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**Department Policy**

The aim of this policy is to outline the REDiMED process of completing a drug test via an oral saliva sample.

This policy applies to all pre-employment clients coming through for a pre-employment medical, random and onsite alcohol and/or drug testing. This also applies to all individuals coming through the REDiMED clinic after an accident if specified by the employees company.

**Testing Regimes**

**Pre-Employment**

Our clientele can request a drug test from an individual as part of the pre-employment medical and functional assessment.

**Random Test**

Our clientele can request a drug test from an individual as part of a random testing schedule at the start of or during a shift. Random tests may also be performed while the employee is on days off.

**Post incident / for cause test**

Any individual may be requested to undergo testing for drugs or alcohol if

* The individual was involved in, or contributed to, any incident or near miss;
* Where the clientele believes that the individual is demonstrating unusual, dangerous, aggressive or erratic behavior;
* Where the manager finds evidence of unauthorised alcohol or drug use;
* Where the manager suspects that the individual is under the influence of alcohol or drugs;

**Drug Testing Equipment and Positive Limits**

**Equipment for Saliva Testing**

Testing for the presence of drugs will be undertaken using an oral saliva sample. The collecting kit is required as well as confirmation kits for any non-negative samples.

All drug testing specimen collection and testing procedures shall be in accordance with the Australian Standard (AS/NZS 4760:2006).

The requirements for testing are that a collector is “a person who has successfully completed a course of instruction in compliance with this standard for specimen collection, storage, handling and dispatch and has received a statement of attainment in accordance with the Australian Quality Training Framework.”

**Testing Limits for Drug Screens**

An individual will be considered to return a non-negative result for drugs if the concentration measured in the sample is equal to or greater than the test target concentrations as specified by the relevant Australian Standard.

The substances tested and the associated cut of levels for saliva testing is as followed in accordance to AS/NZS 4760:2006:

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| **Substance** | Concentration in Oral Saliva Sample  **(microgram per millilitre)** |
| Opiates (MOP) | **40** |
| Amphetamine (AMP) | **50** |
| Cannabis metabolites (THC) | **12** |
| Cocaine metabolites (COC) | **20** |
| Methamphetamine (MET) | **50** |

Please note: Saliva tests cannot test for benzodiazepines.

**Non-negative drug test results**

If an individual returns a non-negative drug result the sample shall be sent off for confirmatory testing at the laboratory. The individual is required to provide another sample using the confirmation kit. The procedure for obtaining this second sample is outlined in section 7.7.

**Sample Collection**

**Drug sample**

Each collection site shall have all the necessary personnel, materials, equipment, facilities and supervision for the collection, security, testing, storage and dispatch of specimens to a drug testing laboratory.

All collectors shall be trained and competent in the collection and testing procedures. They shall demonstrate compliance with the relevant Australian Standard.

**Refusal to test or falsification of drug test results**

Refusal by an individual without legitimate cause to test or cooperate with the administration of a test shall be promptly discussed with the individual’s company. Further procedures shall be in accordance with the company’s policies and procedures.

Falsification of any alcohol or drug test shall be discussed immediately with the individual’s company and shall be dealt with in accordance with their policies and procedures.

**Specimen Collection**

**Sample Collector**

REDiMED will provide our clientele with the personnel needed to complete the drug testing. Collectors will be an accredited person that has completed and passed the approved course to collect pathology specimens other than blood in accordance to AS/NZS 4760:2006, procedures for specimen collection and detection and quantitation of drugs of abuse in oral fluid.

**Identification**

The individual’s identification should be confirmed when he/she arrives at the collection site. This must be by means of valid photo identification such as a Driver’s Licence, Passport or Proof of Age card. If this identification is not available the Witness, who must be the current/future employees’ supervisor, can verify the individual’s identification.

AS/NZS 4760:2006 Procedures for specimen collection and the detection and quantification of drugs of abuse in oral fluid stats that:

“When a donor arrives at the collecting site, the collector shall request identification. If the individual’s identity cannot be established unequivocally, then the collector shall not proceed with the collection.

**Declaration**

The Drug testing form will be provided by the accredited testing organisation, REDiMED, and shall be correctly completed by the individual and the collector.

The individual shall make a declaration concerning any prescription and non-prescription medication that has been taken in the last 2 weeks and also any dental treatment and/or surgery that involved any injections, medications and anaesthetics. The individual shall sign below the declaration of medication.

**Preparation**

The individual shall be requested not to place anything in the mouth including food, drink, gum or tobacco products for at least 10 minutes prior to collection.

Collector will insure safety of contamination by wearing gloves and personal protection.