



Alcohol and Drugs Procedure

CEN-HSE-PRO-019

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Alcohol and Drugs Procedure

1. Introduction

The purpose of this procedure is to define Centurion’s drugs and alcohol testing program. Centurion maintains an active drugs and alcohol program in relation to the use, handling, dealing, manufacturing or storing of drugs and alcohol in the workplace, including in company vehicles. to ensure all workers are fit for work and that there is no adverse impact on the health, safety and environment of any worker, visitor, or member of the public; or Centurion’s assets and business as a consequence of a worker being impaired by, or in possession of drugs or alcohol at work.

2. Scope and Application

Mandatory participation in Centurion’s drugs and alcohol testing program is a condition of employment for all Centurion workers, including contractors working on a Centurion site or performing work on Centurion’s behalf.

The scope includes any work-related activity which is conducted either in or on a Centurion site, vehicle, equipment or other assets regardless of ownership, including hire vehicles or where work is being conducted on behalf of Centurion at a non-company location. All visitors will be informed of the need to observe Centurion’s drugs and alcohol policy and procedure during their induction.

3. Definitions

Confirmatory Test	<p>A confirmatory test for drugs is an analytical procedure to unequivocally identify the presence of a specific drug and/ or metabolite. A confirmatory test for alcohol is a second test.</p> <p>A confirmatory test is only required when the initial test report for drugs or alcohol is non-negative to:</p> <ul style="list-style-type: none"> • Confirm the substance identity and presence; or • Measure the percentage of purity or other quantitative analysis.
Approved Collector	Centurion worker who has undertaken the appropriate training and has been authorised by the EGM Culture and People to perform drugs and alcohol testing.
Drug	A legal drug or illegal drug.
Illegal Drug	<p>An illegal drug is defined as:</p> <ul style="list-style-type: none"> • Any drug which is unlawful to possess, consume or sell within the Commonwealth of Australia or in any individual State/ Territory of Australia; or • Any prescription drug that has been obtained other than by prescription from a registered medical practitioner, or which has been taken in a manner contrary to that prescription
Legal Drug	<p>A legal drug is defined as:</p> <ul style="list-style-type: none"> • Substances that may lawfully be taken without a prescription from a registered medical practitioner; or • Prescription medications provided they have been prescribed by a registered medical practitioner; or • Intoxicating compounds that affect a person’s fitness for work which may or may not be legal.
Non-Negative Test Result	An initial test indicating the presence of a drug or alcohol equal to or in excess of the Cut Off Limit, as detailed in Section 6.

4. Responsibilities

Managers and Supervisors are responsible for ensuring:

- This procedure is implemented and complied with;
- This procedure is communicated to employees and contractors (workers) and is accessible for future reference;
- Testing procedures comply with the relevant Australian Standard and are administered by Centurion, an authorised representative of Centurion, or an accredited third-party provider trained in the correct procedures for undertaking drugs and alcohol testing;
- A worker who has been directed to undergo testing does not leave the workplace (unless for the purpose of an emergency) and presents for testing as soon as practicable.

Approved collectors who undertake drugs and alcohol testing are responsible for ensuring that testing is completed in accordance with this procedure and Chain of Custody requirements and that they have completed required drugs and alcohol testing training and re-accreditation training as required.

Workers are responsible for ensuring they are fit for work, declare prescription medications where necessary and participate in the drugs and alcohol testing program.

The General Manager – HSEQ and/ or Branch Managers are responsible for ensuring that approved testers/ collectors are trained and testing equipment is calibrated as required.

5. Process Overview

5.1 Screening Types

Workers may be asked to provide one or more of the following sample types as part of Centurion's drugs and alcohol testing program:

5.1.1 Alcolizer Breath Test

A breath testing kit will be used to determine the presence of alcohol. The kit consists of a calibrated testing unit and single-use, disposable plastic straw. Participants will be asked to blow into the straw or through passive testing until the unit beeps, validating that the unit has received an acceptable amount of breath to deliver a result. The result will be immediately available on the screen of the testing unit. Alcolizer testing units may be wall-mounted or hand-held.

5.1.2 Druglizer Swab Testing

Drugs detection is determined by oral fluid (saliva) collection and analysis. This method of oral fluid testing detects target drug concentrations as specified under Australian Standard AS 4760-2019.

5.1.3 Urine Sample (If required)

The presence of drugs is determined through analysis of a urine sample. Each participant will be provided with a single-use urine cup for their sample. The sample will be immediately used to test for multiple drug types using a testing strip which is dipped into the sample.

5.2 Testing Types

The following types of tests may be used at Centurion:

Pre-employment	As part of Centurion’s recruitment process, mandatory drugs and alcohol testing is conducted.
Induction Testing	As part of Centurion’s induction process, all attendees may be required to undertake drugs and alcohol testing prior to commencing the Centurion induction.
Random Testing	All workers (including labour hire and contractors) are eligible for selection for random testing via breath, urine sample or swab testing, without notice. This process is facilitated by the HSEQ Team, and the selection is made from a maintained list of all personnel. Names selected by the randomiser are emailed to security and the corresponding line manager who needs to ensure each worker listed participates in the required testing, or advises the reason why the person is unavailable for testing (e.g., on annual leave). If a worker fails to present for testing without reason, the result will be recorded as “No Show”.
For Cause Testing	As soon as practicable following an incident, all workers involved (whether directly or indirectly) in the incident may be required to undertake a drugs and alcohol test, to determine if drugs or alcohol were a contributing factor. Note: At no time should this prevent an injured person from getting treatment.
Suspicion Testing	A manager may request suspicion testing where a worker has been observed as displaying out of character or at-risk behaviours. The manager must immediately contact their HSEQ Advisor, HR Advisor or a senior member of the HSEQ or HR team to explain the concern prior to commencing a test. Once verified, the worker will be required to cease work and immediately undergo drugs and alcohol testing. Note: If the behaviour is posing a risk to the worker or others then the worker must be stood down immediately prior to contacting HSEQ or HR.
Blanket Testing	Blanket testing is the test of an entire branch, department or shift, and can occur at any time without notice.
Mandatory Testing	Site-based Workers: It is a requirement for all Centurion employees, subcontractors and contractors based at a Centurion site to complete mandatory daily alcohol testing upon arrival to their worksite.
	Drivers: Breath testing of all drivers, engaged by Centurion, is mandatory when departing all Centurion facilities. This requirement is a component of their declaration of fitness to work.

5.3 Methods of Testing

5.3.1 Alcohol Screening – Breath Testing

Testing for Alcohol is conducted by the provision of a breath test, specifically using a calibrated Alcolizer breathalyser that meets Australian Standard 3547:2019. Centurion has a combination of Alcolizer WM4 (Wall-mounted breathalyser system) units and handheld LE5 devices across the business. A Blood Alcohol Concentration (BAC) reading greater than 0.00% requires further analysis, with the second (confirmatory test) being 20 minutes after the initial test. If a confirmatory test is required, the worker will be required to wait in a place nominated by Centurion and not permitted to leave the area during the waiting period.

5.3.2 Drugs Screening – Swab Testing

Drugs testing is conducted using a handheld Druglizer device, designed to AS 4760-2019. Each oral drugs test includes a single-use Druglizer Cartridge and Oral Fluid Collector pack, which attach to the Druglizer device. The participant places the fluid collector in their mouth and moves it around until the blue indicator detects sufficient saliva for sampling. The cartridge is inserted into the Druglizer, whereby the fluid collector is placed on the cartridge for reading. The visual display on the Druglizer determines if drugs have been detected. All drugs testing is to be conducted by an accredited and trained person. This testing is to be conducted in a quiet, private room to ensure the privacy of the worker undertaking the test.

5.3.3 Drugs Screening – Urine Testing

Drugs testing may be conducted by the provision of a urine sample using an approved urine collection cup system that conforms to AS/NZS4308:2008 for drug cut off levels. Confirmatory testing will be carried out following all non-negative results. Confirmatory testing will be undertaken in accordance with Australian Standards and conducted by an accredited testing agency. Confirmatory testing will be by using the original valid sample provided, or in some instances a secondary sample may be requested. This testing is to be conducted in a quiet, private room to ensure the privacy of the worker undertaking the test.

Note: Urinalysis is used where the Druglizer gives an invalid result, for hot shot drivers and on request or HR or HSE.

5.4 Testing Process

The following section details the process to be followed when conducting drugs and alcohol testing.

5.4.1 Initial Testing – General

Initial testing for drugs and alcohol can be undertaken by an approved collector provided the testing is either for:

- Random testing
- Compulsory daily testing for alcohol.
- For cause testing
- Blanket testing
- Mandatory testing
- Pre-employment testing

The Approved Collector shall record information relating to the test participant on a test form and on the sample container label, if applicable. Prior to commencing testing, the Alcolizer and/or Druglizer units shall be checked to ensure sufficient calibration remains on the testing units.

The Approved Collector shall confidentially question the worker about any drugs or medications they are taking. Where applicable, these shall be noted on the Chain of Custody Form. The worker to be tested is required to submit proof of identification acceptable to the Approved Collector. Examples of proof of identification include, but are not limited to, Driver's Licence, Passport, Student Card. The participant shall give a sample (Alcohol and/or drugs) under the direction and supervision of the Approved Collector.

An initial sample is conducted privately by the Approved Collector using the worker's provided breath, saliva or, in some cases, urine sample. The participant may be requested to select and unwrap a disposable mouthpiece and insert it into the Alcolizer breathalyser or, when in Passive Mode, blow across

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the breathalyser unit when prompted. For drugs testing, the participant may be required to select and unwrap a disposable Druglizer test unit swab pack and place the oral fluid collector in their mouth for saliva sampling.

The Approved Collector is to ensure the sample is genuine and has not been compromised or substituted during the collection process. The participant may request a person of their choice be present as a witness.

The Alcolizer, Druglizer or urine collection cup will produce a result, which is then communicated to the participant and discussed. The reading shall be recorded on the form or recorded electronically, depending on the method of testing.

If drugs or alcohol is not detected in the sample, then it will be considered a negative result. The participant can return to work and the sample/s disposed of, as they aren't required for later quality control purposes. If the reading is greater than 0.00, the results shall be regarded as a non-negative result.

5.4.2 Confirmatory Testing – Non-Negative Results for Alcohol

In the event **any** worker produces a non-negative alcohol result:

1. The worker's manager/supervisor/employer is to be contacted immediately;
2. The worker shall be stood down for a period of 20 minutes in a location prescribed by Centurion;
3. The relevant HSEQ Advisor and HR Advisor are to be notified immediately.

Confirmatory testing for alcohol can be undertaken by the Approved Collector. The person being tested shall be instructed to abstain from eating, drinking and smoking for the next 20 minutes and shall be supervised during this time to ensure these activities do not occur. When 20 minutes has passed since the initial non-negative reading, a second breath alcohol analysis reading will be taken.

Upon confirmatory testing, if the result is positive, the worker shall be suspended from work pending the results of an HR investigation, where appropriate disciplinary action will then be taken which may include termination of employment.

In the event the worker is not a Centurion employee, the worker will be suspended from the workplace and no longer authorised to work or visit Centurion branches/depots.

If the worker has a BAC reading of 0.05% or above and in the case of a Probationary Driver a BAC reading of 0.00, an alternative method of transport must be arranged.

5.4.3 Cut Off Point for Alcohol Testing Results

The limit for alcohol for Centurion workers and contractors on site, and whilst on the road is 0.00%.

All positive results may result in a first and final written warning or termination of employment, depending on the outcomes of the HR investigation.

5.4.4 Confirmatory Testing – Non-negative Result for Drugs - Employees

In the event the worker returns a non-negative result, the following steps must be followed:

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1. The worker's manager/supervisor is to be contacted immediately;
2. The relevant HSEQ Advisor and HR Advisor are to be notified immediately;
3. The worker shall be stood down without pay until the results are confirmed*;
4. The worker's sample is to be either sent off to an approved testing facility using the appropriate Chain of Custody documents to undergo confirmatory testing or the worker may be taken to a medical centre for a confirmatory test. Where the sample is to be sent off-site for confirmatory testing, the worker is to witness the sample being prepared including the sealing of the sample container, to ensure that it cannot be tampered with. Handling and transportation from the workplace to the laboratory shall be in accordance with Chain of Custody procedures.

Confirmatory testing for drugs must be completed by a medical centre or accredited third-party testing provider.

In the event the confirmatory test comes back negative the worker can return to work immediately.

In the event a confirmatory drug test returns a positive result, and is not consistent with any prescription medication, appropriate disciplinary action will be taken, which may include termination of employment. The worker shall be given the opportunity to explain the positive result.

***Note:** In the event the worker has a medical declaration (CEN-QMS-FRM-089 – Medication Declaration Form) completed, it is signed by the treating medical professional and the unconfirmed result is consistent with the declaration, then the worker will be able to continue their shift if considered fit for work.

5.4.5 Confirmatory Testing – Non-Negative Result for Drugs – Non-Employees

In the event the worker is **not a Centurion employee** and produces a non-negative result:

1. The worker's employer is to be contacted immediately;
2. The relevant HSEQ Advisor and HR Advisor are to be notified immediately
3. The worker is to undergo confirmatory testing and shall be excluded from conducting any work on behalf of or for Centurion until the results are determined.

In the event a confirmatory drug test returns a positive result, then the worker will be permanently excluded from carrying out any work for or on behalf of Centurion. If the confirmatory testing comes back negative, the worker shall be returned to work for Centurion immediately.

5.4.6 Refusal to Undertake Testing

If a worker refuses to provide a specimen of breath, saliva or urine for the purpose of an alcohol and/or other drugs test, then the test will be deemed to be a positive result and the protocols for returning a positive test will be immediately applied.

5.4.7 Falsifying, Adulterating or Evading a Test

A worker who falsifies or adulterates a test will be in breach of this procedure and deemed as having engaged in serious misconduct and to have produced a positive result. A worker who assists or attempts

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to assist another worker to evade, falsify or adulterate will also be in breach. In both cases, this may result in termination of employment or removal from working for or on behalf of Centurion.

6. Prescription and Non-Prescription Medication

The following section explains the process for prescription and non-prescription medication.

6.1 Prescription Medication

Where a worker is taking prescription medication, to prevent disruption, they should verify with their treating doctor if there is a potential for the medication to return a non-negative result on a drugs test. This must be completed using CEN-QMS-FRM-089 – Medication Declaration Form.

The following must be actioned by the worker:

1. Complete CEN-QMS-FRM-089 – Medication Declaration Form;
2. Provide a copy of the Medication Declaration Form to supervisor/manager or HR to have placed on file.

6.2 Non-Prescription Medication

Non-prescription medication, commonly referred to as 'over the counter' medication, that may return a non-negative result on a drugs test must be declared, to the Approved Collector, **prior** to testing.

Note: Declaration of a non-prescription medication will not be accepted if the test has already commenced.

If the worker does not advise the Approved Collector that they are taking non-prescription medication before the test or they record a result that is **not** consistent with the medication they have declared, this will be treated as a non-negative drug test result and will be stood down in accordance with this procedure. Dependent on the medication, the worker may be required to provide evidence that it is safe for them to perform their duties. If the worker is performing a workplace function that is considered as having inherent risk, suitable duties may be identified until confirmation is obtained that they are safe to perform their normal duties. If alternative duties are not available, then the worker will be directed to use leave provisions.

6.3 Maintenance and Calibration

The Alcolizer and Druglizer units shall be maintained and calibrated as per manufacturer's requirements. Each instrument's serial number shall be recorded and managed in the Equipment Maintenance Module in Myosh.

7. Prohibited Drugs, Substances and Alcohol

The following table details the categories of drugs and substances prohibited by Centurion and the measured cut off levels.

Name	Types	Cut off Level
Alcohol	All workers, contractors, visitors and others must not have a blood alcohol concentration (BAC) greater than 0.00%	0.00% BAC

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Name	Types	Cut off Level
Opiates (OPI)(MOP)	Morphine, Codeine and Monoacetyl Morphine or their metabolites.	300 ng/mL
Cocaine (COC)	Benzoyl Ecgonine and Ecgonine Methyl Ester or their metabolites	300 ng/mL
Benzodiazepines (BZO)	Diazepam, lorazepam, chlordiazepoxide, oxazepam, temazepam, nitrazepam, loprazolam, lormetazepam, clobazam, clonazepam or their metabolites.	200 ng/mL
Cannabis (THC)	Tetrahydrocannabinol-9-Carboxylic Acid (THC) or their metabolites.	15 ng/mL
Sympathomimetic Amines (i.e. AMP, MET)	Amphetamines, Methylamphetamine, Methylenedioxy, Methamphetamine (MDMA), Phenterime, Including Ephedrine and Pseudoephedrine or their metabolites.	300 ng/mL

8. Training

In order to conduct drugs and alcohol testing, the Approved Collector must be trained in the following as a minimum:

Type of Test	Example	Training
Screening Only - Drugs Testing.	Drugs test conducted and if a non-negative result is received the worker is taken to a medical centre for a secondary confirmatory test.	Internal equipment and process training conducted by a member of the HSEQ team or Approved Collector. Face to face or remote training.
Screening & Chain of Custody - Drugs Testing	Initial test conducted. If a non-negative result is received then the original sample is sealed and sent to an authorised laboratory, chain of custody process to be followed for confirmatory testing.	HLTPAT005 Collect Specimens for Drugs of Abuse Testing (External RTO required to conduct).
Confirmatory - Drug Testing	Assessing the sample to determine levels versus cut off levels.	N/A – only to be completed by a NATA accredited laboratory
Breath Testing	Using a calibrated breathalyser to collect a sample of breath to detect alcohol.	Equipment supplier provided training

9. Employee Assistance Program (EAP)

Centurion provides a 24-hour, 7 day a week EAP service to all employees and their immediate family. This confidential service can be used and is encouraged to obtain counselling and recommendations for treatment for alcohol or other drug dependency. Access EAP can be contacted by calling 1800 818 728, alternatively, the HSEQ Advisor or HR Advisor can assist in arranging an appointment.

10. Confidentiality and Privacy

Any information gathered as part of the drugs and alcohol program is collected for the purpose of implementing the Fitness for Work Policy and achieving its objectives. All information obtained in the course of the application or enforcement of the policy and procedure will be managed in accordance with Centurion’s Privacy Policy.

Note: Minors (those under the age of 18) will not be tested without the prior consent of a parent or guardian.

11. Referenced Documents and Supporting Information

- CEN-HSE-POL-006 – Fitness for Work Policy
- CEN-HR-POL-019 – Privacy Policy
- CEN-HSE-PLN-011 – Fitness for Work Plan
- CEN-QMS-FRM-089 – Medication Declaration Form

12. Document Revision

Revision	Revision Date	Reviewed By	Changes/Comments
1	08/11/2019	T. Nichols	Document creation.
2	20/11/2020	C. Russ, T. Di Cicco, P. Doherty	Document updated to reflect Alcolizer changes and include Druglizer.
3	15/04/2021	I. Cikara	Daily testing and limits defined.
3.1	16/04/2021	P. Scott	Update to Voluntary Self-Testing - Alcohol
3.2	14/09/2021	T. Nunn, I. Cikara	BMA appendix added.
4	27/05/2022	B. Stonehill, S Huzzard, P Scott, A Endersbee	Updated testing types, EAP and training. Added Definitions and responsibilities. Removed reference to voluntary self-testing. Updated cut-off point for alcohol for all workers (0.00). Removed requirement to update Medical Declaration Form 3 monthly

Document Approval

Name	Title
Sharon Huzzard	General Manager - HSEQ