

OHS Standard 5.21

Fitness for Work - Alcohol

1 Purpose

OTML is committed to providing a safe work environment by eliminating conditions and work practices that could lead to illness, personal injury, death, equipment or other property damage and disruption to operations through alcohol impairment.

2 Scope

This standard applies to all OTML, Contractor employees, and visitors. The standard also applies to anyone driving OTML vehicles or operating OTML equipment outside of OTML areas.

3 Accountabilities

General Managers and Executive Managers Ensure this standard is fully implemented in their areas of accountability.

General Manager Human Resources Implement and maintain OTML’s Employee Assistance Programme to effectively manage Fitness for Work related issues.

Department Managers Implement, enforce and administer procedures associated with this standard, including taking disciplinary action in accordance with the HR Disciplinary Policy

All personnel Report for work in a fit condition.
Report any actual or potential impairment of fitness for work.

4 Definitions

Abuse of Alcohol

- The consumption of alcohol which results in actual or potential impairment of an employee’s performance or their ability to work efficiently and

safely.

- The unauthorised consumption or possession of any alcohol in the workplace.

Blood alcohol concentration (BAC)

BAC is the measurement of the amount of alcohol in your body, expressed as grams of alcohol per 100 millilitres of blood. A BAC reading of .051% means that there are .051 grams of alcohol per 100 millimetres of blood in your body. OTML requires all workers to have zero alcohol in their blood while engaged in any OTML work related activity. That means a BAC of.000%

Employee Assistance Programme (EAP)

A service to help OTML employees and their families resolve problems that affect their personal lives or job performance.

Medical Practitioner

A person licensed to practice medicine.

Residence

Where a person resides when not on duty. This may include accommodation provided by OTML or Contractors.

Workplace

Any area where a worker or site visitor is likely to be during the course of their working hours, or any place where OTML employees, site visitors or contractors are likely to be working in the course of carrying out their duties. This includes driving or operating company vehicles or equipment, travelling to or from a work place in a company vehicle, and or passing through an OTML check point

5 Requirements – General

- No person shall come to the workplace impaired by alcohol or registering any reading other than .000 on a BAC testing unit.
- Fitness for work requirements shall be covered as part of OTML’s induction program.
- OTML reserves the right to inspect or search any person, property, residence or equipment on OTML premises for the presence of any alcohol.
- Any attempt to tamper with, substitute or adulterate any alcohol test will involve disciplinary action and may result in action up to and including termination of the individual's employment.
- Anyone refusing to undergo an alcohol test shall be considered to have returned a positive result and be open to termination.

5.1 Testing

- Where practicable testing shall be conducted by competent, authorised persons.
- The testers shall receive specific training in the methodology and equipment to be used.
- Where testing devices are not available, the manager may determine the actual or potential impairment of an employee's performance or their ability to work efficiently and safely.
- Testing may be a result of the following:

Incident involvement:

- All OTML employees, contractors or visitors who are directly involved in an incident shall be tested.

Reasonable cause (suspicion):

- Any person working for, or providing services to OTML who suspects any OTML employee, contractor or visitor of being under the influence of alcohol shall report the matter to their manager.
- The manager shall determine whether the person needs to be tested
- Any erratic, unusual, at-risk or dangerous behaviour by an OTML employee, contractor or visitor may be used as reason enough to require the individual to submit to an alcohol test.
- If any evidence (e.g. alcohol containers) of possible alcohol consumption is found on any work site or in any work vehicle, the individual(s), work group involved shall be required to submit to testing
- Any Safety Officer or Security Officer who has reasonable cause to suspect any OTML employee, contractor or visitor may be under the influence of alcohol contrary to this policy may demand that person submit to an alcohol test.
- Any person requested by their Manager, a Safety Officer or Security Officer to submit to an alcohol test, under this or any other part of this standard shall comply and avail themselves for testing as directed.

Random:

- A system of testing carried out in a non-discriminatory manner
The system may include:
 - all persons occupying a specified work team;
 - a specified work group and/or work location;
 - any person passing through a security check point including temporary checkpoints that may be established from time to time; and
- Drivers of vehicles and machinery operators
- Accurate records are to be kept of all random testing (Refer Attachment 2 Random Test Results Record BAC), including the time date and location and the name of the person tested. Records of negative tests may be destroyed after one calendar month from the date of testing.

5.2 Result Management

- Positive test results shall be recorded on Attachment 2 (BAC) Test Results Record
- Positive tests are to be reported to the employees General/Executive Manager and they shall have responsibility for ensuring correct disciplinary procedures are instituted in consultation with the Executive Manager Human Resources
- Should an employee refuse testing Attachment 3: Employee’s Refusal to Submit to Alcohol Testing shall be completed.

Actions for Positive Test Result

BAC Reading	Penalty	Remedial Action
.01 and above	Termination	

6 Related documents

AS 3547: 1997	Breath alcohol testing devices for personal use
PNG Legislation	Employment Act 1978

7 Approval

Approver	Position	Signed	Date
Nigel Parker	Managing Director & CEO		12/08/2012
Trevor Green	Executive Manager APD		12/08/2012
Garry Lee	Executive Manager OHS		12/08/2012

8 Attachments

Attachment 1	Random Test Results Record BAC
Attachment 2	(BAC)Test Results Record
Attachment 3	Employee’s Refusal to Submit to Alcohol Testing

Attachment 1 Initial Test Results Record BAC
(Tick Appropriate Box)

Random	<input type="checkbox"/>	Incident Involvement	<input type="checkbox"/>	Reasonable Cause	<input type="checkbox"/>	Pre-Employment	<input type="checkbox"/>
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Area Tested Time /Date of test.....am/pm..... /.../....

Serial Number of test device Calibration Check (Days left reading)

Name of Tester 1:..... Name of Tester 2.....

BAC Result of Tester 1:..... BAC Result of Tester 2.....

List of Persons Tested

	Full Name	ID Number	Record Result	BAC	> 0.000 Confirmatory test required
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>
7.					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>
10.					<input type="checkbox"/>

Tester Declaration

I acknowledge that the testing was carried out accordance with OTML’s Alcohol Testing Procedure.

Name Tester 1:..... Signature:..... Date:...../...../.....

Name Tester 2:..... Signature:..... Date:...../...../.....

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Prepared By: Troy Birthisel	Print Date:	18/10/12	Version No:02
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Approved By: Nigel Parker			6 of 8
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Attachment 2 Confirmatory Test Results (BAC)

Person Conducting Test: Name of Witness.....

Details of Person being tested

Name: Time of first test:am/pm Date /.../....

Location: **Initial Test Result:**

ID Number: Employees Managers Name:

Identification checked (Yes / No):

**Ensure you observe employee for 15 minutes before conducting second test.
Nil by mouth during observation period.**

History / Background

When did you have your last drink of alcohol? _____ (approx time)

Have you used/taken any of the following within the last thirty minutes? (Please circle) If yes provide name of product and amount taken.

- | | | |
|------------------------|-----|----------|
| 1 Breath spray | Yes | No |
| 2 Cough mixture | Yes | No |
| 3 Ventolin (Asthma) | Yes | No |
| 4 Medication | Yes | No |
| 5 Any other substances | Yes | No |

Second Test Result.....

Positive Second Test Requires (Any test result >0.000)

<input type="checkbox"/> Drivers Permit to be removed	<input type="checkbox"/> Vehicles / Equipment made safe
<input type="checkbox"/> Manager of Individual to be advised and given a copy of this document.	<input type="checkbox"/> Person Stood down

Name..... Signature..... Time..... Date.....

Person Conducting Test..... Signature..... Time..... Date.....

Witness..... Signature..... Time..... Date.....

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Attachment 3 Employee’s Refusal to Submit to Alcohol Testing

Date: Name: ID Number:

The tester shall ensure the employee reads and understands paragraphs 1-3, in some cases the tester may be required to read the paragraphs for those with reading difficulties.

1. I acknowledge that OTML is concerned about the safety of all employees and that I have been requested to submit to blood alcohol testing as part of this proactive program
2. I understand that if I refuse to submit to testing I shall be treated as if I had returned a positive test >0.01
3. All positive test results shall render employees unfit for duty and their employment will be terminated.

1. Mi kilia osem kampani OTML em wari lo sefti bilong ol wok manmeri na mi bai mekim alkahol test osem pat bilong dispela wok program.
2. Mi kilia osem sapos me les lo kisim dispela tes, alrite resalt bilong mi bai ol i bai kisim osem posetiv resalt i aburism mak 0.01
3. Olgeta tes resalt i abrusim mak 0.01 bai makim ol wok manmeri osem i no fit lo wok na kampani bai rausim ol lo wok.

Refusal to Submit to Alcohol Testing

Having read and understood paragraphs 1-3 above, I hereby REFUSE to submit to alcohol testing. (Specify your refusal by signing your name immediately below).

Pidgin

Mi redim pinis na kilia gut lo tok numba 1 i go lo 3 antap, osem na mi tok NOGAT long mekim displa tes bilong alkahol. (Long makim tok nogat lo tes, putim han mak bilong yu tamblo).

Refusal to Submit to Alcohol Testing

Employee’s Name..... Signature..... Date/Time.....

The employee refusing to was offered an opportunity to sign the refusal form. They have refused this requirement. In doing so we the testers have now read aloud and explained to the employee paragraphs 1-3 and sign below that we have done so.

Person Conducting Test Signature..... Date/Time.....

Witness Signature..... Date/Time.....

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