



Alcohol and other Drugs

TINZ – HSE – 3.5.3.1

Standard

Version 1.0



Contents

1.	Purpose.....	3
2.	Scope.....	3
3.	Responsibilities.....	3
3.1	Safety and Sustainability Manager.....	3
3.2	Area Managers.....	3
3.3	Line Managers/Supervisors.....	3
3.4	Health and Safety Advisors.....	4
3.5	People and Culture Business Partners.....	4
3.6	Workers.....	4
3.7	Visitors.....	4
4.	Definitions.....	4
5.	References.....	6
6.	Associated Documents.....	7
7.	Requirements of the Standard.....	7
7.1	Education and Awareness Program for Employees.....	7
7.2	Circumstances for Testing.....	7
7.3	Alcohol and other Drugs Testing Requirements.....	10
7.4	Refusal to Participate in the Alcohol and other Drugs Screening Program.....	10
7.5	Medication Declaration.....	11
7.6	Terra Cat Prescribed Cut-Off Limits.....	11
7.7	Management of Results.....	11
8.	Notification of Test Results.....	13
8.1	Confidentiality of Results.....	13
8.2	Prohibited Activities.....	14
9.	Special events or Alcohol related activities.....	14
10.	Rehabilitation.....	14
10.1	Voluntary Rehabilitation.....	14
10.2	Terra Cat Referred Rehabilitation.....	15
11.	Document History.....	15
11.1	Document information.....	15
11.2	Document amendment history.....	15
Appendix A	Post Incident Process.....	16
Appendix B	Reasonable Cause Process.....	17
Appendix C	Reasonable Cause Assessment Record.....	18
Appendix D	Reasonable Cause Indicators.....	19
Appendix E	Rehabilitation Plan Agreement.....	20

1.0 Purpose

- (a) Terra Cat is committed to providing a safe, healthy and productive place of work for all its Workers by managing and eliminating the safety risks that can arise from the use, misuse or abuse of Alcohol and other Drugs which affect individual's Fitness for Work.
- (b) To ensure that the use of Alcohol and other Drugs does not compromise the ability of personnel to perform their work without detrimental effects on the safety and health of themselves or others, or on the environment.

2.0 Scope

- (a) The purpose of this Standard is to outline the processes used by Terra Cat to identify, assess, control and review the risks that may arise from Workers and Visitors who have the presence of Alcohol and other Drugs detected in excess of the cut-off limits described in this Standard.
- (b) This Standard applies to all Workers and Visitors while on a Terra Cat controlled site or place of work. The terms of this Standard also govern pre-employment testing.
- (c) Where a test is conducted by a third party such as a customer or government enforcement agent, then relevant parts of this Standard will apply as determined by Terra Cat.

3.0 Responsibilities

3.1 Safety and Sustainability Manager

- Establish the framework to ensure there are processes in place to manage this Standard across the Terra Cat business.
- Monitor and review the development, maintenance and communication of the requirements of this Standard across the Terra Cat business.
- Ensure adequate instruction and training is provided to ensure Line Managers and workers understand their obligations and responsibilities with regards to this Standard.
- Undertake a review of this Standard every three years or when circumstances arise that require an earlier review.

3.2 Area Managers

- Ensure this Standard and supporting procedures are implemented in their areas of responsibility.
- Ensure Employees have received adequate training and instruction on requirements of this Standard and supporting procedures.

3.3 Line Managers/Supervisors

- Ensure this Standard and supporting procedures are implemented in their areas of responsibility.
- Ensure Terra Cat Workers and Visitors for whom they are responsible have received adequate instruction and training on the requirements of this Standard.
- Take prompt and appropriate action where there are concerns raised relating to a Worker's Fitness for Work, notifying a Health and Safety Advisor and the appropriator People and Culture Business Partner.

3.4 Health and Safety Advisors

- Take prompt and appropriate action where there are concerns raised relating to a Worker's Fitness for Work.
- Provide advice to all parties around this Standard and the subsequent procedures.
- Oversee the management of each test individually and liaise with all stakeholders (internal and external) to ensure strong and consistent communication over the duration of each test.
- Ensure that adequate, appropriate and relevant documentation is kept for each test in the worker's medical file, including managing the confidentiality of the testing results.

3.5 People and Culture Business Partners

- Support any coaching and disciplinary processes in accordance with People and Culture procedures.
- Support manager, supervisor and worker education and awareness programs.
- Address any disputes or grievances in accordance with People and Culture procedures.
- Liaise with Company Payroll department depending on testing outcomes.

3.6 Workers

3.6.1 It is the responsibility of Workers to ensure their own safety and health at work and to avoid adversely affecting the health and safety of any other person. In order to fulfil this responsibility, each Worker has the following obligations:

- Comply with this Standard and, if necessary, seek assistance or clarification from their Line Manager.
- Ensure that they are Fit for Work whilst carrying out any activities for the Company.
- Notify their Line Manager, Safety Advisor or People and Culture Business Partner of any potential Fit for Work issues.
- Disclose all relevant information concerning someone who the Worker suspects has not complied with the requirements of this Standard and notify their Line Manager of any situation which may amount to a breach of this Standard.
- Breaches may include:
 - >> any situation in which other workers may be reasonably considered to be unfit for work.
 - >> the unauthorised possession or consumption of Alcohol or Drugs in the place of work or during the work period by another worker.

3.7 Visitors

- All Visitors will be advised of the requirements of this Standard and that they may be required to participate in Alcohol and other Drugs testing whilst on a Terra Cat controlled site or place of work.

4.0 Definitions

Term	Definition
Alcohol	A legal substance that may temporarily or permanently deprive a person of any of their normal mental or physical faculties.
Authorised Tester	A company and person who is trained and competent in the AS/NZS Standards for testing (AS/NZS 4308: 2008, AS/NZ 4760: 2019, AS3547:1997).
BAC	Means Blood Alcohol Concentration.

Standard

Alcohol and other Drugs

Breath Test	A test carried out by an Authorised Tester that indicates the presence of Alcohol in a person's blood.
Company	Company means Terra Industrial New Zealand Limited.
Confirmation Testing	Means testing a sample that has returned a non-negative result on its initial screening to one of the drug groups listed in the following standards (AS/NZS 4308-2008, AS 4760-2019 and AS3547:1997). Confirmatory testing will occur at an approved accredited laboratory.
Contractor	Any contractor or the employee of a contractor or labour hire company who performs work on a Terra Cat site or associated Terra Cat controlled place of work.
Cut off limit – Alcohol	A value which the Alcohol is detected to be a Positive Result for Alcohol.
Cut off limit – Drug	A value at or above which the drug/metabolite is deemed to be 'detected' and below which the drug/metabolite is deemed to be 'not detected'.
Drug	A drug is any substance other than Alcohol including synthetic Drugs that may temporarily or permanently deprive a person of any of their normal mental or physical faculties. The drug may be a prescription or over-the-counter medication, a herbal remedy or an illegal substance.
Drug Test	Drug test performed by an Authorised Tester that provides an immediate indication of the likelihood of the presence of Drugs in a person's system.
Employee/s	All persons directly employed by Terra Cat (whether on a permanent, casual, part time, fixed term or fixed task basis).
Fit(ness) for Work	Fit for Work means that an individual is in a state (physical, mental and emotional) that enables them to perform all of the inherent requirements of their job including all assigned tasks competently and in a manner that does not introduce risk to the safety or health of themselves or others.
Improper use of Drugs	Using prescribed or over the counter Drugs or medication in a manner contrary to the way directed or using illicit Drugs which result in a person exceeding the drug cut-off limits specified in the AS/NZS Standards listed in section 5.0 References.
Initial Test	An initial drug screening test carried out at the place of work using an initial testing device.
Line Manager/ Supervisor	Persons who permanently supervise and/or are responsible for the activities of one or more workers under their direct supervision.
Negative Result for Drugs	A result not shown on the onsite devices or equivalent, which are set to the current cut-off levels as indicated by manufacturer's product details.
Nominated Health Professional	A Terra Cat nominated and appropriately qualified medical professional such as a nurse, paramedic or doctor that can be internally or externally appointed.
Non-negative Result for Drugs	A result shown on the onsite devices or equivalent, which are set to the current cut-off levels as indicated by manufacturer's product details.

Positive Result	Means either a positive result for Alcohol or a confirmed positive result for Drugs which exceeds the prescribed cut-off limits set out in AS/NZS 4308: 2008, AS/NZS 4760: 2019, AS 3547: 1997 and the New Zealand Road Code.
Positive Result for Alcohol	Using the HH1 Breathalyser, or equivalent, which corresponds to a blood Alcohol concentration (BAC) greater than at 0000.
Pre-deployment Test	Alcohol and other Drugs testing conducted at the request of a customer before they are authorised to enter their controlled place of work.
Responsible person	A nominated Terra Cat representative.
Safe Location	A non-operational area such as a smoko room or administration building, offsite accommodation or the person's residence.
Substance Abuse Professional	Means a third-party professional who provides Substance Abuse services.
Tampering	Compromising or attempting to compromise the integrity of a drug test specimen.
Testing Managers	Nominated Terra Cat representative(s) that receive all correspondence from the Authorised Testers and confirmation Laboratories on behalf of Terra Cat.
Workplace (Place of work)	Means a place where work is being carried out, or is customarily carried out, for Terra Cat and includes any place where a worker goes, or is likely to be, while at work. Place includes a vehicle, vessel, aircraft, ship, or other mobile structure and any waters and any installation on land, on the bed of any waters, or floating on any waters. In other words, a Terra Cat controlled facility, job site, company vehicle or customer site where a Terra Cat Worker is working.
Worker	Means any person working at a Terra Cat place of work and who carries out work in any capacity for Terra Cat, including any employee, contractor, sub-contractor, employee of a contractor or sub-contractor, outworker, labour hire worker, volunteer, trainee, transport driver, courier driver and someone gaining work experience.
Visitor	Any persons in the Workplace or operation who is not a Terra Cat Worker.

5.0 References

References	
AS/NZS 4308: 2008	Procedures for specimen collection and the detection and quantitation of Drugs of abuse in urine.
AS/NZS 4760: 2019	Procedures for specimen collections and the detection of quantitation of Drugs in oral fluid.
AS 3547: 1997	Breath Alcohol Testing.

Subpart 3 – 16 Interpretation - Hazard	Health and Safety Work at Act 2015
>>	Privacy Act 1993
>>	New Zealand Bill of Rights Act 1990
>>	Human Rights Act 1993
>>	Sale and Supply of Alcohol Act 2012
>>	Land Transport Act 1998
>>	New Zealand Road Code

6.0 Associated Documents

References	
>>	Terra Cat "Our Code of Business Conduct"
>>	Fit for Work Standard
>>	Appendix A – Post Incident Process
>>	Appendix B – Reasonable Cause Process
>>	Appendix C – Reasonable Cause Assessment Record
>>	Appendix D – Reasonable Cause Indicators
>>	Appendix E – Rehabilitation Plan Agreement

7.0 Requirements of the Standard

7.1 Education and Awareness Program for Employees

- (a) Managers, Supervisors and Employees will complete education and awareness programs covering the effects and responsible use of Alcohol and other Drugs.

7.2 Circumstances for Testing

- (a) Drug and Alcohol testing may be undertaken in the following scenarios:
- Pre-employment Medical Assessment (for prospective Employees only)
 - Random Selection
 - Testing Post Incident
 - Testing on Reasonable Cause grounds
 - Testing of a Worker prior to resuming work after non-compliance
 - Testing Pre-deployment

7.2.1 Pre-employment Medical Assessment

- (a) All applicants for employment with Terra Cat will be required to undertake pre-employment testing, including Alcohol and other drug testing, recruitment process to assess Fitness for Work.

7.2.2 Random Selection Testing

- (a) All Workers that work in safety sensitive areas or roles, may be subject to alcohol and other Drugs testing, using a 'random selection' process upon attempting to enter a place of work, before commencing work or during the shift. A safety sensitive area or role is any area or role where a failure to properly perform duties involved in the role would expose the person or others to a risk of injury, harm, serious harm or damage to property, plant or equipment.
- (b) Any Worker who is delayed at presenting to work due to the completion of a random selection Alcohol and other Drugs test, will be paid from their normal start time. After the test is completed, the individual must report to their Supervisor before commencing work to ensure information from the pre-shift briefing is provided if required.
- (c) Random selection of test candidates will occur by generated selection process administered by the Authorised Tester. The Authorised Tester will liaise with the Manager and/or Supervisor in relation to the logistics of coordinating random testing.

7.2.3 Testing Post Incident – Refer Appendix A for flow chart

- (a) Alcohol and other Drugs testing will be conducted on all Workers or Visitors directly involved in any near miss, incident or accident that is classified as Level 2 or above, or any vehicle events as outlined in the Terra Cat HSE Incident Response Levels.
- (b) Where a person is injured at the place of work to the extent that they are unable to complete testing at the place of work, other means to obtain drug levels or BAC may be sought through the treating medical practitioner by providing a written request.
- (c) Testing for Alcohol should be conducted within one hour and the urine specimen collected for the drug test within three hours of identifying that a test is required. If the timing is exceeded, the testing will still be required to take place as soon as possible.

7.2.4 Testing on Reasonable Cause Grounds – Refer Appendix B, C and D

- (a) Alcohol and other Drugs testing will be conducted under the following circumstances:
 - Where a Worker or Visitor's behaviour raises a reasonable suspicion that the person may be affected by Alcohol, other Drugs or is otherwise not Fit for Work.
 - If any evidence is found of possible Alcohol or other Drugs use in the place of work (e.g. drug paraphernalia, Alcohol containers at the place of work or in vehicles) where Terra Cat can identify with reasonable certainty the Worker or Visitor(s) who may have been involved.
 - Upon the request of any other person in a place of work who has reasonable cause to suspect that a Worker or Visitor may be affected by Alcohol, other Drugs or is otherwise not Fit for Work, and where the supervisor and manager also suspect that this may be the case.
- (b) These testing circumstances could apply to a Worker or Visitor, a work group, shift group, work site group or other appropriate grouping.
- (c) Observations to consider when determining whether or not a person's ability to work safely may be adversely affected due to Alcohol and other Drugs may include, but are not limited to the following:

<ul style="list-style-type: none">• excessive lateness.• absences often on Monday, Friday or in conjunction with holidays.• slurred speech.• emotional signs – outbursts, anger, aggression.• changes in personality.• changes in alertness – difficulty with attention span or concentration.	<ul style="list-style-type: none">• dizziness.• increased health problems or complaints about health.• odour of Alcohol or Drugs.• violent behaviour.• slowed and/or uncoordinated motor skills.• blood-shot / red / watery eyes.
---	--

- | | |
|---|---|
| <ul style="list-style-type: none"> • less energy. • changes in appearance – clothing, hair, personal hygiene. • involvement in various minor accidents. • feigning sickness or emergencies to get out of work early. • going to the bathroom more than normal. • defensive when confronted about behaviour. • constricted pupils / dilated pupils. • argumentative. • nasal secretion. • twitching. • yawning. • sniffing / sniffles. • excessively active. • non-negative saliva test. • possession of drug paraphernalia. • possession of substance that has the appearance of a drug or Alcohol. | <ul style="list-style-type: none"> • reduced short term memory. • reduced ability to perform tasks requiring concentration and co-ordination. • intense anxiety or panic attacks. • diminished learning and memory, perception and judgement. • Irritability. • signs of possible depression. • visible needle marks. • inability to verbalise (speak clearly). • drowsiness. • sweating / flushed skin. • scratching. • involuntary eye movements. • nausea or vomiting. • runny nose. • hangovers. • 3 or more injuries or high potential (HiPo) incidents at work, as recorded in Vault. |
|---|---|

- (d) Any person who reasonably suspects that another Worker or Visitor at the place of work is affected by Drugs or Alcohol, will immediately notify their Supervisor or Manager of their suspicion. The Supervisor or Manager responsible for the person under suspicion shall be notified and take the following steps:
- Without raising concern, assess the suspected person to determine if they are safe and well to perform the current or future task;
 - Direct the person to cease performing any further work if there is an immediate risk;
 - Complete the Reasonable Cause Assessment Record (refer to Appendix C);
 - Contact the People and Culture Business Partner;
 - Direct the person to cease performing any further work;
 - Request the person complete Alcohol and other Drugs testing; and
 - Transport the person to the testing location or non-operational area and supervise until the tester arrives on site.
- (e) The Worker or Visitor must be accompanied and presented to the testing location in the timeframe given by the Manager or Supervisor acting reasonably.

7.2.5 Testing of a Worker prior to resuming work after non-compliance

- (a) A Worker who returns a confirmed positive test to either Alcohol and/or other Drugs shall be required to provide a negative test prior to returning to their duties in the place of work.
- (b) The Worker will be required to present themselves at the nominated time to the Authorised Tester on the next rostered day for the return to work test to be conducted.
- (c) The cost of the return to work test shall be met by Terra Cat. Arrangements to attend the return to work test are the responsibility of the Worker. If the return to work test is negative, the Worker (if an Employee) will be remunerated for the standard shift day of attendance.
- (d) If the return to work test is confirmed positive, the Worker will not be remunerated for the day of attendance or permitted to resume duties. Serious misconduct procedures may apply and disciplinary processes may follow (which may result in termination of employment).
- (e) Drug testing will be conducted by an external Authorised Tester.
- (f) Alcohol screening will be conducted by an external Authorised Tester.

7.2.6 Testing Pre-deployment

- (a) Completed at the request of the Customer prior to authorising a Terra Cat Worker to enter their workplace.
- (b) A Line Manger or Supervisor will select the Worker(s) that are attending to the customer's request and undergo the testing. They will be treated in the same manner as a post incident test and complete without delay.

7.3 Alcohol and other Drugs Testing Requirements

- (a) Testing for Alcohol and other Drugs may occur separately or jointly for each testing circumstance.
- (b) The testing procedure for initial and confirmatory drug tests will be using saliva and/or urine testing in accordance with the relevant AS/NZS standard and may include testing for synthetic Drugs.
- (c) During a pre-employment assessment the testing method is by way of urine sample.
- (d) Alcohol tests shall be conducted using a breath sample as per the AS/NZS Standard.
- (e) The person should sign their consent on the Alcohol and other Drugs initial test record before commencing the drug test or provide verbal consent. If verbal consent is provided, the Authorised Tester must note this on the drug and Alcohol initial test record. The chain of custody will be provided by the Authorised Tester.

7.4 Refusal to Participate in the Alcohol and other Drugs Screening Program

7.4.1 Worker's Refusal on Medical Grounds

- (a) In the event that a Worker is unable to provide a specimen on medical grounds:
 - the Worker will immediately be relieved from duty;
 - the Supervisor or Manager will be notified as soon as practicable;
 - the Worker will visit a Doctor the same day and provide a medical certificate for that shift; and
 - the Worker may apply to access accrued sick leave entitlements.
- (b) Terra Cat will require verification from the Worker's treating practitioner to confirm the medical grounds for their inability to provide a specimen at the time of the test. Terra Cat may seek further advice from the Worker's treating practitioner or from a Terra Cat Nominated Health Professional to satisfy Terra Cat workplace health and safety obligations.
- (c) If the Worker is unable to participate in a test on medical grounds, the Worker will be required to participate in a return to work test prior to resuming duty. If the Worker is unable to provide a specimen for the return to work test in accordance with this Standard, an alternative method of testing shall be determined by the Nominated Health Professional.

7.4.2 Worker's Refusal to Test other than Medical Grounds

- (a) Behaviour that constitutes a refusal to consent to a drug and/or Alcohol test may include, but is not limited to the following situations:
 - refusal to consent to a drug and Alcohol test;
 - unreasonably failing to advise, in a timely manner, of an accident/incident where the nature of the accident/incident is such that it might require Alcohol or drug testing;
 - leaving the scene of an accident without a valid reason before a test has been conducted;
 - inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation;
 - tampering with or attempting to adulterate the specimen or collection procedure.
- (b) In the event that a Worker refuses to consent to a drug and/or Alcohol test for reasons other than medical grounds, the refusal will be treated as serious misconduct and may result in disciplinary action, up to and including termination of employment.

7.4.3 Tampering

- (a) Any tampering or attempted tampering with a test specimen or with the testing process will be treated as serious misconduct. Any dilution or attempted dilution of a test specimen will be treated as serious misconduct.

7.4.4 Visitors Refusal to Test

- (a) Any Visitor who refuses to be tested in accordance with this Standard (excluding for medical reasons) will not be allowed onto a Terra Cat place of work and requested to leave. The responsible host, supervisor or manager will be responsible to follow up with the Visitor.

7.5 Medication Declaration

- (a) All Workers and Visitors shall notify the Authorised Tester of the current use of any medication that could be detected in the drug test, prior to completing an Alcohol and other Drugs test.
- (b) Failure to declare medication that could be detected in a drug test prior to completing, and subsequent detection may be treated as serious misconduct and disciplinary processes may follow (which may result in termination of employment).
- (c) It is the responsibility of Employees/Contractors taking any medication (whether prescription or over the counter) to seek advice from a doctor, pharmacist or other authority on whether any side effects from the medication could present a risk in his or her duties (e.g. dizziness, fatigue drowsiness, altered perception, mood swings, or loss of coordination). If the Employee or Contractor has reason to believe that any medication could cause any such side effects, they should immediately notify their line manager so that the Company may take any necessary steps to provide a safe place of work.

7.6 Terra Cat Prescribed Cut-Off Limits

7.6.1 Prescribed Cut-Off Limit – Alcohol

- (a) The prescribed limit for Alcohol is zero (0000 BAC) for all Workers and Visitors while on-site. Any Worker or Visitor who exceeds the prescribed limit while on-site will be in breach of this Standard.

7.6.2 Prescribed Cut-Off Limit - Drugs

- (a) The prescribed limit for Drugs will be that level of the relevant drug which is provided for under the applicable AS/NZS Standards and for Drugs not listed in the applicable AS/NZS Standards, the laboratory will determine what the appropriate cut-off concentration is and advise the Company. Any Worker or Visitor who exceeds the prescribed limit while on-site will be in breach of this Standard.

7.7 Management of Results

7.7.1 Management of Test Results - Alcohol

- (a) An Alcohol test will be considered positive if a result greater than the prescribed limit (0000 BAC) is returned on the initial test and the repeat test which will be conducted 15-20 minutes after the first. The repeat test result will be considered the final result.
- (b) If the result of the repeat test is 0000 BAC, the Worker or Visitor's Supervisor should consider possible fatigue concerns to determine the Worker or Visitor's Fitness for Work.

Worker

- (c) If the repeat test is positive, then the Worker will not be considered Fit for Work and stood down immediately and not allowed to operate or drive Terra Cat vehicles or machinery. Contact will be made with the Worker's Supervisor or Manager, and the relevant People and Culture Business Partner to commence coaching, further education, or disciplinary processes (as appropriate and at the discretion of the Company). Arrangements will be made to transport the Worker to a Safe Location.

Visitor

- (d) If the repeat test is positive, the Visitor will not be allowed on-site and transport to a Safe Location will be arranged.

7.7.2 Management of Test Results – Drugs

- (a) A Worker or Visitor will be considered to return a non-negative (unconfirmed) result for Drugs if the concentration measured in the sample is equal to or greater than the onsite initial screen target concentrations specified by the relevant AS/NZS Standards.
- (b) A non-negative (unconfirmed) saliva sample will be immediately followed up with a urine test to be sent to an AS/NZ accredited confirmatory testing laboratory.

7.7.3 Interim Management (Unconfirmed Drug Test Pending Confirmatory Testing)

Worker

- (a) If the Worker declares medication prior to any testing being conducted, and the drug class(es) declared is consistent with the drug class(es) detected at the initial screening test, then a Fitness for Work assessment will be conducted by Terra Cat.
- (b) In relation to a Worker, this consultation will determine whether the Worker will be:
- able to undertake their normal duties of their role pending confirmatory testing;
 - assigned “low risk” tasks pending confirmatory testing; or
 - considered not Fit for Work and stood down, with arrangements made for them to be transported to a Safe Location.
- (c) If the Worker did not declare medication prior to any testing being conducted, and a non-negative result is detected at the initial screening test, then:
- the Worker will be considered not Fit for Work and stood down immediately until confirmatory test results are received;
 - the Worker may not return to a Terra Cat place of work until a confirmed negative result is obtained; and
 - if the confirmatory test produces a confirmed negative result, the Worker will return to work on their next rostered shift.
- (d) The Worker can apply to access leave entitlements during this time and depending on the results of the Fitness for Work assessment may not be permitted to drive equipment, forklifts or operate Terra Cat vehicles. If the confirmatory test is negative, then leave entitlements will be reversed.
- (e) The Terra Cat People and Culture Business Partner will liaise with the relevant Supervisor, Manager to take the appropriate course of action.

Visitor

- (f) Arrangements will be made to transport a Visitor to a Safe Location, in the event that a non-negative result is obtained.

7.7.4 Confirmatory Test – Positive and consistent with medication

- (a) If the laboratory confirmatory test is positive and consistent with medication declared, then the Worker who was previously allocated low risk tasks or stood down will have their Fitness for Work re-assessed. The Worker may return to normal duties or continue performing low risk tasks for the duration of the use of the medication, providing the duration of the use of the medication is a reasonable timeframe.
- (b) Any loss of pay or paid leave as a result of being stood down will be reimbursed.

7.7.5 Confirmatory Test – Positive and/or inconsistent with medication

- (a) If the laboratory confirmatory test is positive and/or inconsistent with any medication declared, then the Worker will be deemed not Fit for Work and stood down and if applicable, arrangements made to transport them to a Safe Location. Contact will be made with the Worker's Supervisor, Manager and relevant Human Resources Business Partner to commence coaching, further education or disciplinary processes (as appropriate and at the discretion of the Company).

7.7.6 Confirmatory Test – Negative

- (a) If the confirmatory test is negative and the Worker was stood down pending the outcome of the confirmatory test, then the relevant Terra Cat Responsible Person will contact them to arrange for them to return to work.
- (b) Any loss of pay or paid leave as a result of being stood down will be reimbursed.

7.7.7 Management of Disputed Confirmatory Test Results

- (a) Where a Worker or Visitor disputes the results of a confirmatory test, they may undergo an independent test at an AS/NZ accredited confirmatory testing laboratory of their choice, at their own expense. The timeframe for this to occur will be as soon as reasonably possible and negotiated in consultation with the relevant Human Resources Business Partner.

8.0 Notification of Test Results

- (a) If the Worker returns a non-negative drug test, positive Alcohol test or refuses to complete the test:
- The Authorised Tester will notify the Terra Cat Testing Manager and the results will be passed onto the appropriate Supervisor or Manager.
 - The result will be recorded by the tester on the Alcohol and other Drugs screen record and a verbal confirmation provided to the Supervisor, who will notify their Line Manager (or nominated representative).
 - If a confirmatory drug test is required, the report shall be sent to the relevant Terra Cat Testing Manager who will communicate the outcome to the relevant stakeholders as required.

8.1 Confidentiality of Results

- (a) All Workers, Authorised Testers and all other persons must treat any information about another Worker or Visitor, obtained in accordance with this Standard, as strictly confidential. Any person who improperly divulges such information to a third party without written consent from the person being tested will be subject to disciplinary processes.
- (b) All information gathered as a result of testing or participation in rehabilitation or treatment programme is collected for the purpose of implementing this process and achieving its objectives. Information about an Employee or Contractor will only be disclosed if required to meet the Company's duty to provide a safe place of work. Disclosure of information to third parties (including future employers) will require the prior consent of the Employee.

8.2 Prohibited Activities

- (a) Workers engaging in the following activities will be managed in accordance with Terra Cat disciplinary processes and where the activity is considered illegal, the relevant authorities may be notified. The following are examples of prohibited activities at all Terra Cat places of work:
- Carrying of Alcohol in Terra Cat vehicles unless authorised to support “Special Events or Alcohol Related Activities”, refer to section 9.
 - Bringing Alcohol onto a Terra Cat place of work.
 - Working or driving on a Terra Cat place of work with a breath Alcohol level above 0000 regardless of the special event exclusion.
 - The use, possession, consumption, delivery, distribution, exchange, manufacturing, purchasing, sale or transfer of; illegal Drugs, narcotics or other unlawful or unauthorised substances at a Terra Cat place of work or while conducting Terra Cat business.
 - The unauthorised delivery, distribution, exchange, manufacturing, purchasing, sale or transfer of Alcohol while at a Terra Cat place of work or while conducting Terra Cat business.
 - Consumption of Alcohol at a Terra place of work, unless approved by a General Manager.
 - Misuse, excessive use, or recreational use of over-the-counter medication or prescription Drugs while at a Terra Cat place of work or while conducting Terra Cat Business.
 - Refusing to cooperate in any investigation regarding the use or presence of Drugs or Alcohol, including cooperating with a search or inspection.

9.0 Special events or Alcohol related activities

- (a) Workers that participate in approved sales and customer related activities that may involve Alcohol consumption during working hours will not return to a place of work. Any Workers that participate in sales and customer related activities involving the consumption of Alcohol that choose to return to a place of work may be subjected to drug and Alcohol testing in accordance with this Standard.
- (b) Any sales and customer related functions planned to be held in a place of work involving the supply of Alcohol, must be approved by the Terra Cat CEO and comply with requirements relating to the safe and responsible service of Alcohol.
- (c) While the preference is for a zero-Alcohol limit to drive company vehicles, the use of company vehicles is permitted as long as the driver does not exceed the minimum legal Alcohol limit specified in the New Zealand Road Code for driving and providing there is not a return to a Terra Cat place of work, or additional customer site or operational activities are not undertaken by the driver.
- (d) The Terra Cat Senior Manager managing an approved function with the supply of Alcohol must practice good host responsibilities.

10.0 Rehabilitation

- (a) Employees who may have a problem with Alcohol or other drug use, misuse, abuse or dependency are strongly encouraged to take advantage of Terra Cat Employee Assistance Program (“EAP”). Terra Cat currently provides all Employees with free counselling sessions through its EAP process.

10.1 Voluntary Rehabilitation

- (a) Employees who voluntarily seek assistance for substance abuse problems may use their personal leave entitlements while participating in a rehabilitation program. Use of personal leave and/or the EAP for substance abuse problems will not adversely affect an Employee’s future promotional opportunities and no Employee will be discriminated against for participating in the program.

- (b) Voluntary participation in treatment programs will not prevent disciplinary processes for breaches of this Standard.
- (c) Voluntary rehabilitation is not available if the Employee is asked to consent to a drug and/or Alcohol test and the testing has not been conducted or where the testing has resulted in a positive test result.

10.2 Terra Cat Referred Rehabilitation

- (a) Where it is apparent that an Employee has a problem with Alcohol or other Drugs use, misuse, abuse or dependency, Terra Cat may refer the Employee to attend rehabilitation with a Substance Abuse Professional. An Employee may apply to use their personal leave entitlements while participating in a rehabilitation program.
- (b) In these circumstances, with the written consent of the Employee, Terra Cat may consult with the Substance Abuse Professional regarding return to work arrangements.
- (c) Terra Cat may consider an Employee's failure to successfully complete rehabilitation when determining whether or not it is safe for the Employee to return to work.
- (D) Referral to rehabilitation does not prevent Terra Cat from taking disciplinary processes for breaches of this Standard.

11.0 Document History

11.1 Document information

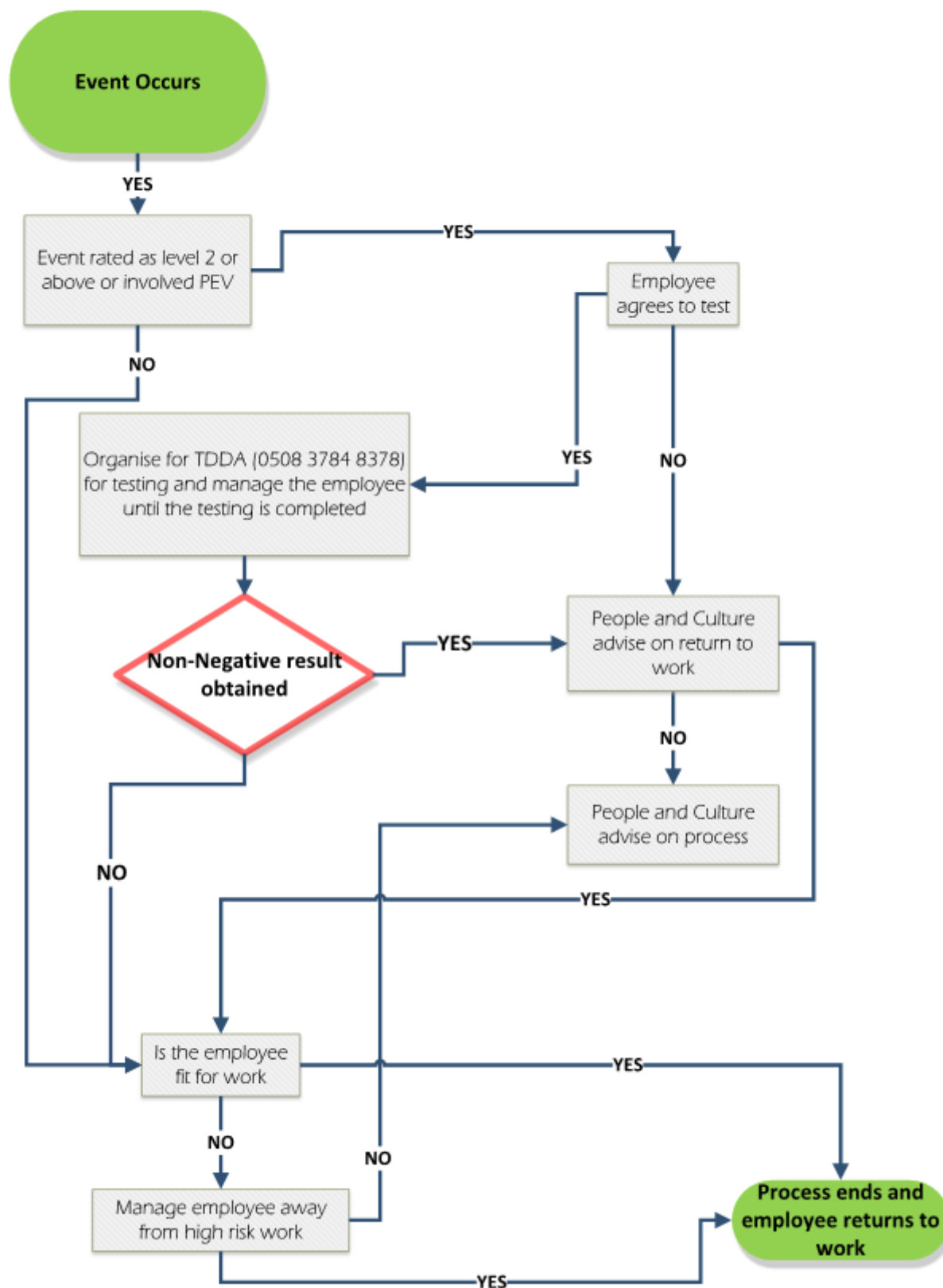
Document Number	TINZ – HSE – 3.5.3.1
Current Version	1.0
First Released	01 October 2020
Last Updated	01 October 2020
Effective By	01 October 2020
Review Frequency	Three years
Review Before	01 October 2023
Document Authoriser	Safety and Sustainability Manager
Functional Owner	Safety and Sustainability Manager

11.2 Document amendment history

Version	Date	Section(s) Amended	Summary of Amendment
1.0	01 Oct 2020	NA	New document

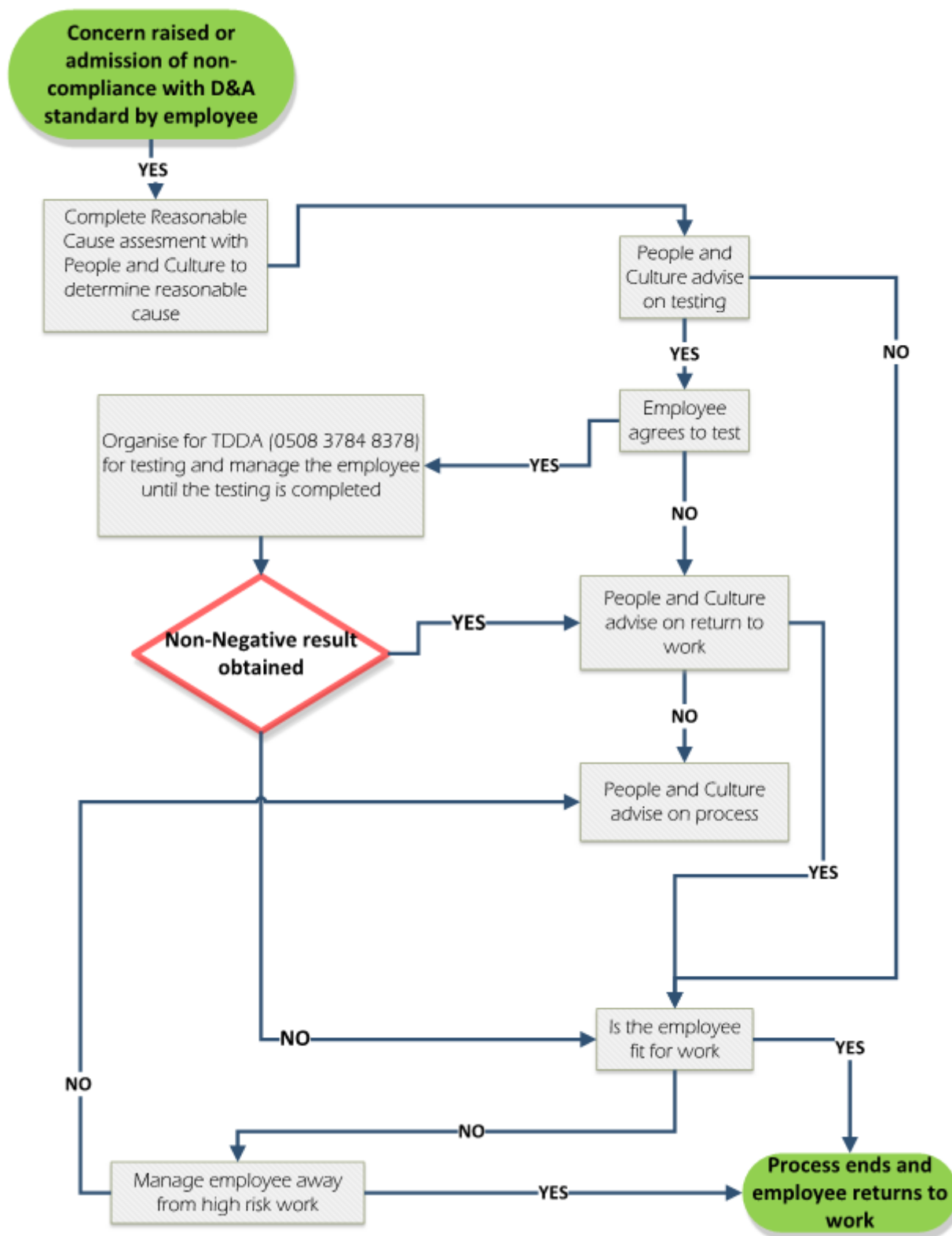
Appendix A – Post Event Process

Terra Cat Post Incident Alcohol and other Drugs Process



Appendix B – Reasonable Cause Process

Terra Cat Reasonable Cause Alcohol and other Drugs Process



Appendix C – Reasonable Cause Assessment Record

Terra Cat Reasonable Cause Assessment Record

Employee name:

Department:

Date:

Time:

Support Person Yes/No Name:

Supervisor's Name:

Department:

Approving Person's Name:

Department:

Supervisor to record below the physical symptoms and/or behaviours observed or reported to him/her:

Determining Reasonable Cause:

From your observation, is there a risk to the health and safety of this person and/or others?	Yes	No
Are you satisfied that it is reasonably possible that the risk is a result of the possible use of Alcohol or other Drugs?	Yes	No
Do 'Reasonable Cause' indicators exist?	Yes	No
If all answers are 'YES', proceed with testing.		

Comments/explanation of Worker (if offered)

Comments of Supervisor/Approved Person

Appendix D – Reasonable Cause Indicators

Terra Cat Reasonable Cause Indicators

When determining 'reasonable cause', indicators such as physical symptoms and /or unusual or out of character on-site observable behaviours must be considered.

Examples are not limited to:

- | | |
|--|---|
| <ul style="list-style-type: none">• excessive lateness.• absences often on Monday, Friday or in conjunction with holidays.• slurred speech.• emotional signs – outbursts, anger, aggression.• changes in personality.• changes in alertness – difficulty with attention span or concentration.• less energy.• changes in appearance – clothing, hair, personal hygiene.• involvement in various minor accidents.• feigning sickness or emergencies to get out of work early.• going to the bathroom more than normal.• defensive when confronted about behaviour.• constricted pupils / dilated pupils.• argumentative.• nasal secretion.• twitching.• yawning.• sniffing / sniffles.• excessively active.• non-negative saliva test.• possession of drug paraphernalia.• possession of substance that has the appearance of a drug or Alcohol. | <ul style="list-style-type: none">• Dizziness.• increased health problems or complaints about health.• odour of Alcohol or Drugs.• violent behaviour.• slowed and/or uncoordinated motor skills.• blood-shot / red / watery eyes.• reduced short term memory.• reduced ability to perform tasks requiring concentration and co-ordination.• intense anxiety or panic attacks.• diminished learning and memory, perception and judgement.• Irritability.• signs of possible depression.• visible needle marks.• inability to verbalise (speak clearly).• Drowsiness.• sweating / flushed skin.• Scratching.• involuntary eye movements.• nausea or vomiting.• runny nose.• Hangovers.• 3 or more injuries or high potential (HiPo) incidents at work, as recorded in Vault. |
|--|---|

Appendix E – Rehabilitation Plan Agreement

Terra Cat Alcohol and Other Drugs Rehabilitation Plan Agreement

I (employee name) _____ acknowledge that I have been entered into the Terra Cat Alcohol and other Drugs Rehabilitation Plan and that my continued employment with Terra Cat is subject to the following conditions:

1. I commit to full participation in the Plan and co-operation with the service providers engaged by Terra Cat.
2. I authorise the Substance Abuse Professional or other service providers to release the following information to Terra Cat.
 - Whether I have kept appointments;
 - Whether the Substance Abuse Professional or other service provider has recommended a course of treatment;
 - Whether I am following that course;
 - Whether a return to work is appropriate and within what timeframe; and
 - Whether I have completed the required course of treatment.
3. I agree to participate in the Plan outside of work hours, and to use my sick leave (or annual leave if sick leave is not sufficient) entitlements if required and approved to participate during work hours.
4. I agree to take at least six (6) Alcohol and other Drugs tests at random intervals during the twelve (12) months following the start of treatment and I agree for the Authorised Tester to release the results to Terra Cat.
5. Cross out four (4) of the options that don't apply below.
 - a) *I accept that I will be suspended from my duties with pay while I participate in the Plan.*
 - b) *I accept that I will be suspended from my duties without pay while I participate in the Plan.*
 - c) *I accept that I will be performing my normal duties with pay while I participate in the Plan.*
 - d) *I accept that I will be suspended from my normal duties with pay and be allocated alternative duties while I participate in the Plan.*
 - e) *I accept that I will be suspended from my duties without pay and to use my sick leave (or annual leave if sick leave is not sufficient) entitlements if approved while I participate in the Plan.*
6. I agree that Terra Cat reserves the right to amend clause 5 as it deems necessary to adapt to changing circumstances. This will not alter the start date of the Plan. Any changes will require notification.
7. I understand that if I do not attend treatment sessions as required under the Plan or complete the Plan or, if at any time after starting the Plan, I return a positive Alcohol and other Drugs test result or if I refuse to take any of the required six (6) tests, I will be subject to Terra Cat formal disciplinary processes.

Employee (Signature and Name)

Employer (Signature and Name)

Date:

Time:

