



# **Alcohol and Other Drug (AOD) Policy and Random Testing Overview**

for Australia Post  
Transport Employees  
and Transport Contractors

NB: This policy does not apply to the StarTrack employees who are covered by the National Drug and Alcohol Policy

# Australia Post has introduced an AOD Policy which covers Transport Employees and Transport Contractors who perform work on behalf of Australia Post.




This overview is to:

Give you a summary of important points in the policy

Tell you details about how random AOD testing will work

Give you a Q&A to answer many of the questions you are likely to have.

Please ask your manager if you have other questions at any time.

-  You can also find information on **Pogo** or
-  email your enquiry to **AOD@auspost.com.au**.
-  If you need advice or support managing alcohol or other drugs, please contact the **Employee Assistance Program (EAP) on 1300 360 364**. Help from the EAP is free and confidential.

# 1. Overview of AOD Policy for Australia Post Transport Employees and Transport Contractors

For this overview, we have copied some information from the full policy that is relevant to you, and summarised other information. Please go to Pogo or ask your manager if you would like to read the full policy.

**Transport Employees and Transport Contractors:**

**Must comply with the AOD policy and associated procedures**

**Should report any AOD related risks and inform their supervisor if they have any immediate safety concerns regarding AOD**

**Must comply with the AOD policies of other businesses, which they have been made aware of, while they are at those businesses' sites.**

As part of this policy, Transport Employees and Transport Contractors will be subject to random alcohol and drug testing. This testing will involve AOD Technicians (who are independent of Australia Post) attending Australia Post workplaces unannounced to test workers covered by the AOD Policy for alcohol and other drugs above the prescribed limits in the Policy. The independent AOD Technician will control the random selection of workers for testing.



## Threshold Testing Levels

The AOD testing process will determine whether a Transport Employee or Transport Contractor performing work for Australia Post meets the particular threshold concentration for either alcohol or other drugs, based on the relevant Australian Standard. The process is explained in the AOD policy (and summarised below).

### Alcohol

**Breath testing** will be undertaken using breathalyser devices in accordance with Australian Standard AS 3547 *Breath Testing Devices for Personal Use* (and any amendments).

Transport Employees and Transport Contractors **must not have a Breath Alcohol Content (BrAC) over 0.00%** while they are on duty.

### Other drugs

**Saliva testing** will be undertaken in accordance with Australian Standard AS/NZ 4760 *Procedures for Specimen Collection and the Detection and Quantitation of Drugs in Oral Fluid* (and any amendments).

Target concentrations* under AS/NZ 4760 for saliva testing	
Class of Drug	Target Concentration (nanograms per millilitre)
Amphetamine type	50 ng/mL
Cocaine and metabolites	50 ng/mL
Tetrahydrocannabinol (THC)	25 ng/mL
Opiates	50 ng/mL

\* Target concentration means the point at which the saliva test result will show that drugs *may* be present.

## Other Policy Requirements

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**While you are on duty, in Australia Post Workplaces (including Australia Post vehicles) or at Australia Post Authorised Functions, Transport Employees and Transport Contractors **must not:****

- Consume, possess, manufacture, store, distribute, sell or purchase illegal drugs, or
  - Consume, possess, manufacture, store, share, distribute, sell or purchase personal prescription, non-prescription medications or alcohol other than as authorised.
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**Transport Employees and Transport Contractors **may take prescription and non-prescription (over the counter) drugs** while on duty, provided that they do so:**

- On the advice of a registered medical practitioner (and/or a pharmacist in the case of non-prescription medication); and
  - In accordance with relevant directions.
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**If you take prescription or non-prescription medication, you **must:****

- Inform your registered medical practitioner (and/or pharmacist in the case of non-prescription medication) of the nature of your work to ensure appropriate medication is prescribed; and
  - Seek advice from your registered medical practitioner or pharmacist about probable side-effects of the medication you will be taking, including whether it will affect your ability to perform your work safely.
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**Transport Employees and Transport Contractors **may store legally-obtained prescription and non-prescription drugs** in Australia Post workplaces if required to enable their own personal use of the drugs in accordance with:**

- The directions of the registered medical practitioner or pharmacist prescribing the drugs; and
  - Any manufacturer's or supplier's recommendations.
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**A workplace incident/injury may not be covered by Workers Compensation if it is determined that it is wholly or predominantly due to the influence of alcohol and/or other drugs and was either intentionally self-inflicted or the result of serious and wilful misconduct.**

### **Medication use**

If a registered medical practitioner or pharmacist tells you that a prescription or non-prescription medication is likely to affect your ability to perform your work safely, or that you should not perform your work while taking the medication, you must tell your manager or supervisor as soon as possible and before performing any work on behalf of Australia Post after you start taking the medication.

If you start taking any prescription or non-prescription medication and believe it is affecting your ability to perform your work safely or effectively, you must tell your manager or supervisor immediately so appropriate management actions can be discussed and implemented.

## **Counselling and Assistance**

A confidential and specialised counselling service is available to all employees and their immediate families through the Employee Assistance Program (EAP).

Employees who are having difficulty in managing use of AOD are encouraged to access Australia Post's EAP service for assistance with counselling and rehabilitation. You can contact the EAP yourself or you may be referred by your manager (ManagerAssist™). **The EAP is available on 1300 360 364.**

Transport Contractors should talk to their employer or principal contractor about support options where they can seek assistance.

As an employee or contractor, you may also wish to consult your GP or access a community based program for assistance. A list of resources is provided at the end of this booklet.



# Test results and what happens after testing

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## Test Results

### For Alcohol

A 'positive' test result is alcohol breath test result that exceeds 0.00%. If a person's initial test is 'positive', then a final confirmatory test will be undertaken within approximately 30 minutes.

### For Drugs

A test result that 'requires further investigation' is a preliminary on-site drug (saliva) screening result which suggests the presence of drugs over the target concentration/cut-off level. If a person's initial test result 'requires further investigation' then a second saliva sample will be taken and the second sample will be subjected to confirmatory testing in a laboratory in order to determine whether it is a 'positive' result.

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## Refusal to Test

A refusal to undergo testing will be treated as a 'positive' test result and managed accordingly. This means that the Transport Employee or Transport Contractor will be directed to leave the workplace and not complete the remainder of their shift for Australia Post after refusing to be tested.

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## Responding to Test Results

A Transport Employee or Transport Contractor who has an on-site test result that is 'positive' (alcohol) or 'requires further investigation' (drugs) will:

- Be deemed to have presented for work in an unacceptable state; and
- Be directed to leave the workplace and not complete the remainder of the shift for Australia Post after the on-site testing.

For Transport Employees, leave for the remainder of the shift after on-site testing will be regarded as sick leave.

Transport Managers are responsible for ensuring appropriate arrangements are made for Transport Employees who are directed to leave the workplace to travel home safely after the on-site testing is completed.

Where a Transport Employee or Transport Contractor's test result 'requires further investigation' and is subject to confirmatory testing in a laboratory, they must not perform driving duties for Australia Post until after the confirmatory test results are received.

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## Responding to Test Results (continued)

While confirmatory testing is being undertaken, a Transport Employee may:

- Return to work on their next shift and perform non-driving duties, if available; or
- Remain at home and utilise their leave entitlements (e.g. Recreation Leave or LWOP).

Where a test result that 'requires further investigation' is confirmed as negative, a Transport Employee who has performed non-driving duties while awaiting the confirmatory test result will be paid as per their roster, with the exception of Travel Allowance where a driver is scheduled for an overnight stay.

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## Disciplinary Action

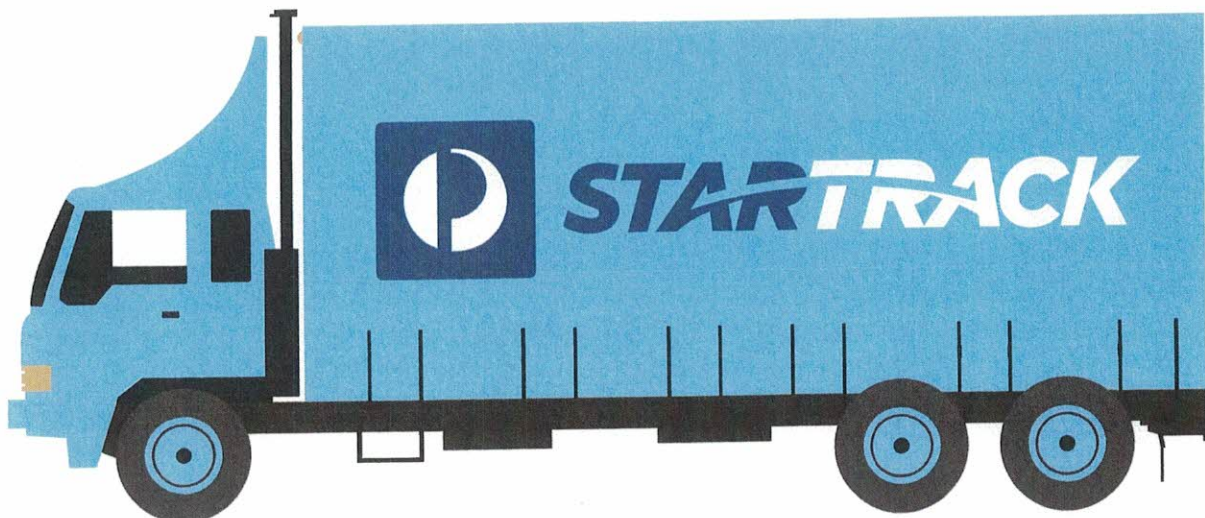
Breaches of the AOD Policy by a Transport Employee may result in disciplinary action in accordance with Australia Post's policies and procedures, including the Employee Counselling and Discipline Process (ECDP).

Disciplinary action will take into account the individual circumstances of the case.

Breaches by a Transport Contractor may result in termination of the relevant contract for services or work arrangement.

A positive test result will not be provided to the police.

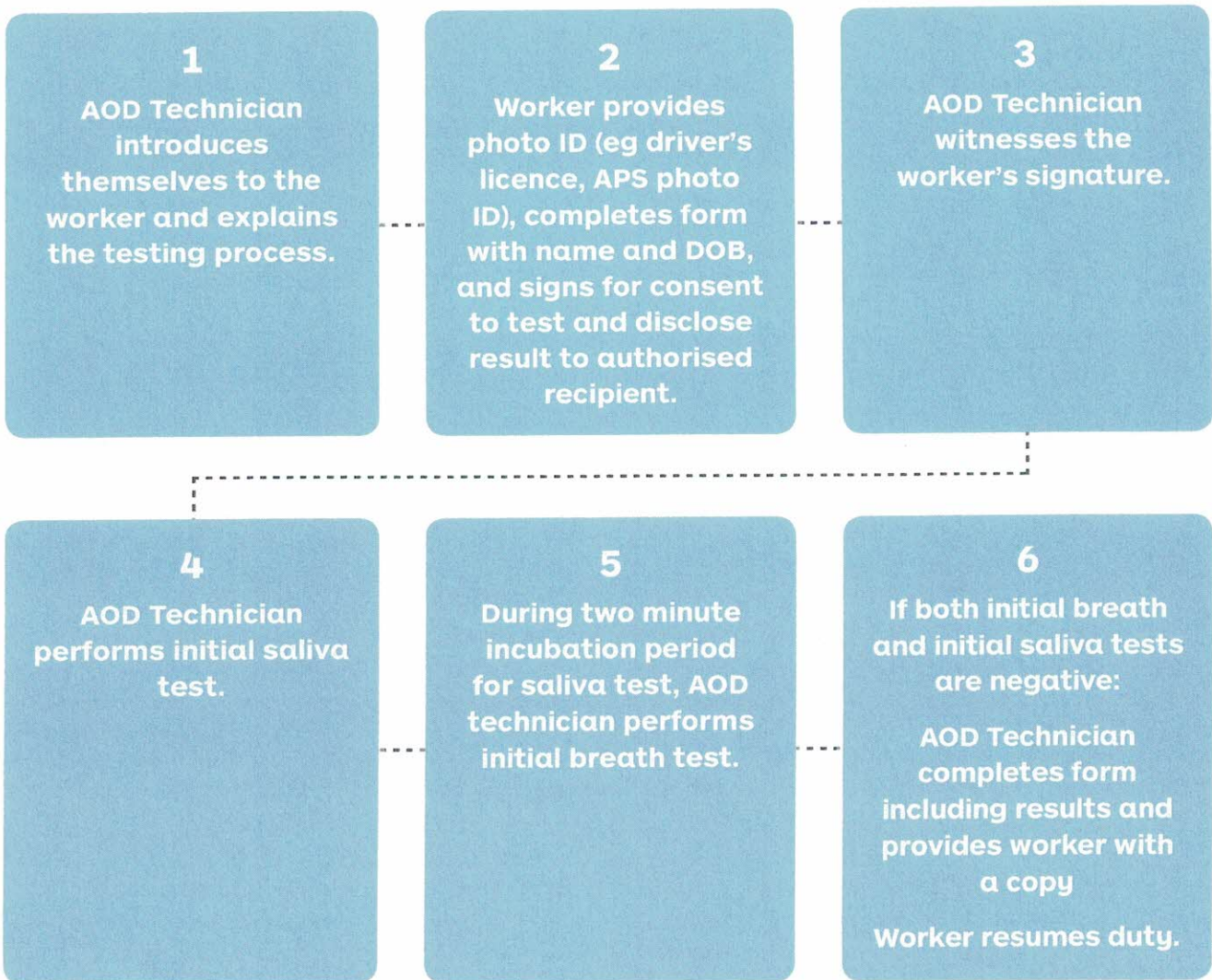
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# 2. Alcohol and Other Drug Testing Process

This is the standard process that will be followed. There may be slight variations depending on the individual AOD Technician.



**This process will take approximately 15 minutes.**

If an initial breath test is positive and/or initial saliva test suggests drugs may be present and requires further investigation, the process continues.

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**If initial breath test is positive:**

- AOD Technician may perform a second test immediately
- Worker is required to wait in designated area
- AOD Technician performs a final test approximately 30 minutes later
- The final test is the determining test.

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**If final breath test is negative and initial saliva test is also negative:**

- AOD Technician completes form including results and provides worker with a copy
- Worker resumes duty.

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**If final breath test is positive:**

- AOD Technician confirms positive test to worker
- AOD Technician completes form including results and provides worker with a copy
- AOD Technician informs management representative of positive result
- Worker is subsequently managed as per the AOD Policy by management representative.

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**If initial saliva test indicates that drugs may be present and requires further investigation:**

- AOD Technician informs worker that result indicates drugs may be present and requires further investigation
  - AOD technician asks worker if they are taking any medication which may be showing up in the saliva test and notes any response on the form
  - AOD Technician performs 2<sup>nd</sup> saliva test
  - AOD Technician seals and bags collection containers in presence of worker and sends them to an approved laboratory
  - AOD Technician completes form including results and provides worker with a copy
  - AOD technician informs management representative that result requires further investigation
  - Worker is subsequently managed as per the AOD Policy by management representative.
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# 3. Questions and Answers

<p><b>I don't do drugs, why should I be drug tested?</b></p>	<p>Safety is our first priority at Australia Post and our aim is to provide a safe working environment for all workers. Making sure that all employees and contractors are safe from the impacts of alcohol and other drug use is part of making your workplace safer, for you.</p> <p>Random testing can help identify individuals who might have a drug problem and/or be risking their own health and your safety at work. It's only fair for everyone to have the same chance of being randomly tested. No-one is saying you, or anyone else, is doing drugs, and no-one will be targeted.</p>
<p><b>Is this just another case of big brother prying into my private life?</b></p>	<p>We don't make any moral judgement. Your use of alcohol and other drugs in your own time is not Australia Post's business, unless it impacts on your work. If what you do during your own time potentially puts at risk your safety, the safety of your colleagues and/or the safety of the general public while you are on duty, then that is Australia Post's business.</p>
<p><b>Why has Australia Post chosen saliva testing over blood or urine testing for drugs?</b></p>	<p>The decision to use saliva testing technology over the more well-known urine and blood testing is based on our view that any testing undertaken should be as non-invasive as possible.</p>
<p><b>I'm taking medication prescribed from a pharmacist or doctor. Will that show up on a drug test? Do I need to tell my employer about every prescription and non-prescription medication I am taking?</b></p>	<p>Some over-the-counter or prescribed medicines may show up on a drug test. You are expected to:</p> <ul style="list-style-type: none"><li>• Seek medical advice about any prescription or over-the-counter medication you are taking, and</li><li>• Advise your manager or supervisor if the medication is likely to affect your ability to perform your work safely or if you should not perform your work while taking the medication.</li></ul>

<p><b>My culture or religion does not allow me to consume alcohol. Will I still be required to undergo an alcohol and other drug test?</b></p>	<p>All Australia Post Transport Employees and Transport Contractors, regardless of culture or religion, will be subject to the Alcohol and Other Drugs (AOD) policy, which includes participation in AOD random testing procedures. The AOD policy has been developed to apply fairly and consistently across all Transport Employees and Transport Contractors.</p>
<p><b>If I know of someone who has an alcohol or other drug problem and it may be affecting their safety, health and work performance, what should I do?</b></p>	<p>You have an individual responsibility to exercise reasonable care to ensure that your and your colleagues' safety, health and work performance are not affected by alcohol and/or other drugs. Exercising reasonable care includes reporting known hazards and risks to the appropriate manager or supervisor.</p> <p>You are encouraged to notify your manager or supervisor if you have genuine concerns that a worker (including yourself) is a risk at work due to use of alcohol or drugs, or is otherwise in breach of the AOD Policy.</p> <p>This is a sensitive area, so please raise any concerns in a discreet and respectful way.</p>
<p><b>Will Transport Managers also undergo random alcohol and other drug (AOD) testing?</b></p>	<p>Yes. All Transport Employees, including their supervisors and managers, may be tested at any time. The most senior Transport Manager on duty at a workplace where random testing is conducted will always be tested.</p>
<p><b>What are the qualifications of the testers?</b></p>	<p>Alcohol and other drug (AOD) technicians from an external testing agency will conduct the testing. AOD technicians have completed training which certifies them as competent and authorised for this work. All testing will be carried out in accordance with the Australia Post random AOD testing procedure and relevant Australian Standards, to ensure the integrity of testing.</p>

<p><b>I am not aware of Australia Post's new approach to alcohol and other drug management and I have not received training on its content. Why should I be tested?</b></p>	<p>Any Transport Employee who is tested must have received training about the process first.</p> <p>You should have received a briefing and an Alcohol and Other Drugs (AOD) information booklet which highlights Australia Post's position on AOD and provides information on AOD, their impacts on individuals and places to go for more information and assistance.</p> <p>If you have been selected for testing and have not received a briefing, tell your manager. They will check and confirm you haven't been trained, then arrange training as soon as possible. You will not be tested at that time.</p>
<p><b>Can I be discriminated against by being tested too often? What can I do if I believe I am being harassed and victimised?</b></p>	<p>The selection process will be random, and will be managed by the independent AOD testing company, not Australia Post. It will not 'target' individuals. Australia Post does not want to discriminate against any individual or group in this process.</p> <p>If you are concerned about the number of AOD tests you have had to undertake (and the associated selection process), please talk to your manager or email your concern to <a href="mailto:AOD@auspost.com.au">AOD@auspost.com.au</a></p>
<p><b>Will natural herbal drugs used by naturopaths show up in these tests?</b></p>	<p>It is important, even with 'natural' remedies that you understand:</p> <ul style="list-style-type: none"> <li>• What substances you are taking</li> <li>• How they may affect your ability to work safely and effectively</li> <li>• Any possible impacts in terms of testing.</li> </ul> <p>If you are taking herbal drugs that contain the substances being screened, then they may show up in the test result. If you are taking herbal substances, you are advised to check with your health provider.</p>
<p><b>I was at a party last night and side-streamed marijuana smoke. Will this show up in the drug screening?</b></p>	<p>Scientific evidence says that you cannot pick up enough side-stream smoke from being near a marijuana or pot smoker to test positive in an AOD testing process.</p>

<p><b>How long after consuming drugs will I produce a positive result from saliva testing?</b></p>	<p>The actual time after consumption that drugs will be detected varies between individuals and the type and quantity of drugs taken. It could range from hours to days. It is not possible to give a definitive answer.</p>
<p><b>Is the use of the AOD discipline process appropriate for me if I am having difficulty managing my use of alcohol or other drugs?</b></p>	<p>The discipline process we use in the AOD Policy is no different to how we deal with other issues of behaviour and breaches of Australia Post policy and procedures. Our Ethics is clear about the behavioural standards required of all workers, and if a worker falls short of those standards, then the ECDP process is used.</p> <p>If you are an Australia Post employee and you are having difficulty managing your use of alcohol and other drugs, please contact Australia Post's EAP service for assistance with counselling and rehabilitation. You can contact the EAP directly, or get a ManagerAssist™ referral from your manager. <b>The EAP is available on 1300 360 364.</b></p> <p>You may also wish to consult your GP or access a community-based program for assistance. A list of resources is available in the AOD information booklet.</p> <p>If you are a contractor, please talk to your employer or principal contractor about getting support.</p>
<p><b>How many EAP sessions will Australia Post provide an employee who decides to participate in these sessions?</b></p>	<p>Generally Australia Post will fund up to six free sessions. Additional free sessions may be permitted after discussions with the EAP Coordinator and treating medical practitioners.</p>
<p><b>Has the union been consulted about this policy?</b></p>	<p>Yes, Australia Post has engaged both the CWU/CEPU and TWU in consultation about the AOD Policy.</p>

<p><b>Can I refuse to take an AOD test?</b></p>	<p>Australia Post can direct you to comply with all corporate policies and procedures. If you refuse to take an AOD test after being randomly selected for testing, it will be treated the same as if you returned a positive test result.</p>
<p><b>What happens if I test positive? Will there be a “three strikes” policy?</b></p>	<p>On the day of testing, if you return a positive breath test or a drug test which ‘requires confirmatory testing’, you will be directed home on sick leave for the rest of your shift.</p> <p>There is no ‘three strikes’ policy or hard and fast rule about the number of chances you get. We will take a case by case approach to all breaches of the AOD Policy.</p>
<p><b>What records will be kept if I return a positive test? Will it be reported to the police or other authorities?</b></p>	<p>The testing provider will provide the name of any worker who returns a positive test to the AOD Co-ordinator in myHR where a National AOD Register will be maintained. If you are subject to the Employee Counselling and Discipline Process (ECDP) as the result of a positive test result, then records will be kept as usual for that process.</p> <p>A positive test result will <u>not</u> be reported to Police or other authorities.</p>
<p><b>What about my right to privacy when it comes to disclosing to my manager that I am taking prescription or over-the-counter medication? What if I do not wish to discuss my personal health condition?</b></p>	<p>We expect that, for any prescription or over the counter medication you take, you will:</p> <ul style="list-style-type: none"> <li>• Get professional medical advice about the medication and any effects it might have on your ability to work safely and effectively</li> <li>• Tell your manager or supervisor if any medication is likely to affect your ability to perform your work safely, or if you should not perform your work while taking the medication.</li> </ul> <p>This requirement is about ensuring that your health and safety at work (and that of your colleagues) is not put at risk due to any medication you are taking.</p>

<p><b>Why does this policy only apply to Transport Employees and not to all enterprise employees?</b></p>	<p>We intend to expand the AOD policy to other parts of Australia Post in 2015, following effective implementation in Transport.</p>
<p><b>Where can I access the entire policy and see the testing procedure?</b></p>	<p>The AOD Policy, which includes the procedure for random AOD testing, is available on Pogo. Ask your manager for a copy if you are unable to access Pogo.</p>
<p><b>Where can I go for more information?</b></p>	<p>If you have other questions, please speak to your manager or email your query to <a href="mailto:AOD@auspost.com.au">AOD@auspost.com.au</a>.</p> <p>Advice and support is available from the Employee Assistance Program on 1300 360 364. Contact details for other organisations that can give you expert information and advice about alcohol and other drugs are in the AOD information booklet.</p>

