



**AUSTRALIAN MINERAL
& WATERWELL DRILLING**

ABN 48 127 948 850

**DRUG & ALCOHOL
POLICY**

CREATED NOVEMBER 2010

AMENDED MAY 2014

AUTHORISED BY

VAUGHAN CULLEN

DRUG & ALCOHOL POLICY

1. Purpose

The purpose of this policy is to define AMWD's restrictions and procedures with respect to drugs and alcohol in order to minimise safety and health risks on the job by employees.

2. Scope

The scope of this policy includes pre – employment, testing, and reporting of results, counseling, rehabilitation, education and training for all employees and contractors.

3. Guidelines

3.1. Application

This policy applies to all employees including contractors, sub – contractors, prospective employees and visitors on company sites, rigs and vehicles.

All new employees shall read this policy as part of their induction to the site and will sign an acknowledgment form that they understand all requirements in this policy and will comply with them during their employment.

Both company and employees have specific responsibilities and obligations under the Sites Safety and Inspection Act (1994) and Regulations (1995).

In Section 4.7 Intoxicating liquor and drugs

- a) A person (whether or not an employee) must not be on any Company, drill, office or workshop site while the person is adversely affected by intoxicating liquor or drugs.
- b) The manager or supervisor of, a site may direct an employee reporting for duty to immediately leave the site if in the opinion of the manager or supervisor the employee is adversely affected by intoxicating liquor or drugs.
- c) An employee must not refuse or fail to comply with a direction given as per (b) above.

Possession of, dealing in or being involved in the distribution of illicit substances shall result in termination or disciplinary action.

3.2. Education and Training

Every person who enters the site shall be informed about the company's requirement of an alcohol and drug free workplace and the company's drug and alcohol policy.

Educational programs will specifically target:

- The details of the company's drug and alcohol policy (including testing procedures) and will clearly state the consequences of using alcohol; and drugs.
- How employees, contractors can get help with personal problems.
- Information about the effects of drugs and alcohol.

Training and education programs will cover all employees and will focus on factors, which influence work performance and effective utilisation of the Employee Assistance Program.

3.3. Pre - Employment

All personnel short-listed for employment with AMWD shall submit to a pre-employment medical, which may include a substance use screen. Prior to the specimen being taken, the candidate will sign a consent form authorising the medical practitioner to collect a saliva or urine sample and forward the results to the Company representative. Any person found to be positive, that is at or above the limits defined in Section 3.9, will be considered unsuitable for employment. Pre-employment substance abuse screens will be conducted by the Company nominated medical services provider. Before employees are permitted to commence duties, a copy of the Company's "Terms and Conditions of Employment" must be returned signed and unaltered. These conditions require agreement that all employees will willingly participate at any time during working hours or whilst on site to substance testing.

Contractor companies must if requested by the Company provide to the contractor principal or AMWD a copy of a recent clear drug test for its contractor or subcontractor employees proposed to work on AMWD operating sites. The test is to be less than three months old and forwarded prior to the commencement of duties. Any results and information gathered in the course of this activity will be treated in accordance with the company's privacy policy.

3.4. Prescription and over the Counter Drugs

The use of prescription and over the counter drugs may adversely affect a person's ability to perform safely or efficiently. Persons who are using prescribed or over the counter drugs have a duty to find out if those drugs could cause impairment or impact on their ability to carry out their jobs in a safe manner.

Examples of drugs that may adversely affect performance include sedatives, antidepressants, antihistamines, stimulants and appetite suppressants, analgesics, codeine and cough mixtures.

Persons using prescribed or over the counter drugs must ask their doctor or chemist what effects a drug or medication may have, and if there is risk that it will cause impairment and affect the employee's ability to safely carry out their duties. If an employee is taking prescription drugs that may result in impairment, a doctor's letter addressing possible effects on the individual should be obtained and forwarded to the employee's supervisor.

All medications (prescription, over the counter, herbal remedies) being consumed on site must be declared to the site supervisor in case of a medical emergency or a drug related reaction, that potentially could arise.

Persons should also declare these drugs at any time they are subject to Drug and Alcohol testing. A person who does not advise the Company that they are on medication and whose site test results in a positive reading being obtained, shall be subjected to the actions as outlined in this policy.

3.5. Methods of Testing

All employees may be subject to testing at any time during their employment.

Testing may occur under four different categories - voluntary, random, cause and requested.

If a person refuses to undertake a test, it will be treated as a positive result.

Voluntary

Voluntary testing may be done prior to starting work or during work. All persons will have the opportunity to self-test "without prejudice" in the presence of the Authorised Officer.

Random

Random testing will be conducted at the Company's discretion. All persons may be subject to random testing conducted by an Authorised Officer.

This will follow strict procedural guidelines. Random testing will be conducted on a regular basis. The persons to be tested and the time of the test will be chosen at random. Total site testing will be conducted at the Company's discretion.

Cause

Testing will be carried out following incidents where the Supervisor/ Manager needs to decide whether alcohol or other drugs could have been a factor involved, or where any behaviour has raised a concern that a person may be adversely affected by substances.

Cause testing will be carried out following an incident, as decided by Manager or Supervisor.

If a person affected by substances is found to have contributed to the occurrence of an incident, action will be taken as outlined in this policy and depending on the severity of the action the person may be dismissed or in the case of a contractor, subcontractor or visitor have their site access withdrawn.

Requested

Where a person is suspected of being adversely affected by a substance, the supervisor may request that testing be carried out with the individual.

In instances where an individual has previously tested positive, those individuals will be requested by the Company to be tested on a more regular basis to ensure that any concerns about substance misuse are eliminated.

Any person tested may request to take the test again after a 24 hour period of being informed of a positive test result. They may also request a witness to attend during testing.

Sample Collection

Alcohol will be tested by breath analysis and chemical substances will be tested by saliva analysis.

Breath testing shall be collected by an Authorised Officer or, as per the site testing procedures.

Saliva samples shall be collected as per AS 4308 – 1995 by an authorised person.

3.6. Testing

Breath and Saliva samples will be tested in accordance with the site testing procedures and AS 4308 - 1995.

Details of the sensitivity levels used are detailed in section 3.9.

Any drug concentration detected below these levels will be recorded as a clear test result; those on or above will be a positive test result.

“First pass testing” (a one-step immunochromatographic test) is used as an indicator. This result will be regarded as valid until laboratory-testing results are received.

A Company nominated, NATA accredited pathology laboratory, performs the official laboratory testing.

Testing procedures will use immuno-assay techniques and confirmatory testing will use gas chromatography (GCMS) testing. The purpose of the immuno-assay test is to provide a clear or positive result and the gas chromatography test will decide the exact level and source of the positive screen result. The gas chromatography is required to decide if this source is due to the use of a legal prescription drug or misuse of these or other drugs.

All confirmed records relevant to the collection, transport and analysis shall be kept in the individual's personal file and treated in accordance with the Company's privacy policy.

All of the initial and confirmatory testing will be undertaken at the employer's cost.

Retesting must be performed at the Company nominated NATA accredited pathology laboratory.

3.7. Results

Positive test results from the Company nominated NATA accredited pathology laboratory will be communicated verbally and electronically, strictly and solely to the Manager or safety officer.

If the person testing positive is a contractor, then the Department Superintendent/Supervisor or delegate will also notify the appropriate contractor's representative.

If a test result is invalid due to abnormal creatinine levels (as decided by the pathology laboratory) the person will be required to undertake another test as soon as practicable after the company has received the initial test results.

3.8. Confidentiality

The onsite supervisor will discuss details of test results on an as needs basis with the Manager, the relevant Department Manager or delegate and, in the case of a contractor/sub contractor, the Contractor's representative on site.

All information will be treated as confidential except in cases where the person chooses to divulge test results to others. Written records will only be maintained where necessary for the confirmation and comparison of positive drug test results or for a record of action taken in accordance with this policy.

3.9. Consequences of Positive Tests

When a person records a positive test result the site shall use the disciplinary procedures to the extent of employment termination depending upon severity of the result, and in what context the test was taken.

General Guide lines for positive results:

1st Offense. Suspension of employment without pay, in which time the matter will be investigated. The employee will be encouraged to undertake voluntary drug and alcohol management course

2nd Offense. Suspension of employment without pay, in which time the matter will be investigated. The employee will be required to undertake a drug and alcohol management course of the companies discretion

3rd Offense instant dismissal.

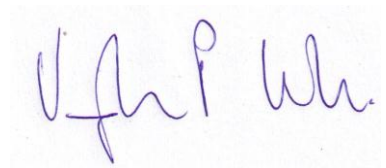
These outlined consequences are a guide only. In some cases, the outcome could be instant dismissal.

In the event that an employee presents his/her self for work and subsequently refuses to take a test when required by a supervisor, then that refusal shall be treated as if it were a positive test.

It is a term and condition of employment that each employee does not attempt to tamper with or falsify a test or a test result. Tampering or falsifying a test shall lead to termination of employment.

Any employee who records a positive test result while still in their probationary period may be dismissed.

Vaughan Cullen



Managing Director

AMWD PTY LTD

MAY 2014

Substance Screening Cut Off Levels

Test Methodology – Enzyme multiplied Immunoassay and gas chromatography analysis.

<i>Cannabinoids (THC)</i>	<i>50ng/ml</i>
<i>Barbiturates</i>	<i>0.2ug/ml</i>
<i>Benzodiazepines</i>	<i>0.2ug/ml</i>
<i>Amphetamines</i>	<i>0.3ug/ml</i>
<i>Cocaine</i>	<i>0.3ug/ml</i>
<i>Methadone</i>	<i>0.3ug/ml</i>
<i>Opiates</i>	<i>0.3ug/ml</i>
<i>Alcohol (breath)</i>	<i>00mg/dl (0.00%)</i>
<i>Creatinine</i>	<i><1.8mmol/L</i>

INSTRUCTIONS FOR DRUG AND ALCOHOL TESTING

1. The test paperwork must be filled out for every drug and/or alcohol test conducted
2. Remind employees to declare any prescription medications or other pharmaceutical drugs they may have taken in the last 7 days
3. If alcohol reading is .02 or less, the employee must not attend work until a zero reading can be given. Any alcohol reading above .02 will result in disciplinary procedures as outlined in section **3.9** above. Contact the manager for further instructions.
4. If a positive drug reading is returned, the employee must attend a Pathology Centre for an official drug test to be taken. Contact the manager for further instructions.

BREATH ALCOHOL & SALIVA DRUG SCREENING TEST

Please note – If you have taken any medication (e.g. Cold & Flu Tablets, Cough Mixture etc.) over the last week (7 days) it is advisable to declare it before or during the test (breath or saliva) as the company cannot guarantee these medications will not show up as a positive result. If there is a positive result due to this circumstance and you are sent for an independent test at the nearest medical facility, you will be required to declare it again so it can be identified and ruled out as a positive sample.

The Employee named below has been asked to submit a breath and or saliva sample on the purpose of Drug and Alcohol Testing Program.

This procedure was fair and impartial and at no stage was any employee targeted or subjected to unfair treatment.

BREATHALYSER- _____ SALIVA SAMPLE- Positive Negative

I agree that tests have been done fairly and I feel that I have not been victimized in any way.

AMWD Employee

AMWD Company Representative

(Name) _____ (Name) _____

(Signature) _____ (Signature) _____

Date ___/___/___

Date ___/___/___

Declaration of Medicines;

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____