



DRUG AND ALCOHOL POLICY & PROCEDURE

Purpose

Morrow's Freightlines is committed to providing a safe and healthy workplace for all employees, visitors and clients including providers of contract services working on Morrow's Freightlines property or with Morrow's equipment.

Scope

To this end, Morrow's Freightlines is committed to a drug and alcohol free workplace and the principal of **zero tolerance** shall apply in the application of this policy, except where the storage and distribution of alcoholic or drug related products are involved for Morrow's Freightlines clients. At Morrow's Freightlines we have a zero-tolerance for the impairment caused by alcohol and the presence on you and in you of illicit drugs.

Policy

Morrow's Freightlines will not tolerate the use of alcohol or prohibited drugs, whilst driving, in charge of or operating any motor vehicle or equipment owned or operated by Morrow's Freightlines.

Morrow's Freightlines regards any person's dependence on alcohol or other drugs to be a potentially treatable condition and allowances for treatment will be made as for other illnesses.

If a person refuses to seek or accept treatment to deal with the problem and their performance deteriorates, they will be classed as not meeting the acceptable employment or contract standards and termination of employment or the contract may follow.

It is considered an act of **gross/wilful misconduct** if personnel drive, operate, or are in charge of any (Morrow's Freightlines vehicle or equipment whilst under the influence of alcohol or a prohibited drug, and may face immediate dismissal after an appropriate investigation.

Drivers must have a zero blood alcohol limit at the commencement of duty and at all times whilst on duty. Consumption of alcohol during working hours is also prohibited.

Our insurance company states that if a person is found to be under the influence of alcohol or a drug and is involved in an accident, they have the right to sue that person to recover their losses.



DRUG AND ALCOHOL POLICY PROCEDURE (c'td)

When a doctor prescribes driver's medication or drugs, they are to check with the doctor to ensure that the medication or drug will not adversely affect their driving performance.

Absolutely no alcohol or illegal drugs are to be carried on or in **our** vehicles, at any time unless authorised by management.

Communication & Education Process.

Morrow's Freightlines take care to ensure that staff are aware of and understand the content and application of the Policy and Procedure. A copy of this Policy and Procedure can be found on notice-boards in Staff Break Room, and is discussed at Toolbox Meetings.

Any questions regarding the content of this policy should immediately be directed to the Divisional Manager.

Definitions:

Illegal/Illicit Drugs: Use of illegal/illicit drugs such as, but not limited to, heroin, amphetamines, cannabis, opiates, sympathomimetic amines, benzodiazepines and cocaine are illegal and are prohibited from Morrow's Freightlines workplaces. This list of illegal/illicit drugs is not exhausted, and includes all illegal/illicit drugs as defined by Federal Law. They can significantly impair an individual's work performance and substantially increase the probability of a workplace accident.

Prescription Medicines: Can only be obtained with written prescription from a Doctor. These medicines are provided to treat medical conditions. Sometimes these medicines can affect ability to drive vehicles and/or operate equipment.

Therefore it is important to ask your Doctor about possible side effects and advise your Manager of any Prescription Medicines being taken which reference caution in the use of machinery/driving. You are required to provide a copy of the drug usage leaflet to your Manager if requested.



DRUG AND ALCOHOL POLICY PROCEDURE (c'td)

Pharmaceutical Drugs: Are drugs, which can be purchased from a pharmacy (over the-counter medicines). They include drugs which can contain various chemicals, including pseudoephedrine and codeine. These medications may affect the ability to driver vehicles and operate equipment. It is the employee's responsibility to ascertain if the effect of these drugs will impair their ability to safely drive vehicles or operate equipment and advise their Manager if taking such Medicines.

If an Employee, contract worker, client, visitor or Manager believes that an individual is affected by drugs and/or alcohol they must inform their superior immediately as the suspected individual poses a significant and immediate risk to their own safety or that of any other person.

In such instances the individual involved may be required to undergo selected drug and alcohol testing. In the case of an employee, they can immediately be stood down, with or without pay at the discretion of Morrows Management. Morrows will provide alternative transport to the employees home. A breach of this policy shall lead to disciplinary action, which may include dismissal. In the case of a contract worker, client, customer and/or visitor, they will be asked to contact their employer and make arrangements for transport off site. No such persons can return until authorised by Morrows Management.

Inappropriate behaviour of this suspected type should be reported as soon as possible. In such instances the instances the individual involved may be required to undergo selected drug and alcohol testing.

Incident / Accident Testing

In the event of an incident/accident Morrows Freightlines may require all parties involved to undertake selected saliva Drug and Alcohol testing. Such testing will be conducted by qualified Integrity Sampling technicians using the following independent saliva drug and alcohol testing processes. Integrity Sampling technicians have a call out number and will be onsite within 1 hour.



MORROWS FREIGHTLINES INDEPENDENT SALIVA DRUG AND ALCOHOL TESTING PROCESSES

Testing Procedure

- All tests are conducted by qualified Integrity Sampling Technicians using a mouth swab, Cozart drug detection system and Alcolizer breath analysis device.
- All individuals tested are selected by a strictly enforced random selection system controlled by Integrity Sampling. Random selection is not however applied when selected testing is required due to suspected impairment and/or incident/accident testing.
- Each random selection for employees is by way of employee payroll number or employee name.
- All tests are conducted in a neutral location within the workplace, away from the mainstream workplace.
- Each test is conducted in private, individually, and without the presence of management however the individual being tested may select a witness, if they desire.
- All test results remain confidential between the individual, Morrrows and Integrity Sampling.
- Each individual is asked a series of six questions prior to their individual test:
 - 1. Have you taken anything orally in the last 10 minutes?*
 - 2. Have you consumed any alcohol in the last 8 hours?*
 - 3. Have you taken any illicit drugs in the last 24 hours?*
 - 4. Are you currently under the effect of any illicit drugs?*
 - 5. Are you presently on any prescribed medication?*
 - 6. Are you taking any pharmaceutical medication?*
- Should an individual answer “yes” to any of these questions then further information will be sought regarding the type of drug and/or alcohol, the time taken, the quantity consumed and whether the medication is prescribed.

Refusing a Drug and/or Alcohol Test

- Should an individual refuse to undergo a test, Morrrows will take this as a presumptive positive test result, and disciplinary action will take place, which may include dismissal.
- Should the individual nominate to take the test after the initial refusal, and a negative test result is obtained, the individual will resume normal duties.



MORROWS FREIGHTLINES INDEPENDENT SALIVA DRUG AND ALCOHOL TESTING PROCESSES (ctd)

Negative Result

- In the event of a negative result the individual and Morrrows representative will be immediately advised of the result. The individual then returns to their workplace/normal duties.
- No opinions of Morrrows or other individuals are considered by Integrity Sampling.
- Each result is documented by Integrity Sampling and a copy will be made available to the individual and/or Morrrows upon request.
- The sample is immediately disposed of by the Integrity Sampling Technician in the presence of the individual being tested.

Presumptive Positive Result

- In the event of a presumptive positive result the individual being tested and Morrrows representative are immediately advised of the result.
- No opinions of Morrrows or other staff are considered by Integrity Sampling.
- All individuals with a presumptive positive result will be required to undertake a re-test.
- Should a re-test return a negative result, the individual then returns to their workplace/normal duties.
- Should an individual with a presumptive positive result refuse a re-test, the result will be deemed positive and termination may apply.
- The result is recorded on Integrity Sampling documentation including the time and date of the test, the individual's details, the test number and the result.
- The individual being tested may offer comments regarding the presumptive positive test result, should they choose. Any discussion regarding the presumptive positive result is strictly between the individual and Integrity Sampling.
- In the event of a presumptive positive result a "chain of custody" process will immediately take place. The "chain of custody" process ensures the primary and secondary samples remain intact at all times.
- The primary and secondary samples are prepared, in the presence of the individual being tested for analysis at NATA accredited laboratory.
- The primary and secondary samples are sealed with a "chain of custody" seal.



MORROWS FREIGHTLINES INDEPENDENT SALIVA DRUG AND ALCOHOL TESTING PROCESSES (ctd)

- Following a presumptive positive sample and collection of new primary and secondary samples, the Integrity Sampling technician will forward the primary and secondary samples to NATA accredited laboratory. The primary sample will be analysed by NATA accredited laboratory. The secondary sample will be retained by the NATA accredited laboratory on behalf of the employee.
- In the event of a presumptive positive result, the individual can be suspended without pay and/or their grading and duties be reduced (e.g. unable to operate any company equipment) until such time that certified laboratory results are received and/or a re-test is completed. Refusal will be deemed a positive result and termination may apply.
- The NATA accredited laboratory will supply a certificate of their independent test result and Morrows will receive a copy of the certificate within 48 hours.
- Integrity Sampling will not participate in any negotiations or discussions related to employment or workplace warning with the individual tested or Morrows.
- All costs associated with testing conducted by Integrity Sampling or confirmations by the NATA accredited laboratory will be paid by Morrows.
- Integrity Sampling will be responsible for the collection of the certificates and forwarding them to Morrows by certified post or any other arrangements between Integrity Sampling and Morrows Management.
- Integrity Sampling staff do not participate in any negotiations or discussions related to employment or workplace warnings/disciplinary actions with the individual tested or employer.

In the event of a positive result which has been confirmed by lab results, the Manager will immediately confidentially discuss the situation with the Chief Executive Officer. The decision making processes and related actions will be based upon and in accordance with this policy and termination of employment may apply.



MORROWS FREIGHTLINES INDEPENDENT SALIVA DRUG AND ALCOHOL TESTING PROCESSES (ctd)

RESULTS & DOCUMENTATION

A copy of all results, which will be confidentially stored within the employees file. Management of such results will be in accordance with privacy law legislation and access is strictly limited to Morrows Management. Results of any laboratory confirmed positive results may be made available to WorkCover/WorkSafe or any other statutory body as legally required.

Responsibilities

Chief Executive Officer

- Ensuring the requirements of this policy are implemented and maintained within the Division.

Manager

- Provide information, advice and direction on OHSE related issues.

Employees

- Adhere to the requirements as set out in this policy.