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<b>Authorised by</b>	Governance	<b>Resolution No</b>	EMT261/16
<b>Applicable to</b>	All workers at all Council worksites.		
<b>Purpose</b>	<p>The purpose of this document is to:</p> <ul style="list-style-type: none"> <li>• deal with Alcohol and other Drugs and their effect on workers fitness for work whilst performing their duties and to ensure Council has a mechanism to appropriately manage the misuse of alcohol and other drugs in the workplace through training, education and where required, rehabilitation;</li> <li>• eliminate the risks associated with the misuse of alcohol and other drugs, thereby providing a safer work environment;</li> <li>• reduce the risks of alcohol and other drugs impairment in the workplace; and</li> <li>• promote a supportive culture that encourages co-operative approach between management and workers and builds on the shared interest in workplace health and safety.</li> </ul>		
<b>Frequency</b>	This procedure must be followed at all times and in accordance with SMRC61 Health and Safety.		
<b>Hazard Identification</b>	Various hazards may be identified in the undertaking of this procedure. All hazards associated with each circumstance should be recorded, assessed and controlled in accordance with Councils enterprise risk management system.		
<b>Level of risk</b>	Various levels of risk may be determined in the analysis of identified hazards. Levels of risk identified in each circumstance should be managed in accordance with Councils enterprise risk management system.		
<b>PPE required for procedure</b>	<p>Various PPE may be required and should be considered on an individual assessment when undertaking this procedure.</p> <p>The following is required to undertake this procedure:</p> 		

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## 1 Background

In July 2012, The Local Government and Shires Association of New Wales (LGSA); the New South Wales Local Government, Clerical, Administrative, Energy, Airlines and Utilities Union (USU); the Local Government Engineers Association (LGEA); and the Development and environmental Professionals Association (depa) developed the NSW Local Government Alcohol and Other Drugs Policy and Alcohol and Other Drugs Procedure.

“The LGSA, USU, LGEA and depa (the “**industry parties**”) recognise that the inappropriate use of alcohol and/or other drugs is a significant problem that can affect a workers performance and jeopardise their health, safety and welfare as well as that of their co-workers and other people in the workplace”

NSW Local Government Alcohol and Other Drugs Policy Statement of Intent

Council recognises the adverse effects of alcohol and other drugs on workers and the community and is committed to eliminating the risks associated with the misuse of alcohol and other drugs.

This procedure outlines the key outcomes and compliance obligations regarding alcohol and other drugs for all Council workers and contractors. This procedure is drawn from the NSW Local Government Alcohol and Other Drugs Policy and Alcohol and Other Drugs Procedure.

Should any perceived ambiguity with policy or process arise, the NSW Local Government Alcohol and Other Drugs Policy and Alcohol and Other Drugs Procedure take precedence.

## 2 Aim

The aim of the policy is to assist and encourage councils to establish clear and consistent procedures for addressing risks to health and safety in the workplace associated with the inappropriate use of drugs and/or other drugs.

Council aims to be supportive and rehabilitative but acknowledges there will be occasions where disciplinary action is appropriate.

This procedure balances

- a) Councils obligation as a person conducting a business or undertaking to ensure the health, safety and welfare of workers and other people in the workplace (Section 19, work health and Safety Act 2011 and
- b) promoting a supportive culture in which workers feel able to seek the assistance of their employers in a non-threatening way.

## 3 Responsibilities

Under this procedure the duty of care, responsibilities of workers, Council, Officers and others at workplace are derived from the duties under the *Work Health and Safety Act 2011*.

### 3.1 Workers taking Pharmaceutical Medicines

To avoid the possibility of any apparent breaches of Council's stance on zero tolerance, workers taking pharmaceutical drugs or prescription medication which may affect workers performance, are encouraged from a health and safety perspective to discuss their circumstances with their manager as risk may be increased.

Workers should also adhere to any warnings detailed for any pharmaceutical and/or over-the-counter medicines and always follow the recommended prescribed dose.

## 4 Zero Tolerance

This policy provides for zero tolerance of any use of alcohol or illegal drugs which constitutes a criminal offence or has potential to adversely affect the health and safety of Council's workers and others in the workplace or the conduct of Council's operations. Specifically:

- a) The consumption, use, sale or distribution of alcohol or illegal drugs in the workplace or within its perimeters is strictly prohibited.
- b) Attendance at the workplace by any worker who is adversely affected by alcohol or other drugs is strictly prohibited.

- c) The operation of any Council authorised vehicle or Council authorised plant or equipment by a worker who has present in their blood a blood alcohol concentration in excess of the levels set out in Section 6 Prescribed Blood Alcohol Concentration Limits of this procedure is strictly prohibited.
- d) The breach by a worker of any of the prohibitions in Sections 4.1, 4.2 or 4.3 above will result in the implementation by Council of disciplinary and administrative action which may include dismissal.

## 5 Confidentiality

The Council will endeavour to ensure that the highest levels of confidentiality are maintained in the application of this procedure. The following minimum conditions shall apply:

- a) All testing will be conducted in a private location that maintains the privacy and dignity of the individual.
- b) All testing will be conducted by trained staff and/or accredited providers in accordance with Australian Standards.
- c) Workers who record a non-negative result will be treated at all times in a respectful and non-judgemental manner by all involved in the management of the matter.
- d) Council records pertaining to test results shall be regarded as confidential information and use/access/dissemination of the results shall be restricted to those who have a genuine requirement to access the confidential results of the drug and/or alcohol test. No information related to drug and/or alcohol testing shall be disclosed to any person or persons other than those properly authorised officers of the Council and authorised worker representative/s.
- e) The General Manager is authorised under this procedure to access, delegate and assign authority for access and use of the information obtained under this procedure, including but not limited to authorised government agencies, insurers (for claims submissions, where applicable).
- f) Where the General Manager has authorised the release of confidential test results to external parties who are legally able to access this information, the worker/s that are involved are to be notified in writing detailing:
  - i. who the information will be released to;
  - ii. when and for what purposes the information will be released;
  - iii. a copy of all information released is to be provided to the worker/s involved with this notification. The notification must be given to the workers prior to information being released to the external parties

## 6 Prescribed Blood Alcohol Concentration

There are three blood alcohol concentration (BAC) limits utilised by this procedure: zero, under 0.02 and under 0.05.

### **6.1 BAC zero means no traceable alcohol per 100 millilitres of blood. A BAC of zero applies to:**

- a) ALL Learner Drivers

- b) ALL Provisional 1 drivers
- c) ALL Provisional 2 drivers
- d) ALL visiting drivers holding an overseas or interstate learner, provisional or equivalent licence.

**6.2 BAC less than 0.02 means less than 0.02 grams (20 milligrams) of alcohol per 100 millilitres of blood. A BAC of 0.02 applies to:**

- a) Drivers of vehicles of “gross vehicle mass’ greater than 13.9 tonnes
- b) Drivers of vehicles carrying dangerous goods
- c) Drivers of public vehicles such as taxi or bus drivers
- d) All workers engaged in the operation of major and/or minor plant
- e) All workers undertaking activities specified as hazardous under the WHS Act 2011 and WHS Regulations 2011

**6.3 BAC less than 0.05 means less than 0.05 grams (50 milligrams) of alcohol per 100 millilitres of blood. A BAC of 0.02 applies to:**

- a) All other workers who do not meet any of the above criteria to meet 0.05%.

## 7 Supportive Culture

Council will foster a supportive culture that encourages workers to accept individual responsibility for workplace health and safety consistent with their duties under the *Work Health and Safety Act 2011* and Councils Health and Safety Policy (SMRC0061) and its subordinate Health and Safety procedure.

A supportive culture will encourage a cooperative approach between management and workers and build on the shared interest in health and safety.

### 7.1 Consultation communication and information

Council will ensure that the development of the Alcohol and Other Drugs Policy and Procedure occurs in consultation with the unions, all stakeholders including the Consultative Committee and Work Health and Safety Committee, which may make recommendations based on consensus.

Other communication processes in the workplace may include toolbox meetings, newsletters, Union meetings and the use of communication boards.

### 7.2 Education and training

Council recognises that it is important to develop a workplace culture through education, where workers are prepared to encourage each other to be safe and not under the influence or impaired at work. Council will provide this education and awareness information to its workers at all levels.

Existing workers will receive education in this policy and the accompanying procedure within 3 months of its official adoption by Council. Contractors and volunteers will also be informed of the requirements within this timeframe.

New workers will receive education at induction on commencement with Council.

Council will also provide practical guidelines and training to Managers and Supervisors for dealing with persons who may be affected by alcohol or other drugs, including the correct application of disciplinary sanctions and the need for maintaining strict confidentiality.

### **7.3 Employee Assistance Program (EAP)**

If a worker has issues of concern including those related to alcohol and other drugs Council encourages workers to make use of the Employee Assistance Program (EAP) and seek appropriate support and assistance. The service is provided on a confidential basis.

Council utilises the services of OPTUM to provide their Employee Assistance Program. Services are free to staff and their immediate family and are confidential. To contact OPTUM call 1300 361 008 or [www.livewell.optum.com](http://www.livewell.optum.com).

### **7.4 Rehabilitation**

The worker's Manager, Director and/or the Manager Human Resources may assist the individual worker in developing a rehabilitation plan to manage their fitness for work issue. Using the Drug and Alcohol Rehabilitation Plan Form, Appendix 5, the details of the plan should be agreed between the parties and include the goal, the current issues, the steps and timeframes required to enable the individual worker to return to work.

The parties may also include, at the workers request, their general practitioner (GP), their Union representative or a representative of their choice to assist in the development of this plan.

The General Manager, on a case by case basis, will determine if Council will bear any rehabilitation program costs.

## **8 Disciplinary Action**

Any breach by a worker of any of the prohibitions referred to in this procedure is unsatisfactory work performance or conduct. As such, unsatisfactory work performance or conduct, will result in the implementation by Council of disciplinary and administrative action which may include dismissal.

All disciplinary processes will be consistently managed in accordance with the current Local Government (State) Award 2014 or any subsequent Award or Agreement, Council's Code of Conduct SMRCNNNN, Disciplinary Action Policy SMRCNNNN and Grievance Policy SMRCNNNN and procedures.

The worker is responsible for any criminal penalty which results from being under the influence of alcohol or drugs in the workplace.

A worker is entitled to have a Union or other representative present at any discussions or disciplinary meetings of their choosing. If the worker has chosen to have a Union or other representative at any testing, that person must be able to attend the test location within a reasonable time (within 10 – 15 minutes.)

If a worker is unable to perform normal duties during any period as a result of this procedure, it may result in a review of the workers' pay rate during this period which could result in a reduction in pay.

If a worker has any future breaches of this procedure (further confirmed positive test results), each breach is a discrete event and will be considered unsatisfactory work performance or conduct. Subsequent disciplinary action would be initiated consistent Local Government (State) Award.

## 9 Assessors

Assessors conducting the visual assessment can either be:

- a) Director,
- b) Manager,
- c) Supervisor,
- d) Manager Human Resources

Assessors are to act in an ethical and professional manner and be consistent across all workers and on each occasion. When making assessments, they are to be made in the context of changes to a worker's behaviour and not to be made on assumptions based on a worker's previous behaviour or work record.

## 10 Testing Procedure

### 10.1 Alcohol and Other Drugs Testing Program

Council will use breath analysis for alcohol testing and will use saliva testing (mouth swabs) for other drugs. "Other drugs" in the context of this procedure are:

- a) cocaine;
- b) opiates;
- c) methamphetamine (ICE) and
- d) tetrahydrocannabinol (principle active of cannabis).

Council has established a program of testing that will:

- a) provide people with information about the effects of alcohol and other drugs;
- b) discourage people from coming to work where they may be unfit for work because of alcohol or other drugs; and
- c) assist in identifying people who may be unfit for work.

The testing options are:

- a) voluntary, and
- b) post reportable incident, and
- c) reasonable suspicion; and
- d) random;

Voluntary testing provides workers with the ability to volunteer to be tested for alcohol before attending work or resuming work activities following authorised breaks. An Alcolizer will be used in accordance with the Australian Standard. Workers should request a voluntary test if in doubt, prior to commencing duties.

#### 10.1.1 Random Testing

Random testing for alcohol and/or other drugs for workers may be conducted at any time throughout the worker's hours of work (including overtime). Random testing is alcohol or other drug testing performed on workers with no prior notice.



Random testing will be conducted in an appropriate area which contains adequate facilities for testing. The testing will be done in private.

All workers will be eligible for selection for random testing. Workers will be selected for testing by using a simple random selection processes involving the selection of a worker, location, or group of workers located in a specific area.

Workers who are selected will be required to present themselves for testing immediately.

### 10.1.2 Post Reportable Incident Testing

Post reportable incident testing for alcohol and/or other drugs will be conducted where a worker has been directly or indirectly involved in a notifiable incident. For the purpose of this procedure, reportable incident, is defined as any accident or event that occurs in the course of work which results in personal injury, vehicle damage, property damage and/or any incident that has the potential for significant risk of harm or injury to persons or equipment.

Post reportable incident testing will take place no later than twelve (12) hours after the incident where a reportable incident falls within the following criteria. If a worker fails to report an incident, as defined, immediately and testing is unable to be undertaken within twelve hours as a result of this failure, the testing will be conducted under 10.1.3 Reasonable Suspicion.

Incident type	Definition	Excluding
Injury	Any injury caused during the course of work for which the worker requires treatment over and above first aid only treatment.	Testing will <b>not</b> be undertaken by Council where it is identified: <ul style="list-style-type: none"> <li>the incident was not within the control of the worker involved and the correct procedures were followed;</li> <li>first aid treatment only is required unless the worker develops a pattern of reporting first aid only injuries which subsequently require medical treatment;</li> <li>journey accidents (before the start of the shift or after the shift has finished);</li> <li>a member of the NSW Police Force attend an accident site, irrespective of whether or not the worker is tested for alcohol or other drugs by the police officer; and</li> <li>the injury is hearing loss. skin cancer or other occupationally induced disease the injury is of a diagnosable psychological condition</li> </ul>
Vehicle	Any work related incident involving a Council vehicle (vehicle includes any type of road registrable plant) where damage to the vehicle and/or third party property is sustained.	Testing will <b>not</b> be undertaken by Council where it is identified: <ul style="list-style-type: none"> <li>that the incident was not within the control of the worker involved;</li> <li>journey accidents (before the start of the shift or after the shift has finished);</li> <li>minor damage where the worker is not at fault (e.g. tail light, less than \$2,000, minor scratch) unless a pattern develops of minor incidents involving a specific worker; and</li> </ul>

Incident type	Definition	Excluding
		<ul style="list-style-type: none"> <li>• a member of the NSW Police Force attend an accident site, irrespective of whether or not the worker is tested for alcohol or other drugs by the police officer.</li> </ul>
Property damage	Any incident resulting in equipment, property or environmental damage.	<p>Testing will <b>not</b> be undertaken where by Council where it is identified:</p> <ul style="list-style-type: none"> <li>• that the incident was not within the control of the worker involved and the correct procedures were followed;</li> <li>• minor damage where the worker is not at fault (e.g. tail light, less than \$2,000, minor scratch) unless a pattern develops of minor incidents involving a specific worker; and</li> <li>• a member of the NSW Police Force attend an accident site, irrespective of whether or not the worker is tested for alcohol or other drugs by the police officer.</li> </ul>
Any incident that has the potential for a significant risk of harm or injury to persons or equipment.	Dangerous occurrences or behaviour that could have resulted in injury or property damage.	<p>Testing will <b>not</b> be undertaken by Council where it is identified:</p> <ul style="list-style-type: none"> <li>• that the incident was not within the control of the worker involved and the correct procedures were followed</li> <li>• the potential was for minor damage where the worker is not at fault (e.g. tail light, less than \$2,000, minor scratch) unless a pattern develops of minor incidents involving a specific worker; and</li> <li>• first aid treatment only is likely to have been required.</li> </ul>

Table from 12.2 Post reportable incident testing OLG Alcohol and other drugs testing procedure 2013

Where an incident occurs that falls within the above definitions, all workers directly involved in the incident may be tested.

Where a subsequent investigation has identified that the true cause or causes of the incident were not properly reported and fell into the category requiring a test, then an alcohol and other drug test will be organised. Late or incorrect reporting of incidents will be investigated and similar action will be undertaken.

In the event of post reportable incident testing being required the following process shall occur.

Step 1	Secure work area and if necessary direct the worker to move to a safe area that is supervised at all times.
Step 2	Injured persons receive immediate medical attention, if required (may only be tested when it is appropriate and will be determined in consultation with suitably trained medical personnel). In such cases, testing procedures other than breath or saliva may be used in accordance with the appropriate Australian Standards.
Step 3	The Supervisor must ask the worker if they have consumed any alcohol and/or drugs within the past 12 hours, or if they believe that any other worker involved in the incident may be impaired by alcohol or drugs.
Step 4	If yes to either of the Step 3 questions, worker to remain where they are and an alcohol or drugs test will be arranged by the Supervisor.
Step 5	All workers directly involved in the incident to undergo an initial alcohol and/or other drug test consistent with post reportable incident table.
Step 6	If test or tests are negative, proceed with normal incident investigation.
Step 7	If test or tests are non-negative confirmed, determine action according to Section 7 Supportive Culture and Section 8 Disciplinary Action, contained in this Procedure.

### 10.1.3 Reasonable Suspicion

If there is reasonable suspicion that a worker is impaired following a visual assessment after using the Fitness for Work Assessment Form (Appendix 1), the worker may be requested to undergo an initial alcohol and/or drug test in accordance with the relevant Australian Standards.

If another worker is concerned that a person on Council premises, or worksites, is impaired, they should report their suspicion to their Supervisor, Manager, Director, Human Resources Manager or Risk Management Officer. The responsibility to make a formal assessment of a person's impairment remains with the assessors only.

There is an obligation on management to be aware that changes in the normal appearance or behaviour of a person may indicate that the person is impaired by alcohol and/or drugs. It is not the responsibility of the assessors to diagnose personal or health problems or determine what the cause of impairment may be.

The responsible person is to request a discussion with the worker in a private location away from other workers. The worker should be given an opportunity to have a Union delegate or other person attend the discussion. The privacy of the worker is a priority at all times.

The responsible person should use wording such as

I am concerned that you are behaving unusually today because I have observed [list indicators forming basis of reasonable suspicion]. Is there a reason for this?

Responsible persons should speak assertively. Judgemental or confrontational language is not to be used and debate is not to be entered into with the worker.

In the event of reasonable suspicion test being required the following process shall occur.

Step 1	There is reasonable suspicion that a worker is impaired by alcohol and/or drugs.
Step 2	At least two assessors must participate in the assessment using the Fitness for Work Assessment Form in Appendix 1
Step 3	Assessors establish reasonable suspicion (at least three (3) indicators including one (1)) of the physical indicators with accompanying comments in the form must be satisfied and agreed upon by both assessors)
Step 4	Assessors are to request a discussion with the worker in a private location away from other workers, where possible. No judgemental, confrontational language or debate is not to be entered into with the worker.
Step 5	Assessors to clearly inform worker of the indicator or indicators upon which reasonable suspicion was based.
Step 6	The worker to be given an opportunity to explain their behaviour as there may be mitigating factors.

### **10.2 Testing Procedure - Alcohol**

Workers identified to participate in alcohol testing will be required to carry out a supervised alcohol analysis test, using a calibrated breath testing device as per the Australian Standard AS3547:1997 - Breath alcohol devices for personal use . The test will be administered by a suitably qualified person.

The worker may have a Union delegate or other representative present during the testing procedure.

Unless medically required, no food or drink is to be consumed for 15 minutes prior to the test. Smoking shall also not be permitted as it may distort the test results.

In the event that a non-negative result is registered, a subsequent test will be carried out 15 minutes after the first test. During this 15 minute period, the worker is to be supervised continually at all times by the person conducting the tests.

Workers with a non-negative second breath analysis test results will be presumed unfit for work and arrangements will be made to transport the person to their home. The worker will then be required to submit for a further test at the first available opportunity on the next working day before being able to resume their normal duties.

#### **10.2.1 Negative Alcohol Result**

Where a worker presents a negative result or result lower than the acceptable levels identified in this procedure and accompanying policy, the person will be permitted to commence or resume their normal duties.

#### **10.2.2 Non Negative Alcohol Result**

If an alcohol test returns a non-negative result, the Manager Human Resources or other senior Manager shall apply the following:

Step 1	A subsequent test will be carried out 15 minutes after the first test.
Step 2	During that time, the worker will be supervised continually at all times by the person conducting the tests.

Step 3	If a non-negative second breath analysis test result is determined, the worker will be presumed unfit for work and is considered a breach of Alcohol and Other Drugs Procedure.
Step 4	Arrangements to be made to transport the worker to their home, if over their license limit.
Step 5	Worker to submit for a further test at first available opportunity on the next working day BEFORE being able to resume their normal duties.
Step 6	If worker still poses a risk to their own health and safety and that of others, repeat Step 4 and 5 until a negative result shows.
Step 7	Upon return to the work place, worker to meet to discuss the breach of the Alcohol and Other Drugs Procedure and any subsequent further action (disciplinary and administrative).
Step 8	Timesheets to be amended to reflect the correct personal leave entitlements (either Annual Leave, Sick Leave, Time in Lieu, RDO or Leave With Out Pay) taken whilst the worker was stood down.
Step 9	All meeting documentation filed accordingly by Manager Human Resources
Step 10	Worker resumes normal duties.

A confirmatory breath test equal to the limits established in Section 6 Prescribed Blood Alcohol Concentration Limits of this procedure, will be determined to be a positive alcohol test result.

Where a worker refuses to undertake an initial and/or second test the procedure as listed in Section 11 Refusal shall be followed.

### **10.3 Testing Procedure – Other Drugs**

Workers identified to participate in a drug test will be required to undergo an oral swab test as per the *Australian Standard AS4760:2006 – Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*. The test will be administered by suitably competent persons within Council and/or an accredited external provider.

#### **10.3.1 Workers with Prescribed Medication**

It is recognised that certain prescription medication may return positive results during testing, and it is the responsibility for any worker, in accordance with Councils work health and safety policies and procedures, to inform their Supervisor if they are taking any prescription medication that may cause impairment whilst at work.

Where practicable, the tester shall provide a list of medications which may provide a false positive result.

Any employee required to undertake drug testing can choose to declare any medication taken immediately prior to the test being conducted or can declare following the initial test if an initial non-negative result is obtained. Such information is to be kept confidential and only to be used in determining if such medication has contributed to or caused a false positive.

If the worker declares the 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 is to be conducted by two responsible persons.

If the worker is assessed as being unfit to continue in their normal role, temporary re-deployment into alternate suitable duties may be available and Council will actively explore any opportunities that may be available at the time that would be suitable to the individual.

If the person is assessed to be fit for work the person will be permitted to return to work and will be allocated low risk tasks pending the results of the confirmatory test. There may be circumstances as a result of the fit for work assessment, where a worker who normally operates or drives a Council vehicle or heavy/mobile plant will be unable continue to do so.

If the person is assessed to be unsafe to continue to operate vehicle or heave/mobile plant or work in their normal position, then arrangements will be made to transport the person to their home or a safe place unless an acceptable form of public transport is available.

Council may request further information such as a medical certificate from the worker's doctor.

If the person did not declare the medication prior to the testing being conducted, or if the drug class(es) declared is inconsistent with the drug class(es) detected, or there are methamphetamines present, then the person will be assessed as unfit for work and arrangements will be made to transport the person to their home or a safe place.

### 10.3.2 Confirmatory Test Is Negative

If a confirmatory test returns a negative result that is consistent with a worker's declared medication, the Manager Human resources or other senior Manager shall apply the following:

Step 1	The testing provider will forward the results to the Manager Human Resources
Step 2	Manager Human Resources will advise the worker and their Manager that the confirmatory test result was negative. If the worker has been stood down pending the outcome, arrangements will be made for the workers return to work.
Step 3	Worker returns to work.
Step 4	Timesheets to be amended to reflect the correct personal leave entitlements (Annual Leave, Sick Leave, Time in Lieu, RDO or Leave With Out Pay) if the worker was stood down.
Step 5	Manager Human Resources to notify Payroll to reimburse any loss of pay or reinstate any use of paid leave as a result of being stood down for the worker.

### 10.3.3 Confirmatory Test Is Non-Negative and Consistent With Medication

If a confirmatory test returns a non-negative result that is consistent with a worker's declared medication, the Manager Human Resources or other senior Manager shall apply the following:

Step 1	A confirmatory positive test result for other drugs will be determined by the Australian Standard AS4760:2006
Step 2	The testing provider will forward all test results to the Manager Human Resources in writing, identifying the confirmatory test was positive but consistent with medication declared.
Step 3	If the worker has previously been allocated low risk duties, their fitness for work will be reassessed by their unit Manager in consultation with Manager Human Resources

Step 4	The worker will either return to normal duties or remain on low risk duties for the duration of the use of the medication, providing the duration of the use of the medication is a reasonable timeframe.
Step 5	If the worker has been stood aside pending the confirmatory test results, the Manager Human Resources will contact the worker and request that they return to work once results have been received.
Step 6	On return to work, the Manager Human Resources in consultation with either the Supervisor and/or Manager will reassess their suitability for duties.
Step 7	The worker will either return to normal duties or start on low risk duties for the duration of the use of the medication, providing the duration of the use of the medication is a reasonable timeframe.
Step 8	All documentation to be filed accordingly by Manager Human Resources.
Step 9	Timesheets to be amended to reflect the correct personal leave entitlements (Annual Leave, Sick Leave, Time in Lieu, RDO or Leave With Out Pay) if the worker was stood down.

#### 10.3.4 Confirmatory Test Is Non-Negative and NOT Consistent With Medication

If a confirmatory test returns a non-negative result that is consistent with a worker's declared medication, the Manager Human Resources or other senior Manager shall apply the following:

Step 1	The testing provider will forward the results to the Manager Human Resources
Step 2	The Manager Human Resources will advise the applicable Manager in writing that the confirmatory test was non-negative and not consistent with the medication disclosed by the worker.
Step 3	The worker will be advised in writing: <ul style="list-style-type: none"> <li>that the confirmatory test was non-negative and not consistent with the medication disclosed by the worker;</li> <li>that the test result constitutes breach of the Alcohol and Other Drugs Procedure;</li> <li>the need to discuss further action (including rehabilitation and disciplinary) with their relevant manager and Manager Human Resources</li> <li>set nominated location, time and date for the discussion</li> <li>of the option to have their Union or other representative attend as well</li> </ul>
Step 4	Discussion as detailed in Step 3 occurs.
Step 5	If the worker requests access to paid leave entitlements such as personal, annual or long service leave, as part of the further action discussion, agreement to access to relevant leave entitlements will depend on the circumstances and will be managed in accordance with the Local Government (State) Award 2014.
Step 6	All discussion documentation is to be filed accordingly by Manager Human Resources
Step 7	Before worker can return to normal duties, a negative test result and clearance certificate from their nominated Doctor, obtained at their own cost, is to be presented to the Manager Human Resources
Step 8	Clearance certificate and negative test result is presented to Manager Human Resources
Step 9	Worker returns to normal duties.

## 11 Refusal to undertake Alcohol or Other Drugs Testing

If a worker refuses to take any alcohol or drug test, the Manager Human Resources or other senior Manager shall apply the following:

Step 1	Worker will be informed that the refusal will have same consequences as a non-negative result i.e. under the influence of alcohol and/or drugs.
Step 2	The worker will be offered the test again (second request).
Step 3	If worker refuses a second time, the authorised collector will inform the relevant Manager and Manager Human Resources of refusal.
Step 4	Manager will discuss the refusal and likely consequences (disciplinary action) with the worker, try to determine the reasons for refusal and then re-offer the test (third and final request).
Step 5	If the worker still refuses, the refusal will be recorded as 'Refused Test' and deemed a non-negative result. This will be considered a breach of the Alcohol and Other Drugs Procedure and disciplinary action will be taken.
Step 6	Arrangements will be made to transport the person to their home or a safe place.
Step 7	Manager will inform their Director and General Manager of the situation and ensure all documentation is forwarded to the Manager Human Resources for recording and filing.
Step 8	The worker concerned will be stood down and entitled to access their accrued leave during this period.
Step 9	He/she can only return to work once a negative result has been obtained (at the worker's cost and performed by trained staff using equipment and methods that complies with current Australian Standards).
Step 10	Once a negative result has been obtained, worker to discuss with the relevant Manager, Manager Human Resources and representative. Worker returns to normal duties and meeting documentation, including the negative test results to be filed accordingly.
Step 11	Steps 8 and 9 to be repeated until the negative result is obtained.
Step 12	If step 11 is continually occurring, the worker will be issued with further disciplinary action as per Disciplinary Procedure.

## 12 Tampering with Alcohol or other Drugs

Any attempt to tamper with samples and introduce, or alter the concentration of alcohol or other drugs in their own, or another's saliva or breath will constitute serious misconduct and be dealt with according to Council's Disciplinary Action Policy.

## 13 Aggressive or Abusive Behaviour

If a worker displays aggressive or violent behaviour when required to undertake an alcohol and/or other drug test, the Supervisor or Manager should remain calm and not argue with or mirror the worker's behaviour.



Emphasis should be placed on de-escalating the situation and the discussion kept away from personal issues. The worker should be asked to comply with the management direction and be informed that the worker will have the opportunity to dispute the decision through the normal grievance process utilised by Council.

If the worker refuses to modify their behaviour, the worker should be advised that the discussion is terminated and that they must leave the workplace immediately. The worker should be reminded that acts of aggression or violence in the workplace are in breach of Council's Code of Conduct SMRC NNNN, not in line with Council's Values and may result in dismissal.

In the case of actual or apprehended violent behaviour, the worker is to be advised that the police will be called. This option is to be used as a last resort.

## 14 Review and Audit

The Office of Local Government "*Alcohol and other drugs policy 2013*" will be reviewed periodically by Council in consultation with interested parties including the Local Government unions (USU, DEPA, LGEA), Council's Work Health and Safety and Consultative Committees. It is understood that as new testing technology becomes available for alcohol and other drugs testing it should be considered in any review, provided it is based upon levels of drugs and alcohol which indicate impairment at work.

No alteration of this procedure is to occur prior to the conclusion of consultation and agreement being reached.

## 15 Grievances/Disputes relating to this Policy

Any dispute relating to the application of this procedure shall be settled in accordance with the Grievance and Dispute Settlement Procedure of the Local Government (State) Award 2014 and Council's Grievance Procedure SMRCNNNN.

## 16 Review of the Alcohol and Other Drugs Procedure

The industry parties had numerous discussions in the developmental phase of the Office of Local Government "*Alcohol and other drugs procedure 2013*" in relation to 'reportable offences' and 'risk assessments' for specific high risk duties. However, they were unable to reach agreement on these issues. The industry parties have undertaken to give further consideration to these issues, in the light of experience, when the Procedure is next reviewed.

## 17 Appendix 1

### 17.1 Fitness for Work Assessment

#### Observable Indicators of Impairment

Assessment of a person is to be made in accordance with this list of observable indicators in the context of changes to a person's behaviour. At least 2 responsible persons must participate in the assessment.

At least one (1) of the physical indicators must be satisfied and agreed between the responsible persons for reasonable suspicion to be established.

Emotional effects (the second part of the table) should not be used as indicators of reasonable suspicion but may be recorded as additional information.

Name of person being assessed:		Name of Responsible Persons:	
Name of attending representative (if requested):		Date / Time:	

#### Assessment Triggers

Behaviour / actions / observations reported prior to this assessment:

Physical Indicator	Observed
Strong smell of alcohol on breath	
Slurred, incoherent or disjointed speech	
Unsteadiness on the feet	
Poor coordination / muscle control	
Drowsiness or sleeping on the job or during work breaks	
Inability to follow simple instructions	
Nausea / vomiting	
Reddened or bloodshot eyes	
Jaw clenching	
Sweating / hot and cold flushes	

<b>Emotional Effect (Not a basis for reasonable suspicion)</b>	
Loss of inhibitions	
Aggressive or argumentative behaviour	
Irrational	
Intense moods (sad, happy, angry)	
Quiet and reflective	
Talkative	
Increased confidence	
Appearance or behaviour is "out of character"	

### Observation Checklist – Physical Indicators

Breath	Smell of intoxicating liquor on breath: <input type="checkbox"/> Nil <input type="checkbox"/> Slight <input type="checkbox"/> Strong
Skin	<input type="checkbox"/> Sweating/hot and cold flushes
Eyes	<input type="checkbox"/> Reddened and bloodshot
Speech	<input type="checkbox"/> Normal <input type="checkbox"/> Disjointed <input type="checkbox"/> Slurred <input type="checkbox"/> Confused <input type="checkbox"/> Fast <input type="checkbox"/> Slow
Balance	<input type="checkbox"/> Unsteady <input type="checkbox"/> Swaying <input type="checkbox"/> Slumping <input type="checkbox"/> Falling
Movements	<input type="checkbox"/> Poor coordination/muscle control
Awareness	<input type="checkbox"/> Drowsiness or sleeping on the job or during work breaks <input type="checkbox"/> Inability to follow simple instructions
Other physical signs	<input type="checkbox"/> Nausea/vomiting <input type="checkbox"/> Jaw clenching

**Questions**

Questions:	Response:
Can you give any reason for your appearance and behaviour as noted above:	
Could you be under the influence of drugs and / or alcohol?	
Have you consumed drugs and / or alcohol since the commencement of the shift?	

**Assessment Result**

- No testing required (alternate action if applicable – note in comments section)  -
- Testing required – at least one (1) physical indicator in evidence
- Both Responsible Persons agree: Yes / No

**Comments**

Including mitigating factors noted or explained by the person, emotional factors identified, further actions to be taken etc.)

App  
endi  
x 2

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**17.2.1**

***Indicators of Impairment by Drug***

(for information only reproduced in full from Office Local Government Alcohol and other Drugs Procedure 2013)

Signature of Person being assessed: ..... Date: / /

Signature of Responsible Person (1): ..... Date: / /

Signature of Responsible Person (2): ..... Date: / /

Signature of attending representative  
(if attended): ..... Date: / /

Indicator (Physical)	Alcohol	Cannabis	Amphetamines
Smell on the breath	x		

Slurred speech/speech disjointed (lose track)	x	x	
Unsteadiness	x	x	x (dizziness)
Poor coordination/muscle control	x	x	
Drowsiness / sleepy	x	x	
Can't follow instructions	x	x	
Blurred vision	x	x	
Lack of judgement	x	x	
Confused	x	x	x
Nausea/vomiting	x		x
Reddened eyes		x	
More awake and alert			x
Jaw clenching			x
Sweating/hot and cold flushes			x
<b>Effect (Emotional)</b>	<b>Alcohol</b>	<b>Cannabis</b>	<b>Amphetamines</b>
Loss of inhibitions	x	x	
Aggressive or argumentative	x		x
Irrational	x	x	x
Intense moods (sad, happy, angry)	x	x	x
Quiet and reflective		x	
Talkative			x
Increased confidence	x		x
Appearance or behaviour is 'out of character'	x	x	

## 18 Appendix 3

### 18.1 Alcohol and other Drugs Policy and Procedure – Flowcharts

(reproduced in full from Office Local Government Alcohol and other Drugs Procedure 2013)

#### 18.2 Aim

The aim of the drug & alcohol policy and subsequent procedure is to assist the Council in addressing risks to health and safety in the workplace associated with the inappropriate use of alcohol and/or other drugs. This will also assist the Council in having a process to manage the misuse of alcohol and other drugs in the workplace through training, education and where required rehabilitation.

The integration of the drug & alcohol policy and subsequent procedure into Council's Safety Management System will assist with the continual improvement of workplace safety. It will assist with the management and promotion of fitness for work of staff (including contractors and volunteers) to be part of the Council's standard processes.

#### 18.3 Testing in Use

The Council in cooperation with the relevant unions (USU, LGEA and DEPA) and the LGSA have adopted the use of oral swab testing (to be completed as per the requirements of AS4760) for drug testing as it will generally detect the presence of a substance that was consumed within a matter of hours as opposed to testing such as urine where a substance was consumed days or weeks ago. A positive result in this case may not have a bearing on whether the person is unfit for work.

Drugs to be tested via the oral swab testing will be:

- Cocaine
- Opiates
- Methamphetamine
- THC

For alcohol testing a standard breathalyser meeting the requirements of AS3547 will be used. The following cut off points for blood alcohol content (BAC) will apply:

- 0.02 or greater for heavy plant operators (>13.9 tonne) or truck drivers (>4.5 tonne) or mobile plant operators. This will apply only for personnel who are undertaking these specific duties at the time of any testing.
- 0.05 or greater for all other staff to be in accordance with relevant state legislation.

Where the person has a provisional licence (P plates) then the current BAC limits for P plates must be followed if they drive vehicles and/or trucks.

#### 18.4 Common Definitions

- *Confirmatory test:* means a second analytical test performed to identify the presence of specific alcohol and/other drugs. The confirmatory test is a retest of a second sample from an original collection if the initial test result is disputed;
- *Negative result:* a result other than a positive;
- *Unconfirmed results:* is where a potential result for drugs has been obtained on the initial oral swab and the collection is sent to a certified laboratory for further confirmation;

- *Over the counter medication:* this non prescription type medication that if consumed before a test is undertaken may influence the result shown;
- *Non Negative:* an initial positive test as yet unconfirmed by confirmatory testing by an accredited tester;
- *Positive:* where the initial test result has been confirmed by further testing that the person is under the influence of alcohol and/or drugs above a prescribed limit as per current legislation and/or Australian standards;
- *Prescription medication:* medication that is prescribed by a doctor;
- *Random testing list:* persons will be added to this list who have either failed (tested non-negative) a test or refused unreasonably a request for a drug and/or an alcohol test. Individuals placed onto the limited random list can be targeted tested at any time, in addition to the standard random testing undertaken by the council; and
- *Responsible person:* A responsible person is a person who is appointed and trained in the identification of signs of impairment. The responsible person is able to make an assessment of reasonable suspicion impairment utilising the objective indicators

### 18.5 Types of Testing

There are four types of testing that may be undertaken, these are:

- Voluntary Testing – Workers can elect to submit to voluntary testing and seek assistance from Council to rehabilitate if they believe they have a substance abuse problem.
- Random – Workers will be selected using a random number generation system.
- Post Reportable Incident – certain criteria of incidents have been selected where testing will be completed, for example certain treatments by a doctor, where a vehicle has sustained damage, skylarking etc. Further information is available in the procedure and Drug Testing Flowchart 002 (*Post Incident*). Contractors and volunteers will be tested for Post Incidents during the trial period.
- Reasonable Suspicion – this is where a report has been received that a worker is exhibiting strange or unusual behaviour and there is suspicion that they may be under the influence of alcohol and/or drugs. Two *Responsible persons* will be involved in the determination on whether a test for alcohol and/or drugs is required. Further information is available in the procedure and Drug Testing Flowchart 003 (*Reasonable Suspicion*).
- Targeted Random - (for workers who have given a confirmed positive result for alcohol and other drugs).
- Testing will be undertaken by external providers who meet the current requirements contained within AS4760 and AS3547.

### 18.6 Medication

Any worker required to undertake drug testing can choose to declare any medication taken immediately prior to the test being conducted or can declare following the initial test if an initial non-negative result is obtained. Such information is to be kept confidential and only to be used in determining if such medication has contributed to or caused a false positive.

- If the drug test result is an unconfirmed result consistent with the medication disclosed then after consultation with the relevant Manager, the external provider and the person concerned,

they will be returned to appropriate duties. The sample will still be sent for a confirmatory test as per the usual process. If this test shows that the result is not consistent with the medication declared then the appropriate disciplinary action may be undertaken.

- If the drug test result is a unconfirmed result that is inconsistent with the medication disclosed then the person will be assessed as unfit for work and arrangements made to transport home or to a safe place

Further information is available in the procedure and Drug Testing Flowchart 009 (*Medication*).

### **18.7 Refusal to Undergo a Test**

Any person who refuses to undergo testing will be given the opportunity to explain their reasons, these will be discussed with the relevant manager, Human Resources and the external provider. There will be a process implemented where if the person refuses to undergo a reasonable request test three (3) times in succession, this will be recorded as a *Refused test* and the person will be treated as if they have provided a test result of an unconfirmed result. For further information refer to the procedure and Drug Testing Flowchart 004 (*Refusal*).

### **18.8 Tampering**

Any person found to be tampering or have tampered with a test in will be dealt with as per the current disciplinary procedures that the Council has in place.

### **18.9 Employee Assistance Program (EAP)**

EAP will be available under current guidelines for employees to seek support and assistance in regards to alcohol and/or drug use.

### **18.10 Disciplinary Measures**

Persons who have provided a result that is a unconfirmed result (including refusing to undergo a test) will in most instances be suspended for an initial 24 hours and will have to provide a negative result before they can return to work. If the subsequent result from the confirmatory test is a positive, then the person may face further disciplinary action as determined by the relevant manager and HR. The person will also be placed onto the limited random testing list.

The person who has been suspended will be able to access leave entitlements that they are entitled to as per the current award or contract.

Continual positive results and/or refusal to undergo tests will result in further disciplinary action being considered and undertaken.

Any person who has been suspended an initial test result of a non negative that now is deemed a negative after the confirmatory test has been completed will have all time lost reimbursed with no penalty.

Further information is available in the procedure and Drug Testing Flowchart 008 (*Disciplinary Action*).

### **18.11 Rehabilitation**

Workers who have declared that they have a problem with the use of drugs (illegal and legal) and/or alcohol will be provided assistance by the Council as per the current EAP arrangements or as determined appropriate by their manager. This will involve the development of a confidential Drug & Alcohol Rehabilitation plan that will outline general treatment steps, assistance to be sourced,



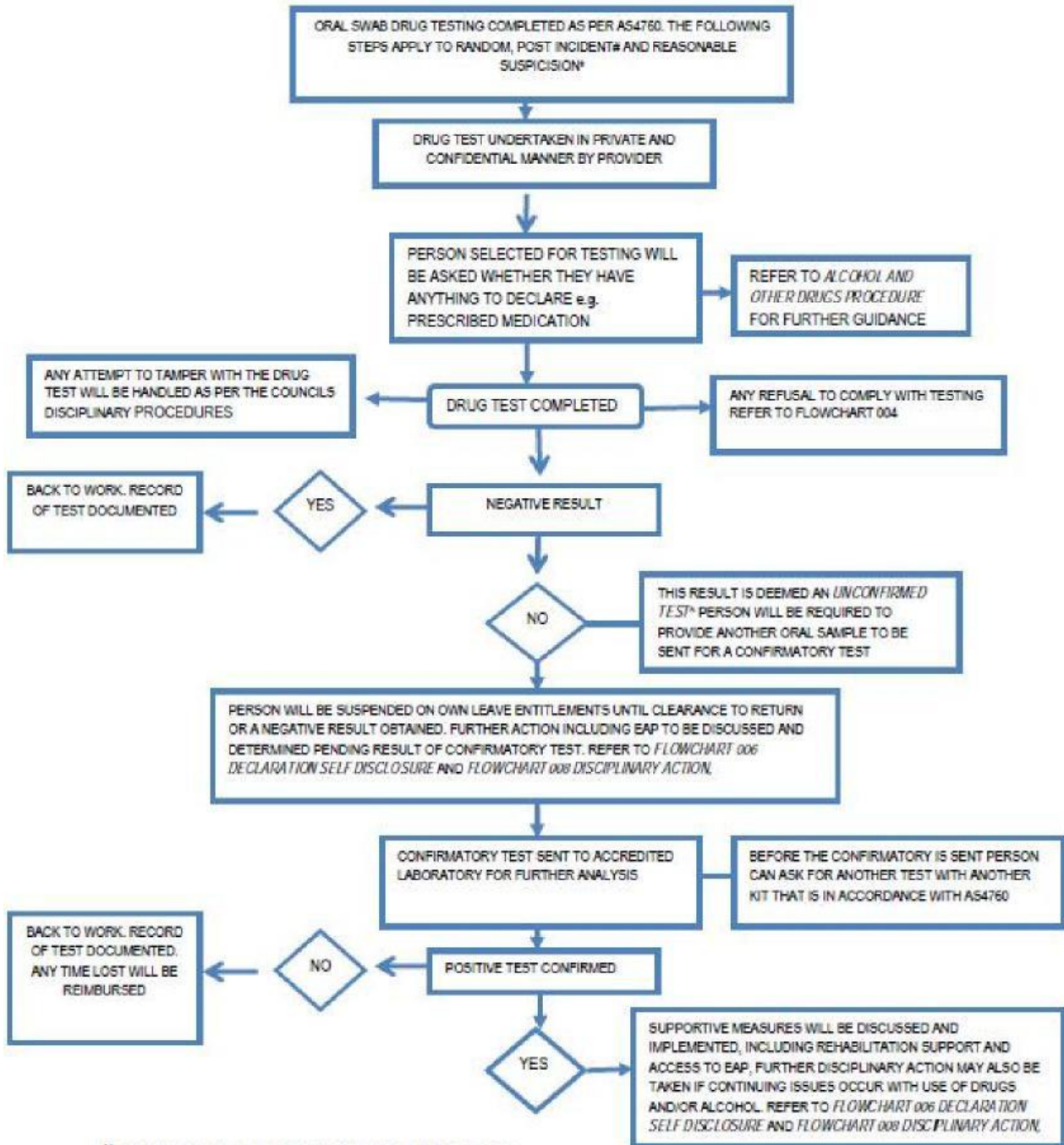
personnel to be involved etc. The plan will be used to assist the person to be able to present themselves at work in a state there is no impairment to them working safely.

Persons who have been found to have a positive result from a drug and/or alcohol test and who have not declared that they may have consumed a drug and/or alcohol or who have presented themselves to work in a state that is not safe to do so, will also have a confidential Drug & Alcohol Rehabilitation plan implemented.

Further information is available in the procedure and Drug Testing Flowchart 006 (*Declaration*)

If you have any questions or concerns please discuss with your manager, Human Resources and/or union representative.

GENERAL DRUG TESTING FLOWCHART 001



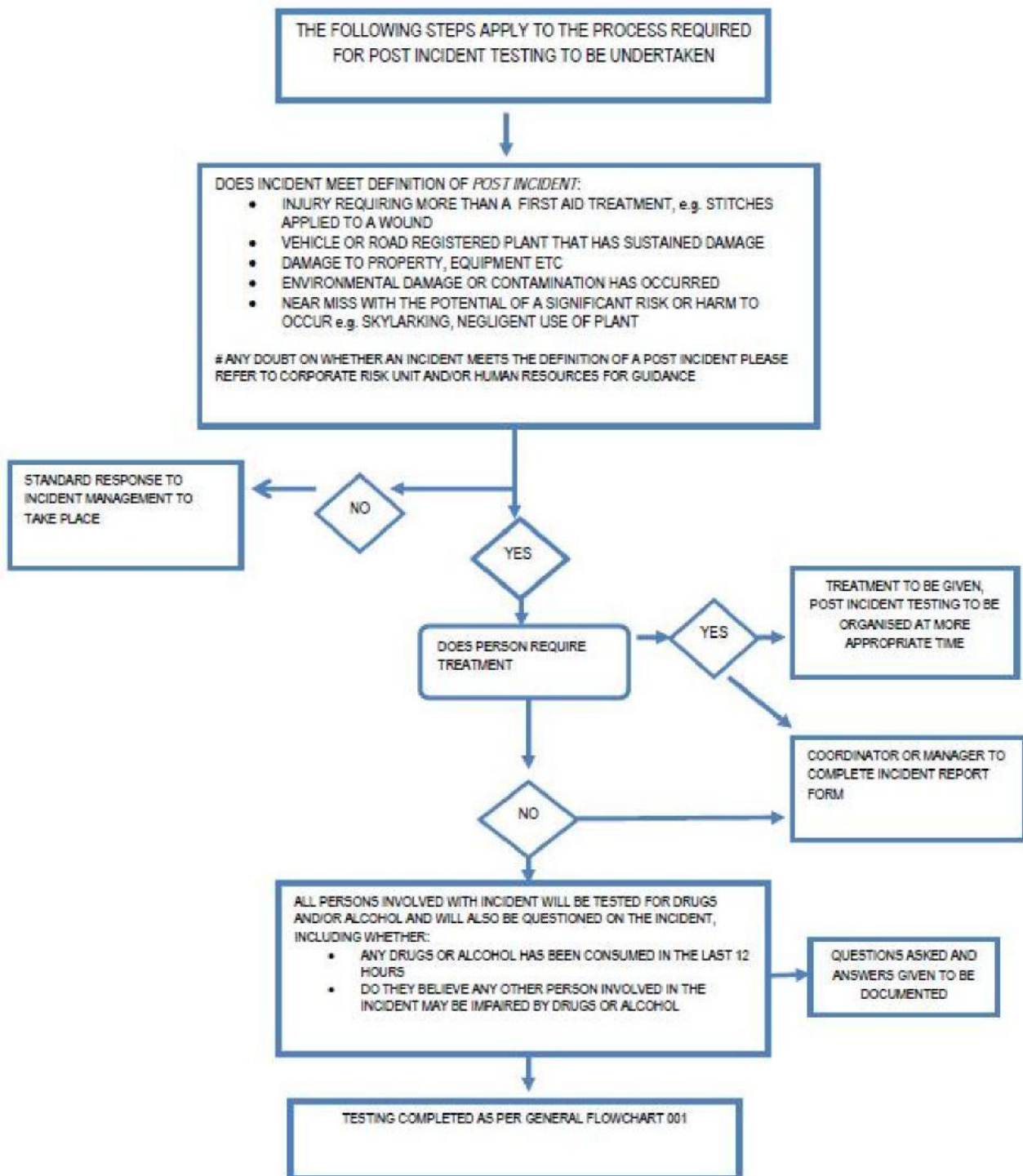
# REFER TO FLOW CHART 002 FOR FURTHER INFORMATION

\* REFER TO FLOW CHART 003 FOR FURTHER INFORMATION

^ AN UNCONFIRMED TEST IS AN INITIAL RESULT FROM AN ORAL SWAB TEST THAT IS NOT A NEGATIVE RESULT AND NEEDS FURTHER TESTING AT A CERTIFIED LABORATORY TO BE CONFIRMED AS EITHER A POSITIVE OR A NEGATIVE RESULT BY THE COMPLETION OF A CONFIRMATORY TEST

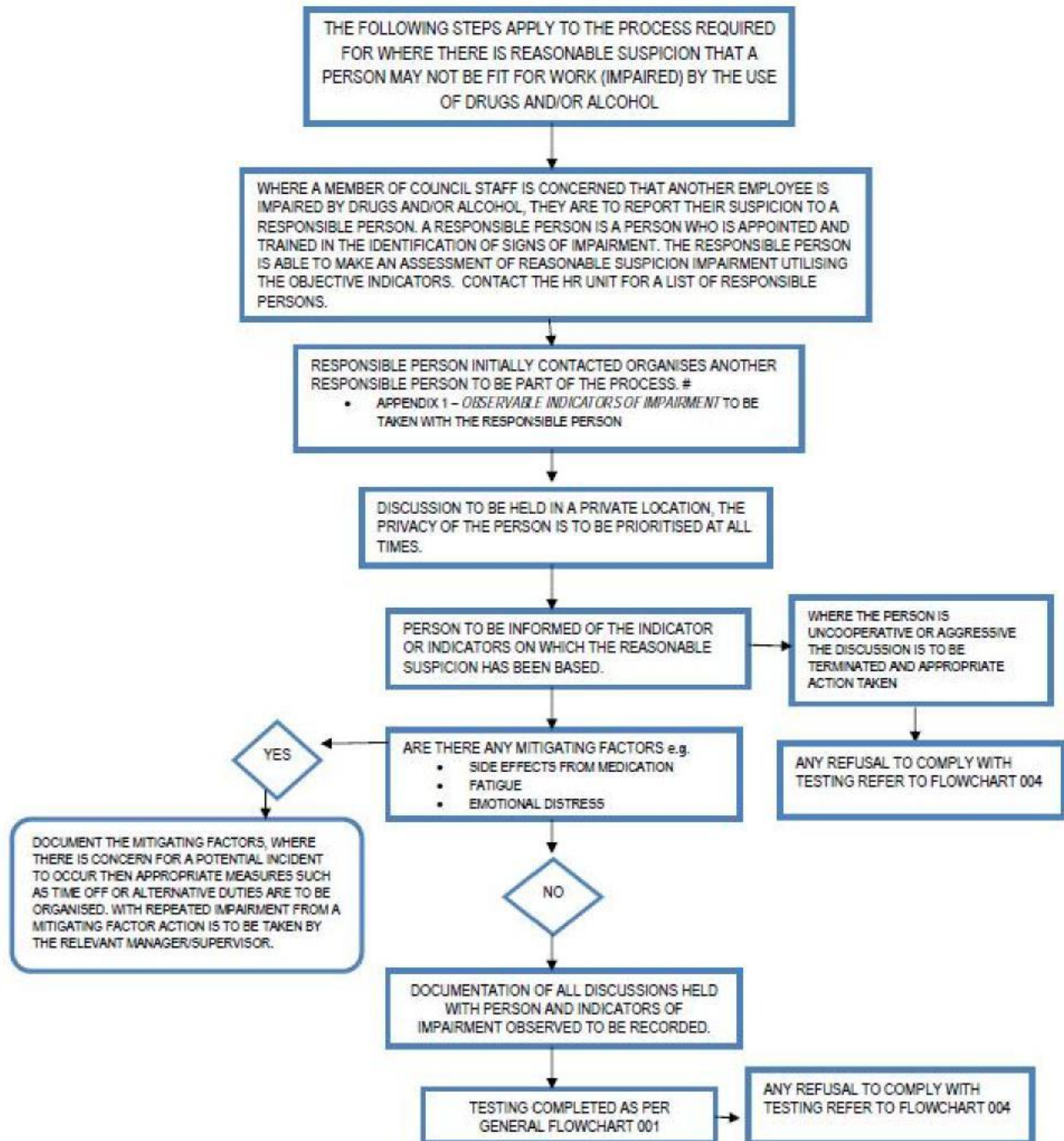
CONFIDENTIALITY WILL BE MAINTAINED AT ALL TIMES BY THE PARTIES INVOLVED

POST INCIDENT TESTING FLOWCHART 002



CONFIDENTIALITY WILL BE MAINTAINED AT ALL TIMES BY THE PARTIES INVOLVED

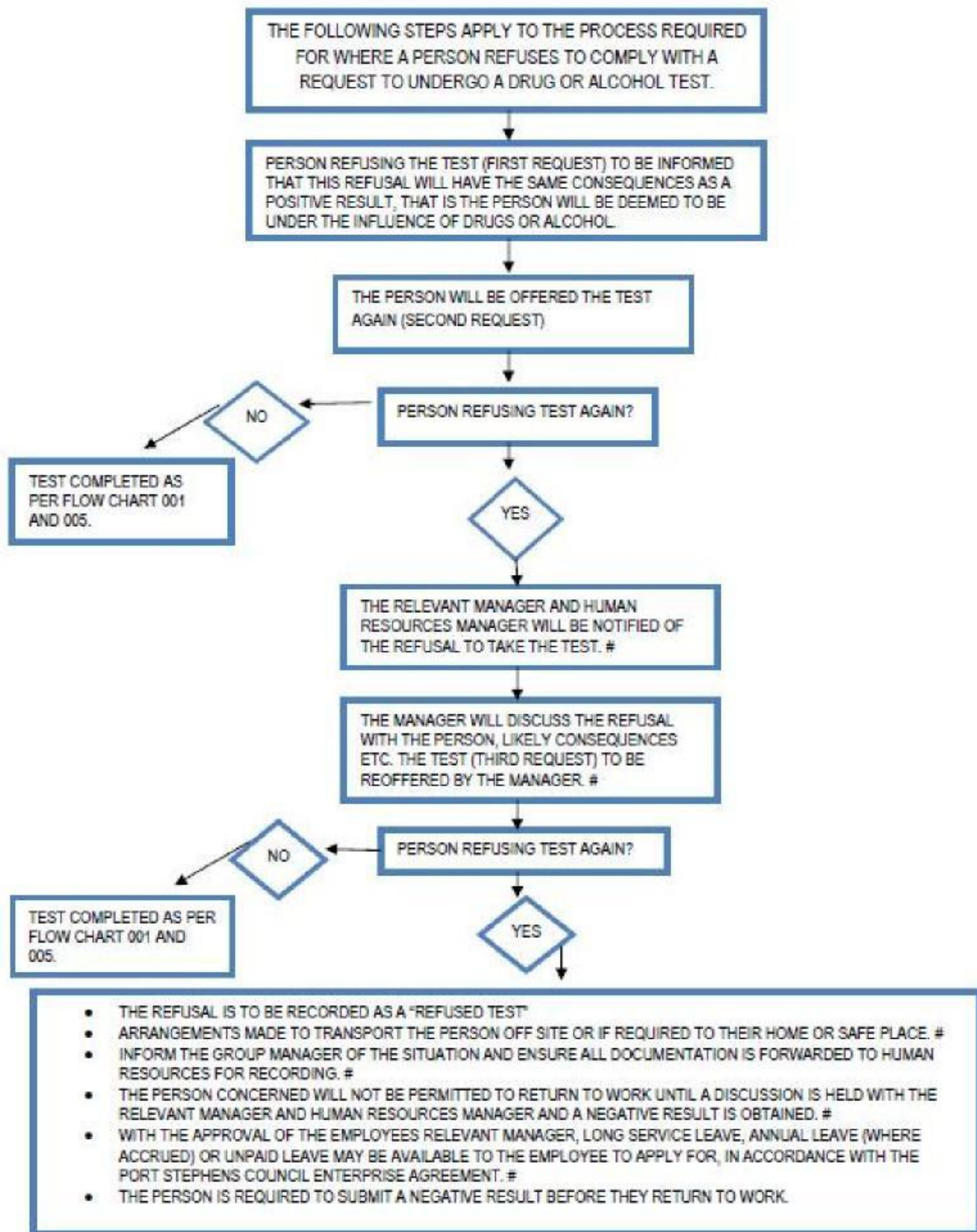
**REASONABLE SUSPICION FLOWCHART 003**



# A REPRESENTATIVE FROM THE HUMAN RESOURCES SECTION IS TO BE CONTACTED, IF NOT ALREADY NOTIFIED, TO ASSIST IN THIS PROCESS AND BE THE SECOND RESPONSIBLE PERSON

CONFIDENTIALLY WILL BE MAINTAINED AT ALL TIMES BY THE PARTIES INVOLVED

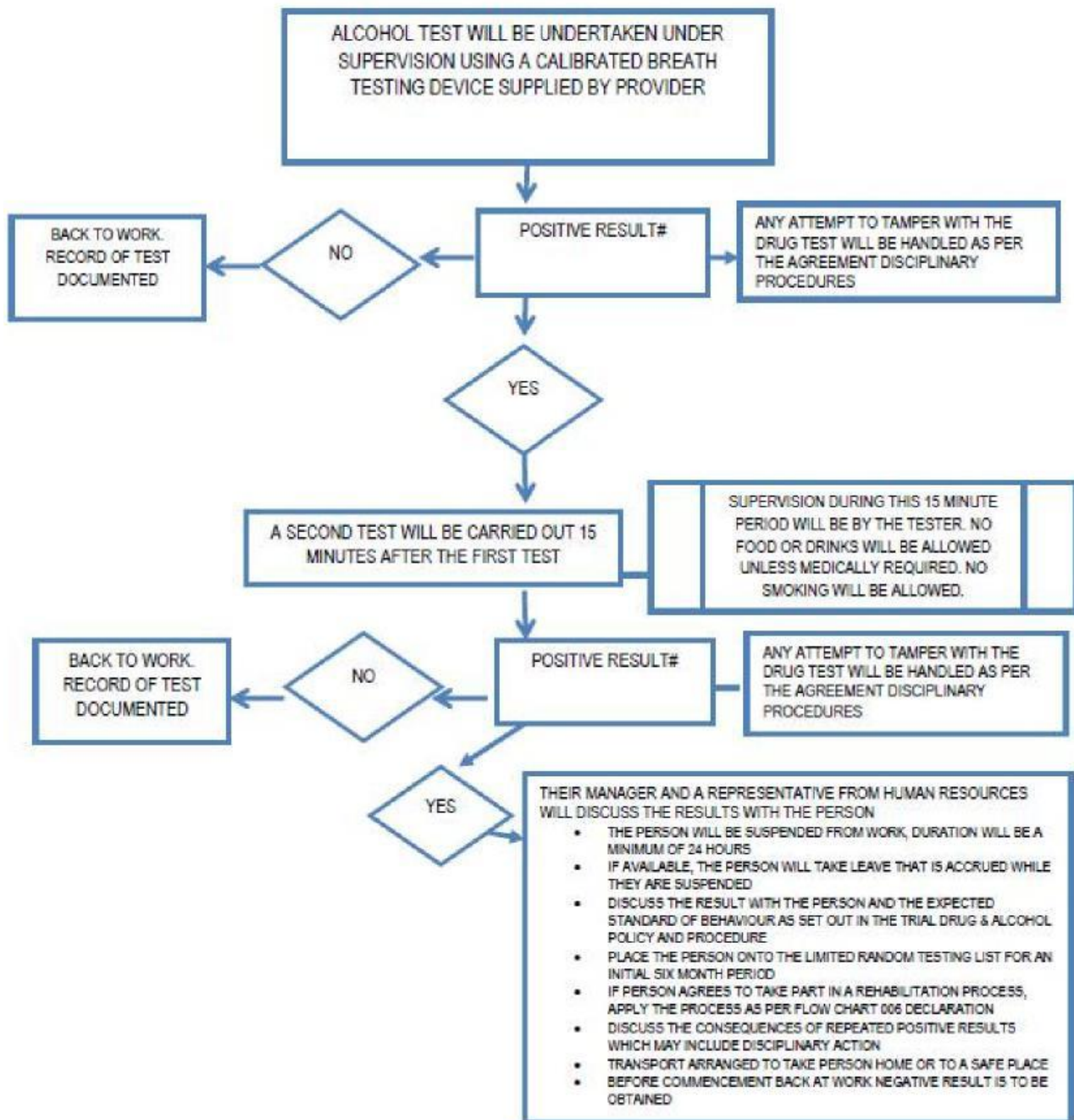
REFUSAL TO UNDERGO A DRUG OR ALCOHOL TEST FLOWCHART 004



# FOR CONTRACTORS THEIR EMPLOYER IS TO BE CONTACTED TO ASSIST IN THIS PROCESS

CONFIDENTIALITY WILL BE MAINTAINED AT ALL TIMES BY THE PARTIES INVOLVED

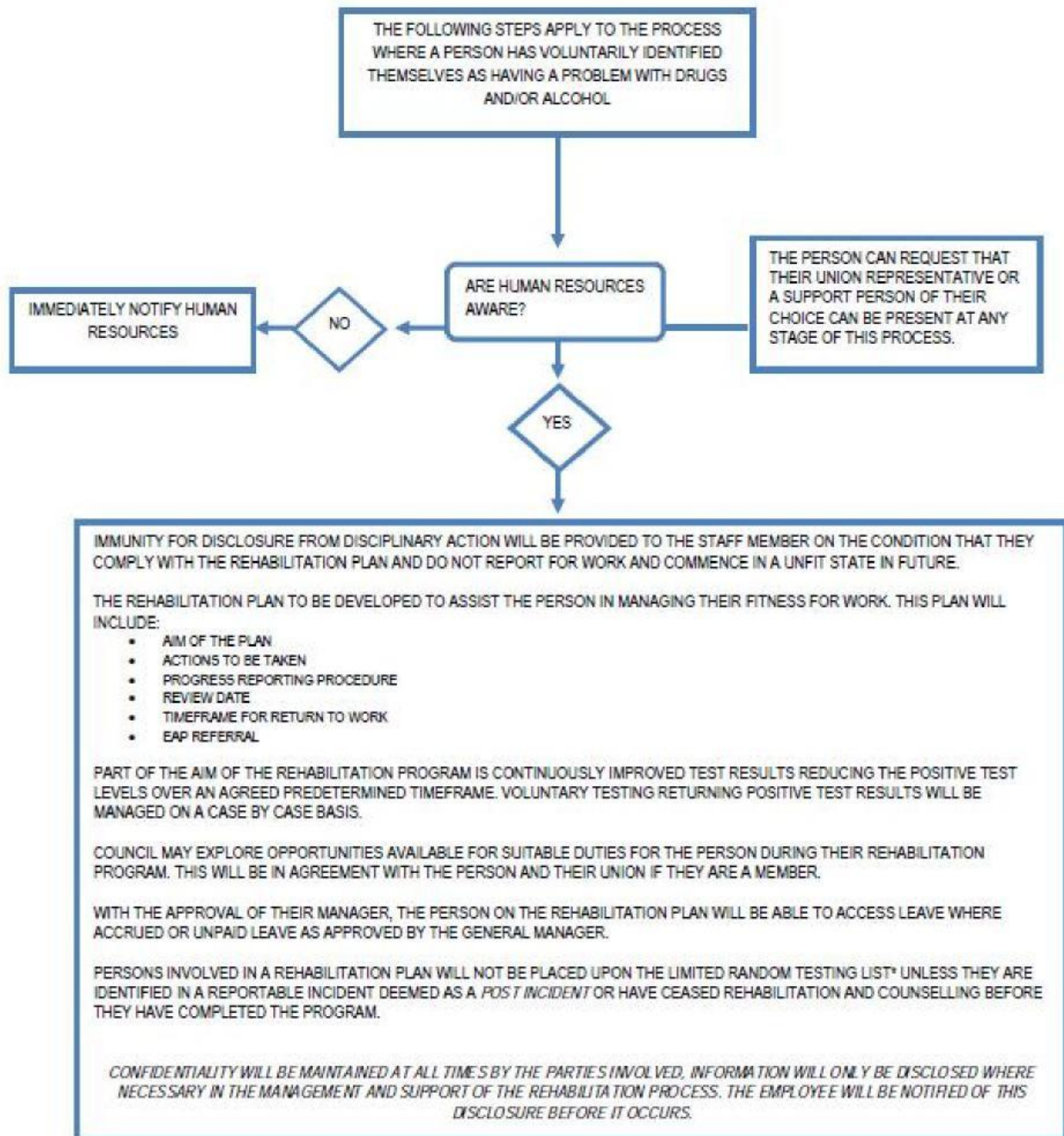
ALCOHOL TESTING FLOWCHART 005



# 0.02 OR GREATER BLOOD ALCOHOL CONTENT (BAC) FOR HEAVY PLANT OPERATORS (>13.9 TONNE) OR TRUCK DRIVERS (>4.5 TONNE) OR MOBILE PLANT OPERATORS – THIS WILL APPLY ONLY FOR PERSONNEL WHO ARE UNDERTAKING THESE SPECIFIC DUTIES AT THE TIME OF ANY TESTING.  
0.05 OR GREATER BLOOD ALCOHOL CONTENT (BAC) FOR ALL OTHER STAFF TO BE IN ACCORDANCE WITH RELEVANT STATE LEGISLATION.  
WHERE THE PERSON HAS A PROVISIONAL LICENCE (P PLATES) THEN THE CURRENT BAC LIMITS FOR P PLATES MUST BE FOLLOWED IF THEY ARE DRIVE VEHICLES/TRUCKS.

CONFIDENTIALITY WILL BE MAINTAINED AT ALL TIMES BY THE PARTIES INVOLVED

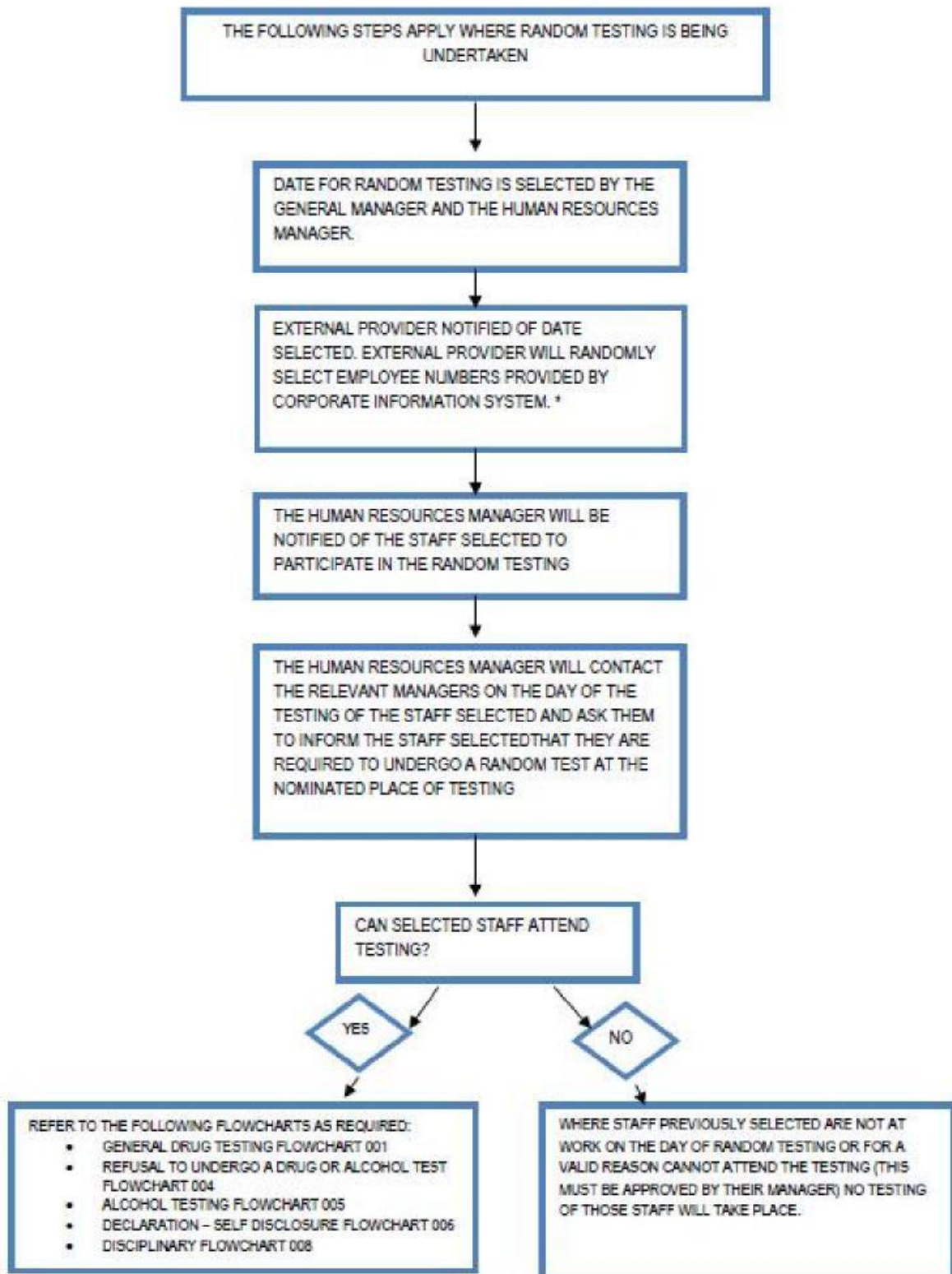
DECLARATION – SELF DISCLOSURE FLOWCHART 006



\* THE LIMITED RANDOM LIST WILL BE LIMITED TO THOSE INDIVIDUALS WHO HAVE EITHER FAILED A DRUG AND/OR ALCOHOL TEST OR WHO REFUSED UNREASONABLY A TEST THAT HAS BEEN REQUESTED. INDIVIDUALS PLACED ONTO THE LIMITED RANDOM LIST CAN BE TARGETED TESTED AT ANY TIME, IN ADDITION TO THE STANDARD RANDOM TESTING UNDERTAKEN BY THE COUNCIL.

THE INITIAL PERIOD FOR LISTING IS SIX (6) MONTHS. AT THE COMPLETION OF THIS SIX (6) MONTHS, IF THERE ARE NO FURTHER POSITIVES OR UNREASONABLE REFUSALS, THE PERSON WILL BE REMOVED FROM THE LIMITED RANDOM LIST. WHILE ON THE LIST ANY FURTHER POSITIVE RESULTS OR UNREASONABLE REFUSAL WILL RESULT AN EXTENSION OF TWO (2) YEARS OF THE PERSON BEING ON THE LIST. THIS WILL DATE FROM THE MOST RECENT FAILED TEST OR UNREASONABLE REFUSAL TO COMPLY WITH TESTING. AT THE COMPLETION OF THIS TWO (2) YEAR PERIOD, IF THERE ARE NO FURTHER POSITIVES OR UNREASONABLE REFUSALS, THE PERSON WILL BE REMOVED FROM THE LIMITED RANDOM LIST.

**RANDOM TESTING FLOWCHART 007**

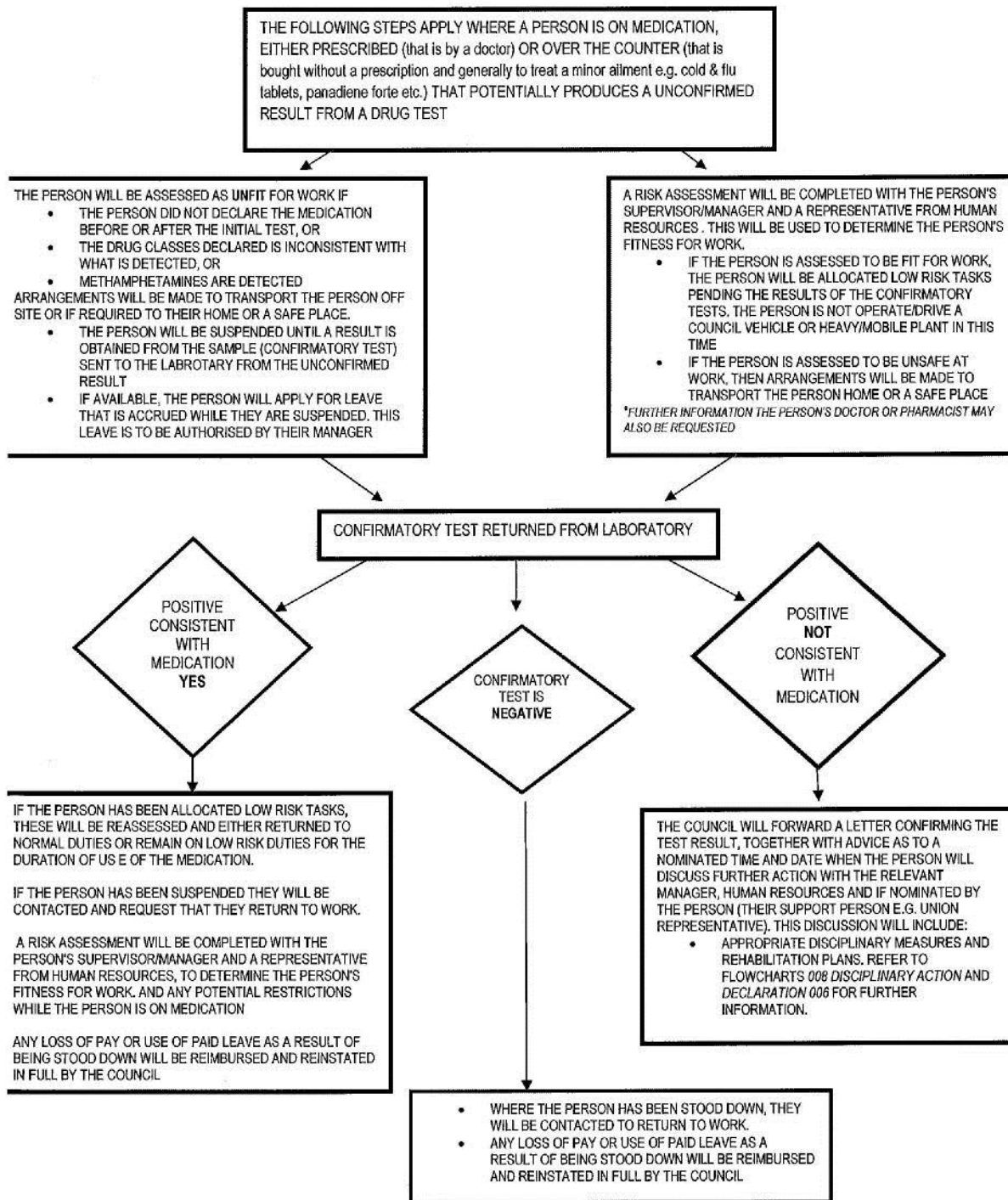


\*THE EXTERNAL PROVIDER WILL USE STAFF EMPLOYEE NUMBERS TO RANDOMLY SELECT A PREDETERMINED NUMBER OF STAFF FOR RANDOM TESTING. THIS SELECTION WILL ALSO INCLUDE AN ADDITIONAL NUMBER OF STAFF AS A BACKUP IN CASE STAFF SELECTED ARE NOT AVAILABLE. AT NO STAGE WILL STAFF NAMES BE KNOWN BY THE EXTERNAL PROVIDER WHILE THEY ARE SELECTING RANDOM ENTRIES. STAFF NAMES WILL ONLY BE KNOWN TO THE EXTERNAL PROVIDER AT THE TIME OF THE RANDOM TEST.

*CONFIDENTIALLY WILL BE MAINTAINED AT ALL TIMES BY THE PARTIES INVOLVED*



**PERSONS ON MEDICATION WITH UNCONFIRMED RESULT FLOWCHART 009**



CONFIDENTIALITY WILL BE MAINTAINED AT ALL TIMES BY THE PARTIES INVOLVED

## 19 Appendix 4

### 19.1 Dear Doctor/Pharmacist Card

*This should be printed on the back of Council's normal business card template and distributed to all staff for them to carry with them so they can discuss drug effects with their Doctor or Pharmacist.*

#### Dear Doctor/Pharmacist

The holder of this card may be subject to a drug screen as part of their employer's Fitness for Duty program. Can you please advise the holder if their medication(s) contain any of the following drug groups:

- Opiates (including codeine)
- Amphetamines (including pseudoephedrine)
- Benzodiazepines

**20 Appendix 5**

**20.1 Drug & Alcohol Rehabilitation Plan - Confidential**

The following Rehabilitation Plan has been developed for:

<b>Employee</b> .....	<b>Phone</b>
<b>Goal:</b>	
to present to work and during work to be in a fit state without impairment that would prevent them from being able to undertake their duties in a manner that is safe and to current legislation	
<b>Current rehabilitation issues:</b> <i>can be what has been tested positive for, concerns or issues that they have with their addiction etc</i>	
.....	
.....	
.....	
<b>Steps that have been agreed:</b> <i>for example, to take time off for an initial review of their addiction, factors affecting their addiction, make appointments with EAP provider, seek further counselling/intervention from organisations that may provide more specific addiction counselling such as alcoholic anonymous, a time frame for these steps to be commenced, review and completion</i>	
.....	
.....	
.....	
<b>Agreed costs:</b> <i>what the council has agreed to fund, e.g fees for extra counselling above normal EAP sessions, type of leave to be accessed etc</i>	
.....	
.....	

**Persons involved:** *who are the personnel involved with this rehabilitation plan that will have access to information contained, who can authorise (with the person's permission) additional persons etc*

.....

.....

.....

---

**Comments:**

.....

.....

.....

The following parties have agreed to the above Rehabilitation Plan:

Signature of Employee		Date	/ /
Signature of Manager		Date	/ /
Signature of Manager Human Resources		Date	/ /
Signature of Doctor (if attended)		Date	/ /

## 21 Related Documents

This procedure should be read in conjunction with the following documents:

Document Register ID	Title of Document
250.2016.61.1	SMRC61 Health & Safety