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**Department Policy**

The aim of this policy is to outline REDiMED’s policy on the process of completing an alcohol and/or drug test via breathalyser and/or urine collection while onsite.

This policy applies to staff involved in the process of onsite health screening in remote areas.

When we receive a phone call/email regarding onsite health screening, the receptionist involved will note all contact details and refer this information to the coordinator of onsite health screening. The coordinator will then contact the company involved and begin the process of organising the onsite health screening. During this conversation, the coordinator will address any issues immediately to ensure the continuing processes run smoothly.

The coordinator will then send the confirmation/booking form via email to the company involved, with additional information regarding the processes required from them, ie-cancellation policies and procedures and any deadlines they must meet.

The coordinator will then check the on-call roster and inform then Exercise Physiologist that is on-call during the time of testing of the possible onsite health screening.

Coordinator then receives the confirmation/booking form from the company. From this date, REDiMED will allow a minimum of 5 days following this date to be at onsite location.

Coordinator will then reply within 24 hrs. to confirm the testing details, itinerary, car rental details and accommodation. Any changes initiated by the company from this point on may result in changes to the testing time frame, and may incur additional costs.

Coordinator will then organise a meeting with the on-call exercise physiologist team that will be attending the onsite health screening project. In this meeting, the team will discuss the project details, equipment, testing procedures and implement an action plan for the onsite health screening project.

Any additional equipment/paperwork that may be required will be organised by coordinator and the on-call exercise physiologist.

A final checklist will be completed by the on-call exercise physiologist prior to departure.

**STAFF WAGE/PAYMENT PROCEDURE**

Please refer to individual employee’s contract for payment rates.

Payment rates will be based on the Mobile Onsite Health Screening pay schedule.