



Waitomo District Council

Alcohol and Substance Abuse Policy

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1. Introduction

1.1 Purpose

WDC is committed to providing a safe and healthy workplace for its staff, contractors, customers and visitors.

Off the job and on the job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity and quality of work outputs, the workplace safety of other staff, the wellbeing of employee's families, and the need to provide a workplace environment free of alcohol and drugs.

This policy applies, at the workplace, to all employees of WDC and also includes contractors and visitors inside and outside of normal scheduled working hours.

The purpose of this policy is to:

1. Demonstrate WDC's responsibility and commitment to ensure a safe and healthy workplace for all staff.
2. Ensure that staff can work in an environment free of alcohol and drug use or abuse.
3. Promote the prevention, reduction and management of alcohol and drug related problems in the workplace.
4. Outline WDC's requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
5. Support and rehabilitate staff with drug and/or alcohol problems where appropriate.
6. Protect the privacy and confidentiality of all staff in the operation of this policy.
7. Provide guidelines for WDC staff in the delivery of formal and informal social functions.

1.2 Person Responsible

Human Resources Officer

1.3 Reporting To

Chief Executive Officer

1.4 Review Date

Annually

2. Definitions

Accident	An event that: a) causes any person to be harmed; or b) in different circumstances, might have caused any person to be harmed.
Alcohol	Any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.
Contractor	A person engaged by WDC to do any work for gain or reward under a Contract for Services.
Council	The elected members that form the governing body (Council) of the Waitomo District Council.
Drugs	A chemical substance that affects the natural processes of the mind or body. The term includes illicit drugs such as cannabinoids (marijuana, hashish, hash oil) opiates (heroin, morphine, codeine), cocaine, amphetamines (ecstasy, speed, P) and benzodiazepines (tranquillisers, sedatives, antidepressants).
Employee	Any person of any age employed by WDC to do any work (other than residential work) for hire or reward under a contract or service.
Harm	a) Illness, injury, or both; and b) includes physical or mental harm cause by work-related stress.
Hazard	An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and Includes a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and Without limitation, a situation resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.
Premises	Includes all WDC properties, and applies to all activities under the general control of WDC.
Safety Sensitive Positions	Those positions that involve the health and safety, and sometimes, the lives of the employees, their fellow workers and members of the public (i.e. operates machinery, handles Hazardous Goods, works outdoors in a physical capacity).
Waitomo District Council (WDC)	The organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.
Workplace	A place at which a person works, including but not limited to, worksites under WDC control, vehicles used for business purposes, and equipment operated on behalf of WDC.

3. Legislative Responsibilities

- 3.1 Workplace drug and alcohol testing must take account of a number of common laws and statutory duties including:
- The general statutory duties on employers and employees under the Health and Safety in Employment Act 1992 and its Amendments.
 - Privacy Act 1993 – All information gathered as a result of testing and/or participation in any Drug and Alcohol Abuse Monitoring Programme is collected for the purpose of implementing this Policy and achieving its objectives. The Human Resources Officer or delegated representative may disclose relevant information from an employee's file to the employees Manager, in consultation with the employee.
 - NZ Bill of Rights Act 1990
 - Human Rights Act 1993

4. Policy Statements

- 4.1 WDC strictly prohibits the manufacture, distribution, dispensation, consumption, sale, purchase, transfer, possession or use of drugs or alcohol in the workplace.
- 4.2 All persons working at WDC are expected to report to work fit for duty and be able to perform assigned duties safely and to required standards without any limitation due to the use of or the after-effects of use of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- 4.3 WDC maintains a zero tolerance to employees who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs in the workplace.
- 4.4 WDC may conduct pre-employment drug testing for the purposes of Health and Safety in the workplace, as a condition of the offer of employment condition.
- 4.5 WDC may conduct post-incident drug and/or alcohol testing where an employee is involved in an accident or incident causing harm.
- 4.6 WDC may conduct drug or alcohol testing where there is reasonable cause or suspicion of drug or alcohol use.
- 4.7 WDC will support employees to participate in a Drug and Alcohol Rehabilitation Programme.
- 4.8 WDC may conduct drug or alcohol testing as part of its participation in the implementation of a Rehabilitation Programme to measure progress and identify any relapse.
- 4.9 WDC expects persons responsible for any WDC related social function, where alcohol is made available, to meet all obligations as responsible hosts.
- 4.10 WDC prohibits the serving of alcohol to persons under the age of 18, and any visibly intoxicated person, regardless of age.
- 4.11 WDC will promote a responsible attitude towards the use of alcohol among employees at all times.
- 4.12 Every person, whether employee, contractor or visitor, shall observe and comply with the WDC Alcohol and Substance Abuse Policy.

5. Roles and Responsibilities

It is the responsibility of all employees to identify concerns about an individual's capacity to safely perform their job, and take appropriate steps. Where necessary, employees will advise a Manager or the HR Officer who will, pending investigation, remove any staff member who is suspected of breaching this policy from the WDC premises. A decision on appropriate consequences including potential disciplinary action will be made following thorough investigation.

The following guidelines will assist in administering this policy; however, not every situation can be predicted.

1. If a staff member, visitor or contractor arrives at the workplace, and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, immediately advise Management. The staff member shall be removed from the work environment without delay. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution to remove the staff member from the work environment.
2. Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.
3. Staff that are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their Manager if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification if required, on any restrictions in performance of their duties.
4. If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify a Manager, the HR Officer, or Chief Executive.

6. Procedures

Drug and/or Alcohol testing will be conducted by a NZDDA Authorised Collector or Registered Medical Practitioner in accordance with AS/NZS 4308 (Procedures for specimen collection and the detection and quantitation of drugs of abuse in the urine).

6.1 Pre-Employment Testing

For safety sensitive positions within WDC, a drug test will be a condition of an offer of employment and will apply to permanent employees (part-time and full-time), casual employees and employees on a fixed term contract.

This may be a three step process:

1. The first step is a screening process that provides either a negative or a presumptive result. No further action is required with a negative result.
2. A presumptive not negative result will initiate a second test. If the second test result is also not negative the samples will be sent to Environmental Science and Research (ESR) for laboratory confirmation. Refer Schedule 1 for further information on drug testing.
3. If not negative results are confirmed by ESR, the applicant has not met the requirements of the appointment and therefore the offer of employment will be deemed null and void and withdrawn.

Other approved testing methods, such as hair testing, may be used for pre-employment testing, where required.

6.2 Post-Incident Testing

Employees involved in any accident or incident causing harm may be tested post incident to identify whether drugs or alcohol were a factor.

6.3 Reasonable Cause Testing

Employees may be tested if there is a reasonable cause or suspicion of drug or alcohol use.

Reasonable grounds for testing can be established if the employee's behaviours/actions/conduct warrants warning and are indicative of impairment or abnormal behaviour. Examples of the types of behaviours/actions/conduct that would lead to a test for reasonable cause include, but are not limited to any of the following:

- Smell of alcohol on the breath
- Physical signs and behaviour such as dilated pupils, blurred vision, droopy eye lids, slow and slurred speech, slow gait, high energy levels, disorientation
- Continual small accidents
- Fighting or arguments in the workplace
- Delayed reaction

Testing for reasonable cause can also include at least two of the following:

- A sudden unexplained drop in performance
- Changes in alertness (falling asleep, attention span difficulty, problems with short-term memory)
- Emotional signs such as mood swings or bouts of hilarity
- Going to car, lunchroom or rest room more than necessary or normal
- Feigning sickness or emergencies to get out of work early
- Changes in personality from previous history
- Physical signs of abuse or accidents (bruised, cuts, swelling)

- Any other unusual or out of character on-site behaviour.

6.4 Follow-up or Post Rehabilitation Testing

Testing of individual employees may occur as part of an agreed Rehabilitation Programme to measure progress and detect relapses.

6.5 Testing Methods

6.5.1 Alcohol

Breathalysers – A digital alcohol meter, which requires blowing into a disposable mouthpiece to provide a deep lung sample of air for the analysis of Alcohol. An 'on the spot' reading of the level of alcohol in an employee's system is produced. It is very reliable and provides an accurate result. The breathalyser is calibrated to measure breath alcohol in µg/L of breath. A reading of 400 micrograms of alcohol per litre of breath is equivalent to the legal driving limit for people over 20 years of age and a reading of 100 micrograms of alcohol per litre of breath for people under 20 years of age (considered by industry as zero tolerance).

All aspects of the testing procedure will be carried out in a confidential and private manner. The employee will be required to comply with the following:

1. Complete Consent for Alcohol Testing form.
2. The first test will require the employee to blow into the device with the mouthpiece attached. If the result is negative no further testing is required.
3. If the result is not negative the mouthpiece is reinserted into the device and the employee blows into the breathalyser for the second test.
4. The time and result will be recorded and the employee, manager, HR Officer, and person conducting the test will sign acknowledgement of the result and time.
5. For the second test to be not negative there must be an indicated level of alcohol in the employer's system higher than that defined by the NZ Transport Agency legal driving limit, currently 400 micrograms of alcohol per litre of breath for people over 20 years and 100 micrograms of alcohol per litre of breath for people under 20 years of age.

Blood Test

In the event that the employee is unable to blow into the Breathalyser, or requests a blood test, the employee will be escorted by a Manager or the HR Officer to the nearest Medical Centre for a blood test.

6.5.2 Other Drugs

For drugs other than Alcohol, the procedure requires the collection and analysis of a urine sample commonly called urinalysis. The instant test may be implemented on-site by an NZDDA Authorised Collector if this is practicable. If not the employee will be escorted by a Manager or the HR Officer to the nearest NZDDA Branch, a Medical Centre, or a facility where a registered Nurse or Medical Practitioner will undertake the collection of a urine sample for testing.

All aspects of the testing procedure will be carried out in a confidential and private manner. The employee will be required to comply with the following:

1. Complete Consent for Drug Testing form.
2. Provide a urine sample. The employee will be able to observe the entire collection, processing and chain-of-custody procedure of the specimen.
3. The employee will be asked to read, sign and date the chain-of-custody statement certifying the specimen is that individual's and has not been changed or altered at the time of collection.
4. The sample will be despatched to ESR and the urinalysis completed in accordance with AS/NZS 4308 (Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine).

5. A positive test will only be reported by ESR if confirmed levels of drug residue exceeded cut-off levels. Cut-off levels conform to the Australian Standard for Drugs of Abuse in Urine, which are used in New Zealand by ESR.
6. A hair sample, for use in hair testing, may also be required where hair drug testing is warranted.

6.6 Procedure for Testing

- The Manager in consultation with the HR Officer must determine whether there is sufficient cause to test for drugs or alcohol.
- Between the decision to test and the test being taken the Manager and HR Officer must accompany the employee at all times.
- The employee should be asked to undergo the test and provide consent to the testing.
- If the employee refuses to provide consent or undergo the test (subject to there being no emergency situation that precludes them from doing so), the disciplinary procedure will be followed on the grounds of failing to follow established organisational procedures. The employee will be escorted home to take unpaid leave for the remainder of that day.
- Once the employee provides consent, they should be accompanied immediately to the designated site for testing purposes.
- A negative drugs or alcohol test will result in the employee's employment being continued with no loss of pay.
- A not negative alcohol breath test that exceeds parameters described in item 6.5.1 will result in the employee being stood down and escorted home to take unpaid leave for the remainder of that day. Upon their return to work they will be required to participate in another breath test.
- Following the collection of the urine sample for drugs testing it may be appropriate for the employee to be removed from the work site until such time as the employee is deemed fit to resume work. WDC will provide transport to deliver the employee home if deemed necessary. Leave will be on full pay; however, if results later reveal a not negative test, steps will be taken to recover the lost wages.
- WDC will notify an employee of the drug test result as soon as reasonably practicable after the test.
- A not negative drug test will result in the employee being stood down on no pay.
- A not negative drugs or alcohol test may result in the employee being required to participate in a Drug and Alcohol Rehabilitation (DAR) Programme. Refer Schedule 2

6.7 Disciplinary Procedure

Disciplinary procedures will be followed in any case where the employee:

- Is observed taking drugs or alcohol on a WDC work site.
- Is observed in possession of drugs or alcohol on a WDC work site.
- Is observed selling or transferring drugs on a WDC work site.
- Returns a not negative drug or alcohol test.

Note: The exception to this policy is the consumption or possession of alcohol at approved WDC functions.

7. Guidelines – WDC Social Functions

These guidelines are to assist in compliance with the WDC Alcohol and Substance Abuse Policy and provide practical suggestions which can be used to meet the intent of the policy when holding WDC social functions.

Organisers of functions, which include the dispensing of alcoholic drinks, are expected to:

7.1 Food and Drinks

- a) Display and provide appealing mixes of non-alcoholic drinks throughout the function.
- b) Display and provide a variety of low and non-alcoholic drinks as prominently as full strength ones.
- c) Include water and low energy drinks.
- d) Offer food at the bar so food and drink can be ordered at the same time. Use blackboards or printed menus to promote the availability of food.
- e) Offer plenty of good solid food such as fruit, vegetables with dips, bread, cheese board, hot savouries and seafood. This slows down the effects of alcohol.
- f) Ensure there is enough food to last to the end of the function. Use of pre-packed sandwiches or freezer-to-microwave food may be necessary.
- g) Keep chips, nuts and other salty foods to a minimum as they increase thirst.

7.2 Transport

- a) Encourage participants to use other means of transport to get to functions, rather than bringing their own vehicles.
- b) Consider designating non-drinking drivers, and have a range of non-alcoholic drinks available free of charge for them.
- c) Have available alternative means of transport home for those who have been drinking alcohol. For example, designated drivers, taxis, buses and courtesy cars.

7.3 Environment

- a) Combine a relaxed atmosphere with a safe environment by providing appropriate lighting, seating and entertainment so that the primary focus of the function is not drinking alcohol.
- b) Discourage drinking games.
- c) Ensure adequate toilet facilities are available throughout the function.
- d) Provide ready access to a telephone throughout the function.

7.4 Serving Practices

- a) Ensure the person in charge of the drinks is aware of this policy and the guidelines on host responsibility.
- b) Consider hiring bar staff trained in host responsibility for large functions.
- c) Serving alcohol to persons under 18 years of age is illegal and prohibited on WDC premises.
- d) Use standard spirit measures and serve only single nips. Offer non-alcoholic mixers. Use standard glasses throughout the function.
- e) Where appropriate, bar staff should be prepared to encourage individuals to slow their alcohol intake by offering food and low or non-alcoholic alternatives.
- f) Avoid continuing to serve someone who is intoxicated and ensure they are cared for.

8. Schedule 1 – Drug Information

Cut-off levels are determined for each drug at both the screening and confirmation phases. This means that even if a drug is detected during either the first or second testing stage, the result will still be reported as negative if the level of the drug recorded is below a set cut-off level.

Those cut-off levels are established because the aim of the workplace drug testing is usually to identify significant residues of the targeted drug, not minute traces.

A person testing positive to a drug above cut-off levels indicates they have recently used the drug or are a chronic user. Accordingly, if a person tests positive they are more likely than not to be an 'at risk' employee.

The drug cut-off levels are defined by the urine testing standard AS/NZS 4308.

Class of Drug	Cut-off level, µg/L
Amphetamine type substances such as Ecstasy, Speed, "P" Methamphetamine and BZP	300
Benzodiazepines (tranquillisers and sedatives)	200
Cannabis and hashish metabolites	50
Cocaine metabolites	300
Opiates such as heroin and morphine	300

Drug Groups Tested For In This Unit

(AMP) Amphetamines

This drug group is also a stimulant of the central nervous system; it may cause similar effects as Cocaine. In addition a user may suffer from loss of appetite. The half life of Amphetamines is 4 – 24 hours; approximately 30% of Amphetamines is excreted in the urine in its unchanged form and can be detected 2 – 4 days after use.

(MDMA) Ecstasy

This drug is also part of the Methamphetamines group. It can be present in urine for up to 3 days and is only detected at levels exceeding 2,000 µg/mL.

(mAMP) Methamphetamines

Methamphetamines are an addictive stimulant that strongly activates certain systems of the brain. It is a cousin to Amphetamines but the central nervous system effects are much greater. The drug is taken orally, injected or inhaled. An acute condition will produce anxiety, hallucinations and eventually depression and exhaustion. The half life on mAMP is 9 – 24 hours in the body and is detectable in the urine for 3 – 5 days.

(THC) Marijuana

This is the primary active ingredient of Cannabis (Marijuana). When smoked or orally administered, users have short term memory and slowed learning. They may also experience confusion and anxiety. It has half a life of around 24 hours and is detectable in urine as soon as a few hours after smoking. However, it remains detectable for up to 10 days and in some cases up to 28 days.

(COC) Cocaine

This drug is produced from the leaf of the cocoa plant. It is a stimulant of the nervous system and is also used for local anaesthetic. Cocaine is taken typically by smoking, injecting or inhaling. It is a very addictive drug. The most common affects of Cocaine include increased heart rate (pulse), dilation of the pupils, increased energy and alertness. Cocaine has a half life of 5–8 hours and is detectable in urine for up to 48 hours after use.

(MOP) Morphine

Opium is derived from the Opium poppy. This also includes Morphine and Codeine. Opioid analgesics comprises of a large group of substances that are used to control pain by depressing the nervous system. In situations where large doses of Morphine have been used, the effects have tended towards higher tolerance levels and physiological dependency. This can also lead to substance abuse. This drug can be detected in the urine for several days.

More Information on Effects Detection Times

The effects of each drug mentioned are guidelines only. Some people occasionally may have other effects.

There are a number of factors to consider when trying to analyse how long a drug group will remain detectable for. The breakdown period of each group metabolises (breaks down) in the body at varying rates.

Even the type of user can affect the breakdown rate - the age, height, and size of the person being tested have a big bearing on the speed that the drug is flushed through the body. Another consideration is the amount of drug taken and how it was administered. All these areas mentioned make a difference as to how long the detection times last for.

Below is a general guide of the average detection times.

Drug	Group	Effect Time	Detection Times
(AMP)	Amphetamine	3 – 4 hours	2 – 4 days
(mAMP)	Methamphetamine	2 – 4 hours	3 – 5 days
(THC)	Marijuana, Cannabis and Hashish	1.5 – 20 hours	10 – 28 days
(COC)	Cocaine	3 – 5 hours	24 – 48 hours
(OPI)	Opium, Morphine and Heroin	2 – 3 hours	2 – 3 days

Hair Testing Information

Hair testing is believed to be the most accurate and effective method of finding users of drugs of abuse. Using a small sample of hair cut at the scalp, hair analysis evaluates the amount of drug metabolites embedded inside the hair shaft.

When compared to the more traditional forms of testing, i.e. urine testing, hair samples can detect a longer period of drug use. With urine, most drugs are undetectable if urinalysis is done more than 3-6 days after use, with the exception of cannabis, which may be detected for a slightly longer period of time. After the 3-6 day period, a urine donor will test negative and slip through the urine screening process. With hair samples, the only time limitation for detecting drug usage is imposed by the length of the donor's hair. Each 15mm of head hair provides a 30 day history of drug use.

The standard for the industry is to test 45mm, which provides a 90 day history of the donor's drug use. If no head hair is available, body hair can be used.

Bleaches, shampoos and external contaminants (i.e. cannabis smoke) have no known impact on test results.

Drugs included in a standard hair test include cocaine, cannabis, opiates (codeine, morphine and 6-monoacteyl morphine), methamphetamine, (Meth/amphetamine & ecstasy) and phencyclidine (PCP).

A standard test requires 60+ milligrams of hair or approximately 90 to 120 strands.

(Information from the New Zealand Drug Detection Agency (NZDDA): www.nzdda.co.nz)

9. Schedule 2 – Drug and Alcohol Rehabilitation Programme

Voluntary Drug and Alcohol Rehabilitation

Any WDC employee may voluntarily join the WDC Drug and Alcohol Rehabilitation (DAR) Programme.

WDC will fund voluntary rehabilitation as follows:

- An initial assessment with a Employee Assistance Programme (EAP) Drug and Alcohol Counsellor.
- Up to three sessions with a Drug and Alcohol Counsellor.
- EAP may refer the employee onto a Specialist depending on the degree of addiction.
- The employee must fund any rehabilitation beyond the three sessions, however depending on the referral some are without cost.
- Employees will be required to use leave entitlements for absences during the DAR Programme.
- Employees can contact EAP on 0800 327 669 to request information on Drug and Alcohol Rehabilitation.
- All communications between the employee and the rehabilitation specialist will be strictly confidential. No information relating to the employee will be communicated back to WDC.

Compulsory Drug and Alcohol Rehabilitation

If an employee tests positive for drugs or alcohol under the post incident and reasonable cause clauses of this policy they will be required to participate in a DAR Programme as a condition of any ongoing employment.

Employees will be required to use leave entitlements for absences during the DAR Programme.

The programme shall involve:

- An assessment of the employee and a recommendation as to their specific rehabilitation needs.
- The signing of a Drug and Alcohol Rehabilitation Contract (Schedule 5) by the employee which will include:
 - Acknowledgement of a positive drugs or alcohol test
 - Commitment to a DAR Programme
 - Consent to conduct follow-up testing over a two year period following the completion of the DAR Programme
- WDC will fund rehabilitation as follows:
 - An initial assessment with a EAP Drug and Alcohol Counsellor
 - Up to three sessions with a Drug and Alcohol Counsellor. EAP may refer the employee onto a Specialist depending on the degree of addiction.
 - Additional costs of rehabilitation deemed appropriate by the HR Officer, employees Manager and approved by the Chief Executive.

Refusal to participate in the DAR Programme may result in disciplinary action.

Participation in DAR Programme

1. The HR Officer will inform the employee they are required to participate in the DAR Programme. The HR Officer will explain what the programme will involve, including post rehabilitation testing.
2. The employee is required to sign a contract agreeing to the programme and the associated follow-up testing. Refer Schedule 5
3. The HR Officer will arrange an appointment for the employee to meet with the EAP Drug and Alcohol Counsellor for an initial assessment of their drug and alcohol problem.
4. The EAP will make a recommendation to the HR Officer following the initial assessment. The DAR Programme could range from counselling or referral to other rehabilitation service providers depending on the severity of the problem.
5. If necessary for a safe working environment an alternative position may need to be considered for the employee undergoing rehabilitation. Alternative duties will be determined in conjunction with the HR Officer, the employee's Manager and the Chief Executive.
6. Feedback on rehabilitation will be provided to the HR Officer from the EAP and/or rehabilitation service provider.
7. The rehabilitation will last no longer than 3 months unless agreed by the HR Officer, the employee's Manager and the Chief Executive.
8. On completion of the DAR Programme, the employee will undergo a further Drug and Alcohol test. This is to set a baseline for subsequent tests. The employee will be subject to up to six drugs and alcohol tests over a 24 month period from the date of completion. Should any test following the completion of the DAR Programme return a positive result, the employee will face disciplinary action, and may be dismissed.

10. Schedule 3 – Consent for Drug Testing

Drug Screening

I _____ consent to undergo a drug test to be undertaken by a qualified professional, which I acknowledge is for the purpose of determining whether I have levels of an illicit drug(s) or of prescribed drug(s) present in my urine, higher than the accepted international standard as defined by the Substance Abuse and Mental Health Service Administration (SAMHSA).

I confirm that I have been told and fully understand my rights regarding the following:

- The drugs that may be tested are; Cannabinoids, Opiates, Amphetamines, Cocaine, and Benzodiazepines (others if applicable).
- I have not been coerced into giving my consent to participate in the drug testing.
- I undertake to advise the medical professional conducting the test(s) of any medication that I am taking.
- I consent to the results of the test(s) being communicated confidentially to the WDC HR Officer.
- I will be advised of the results.
- I understand that I may request the test sample be re-analysed within 14 days of receiving the result.
- Any collection, storage or exchange of medical information concerning the drug test will be in accordance with the requirements of the Privacy Act. Results of the drug test will only be used for the purposes for which they were obtained.
- All documentation relating to the drug testing will be treated in strictest confidence.
- I understand that a refusal to sign this form and undergo a drug test, or the return of a positive result from the drug test means that I am further subject to the conditions of the WDC Alcohol and Substance Abuse Policy, which has been given to me in writing.
- I have read and understood the terms of this consent form.

(Employee)

Date: _____

(For and behalf of Waitomo District Council)

Date: _____

(Witness)

Date: _____

11. Schedule 4 – Consent for Alcohol Testing

Alcohol Screening

I _____ consent to a Breathalyser test for alcohol.

I understand for the test to be positive there must be an indicated level higher than that defined by the NZ Transport Agency, currently 400 micrograms of alcohol per litre of breath for people over 20 years of age and 150 micrograms of alcohol per litre of breath for people under 20 years of age. I confirm that I have been told and fully understand my rights regarding the following:

- I have not been coerced into giving my consent to participate in the alcohol test.
- I consent to the results of the test(s) being communicated confidentially to the WDC HR Officer.
- I will be advised of the results.
- Any collection, storage or exchange of medical information concerning the alcohol test will be in accordance with the requirements of the Privacy Act. Results of the alcohol test will only be used for the purposes for which they were obtained.
- All documentation relating to the alcohol test will be treated in strictest confidence.
- I have read and understood the terms of this consent form.

(Employee)

Date: _____

(For and behalf of Waitomo District Council)

Date: _____

(Witness)

Date: _____

12. Schedule 5 – Drug and Alcohol Rehabilitation (DAR) Contract

Name: _____

Position: _____

I, _____, hereby acknowledge that on receipt of a positive (**alcohol / drugs**) test on (**date**), my continued employment with WDC is subject to the following terms and conditions:

1. I am committed to full participation in the Drug and Alcohol Rehabilitation (DAR) Programme with a Rehabilitation Service Provider(s) as specified by my employer. I agree to attend all sessions, and complete the requirements specified by the programme. I authorise the Rehabilitation Service Provider to release the following non-medical information to my employer:
 - My record of attendance for appointments
 - The Rehabilitation Service Providers recommended course of treatment
 - Whether I am following the recommended course of treatment
 - Recommendation as to whether or not a return to work is appropriate at any given time
 - My participation, including completion, of the required course or treatment.
2. I understand that should I not attend the initial or any subsequent appointments, or not complete the required course or treatment, this will be considered a breach of contract and may result in disciplinary proceedings.
3. I agree to undertake this programme outside of my working hours, or use my sick leave entitlement.
4. I agree that, if on any future occasion I am found to be in possession of, selling or taking drugs or alcohol in the workplace, or if I return a positive drug or alcohol test, the consequence may be serious misconduct
5. I agree to undertake one drug and alcohol screening test on completion of the rehabilitation programme and at least six further drug and alcohol screening tests, spaced at random intervals, within the 24-month period to (**date**). I agree to the release of the test results to my employer, and I understand that a positive test result from any of these tests may result in serious misconduct.
6. I acknowledge that the terms specified above are in addition to the terms and conditions of my current employment agreement, and I agree to be bound by the conditions in both documents.

(Employee)

Date: _____

(For and behalf of Waitomo District Council)

Date: _____

(Witness)

Date: _____

Policy Approved:



Chief Executive, Waitomo District Council

2 December 2013

Date