



Auckland Transport

HS12-01 Drug and Alcohol Monitoring

(Procedure uncontrolled when printing)

Relating to Standard: HS12 Drug and Alcohol Monitoring

December 2016



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1 Background and Purpose

The purpose of this procedure is to support Auckland Transport's (AT) Health and Safety (H&S) Policy, and Drug and Alcohol Monitoring Standard (the Standard) in maintaining a safe and healthy workplace free from the adverse effects of drugs and alcohol.

The following sets out the processes and procedure that will be applied in implementing AT's Drug and Alcohol Monitoring Standard.

2 Scope

This procedure applies to all AT and Suppliers' workers who undertake activities on behalf of AT (together referred to as workers within this procedure).

3 Procedure

3.1 Prohibited Substances

All workers must report to work, and remain throughout the working day, in a fit and safe condition to undertake their duties and must not be under the influence of drugs, alcohol, or any other substance of abuse. For the purpose of this procedure, the working day includes any period the worker is rostered on call.

A worker will be considered under the influence of drugs, alcohol, or any other substance of abuse if they have:

- a level of alcohol above 100 micrograms of alcohol per litre of breath while at work; or
- a level of alcohol above 100 micrograms of alcohol per litre of breath while driving/operating a work vehicle; or
- a urine level of a drug and/or metabolite that exceeds the confirmatory concentrations in Table 2 of the Australian / New Zealand Standard AS/NZS 4308:2008 "Procedures for specimen collection and detection and quantitation of drugs of abuse in urine".

No worker is permitted to possess, consume, trade, sell, or store drugs or drug paraphernalia in the workplace or bring AT into disrepute by engaging in such activities outside work.

No worker shall, even with the best of intentions, knowingly 'cover up' for or collude with a colleague with a drug or alcohol problem but instead should encourage the individual to seek help or support for their problem. Where an individual chooses not to seek help and their colleagues genuinely believe they may be misusing drugs and/or alcohol which adversely affects their role at work, those colleagues have a duty to raise their concerns with the individual's manager or Human Resources (HR). We are all responsible for keeping our colleagues healthy and our workplace safe.

3.2 Education and Training

Education material, which supports the procedure, will be available to all staff.

Training workshops for selected managers and supervisors will also be made available. These workshops focus on:

- drugs and alcohol trends and their adverse effects;
- use/misuse/abuse/dependency;
- signs and symptoms to recognise drug and alcohol misuse;
- reasonable cause for testing;
- understanding AT's Drug and Alcohol Procedure and the testing options;
- understanding the testing processes; and
- how long substances can be detected after use.



3.3 Prescription Medication

All workers should ensure that their Doctor/Pharmacist is aware of the nature of their work and ensures, as far as practicable, that any prescribed or “over-the-counter” medicines will not affect their ability to perform their duties satisfactorily and safely and that any potential side effects are fully explained (e.g. dizziness, fatigue, altered perception, mood swings or loss of coordination).

Any worker on prescribed or over-the-counter medication that may impact their performance, judgement or behaviour or otherwise affect their ability to perform their duties satisfactorily and safely must notify their manager or HR before returning to or commencing work. This is so that AT can take any necessary steps with a view to providing a safe workplace, such as temporarily assigning to alternative duties or requiring the taking of appropriate leave entitlements.

Any worker who experiences side effects from any prescription medication or over-the-counter medicine that may affect their ability to perform their duties satisfactorily and safely must notify their manager or HR without delay.

Workers will not be obliged to disclose the medical condition being treated nor the medication taken. However, AT reserves the right to ask the worker or the worker's doctor whether there are any limitations on the work that they can do as a result of medication that they are taking.

3.4 Testing for Drugs and Alcohol

Detailed information on the types of testing that AT will carry out and the processes associated with this testing are set out in section 3.9 "Testing Procedures" of this procedure.

3.4.1 Safety Sensitive Roles

AT has determined that some roles within its own workforce or those of Suppliers', should be deemed as safety sensitive. These roles will require pre-employment testing and may be required to undertake random or higher frequency of testing under external legislation or regulation.

The H&S Team, in conjunction with the appropriate contract manager and the Supplier themselves, will discuss the Supplier roles deemed to be safety sensitive and the process for applying this procedure and the necessary testing regime.

The Safety Sensitive Matrix contained in **Appendix 1** to this procedure will be used in determining the roles that are consider as nominated Safety Sensitive Roles. Where the appropriate designation or interpretation of the Matrix is not clear, discussion should be sought with the Group Manager – H&S.

Other information: The nominated list of Safety Sensitive Roles (HS12-01-02)



3.4.2 Reasons to Test

Reason	Description	When
Pre-employment	Testing for the presence of drugs and/or alcohol will be conducted as part of pre-employment screening for Safety Sensitive Roles only as defined in section 3.4.1 of this procedure.	On pre-employment or transfer into a Safety Sensitive Role
Reasonable Cause	Testing can also be undertaken if there is reasonable cause to suspect a worker's fitness for work is affected by the consumption of alcohol or drugs (refer to Appendix 3 for examples of reasonable cause indicators).	Determined by circumstance
Post-Incident	Following an incident where there was actual or potential for serious harm, loss, or property damage.	Determined by incident and as soon afterwards as possible
Random	Randomly where: <ul style="list-style-type: none"> • By agreement, where individuals who have previously tested positive for either drugs or alcohol • Where legislation or regulation calls for this and AT is within its legal right to complete random testing 	Determined by circumstance or as described in governing regulation

The process diagram below provides a high level view of the processes for drug and alcohol testing, however this should only be used in conjunction with the detail in this procedure.

3.4.3 Drug Testing

The collection and testing of samples for drugs will only be carried out by Authorised Collectors under the Australian/New Zealand Standard 4308:2008 "Procedures for the collection, detection, and quantitation of drugs of abuse in urine" or any later amendments to that standard.

A worker will be considered to have failed the test where the level of illegal drug, party drug, or prescribed drug in a sample of the worker's urine is greater than the accepted international standard as defined by AS/NZS 4308:2008 or any updated version.

If a "not negative result" is produced, or there are concerns about specimen integrity, the specimen will be sent to the accredited laboratory for confirmatory testing. AT will suspend the worker, on pay, while they wait for the results of the confirmatory test.

If the worker produces a positive result, they can choose to have a duplicate sample tested, at their cost, by an independent laboratory of their choice that is accredited to Section 5 of AS/NZS 4308:2008. The test results are to be sent directly to AT. A condition of taking the second test is that the worker agrees to AT suspending them without pay, while they wait for the results of the duplicate sample test.

A worker can also choose to have the sample re-tested at their cost. However, the level of the drug in the re-tested sample may have decreased during sample storage and a re-test result is only required to confirm the presence of the drug or metabolite in the sample and not the level of the drug or metabolite to be considered confirmation of a positive test.



3.4.4 Alcohol Testing

Breath alcohol tests will be conducted using an Approved Testing Device which meets the Australian Standard: AS3547:1997/Amendment 1-2000 (Type 2) "Breath Alcohol Testing devices for Personal use" and any later amendments to that standard.

A worker will be considered to have failed the test (produced a positive result) where the level of alcohol in a sample of the worker's breath is greater than:

- 100 micrograms of alcohol per litre of breath where the worker is at a place of work; or
- 100 micrograms of alcohol per litre of breath where the worker is/has been driving or operating a work vehicle.

If the first test is positive, a confirmatory test on the same device (using a new mouth piece) will be conducted after a 15 to 20-minute period. The time and results will be recorded using the form in Appendix 4.

3.4.5 Tampering with Tests

Where there is reasonable cause to suspect that a worker has tampered with a specimen or attempted to adulterate the specimen or collection procedure or otherwise sought to cheat the test then those actions will be considered a breach of the Standard and this procedure.

3.4.6 Refusing Testing

Refusing to provide a sample without a reasonable excuse may be treated as a breach of this procedure.

Behaviour that constitutes a refusal to submit to a test includes, but is not limited to, the following:

- Refusal to consent to a test.
- Failing to advise, in a timely manner, of an accident/incident where the nature of the accident/incident is such that it would require alcohol or drug testing.
- Inability to provide sufficient quantities of breath or urine to be tested within the three-hour maximum time limit without a valid medical explanation.
- Tampering with or attempting to adulterate the specimen or collection procedure.
- Leaving the scene of an incident/accident without a valid reason before the test has been conducted.

3.5 Rehabilitation

3.5.1 Voluntary Rehabilitation

AT encourages and supports workers who voluntarily seek assistance for substance abuse problems. Workers shall utilise their entitlement in respect of approved sick or annual leave to participate in a rehabilitation programme without jeopardising their continued employment with AT.

Voluntary participation in treatment programmes will not prevent disciplinary action where deemed appropriate by AT for incidents that have already occurred, or for incidents that occur whilst a worker is partaking in a voluntary rehabilitation programme.

Entry and participation in a voluntary rehabilitation programme will not adversely affect a worker's future employment opportunities, and no worker will be discriminated against for participating voluntarily in the programme.

3.5.2 Compulsory Rehabilitation

Where a worker returns a positive drug and/or alcohol test result, AT will determine whether it is appropriate to take any disciplinary action against the worker, up to and including, dismissal. If a worker's employment is not terminated, AT will require the worker to participate in a compulsory drug and alcohol rehabilitation programme. Entry into compulsory rehabilitation does not prevent AT from carrying out appropriate disciplinary action.



If the worker refuses to participate in a rehabilitation programme or starts the programme but drops out during it, they will be subject to disciplinary action which may include dismissal.

3.5.3 Terms of Rehabilitation

AT's support to workers in rehabilitation will extend to:

1. Access to the Worker Assistance Programme;
2. Considering any alcohol or drug dependency to be an illness covered under the Sick Leave Policy;
3. Identifying possible alternative duties where the current duties and responsibilities are considered a possible obstacle to recovery;
4. Agreeing on an appropriate rehabilitation plan with the worker.

Any agreed rehabilitation plan shall require the worker to take their leave entitlement or be subject to leave without pay until they have returned a negative drug/alcohol test and are considered fit to return to work.

On completion of an agreed rehabilitation, the worker will be subject to up to six unannounced follow-up drug and/or alcohol tests per year over the following 24 months. These tests may look for the presence of any amount of the drug or alcohol (i.e. it is not restricted to cut-off levels). A second positive test following a return to work either during or outside the treatment period will be considered a breach of this procedure.

AT reserves the right to determine what hours, tasks and/or roles a person fulfils while they are undergoing treatment for alcohol or drug dependency.

Any worker entering into a rehabilitation programme will be required to sign the Drug and Alcohol Rehabilitation Contract.

3.5.4 AT Functions and Events

Alcohol may be supplied for company functions and events (both on-site and off-site) at the discretion of an executive manager in accordance with AT's Staff Functions Policy.

Workers must abide by this procedure at any social event at which alcoholic beverages are served where they are at work, are representing AT, or must return to work after the event. All workers must take personal responsibility for their own behaviour and actions with regard to the consumption of alcohol and ensure 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 or are rostered on call, they are not in breach of this procedure upon their return to work.

The following guidelines shall be followed for any AT staff function:

- A designated management representative with responsibility for the function should be at the function at all times. In the event that person leaves they must delegate responsibility to another appropriate person.
- A designated area and clear time limits should be stipulated and adhered to.
- Food and non-alcoholic drinks must be provided.
- Careful consideration must be given to alternative transportation arrangements.
- Inappropriate and anti-social behaviour should be managed in the same way as if the incident occurred in the ordinary workplace.
- Workers are required to meet the same standard of behaviour required from them in their ordinary workplace. Drinking to excess will not be considered as an excuse for failing to meet this standard.
- Workers must present themselves for work, in a fit and proper state.

Managers should take into consideration that their approach to alcohol in the workplace plays a key role in setting an example to staff as to what is acceptable.

3.5.5 Information Management

Any information collected or volunteered under this procedure will be treated with as much confidentiality as is legally possible. Any documentation will only be kept on the individual's personal



file held by HR. The only exception to this is where a breach of the Standard or this procedure requires the Police to be notified.

3.5.6 Breach of Procedure

A breach of this procedure will be treated as a disciplinary matter and may lead to disciplinary action up to and including dismissal.

Examples of issues that will be seen as a breach of this procedure include but are not limited to:

- Being incapable of performing normal duties satisfactorily and safely as a result of consuming alcohol or taking drugs. For the purposes of this procedure, a positive test for drugs or alcohol above the stated maximums will be considered as being in an unsatisfactory, unfit and unsafe condition;
- Possession, consumption, dealing/trafficking, selling, or the storage of drugs or drug paraphernalia at work;
- Being convicted of any criminal offence connected with drugs where the conviction may affect their ability to undertake their role or could bring AT in disrepute;
- Refusing to provide a sample for testing without good reason;
- Tampering with a specimen or otherwise attempting to cheat the testing procedure; or
- Failing to comply with rehabilitation requirements.

As well as facing disciplinary action, any worker caught dealing/trafficking, selling, or storing controlled drugs at work will be reported to the Police.

3.6 Testing Procedures

3.6.1 Pre-employment Testing

Appointment of a new worker in to a safety sensitive role is conditional on the applicant returning a negative drug test. The requirements will apply to existing workers transferring to a new role where they are transferring into a safety sensitive role and have not been in such a role previously. To avoid doubt, ex-workers applying for a position with AT will be subject to the same conditions as new candidates, regardless of the time that has elapsed since the last day of their previous employment with AT.

To complete pre-employment testing the hiring manager must inform the applicant that any offer of employment is subject to a drug test. This may be included in a medical check. The process will then be as follows:

- a. Where an applicant is to be offered a position they will be required to sign an informed consent form.
- b. The applicant will be directed to a NZQA qualified specimen collector and “On-Site” screener to collect the urine and either conduct an “on-site” screening test or forward it to an accredited laboratory for drug screening.
- c. The applicant must provide verification by photo ID (e.g. driver’s licence, passport).
- d. Any specimen giving either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to the accredited laboratory for confirmatory testing.
- e. The applicant must not commence employment until a negative drug test has been returned.
- f. Any applicant refusing to take the drug test will not be considered for a position.
- g. An applicant returning a positive test will not be considered for a position.

Line Managers can request pre-employment drug testing for any non-safety sensitive roles they are appointing if that role will be in direct control of workers in safety sensitive roles (although may not be deemed safety sensitive itself) or at their discretion if the role is a senior leadership role.

3.6.2 Post-Incident Testing

A worker may be tested for the presence of drugs and/or alcohol where they are involved in any of the following circumstances affecting workers or customers:

- An incident involving death or a lost time injury.
- An incident requiring hospital treatment.



- An incident or near miss that had the potential to cause serious harm or loss.
- An incident involving damage to vehicle, property, plant or equipment.

To undertake post incident testing the manager or the worker's supervisor must:

- a. Determine whether there is sufficient cause to test for drugs/alcohol. If the incident is sufficiently serious, the testing will be automatic for all persons involved.
- b. Assess whether it is practical to require a test. Where it is not practical for a test to be carried out immediately due to the injuries to the worker or where the circumstance requires any testing to be delayed, the manager or supervisor must:
 - Ensure that the worker is accompanied to the hospital/doctor so that the required tests can be carried out as soon as practicable.
 - If the injuries preclude immediate tests, ensure the tests are carried out at the first practical opportunity.)
- c. Advise the worker that they are required to undergo the test and advise them that they may consult their representative at this time but the testing cannot be delayed. (NB: If possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 3 hours).
- d. Obtain written consent from the worker – use consent form.
- e. From the time of notification, arrange for the worker to be accompanied at all times and escorted to the designated NZQA qualified collector and “on-site” screener and trained breath testing provider. The accompanying person will be required to ensure that the worker has independent verification of identity (ID) available for documenting on the chain-of-custody form. (NB: The accompanying person personally verifying the worker's ID is not considered unequivocal independent verification).
- f. If either the alcohol test is positive or the urine drug screen is “not negative” or its integrity is suspect, the worker is removed from the work site (in accordance with AT's suspension rights set out in this procedure) until the confirmed test results are available from the accredited confirmatory laboratory subject to a decision on possible disciplinary action.
- g. AT may request that the laboratory tests for additional drugs (e.g. synthetic THC, party drugs, LSD, cathinone derivatives) which will not be covered by the normal screening. It is necessary to inform the laboratory that these additional tests are required.

3.6.3 Reasonable Cause

A worker may be required to undertake a test for alcohol and/or drugs where there is reason to suspect that their actions, appearance, behaviour or performance may be affected by drugs and/or alcohol. In practice there should be at least two people who have seen the worker and both have reason to believe that the person may be affected. One of these people should be a manager/supervisor who has received appropriate training.

The manager/supervisor should consult with the relevant HR Consultant before implementing the Reasonable Cause procedure. When assessing for reasonable cause, there will usually be more than one indicator present. Examples of reasonable cause include, but are not limited to the following:

- physical evidence
- possession or association with an illicit substance
- possession or association with drug paraphernalia
- positive identification by a drug detection dog
- physical sign
- smelling breath, body odour, clothes
- slurred speech
- unsteady on feet
- eyes: bloodshot, dilated pupils, pin-point pupils
- excessive sweating
- flushed/ red complexion
- loss of weight
- changes in appearance – clothing, hair, personal hygiene
- unusual or out of character on-site behaviour
- continual involvement in small accidents or inattention
- obvious continual drop in performance



- changes in personality or mood swings
- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs: outbursts, anger, aggression, mood swings, irritability
- paranoia
- changes in alertness – difficulty with attention span
- less energy
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- hangovers
- violent behaviour
- impaired motor skills
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- intense anxiety or panic attacks or depression
- impairments in learning and memory, perception and judgement.

HR Consultant advice must be sought before determining one or more of these factors represent reasonable cause for testing.

From time to time a specialist drug detection dog team may conduct periodic unannounced inspections of the AT's work sites. These inspections will be carried out to detect the presence of drugs. If a drug detection dog provides a positive indication of the recent possession and/or use of drug(s) on:

- A worker
- A work vehicle that the worker has either driven or travelled either to or from work or during that shift.
- A locker, clothing, or equipment provided by AT for the worker's use or that the worker is responsible for;

The person(s) concerned will be asked to undertake a drug test under the reasonable cause component of this procedure.

Any worker who has entered into a voluntary drug and/or alcohol rehabilitation programme will be subject to up to six unannounced follow-up random drug and/or alcohol tests per year over a two-year period under the reasonable cause provisions of this procedure.

If, in consultation with the relevant HR Consultant, sufficient cause to test for drugs and/or alcohol is determined, the manager/ supervisor must:

- a. Advise the worker that they are required to undergo the test and advise them that they may consult their representative at this time but the testing cannot be delayed. (Nb if possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 3 hours).
- b. Obtain written consent from the worker (appendices 3 & 4).
- c. From the time of notification, arrange for the worker to be accompanied at all times and escorted to the designated NZQA qualified collector and "on-site" screener and trained breath testing provider. The accompanying person will be required to ensure that the worker has independent verification of identity (ID) available for documenting on the chain-of-custody form. (NB: The accompanying person personally verifying the worker's ID is not considered unequivocal independent verification).
- d. If either the alcohol test is positive or the urine drug screen is "not negative" or its integrity is suspect, the worker is removed from the work site (in accordance with AT's suspension rights set out in this procedure) until the confirmed test results are available from the accredited confirmatory laboratory subject to a decision on possible disciplinary action.
- e. AT may request that the laboratory tests for additional drugs (e.g. synthetic THC, party drugs, LSD, cathinone derivatives) which will not be covered by the normal screening. It is necessary to inform the laboratory that these additional tests are required.



3.7 Process of Review

The AT's Drug and Alcohol Standard and this procedure will be reviewed annually and changes may occur at the discretion of the organisation where they are deemed to be necessary. These changes will be deemed to be in force once workers have been notified via a consultative process.

3.8 AT Suppliers and their workers

AT will encourage all of its suppliers to develop and implement drug and alcohol policies that are, at a minimum, consistent with the AT Standard and this procedure.

AT workers will report any concerns regarding a supplier's possible misuse of drugs or alcohol to their manager or the appropriate person(s) within the relevant organisation.

Any supplier and/or personnel of a supplier that appears to be under the influence of alcohol or drugs will be asked to leave the place of work immediately. Before leaving they may be asked to submit to a drug and alcohol test. In addition, where a supplier is working in a safety sensitive area or post an incident they have possible involvement in, AT may ask the supplier (or, where relevant, their workers) to undertake drug and alcohol testing. If any supplier or their workers refuse to undertake a test, or submits a "not negative" or positive test, they may be denied future entry to AT's premises and could be refused future work/contracts.

At AT's discretion, any such supplier and/or personnel of a supplier may be allowed to return to an AT place of work if AT is satisfied that the supplier (or the worker) is effectively managing the issue which may include random drug and alcohol testing.

3.9 Records

RECORD	LOCATION	RESPONSIBILITY	RETENTION	EXPIRES
Test Results	Personnel Files	HR Team	5 Years	Yes

4 Responsibilities

Workers

- Ensure they are compliant and familiar with this procedure.
- Must report any breaches of this procedure and any associated process.
- Ignorance of this procedure is not an excuse if a breach occurs.
- Workers who believe they may have a drug or alcohol problem are required to be pro-active in advising management and seeking assistance. AT will support any worker with a drug and alcohol problem that voluntarily seeks help and AT will encourage our business partners to do the same.

Suppliers

- Ensure they are compliant and familiar with this procedure.
- Must report any breaches of this procedure and any associated process.
- Ignorance of this procedure is not an excuse if a breach occurs.

Consultants

- Ensure they are compliant and familiar with this procedure.
- Must report any breaches of this procedure and any associated process.
- Ignorance of this procedure is not an excuse if a breach occurs.



Divisional Managers

- Ensuring that the staff they are responsible for understand this procedure, any associated standards and procedures, the support available, and the consequences arising from the misuse of alcohol and drugs and/or a breach of this procedure.

Group Manager – Health and Safety

- Developing systems to support this procedure and associated process.
- Monitoring and updating this procedure and the associated process.
Ensure records are kept correctly and information pertaining to testing is treated as confidential

5 Other information

- H&S Definitions (HS01-01-01).
- Full table of Procedures (HS01-01-02).
- Drug and Alcohol Standard (HS12)

6 Document Control

Document Number	HS12-01
Document Owner	Group Manager – Health and Safety
Document Approver	Chief People Officer
Original Issue Date	July 2016 (version one)
Date Issued	December 2016
Review Date	December 2018



APPENDIX 1: Safety Sensitive Roles

Subjecting workers to additional testing beyond pre-employment, reasonable cause and post incident requires careful consideration to ensure additional testing is legally defensible under prevailing human rights and privacy legislation. The process and matrix offered here are based on a thoughtful, reasonable assessment of work activities, work environments, and areas of impact for individual positions within AT to verify whether they are safety sensitive and therefore subject to additional testing.

Work Environment: Relates to the highest risk/hazard exposure related to the work environment in which the work activities will be performed. You must consider the highest consequence work environment/location, where a worker may perform work even on an infrequent basis.

Work Activities: Relates to the highest consequence activity, which is likely to be undertaken by a worker. You must consider the highest consequence work, which a worker may only do on an infrequent basis.

Safety-Sensitive: A position in which the individual has a key and direct role in an operation where performance limitations due to substance use could result in a significant incident or near miss. The potential consequences of such an incident or near miss may include fatalities, serious injury to workers or the public, significant property damage, significant environmental damage or detrimental impact to reputation. No mitigating measures warrant reclassification of these positions.



APPENDIX 1: Safety Sensitive Roles

SAFETY SENSITIVE ROLES MATRIX

		Severity of Work Activity	Predominate Work Activity					
			1	2	3	4	5	
Severity of exposure			<ul style="list-style-type: none"> Office Based Duties Professional Services 	<ul style="list-style-type: none"> Cleaning & Janitorial Services Auditors or Inspectors Project Engineers or consultants Parking Officers 	<ul style="list-style-type: none"> Maintenance Staff Supervisory Management Surveying 	<ul style="list-style-type: none"> Traffic Management Control Safety Watch Heavy Equipment Transport Construction and Physical Works 	<ul style="list-style-type: none"> Heavy Equipment Operation eg. requires special licence Transport Mode Operator (Skipper, Driver etc) 	
Work Environment	1	Low Risk Activity * Non-operations sites * Office Based * Non- public facing	Non-Safety Sensitive Roles			Not Applicable (Introduction of heavy or specialised equipment would change work environment designation to construction and therefore minimum of High-Risk)		
	2	Minor-risk Activity * Public facing * Ticketing * Information						
	3	Medium Risk Activity * General Public Spaces				Yes if activity includes frequent notifiable work eg. height	Safety Sensitive Roles	
	4	High-Risk Activity * Construction Site * Marine Environment * Rail Corridor * Road Corridor				Yes if spending >20% of time in Work Environment		
	5	Critical Risk Activity (notifiable works) * Tunnelling or excavation * Specialised height work * Enclosed space environment)				Yes if spending >20% of time in Work Environment		

Current Identified Safety Sensitive Roles



APPENDIX 1: Safety Sensitive Roles

Role Type	Description	Environment	Activity	Notes
Ferry Skipper	Multi-Passenger Transport	4	5	

To be developed by H&S Team in conjunction with Department & Contract Managers