



DRUG & ALCOHOL POLICY

Perkins Builders acknowledge that drug and alcohol abuse presents a significant risk factor to safety, health and productivity in the workplace. The performance of Perkins Builders' personnel can be affected if working under the influence of alcohol and drugs and can pose unacceptable safety risks to themselves and other employees.

Perkins Builders recognises its legal responsibility under the Occupational Safety and Health Act 1984 in minimising employees' exposure to any hazard or incidents in the workplace. Additionally the legal responsibility of the employee is such that specifically they must act responsibly at all times and not expose themselves or others to safety risks due to impairment caused by drugs and / or alcohol.

Perkins Builders shall ensure to the best of its ability that all personnel under its control and authority will not at any time, during the performance of their work, take or be under the influence of any alcoholic liquor, drug or other intoxicating substance, whilst on duty, other than for bona fide medical reasons.

The use of any form of unauthorised drugs or alcohol on the job, or the arrival of any person at the work site under the influence of any form of drug or alcohol will be a cause for disciplinary action up to and including, if appropriate, dismissal.

Perkins Builders is concerned for the well-being of its employees and as such believes it has a responsibility to provide a safe, healthy and productive working environment for all of its employees.

A handwritten signature in blue ink, appearing to be "e. l. i.", positioned above a horizontal line.

Managing Director
27th August, 2015

DRUG AND ALCOHOL MANAGEMENT PROCEDURE



Objectives

1.1. Perkins Builders (the “Company”) is committed to ensuring the good health and safety of every Employee, Contractor and visitor to the Company’s workplace, to ensuring healthy and safe working conditions, and to the safe operation of all equipment in the workplace. For that reason, the Company has adopted the following Drug and Alcohol Policy, which prohibits all Employees and Contractors, at all levels, from working or conducting Company business under the influence of drugs or alcohol.

“**Drugs**” means any mind altering or legally controlled substance. This includes any drugs listed in the *Misuse of Drugs Act 1981* (WA); and any drugs listed in the AS/NZS 4308:2008: Procedures for specimen collection and quantitation of drugs of abuse in urine and AS 4760:2006 Procedures for specimen collection and quantitation of drugs in oral fluid (or successor Standards). The Company may also include drugs other than those listed in the Standard, such as those drugs referred to as “designer drugs”, including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives in the definition of “drugs”.

“**Alcohol**” means any alcoholic drink, including spirits, wine or beer.

RESPONSIBLE PERSON	ACTION	METHODOLOGY AND SUPPORT
Managing Director Group General Manager Employees Subcontractors	Responsibilities (General)	1.2. Except as provided at 1.3 below, Employees/Contractors are prohibited from: <ul style="list-style-type: none"> a. working or conducting Company business under, or at the risk of being under, the influence of drugs or alcohol; or b. using, possessing, distributing or consuming drugs or alcohol on Company property including a Company vehicle; or c. driving a Company vehicle under, or at the risk of being under, the influence of drugs or alcohol at any time; or d. using or consuming drugs or alcohol when off-duty if it would result in the Employee/Contractor reporting to work or performing duties under, or at the risk of being under, the influence of drugs or alcohol. 1.3. Alcoholic beverages may be served or consumed at social events in designated areas, with prior approval. Employees/Contractors must abide by this Policy at any social event at which alcoholic beverages are served. Employees/Contractors are responsible for ensuring that they remain in a condition to be able to get home safely and ensure that if they are required to work the following day that they are not in breach of this Policy upon their return.
HSEQ Manager Human Resources Supervisor/Manager	Responsibility for Enforcement	1.4. All Employees/Contractors are responsible for ensuring their own compliance with this Policy. 1.5. If an Employee/Contractor feels unsafe working with one of their colleagues because they suspect he/she is in breach of this Policy, the Employee/Contractor should refer the matter to any supervisor or manager.

DRUG AND ALCOHOL MANAGEMENT PROCEDURE



HSEQ Manager
Human Resources
Supervisor/Manager

Responsibility for Enforcement continued

- 1.6. Employees/Contractors taking any medication (whether prescription or over the counter) must ask their medical practitioner (such as their doctor or pharmacist) whether such medication creates a risk of impairment in the performance of their duties. If the medication creates such a risk, the Employee/Contractor must disclose this to the Company prior to performing any duties.
- 1.7. Managers are expected to monitor their own reports, and to investigate situations that may breach this Policy. Appropriate steps should be taken to deal with the Employee/Contractor if the manager:
 - a. observes an Employee/Contractor using drugs or alcohol or finds evidence of usage; or
 - b. detects the odour of alcohol on an Employee/Contractor; or
 - c. suspects an Employee/Contractor is working under the influence of drugs or alcohol (for example through abnormal or erratic behaviour); or
 - d. learns from a reliable or credible source that the Employee/Contractor has consumed drugs or alcohol.
- 1.8. All referrals, suspensions, terminations and/or disciplinary action should only take place in conjunction with advice from Human Resources or the HSEQ Manager.

HSEQ Manager
Human Resources
Employees

Rehabilitative Assistance

- 1.9. If an Employee thinks he/she has a drug or alcohol problem that is affecting their work, the Company encourages the Employee to ask for help from Human Resources or the HSEQ Manager at an early stage (that is, **before** the Employee is the subject of testing), without fear of reprisal. Discussions will be kept confidential. The Company will try to help the Employee resolve the problem, including by referring the Employee to appropriate community resources.
- 1.10. At the Company's sole discretion, it may allow an Employee to take unpaid leave to participate in a drug and alcohol rehabilitation or treatment programme. The Employee's return to work after successful completion of the course of treatment will depend on the Company's needs at that time and will be on the recommendation of the Company's nominated medical practitioner. The Employee may also be required to complete a course of follow-up treatment and return a negative drug and/or alcohol test before being permitted to return to work.
- 1.11. At the Company's sole discretion, it may provide an Employee with access to an Employee Assistance Programme (EAP), through an appropriate EAP provider. This is a confidential service, which is independent from the Company. The EAP offers services such as information, assessment, counselling or referral, to help an Employee resolve issues that may be affecting his/her work, such as marital problems, depression, or drug and alcohol dependency.

HSEQ Manager
Third Party Provider

Drug and Alcohol Testing

- Pre-employment/engagement testing***
- 1.12. All applicants will be required to undergo a drug and alcohol screening test before being employed or engaged. If an applicant fails the test,

Supervisor/
Manager

Drug and Alcohol Testing continued

Supporting Forms:

- [Form 975 - Reasonable Cause Indicators – Process Form](#)
- [Form 825 – Record of Counselling](#)

he/she may not be considered for appointment or, if the applicant has already been appointed, the employment/engagement may be cancelled or terminated.

Testing during employment/engagement

1.13. During employment or engagement, the Company may require an Employee/Contractor to undergo a drug and alcohol test, to monitor compliance with this Policy. The Company may require an Employee/Contractor to undergo drug and alcohol testing on any of the following occasions:

- a. If the Company suspects, on reasonable grounds, that an Employee/Contractor is working under the influence of drugs or alcohol. Reasonable grounds for testing can be established if an Employee or Contractor's behaviour, actions or conduct (whether observed by or reported to the Company) suggest that the Employee/Contractor is under the influence of drugs and/or alcohol. [Form 975 - Reasonable Cause Indicators – Process Form](#) should be completed by the Supervisor or Manager to record how reasonable cause was determined. Refer to Appendix 3 for further information. A copy of this completed form should be available for review upon further investigation by the HR or HSEQ Manager should a positive result be returned as a result of a test.
- b. If there is an incident as defined in the Perkins Incident Reporting and Investigation Procedure ([90.01.14](#)) involving an actual or potential compromise of health and safety standards and an Employee/Contractor's actions, or lack of action, may have been a direct or indirect contributory factor. Refer to Appendix 2 for further information.
- c. If the Company's clients or customers, or prospective clients or customers, request that an Employee/Contractor submit to drug and alcohol testing.
- d. Random testing may be conducted for anyone employed or engaged by the Company. Please note that random test selection means that some Employees or Contractors may not be picked to be tested at all, some Employees or Contractors may be tested once, and other Employees or Contractors may be tested more than once. The selection process for random testing will be completed by an independent authorised service provider. Refer to Appendix 5 for further information.

Ordinarily 2 sites will be selected at random every month and 20% of staff on those sites would be tested (being picked at random using sign in register). This may be increased or decreased at the discretion of the Company. Federally funded "scheme" sites are likely to be subjected to more frequent random testing than the Company's ordinary process.

Testing

1.14. Drug and alcohol testing will be performed at the Company's expense by The Drug Detection Agency (TDDA), or an equivalent provider, or by its nominated registered medical practitioner. Testing will be done in

HSEQ Manager
Third Party
Provider
Supervisor/
Manager

Drug and Alcohol Testing continued

such a way as to respect the Employee/Contractor's privacy and confidentiality. Test results will be treated as highly confidential.

- 1.15. The Company in its absolute discretion will determine the appropriate testing method and threshold for detectable and/or positive results at the time.

Drug Testing Procedure

- 1.16. For urine testing, the testing processes will comply with the AS/NZS 4308:2008 (or successor Standards) as applicable, and the following will apply (subject to any changes to the applicable Standard). The Standard requires the agency that is responsible for specimen collection/on-site screening, storage and dispatch of the urine specimen to have accreditation (granted following assessment by a recognised body).

- The Employee/Contractor will remain in the presence of the Collector and will not have access to any water fountain, tap, soap dispenser, cleaning agent or any other materials that might be used to compromise the integrity of the urine specimen.
- The Employee/Contractor provides the specimen in an area such that privacy is maintained.
- No device should be placed into the original collected urine sample unless it can be shown that the device does not contaminate the specimen.
- A positive test will only be reported by an AS/NZS 4308 (or successor Standards) accredited laboratory if confirmed levels of drug or metabolite exceed designated cut-off levels. Cut-off levels will conform to the relevant Australian Standard, where such a standard has been issued in relation to the drug concerned.
- If the Employee/Contractor disagrees with an initial positive test result then they have the option of having the referee specimen independently retested at another AS/NZS 4308 (or successor Standard) accredited laboratory.
- The cost of the second test will be met by the:
 - i. Contractor; or
 - ii. The Company for an Employee.
- Due to possible degradation of samples over time, re-testing need only detect the presence of the drug or metabolite. For the second test to be positive there need only be the presence of drug or metabolite detected (i.e. need not be above cut off limits). This will be accepted as a conclusive result.
- Specimens not submitted to the laboratory shall be disposed of in accordance with waste disposal requirements and appropriate legislation.

HSEQ Manager
Third Party
Provider
Supervisor/
Manager

**Drug and
Alcohol Testing
continued**

Alcohol Testing Procedure

- 1.17. The breath alcohol test will be conducted using an approved testing device which meets the Australian Standard: AS 3547-1997 "Breath Alcohol Testing Devices for Personal Use" (or successor Standard). This requires the Worker to blow into the device using a disposable mouthpiece.
- Blood Alcohol Concentration (BAC) – is the concentration of alcohol in the bloodstream expressed in grams of alcohol per 100ml of blood.
 - If the Employee/Contractor is on a work site and the first initial reading records a level of BAC above 0.05 the result is deemed to be "detectable".
 - Following a "detectable" test, a confirmatory test on the same device is performed after 15 minutes using a new mouthpiece.
 - If the first initial reading is equal to or less than 0.05 BAC, the Employee/Contractor will be stood down for one hour. At the completion of that hour, the Employee/Contractor will be given the opportunity to take a confirmatory test. If the confirmatory reading records no level of BAC the first reading will not be marked as a positive breath alcohol test on the Employee/Contractor's record and only a record of counselling ([Form 825](#)) will be completed by the relevant manager with assistance from the HR Manager.
 - If the either confirmatory test results records any level of BAC, the test is deemed to be a positive breath alcohol test and the individual removed to a safe place.
 - If the Company elects to use breath alcohol testing, the testing will be conducted using an approved testing device which meets the Australian Standard: AS 3547-1997 "Breath Alcohol Testing Devices for Personal Use" (or successor Standard).

Cheating on a drug and/or alcohol test

- 1.18. If an Employee/Contractor "cheats" on a drug and/or alcohol test or attempts to compromise the integrity of a specimen when taking a drug test (for example by providing a specimen that is not his or her own, or by use of a masking agent), or the person conducting the testing has reasonable grounds to suspect that the Employee/Contractor has tampered with a specimen, then the Company may commence an investigation and/or may take disciplinary action, following an investigation (if one is deemed necessary), up to and including dismissal (with or without notice) or, in the case of a Contractor, termination of his/her engagement.
- 1.19. If the Employee provides a specimen that is "cool" (not within acceptable temperature testing range meaning that the Company cannot verify it was provided by the Employee/Contractor), or the specimen is otherwise compromised, this will be treated as a failed test (i.e. positive) and the Company may commence an investigation and/or may take disciplinary action, following an investigation (if one is deemed necessary), up to and including dismissal (with or without notice) or, in the case of a

DRUG AND ALCOHOL MANAGEMENT PROCEDURE



HSEQ Manager
Third Party Provider
Supervisor/Manager

Drug and Alcohol Testing continued

Contractor, termination of his/her engagement. At the Company's discretion, the Employee/Contractor may be provided with one further opportunity to provide a specimen.

Dilution of a drug test

1.20. If an Employee/Contractor provides a specimen that is "dilute" the Employee/Contractor will be given one further opportunity to provide a specimen within 24 hours that is not "dilute". This may mean the Employee/Contractor may have to reduce his/her fluid intake during this period. If the second specimen is also "dilute" this will be treated as a failed test (i.e. positive) and the Company may take disciplinary action up to and including dismissal (with or without notice) or, in the case of a Contractor, termination of his/her engagement.

Refusal to take a drug and/or alcohol test

1.21. If an Employee/Contractor is required to take a drug and/or alcohol test, and refuses to do so, the Employee/Contractor should first explain the refusal. The Company will consider any explanation given. In its sole discretion, if the Company considers the explanation is unreasonable in the circumstances, then the Company may take disciplinary action up to and including dismissal (with or without notice) or, in the case of a Contractor, termination of his/her engagement.

1.22. The Employee/Contractor shall provide his/her specimen for drug testing within 1 hour from the time that the request has been made by the authorised collector. In relation to alcohol testing, the Employee/Contractor shall comply with a request for an alcohol test within 15 minutes from the time the request has been made by the authorised collector.

Failure to comply with such timeframes may result in disciplinary action up to and including dismissal (with or without notice) or, in the case of a Contractor, retraction of site access and/or termination of his/her engagement.

HSEQ Manager
HR Manager

Drug and Alcohol Test Results

1.23. A copy of the results of any drug and/or alcohol test will be provided to Human Resources or the HSEQ Manager and may be provided to any client/customer of the Company who requests them if the testing has been undertaken at the client/customer's request. Results may be used in evidence or disclosed in disciplinary or legal proceedings. In all other respects, material and information used or obtained from testing will be kept strictly confidential.

1.24. Employees/Contractors should note that the test may not measure the degree to which he/she is under the influence of drugs or alcohol. If a test indicates the presence of drugs or alcohol, then the Company will presume the Employee/Contractor is at risk of being under the influence of drugs or alcohol in breach of this Policy.

1.25. If an Employee tests positive for drugs, and the Company proposes to refer them to an appropriate service for rehabilitation treatment, then the

DRUG AND ALCOHOL MANAGEMENT PROCEDURE



HSEQ Manager
HR Manager

Drug and Alcohol Test Results continued

Employee is entitled to challenge the results and obtain an independent analysis of the sample (at the Employee's own expense).

Stand down if non-negative drug test

- 1.26. If an Employee returns a non-negative result in relation to his/her drug test, the Company may stand him/her down on ordinary pay until receipt of confirmation of the result. If that result is positive, the Employee agrees that the Company shall be entitled to treat a stand down period as annual leave (and make deductions from the Employee's accrued entitlements accordingly). Where the Employee is sick or injured during the stand down period (or during a portion of the stand down period), the Employer shall be entitled to make appropriate deductions from the Employee's sick leave entitlements. If the Employee's drug test result is negative, the Employee may return to full duties.
- 1.27. If a Contractor returns a non-negative result in relation to his/her drug test, the Company may retract site access for the contractor's employee and/or suspend performance of the contract until receipt of confirmation of the result from the Company's nominated provider and/or request that the Contractor supply an alternative safe worker to perform the relevant services.

HR Manager
HSEQ Manager

Breach of the Drug and Alcohol Policy

- 1.28. The Company will enforce this Policy strictly. This includes if an Employee/Contractor consumes alcohol at a social event in such a way that it raises health and safety issues in the workplace, contributes to unacceptable job performance or the Employee/Contractor exhibits unusual job behaviour.
- 1.29. If this Policy is breached, the Company may, in relation to Employees:
 - a. Send the Employee home on leave for such period as may be reasonably necessary. This will be at least as long as required for the Employee to recover from the influence of drugs or alcohol.

Please note that if an Employee is suspected of being under the influence of drugs or alcohol, they will not be permitted to drive their personal vehicle, or a company vehicle, from the Company's premises. This is both to protect the Employee's own personal safety, and the health and safety of others.
 - b. Require the Employee, at the Company's expense, to undergo a further drug and alcohol screening test by the Company nominated provider, and return a negative result, before permitting the Employee to return to work.
 - c. Take disciplinary action against the Employee up to and including dismissal. The nature and severity of the violation will determine the disciplinary action taken.
- 1.30. If this Policy is breached, and the Employee returns a positive drug and/or alcohol test, the Company (and/or its insurer) may, at its sole

DRUG AND ALCOHOL MANAGEMENT PROCEDURE



HR Manager
HSEQ Manager

Breach of the Drug and Alcohol Policy continued

- discretion, require the Employee to indemnify the Company for any and all costs arising out of or in connection with such test.
- 1.31. If this Policy is breached, the Company may, in relation to Contractors:
- a. Send the Contractor's employee home for as long as may be reasonably necessary. This will be at least as long as required for the Contractor's employee to recover from the influence of drugs or alcohol.
 - b. Require the Contractor's Employee, at the Contractor's expense, to undergo a further drug and alcohol screening test by the Company nominated provider, and return a negative result, before permitting the contractor's employee to return to a Perkins Builders workplace/site. A copy of this test must be provided to Perkins Builders.
 - c. Terminate the Contractor's engagement (with or without notice in accordance with the engagement agreement for the Contractor).

HR Manager

Rehabilitation

Supporting Forms:

- [Form 833: Health Rehabilitation Contract](#)

- 1.32. If an Employee returns a positive test, the Company may, in its sole discretion, permit him/her to continue in their employment, subject to the **requirement** that they join a Rehabilitation Programme. In such circumstances, failure to take part or complete the programme may result in disciplinary action up to and including dismissal. The Employee may be suspended from his/her duties (with or without pay, in the Company's sole discretion) or allocated alternative duties during the programme (if available, and in the Company's sole discretion).
- 1.33. **Procedure**
- Where a Rehabilitation Programme is required, the Employer may require the Employee to agree to a rehabilitation programme and follow up testing (see [Form 833: Health Rehabilitation Contract](#)). Failure to agree to such terms may result in disciplinary action up to and including dismissal (with or without notice);
- 1.34. **Post-treatment Testing**
- a. On completion of the programme, the Employee will be required to return a negative drug and alcohol test (the cost of which testing shall be met by the Company) prior to returning to normal duties.
 - b. The Employee will subsequently be subjected to at least twelve random drug and alcohol tests over the next twelve months.
 - c. A positive test following treatment may result in disciplinary action up to and including dismissal (with or without notice).

Site Manager
HSEQ Manager
HR Manager

Search and Surveillance

- 1.35. In order to further assist with achieving the objectives set out in this Policy, the Company may undertake search and surveillance. In particular:

DRUG AND ALCOHOL MANAGEMENT PROCEDURE



Site Manager
HESQ Manager
HR Manager

Search and Surveillance continued

- The Company may search any property (including Employee or Contractor property) located within any area in the Company's possession or control or within the possession or control of any client or customer of the Company ("Company premises").

This may include offices, vehicles, workstations, production areas, lockers, and storage areas. Such searches may be carried out on a random basis.
 - The Company may employ a specialist drug detection dog team to conduct inspections (including random inspections) within the Company premises.
 - If a drug detection dog or other detection mechanism indicates the recent possession and or use of drugs by an Employee or Contractor, the Company may require the Employee or Contractor to undergo drug testing in accordance with this Policy.
- 1.36. For the avoidance of doubt, by bringing personal property onto Company premises, an Employee or Contractor is deemed to have consented to his or her property being searched or inspected in accordance with this Policy.

HR Manager
HESQ Manager

Confidentiality and Privacy Legislation

- 1.37. All information gathered as a result of testing or participation in a rehabilitation or treatment programme is collected for the purpose of implementing this Policy and achieving its objectives. All information will be held by Human Resources and will be held for the duration of the individual's employment/engagement or longer where deemed necessary by the Company. Relevant information may be disclosed to the Employee/Contractor's supervisor or manager.
- 1.38. Save as required by law, no information relating to any testing or rehabilitation will be disclosed to an external party, other than as contemplated by this policy, without the written consent of the Employee/Contractor concerned.

Application

- 1.39. This Policy applies to both Employees and Contractors of the Company. However, some aspects of this Policy may only be applicable to Employees, such as Rehabilitation. Nothing in this Policy is intended to create an employment relationship between the Company and its Contractors.

HESQ Manager
HR Manager

Training

- 1.40. The Company will use its best endeavours to ensure that the following Employees and Contractors receive the following training:
- a. 4 hour training sessions for any direct line supervisors or managers;
 - b. 1 hour employee information sessions for all other staff;
 - c. Toolbox talks to be arranged onsite for all contractors; and

DRUG AND ALCOHOL MANAGEMENT PROCEDURE



HESQ Manager
HR Manager

**Training
continued**

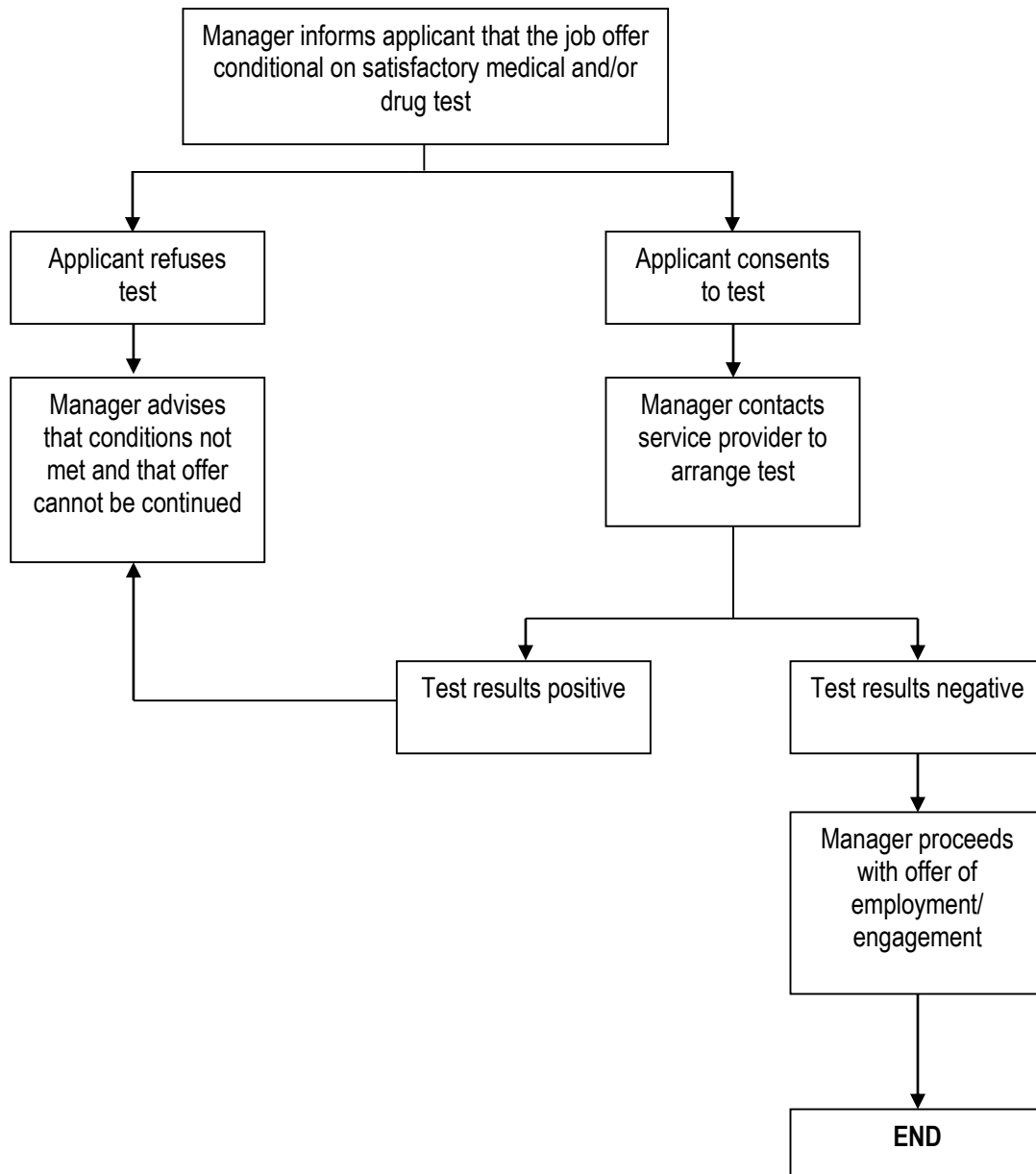
- d. The policy will be explained during all company inductions.
- 1.41. A copy of this Policy will be available on the staff intranet as part of the BMS.

If you have any queries about this Policy, please contact the HSEQ Manager or the HR Manager

DRUG AND ALCOHOL MANAGEMENT PROCEDURE



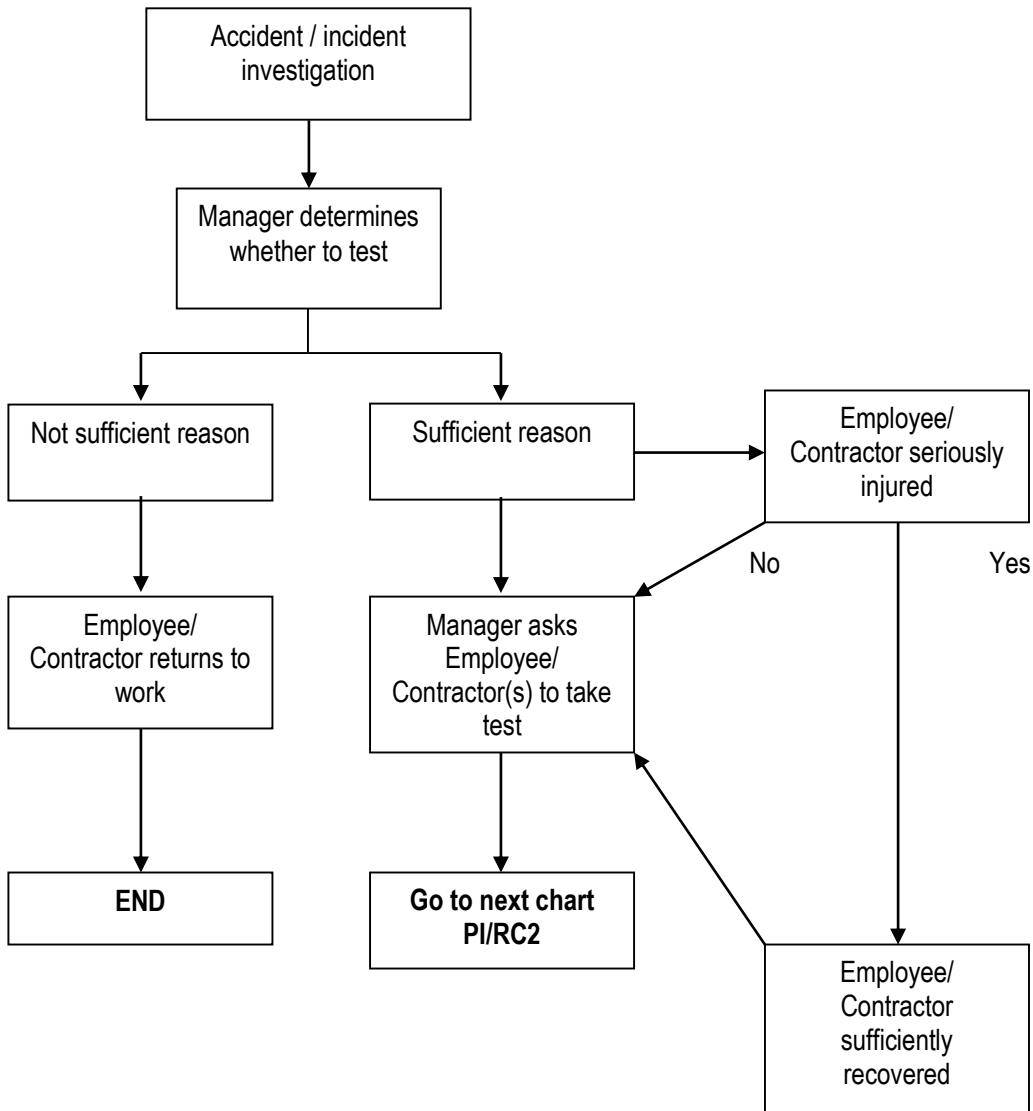
APPENDIX 1: PRE-EMPLOYMENT/ENGAGEMENT TESTING FLOWCHART



DRUG AND ALCOHOL MANAGEMENT PROCEDURE



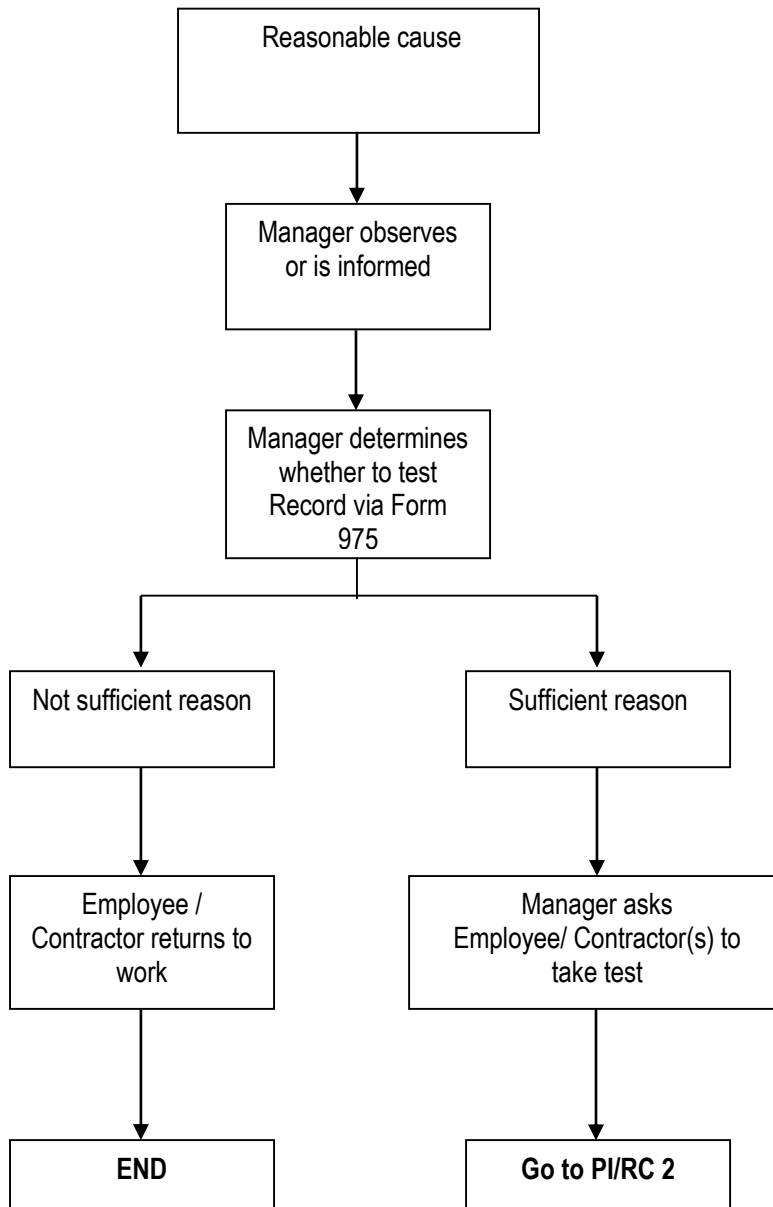
APPENDIX 2: POST INCIDENT TESTING FLOWCHART PI 1



DRUG AND ALCOHOL MANAGEMENT PROCEDURE



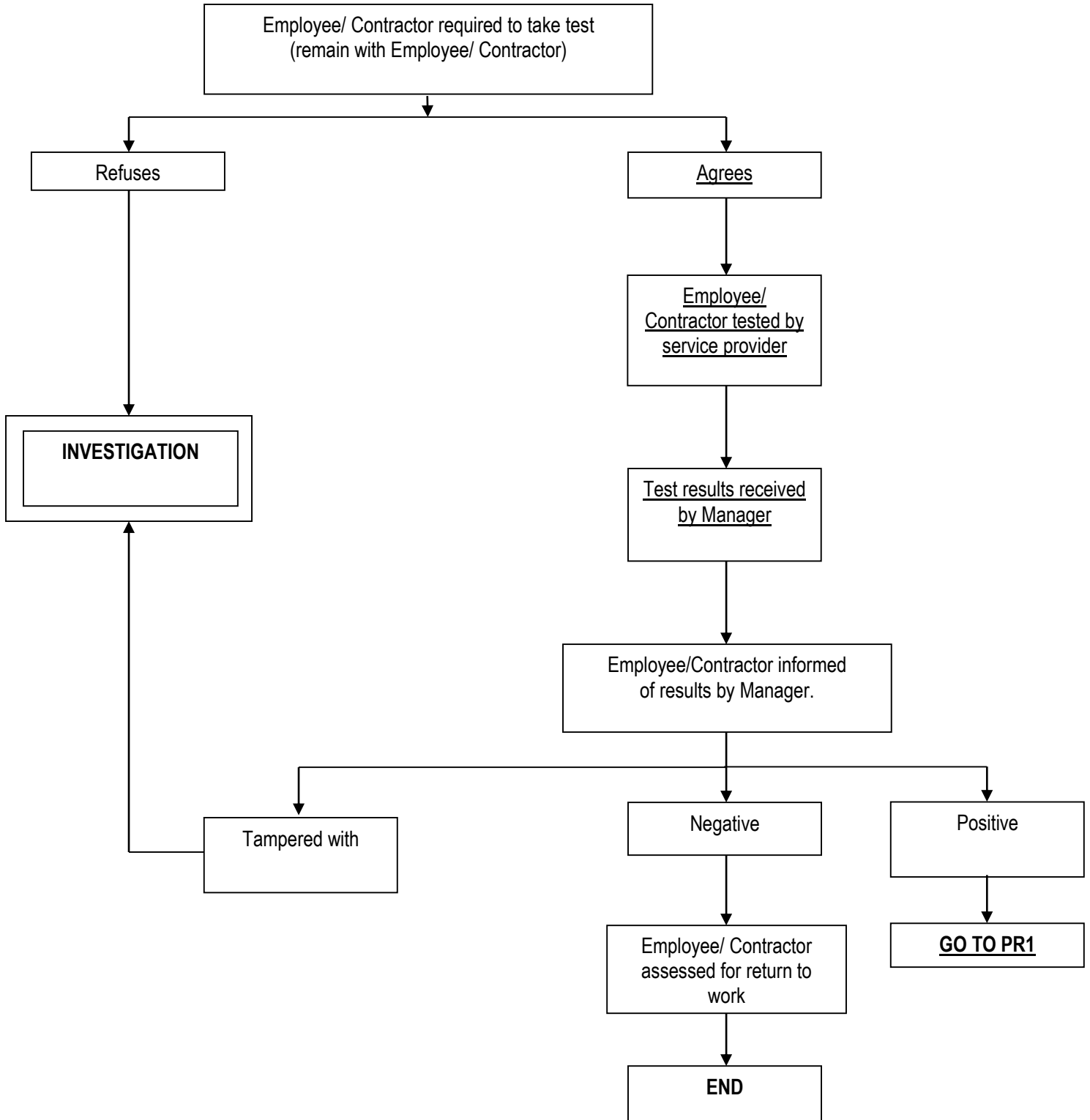
APPENDIX 3: REASONABLE CAUSE TESTING FLOWCHART RC 1



DRUG AND ALCOHOL MANAGEMENT PROCEDURE



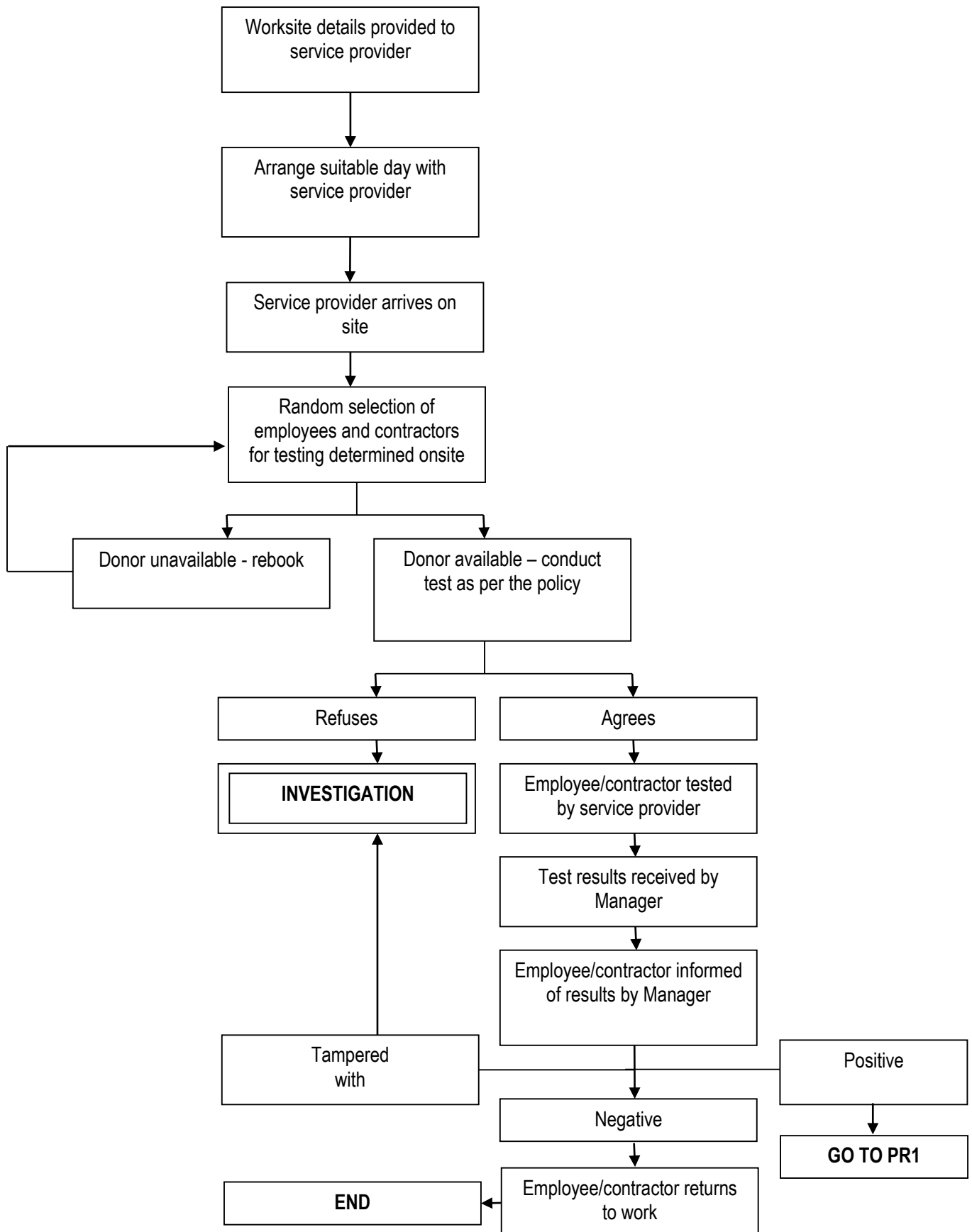
APPENDIX 4: POST INCIDENT & REASONABLE CAUSE TESTING FLOWCHART PI/ RC 2



DRUG AND ALCOHOL MANAGEMENT PROCEDURE



APPENDIX 5: RANDOM SELECTION/TESTING FLOWCHART – RS1



DRUG AND ALCOHOL MANAGEMENT PROCEDURE



APPENDIX 6: POSITIVE RESULT DURING COURSE OF EMPLOYMENT FLOWCHART – PR1

