



GEM-PLA-04 (v4)

GORE EARTHMOVING

DRUG & ALCOHOL MANAGEMENT PLAN



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1. PURPOSE

Gore Earthmoving Pty Ltd (GEM) Drugs and Alcohol Management Plan details its approach and procedures for the management of employees, contractors and visitors attending a GEM depot, job/work site and inform all workers and contractors of their responsibility to present fit for work and not affected by alcohol and/or other drugs to maintain a safe and healthy work environment.

2. SCOPE

This plan applies to all employees and contractors attending GEM depot, job/work site or where its client has requirements in relation to drugs and alcohol management. Where client requirements exceed those outlined in this plan, the clients' policies and procedures shall apply. All persons attending a GEM depot, job/work site are required to comply with the procedures outlined in this plan. It is a condition of entry to GEM workplaces that all workers, contractors and visitors can be tested for alcohol and other drugs.

3. STANDARDS

This plan has been formulated to meet with the following Australian New Zealand Standards:

- **AS/NZS 4308:2023** Procedures for specimen collection and the detection and quantification of drugs in urine
- **AS/NZS 4760:2019** Procedures for specimen collection & the detection & quantitation of drugs of abuse in oral fluid
- **AS3547:2019** Breath Alcohol Testing Devices

4. COMMITMENT

GEM is committed to providing a safe, healthy and productive work environment that is free from the hazards associated with drugs and alcohol use and ensuring the safety of all stakeholders. GEM recognises that some workers may require support for alcohol or drug related issues. If a worker believes they require assistance, they will be encouraged to obtain support via their doctor or other support services such as community health, support groups, or other specialist services.

5. DISCIPLINARY ACTION

GEM has a zero-tolerance approach towards the presence of illicit drugs within the workplace. This includes the discovery of an employee with possession of an illicit substance, and any testing which results in a non-negative reading of a substance within an employee's system above the detectable limit while at work.

Compliance is mandatory with all GEM Policies, Management Plans and Employment contract, terms & conditions, for employees and contractors attending a GEM depot, job/work site.

Any person/s returning a breath alcohol concentration reading of greater than 0.00% will be deemed to have a fail test result along with any person/s who returns a positive result to the saliva drug screening test.

Non-compliance with this policy or the return of a positive drug & alcohol is considered serious misconduct under Fair Work and may result in disciplinary action up to and including termination of employment without notice.

6. RESPONSIBILITIES

All GEM stakeholders have a responsibility to ensure the health and safety of workers' and other persons in the workplace and present fit for work, not affected by alcohol and/or other drugs.

4.1 Executive Managers:

- Implement and monitor the application of this management plan at the workplace;
- Investigate and take appropriate actions where breaches of the management plan have occurred;
- Advise prospective workers that testing for alcohol and other drugs is undertaken;
- Assist Supervisors/Leading-hands in applying the standard of the management plan. This includes facilitating access to counselling, rehabilitation and other assistance services when required; and
- Ensure privacy and confidentiality rights of workers are protected and maintained.

4.2 Supervisors/Leading-hands:

- Implement and monitor the application of this Standard at the workplace;
- On receipt of a BrAC fail, unconfirmed drug result and/or confirmed drug result for a worker, place the wellbeing of the worker and their team at the forefront and ensure the privacy and confidentiality rights of workers are protected and maintained



**4.3 Business & Compliance (People & Culture):**

- Develop and maintain information and education for workers about the effects of alcohol and other drugs on health and wellbeing
- Provide support to Managers/Supervisors/Leading-hands and workers on all aspects of the management plan;
- Document any confirmed positive results from testing for alcohol or other drugs confidentially;
- Ensure Alcohol and Other Drugs education and information is contained within the worker induction; and
- Ensure privacy and confidentiality rights of workers are protected and maintained

4.4 Workers & Contractors:

- Be fit for work (at work, driving a company vehicle or operating company plant or equipment) and not be adversely affected by alcohol or other drugs;
- Notify their Supervisor/Leading-hand/Management for supportive action if they are taking any prescribed and/or non-prescribed medication that could affect their fitness for work;
 - their work performance is likely to be affected by alcohol or other drug use; or
 - there is any risk to themselves or others due to the effects of alcohol or other drugs.
- Not perform any duties that involve driving of any vehicles or operating heavy machinery whilst having a detectable 'relevant drug' in their system. This includes legally prescribed medicinal cannabis products that contain delta-9-tetrahydrocannabinol (THC);
- Encourage other workers to comply with this Drug and Alcohol management plan;
- Participate in testing as required;
- Notify their Supervisor/Leading-hand/Management or other responsible/authorised person immediately if they suspect others in the workplace are behaving in a way that suggests they may be impaired by alcohol and/or other drugs; and
- Not consume alcohol at a GEM workplace except with Executive Management or delegated approval.

4.5 Visitors shall:

- Not be adversely affected by alcohol or other drugs when attending a GEM workplace; and comply with any reasonable direction to protect health and safety of all persons, whilst on a GEM site
- All visitors will be asked to participate in random testing whilst on GEM site.
- Should the Visitor choose not to participate in random testing, they must leave the premises immediately and may only return no sooner than 24-hours later. This option may be chosen by the Visitor without adverse consequences.

4.6 Testing Providers and Collectors:

Testing Provider and Collectors are responsible for:

- Complying with the methods of testing as per standards
- Procedures for specimen collection and the detection and quantification of drugs in urine AS/NZS 4308:2023
- Implementing the standards for the collection and testing of specimens taken for alcohol and other drugs;
- Provision of reports on the number and locations of tests conducted;
- Acting respectfully and professionally; and ensuring privacy and confidentiality rights of workers are protected and maintained

7. PRIVACY & CONFIDENTIALITY:

The use of information gained as a result of an alcohol or other drug test will be strictly limited to purposes consistent with this Standard. The Australian Privacy Principles will apply.

Throughout the drug testing process, confidentiality is essential. The testing provider will be the only entity able to match a specific saliva sample with a specific person.

Subject to external stakeholder operational reporting requirements, GEM will ensure that worker, contractor and visitor information is kept confidential and secure. All documentation and requests for disclosure will be handled according to relevant legislation. Information will only be used for the purpose of determining fitness for work, assignment of appropriate duties or rehabilitation processes.

GEM will only release information to a third party as required by law and after the individual concerned has been advised. Records of test results will not be passed on to any future employer. Visitor samples will only be used to determine whether they are able to remain on site for the purpose of their visit and then the sample will be destroyed.

8. PRESCRIPTION DRUGS & NON-PRESCRIBED DRUGS:

GEM recognises some workers, contractors or visitors take prescribed drugs and/or non-prescribed drugs (e.g., over-the-counter medication) that may at times affect their fitness for duty. Individuals using these medications should:





- Advise their Medical Practitioner or Pharmacist of the type of work they do at the time of obtaining the prescription or medication and obtain relevant information about the possible side effects;
- If affected, advise their Supervisor/Manager or other responsible person that they are taking medications and there may be possible side effects;
- Take the medications only as prescribed or instructed;
- Take note of warnings or instructions on packaging; and
- If taking prescribed medicinal cannabis containing THC, not drive a vehicle or operate heavy machinery whilst having a detectable level of THC in their system. This is due to legal requirements associated with driving with a relevant drug detectable which apply irrespective of fitness for duty, impairment or whether the medication was obtained legally

9. IDENTIFICATION OF PERSONS AFFECTED BY ALCOHOL OR OTHER DRUGS:

Identification of persons affected by alcohol or other drugs can occur as a result of (but not limited to):

- Voluntary disclosure by the person affected;
- Direct observation of an individual's behavior,
- An individual being found consuming alcohol or drugs at a GEM workplace;
- A workplace accident, incident or near miss and subsequent post incident testing;
- Non-attendance or reduced attendance at work evidenced by:
 - Absenteeism such as excessive sick leave, taking of unauthorised leave, frequent minor illnesses, improbable excuses for absences, lateness of arrival or non-attendance to a prestart.
 - On the job absenteeism such as continued absences from the office, worksite, frequent trips to a break room or bathroom, late returning from breaks etc.

A person may be reasonably suspected of being ill or under the influence of alcohol and/or prescriptive or illegal drugs where the person is demonstrating one or more of the following symptoms or behaviours in the below table. Care should be taken, as some of the symptoms outlined below are similar to those for the onset or occurrence of a heart attack, stroke or other illness. Therefore, these symptoms are listed as a guide only as to symptoms that may be exhibited when a person is affected by alcohol or drugs.

Physical Symptoms and Behaviour (guide only)		
Flushing	Dizziness	Shakiness
Bloodshot eyes	Dilated (enlarged) pupils	Unclear judgment
Confused	Uncoordinated movements	Irregular breathing
Slow reactions	Loss of memory	Hyperactivity
Slurred speech	Aggression	Depression
Smells of alcohol	Tendency to laugh	Tension
Loss of inhibitions	Talk more than usual	Unconsciousness
Vomiting	Convulsions	Hallucinations
Trembling	Irritability	Irrational behaviour
Threatening manner	Sleepiness	Anxiety
Convulsions	Increased sweating	Dehydration

10. TESTING

Alcohol and drug testing procedures may differ between GEM depot, job/work site and client specific procedures. Client requirements will take precedence over the requirements of this plan, where applicable.

Testing shall be carried out by a suitably trained/qualified collector, medical practice, or trained/authorised GEM representative and in accordance with the relevant Australian Standards:

- AS/NZ 4308:2023 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
- AS/NZ 4760:2019 Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid
- AS3547:2019 Breath alcohol testing devices





Testing may be carried out at GEM/Clients discretion in circumstances including but not limited to reasonable suspicion, an accident, incident, reportable near miss and or site-specific testing protocols. When a worker is suspected of being affected at work, primary consideration must be given to the safety of the individual and of others.

Testing triggers include, but are not limited to:

- Random testing – any worker or a select group of workers may be tested on a random day
- Upon reasonable belief – a worker who shows signs of being affected by alcohol and/or drugs should be considered for testing.
- Testing after a workplace health and safety incident – a worker may be required to submit to an alcohol and/or other drugs test if they are involved in an incident.

Breath testing for alcohol will be conducted by the collector using an electronic breath analysis device that has been calibrated and certified by the manufacturer of the device or an accredited testing agency. Breath specimen collection and testing will be performed in accordance with recognised breath testing practices and the device manufacturer's instructions.

Employees unwilling to comply with this management plan shall be stood down on unpaid leave pending the outcome of a performance management meeting to determine disciplinary action or a return-to-work plan.

A copy of the results will be provided to the individual at the completion of the testing.

7.1 Refusal to Test:

Failure to complete a test will be treated the same as a positive/confirmed test with the employee/contractor asked to stand down on unpaid leave and subject to GEM performance management guidelines. Any attempt to falsify or tamper with an alcohol or drug test will also be subject to performance management guidelines. Contractors refusing to comply with testing protocols will be required to leave site immediately with the terms and conditions of their engagement (including financial penalties/liabilities) enforced.

7.2 Post Accident, Incident and Near Miss Testing:

If an accident/incident/near miss occurs or where it is deemed necessary based on the potential severity, the person(s) involved shall comply and be tested as soon as practicable for alcohol and/or drug use.

7.3 Testing as a Result of Reasonable Suspicion:

If a Leading-hand/Supervisor/PIC has reasonable suspicion that a person at work is impaired by alcohol or other drugs, they can initiate testing. In the event this is not possible or practical for the individual to undertake testing, the Leading-hand/Supervisor/PIC may direct the individual to cease work. The person is to remain in a designated work area (crib room/office) where they present no safety risk to themselves or others until they can be tested. If a person is removed from duties and a testing service is delayed/not available, the person will not be disadvantaged financially.

7.4 Return to Work Testing:

A return-to-work test will apply to any employee/contractor required to return to work after a negative test result, as part of a performance management/return to work plan where appointed.

Where the individual is taking prescribed medication and is required to continue the medication for health reasons, a return-to-work test is not required subject to a letter from a health practitioner/medical professional, confirming medication being taken, will not impact on the individual's duty of care to present fit for work and be capable of performing all duties required, unimpaired.

Any re-testing should be undertaken using the same method as the initial test and in accordance with the relevant Australian Standards. Re-testing may give rise to the worker undergoing further disciplinary procedures should a failed test reoccur.

7.5 Client's Contractual Requirement

Where GEM is contracted to a client who requires alcohol and drug testing, in excess of that detailed in this management plan, GEM employees shall comply with the client's policy and or instruction.

7.6 Pre-Employment Testing

Pre-employment screening and detection protocols associated with the GEM recruitment and onboarding process may be required.



7.7 Testing Instruments and Readings:

- Alcohol: Breath Alcohol Concentration Testing (BAC) will be conducted using a breathalyzer that meets and is calibrated in accordance with AS3547:2019. A BAC fail test will require a second test 30 minutes afterwards, to confirm the breath alcohol concentration. The second test reading will be the official recorded result and will be treated as a confirmatory test.
- Other drugs: On-site initial drug testing will be conducted through the collection and analysis of a saliva specimen using a saliva testing device that meets AS/NZS4760:2019. If an individual returns a positive result to the initial on-site saliva drug test, the collector will obtain a second specimen. The second specimen is divided into two samples within the collection device, one for confirmatory testing and a referee sample. These will be sent for laboratory confirmation testing. All collection and transportation processes will be in accordance with AS/NZS4760:2019.
- Information that demonstrates correct and current calibration and test date for equipment being used for testing must be available for reference at the time of testing.

7.8 Drug Testing Procedure:

- a) The drug testing procedure is likely to involve urine and or oral fluid testing. The testing processes will comply with the relevant AS/NZS 4308:2023 Procedures for specimen collection and the detection and quantification of drugs in urine & AS/NZS 4760:2019 Procedures for specimen collection & the detection & quantitation of drugs of abuse in oral fluid Standards.
- b) The drug testing procedure is set out in Schedule A to this policy.
- c) Where a Worker undergoes testing for drugs, the Worker consents to any specimen being subject to testing by an accredited laboratory, even when a negative result is returned on initial testing.
- d) For all drug testing the report from an accredited laboratory will record a positive or negative test result and may report the levels of the drug and/or metabolite concerned. Levels of a drug and/or metabolite in a specimen should only be provided to a Medical Review Officer or qualified toxicologist at an accredited laboratory for the purpose of determining a positive or negative result.
- e) Immunoassay screening test cut-off concentrations

Table 3.1 — Onsite immunoassay screening test cut-off concentrations

Class of drug	Cut-off, µg/L^a
Amphetamine type substances	300
Benzodiazepines	200
THC metabolites	50
Cocaine metabolites	150
Opiates	300
^a These cut-off concentrations also apply for validated alternative methods.	

7.9 Prescription and over-the-counter medication:

- If an employee is currently taking any medications that may affect their ability to safely perform duties, the employee is to consult with their treating medical practitioner about their capacity for work.
- The employee must notify their Leading-hand, Supervisor, PIC or GEM Management immediately should they feel prescribed medications are impacting on their ability to work safely.
- A letter from a health practitioner/medical professional, confirming medication being taken will not impact on the individual's duty of care to present fit for work and being capable of performing all duties required of them unimpaired, is required.
- An employee/contractor is not required to reveal the nature of the condition being treated or the type of medication, only that they are taking medication which has the potential to adversely impact upon their ability to work safely.





11. MANAGEMENT OF TEST RESULTS - ALCOHOL

8.1 Pass Test Result to Alcohol:

- Persons who return a breath alcohol concentration reading of 0.00% will have a pass result and shall be permitted to commence or return to normal duties.

8.2 Fail Test Result Alcohol:

- Persons who return a breath alcohol concentration reading of greater than 0.00% will be deemed to have a fail result.
- Should the person/individual provide a second fail test, GEM will provide the employee transport to their accommodation or alternatively to a suitable place of recovery. Performance management and or disciplinary action will be applicable in line with GEM's integrated management policies and procedures.

12. MANAGEMENT OF TEST RESULTS – DRUGS

9.1 Negative Result to an Initial Drug Test

- Persons who return a negative result to the saliva drug screening test shall be permitted to commence or return to normal duties.

9.2 Positive Result to Initial Test

- If a person returns a positive result to the initial saliva drug test, they shall be required to provide a second specimen to confirm the result and not be permitted to remain at the worksite. In this case GEM will provide the employee with transport to their accommodation or alternatively to a suitable place of recovery.
- The second specimen is then divided into two samples, one for confirmatory testing and a referee sample. It will then be dispatched to the testing service provider's laboratory for analysis under a chain of custody process.
- The referee specimen is only tested in the event of additional laboratory analysis being required or if requested by the individual under appeal. It will be stored at the testing provider's laboratory and will remain the property of the donor until the expiry of the appeal period or a lodged appeal has been settled. Following expiration of this period the referee specimen will be destroyed.
- Where a person returns a positive result, GEM will provide the employee transport to their accommodation or alternatively to a suitable place of recovery. GEM's performance management guidelines and integrated management system policies and procedures will be enforced upon confirmation of a positive test result.

9.3 Positive Result with Declared Medication

- Where a worker declares to the testing service provider prior to initial testing that they are currently taking medication for a medical condition, they will not be required to take an initial onsite saliva test (for this to occur they must have provided GEM, a declaration from a health practitioner or medical professional prior to the test request). In this instance the collector will obtain a sample for laboratory analysis.
- If the confirmatory test returns a result consistent with non-illicit substance it will be deemed as a negative result and no further action will be taken. If the confirmatory test returns a result consistent with illicit substance it will be deemed a positive result and the employee will be subject to GEM's performance management guidelines and integrated management system policies and procedures.

9.4 Confirmed Negative Results

- Where a person obtains a confirmed negative result from the confirmatory testing no notes or documentation will be placed on the employee's file and no deduction of leave or pay will occur and the employee/contractor will not be disadvantaged.

9.5 Confirmed Positive Results

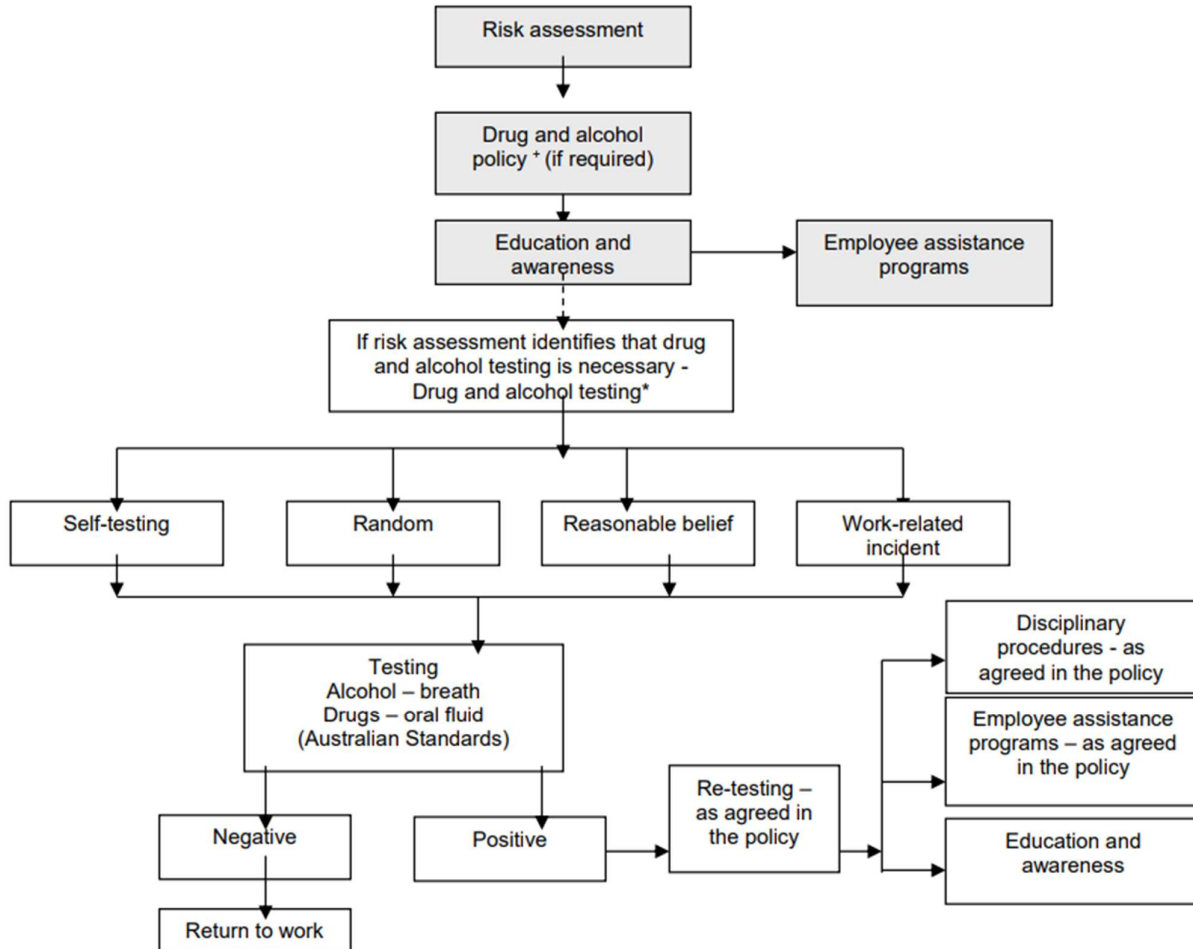
- A confirmed positive result is determined by the laboratory analysis of the second specimen and will be provided within two days of receipt at the laboratory. The result will be advised to GEM management who will in turn advise the individual of the result is consistent with an illicit substance and will be subject to GEM's performance management guidelines and integrated management system policies and procedures.



13. REVIEW

The GEM management team will review this plan as required, to ensure the continuing suitability, effectiveness and compliance. Any changes to this plan will be made in consultation with key stakeholders.

14. DRUG & ALCOHOL RISK ASSESSMENT PROCESS



15. MEDICAL CANNABIS

Definition:

Medicinal cannabis is a form of cannabis prescribed to relieve the symptoms of a medical condition, such as epilepsy. The cannabis plant produces between 80 and 100 cannabinoids and about 300 non-cannabinoid chemicals. The two main cannabinoids that have been found to have therapeutic benefits are delta-9-tetrahydrocannabinol (THC) and cannabidiol (CBD).

THC has psychoactive effects, producing a ‘high’ whereas CBD has an anti-psychoactive effect that controls or moderates the ‘high’ caused by the THC. The psychoactive effects of THC, such as euphoria and feeling relaxed or sleepy, are well known, but THC has also been found to have analgesic, anti-inflammatory and antioxidant properties, as well as being able to prevent and reduce vomiting. Research continues into CBD for its potential to treat epilepsy, schizophrenia and other psychotic disorders, Type 2 diabetes, inflammatory bowel disease, some tumours, and drug dependency (Alcohol and Drug Foundation, 2020).

Medicinal Cannabis and Impairment:

Impairment and impact on activities of daily living (including work) is a matter that would be discussed with a Medical Practitioner registered to prescribe medicinal cannabis. Like many medications, medicinal cannabis has the ability to





cause impairment and unwanted side effects. As CBD is not known to cause psychoactive effects, medicinal formulations that only contain CBD are unlikely to cause impairment. THC does have psychoactive effects and impairment needs to be considered particularly with driving and/or operating machinery.

It is illegal in Queensland to drive with any level of THC in your system. Prescribing doctors are required to have patients acknowledge that they cannot lawfully drive a motor vehicle and should not operate machinery if the product contains THC.

Gore Earthmoving is unable to accommodate duties that could include unlawful driving of vehicles and/or operating machinery. Workers taking THC-containing medicinal cannabis products and/or present with a detectable amount of THC, are required to disclose this to the company and take personal leave or unpaid leave during their prescribed treatment period. A fit for full duties medical certificate will also be required prior to resuming normal duties.

Medicinal Cannabis Declaration and Testing Program

Gore Earthmoving's testing program is carried out in accordance with the AS/NZS 4760 drugs in oral fluid standard which includes screening for delta-9-tetrahydrocannabinol (THC).

Workers and contractors shall:

- *Not perform any duties that involve driving of any vehicles or operating heavy machinery whilst having a detectable 'relevant drug' in their system. This includes legally prescribed medicinal cannabis products that contain delta-9-tetrahydrocannabinol (THC)*

If you are using a prescribed product containing THC the onsite testing device may record a 'non-negative' result. There are many prescribed medications that return 'non-negative' drug screening test results. The AOD testing program provides for a confidential declaration of any medications taken.

Non-negative drug screening test results to THC, where the result is consistent with a declared medication (i.e., a medicinal cannabis product), will be advised by the testing provider as 'non-negative to a drug class of occupational significance consistent with declared medication'. As it is illegal to drive a vehicle with detectable THC, any duties undertaken by the worker while the confirmed result is pending laboratory confirmation must not include driving a vehicle or operating machinery.

The confirmed laboratory result would be reported in consideration of any prescribed medication and if consistent with the prescribed drug and dose, be reported as a Confirmed Negative - Consistent with Declared Medication - occupational significance.

It is important that valid prescription details are available to provide confidentially to the medical officer. It is also critical that all restrictions for driving, operating machinery and any other safety critical tasks or other recommendations by the prescribing doctor is available, adhered to and discussed with GEM management, where relevant to your role.

Employee obligation when prescribed Medicinal Cannabis that contains THC

With any treatment or medication, you should follow the advice of your Doctor and Pharmacist. You should always discuss your occupational duties with your doctor and special consideration should be given to whether you need to drive for work, operate any machinery and/or carry out any safety critical tasks.

You are obligated to advise Gore Earthmoving if your medication may result in impairment at work or you take a medicinal cannabis product that contains THC and your duties involve driving of any vehicles or operating heavy machinery. This includes legally prescribed medicinal cannabis products that contain THC.

If you are not sure if your treatment will impact on your fitness for duty, you can contact the Business & Compliance Manager to discuss your specific circumstances. If your doctor has provided advice regarding suitable duties or workplace restrictions, this should be discussed also.

It's important to note that Medicinal Cannabis is a rapidly evolving treatment, research and prescribing guidelines are still developing around impairment and what that means in occupational settings.

There is also on-going research into driving and impairment when using medicinal cannabis however, there has been no amendments to the law and it remains an offence to drive with any trace of THC in your system in Queensland irrespective of whether it was supplied and used legally.





16. SOCIAL FUNCTIONS

Any social function organised by GEM is deemed to be held on company premises and all workplace policies will apply. Managers or approved delegates will be accountable for social functions held within their area of responsibility. Where workers are required to return to normal work activities, they shall report for work not affected by alcohol and/or other drugs as per this management plan.

17. DEFINITIONS

The definitions in this document pertain only to matters dealt with in this document. They shall not be used to infer rights and/or obligations in any other industrial mechanism.

Blood or breath alcohol concentration (BAC)	Blood or breath alcohol concentration (BAC) is the amount of alcohol in your body and is measured by the concentration on alcohol in your breath or blood. It is measured in grams of alcohol per 100 milliliters of blood
Chain of custody	A series of processes to account for the integrity of each oral fluid specimen by tracking its handling and storage from point of specimen collection to final disposal of the specimen.
Collector	A representative of the drug and alcohol testing service provider who has undertaken and completed accredited training course in conducting workplace drug and alcohol testing.
Confirmed Negative	A test result at or below the target concentration following confirmatory drug testing.
Confirmed Positive	A test result above the target concentration following confirmatory drug testing.
Confirmatory Testing	An analytical process that uses mass spectrometry to identify and quantify unequivocally a specific drug or metabolite.
Contractor	A person who carries out work under contract for service with GEM.
Disciplinary Action	Action(s) taken at the discretion of GEM in accordance with performance management guidelines and integrated management systems policies and procedures.
Drug	Any substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any form which, when consumed or used by any person, deprives or alters the person either temporarily or permanently of any of their normal mental or physical faculties.
Employee	Person having a valid contract of employment with GEM and/or is in receipt of salary or wages from GEM.
Fit for safe work	Means that a person is in a state (physical or psychological) which enables them to perform assigned tasks competently and in a manner which does not threaten or compromise the safety or health of themselves or others.
Initial testing	An onsite saliva testing process which is used to exclude the presence of a drug or a class of drugs and/or a breath alcohol test to exclude BAC above specified limits. AS/NZ 4308:2023 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
Laboratory	An independent NATA accredited place at which the analytical processes are conducted.
Negative Test Result	A result at or below the nominated or target concentration used for initial drug and/or alcohol testing.





Non-negative Test Result	A result that requires confirmatory testing of the specimen to unequivocally determine the presence or absence of a drug.
Non-prescribed drug	Any drug legally obtained but not prescribed by a Medical Practitioner including but not limited to over-the-counter medication.
Prescription medication.	Drugs legally prescribed by a Medical Practitioner.
Reasonable suspicion.	Is an opinion that is formed as a result of an observation that is conducted with reference to Appendix 1
Referee Specimen.	A separate container of the collected second specimen or an additional specimen collected at the same time as the second specimen which is sealed at the point of collection and subsequently transported and securely stored at the confirmatory testing laboratory for analysis in the event of a disputed analysis (AS4760:2019, AS/NZ 4308:2023).
Return to work test.	A saliva drug-screening test, urine screening test or a breath alcohol test conducted upon a person's return to the workplace to confirm a negative result after having tested either non-negative to initial onsite drug testing, confirmed positive in confirmatory testing or BAC fail.
Second Specimen.	A saliva specimen that is obtained by the Collector as soon as reasonably practicable from a person who has had a non-negative result to the onsite saliva drug screening test. The second specimen will be used for confirmatory testing and split for a referee specimen.
Supervisor	Any person with a supervisory or management responsibility and accountability for work team members.
Testing service provider.	The entity engaged by GEM to undertake alcohol and drug testing on behalf of GEM, in accordance with this Management Plan.
Visitor	A person seeking access to a GEM workplace without entering an employment relationship or contract with GEM.
Coming Down	<p>Coming down refers to the period after taking a drug when your body is trying to process the substances that have been taken. The duration of a drug comedown, and how bad it is, depend on a number of factors including the type of drug that was taken and the age, sex and tolerance of the person who took it. Each drug has its own unique aftereffects, and there are likely to be differences in what you feel based on whether you took a stimulant or depressant, with some effects lasting for several days. Nevertheless, there are some similarities between many drugs, such as episodes of feeling flat or depressed and feeling physically exhausted. People experiencing comedowns might feel:</p> <ul style="list-style-type: none">• shaky• headaches• nauseous• low energy• sleep a lot or be unable to sleep• loss of appetite
Drug Use:	Drug use refers to consumption of a psychoactive legal or illicit drug or substance whether for recreational or therapeutic purposes.
Hangover:	A hangover refers to the experience of various unpleasant physiological and psychological effects following consumption of alcohol. The specific effects of a 'hangover' will depend on what and how much was consumed and how your body responded. A hangover is partly the body's reaction to the toxic effects of alcohol and the





withdrawal from alcohol. The following day, the effects of a hangover may be experienced, including:

- headache, diarrhoea, vomiting and nausea, tiredness and trembling
- increased heart rate and blood pressure
- dry mouth and eyes, trouble concentrating
- anxiety, restless sleep.

Health Practitioner:

The Health Practitioner Regulation National Law Act 2009 defines health practitioner as an individual who practices a health profession.

Illicit Drug/s:

Illicit drugs are illegal substances that can be classified into three main groups depending on the way they affect the brain:

- (1) stimulants including speed (amphetamines), cocaine and ecstasy
- (2) depressants including cannabis, heroin, and opium
- (3) hallucinogens including lysergic acid diethylamide (LSD), magic mushrooms.

Illicit substances may include legal, prescription medications that have not been prescribed for the user by a medical practitioner.

Other Drugs:

Other drug/s refers to all legal and illegal substances, including performance and image enhancing drugs (PIEDs), tobacco, pharmaceutical substances, and illicit drugs and 'new psychoactive substances or 'synthetic' drugs (excluding alcohol).

Under the Influence:

An employee who is adversely affected by alcohol or illicit drugs will be considered to be under the influence if they are unfit to perform their duties and responsibilities safely and productively.

The effects of alcohol or drug consumption can lead to:

- increased risk of incidents
- impaired coordination
- decreased ability to concentrate and communicate
- lack of thoughtful decision making
- impairment of memory and other cognitive functions
- delayed reaction time.

The term 'under the influence' includes impaired performance related to coming down from illicit drug use or experiencing the effects of a hangover.

18. REFERENCES

- Australian Standard AS3547:2019 Breath alcohol testing devices for personal use
- Australian Standard AS/NZS 4760:2019 Procedure for specimen collection and the detection and quantification of drugs in oral fluid
- Australian Standard AS/NZ 4308:2023 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
- Work Health and Safety Regulation 2011
- Transport Operations (Road Use Management) Act 1995 Qld
- Corporations Act 2001 (Cth)
- Drugs Misuse Regulation 1987 (Qld)





19. APPROVAL

DRUGS & ALCOHOL MANAGEMENT PLAN - APPROVAL			
Prepared By (position)	Name	Date	Sign
HSEQ Manager	Greg Dalziell	12/11/2024	
Reviewed By (position)	Name	Date	Sign
Operations Manager	Greg Hilton	18/11/2024	
Approved By (position)	Name	Date	Sign
Director	Michael Gore	18/11/2024	

