

# ALCOHOL & OTHER DRUGS POLICY

## 1. OVERVIEW

Cook Shire Council is committed to minimising the harm to members of the Council workforce and the wider community associated with the use of alcohol and other drugs, and to provide the community with a responsible model of behaviour. Cook Shire Council recognises that the inappropriate use of alcohol and other drugs can adversely affect workplace safety and performance and can significantly contribute to absenteeism and reduced morale.

## 2. POLICY STATEMENT

Cook Shire Council is committed to providing a safe, healthy and productive workplace that actively promotes the health of the Council community by offering appropriate alcohol and other drug education and treatment referral as required.

Cook Shire Council is committed to ensuring that the possession, use, or sale of any drug in any areas administered by Cook Shire Council is in accordance with relevant State and Federal Laws and Regulations.

Cook Shire Council is committed to facilitating a fair and supportive response to employees adversely affected by alcohol or other drug use.

## 3. REFERENCES

- Workplace Health and Safety Act 2011
- Transport Operations(Road Use Management)Act 1995
- Drugs Misuse Act.

## 4. DEFINITIONS

- Employees: any person performing work for the Cook Shire Council regardless of position held, this includes Contractors and Volunteers.
- Senior Management: the Chief Executive Officer and Executive Management team.
- Vehicle: any motor vehicle, articulated motor vehicle, truck, truck wagon, mobile crane/plant or any item of plant.
- Company Property: is all property within the jurisdiction of Cook Shire Council excluding residential housing.
- Alcohol: refers to beverages containing ethanol. Includes (but is not limited to); beer, wine, spirits, liqueurs and cocktails.
- Other drugs: “other drugs” will include; amphetamines (speed, ecstasy), cannabis (marijuana), methamphetamines (ice, meth) , opiates (opium, morphine, heroin), cocaine, phencyclidine (PCP, angel dust) and other controlled substances or medications other than:
  - those sold to the public on a non-prescription basis;
  - those prescribed to the employee by a duly licensed physician.

- Breach: a violation of this policy. Employees will be deemed to be in violation of this policy when;
  - i. the employee is suspended from work because he/she is suspected of being under the influence of alcohol or other drugs and he/she will not permit testing as per section 8 of this policy.
  - ii. the employee is suspended from work under section 8 of this Policy and the test results indicate that the employee was “under the influence of alcohol” as defined in section 6 of this Policy or that the employee was “under the influence of other drugs” as defined in section 6 of this Policy.
  - iii. the employee has violated subsection 6.1 or subsection 6.2 of this Policy.

## 5. RESPONSIBILITIES

### Employer and Management

5.1 Cook Shire Council recognises it has a responsibility to provide a safe and healthy working environment for all employees. In developing this policy, Cook Shire Council recognises the need for appropriate and consistent action where an employee demonstrates that their use of alcohol or other drugs adversely affects their work performance, or affects the safety, productivity and morale of Council’s other employees.

### Employees

5.2 Employees of Cook Shire Council have a duty to ensure not only their own safety and comfort in the workplace but also that of their colleagues. To this end, all employees have a responsibility not to be affected by alcohol or other drugs (including intoxication or withdrawal or ‘hangover’ effects), at any time during working hours, or when it may negatively impact on their work performance.

Employees must at all times be able to carry out their responsibilities in a way that ensures their own and other workers safety. Employees have a responsibility to be fit for duty and meet established standards for job performance and conduct. For the purposes of this Policy, ‘during working hours’ includes lunchtimes, and immediately before working hours.

Employees who suspect or believe another worker is affected by substances in the workplace have an obligation under this policy to notify their direct Manager (or in the absence of their direct Manager, their Senior Supervisor), and the WHSO of their concerns.

Supervisors and Foremen have an obligation under this policy to enact the guidelines and report any incident to their Manager and/or WHSO.

All employees, self employed persons and volunteers share in the responsibility for adhering to and enforcing this procedure at all times.

## 6. STATEMENT OF POLICY

In recognition of this Policy, the following rules will be applied to all employees to help achieve a safe work environment.

- 6.1 Consumption of alcohol on Council property, during working hours is strictly prohibited without prior approval from the Department Manager and/or the Chief Executive Officer.
- 6.2 Possession of, or use of, other drugs on Council property is strictly prohibited.
- 6.3 Subject to 6.5 below, being “under the influence of alcohol” or “under the influence of other drugs” as defined below is strictly prohibited whilst on duty.
  - a. Employees will be considered to be “under the influence of alcohol” if he/she has a concentration of greater than zero % by weight of alcohol in his/her blood.

- b. Employees will be considered to be “under the influence of other drugs” if a drug test reveals the presence of substances prohibited by Law.
- 6.4 Where an employee is taking medications prescribed by a doctor that may impair their ability to perform tasks (driving, operating machinery) safely, the employee has a duty under this Policy to notify the Supervisor (or in the Supervisor’s absence, the Chief Executive Officer or Deputy Chief Executive Officer) of their limitation. Adjustments can then be made to ensure safety is maintained. If this is not possible and the situation is temporary, the person should go home on sick leave via suitable transport. If the situation is not temporary, then consideration for longer term duties where safety is not at risk will be required.

All prescription drugs should be used in accordance with instructions issued at the time of dispensing.

- 6.5 Where an employee is on duty outside of normal hours or called to duty outside of normal operating hours being “under the influence of alcohol” or “under the influence of other drugs” as defined below
- a. Employees will be considered to be “under the influence of alcohol” if he/she has a concentration equal to or greater than 0.05% by weight of alcohol in his/her blood or greater than any other Queensland Transport limitation for the operation of heavy vehicles and plant if this type of machinery is to be operated.
  - b. Employees will be considered to be “under the influence of other drugs” if a drug test reveals the presence of substances prohibited by Law.
  - c. Officers with private use of a Council motor vehicle after normal hours shall be considered to be “under the influence of alcohol” if he/she has a concentration equal to or greater than 0.05% by weight of alcohol in his/her blood

## **7. POLICY COMPLIANCE NOTES**

An employee in violation of this Policy will upon returning to work be counselled by the CEO (or his nominated Officer) and the WHSO. The Employee may request the presence of his/her union rep, or a nominated representative. The Employee shall be advised that this is deemed to be a breach of this Policy and if a further breach of this Policy occurs within a two year period then he/she will be dismissed.

## **8. ASSESSING AND TESTING PROCEDURES**

### **8.1 Random Testing**

Random Alcohol and Drug testing will be carried out in a non-discriminatory manner that involves a neutral selection process.

Due to the size of Cook Shire and the inability to conduct selected daily testing on individuals, additional testing may be performed as and when possible.

The testing protocols are outlined in section 9 “Process Flowchart”.

Designated employees will carry out tests on worksites.

### **8.2 Alcohol**

Consistent with our commitment and responsibility to provide a safe workplace and consistent with employees’ needs and responsibilities, for a safe workplace, we will use the following procedure with respect to alcohol.

If an employee reasonably suspects that another employee is affected by alcohol, as indicated by visible evidence of erratic behaviour, including (but not limited to):

1. slurred or impaired speech;
2. the person's breath smelt of alcohol;
3. the person staggered, his/her movements were jerky and off target;
4. the person admitted to drinking a certain quantity of alcohol;
5. the person's eyes were bleary and heavy;
6. the person exhibited a dulled tired appearance
7. the person was aggressive in his/her speech or manner;
8. the person's face was flushed;
9. the person's pupils were large with a sluggish reaction to light;
10. the person's sense of time was defective, being unable to repeat times of incidents.

The initiator shall also be tested. Blatant acts of victimization or discrimination by employees raising the suspicion is classified as unacceptable behaviour on their behalf.

Or

Employees being continually late for work or late to resume duties.

Or

The person's being involved in acts of harassment, intimidation, bullying or fighting.

Or

If there is reasonable suspicion, based upon evidence of any kind that an employee may be impaired and presents a risk to himself or herself or other persons, plant or equipment, then the supervisor is to seek the opinion of a second supervisor or the WHSO and assess the situation by taking the following steps:

- (a) The employee will be advised that he/she is suspected of being under the influence of alcohol and be given the opportunity of using Councils breathalyser forthwith and if possible this test will be carried out in the presence of a witness being a fellow employee who is on duty and available at that time. All results of this test will be recorded - Attachment 1.
- (b) As per the Process Flowchart section 9.1, if the employee refuses the opportunity to use the Councils breathalyser, he/she will be taken to a medical centre for blood testing. Should the person refuse to undertake this test he/she will be suspended from work and if necessary transport home will be arranged. The individual will not be allowed to recommence duties until a medical clearance (includes alcohol testing) is received by the Council. The cost of the medical clearance will be to the individuals account. The fit for work issue will then be managed by the Chief Executive Officer.
- (c) If the employee elects to use the breathalyser and the breathalyser reading indicates that the employee is "under the influence of alcohol" (as defined in section 6 of this Policy), then the employee has the right to further testing (20 minutes later). All results of this test will be recorded - Attachment 1
- (d) Following further testing, if the breathalyser reading indicates that the employee is "under the influence of alcohol", then the employee shall be subject to action as defined in subsection 8.8 'Positive Alcohol Result'. If the employee disputes the breathalyser reading then he/she will be taken to the medical centre for further testing (blood), and this will require the employee's written consent (Attachment 3, Part A).

Upon receipt of all test results the fit for work issue will then be managed by the Chief Executive Officer.

### 8.3 Breath testing in the event of an incident or accident

If any employee is involved in an incident or accident which in the opinion of the supervisor:

- (a) results in serious damage to mobile or fixed plant or equipment during the course of its operations; or
- (b) has the potential to result in serious personal injury, property damage or environmental damage; or
- (c) results in personal injury which prevents an employee from continuing at work;

then the employee may be assessed in accordance with subsection 9.1 of this Policy.

or

If in the opinion of the supervisor a serious incident or accident occurred whilst work was being carried out under the Queensland Traffic Act including such places as:

- (a) Council property
- (b) Property easements
- (c) Road/Rail crossings
- (d) Private property

then the employee will be assessed in accordance with subsection 9.1 of this Policy.

Where the Police attend as a result of an accident/incident their testing procedures will have precedence over Cook Shire Council testing procedures.

### 8.4 Other drugs

Testing employees for other drugs will occur in the following circumstances when:

there is reasonable suspicion of impairment based upon visible evidence of erratic behaviour, including (but not limited to):

- violent behaviour; includes being involved in acts of intimidation, harassment or bullying
- emotional unsteadiness
- impaired coordination

or

If there is reasonable suspicion, based upon evidence of any kind that an employee may be impaired and presents a risk to himself or herself or other persons, the Council, plant or equipment, then the supervisor is to seek the opinion of a second supervisor or the WHSO and assess the situation by taking the following steps:

- (a) The employee will be advised that he/she is suspected of being under the influence of other drugs and be given the opportunity for assessment in accordance with subsection 9.2 of this Policy and if possible this assessment will be carried out in the presence of a witness being a fellow employee or supervisor who is on duty and available at that time. All results of this assessment will be recorded - Attachment 2.

- (b) As per the Process Flowchart subsection 9.2, if the employee refuses the Council's saliva drug testing, he/she will be taken to a medical centre for urine testing. Should the person refuse to undertake this test he/she will be suspended from work and if necessary transport home will be arranged. The individual will not be allowed to recommence duties until a medical clearance (includes drug testing) is received by the Council. The cost of the medical clearance will be to the individual's account. The fit for work issue will then be managed by the Chief Executive Officer.
- (c) If the 1<sup>st</sup> saliva test is positive a 2<sup>nd</sup> confirmatory saliva test will be performed. If the results of this 2<sup>nd</sup> assessment find the employee is unfit to resume work, then the employee has the right to further testing for the particular drug that recorded the positive result. This will require the employee's written consent (Attachment 3, Part B). That person will be taken to a medical centre in order to perform a urine test.
- (d) Whether further testing is carried out or not, if the 2<sup>nd</sup> saliva assessment has found the employee to be unfit to resume work, then the employee must be suspended from work until the final results from the urine test are received. Upon receipt of all test results the fit for work issue will then be managed by the Chief Executive Officer.
- (e) The initiator shall also be tested. Blatant acts of victimization or discrimination by employees raising the suspicion is classified as unacceptable behaviour.

#### 8.5 Testing for other drugs in event of an incident or accident

If any employee is involved in an incident or accident which in the opinion of the Supervisor:

- (a) results in any damage to mobile or fixed plant or equipment during the course of its operation;  
or
- (b) has the potential to result in serious personal injury, property damage or environmental damage;  
or
- (c) results in personal injury which prevents an employee from continuing at work, then the employee will be assessed in accordance with subsection 9.2 of this Policy.

or

If in the opinion of the supervisor a serious incident or accident occurred whilst work was being carried out under the Queensland Traffic Act including such places as:

- (a) Council property
- (b) Property easements
- (c) Road/Rail crossings
- (d) Private property

then the employee will be assessed in accordance with subsection 9.2 of this Policy.

Where the Police attend as a result of an accident/incident their testing procedures will have precedence over Cook Shire Council testing procedures.

#### 8.6 Self Testing

##### (a) Self testing obligation - Alcohol

- Everybody has the opportunity to self-test 'without prejudice'.
- Positive readings from self-tests will not result in disciplinary action provided the person does so prior to commencing work and before being selected for a random test.

- Positive result: It is the person's responsibility to call their Supervisor immediately, and advise that they cannot commence work, and will be required to take annual leave, or toil, or a rostered day off, or unpaid leave.
- Positive result: It is recommended that the person return home via alternative transport. Where possible Council transport may be used.
- People whom self-test positive after commencing work may be subject to disciplinary action.
- Employees who continually record positive self testing results will be required to attend rehabilitation refer clause 17 Supporting Organisations.

(b) Self testing obligation - Other Drugs

- Everybody is encouraged to ensure they are fit for work prior to commencing work.
- It is the person's responsibility to ensure they call their supervisor and notify that they are not fit for work.

8.7 Additional Testing

- Where an individual disputes the result they have the right to have the test repeated in the presence of their Supervisor and/or a person of their choice.
- If the second test is disputed, the individual has the right to request a blood test, however the individual shall be treated as if a positive result was recorded
- Any action taken will remain in force pending the result of the blood test.

8.8 Positive Alcohol Result

- Where a person returns a positive result they shall be retested approximately 20 minutes after the first test.
- Where a person returns a positive result, *the actual result* will remain confidential between the individual, the person carrying out the test and/or the WHSO and direct line management.

Where an individual records a reading of greater than **0.00%** but less than **0.05%** the person carrying out the test will advise the Supervisor or Manager that the individual is fit for light duties only. Light duties specifically **exclude** any operation of mobile or fixed equipment including light vehicles, rigging, carrying out of any work which requires permits, working with dangerous goods/substances or any work at heights where there is a risk of falling.

- First instance the individual will perform light duties then be retested after 20 minutes. When they register 0.00% they will be allowed to return to full duties. This will **not** be recorded on their personnel file.
- A second instance will result in the individual being given a **verbal warning** and it will be noted in their personnel file. The individual will perform light duties then be retested after 20 minutes. When they register 0.00% they will be allowed to return to full duties.
- A third instance while the verbal warning is current will result in a **final written warning** being issued and appropriate counselling. The individual will perform light duties then be retested after 20 minutes. When they register 0.00% they will be allowed to return to full duties.
- A fourth instance while the final written warning is valid will result in the **termination** of the contract of employment.
- Where an individual records a reading **greater than or equal to 0.05%** the person carrying out the test will advise the Supervisor or Manager that the individual is "Unfit for Work". The individual will be driven home and will be tested prior to commencement of the next shift.
- The individual will also be issued with a **written warning** and appropriate counselling.
- A second positive result of greater than **0.05%**, while the warning is current, will result in the **termination** of the contract of employment.

- A second positive result of less than **0.05%**, while the warning is current, will result in a **final written warning**.
- A verbal warning will remain current for **12 months** from date of issue.
- A written warning will remain current for **24 months** from date of issue.

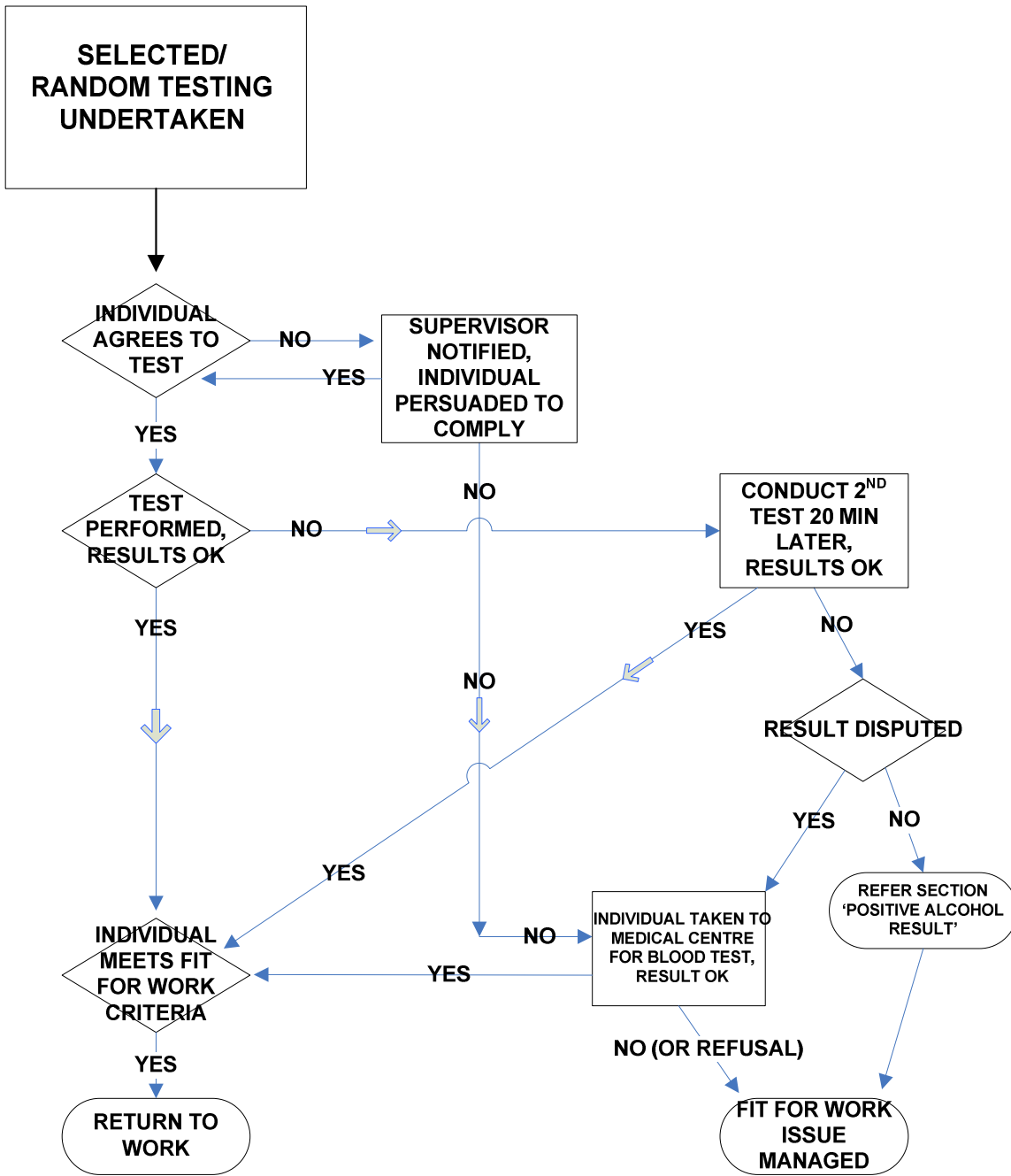
#### 8.9 Call Outs/Persons on Call

- Supervisors will assess the fitness for work of a person responding out of hours for any potential threat to their fitness for work. The supervisor should question the person to determine if any of the following apply:
  - Any alcohol consumption in the preceding 24 hours,
  - Any use of medication or other substances in the preceding 24 hours,
  - Any disturbance to or reduction in the amount of sleep in the preceding 48 hours,
  - Any medical or related conditions (e.g., stress), and,
  - Any other cause.
- The supervisor will respect a person's decision if they believe that they are not fit to undertake the required task.
- Regardless of a Supervisors assessment employees **MUST NOT** attend for duty if they feel that they may exceed **0.05%** or any other Queensland Transport limitations that may be in place for the work to be carried out (ie. operation of heavy vehicle or plant).
- In the event that a person has consumed alcohol in the last 24 hours, the supervisor will ascertain if there is any possibility of the person having a positive blood alcohol reading. If required, the supervisor will ask the person to undertake a breath alcohol test.
- Persons on call and driving a Council vehicle are subject to all prevailing State Road Rules & Regulations.
- People unexpectedly called out after hours (persons not otherwise on call) will not be subject to any penalty if they test positive for alcohol, and shall be transported safely home.

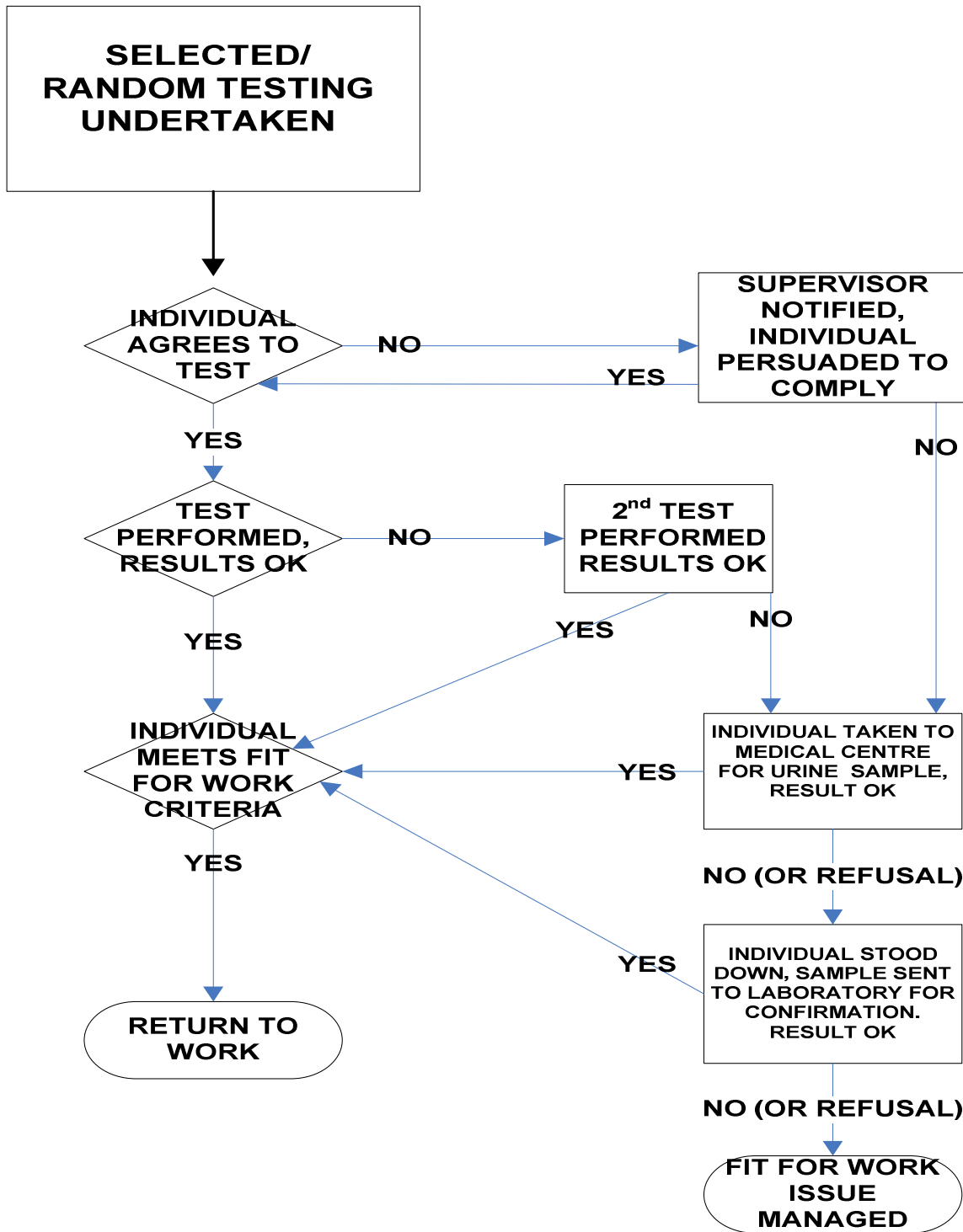
## 9. PROCESS FLOWCHART

### 9.1 Alcohol Testing





9.2 Other Drugs Testing



## 10. LABORATORY TESTING AND RESULTS

- 10.1 (a) All positive urine or blood samples must be tested by an independent laboratory.
- (b) Confirm all positive tests with a second test using gas chromatograph/mass spectrometry of a generally accepted, scientifically equivalent method.
- (c) The results of the test will be deemed to be positive if both the initial and confirmatory laboratory test is positive.

The results of the test will be deemed to be negative if both of the tests are negative or if one of the tests is negative.

- 10.2 The testing laboratory will provide the employer with the results of analysis as soon as possible. Only the following information will be supplied:

- (a) The full name and employee pay number;
- (b) The results of all tests carried out and in cases of positive tests for other drugs, the name of the drug or drugs.
- (c) The employee will receive a copy of any test results.

These results will be forwarded to the Chief Executive Officer who will hold all original records as confidential.

## 11. DISCIPLINARY PROCEDURES/MEETINGS

- (a) When an employee refuses to permit testing as per section 8 of this Policy the refusal will be treated as a positive result. Refer Process Flowchart section 9.
- (b) When an employee has been suspended after undergoing testing as per section 8 of this Policy, then a meeting will be arranged as soon as possible after the test results are received with the employee and senior management. The employee may have his/her union delegate/s, or one other employee present at the meeting and other witnesses may be called. If the test results indicate that the employee was “under the influence of alcohol” or “under the influence of other drugs” as per section 6 of this Policy then senior management will advise the employee that he/she is in breach of this Policy and if a further breach of this Policy occurs within a 2 year period, then he/she will be dismissed forthwith.
- (c) At the meeting with senior management the employee suspended from work will undergo reassessment to determine whether he/she is fit to resume work.
- (d) If results from the test/s indicate that the employee was not “under the influence of alcohol” or “under the influence of other drugs” as per section 6 of this Policy, then the employee will be deemed to be fit to resume work forthwith.

## 12. WAGES

### 12.1 Payment of wages

There will be no loss of earnings to employees who are fit to resume work after assessment under section 8 of this Policy or to employees who are suspended and results from test/s indicate the employee was not “under the influence of alcohol” or “under the influence of other drugs” as per section 6 of this Policy.

### 12.2 Non payment of wages

There will be no payment to an employee for lost time due to the following circumstances:

- (a) When an employee voluntarily uses Councils breathalyser before commencing (ordinary/overtime) work and as a result of the breathalyser reading the employee elects to go home. However, the employee may choose to take/use annual leave, toil, or a rostered day off.
- (b) When an employee is suspended from work because he/she was suspected of being under the influence of alcohol or other drugs and he/she will not allow further testing or when the employee has violated subsection 6.1 or subsection 6.2 of this Policy.
- (c) When an employee is suspended from work following testing and the test results indicate that the employee was “under the influence of alcohol” or “under the influence of other drugs” as defined in section 6 of this Policy.

## 13. PRE-EMPLOYMENT TESTING

Positive result of alcohol or any prohibited drug may result in withdrawal of offer of employment, however, if a prospective employee fails a drug test, he or she may undergo a second test at their own expense. Council may reimburse the costs of the subsequent test to the prospective employee, should the test prove negative.

## 14. CONFIDENTIALITY

All reasonable efforts consistent with safety, practical and legal requirements will be taken to ensure a person’s privacy at all times.

Whilst confidentiality is of the utmost importance, situations may arise where there is a deliberate decision to release information. This may include a situation where the person’s fitness for work is seriously compromised resulting in a significant threat to their own or other’s safety.

Prior to disclosing a person’s confidential information the following steps shall be addressed:

- Consider other ways to resolve the situation
- Disclose only that information required to effectively address the situation
- Discuss the situation with the person’s immediate supervisor or the employees nominated representative
- Anyone failing to maintain confidentiality shall be liable to disciplinary action.

## 15. DISCLOSURE OF INFORMATION

Disclosure should be provided only to those persons who have a legitimate need to know. The WHS Coordinator or delegate may disclose information to;

- The individual tested (all test results)
- Supervisors and successive levels of Council management (for random, significant incident and reasonable cause test results)
- Human Resources Manager
- Human Resources staff in relation to the pre-employment testing of prospective employees and contractor employees
- Occupational Physicians (if deemed necessary by the WHS Coordinator)
- The individuals direct Manager and/or The Chief Executive Officer



**BREATHALYSER TEST**

The breathalyser is a breath testing device to provide Cook Shire Council with a specimen of breath which is to be used as a guide only as to whether further testing is required in accordance with the Alcohol and Other Drug Policy. It is necessary to blow into a disposable mouth piece tube.

Full name of person being tested: \_\_\_\_\_

Occupation: \_\_\_\_\_

Pay Number: \_\_\_\_\_

Persons carrying out the test:

• Council Supervisor: \_\_\_\_\_

• Council WHSO (or Safety Rep.) \_\_\_\_\_

• Witness (if required) \_\_\_\_\_

• Record the name of the employee raising the suspicion

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Reason for test (select one) RANDOM/ INCIDENT BASED/REASONABLE CAUSE:

Colour of face - flushed, pale or other: \_\_\_\_\_

Behaviour: \_\_\_\_\_

Speech: \_\_\_\_\_

Action: \_\_\_\_\_

Balance: \_\_\_\_\_

Eyes: \_\_\_\_\_

WHSO comments: \_\_\_\_\_

Time of 1<sup>st</sup> Test: \_\_\_\_\_ AM / PM Time of 2<sup>nd</sup> Test \_\_\_\_\_ AM / PM

The breathalyser records a reading of: 1<sup>st</sup> Test \_\_\_\_\_ %.. : 2<sup>nd</sup> Test \_\_\_\_\_ %.

We acknowledge the above readings to be correct (as indicated by the breathalyser)

Person undergoing testing: \_\_\_\_\_ Date

\_\_\_/\_\_\_/\_\_\_

Signature

Council Supervisor: \_\_\_\_\_ Date

\_\_\_/\_\_\_/\_\_\_

Signature

Council WHSO.(or Safety Rep) \_\_\_\_\_ Date

\_\_\_/\_\_\_/\_\_\_

Signature

ATTACHMENT 2

ASSESSMENT FORM FOR OTHER DRUGS

I have been advised that I have been selected randomly/incident based/reasonable cause (SELECT ONE) to perform a drug test as per the Cook Shire Councils Alcohol and Other Drug Policy.

Full name and signature of person being assessed:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Occupation: \_\_\_\_\_ Pay Number: \_\_\_\_\_

Persons present whilst assessment is being carried out:

- Council Supervisor: \_\_\_\_\_
- Council WHSO (or Safety Rep): \_\_\_\_\_
- Record the name of the employee raising the suspicion (if applicable).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Reason for test (select one) RANDOM/ INCIDENT BASED/REASONABLE CAUSE

Colour of face - flushed, pale or other: \_\_\_\_\_

Behaviour: \_\_\_\_\_

Speech: \_\_\_\_\_

Action: \_\_\_\_\_

Balance: \_\_\_\_\_

Eyes: \_\_\_\_\_

WHSO comments: \_\_\_\_\_

We the undersigned find \_\_\_\_\_ to be:

(Please tick the appropriate box)

Fit to resume work without further testing.

Unfit to resume work and is required to undertake further testing for (list drug type): \_\_\_\_\_

Council Supervisor: \_\_\_\_\_ Date

\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

Council WHSO (or Safety Rep):. \_\_\_\_\_ Date

\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

Time of completion of this form: \_\_\_\_\_ AM / PM

ATTACHMENT 3

ALCOHOL BLOOD TESTING

PART A

Name (print in full): \_\_\_\_\_ Pay Number: \_\_\_\_\_

I hereby acknowledge that the 2 results from the breathalyser indicate that further testing is required.

I realised the 2 results from the breathalyser have supported the suspicion of me being under the influence of alcohol and in order to verify the concentration of alcohol in my blood, I give consent to Cook Shire Council to arrange a blood test in accordance with the Alcohol and Other Drug Policy.

Employee undergoing testing: \_\_\_\_\_ Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

In presence of:

Council Supervisor: \_\_\_\_\_ Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

Council W H S O (or Safety Rep.): \_\_\_\_\_ Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

Time of completion of this form: \_\_\_\_\_ AM / PM

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**ATTACHMENT 3**

**URINE DRUG TESTING**

**PART B**

Name (print in full): \_\_\_\_\_ Pay Number: \_\_\_\_\_

I give my consent to Cook Shire Council to arrange a urine drug test at an approved medical centre in accordance with the Alcohol and Other Drug Policy.

Employee undergoing testing: \_\_\_\_\_ Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

In presence of:

Council Supervisor: \_\_\_\_\_ Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

Council W H S O (or Safety Rep.): \_\_\_\_\_ Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

Time of completion of this form: \_\_\_\_\_ AM / PM