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1. Background

Ipswich City Council is committed to ensuring that the workers, contractors and visitors performing work within or on behalf of the organisation are able to perform their role safely and without impairment as a result of drugs and/or alcohol within the workplace.

2. Purpose

The purpose of this drug and alcohol management procedure is to:

- prevent drug and alcohol related incidents;
- ensure all workers under Ipswich City Council's (ICC) control are in a fit state to work; and
- provide support and rehabilitation to affected workers under certain circumstances.

This procedure is designed to:

- communicate the restrictions on the use of drugs and alcohol by workers and contractors engaged in ICC activities and tasks;
- create a safe and healthy workplace for our workers, contractors and visitors that is free of the hazards that may be associated with the use of drugs and alcohol;
- provide awareness to workers about how the Employee Assistance Program (EAP) can be used to provide support and rehabilitation for workers with drug and/or alcohol problems;
- foster an attitude among all workers and contractors that it is not acceptable to come to, or be at work, under the influence of drugs and/or alcohol;
- ensure ICC meets all its legal obligations with respect to providing a safe working environment for all workers, contractors and visitors at all ICC sites or while conducting company business; and
- ensure compliance with all applicable laws and regulations regarding the enforcement of this procedure.

3. Regulatory Authority

All legislation, codes of practice and Australian Standards that relate to this procedure are contained in the 'Corporate Register of Legislative Requirements' located on the ['WIRE'](#).

4. Human Rights Commitment

Council has considered the human rights protected under the Human Rights Act 2019 (Qld) when approving and/or amending this procedure. When applying this procedure, Council will act and make decisions in a way that is compatible with human rights and consider a human right relevant to the decision in accordance with the Act.

- [Human Rights Assessment - WSW-PRO-001 - Drug & Alcohol Management details - Objective ECM \(ipswich.qld.gov.au\)](#)

5. Roles & Responsibilities

5.1 Chief Executive Officer

It is the role of the Chief Executive Officer to:

- Assume overall responsibility for the execution and operation of this procedure;

- Ensure general managers are aware of their responsibilities and procedures they must follow to ensure effective implementation of this procedure;
- Allocate sufficient resources to enable effective implementation and execution of this procedure;
- Liaise with general managers on all incidents in relation to this procedure.

5.2 General Managers

It is the role of the General Managers to:

- Co-ordinate the effective implementation and operation of this procedure;
- Ensure this procedure is adhered to by workers, contractors and visitors;
- Immediately deal with workers that breach this procedure;
- Distribute the necessary training and resources to ensure all workers have the necessary skills and knowledge to adhere to this procedure;
- Carry out alcohol and drug testing when required;
- Ensure that if any worker attends in a 'non fit' state that the worker is stood down immediately;
- Initiate EAP counsellor services as required by contacting Workplace Safety and Wellbeing.

5.3 Workplace Safety & Wellbeing Manager

It is the role of the Workplace Safety & Wellbeing Manager to:

- monitor and review the effectiveness of this procedure;
- support all WSW advisors and General Managers with SME direction;
- assist with and co-ordinate the carrying out of drug and alcohol testing;
- co-ordinate the collection and testing of drug and alcohol samples; and
- liaise with specialist providers for analysis and reporting on drug and alcohol samples.

5.4 Workers

It is the role of Workers to:

- Comply with all lawful instructions and comply with ICC's policies and procedures including health and safety and drug and alcohol procedures. Failure to comply, whether in an official or private capacity that puts at risk the safety of a worker or the reputation of ICC, may result in disciplinary action up to, and including, termination of employment;
- Maintain a level of worker fitness required to meet the requirements of their role;
- Present themselves for work in a state that does not limit their ability to meet these requirements and within the limits outlined within this procedure;
- Advise their supervisor before commencing work of any factor that may influence their fitness for duty. This may result from any of the factors covered by this procedure.

Workers must ensure that their supervisor is advised if they are taking any prescription drug or pharmaceutical product that contains a warning that:

- The product may cause drowsiness; or
- Caution should be exercised in the operation of machinery or equipment and vehicles.

Supervisors will maintain confidentiality of medical information and only communicate that information to workplace safety and wellbeing to enable further assessment with medical professionals, if required.

6. Contractors & Visitors

Contractors and visitors have the same responsibility as all ICC workers, and will be treated as such in the event of a procedural breach or expected procedural breach.

7. Key Stakeholders

This procedure applies to all ICC workers, business groups and work activities. In addition, this procedure applies to any visitors accessing an ICC workplace for the purpose of performing work.

This procedure does not apply to any workplace under the control of a Principal Contractor. However; ICC reserves the right to verify that adequate procedures are in place to manage drug and alcohol within these workplaces to a reasonable standard.

8. Education & Training Requirements

8.1 Awareness & Training

Council recognises that it is important to develop a workplace culture through awareness and training where workers are prepared to encourage each other to be safe and fit for work. Workers will be provided with drug and alcohol awareness and training. In addition, a range of information on drug and alcohol consumption will be made available to workers including the different types of drugs and the risks they pose to health.

Drug and alcohol awareness and training for workers will cover, but not be limited to:

- The importance of being fit for work;
- the effects of the consumption of drugs and/or alcohol on health, safety and performance in the workplace;
- what constitutes unacceptable drug or alcohol consumption;
- how to recognise workers who may not be fit for work due to the consumption of drugs and/or alcohol;
- basic knowledge and understanding of the different types of drugs and their effects;
- ways of dealing with the consumption of alcohol and other drugs and assisting workers who are consuming drugs and alcohol to avoid developing further problems;
- counselling, treatment and rehabilitation services available to workers to enable those who have problems or concerns to seek effective solutions and suitable treatment of their choosing; and
- how workers who have a problem with drugs and/or alcohol can self-disclose prior to the enforcement of this procedure.

9. Consultation

Council will ensure that the implementation and continual improvement of this procedure occurs in consultation with all relevant stakeholders including workers, management, relevant unions, nominated testing provider/s and health and safety representatives.

10. Prohibited Activities

The following activities are prohibited because they are not consistent with providing and maintaining a safe and healthy workplace. Individuals engaging in the following activities may be subject to disciplinary action, up to and including, termination of employment for workers as well as the potential removal from site for all contractors and visitors:

- Testing confirmed positive for the use of unlawful or unauthorised substances.
- Testing positive for a BAC greater than 0.00.
- The use, possession, consumption, delivery, distribution, exchange, manufacturing, purchasing, sale or transfer of illegal drugs, narcotics or other unlawful or unauthorised substances on council sites or while conducting council business.
- The unauthorised use, possession, consumption, delivery, distribution, exchange, manufacturing, purchasing, sale, or transfer of alcohol while on council sites or while conducting council business.
- Misuse, excessive use, or recreational use of over-the-counter medication or prescription drugs while on ICC sites or while conducting ICC business.
- Engaging in any ICC work related activities when under the influence of unlawful or unauthorised substances. This includes workers and contractors who have operational responsibilities away from ICC sites.
- Refusing to provide a sample as part of a drug and/or alcohol test required by this procedure.
- Refusing to cooperate in any investigation regarding the use or presence of drugs or alcohol.
- Intentionally failing to adhere to the drug and/or alcohol sample collection procedures or engaging in conduct that obstructs or tampers with the testing process. Any attempt to adulterate or substitute the sample or notification from the laboratory of an adulterated or substituted sample will be treated as a refusal to test.
- Failure to appear or remain at the testing facility.

11. Authorised Provision of Alcohol

At the discretion of Management, alcohol may be available at business functions held both off-site and on premises that are owned, operated or leased by ICC. Workers and or contractors who choose to consume alcohol at an ICC function shall be responsible for limiting their consumption so as not to present a danger to themselves or others. If alcohol is consumed by workers and contractors during a workday or rostered work period, whether at a ICC function or not, the individual shall not return to work until the next workday or the next rostered work period, or until fully fit for work with a breath alcohol concentration of 0.00.

12. General Procedure – Drug & Alcohol Tests

ICC may conduct testing of breath and urine to detect the presence of unlawful or unauthorised substances in an individual's body. ICC may conduct testing under the following circumstances:

- Prior to any offer of employment and prior to placement at any ICC work site.
- Prior to the performance of any services by a contractor or consultant as deemed appropriate.
- Randomly for all workers and contractors.
- When ICC has reasonable suspicion that there is, or has been, a violation of this procedure.
- Blanket Testing.
- Post-incident testing.
- High Potential Incident.

- Voluntary testing.

Urine drug testing will be carried out prior to any offer of employment and prior to placement at any ICC work site

12.1 Pre-Employment Screening

As part of our recruitment process, all potential workers may be subject to alcohol and drug screening at the pre-employment screening stage. Any potential worker failing an alcohol and drug screen without a valid medical prescription will not progress in the recruitment process. The pre-employment screening requirements also apply to all contracting company's workers working on behalf and under the control of ICC.

12.2 Random Testing

Random testing will be carried out in a non-discriminatory manner that involves a neutral selection process. Random selection of worksites and workgroups will determine when testing is to occur. The random selection will occur after consultation with the relevant General Manager and will be a risk and intelligence-based selection.

All workers within any chosen workgroup (including the Manager and Supervisor/s) may potentially be tested, with all testing performed by a trained and competent collector or an authorised contractor organisation at work sites and other work locations.

12.3 Reasonable Suspicion/Blanket Testing

Any worker or contractor may report that an individual or individuals may be involved with the use, possession, consumption, delivery, distribution, exchange, manufacturing, purchasing, sale or transfer of illegal drugs, alcohol and misuse of recreational use of over-the-counter medication or prescription drugs to their Supervisor or Manager. When the Manager or Supervisor receives any information pertaining to any of the aforementioned criteria, the following process must occur:

- The Supervisor or Manager will document the information provided and communicate that to their Manager and WSW. If possible, the Supervisor or Manager should observe the individual or individuals who may be in violation of the procedure.
- The Supervisor or Manager should document his or her own personal observations;
- Reasonable Suspicion testing should be conducted as soon as practicable after receiving information concerning an individual or individuals;
- When the reasonable suspicion information concerns only one individual, reasonable suspicion testing should only be conducted on that individual;
- When reasonable suspicion information concerns more than two (2) individuals, blanket testing will be conducted of that particular workgroup/site.

12.4 Post-Incident Testing

In the event of any type of incident, ICC may require all workers involved to be tested for alcohol. Additionally, drug testing will be conducted on the following occasions:

- where there is reasonable belief that drugs may have been involved as a contributing factor;
- in situations where there has been a significant event;
- there is a requirement to be tested under legislation or regulations;

- an incident that is notifiable to the Work Health and Safety regulator;
- significant or repeated incidents involving ICC vehicles/plant and a third-party vehicle, plant or property. The significance will be determined by WSW Manager and the Section Manager on a case-by-case basis.
- For all incidents involving major plant or heavy vehicle's 12 tonne and over, drug and alcohol testing is mandatory and is to be completed on each and every occasion.

12.5 High Potential Incident (HPI)

Mandatory drug and alcohol testing will be conducted upon any workgroup or individual involved in any high potential incidents. HPI's are an event, or a series of events, that causes or has the potential to cause a significant adverse effect on the safety or health of a person or damage to property or environment. Examples of HPI incidents include, but are not limited to:

- an incident causing the death of a person;
- an incident causing admission to hospital as an in-patient for an injury;
- injury incidents causing, or likely to cause, permanent injury to health; or
- a significant or repeated incident involving ICC vehicles/plant and a third-party vehicle, plant or property.

The significance will be determined by WSW and the GM on a case-by-case basis.

12.6 Voluntary Testing

Workers can voluntarily use alcohol breath test units (where supplied) to obtain a reading of their Blood Alcohol Concentration (BAC). A worker who tests positive as a result of a voluntary test must notify their immediate Manager and NOT commence work, and personal leave or leave without pay should be taken.

A negative BAC test must be obtained prior to the worker returning to work.

13. Alcohol Testing Method

Breathalyser test units will be used to test for Blood Alcohol Concentration (BAC) and will be maintained in accordance with the manufacturer's instructions and AS 3547:1997 (Breath alcohol testing devices for personal use). The WSW Manager will ensure all equipment used for breath testing is calibrated and maintained in accordance with AS 3547:1997. Alcohol testing will be administered by authorised Managers and Workplace Safety and Wellbeing members through the use of an approved and calibrated breathalyser device.

Prior to testing, the Tester must ask the worker about their consumption of foodstuffs or chemicals that may interfere with the alcohol testing such as the use of mouthwash. If required, delay the testing for 15 minutes to allow any potential mouth alcohol interference to dissipate.

Individuals with a BrAC > 0.000% will be temporarily stood aside and the positive first test result will be recorded on the Blood Alcohol Concentration Form. The individual must be under constant supervision until the second test is undertaken 20 minutes after the first test. The individual will not be permitted to consume anything by mouth, including water, during the stand-down period. Unless required for medical circumstances.

If the second test result is a non-negative reading of a BrAC > 0.000%, the worker will be presumed unfit for work and will be stood down immediately. This will be considered as the official

confirmatory result test with the result being treated as positive for the presence of alcohol. Workers may be subject to a disciplinary investigation with any disciplinary action to be determined at a show cause meeting.

If the second test result (20 minutes) is a negative reading of a BrAC 0.000%, the worker can return to work.

In circumstances where alcohol testing is not voluntary, any individual who refuses to be tested will be removed from the workplace and will be deemed to have returned a positive result.

13.1 Interpreting Alcohol Testing Results

The below measures should be used to interpret alcohol testing results for any samples of breath collected by council while following the methodology as dictated in 'Section 12 – Alcohol Testing Method' of this procedure.

13.1.1 BrAC Equal to 0.00%

A BrAC that is equal to 0.00% is a negative test result. The person who has been tested is permitted to return to normal duties and/or remain at the workplace. No further action is required.

13.1.2 BrAC Greater Than 0.00%

Any BrAC test greater than 0.00% will require a second test 20 minutes afterwards to confirm the BrAC. The second reading will be the official BrAC level recorded and will be treated as the confirmed result.

If the confirmatory test is equal to or above 0.00% this is considered to be a positive test result, and the worker will be required to leave the workplace immediately with arrangements made to facilitate the safe transport of the worker from the workplace to their place of residence.

Measures will be taken in accordance with current disciplinary procedure for managing the provision of a positive breath alcohol test, including (but not limited to) the complete investigation of all reasonable circumstances leading to the event occurring.

14. Drug Testing Method

A split-sampling method of collection shall be used for all urine specimens that are to be tested for unlawful or unauthorised substances. Collection shall be conducted by a trained collector following chain of custody using a recognised national sampling procedure and using a standardised collection kit both of which shall be compliant with AS/NZS 4308:2008.

Testing will screen for the following classes of drugs at the levels stipulated in AS/NZS 4308:2008:

- Amphetamine type substances
- Benzodiazepines
- Opiates
- Cannabis metabolites
- Cocaine metabolites

(Synthetic cannabinoids and other synthetic substances will be subject to specific testing, pertinent to that particular substance required).

An approved supplier or an appropriately trained approved collector will undertake initial screening tests on site. Confirmatory testing will be undertaken in a Group Association of Testing Authorities, Australia (NATA) accredited laboratory. Appropriate steps will be taken to ensure that the collection site is secure, private and properly equipped. The testing procedures will seek to protect the privacy and confidentiality of the individual being tested.

ICC will ensure that the sample collection procedures detailed in AS/NZS 4308:2008 are followed throughout the testing process. Individuals testing non-negative will be given the opportunity to explain the result.

Individuals taking prescribed or over the counter medication may notify the approved supplier or an appropriately trained collector who is approved for testing of the type of substance/s being taken prior to participating in any drug test initiated under this procedure. They may also notify the authorised collector of the dose, frequency and duration of use.

Prescription drug-use should be supported by a valid medical certificate or prescription medication label and a Worker Medication Declaration form completed and provided to WSW or the relevant Manager.

Note: Drug testing will only be performed by an approved supplier or an appropriately trained approved collector.

14.1 Prescription Medications – Use & Disclosure

Where a worker is taking prescription or pharmacy medications for a legitimate medical reason, the worker will not breach this procedure by attending work, if the worker:

- takes the prescription and pharmacy medications in accordance with the instructions from their medical practitioner or pharmacist and normal directions applying to the use of those medications;
- does not misuse or abuse prescription and pharmacy medications;
- is aware of the effects of the medication, as well as the potential effects of consumption of alcohol while taking prescription and pharmacy medications;
- advises the testing provider of any prescription or pharmacy medication that may impact upon the result, prior to the test being undertaken; and
- checks with their medical practitioner or pharmacist about the effect of the medication on their ability to drive vehicles, operate machinery and generally perform their work duties in a safe manner.

If a worker's ability to perform his/her work safely could be impaired by prescription and pharmacy medications, the worker must notify his/her Manager or Supervisor before undertaking his/her work. A worker is not required to disclose details of the condition/s being treated, just the impacts of taking the medication in relation to their specific job role and work being performed.

Workers and Contractors taking prescription drugs must have them in the original container that identifies the individual by name and specifies the drug, dosage, prescription date and the prescribing physician. Workers and Contractors must only use prescription drugs which are prescribed to the individual by a doctor, pharmacist and/or health care professional.

If Council suspects that any worker's ability (whether direct employ or Contractor) to safely perform their role is impaired (or likely to be impaired) due to prescription or pharmacy medications, Council may take steps to address the issue in accordance with this procedure.

Note: Many over the counter and prescription medications, such as cold/flu day and night formulas, non-steroidal anti-inflammatories, antihistamines, antibiotics, antidepressants, and sleep medications such as benzodiazepines (to name a few), even when taken at recommended dosage can potentially impair driving and machinery operation.

14.2 Interpreting Drug Test Results

14.2.1 Negative Test Result

A negative result is confirmed when the presence of drugs is not detected by the approved saliva or urine testing device. A person who has been tested and has returned a negative result is permitted to return to normal duties and/or remain at the workplace.

14.2.2 Non-Negative test Result Due To Medication

If a worker declares the use of prescription or pharmacy medications prior to presenting for testing and provides a tests result of non-negative for a substance known to be in that medication, the worker will be considered fit for work and allowed to continue normal duties if the actual medication does not cause any impairment, risk of impairment, or place them outside the legal limits for operating plant and motor vehicles. The worker's sample will be sent to the approved testing facility to confirm declaration.

Should a laboratory result contradict the prescription or pharmacy medication declared by the worker, this will be treated as a positive result. If a worker returns a positive result they will be immediately suspended from the workplace and will be required to 'show cause' why their employment should not be terminated. The worker will remain on a suspension until the discipline process is finalised.

14.2.3 Non-Negative Test Result

If a worker tests non-negative following a drug test, immediate arrangements will be made to transport the worker to their place of residence. For a worker returning a non-negative sample result, they will be immediately suspended from the workplace until the final sample results are received. If the final result is negative, the employee will return to work immediately or on their next ordinary working day.

14.2.4 Positive

If a worker returns a positive test to drugs, they will be advised of their situation and will not be permitted to return to work until such a time where it is deemed safe for them to do so. If an employee returns a positive sample the employee will be required to 'show cause' why their employment should not be terminated. The employee will remain on a suspension until the discipline process is finalised. Any employee that tests positive to drugs will be advised of the EAP process.

15. Inability to Provide a Sample

If a worker cannot produce a sample for drug and/or alcohol testing:

- Within a 2-hour period from an event triggering a test, the worker will be transported home as soon as practicable.

- Within the 2-hour testing period, a maximum of 3 breathalyser attempts for an alcohol test will be performed and for drug testing, 3 saliva tests and 2 urine samples will be attempted.
- If an employee cannot produce a sample for drug and alcohol testing within a 2-hour period from an event triggering a test the employee will be immediately placed on suspension.
- The worker will return to work on their next ordinary working day and undertake a drug and alcohol test.
- If an employee is unable to provide a sample after two (2) requests the employee is required to 'show cause' as to why their employment should not be terminated.

The employee remains on a suspension until the disciplinary process is finalised and will only be authorised to return to work following the provision of a negative test result.

16. Option to Challenge

A worker may, at their own expense, request a practitioner of their own choice to arrange an additional analysis of the sample provided by the worker at the time of testing by an approved laboratory that meets the Australian Standard. If this sample returns a negative result, the costs incurred by the worker for testing purposes are reimbursed by Council provided that suitable proof of purchase can be provided.

17. Interference with a Test

Any ICC worker who is found to have interfered with a specimen in an attempt to prevent detection of a drug will be subject to disciplinary action and shall be immediately removed from the workplace pending investigation. The provision of a further testing specimen will be required from the worker before entry to the workplace will be considered.

Any contractor or visitor attempting to substitute or tamper with a sample may have their access to any ICC workplace revoked permanently.

Any attempt to tamper with a sample or falsify a drug test will be regarded as serious misconduct. The worker will be subject to the ICC disciplinary procedures up to and including the termination of the individual's employment.

18. Refusal to Test

Any reasonable request for testing is not voluntary. Any individual who refuses to be tested will be removed from the workplace and will be deemed to have returned a confirmed positive result.

19. Employee Assistance Program (EAP)

ICC maintains an EAP that provides its workers with confidential access to professional counsellors. A worker may also be referred to the EAP by ICC under this procedure for counselling or other assistance. The EAP provider may also be asked by ICC to aid or support to a worker/s or their family members. Individuals who believe they are experiencing any issues that could affect their fitness for work are encouraged to seek advice and intervention at the earliest possible juncture.

Individuals are also encouraged to raise any problems or concerns they have about their fitness for work, or the fitness of co-workers, with their supervisor or manager. All such discussions will be confidential.

20. Communication

All workers will be made aware of this procedure at the corporate induction and periodically during pre-start/toolbox discussions as the requirements of this procedure are mandatory. Workers will be advised that the use, possession, consumption, delivery, distribution, exchange, manufacturing, purchasing, sale or transfer of illegal drugs, alcohol and misuse of recreational use of over-the-counter medication or prescription drugs are not permitted by ICC and will lead to disciplinary action.

21. Confidentiality

All case management files will be stored on individual worker files. Access will be limited to those who have direct responsibility in coordinating, monitoring or providing services to the relevant worker, and those involved in providing clerical and administrative support. Access to information by relevant workers will be limited to information that is relevant to their area of responsibility for the worker.

22. Record Distribution & Control

All records must be properly stored, secured and retained in accordance with requirements as set out within the ICC Document and Data Control Procedure stored and accessible on through Objective and on The Wire.

23. Definitions & Abbreviations

For all definitions and acronyms, please refer to the 'Corporate Register of all Definitions and Acronyms' located on the '[WIRE](#)'.

24. Procedure Owner

The General Manager (Corporate Services) is the procedure owner and the Workplace Safety & Wellbeing Manager is responsible for authoring and reviewing this procedure.

25. Document Control

WSW Document Number: WSW-PRO-001 – Drug & Alcohol Management				
Version No.	Revision Details:	Document Reviewer	Document Approver	Date of Revision
1	Procedural Document Development.	DG	CL	1/12/20
2	Changes to pre employment screening	CL	CL	28/02/23

26. Appendix A – Supporting Legislation and Australian/New Zealand Standards

Document No:	Document Title:
N/A	Anti-Discrimination Act 1991 Qld
N/A	Human Rights Act 2019 Qld

N/A	Information Privacy Act 2009 Qld
N/A	Local Government Act 2009 Qld
N/A	Local Government Regulation 2012 Qld
N/A	Work Health and Safety Act 2011 Qld
N/A	Work Health and Safety Regulation 2011 Qld
AS/NZS 4760:2019	Procedure for specimen collection and the detection and quantification of drugs in oral fluid
AS 3547:2019	Breath alcohol testing devices
N/A	Framework for Alcohol and Drug Management in the Workplace, Dept. of Justice and Attorney-General - Qld
N/A	Standard for the Uniform Scheduling of Medicines and Poisons(SUSMP)

27. Appendix B - Definitions

Term	Definition
Alcohol	The unmodified term 'alcohol' refers specifically to the chemical substance ethanol which may occur in either a liquid or gaseous form.
AS	Australian Standard
AS/NZS	Australian / New Zealand Standard
Group Testing	Drug and or Alcohol testing of every worker within the Council site/project/team/section
Blood alcohol concentration (BAC)	The concentration of alcohol in the bloodstream expressed in grams of alcohol per 100 mL of blood.
Breath alcohol testing device	A device compliant to AS 3547:2019 which measures the alcohol content of an appropriate sample of expired air.
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.
Collection device	A device that consists of one or more components designed to collect oral fluid and incorporates an adequacy indicator. Notes: 1. The device may contain a fluid designed to facilitate the analysis.
	2. It may include absorbent material or a tube to directly receive the oral fluid.
Collection site	A place at which the specimen collection occurs and where initial testing procedures may be conducted.
Collector	A person who has successfully completed a course of instruction in compliance with the standard for specimen collection, storage, handling and dispatch and received a statement of attainment in accordance with the Australian Quality Training Framework.

Coming down	<p>Coming down refers to the period after taking a drug when the body is trying to process the substances that have been taken. The duration of a drug comedown, and how bad it is, depend on a number of factors including the type of drug that was taken and the age, sex and tolerance of the person who took it. Each drug has its own unique aftereffects, and there are likely to be differences in what is felt based on whether they took a stimulant or depressant, with some effects lasting for several days. Nevertheless, there are some similarities between many drugs, such as episodes of feeling flat or depressed and feeling physically exhausted. People experiencing comedowns might feel:</p> <ul style="list-style-type: none"> • shaky • headaches • nauseous • low energy • sleep a lot or be unable to sleep • loss of appetite.
Concentration	Quantity of a substance in a defined volume or mass. Concentration may be expressed in nanograms per millilitre (ng/mL). Other units may also be used as appropriate, e.g. micrograms per litre, µg/L or nanograms per gram (ng/g).
Confirmatory test	An analytical procedure that uses mass spectrometry to identify and quantify unequivocally a specific drug or metabolite.
Confirmed negative	A result at or below the target concentration following confirmatory testing.
Confirmed positive	A result above the target concentration following confirmatory testing.
Council Sites Workplace/work location	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work or undertaking a work-related function.
Designated blood alcohol concentration	The prescribed blood alcohol concentration against which the blood alcohol concentration is to be compared.
Donor	A person who provides an oral fluid specimen to be assessed for the presence of drugs.
Drug use	Drug use refers to consumption of a psychoactive, physiological, legal or illicit drug or substance whether for recreational or therapeutic purposes.
EAP	Employee Assistance Program
Fit for duty/work	A person is in a state (physical, mental and emotional) that