

Policy Statement

In keeping with the Company requirement under the Occupational Safety and Health Act 1984 to provide and maintain a safe and healthy workplace, this policy sets out the responsibilities of management, employees and others working on our sites and in our premises with respect to their fitness to work.

This Policy has a zero level drug and alcohol tolerance.

This policy refers to any type of alcohol and any form, use or possession of an illicit drug or substance or prescribed medication that may affect performance, judgement or safety.

Note: A Drug & Alcohol Policy implemented by a principal contractor agreed to in writing by the relevant employee and employer takes status over this policy where there are contradictory clauses.

Impairment

It is the personal responsibility of employees and others working for Mason Electrical Engineering Contractors to ensure that their work performance is always such that their safety, the safety of others and their work performance is not impaired by the consumption of alcohol, the taking of any illegal substance, the use of any prescription medication or by presenting to work when suffering serious illness or extreme tiredness through sleep deprivation. A failure to take responsibility for your own health and safety and the safety of others may result in a breach of the Occupational Safety and Health Act 1984 and disciplinary action from Mason Electrical Engineering Contractors.

While there is no simple method to assess a person's impairment, the consumption or use of alcohol, drugs or prescribed substances that may affect a person's safety or affect their performance is not permitted.

The Mason Electrical Engineering Contractors supervisor is ultimately responsible in determining whether a person is able to work safely and is fit for duty. It is the responsibility of the employee or other person to demonstrate to the supervisor that they are fit for work.

In the case of serious illness a certificate or letter from a treating medical specialist will be required to establish fitness for work.

In the case of suspected illicit drug or alcohol affliction this may involve an independent drug or alcohol test in accordance with the Drug and Alcohol Testing Procedure within this policy.

People taking prescription or over the counter medications that may impair performance or safety are to immediately advise their supervisor. Such advice will be treated confidentially.

Employees or others who have a diagnosed condition that precludes them from operating machinery or motor vehicles must inform Mason Electrical Engineering Contractors prior to operating any plant or machinery or driving a vehicle.

Employees or others who are observed as being unfit for work will be immediately removed from the workplace for their safety and others safety. They will be advised against driving a motor vehicle and they will be offered a safe method of travel to their home.

Possession of Illegal Substances or Paraphernalia

If an employee is found to be in possession of illegal substances or paraphernalia for the use of illegal substances the employee will be stood down without pay pending investigation. The matter may be reported to the WA Police.

Only after the employee has provided at their expense a recent negative NATA Laboratory approved drug and alcohol test result and they have satisfied **Mason Electrical Engineering Contractors** that they are actively seeking assistance to deal with any dependency matters will they be allowed to return to work.

Testing Circumstances

An employee may be tested for use of drugs or alcohol under any of the following circumstances:

- Where an individual has behaved in a manner which clearly indicates a breach of this Policy;
- Where an individual puts his/her own safety or that of others gravely at risk;
- Where an individual was directly involved in a major accident or near miss event which resulted in:
 - Major damage to the project site infrastructure
 - Major damage to plant or equipment
 - A reportable dangerous occurrence to the State Safety Regulator (WorkSafe WA)
 - An injury or harm to individual/individuals which required admittance to a hospital
- Where it is a contractual requirement within the contract;
- On a Government project where it is a legal requirement;
- Where there is reasonable cause to believe that alcohol or substances may be affecting the safety and/or performance of an employee. This belief can be based on observation of the affected employee by another person in respect to the affected employees safety, work performance, behaviour, speech or appearance etc.

Additional circumstances for testing may be set if agreed in writing by the employer and the majority of employees concerned.

Testing Method

All drug and alcohol testing will be undertaken by a licensed independent tester. Threshold levels on illegal drugs screening and conformity tests shall be determined as per relevant standard, which will also be applied for cut-off levels and laboratory testing requirements. Confirmatory testing will be conducted by a NATA approved laboratory.

Saliva drug testing will generally be used unless a urine test is required under the following conditions:

- As requested by the principal contractor or project contributor as part of a random testing method;
- To indicate use of Benzodiazepines (BZO) and any other drug undetectable on a saliva test;
- As a secondary test where requested by an employer or employee;
- As a primary test at the request of an employee;
- Where a saliva test is impractical due to medical or other conditions; or
- Where a saliva test provides a non-negative result.

A urine test will only be conducted where it can be proven to be tamper-free and offer privacy for the employee.

Random Testing

Random testing will occur on Commonwealth projects where the Government's contribution exceeds:

- (a) \$5,000,000 and represents at least 50% of the total construction project value; or
- (b) \$10,000,000 (irrespective of its proportion of the total construction project value).

Random testing will additionally occur where employees are informed prior to the commencement of the project, at the directive of the employer, principal contractor or project contributors.

Random testing is subject to the following conditions:

- Where there are less than 30 workers on site – at least 10% of the workforce;
- Where there are 30 to 100 workers on site – a minimum of 5 workers per month; and
- Where there are greater than 100 workers on site – a minimum of 10 workers per month.

Employees will be routinely tested for all of the following substances:

- a. Alcohol;
- b. Opiates;
- c. THC (marijuana);
- d. Cocaine;
- e. Benzodiazepines;
- f. Amphetamine; and
- g. Methamphetamine.

Testing Outcomes

This Policy has a zero level drug and alcohol tolerance.

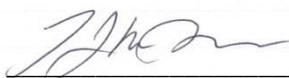
Employees who return a non-negative initial result or refuse testing are deemed unfit for work until such time as a negative drug test result from a NATA approved laboratory is returned. The employee may need to utilise leave entitlements or take unpaid leave to cover this period. If a positive drug and alcohol reading from a NATA approved laboratory is recorded, the employee may be subject to disciplinary action, including dismissal.

Counselling, education and rehabilitation services by independent and confidential external professionals will be offered as appropriate. Personal leave or leave without pay may be negotiated to enable rehabilitation and counselling.

All employees and applicants who test positive following a laboratory test have the right to meet with the NATA approved testing laboratory personnel, and with Mason Electrical Engineering Contractors to understand their test results. These discussions should be considered confidential except that information disclosed in such tests will be communicated to personnel within Mason Electrical Engineering Contractors or within the NATA laboratory that need to know such information to make appropriate and proper decisions regarding the test results or regarding the disciplinary action of the individual.

Employees have a right to obtain copies of all test results from the NATA testing laboratory, or from Mason Electrical Engineering Contractors. Where an employee disagrees with the positive test results, the individual may request that the NATA testing laboratory repeat the test within two working days. The repeated tests will be at the individual's expense, unless the repeat test proves to be negative, in which case Mason Electrical Engineering Contractors will be responsible for the costs incurred.

Employees or other people who are in breach of this Policy will be subject to the company's disciplinary procedures and depending on the circumstances; their behaviour may be treated as serious misconduct.



Manager

Mason Electrical Engineering Contractors

Date: 02/12/2020

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