

Drug and Alcohol Procedure (including Testing)

Scope

This procedure applies to all employees, contractors, volunteers, students and visitors in attendance at Atwea College workplaces and/or Atwea controlled activities.

Purpose

This procedure outlines the steps to be followed where there is a reasonable belief that a person may be impaired due to the use of alcohol or other drugs.

Definitions

Impairment:	means a reduced capacity to safely and effectively perform the requirements of one's role in accordance with established procedures, standards, or accepted practice: • safely use or operate equipment, machinery, or vehicles. • communicate clearly or coherently • exercise reasonable judgement or make sound decisions; or • interact appropriately with others in a safe, respectful, and professional manner.
Illicit drugs:	any substance that is prohibited by law to possess, use, manufacture, or supply, or a substance that is used in a manner that is unlawful or not in accordance with a valid prescription.
Alcohol:	A substance, defined by law, to contain specific substances that has the affect of reducing reaction times and/or decision making and/or physical and/or mental control that could result in an increase the risk of harm to self and/or others
Accredited Service Provider:	means in this policy a service provider, accredited by State Health or other Regulatory Authorities, to conduct drug and alcohol testing under controlled conditions
0.02%	0.02 grams of alcohol in every 100ml of blood
Positive to the presence of Drugs and or Alcohol	Where the test used indicates greater than 0.02% alcohol or the presence of illicit drugs
Atwea Trained Supervisor:	A person employed by Atwea that has been formally trained in the administration of a drug and/or alcohol test by an accredited service or training provider in the use of the test equipment

Step by Step

Initial Assessment and Testing

- Atwea trained supervisors will conduct an onsite drug and/or alcohol test with a mutually agreed witness/support person in accordance with approved testing procedures.

Positive to the Presence of Drugs/Alcohol Onsite Result

- If the onsite result is positive to the presence of drugs or alcohol, the employee will:
 - Be immediately suspended on full pay and stood down for the remainder of the workday.
 - Be transported by the Supervisor or their representative and a witness for a confirmatory test at the nearest nominated accredited service provider within 60 minutes of the initial test result
 - If an alternative transport method is arranged and considered appropriate by the Head of Campus, this may be approved in place of escorting.

Confirmatory Test Result

- If the confirmatory test returns a positive result, this will be deemed a breach of the organisation's Drug and Alcohol Policy.

Record Keeping

- All stages of the process, including the reason for suspicion, test results, escort details, and any alternative arrangements, must be documented and retained in accordance with workplace policy and legislative requirements.

Upon receipt of a confirmed positive test result, the supervisor will discuss the result with the employee, identify the immediate action to be taken and provide options for treatment or rehabilitation (if appropriate).

The supervisor will notify the People and Culture (PaC) Business Partner of the positive test result and recommend appropriate action. Repeat positive results could result in formal disciplinary action being taken.

Follow up Assistance

As soon as practicable following an employee's return to work, supervisors must discuss the impact of the impairment with the employee and offer appropriate assistance to reduce the risk of recurrence. Assistance may include referral to the organisation's nominated Employee Assistance Program (EAP) for professional counselling.

Employees requiring time away from work to address alcohol or other drug-related issues may access accrued personal/carer's leave in accordance with the Leave Guide Policy.

Use of prescription or over the counter drugs

Employees who are taking prescription or over-the-counter medication that may cause impairment must advise their supervisor. This enables appropriate arrangements to be made to ensure work can be performed safely and productively.

Supervisors who receive such advice must take reasonable steps to ensure a safe work environment for the affected employee and others.

Substance dependency

Employees who have a substance dependency that may result in impairment are encouraged to inform their supervisor so that suitable support and workplace arrangements can be implemented.

Contractors and Visitors

A judgement of impairment is at the discretion of the contractor or visitor's host or their delegate. In the case of a judgement of impairment, Atwea will take the following action:

- the contractor or visitor will be required to leave the workplace for the remainder of the day; and
- a taxi fare home will be provided.
- A record of the incident will be documented using the Incident Report Form

Employees and visitors/contractors have a right to refuse testing. Refusal to undergo testing may be treated as a positive result and the affected persons asked to leave the site.

Records and Confidentiality

Reports relating to instances of impairment will remain active for three years and retained for a total of seven years.

All information generated under this policy will be handled in accordance with standard requirements for confidential personnel and medical information. Access is restricted to those within Atwea accountable for ensure workplace safety, health, or performance.

No information identifying an individual will be released to third parties without the employee's written consent, except where required to obtain professional or legal advice or as otherwise mandated by law.

Related policy, documents, forms, and legislation

WS-PO-005 Drug and Alcohol Policy

WS-PO-006 Drug and Alcohol Testing Policy

Review

This procedure review period is every two years or when legislative changes mean a change to procedure (whichever is shorter)

Document Owner	People and Culture Manager		
Approval Authority	Chief Executive Officer		
Date of Endorsement	2/4/2026	Next Review Date	2/4/2028