



Drug and Alcohol Procedure

Health, Safety and Environment

1 Purpose and Scope

This Procedure provides information related to the use and abuse of drugs and alcohol, including prescription medications, over the counter medications, illicit drugs, or any other naturally occurring or synthetically manufactured substances that have the capacity to impair an employee's fitness for work.

The Drug and Alcohol Procedure provides the mandatory requirements to support sustained conformance with the Roy Hill Operations HSES Performance Standard– Fitness for Work. This document should be read in conjunction with *Roy Hill Fitness for Work Procedure* and *Roy Hill Disciplinary Action and Investigation Procedure*.

This procedure applies to all persons entering any area which Roy Hill has accountability for or control of.

2 Planning

2.1 Drugs, Alcohol and Fitness for Work

Roy Hill is committed to ensure the safety of all employees, contractors and visitors on all Roy Hill sites and work areas. As such, if a person demonstrates a behaviour that presents a safety risk to themselves or others, they may be stood aside in line with *Roy Hill Disciplinary Action and Investigation Procedure*.

The use of alcohol, medication, illicit drugs or any other drugs can impair an individual's capacity to work safely and efficiently. This includes where medication is taken in accordance with the directions of the prescribing doctor and/or manufacturer's instructions.

When an employee is impaired for work, they may pose a risk to themselves and/or other people in their work environment.

Roy Hill recognises that impairment from inappropriate alcohol or drug use may continue after the alcohol or drugs have been eliminated from the employee's body. This includes situations where individuals may experience physiological or psychological effects following the consumption of drugs or alcohol.


Roy Hill undertakes a comprehensive drug and alcohol testing program to reduce the risks posed to all persons on site resulting from the consumption of drugs or alcohol, rendering a person not fit for work.

2.2 Classes of substances that may be tested

Roy Hill shall test for substances known to cause impairment.

Alcohol will be tested for by breath testing with an approved breathalyser in compliance with AS 3547-1997: Breath alcohol testing devices for personnel.

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Drug testing will be carried out by urine testing under the procedures set out in AS/NZ 4308:2008: Procedures for specimen collection and detection and quantitation of drugs of abuse in urine.

Where the testing of such drugs is not covered by AS/NZ 4308-2008, testing will be carried out according to the procedures established by Roy Hill's chosen testing provider.

2.3 Conditions under which testing is conducted

Drug and alcohol tests shall be conducted under the following circumstances;

2.3.1 Pre-employment Testing

Selected candidates shall undergo pre-employment drug and alcohol testing prior to starting work with Roy Hill.

The screening for drugs and alcohol is conducted to prevent the hiring of personnel whose use of drugs and alcohol may indicate the potential for impairment or unsafe work practices. The process for pre-employment medical and health assessment is set out in the *Worker Health Assessment and Management Procedure*.

2.3.2 Pre-mobilisation Testing

Prior to mobilising to a Roy Hill site, contractors must produce evidence of a negative drug urine test conducted within the 28 days prior to their mobilisation and performed by a National Australian Testing Association (NATA) laboratory certified to Australian Standards. When this cannot be achieved, the Company representative can approve the testing to be completed at the operational medical centre.

Roy Hill employees and visitors to Roy Hill sites are not required to produce evidence of a negative drug test prior to accessing a Roy Hill site but will be required to follow the drug and alcohol testing process as set out in this Procedure whilst on site.

2.3.3 Daily Pre-shift Testing

At the start of each rostered shift at all Roy Hill operational areas, personnel must undergo a mandatory alcohol test where individuals must provide a sample for analysing. Failing to do so could result in disciplinary action.

2.3.4 Random Testing

From time to time Roy Hill will conduct random alcohol or drug tests upon any person on Roy Hill sites and without notice. A random selection of personnel will be tested on a regular basis.

The frequency, scheduling and number of random tests is at the discretion of Roy Hill.

2.3.5 Blanket Testing

At the discretion of the Manager, a blanket test of all personnel may be conducted. In this case all employees, contractors and visitors in the work area will be required to provide a sample or samples for testing.

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2.3.6 For Cause Testing

Testing may be carried out where there are reasons to believe that an employee may be impaired by drugs or alcohol. The Leader of the employee to be tested must notify the employee and arrange for the test to be conducted.

Circumstances under which an employee may be requested to undergo for cause testing include, but are not limited to, the following circumstances:

- An employee displaying signs of being impaired such as erratic, aggressive, unusual or at-risk behaviour which raises concerns that they may be impaired by alcohol or drugs;
- Where an employee fails to comply with clear written, verbal or posted instructions, rules or regulations;
- There is reason to believe the employee may be under the influence of drugs or alcohol;
- Where evidence is found of possible inappropriate use of alcohol or drug use, such as drug paraphernalia or alcohol containers in or around vehicles, work areas or accommodation; and
- As part of an approved monitoring program where an employee has previously tested positive.

2.3.7 Post Incident Testing

Post incident drug and alcohol testing shall be conducted at the discretion of the Leader of the employee or employees involved in the incident. Post incident testing shall be conducted for all near misses or incidents involving:

- Heavy mobile equipment, light vehicles or classified plant;
- Significant damage to other equipment;
- Inappropriate operation of any fixed, mobile or powered plant or equipment; and
- Incidents involving injury to the employee, or a third party.

2.3.8 Regulatory Testing

As required under Part 3 – Rail safety duties, Division 9 – Drug and alcohol testing by Regulator of the *Rail Safety National Law (WA) Act 2015*, the Office of National Rail Safety Regulator (ONRSR) is required to conduct alcohol and other drug testing on Rail Safety Workers. This testing will be conducted at random intervals on selected individuals and by approved testers under the direction of the ONRSR. This testing is:

- In addition to the standard Roy Hill fitness for work process as outlined in Performance Standard 14; and
- A Mandatory requirement for all Rail Safety Workers operating under the National Rail Safety Legislation

The ONRSR has appointed Medvet as an authorised person to undertake drug & alcohol testing on its behalf. Medvet may attend any of Roy Hill's operations at any time to carry out the following testing programs:

- Post incident Testing – Medvet will attend site if there is a Category A incident (accident or incident associated with railway operation that has, or could have caused serious injury and/or death).
- Programmed Testing – testing of a sample of Rail Safety Workers based on intelligence-led risk-based data compiled by ONRSR.
- Random Testing – random tests conducted at any time across the Rail Safety Worker population.

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2.3.9 Self-Testing

All villages in which Roy Hill employees, contractors and visitors are accommodated shall have facilities to conduct a self-test for Blood Alcohol Concentration (BAC) prior to presenting for work. Any employee who returns a positive reading (i.e. BAC > 0.000) shall be deemed unfit for work and should not attend work. They should contact their Leader immediately to advise them of their absence.

No positive result will be recorded on the employee's file.

Self-testing is available to residential employees in Port Hedland at the Gateway Village.

2.4 Declaration of Medications

2.4.1 Medication Declaration Form

When an employee or contractor is required to take any prescription or non-prescription medication which may affect fitness for work, impact a drug testing result or assist emergency response personnel determining a medical condition in an emergency, they must provide a copy of a completed Medication Declaration Form to their Leader at the first available opportunity before the start of their shift. This also includes any requirement to use and store syringes.

The Leader can request proof of the medication declared being prescribed by a medical practitioner or pharmacist, such as a letter from the treating GP or the medication packaging displaying the individual's name and dose.

The Medication Declaration Form is required to assist emergency services personnel in determining a medical condition during an emergency situation when the person being treated is unable to communicate.

These forms are to be given to the Leader who will forward the document to the site medical centre where it will be kept in the employee's secure and confidential medical file.

2.4.2 Testing Sheet

When being tested, all personnel must disclose any drugs taken within the last 10 days other than those listed as exempt on the Testing Sheet.

2.5 Notification, Confidentiality and Records Management

The Leader of a person who undertakes an Alcohol or Other Drug (AOD) test will be notified immediately of any non-negative and/or positive test results.

Records of all test results will be kept by Roy Hill and treated in the strictest confidence. Test results will be sent to the relevant Health and Safety person for validation and then sent to the site Human Resources Business Partner (HRBP) for any required disciplinary action and to be stored on the employee's secure file.

Details of test results will only be provided to authorised personnel with a genuine need to know to ensure health, safety or performance.

No information will be released to a third party, unless:

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- written consent from the employee;
- if required by law; or
- to obtain professional or legal advice.

3 Selection process for random drug testing

Any employee selected for testing will be notified by their Leader.

Any employee selected to take an AOD test must proceed to the testing facility within two hours of the start of their shift, or another timeframe deemed reasonable based on their location and /or duties on the day of the testing. Failure to attend the testing facility within this timeframe will be deemed a non-attendance and treated as a positive drug result.

3.1 Testing location

Each Roy Hill site has a suitable location compliant with the Australian Standards requirements for conducting drug testing. All AOD testing shall be conducted by an authorised and competent person in accordance with this procedure and applicable Australian Standards.

A checklist shall be completed by the tester prior to commencing a testing session.

For random or mandatory alcohol testing, the tester and/or Leader will take all reasonable steps to ensure that BAC testing is conducted in a manner that protects the confidentiality of those being tested as far as practicable.

3.2 Sample provider identification

All employees providing samples for drug testing shall have their identity confirmed prior to the test being conducted. Identification can be ascertained through the sighting of a current driver's licence with a photo of the employee to be tested or a Roy Hill access card. If an employee has no means of identification, confirmation of identity from the employee's Leader may be accepted.

3.3 Refusal to provide a sample

A person who refuses to participate in AOD testing, or fails to attend a testing location as required, will be deemed to have failed the drug test and/or BAC test.

Such person may be stood aside for the remainder of the workday and may be subject to disciplinary action.

Where a person is required back at work, they will be required to be re-tested before re-commencing work.

Written notification of the failure to attend or participate in AOD testing will be sent to the employee's Leader and HRBP.

A negative test shall be supplied by the employee prior to returning to site. Any costs associated with the provision of a negative test will be recovered against the employee who refused the initial test.

A visitor refusing to participate in AOD testing or failing to attend a testing location as required will be deemed to have failed the drug test and/or BAC test. Such person will be directed to leave the work area. If the visitor

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returns to the work area, they will be required to undertake re-testing before being allowed to enter the work area.

3.4 Persons other than a Roy Hill employee

This Drug and Alcohol Procedure is the minimum standard acceptable to Roy Hill for the management of alcohol, drugs or other substances likely to cause impairment to a person's fitness for any area which Roy Hill has accountability for or control of.

A contractor, who remains continually subcontracted (i.e. on a rostered basis) on a Roy Hill work area, is not required to provide a new drug & alcohol sample upon their return to site.

However, if they are solely hired for shutdown work and do not work for the contracting company continuously or on a rostered basis during the period they are away from site, they shall provide a current sample that is within the 28-day validity period.

Any disciplinary action arising out of a breach of this Drug and Alcohol Procedure by a person other than a Roy Hill employee will be the responsibility of the contractor or their employer. Roy Hill reserves the right to review the circumstances surrounding a confirmatory positive result as it relates to continuing access to any area which Roy Hill has accountability for or control of.

In the event of alcohol being detected through a BAC test or a drug compound or a substance likely to cause impairment to fitness for work being detected in a contractor or visitor's urine during initial testing, then this Drug and Alcohol Procedure will apply and the person will be required to leave the workplace under the care of a responsible person. Initial tests returning a negative result will be sent for confirmatory testing to ensure substances likely to cause impairment to a person's fitness for work are not present in the sample. Where they are present this Drug and Alcohol Procedure will apply.

3.5 Serious Misconduct

Behaviour or events which amount to serious misconduct may result in dismissal. Dismissal may occur in circumstances where behaviour is related to alcohol other drugs or substances, whether or not a positive test result has been received and whether or not a breach of this Drug and Alcohol Procedure has been established. Serious misconduct will be managed through the HRBP and the individual's Leader, in accordance with *Roy Hill Disciplinary Action and Investigation Procedure*

4 Testing processes

4.1 Alcohol Testing

Breath Alcohol Concentration testing will be conducted using an approved hand-held or wall-mounted breathalyser device compliant with the requirements set by Australian Standards. In the case of hand-held units the tester will verify calibration of the breathalyser prior to testing in accordance with the manufacturer's instructions.

All persons conducting the testing with a hand-held unit will be familiar with alcohol testing protocols and the use of breathalyser devices.

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A mandatory alcohol test is to be completed at the start of each rostered shift at all Roy Hill operational areas. Personnel will be required to provide a sample for analysing. Failing to do so could result in disciplinary action.

Employee, contractor and visitor access cards will be used as part of the testing process to enable identification of the person being tested. A system will be provided at each site for personnel who do not have security system access cards or have misplaced their card.

4.1.1 Initial Testing

A person who returns a BAC result of 0.000% will be able to return to work, pending results from any other testing that may be underway.

Any person who returns an initial positive alcohol reading greater than 0.000% will be required to complete a confirmatory test within 20 minutes after the initial test.

Failure to provide a BAC sample for confirmatory testing, or failure to provide the confirmatory sample within 20 minutes after the initial test, shall be considered as a positive result as per the initial test.

4.1.2 Confirmatory Testing

The confirmatory result will be considered as the final result and recorded using the confirmatory BAC test booklet. The triplicate record shall be distributed as follows:

- White copy – provided to the person being tested
- Green copy – provided to the supervisor or representative of the person being tested
- Yellow copy – remains in the booklet

Confirmatory testing that returns a result of 0.000% will be recorded as a negative result. If, in the considered opinion of the person's Leader, the person is fit to return to work after returning a negative confirmatory test, the person may return to the usual duties they are on site to perform.

A person who records a confirmatory test result greater than 0.000% will have the reading documented as a positive result. The tester shall notify the person's Leader.

The person shall be removed from the work site and escorted to their place of accommodation or other off-site location such as the airport.

Roy Hill employees may apply to access relevant leave entitlements.

The Leader should immediately initiate the process for managing positive alcohol results in consultation with the relevant HRBP and in accordance with *Roy Hill Disciplinary Action and Investigation Procedure*.

4.2 Drug Testing

The drug sampling and testing process, initial screening cut-off and confirmatory testing limits shall be compliant with the Australian Standards for collection, detection and quantitation of drugs of abuse in urine.

The manipulation of any sample for the purpose of drug testing is prohibited. An assessment of each sample's integrity shall be conducted for each test to ensure samples have not been adulterated or manipulated in any

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manner. The assessment will be completed in line with the testing equipment manufacturer's instructions as soon as possible upon receiving the sample.

A person, who provides a substituted urine sample, tampers or interferes in any way with the urine sample such as attempting to prevent the detection of drugs or alcohol, will be considered to have performed an act of gross misconduct and will be subject to disciplinary action in accordance with *Roy Hill Disciplinary Action and Investigation Procedure*.

4.2.1 Initial Testing

If the initial test does not detect the presence of drugs in the sample provided, the person can return to work pending the results of any other test.

When the presence of drugs has been identified in the sample provided, the results will be deemed as non-negative.

Notwithstanding the provisions of section 4.2.2, a person who provides a sample that contains a detectable quantity of an illicit or illegal drug at or above the limits outlined in Table 2 below, will not be permitted to remain at the workplace under any circumstances.

While awaiting confirmatory results, the employee will be stood aside from their normal duties. During this time, the employee needs to remain contactable by their Leader. Arrangements will be made for the person to return safely to their on-site accommodation or home, whichever is most appropriate, and remain away from work until the results of the confirmatory test are received.

A Notification of Non-Negative Initial Drug Test Result will be completed, signed by the employee tested and the tester and sent to relevant personnel such as the Leader, approved Health and Safety personnel and the HRBP.

All samples providing non-negative results shall be sealed, labelled and sent for confirmatory testing.

4.2.2 Declaration of Medication

4.2.2.1 Medications Declared

If, in the considered opinion of the Leader, the person is fit to return to work, and the person has declared medications consistent with the result returned, then in consultation with the site medical staff, the employee's Manager may modify the employee's duties or authorise return to full duties.

If, in the considered opinion of the Leader or representative, the person is not fit to return to work, they shall be removed from the work site and returned to their accommodation, residence or other suitable location. They will be instructed to remain away from the workplace until a negative confirmatory result is obtained or a Fitness for Work Assessment is completed. If the person is a Roy Hill employee, during this period the employee will be stood down with full pay.

4.2.2.2 Medications Not Declared

All non-negative results in which medication has not been declared will result in the person being removed from the work site and returned to their accommodation, residence or other suitable location until a negative

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confirmatory result is obtained. All non-negative results will be managed through the person's Manager or representative in line with Roy Hill Disciplinary Action Procedure for Roy Hill employees.

4.2.3 Confirmatory Testing by an accredited laboratory

All drug urine test samples returning a non-negative result will be transported to an accredited laboratory for confirmatory testing to be conducted in compliance with Australian Standards. A Chain of Custody Form shall be completed and a strict chain of custody process shall be followed to ensure the integrity of any sample sent for confirmatory testing.

The prescribed limits for other drugs are in accordance with Australian Standards and detailed in the following chart:

Substance	Micrograms/Litre	Substance	Micrograms/Litre
Amphetamines	300	Cocaine	300
Cannabinoids/ THC	50	Methylamphetamine	300
Opiates	300	Methadone	300
Barbiturates	200	Benzodiazepines	200
LSD	0.5		

Table 1 – Prescribed Limits for other drugs as set by Australian Standards at time of Review of this Procedure

The confirmatory testing will be undertaken at the employer's cost. Should the tested person disagree with a confirmatory positive result, they may request the remaining portion that is in frozen storage be analysed. This request must be initiated in writing within 90 days of a positive result. The cost of this request will be met by the person making the request.

Confirmatory drug test results will only be accessed by approved personnel. Results will be communicated to the applicable Leader and HRBP.

Should the result be a confirmed positive, the Leader shall initiate the disciplinary process as per *Roy Hill Disciplinary Action and Investigation Procedure* in consultation with the HRBP.

If the person is a contractor, regular inspector or visitor, the relevant Roy Hill representative shall be notified. In circumstances where the contractor is managing their own testing in line with this Procedure then they shall notify their Roy Hill representative of the result.

5 Breach of this Procedure

Any employee who, through the use of drugs or alcohol, endangers their own or others' safety on a Roy Hill site, tests positive to drugs or alcohol, or refuses to undertake a test will be subject to disciplinary action which may include termination, as per *Roy Hill Disciplinary Action and Investigation Procedure*.

5.1.1 Blood Alcohol Concentration (BAC) Testing

- An employee returning a confirmatory BAC reading more than 0.000% should be immediately stood aside from work and will be subject to disciplinary action, up to and including termination of their employment.

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The employee should be informed that they would not be authorised to return to work until they are able to supply a confirmed negative test result. Until a negative sample is provided the employee shall be deemed unfit for work. The employee may apply to utilise accrued annual leave during the period in which they are stood aside.

- When a confirmed test result of 0.000% has been provided, the employee may only be authorised to return to work following the approval of their Leader.

Once the disciplinary procedure has concluded, the employee may be required to follow a Return to Work Program devised by the Health and Safety Team in conjunction with the Leader and HRBP which may include increased monitoring and testing as well as attending a treatment program with the EAP.

In addition to any disciplinary action carried out by Roy Hill, it is important to note that there are penalties in place for Rail Safety Workers who test positive to drugs and/or alcohol or who do not comply with the testing. These penalties include prosecution and a fine of up to \$10,000.

5.1.2 Urine Drug Screen

Any employee who has a confirmed positive result that is deemed inconsistent with appropriate medication use, or is related to illicit drug use, will be subject to disciplinary action up to and including termination of their employment.

5.1.3 Possession of, distribution of or selling of illegal drugs

An employee who possesses, distributes, sells, attempts to sell or transfer illegal drugs on any Roy Hill premises or while on company business shall have their employment terminated and the police shall be informed.

Any other employee, regular inspector or visitor shall be removed from any Roy Hill work areas, the police shall be notified and disciplinary action would be determined by the individual's employer.

6 Self help

Any employee who is affected by drugs or alcohol should not report for work as they may endanger their life and the lives of others.

Employees who believe they may have a problem with, or dependency to, any drug or alcohol are urged to seek help by discussing the matter with the chosen Employee Assistance Program provider or their Leader, who may assist them with seeking counselling and/or rehabilitation.

Contact details for various support agencies are shown in Table 2 below:

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Agencies	Contact Number	Other Contact Details
Employee Assistance Program (EAP) – BSS	1800 30 30 90 0800 820 035 (NZ Freecall)	
Alcohol and Drug Information Services (24hr counselling service)	1800 888 236	www.counsellingonline.org.au
Alcoholics Anonymous (24 hrs)	1300 222 222 08 9325 3566 (Western Australia)	www.aa.org.au
Lifeline	13 11 14	www.lifeline.org.au
Salvo Care Line	1300 363 622	http://salvos.org.au/need-help/addiction-services/
Narcotics Anonymous	08 9227 8361	www.na.org.au
Headspace (for young people aged 12-25)	1800 650 890	www.headspace.org.au
MensLine	1300 789 978	http://www.mensline.org.au/

Table 2 - Contact Details

7 Training, Competency and Awareness

7.1 Inductions

As part of the employment and on-boarding process, new employees and contractors will be made aware of the Drug and Alcohol Procedure through the HSE Induction process. The Induction includes a summary of the Procedure and associated documents and provides personnel with the following information:

- The rationale for having a Drug and Alcohol Procedure, emphasising both Roy Hill's and the employee's responsibilities,
- The responsibilities of the roles, including leaders;
- The Procedure's emphasis on education, assistance and disciplinary processes;
- That all personnel will be required to comply with the Roy Hill drug and alcohol testing process;
- That all employees will be subject to blanket, for cause and random tests; and
- That the Procedure is subject to regular auditing, review and continuous improvement.

7.2 Education and Training

Roy Hill will periodically provide personnel with information and education sessions to ensure an ongoing understanding of the Drug and Alcohol Procedure. The Drug and Alcohol Procedure will be supported by education programmes to raise awareness of fitness for work issues (especially fatigue, stress and the inappropriate use of alcohol, other drugs or substances) and ways of reducing their impact.

7.3 Leadership Training

Leaders will receive ongoing training in:

- The application of this Drug and Alcohol Procedure; and

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- The recognition and management of employees whose fitness for work may be impaired by drugs or alcohol, including an understanding of the process by which a referral for assistance to the EAP or another appropriate service provider may be instigated.

7.4 Training of Testers

Collectors for urine specimen collection, handling, storage and dispatch of specimens should have completed training sufficient to, or received, a statement of attainment in accordance with The Australian Quality Training Framework.

8 Equipment

All equipment used for testing shall conform to the requirements of the applicable Australian Standards and each manufacturer's instructions for maintenance and calibration of any equipment.

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9 Accountabilities

Role	Responsibility
Employees, Contractors and Visitors	<ul style="list-style-type: none"> • Take reasonable care for the health and safety of themselves and their co-workers in the workplace including reporting any concerns they may have regarding a person's possible impairment to their Leader; • Shall confirm with their doctor or pharmacist if the prescribed medication will impact on their fitness for work in their current job and inform their Leader of such information; and • Shall comply with the requirements of this procedure; • Shall not: <ul style="list-style-type: none"> ○ Be under the influence of drugs and/or alcohol at work; ○ Consume, or take by other means, drugs and/or alcohol in the workplace; ○ Purchase, carry, store or possess drugs and/or alcohol in the workplace; and ○ Falsify, manipulate or contaminate test specimens, samples or results.
Health and Safety Team	<ul style="list-style-type: none"> • Ensure that this procedure is communicated, understood and complied with; and • Assist Leaders to ensure this procedure is communicated, understood and complied with.
HR Business Partners	Assist the Leaders to ensure this procedure is communicated, understood and complied with.
Leaders	<ul style="list-style-type: none"> • Shall ensure this procedure is communicated, understood and complied with; and • Shall ensure that where someone reports an actual or possible impairment due to prescribed medication that they are allocated appropriate duties consistent with any warnings of likely impairment from the prescribed medication.

Table 3 - Accountabilities

10 Definitions

Term	Definition
Alcohol	The active ingredient of alcoholic beverages, usually defined as ethanol, C ₂ H ₆ .
Alcohol or Other Drug (AOD) Test	A test used to determine the presence of alcohol or a specific drug or substance likely to cause impairment to an employee's fitness for work.
Blood Alcohol Concentration (BAC)	A measure of alcohol intoxication usually expressed as a percentage of alcohol in the blood. For instance, a BAC of 0.10 means that 0.10% (one tenth of one percent) of a employee's blood, by volume is alcohol.
Drug	<p>A substance which may have medicinal, intoxicating, performance enhancing or other effects when taken or put into a human body or the body of another animal and is not considered a food or exclusively a food.</p> <p>A drug is also a substance included in a Schedule to the current Poisons Standard within the meaning of the Therapeutic Goods Act 1989...is declared to be a drug.</p>
Drug test	A test used to determine the presence of a specific drug or substance likely to cause impairment to an employee's fitness for work.
EAP	Employee Assistance Program

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Term	Definition
HRBP	Human Resources Business Partner
Leader	Refers to all leaders from a Supervisory level upward
Manager	Refers to a Manager level and upward
Negative Result	A sample where the presence of drugs or alcohol has not been identified.
Non-Negative Result	A sample where the presence of drugs or alcohol has been identified that has not been confirmed by the secondary confirmatory test.
Medication	Any substance that has been provided to an employee through a medical service provider such as their personal doctor, an on-site paramedic or emergency service personnel, or has been obtained through retail shops, for the purpose of relieving symptoms of pain, injury or disease.
Positive Result	A sample where the presence of drugs or alcohol has been identified and has been confirmed by the secondary confirmatory test.
Rail Safety Worker	As per the definition set out by the Rail Safety National Law (WA) Act 2015 and described in Appendix 1.

Table 4 - Definitions

11 References

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	AS 3547-1997 - Breath alcohol testing devices for personal use
	AS/NZS 4308 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine
	Rail Safety National Law (WA) Regulations 2015
	Chain of Custody Form
	Drug Testing Facility Checklist
	Fitness for Work Assessment
HR-PRO-00042	Roy Hill Disciplinary Action Procedure
OP-FRM-00102	Drug and Alcohol Consultation Form
OP-FRM-00238	BAC Testing Form
OP-FRM-00269	Medication Declaration Form
OP-FRM-00624	Notification – Non-Negative Initial Drug Test Result
OP-FRM-01015	Confirmatory BAC Test Result Form
OP-PRO-00477	Fitness for Work Procedure
OP-PRO-00974	Worker Health Assessment and Management Procedure
OP-STD-00195	HSES Performance Standards PS14 – Fitness for Work

Table 5 – References

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12 Appendices

12.1 Definition of Rail Safety Worker

The RSNL identifies a rail safety worker as any individual who has carried out, is carrying out, or is about to carry out rail safety work, which includes:

- driving or despatching rolling stock or any other activity which is capable of controlling or affecting the movement of rolling stock;
- signalling (and signalling operations), receiving or relaying communications or any other activity which is capable of controlling or affecting the movement of rolling stock; or
- coupling or uncoupling rolling stock.
- maintaining, repairing, modifying, monitoring, inspecting or testing –
 - rolling stock, including checking that the rolling stock is working properly before being used; or
 - rail infrastructure;
 - installation of components in relation to rolling stock; or
 - work on or about rail infrastructure relating to the design, construction, repair, modification, maintenance, monitoring, upgrading, inspection or testing of the rail infrastructure or associated works or equipment, including checking that the rail infrastructure is working properly before being used.
- installation or maintenance of –
 - a telecommunications system relating to rail infrastructure or used in connection with rail Infrastructure; or
 - the means of supplying electricity directly to rail infrastructure, any rolling stock using rail infrastructure or a telecommunications system;
 - work involving certification as to the safety of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock;
 - work involving the decommissioning of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock;
 - work involving the development, management or monitoring of safe working systems for railways; or
 - work involving the management or monitoring of passenger safety on, in or at any railway. An individual is considered to be a rail safety worker if they perform activities that fall into any of the categories listed above, regardless of whether this work constitutes all or just part of their role.

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