC as a measurement which more accurately reflects the sample method.) See next definition.
Blood Alcohol Concentration (BAC)	Blood alcohol concentration measures the amount of alcohol present in blood.
BrAC Positive	A person returns a BrAC positive result if the BrAC reading is 0.050% or greater.
BrAC Negative	A person returns a BrAC negative result if the BrAC reading is less than 0.050%.
Chain-of-Custody	A series of procedures to account for the integrity of each oral fluid specimen by tracking its handling and storage from point of specimen collection to final disposal of the specimen. This includes a signed declaration and agreement to provide a specimen.
Chain-of-Custody Form	A form created at the time a specimen is collected to document the changing custody of the specimen from collection to receipt by the Laboratory, as well as any dispatch between laboratories.
Collector	A suitably trained and qualified Stanwell Employee or representative of the Testing Provider who has undertaken and completed an accredited training course in conducting workplace drug and alcohol testing.
Confirmed Negative Result	A test result that is at or below the target concentration following confirmatory drug testing.
Confirmed Positive Result	A test result that is above the target concentration following confirmatory drug testing.
Confirmatory Test	An analytical procedure that uses mass spectrometry to identify and quantify unequivocally a specific drug or metabolite.
Confirmatory Specimen	The initial specimen collected which presented a non-negative result require a sample to be sent for confirmation to determine drug concentration levels and if the result may be consistent with medications, foodstuffs or illicit drug use.
Contractor	A person who carries out work under a contract for services with Stanwell, either as an individual or as an Employee of a company other than Stanwell or its related bodies corporate as defined in the Corporations Act 2001 (Cth).
Disciplinary Action	Action taken at the discretion of Stanwell which may include termination of employment of an Employee, termination of engagement of a Contractor or refusal of entry to a Contractor's Employee. Where relevant, disciplinary action will be taken in accordance with GOV-PROC-39 Managing Performance and Conduct .
Donor	A person who provides an oral fluid specimen to be assessed for the presence of drugs.
Drug	Any substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any form which, when consumed or used by any person, deprives or alters the person either temporarily or permanently of any of their normal mental or physical faculties. For the purpose of this Procedure the term is used to refer to the drugs/metabolites listed in Table 2 of Appendix 3.
Employee	Person having a valid contract of employment with Stanwell and/or in receipt of salary or wages from Stanwell or a related bodies corporate as defined in the Corporations Act 2001 (Cth).
Employee Assistance Program (EAP)	The EAP is provided by trained professionals operating externally to Stanwell. They provide counselling, information and assistance on a wide range of problems including work stress, relationship and family problems, conflict and managing change, and other issues that may lead to alcohol and other drug problems.

Words	Definition
Fit for Work	Means that a person is in a state (physical, mental and emotional) which enables them to perform the requirements of their role and assigned tasks competently and in a manner that does not threaten or compromise the safety or health of themselves or others.
Formally Representing	When an Employee has been requested to attend a function/event on behalf of an organisation.
Industrial Instrument	All forms of employment contract including collective agreement, award, common law contract, executive contract etc.
Immunoassay Screening	The use of antibodies to detect the presence of drugs.
Initial Testing	An on-Site testing procedure which is used to exclude the presence of a drug or a class of drugs.
Laboratory	An independent place at which analytical procedures are conducted that conform with best industry practice and procedures.
Near Hit	Any unplanned incident that occurs at the workplace and which has the potential to result in a serious injury or damage to plant or the environment.
Negative Test Result	A result at or below the nominated or target concentration used for initial drug testing or BrAC testing.
Non-prescribed / Non-prescription Drug	Any drug legally obtained but not prescribed by a Medical Practitioner, including but not limited to over-the-counter medication.
Personnel	Employees, Contractors and Visitors.
Prescribed / Prescription Drugs	Drugs legally prescribed by a Medical Practitioner.
Random	A selection process where each variable in the sample has the same probability of being selected.
Reasonable suspicion / Reasonably suspected	An opinion formed as a result of an observation that is conducted with reference to Appendix 1.
Referee Specimen (AS)	A separate container of the collected second specimen or an additional specimen collected at the same time as the second specimen, which is sealed at the point of collection and subsequently transported and securely stored at the confirmatory testing laboratory for analysis in the event of a disputed analysis.
Return to Work Test	A saliva drug-screening test/alcohol test that is conducted on a person's return to a Stanwell workplace to confirm a Negative Test Result after either an Unconfirmed Result to initial on-Site testing or a Confirmed Positive in confirmatory testing.
Safety Critical Work	Any work involving: <ul style="list-style-type: none"> • A high-risk work licence or electrical licence; • Driving (being in control of a vehicle, motorcycle or other mode of wheeled transport) to / from and on Site; • A position in which safety critical decisions might be made or overseen. This includes: isolating plant, signing off on engineering designs/ changes, supervising work parties, operating high risk plant, electrical work, emergency response decision making etc.
S4 & S8 Medical Prescription	A group of medications so classified by the Commonwealth Government and on which there are restrictions on the prescription by Medical Practitioners and supply by pharmacists. These drugs have potential for abuse and diversion into the illegal drug market. Examples of S4 medication include prescription pain medication containing codeine.

Words	Definition
Second Specimen (Confirmation)	A saliva specimen that is obtained by a Collector as soon as reasonably practicable from a Donor who has had an Unconfirmed Result to the on-Site saliva drug-screening test. The second specimen will be used for confirmatory testing and split for a Referee Specimen.
Serious Injury	A work-related incident which results in disability, illness or time lost from work of one day/shift or more.
Shall/Will/Must	Indicates that a statement is mandatory.
Should	Indicates a recommendation.
Site	A Stanwell designated workplace, including but not limited to the Tarong power stations, Stanwell Power Station and the Brisbane corporate office.
Suitable Duties and Return to Work Plan	Is a written plan outlining the suitable duties, work objectives and the steps required to achieve the objectives. This plan can include suitable duties at the workplace as well as activities / actions and any other factor that would contribute to the rehabilitation and safe return to normal duties of the employee.
Supervisor	Any person with supervisory or management responsibility and accountability for work team members.
Testing Provider	An entity engaged by Stanwell to undertake alcohol and drug testing on behalf of Stanwell in accordance with this Procedure.
Unconfirmed Result	A result that requires confirmatory testing of the specimen to unequivocally determine the presence or absence of a drug.
Visitor	A person seeking access to a Stanwell workplace without entering into an employment relationship or contract with Stanwell. For example, attending a Stanwell workplace as an invited guest of an Employee or Contractor.

21.0 Revision History

Rev. No.	Rev. Date	Revision Description	Written by	Endorsed By	Approved by
0	19.06.2009	New Document	Michael Joy		Andrew Krotewicz
1	21.08.2013	Document has been reviewed to encompass the corporation – Stay Safe is an extract of this document and has been given the same number as this document	Chris Shackleton	ESC-13-8-2.2	Richard Van Breda
2	10.09.2020	Scheduled Review.	Jan Fullard	Kriss Ussher	Michael Joy
3	26.05.2023	Minor changes made – addition of training code for NCR training and addition of the requirement for breathalyser calibration to align with AS.	Carl Rothman	Kirsten Williams	Letitia Lucke
4	27.05.2024	Minor wording and grammatical changes for consistency and addition of legalised drugs and subsequent risk management.	Amy Walker	Kirsten Williams	Kriss Ussher
	12.07.2024	Minor change made to 'Safety Critical Work' definition to include electrical references. As per email request from Kirsten Williams 24/104201. Content not reviewed. New revision not required.	Shannon Scott		

22.0 Attachments

[Appendix 1: Alcohol and Other Drugs](#) – Observation of person suspected of AOD use

[Appendix 2: Alcohol and Other Drugs](#) – Legislative requirements

[Appendix 3: Alcohol and Other Drugs](#) – Tables of drug types and levels

Appendix 1 – Alcohol and Other Drugs – Observations of Alcohol or Drug Use

Observation of Person Suspected of Alcohol or Drug Use

A person may be reasonably suspected of not meeting the Stanwell Fitness For Work standard as it relates to alcohol and/or prescriptive or illegal drugs where the person is demonstrating one or more of the following physical symptoms or behaviours. Employees displaying these symptoms may require medical treatment. Care must be taken, as some of the symptoms outlined below are similar to those for the onset or occurrence of a heart attack, stroke or other illnesses. Therefore, these symptoms are listed as a guide only as to symptoms that may be exhibited when a person may be affected by Alcohol and Other Drugs.

Physical Symptoms

- Flushing, dizziness
- Bloodshot eyes, dilated (enlarged) pupils
- Unclear judgement, confused
- Shakiness
- Uncoordinated movements
- Irregular breathing
- Slow reactions or hyperactivity
- Loss of memory
- Slurred speech
- Smells of alcohol
- Aggression, tension, depression
- Loss of inhibitions, tendency to laugh or talk more than usual
- Vomiting/unconsciousness
- Irrational behaviour – incl. hallucinations, anxiety, irritability, threatening manner
- Convulsions, trembling
- Increased sweating
- Sleepiness

Appendix 2 – Alcohol and Other Drugs – Legislative Requirements

Legislative Requirements (Information Only)

Employees and others must ensure they comply with general and specific legal requirements related to the duties or positions they undertake.

In accordance with Section 79 of the *Transport Operations (Road Use Management) Act 1995 (Qld)*, these requirements include, among other things, the following:

- a) driving a motor vehicle (which is broadly defined as a vehicle propelled by a motor), a motorbike, a bicycle or a vessel (e.g. a boat) with a BAC of less than 0.050%;
- b) for a provisional licence holder, driving with a BAC of not more than zero (0.000%);
- c) for a person in charge of truck, bus, articulated motor vehicle, crane, vehicle carrying dangerous goods, elevating work platform, earth moving equipment, or forklift, driving with a BAC of not more than zero (0.000%); and
- d) for a person engaged in activities on the railway system, a BAC of not more than zero (0.000%).

Appendix 3 – Alcohol and Other Drugs – Drug Types and Levels

Tables of Drug Types and Levels

TABLE 1: ON-SITE IMMUNOASSAY SCREENING TEST CUT OFF CONCENTRATIONS

(Table A.1: ASNZS 4760-2019 in transition from Table 3.1: AS 4760-2006)

Class of drug	Cut-off concentration ng/mL
Amphetamine-type substances	50
Cannabinoids	15
Cocaine and metabolites	50
Opiates	50
Oxycodone	40

NOTE: The cut-offs apply to the concentration in the neat oral fluid specimen (obtained from the donor).

TABLE 2: CONFIRMATORY TEST CUT OFF CONCENTRATIONS

(Table 3: ASNZS 4760-2019 in transition from Table 5.1: AS 4760-2006)

Compound	Cut-off concentration ng/mL
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
Δ^9 -tetrahydrocannabinol (THC)	5
Cocaine	25
Benzoyllecgonine	25
Codeine	25
Morphine	25
6-Acetylmorphine	10
Oxycodone	20

Notes:

1. These targets represent the undiluted oral fluid concentration.
2. For analytes not included in this Table, the laboratory shall select a target concentration as appropriate for oral fluid.