



Sydney Metro Drug and Alcohol Procedure

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1. Introduction

1.1 Who is this document for?

This Procedure applies to permanent, temporary, and casual staff; staff seconded from another organisation; and contingent workers, including labour hire, professional services contractors and consultants of Sydney Metro.

This Procedure does not apply to Principal Contractors (PCs) or their sub-contractors. Requirements for PCs are provided in contractual documentation.

Note: As an accredited Rail Transport Operator, Sydney Metro must comply with RSNL and ONRSR requirements, and as such, all workers who access the Rail corridor or are classified as Rail Safety Workers are also subject to the requirements as set out in the RSNL. In the event of any inconsistency between this Procedure and the RSNL, the RSNL prevails.

1.2 Accountabilities

The Executive Director, Health and Safety is accountable for this Procedure, including approving any updates to the document, monitoring its effectiveness, and performing a formal document review.

Direct Reports to the Chief Executive are accountable for ensuring the requirements of this Procedure are implemented within their area of responsibility.

Direct Reports to the Chief Executive who are accountable for specific projects/programs are accountable for ensuring associated contractors comply with the requirements of this Procedure.

The document also identifies the responsibility of Teams / People in the Drug and Alcohol testing procedure. See Section 7 for more information.

2. Purpose

This Procedure supports the Sydney Metro Drug and Alcohol Policy and the requirements set out in the Fitness for Work Standard by establishing clear, transparent and consistent processes for addressing the risks associated with drugs and alcohol in the workplace, with the objective of having a workplace free of illicit drug and alcohol use.

This Procedure explains:

- principles underpinning TfNSW and Sydney Metro's approach to drug and alcohol risk management, including expectations of workers and managers
- processes for providing education and awareness to workers
- processes for testing for illicit drug and/or alcohol use
- processes for managing removal from the workplace of workers whose test results are positive and/or non-negative, and their subsequent return to work
- support mechanisms
- medication declaration
- steps for self-identification.

3. Scope

The drug and alcohol limits stated in this Procedure apply when:

- driving for work, including between work sites and/or offices
- in the workplace –e.g. offices, construction sites, depots, maritime environments, rail corridor environment etc
- on call or standby
- responding to a crisis or emergency
- if you are a Rail Safety Worker:
 - after you leave home on the way to work irrespective of the mode of travel; and
 - additional requirements which may apply, as indicated throughout this document.

When staff are performing work for Sydney Metro, but are at a site not owned, managed or controlled by Sydney Metro, they are required to comply with this Procedure, the Sydney Metro Drug and Alcohol Policy, as well as any drug and alcohol policies, procedures or site rules that are in effect at that site. If a staff member contravenes the Sydney Metro Drug and Alcohol Policy, this Procedure or site rules in effect at such a site, that contravention will be regarded as a breach of this Procedure.

4. Required Outcomes

Adherence to the Sydney Metro Drug and Alcohol Policy and this Procedure will result in the following outcomes:

- Reduction in risks in the workplace associated with illicit use of drugs and / or alcohol.
- Education and improved awareness of workers to the risks associated with illicit drugs and / or alcohol use.
- Having in place an effective drug and alcohol testing program aligned to legislative and regulatory requirements.
- Having in place effective processes for managing risk associated with over the counter and prescription medications.
- Having in place a mechanism for support and relevant rehabilitation programs where required.

5. Roles and Responsibilities

In addition to the below, refer to Section 7 for a complete RASCI table.

5.1 Managers

Managers are expected to:

- communicate this Procedure to workers and lead by example
- promote a supportive and safe work environment free from illicit drug and/or alcohol use
- cooperate with the authorised testing agency representative to coordinate drug and alcohol testing in the workplace
- for random testing, provide the tester with the names and/or number of all workers present on site. Where a site has more than 20 workers, the authorised tester will facilitate a randomisation process to select 10% of the workers onsite. (Where there are 20 or fewer workers, all workers will be tested.)
- advise selected workers and make sure they proceed directly to testing
- proactively address suspected illicit drug and/or alcohol use
- conduct effective conversations with workers focusing on their fitness for work
- encourage workers who self-identify or who have a positive drug or alcohol test (where relevant) to seek medical advice and support their return to work
- exercise duty of care and make arrangements for safe travel home when indicated and welfare support for workers who are removed from duty after a positive alcohol and/or non-negative drug test result.

5.2 Workers

Sydney Metro is committed to providing safe and healthy work environments and conditions, preventing work-related injury and illness, and promoting good physical and mental health and wellbeing. One way we achieve this is through promoting and maintaining an alcohol and illicit drug-free workplace.

Workers to familiarise themselves with the contents of this Procedure and follow its requirements as per the mandatory training provided. This is an important part of workers taking reasonable care for their own safety and the safety of others, in accordance with the *Work Health and Safety Act 2011* (NSW) and the RSNL.

All workers:

- are responsible for their own fitness for work and must ensure they are free of alcohol, illicit drugs and/or illicit drug use whilst at work, travelling to and from work or on-call
- are not permitted to bring alcohol or illicit drugs onto Sydney Metro premises nor consume alcohol or illicit drugs at work or during working hours (including breaks)
- who are working away from home are permitted to carry alcohol in a Sydney Metro vehicle from a licensed vendor to their place of accommodation, for consumption outside of normal work hours in a manner consistent with the stipulations outlined in this Procedure
- must ensure that they do not undertake duty if they are affected by (including residual or post-consumption effects such as hangovers), or are under the influence of, or have within their body, amounts of alcohol or drugs above the designated Aus/NZ Standards levels.

6. Requirements

6.1 Participation in Drug and Alcohol Testing

All workers must make themselves available for drug and alcohol testing as described in this Procedure.

Refusing to participate in a test, interfering or tampering with the testing procedure or test results, may result in disciplinary action up to and including termination of employment. In addition, Rail Safety Workers may face prosecution under the provisions of *Rail Safety National Law*.

The Sydney Metro drug and alcohol testing program will be conducted in accordance with the Drug and Alcohol Policy and in compliance with AS/NZS 4308:2008 and 3547:2019, and samples are to be analysed by a National Association of Testing Authorities (NATA) accredited laboratory,

The type of testing that may be carried out includes any of the types included in Section 6.

6.2 Drug and alcohol limits and testing methods

6.2.1 Alcohol

A zero (0.00%) blood alcohol concentration (BAC) is mandated for all workers.

Alcohol testing will be conducted by Authorised Testing Officers utilising breath testing and/or breath analysis devices compliant with the Australian Standard AS3547-2019 Breath Alcohol Testing Devices for Professional Use.

Note:

1. Australian law enforcement and workplace breathalysers have switched to breath alcohol concentration readings (BrAC) instead of BAC, using g/210L as the unit of measurement, as prescribed by [Australian Standard AS3547:2019](#). BrAC and BAC readings are approximately equivalent with a conversion ratio of breath concentration to blood concentration of approximately 2100:1. This means that a limit of, for example, 0.05 g/210L BrAC is approximately equivalent to 0.05% BAC. Throughout this procedure, where reference is made to a BAC reading, the equivalent BrAC reading can be taken to apply and vice versa.
2. To comply with RSNL requirements Rail Transport Operators must use breath or urine testing. Oral fluid or blood testing may be used however it does not form part of the 25% RSW testing requirement, or post-incident testing protocols.

6.2.2 Drugs

Drug test results must show levels below the specified limits outlined in AS/NZS 4760:2019 (oral fluid testing for amphetamine-type substances, benzodiazepines, cannabis metabolites, cocaine metabolites, opiates, amphetamines and oxycodone) or AS/NZS 4308:2008 (urine testing for amphetamine-type substances, benzodiazepines, cannabis metabolites, cocaine metabolites and opiates).

For Rail Safety Workers, testing for drug use will occur via urine testing in accordance with AS/NZS 4308:2008. This process may involve temporarily taking the worker away from their usual tasks to use specific restroom facilities.

Workers must note that using drugs, even during personal time or previous days, could be detected by the testing program and may cause a worker to breach this procedure.

Workers must not be under the influence of drugs while on duty unless they are using prescribed or over-the-counter drugs that do not adversely affect their ability to work safely. Workers undergoing drug tests must inform the Testing Officer about any over-the-counter or prescribed medications they are currently using.

6.3 Testing process

In addition to the below, further details on the drug testing process requirements are outlined in Appendix C.

6.3.1 Arranging Drug and Alcohol Testing

The drug and alcohol testing program adheres to the following:

- Testing will take place at Sydney Metro work locations, including corporate offices.
- Randomised testing will be organised by the Authorised Testing Agency appointed by Sydney Metro.
- The Authorised Testing Agency operates 24 hours a day, seven days a week with capacity to deliver services across Sydney Metro sites.
- Rates of random testing are to be based on legislative requirements (where applicable) and operational risk profiles. At a minimum, 25% of RSW's must be tested each year, in accordance with Rail Safety National Law; and, separately from RSNL requirements, 10% of workers must be tested each year.
- The schedule of testing visits will be kept confidential.
- Testing must be conducted by Authorised Testing Officers.
- The methods of administering and processing drug and alcohol tests must comply with this Procedure.
- Testing will be carried out in a private and confidential location with appropriate facilities.
- The steps for drug testing are detailed in Appendix A.
- Post-incident and for-cause testing must be undertaken as soon as possible, ideally within 3 hours of the incident or fitness for work conversation.
- Line Managers, having gained the relevant approval in accordance with this Procedure, must notify the Health and Safety team when on-site testing is required.

6.3.2 Authorised Testing Agency and Officers

The drug and alcohol testing process will be managed by an Authorised Testing Agency, with Sydney Metro covering the associated costs.

Authorised Testing Officers must possess an identity card issued by ONRSR, or by an RTO or third-party provider that has been issued with a sub-delegation by ONRSR.

If a worker initiates a test (for example, to dispute a result), they will be responsible for the expenses incurred.

Drug and Alcohol testing can only be carried out by Authorised Testing Officers. All Authorised Testing Officers must:

- Be suitably qualified and appropriately trained as per the ONRSR Authorised Person Model Training course, which is available on the ONRSR website.
- Be an authorised person appointed under the RSNL and possess an identity card, that can be produced prior to testing.
- Be authorised and appointed by Sydney Metro. The roles with authority to appoint Authorised

Testing Officers are specified in the Sydney Metro Delegations Manual in accordance with RSNL.

6.4 Types of testing

6.4.1 Pre-sign on

Drug and alcohol testing may be required prior to commencement of work. This is predominantly where drug and alcohol pre-commencement testing is prescribed within legislation (such as Rail Safety National Law) or where a work task has been identified as Category A (examples could include heavy vehicle driving or Category A construction work).

Pre-sign alcohol testing will be via breath analysis. Drug testing will be via oral fluid testing except as otherwise prescribed by legislation, or for Rail Safety Workers where testing will ordinarily occur via urine testing.

6.4.2 Random

Sydney Metro selects sites for testing by adopting a risk-based approach. The process considers all Sydney Metro divisions, functional groups, locations and operational contexts.

When there are more than 20 workers at a site, the authorised testing agency will apply a randomising process to select workers for testing. If there are fewer than 20, all personnel may be tested.

6.4.3 For-cause

For-cause testing may be carried out on any worker following Line management establishing reasonable suspicion after completing a fitness for work discussion with the worker.

For Rail Safety Workers, a fitness for work discussion is not required. Rather, the worker proceeds straight to testing.

A for-cause test for alcohol will occur via breath analysis, and a for-cause test for drugs will occur via urine testing, or oral fluid testing where urine sampling is not reasonably practicable.

For-cause testing must be requested by contacting the Health and Safety team following approval in accordance with the delegation framework. Testing should be conducted as soon as possible and ideally within 3 hours.

6.4.3.1 For-cause – action by the Line Manager

If a Line Manager suspects that a worker may be impaired by drugs and/or alcohol, they must have a private fitness for work discussion with the worker. (Note that this section does not apply to Rail Safety Workers, as they proceed straight to for-cause testing.)

The Line Manager must:

- Have the discussion in a private area away from other workers.
- Advise the worker that at any time they can bring a support person into the discussion from those

available at the worksite or office.

- Explain why the fitness for work discussion is needed.
- Allow the worker an opportunity to respond to the fitness for work concerns raised and consider any mitigating factors.
 - If the worker's behaviour or appearance is otherwise explained, the manager's may still change or assign work tasks differently if they still believe there's a safety risk.

If the suspicion is confirmed, the Line Manager must:

- Complete the Drug and Alcohol fitness for work/for-cause Checklist in Appendix B.
- Request assistance from the Health and Safety team to arrange approval for for-cause testing in accordance with the Employee and Industrial Relations Delegations.
- Tell the worker to stop active duties and remain on site for testing.
- Contact the Health and Safety team to arrange testing. The Health and Safety team will contact the Authorised Testing Agency to arrange drug and alcohol testing.
- The Line Manager must ensure the worker remains in a safe place with supervision to ensure their ongoing safety and wellbeing.
- Offer the worker Employee Assistance Program (EAP) support or any other reasonable support requested.

6.4.4 Post-incident

In the case of certain safety incidents at a Sydney Metro workplace, as described below, it is mandatory for the workers involved to undergo testing for drugs and alcohol. Testing should be conducted as soon as possible and ideally within 3 hours, when:

- there is a fatality or someone is hospitalised due to the serious nature of the injuries
- there is a significant failure or damage to Sydney Metro infrastructure or asset.
- the incident attracts significant attention from the public or media.

Post-incident testing is arranged by the Line Manager or relevant site delegate by contacting the Health and Safety team to arrange D&A testing services.

Post-incident drug testing will be via urine testing or oral fluid testing when urine sampling is not reasonably practicable. Alcohol testing will be via breath analysis.

6.4.4.1 Post Incident - Rail Safety Workers

If a Rail Safety Worker is involved, or is reasonably suspected of having been involved, in a prescribed incident while carrying out rail safety work in respect of Sydney Metro's railway operations, they must

undergo, within 3 hours immediately after the incident, drug and alcohol testing. A prescribed incident includes:

- (a) a collision between rolling stock;
- (b) a collision between rolling stock and a person, other than an incident that involves self-harm or suspected self-harm;
- (c) a collision between rolling stock and a road vehicle or plant equipment;
- (d) the derailment of rolling stock;
- (e) a breach of the rail infrastructure manager's network rules;
- (f) any other incident that the Regulator may, by notice in writing to a rail transport operator, declare to be a type of prescribed incident in respect of the operator's railway operations.

Workers who are required to undergo post-incident testing must be removed from rail safety work pending the outcome of the tests,

Following a safety incident of the kind described above, the manager will instruct those involved to submit for a drug and alcohol test.

6.4.4.2 Post-incident - action by the Line Manager

Following a workplace-related incident of the type described in this Section, the Line Manager must:

- Verify that the workplace is safe and any hazards associated with the incident have been controlled.
- Arrange first aid and medical treatment for persons that have sustained injury.
- Remove the worker/s who is /are to be tested from their current job task.
- Contact the Health and Safety team to arrange for the Authorised Testing Agency to conduct drug and alcohol testing and notification to the ONRSR in accordance with the [Health and Safety Incident Management Procedure](#).
- Arrange for the worker(s) to remain in a safe place with supervision.
- Offer the worker(s) EAP support.

6.4.5 Additional testing - Rail Safety Workers

In addition to the above outlined drug and alcohol testing types for Sydney Metro, Rail Safety National Law may require additional testing for Rail Safety Workers.. For example, legislation requires Rail Safety Workers to comply with the directions of an authorised person to enable drug and alcohol testing by ONRSR.

6.5 Exceptions to testing

There are limited exceptions to the requirement for a worker to undergo post-incident or for-cause drug and alcohol testing, including:

- If the worker has been admitted to hospital and the health care provider treating the worker objects to testing because it could adversely affect the treatment or care of the worker.

- If the tester believes that testing could be risky to the worker's medical condition.
- If more than three hours has passed since the incident occurred for post-incident testing.
- If the worker is at home, and it is not reasonable to carry out testing.

If a worker is unable to take a drug and alcohol test because of a serious injury or another condition, known and endorsed by the Chief Health Officer (CHO), or due to a substantiated strict religious objection, they will not have breached this Procedure. However, they will be required to submit to drug and alcohol tests at the earliest practicable time.

Any such inability to submit to a drug or alcohol test must be declared in advance of any notification to be tested. In the case of injury or medical conditions that prevent testing, the worker must provide sufficient medical or credible evidence to support their claim.

6.6 Negative test results

If a worker's drug and alcohol test results are negative (ie: no drugs or alcohol detected), the worker may return to work. If the manager remains concerned about the worker's safety and/or the safety of others, the manager may request, in consultation with the CHO, that the worker provide medical advice about their fitness for work or the manager may modify work tasks if needed to mitigate a genuine safety risk.

6.7 Adverse Test Outcomes

6.7.1 Consequences of a confirmed positive test result

For employees, a positive test result may result in the employee being:

- directed to use sick leave until the circumstances giving rise to the positive test result are investigated and assessed or until any decision is made about disciplinary action
- referred by the P&C Business Partner to TSS Health Solutions Team to refer the worker to a medical practitioner who may refer the worker for further treatment / support
- referred to Professional Standards to investigate and determine whether disciplinary action is appropriate, giving consideration to the circumstances of the case.

For contingent workers (including labour hire, professional services contractors and consultants):

- they will be managed according to the relevant contract with Sydney Metro under which their services are provided, their employer's policies and procedures (as applicable), and they may be excluded from performing work for Sydney Metro.
- Where there is a request to allow a contingent worker who has breached this Procedure to recommence work for or on behalf of Sydney Metro, the CHO and Executive Director, Health & Safety must be consulted.

6.7.2 Non-negative (preliminary) drug test – action by Line Manager

- If there is a non-negative drug test result in the absence of any medication use previously declared in accordance with section 6.8.2 or not in the same class of drugs previously declared and endorsed by the CHO, Sydney Metro will facilitate the worker to return to their current place of residence.
- If there is a non-negative result for a class of drugs that is consistent with a medication that the worker

has previously declared and had approved by the CHO, the Line Manager is required to have a fitness for work discussion with the worker using the Reasonable Suspicion Guidelines in collaboration with the P&C Business Partner and/or the Health and Safety team. This review is to assess and document if the worker is or is not showing signs of impairment.

- If the worker is performing Category A high risk work tasks at the time of the non-negative test result, and is deemed via the fitness for work discussion as “unlikely to be impaired”, the worker may be redeployed to a safe work role. If no alternate Category B work tasks are available, arrangements will be made for the worker to be safely transported to their current place of residence, pending the results of the lab confirmation of the non-negative test sample.
 - For Category B workers, if the fitness for work discussion determines that the worker is not showing signs of impairment, the worker will be enabled to remain in the workplace pending the results of the lab confirmation of the non-negative test sample.
 - A worker who is re-deployed to a safe work role or returned to their current place of residence cannot return to their substantive role until given approval by the CHO. The CHO will communicate that approval to the Health and Safety team, who will inform the Line Manager and the P&C Business Partner.
- If the laboratory confirmation test result for drugs is negative, the worker will be able to return to work in their substantive role.
 - If the confirmation test result for drugs from the laboratory is consistent with declared medication that has been approved by the CHO, this will not be considered a breach of this Procedure.
 - Management must maintain confidentiality about the matter and be sensitive to the worker’s situation and offer available support services to the worker.
 - If the confirmation test result for drugs from the laboratory is positive and not consistent with declared medication, this result will be forwarded to the Health and Safety team who will inform the CHO, the P&C Business Partner and the Line Manager. The worker will be advised by the P&C Business Partner that a positive result is a breach of this Procedure with a referral made by the P&C Business Partner to Professional Standards to consider any further action.

6.7.2.1 Positive (confirmed) drug test

Please note: Particular considerations apply for Rail Safety Workers –please refer to section 6.7.2.2 below.

- If the confirmation test result for drugs from the laboratory is positive and not consistent with declared medication, this result will be forwarded to the Health and Safety team who will inform the CHO, the P&C Business Partner and the Line Manager.
- The worker will be advised that a positive result is a breach of this Procedure with a referral made by the P&C Business Partner to Professional Standards to consider any further action / next steps.
- Workers who are participating in a rehabilitation program following a positive drug test or returning to work after providing medical clearance following a positive drug test will be subject to further drug and alcohol testing in accordance with the agreed return to work / reasonable adjustment plan.
- A worker returning to work following a positive drug test result is required to provide a clearance letter from a registered medical practitioner which has been approved by a Medical Review Officer (MRO).

6.7.2.2 Positive (confirmed) Drug Test - Rail Safety Workers

Positive test results will be considered to be a potential breach of the Sydney Metro Drug and Alcohol Policy.

- In the case of a Sydney Metro employee who is a Rail Safety Worker, they will be advised that they have been removed from rail safety work until inquiries are made and they will be managed in accordance with the [Transport Managing Conduct and Discipline Policy, as applicable](#). Rail Safety Workers will have their RSW card removed or blocked pending the outcome of those inquiries.
- In the case of a contractor who is a Rail Safety Worker, they will be advised that they have been removed from rail safety work. Their contracting organisation will be advised that they have tested positive, and they will be removed from undertaking work for Sydney Metro and managed in accordance with their contracting organisation's policies and procedures.

All positive results returned by a Rail Safety Worker will be reported to ONRSR and may result in prosecution under the provisions of the *Rail Safety National Law*.

6.7.2.3 Contesting a positive drug test

If a worker wishes to contest the confirmation laboratory test result they must advise the Health and Safety team within three months of the report date. They can apply for the sample held by the laboratory to be sent to a NATA (National Association of Testing Authorities) accredited laboratory of their choice for analysis. The worker must do this at their own expense.

6.7.3 Non-negative (preliminary) Alcohol test – action by Line Manager

After the initial >0.00% BAC breath test result, the worker will be asked to wait for a minimum 15 minutes prior to undergoing a 2nd breath test. The result of this 2nd test will determine the next steps:

- If the worker is a Category A Worker, Heavy Vehicle Operator or Rail Safety Worker and their 2nd BAC is both lower than the initial breath test and also <0.05%, the worker will be asked to make their own way home. The absence will be processed in line with Sydney Metro leave policies and procedures.
- If the worker is a Category B Worker and their 2nd BAC is both lower than the initial breath test and <0.02%, the worker will not be required to leave the workplace. However, an exception to this is if there are concerns identified with continuing their normal duties through a fitness for work discussion with their line manager. No disciplinary action will be taken in relation to the Drug and Alcohol Policy and this procedure in these circumstances.
- If the Category B Worker, following a random drug and alcohol test returns a 2nd BAC that is both lower than the initial breath test and <0.02% and it is the third consecutive occasion that the worker's 2nd BAC is above 0.00% and <0.02%, the relevant Line Manager is to confer with the P&C Business Partner to discuss further action (see Compliance section of this Procedure). Disciplinary action in relation to the Drug and Alcohol Policy and this Procedure may be considered in this scenario. Category B Workers otherwise remain subject to the compliance requirements for post-incident and for-cause testing.
- If the worker is a Category B Worker and their 2nd BAC is both lower than the initial breath test and between 0.02% and 0.05% BAC, the worker will be asked to make their own way

home. The absence will be processed in line with Sydney Metro leave policies and procedures.

- If the worker's 2nd breath test shows that their BAC is higher than the first test or if it is >0.05% BAC, the worker's Line Manager is to direct the worker to their current place of residence and ensure that the worker is provided with safe travel arrangements e.g. a cab voucher. The absence will be processed in line with Sydney Metro leave policies and procedures.

If there is a positive test result for alcohol, ensure that the worker is aware that a positive result is a breach of this Procedure and confer with the P&C Business Partner to discuss further action (see Compliance section of this Procedure).

6.7.3.1 Positive (confirmed) alcohol test

Please note: Particular considerations apply for Rail Safety Workers –please refer to section 6.7.2.2.

- A worker can return to work 24 hours after leaving the worksite, or at the start of their next rostered shift, whichever is the later if their breath test result was <0.02 BAC for Heavy Vehicle drivers, or <0.05% BAC for all other non Rail Safety Workers.
- Any worker whose breath test result is above the threshold for their role (i.e. >0.00% BAC for RSW, >0.02% BAC for Heavy Vehicle drivers >0.05% BAC for all other workers) will need to consult with a medical officer (e.g. GP) to obtain a certificate, at the worker's expense, that they are fit to return to work following their breach of this Procedure.
- When returning to duties following a breach of this Procedure, a Drug and Alcohol fitness for work / for-cause Checklist (see Appendix B) must be completed and signed by the Line Manager and worker and sent to the P&C Business Partner.
- The worker may be subjected to additional Drug and Alcohol testing based upon fitness for work discussions using the Reasonable Suspicion guidelines (see Related/supporting documents) or following specific advice from the CHO.

6.7.3.2 Positive (confirmed) alcohol test - Rail Safety Workers

A positive alcohol test, for Rail Safety Workers, is designated by Sydney Metro as a reading above 0.00% blood alcohol concentration.

A worker will be advised, by the Authorised Testing Officer, when the alcohol test resulted in a reading above 0.00% blood alcohol concentration and will be requested to cease duty. A second test will be administered 15 minutes later to exclude mouth alcohol or false readings. If the second test is above Sydney Metro designated alcohol limits:

- In the case of a Sydney Metro employee who is a Rail Safety Worker –the worker will be advised that they have been removed from rail safety work until inquiries are made and, where applicable, they will be managed in accordance with the [Transport Managing Conduct and Discipline Policy](#). Rail Safety Workers will have their RSW card removed or blocked pending the outcome of those inquiries.
- In the case of a contractor who is a Rail Safety Worker –the worker will be advised that they have been removed from rail safety work until inquiries are made. Rail Safety Workers will be required to be

escorted by a Testing Officer to attend a police station, or other authorised place where this may reasonably occur, within three hours of the time the Rail Safety Worker carried out rail safety work or was due to commence rail safety work.

If the result of the confirmatory breath analysis is positive, written advice is to be issued by the Testing Officer specifying the concentration of alcohol in the worker's breath and the date and time of the breath analysis. The worker's line manager, relevant Health and Safety representative and Sydney Metro People and Culture are to be informed.

All positive results returned by a Rail Safety Worker will be reported to ONRSR and may result in prosecution under the provisions of the *Rail Safety National Law*.

In the case of a contractor, their contracting organisation will be advised that they have tested positive, and they will be removed from undertaking work for Sydney Metro and managed in accordance with their contracting organisation's policies and procedures.

6.8 Self-identification

6.8.1 Self-identification process

Sydney Metro encourages and supports workers who have concerns about their fitness for work due to drug or alcohol use, to self-identify.

The worker should self-identify to their Line Manager or the P&C Business Partner, who will take action to help ensure the health and safety of the worker and others in the workplace. This may involve the Line Manager removing or redeploying the worker from their current duties, directing them to seek medical advice and providing information about support options.

Section 6.8.2 below addresses disclosure of prescribed or over-the-counter medicine use.

- If a person self-identifies as having concerns regarding alcohol and/or drug use, Sydney Metro will be supportive and provide assistance.
- Self-identification cannot be used to avoid a test or action that may result from a positive test. That is, a worker who self-identifies cannot avoid a test:
 - when the authorised testing agency attends a workplace for the purpose of random testing
 - when randomly selected for a test
 - after a worker is involved in an incident
 - during a conversation to confirm a manager's reasonable suspicion that they are affected by drugs or alcohol
- A worker who self-identifies may still be directed to undergo testing as per the Return to Work guidelines (section 6.1.3.5) or a CHO requirement.
- The worker, via a medical officer, may be referred to a rehabilitation program. Any costs related to a rehabilitation program will be at the expense of the worker.
- For Sydney Metro employees, where medical advice indicates that the employee should enter treatment or a rehabilitation program, they will be entitled to access leave in accordance with relevant Sydney Metro leave policies and procedures.

6.8.2 Prescribed and over-the-counter medications

- Workers must not be impaired by drugs while on duty for Sydney Metro.

- Sydney Metro requires workers who take prescribed or over-the-counter medication to seek medical advice from a doctor or pharmacist about their ability to work safely while taking them. Staff must not commence duties after taking the drugs if their doctor or pharmacist advises the drugs may affect their ability to safely perform their work.
- If the drugs affect their ability to work safely, the worker must immediately notify their Line Manager.
- If the worker performs duties as a Rail Safety Worker or operates a heavy vehicle (i.e. heavy vehicle licence holder), a motor vehicle, a maritime vessel, or plant during the course of their work, the worker must complete the Medication Declaration Form and provide this directly to the CHO (or to their Line Manager who will forward this to the CHO) for review. The list of medications that must be declared include: Sativex, cannabidiol, medicinal marijuana, codeine, oxycodone, tramadol, morphine, pethidine, fentanyl, methadone, dexamphetamine, lisdexamfetamine, phentermine, medicinal MDMA, psilocybin, diazepam, oxazepam, temazepam, alprazolam, nitrazepam, lorazepam or any other sleeping tablet.
- The CHO will respond to the worker or to the line manager (where consent by the worker is provided) to confirm that the declaration has been noted and/or to outline any further actions if required. In accordance with relevant privacy principles, the Line Manager must not retain the Medication Declaration Form. (The Medication Declaration Form is to be owned and retained by the worker.)
- Sydney Metro workers who are performing high risk work (as determined by the CHO eg Rail Safety Work, operating a maritime vessel or who drive a light vehicle or plant in the course of their duties), are not permitted to use medicinal cannabis, medicinal psilocybin or medicinal MDMA.
- Other prescription medications covered by AS/NZ:4308 and AS/NZ: 4760 may be permitted for use following Medication Declaration and CHO assessment.
- If the CHO approves a Sydney Metro worker using certain prescribed medication, the CHO may impose other conditions for the worker's use as it relates to work, for example, stating the timeframe within which the worker may use their medication to minimise any negative impacts on their ability to work, or identifying certain duties that should not be performed whilst taking the medication.
- All prescribed medication must be for the worker's use only. Workers must not use medications prescribed for others.
- If a worker discloses medication use to the authorised tester during the drug testing process, that will be noted when their confirmation test sample is submitted for analysis. The nominated medical review officer (MRO from the Authorised Testing Agency) will report to the Health and Safety team whether the result is consistent with medication disclosed at the time of testing.
- Decisions regarding next steps following lab confirmed positive drug tests result for Category A workers in the event of same day medication declaration will require CHO review.

6.9 Confidentiality and privacy

- In all circumstances, any information created or collected about a worker's use of drugs or alcohol must be treated in a confidential manner.
- This includes records of test results, self-identification, medical assessment, RTW/rehabilitation and follow-up action.
- All parties must ensure that confidentiality is maintained at all times in the application of this Procedure.

- The collection, use and disclosure of all records associated with this Procedure will comply with the *Health Records and Information Privacy Act 2002*, the *Privacy and Personal Information Protection Act 1998* and Transport's Privacy Policy.

6.10 Support Services

The following services are available to both managers and workers:

- EAP (telephone: 1300 360 364) – a free and voluntary counselling service available to workers and their immediate family.
- Manager Assistance Program (telephone: 1300 360 364) – a telephone advisory service for managers dealing with difficult or complex issues or wanting to refer a team member to EAP.
- Sydney Metro encourages workers who have concerns about their drug or alcohol use to seek the advice of a registered medical practitioner who can provide medical assessment and referral to appropriate treatment options. Alternatively, a worker may seek support via the Transport Shared Services (TSS) Health Solutions team.
- Workers may also contact their union for assistance with accessing support through other recognised programs.

6.10.1 Support and rehabilitation

- In the event of a confirmed positive drug and/or alcohol test a worker will be advised to seek medical clearance and / or be referred to a rehabilitation program following direction from the P&C Business Partner and/or Professional Standards. Contractors who are Rail Safety Workers will ordinarily have their access to the network blocked pending completion of a 12 month rehabilitation program. Their re-engagement will be at the discretion of Sydney Metro.
- At any time, a worker may seek confidential support from the Sydney Metro EAP provider, P&C Business Partner, Line Manager and / or the Health and Safety team regarding their self-identification and /or positive drug and/or alcohol test result.
- The agreed return to work/reasonable adjustment plan may require the worker to attend medical appointments and counselling sessions at their own expense.
- The agreed return to work/reasonable adjustment plan may require the worker to be subject to further drug and alcohol testing as per section 6.1.3.5.
- Sydney Metro encourages workers who have concerns about their fitness for work due to drug and / or alcohol use to self-identify. Workers who self-identify may be referred to a rehabilitation program or supported in accessing one by the P&C Business Partner, CHO, TSS Health Solutions team and / or Health and Safety team.
- Upon completion of rehabilitation and/ or provision of an approved medical clearance to the P&C Business Partner/Line Manager, the worker must provide a negative drug and alcohol test result as per section 6.1.3.5 and undertake a fitness for work discussion with their Line Manager on their first day back at work.

6.10.2 Return to Work Testing

- Workers who are returning to work following a positive drug and/or alcohol test and/or participating in a rehabilitation program following a positive random, post-incident or for-cause test, or those who self-identify, may be subject to further drug and alcohol testing in accordance with the agreed return to work/reasonable adjustment plan.
- RTW testing will be via breath analysis for alcohol and urine sample for drugs and may be paid

for by Sydney Metro.

6.11 Compliance and grievances

Any grievances relating to this Procedure are to be managed in accordance with the Grievance Management Procedure.

A worker does not comply with this Procedure if they:

- refuse to take a test
- interfere with the testing process
- tamper with samples or test results
- undertake illicit use of drugs or alcohol during working hours or when on call
- return a positive test result for alcohol (as defined above in section 6.1.5.6) and/or drugs not consistent with declared medication use
- do not declare listed medication use if they are Rail Safety Worker or a Heavy Vehicle Operator (this non declaration may also be a breach of Rail Safety National Law) a Heavy Vehicle Operator, a motor vehicle or plant operator or a maritime vessel operator.
- do not provide a breath, oral fluid or urine sample after being reasonably requested to do so as outlined in this Procedure
- unreasonably refuse to engage in a fitness for work conversation with their manager
- do not provide reasonable co-operation in relation to any sample collection procedure or refuse to sign or complete any sample collection documents or labels
- bring any cannabis, psilocybin or MDMA, including medicinal cannabis, psilocybin and/or medicinal MDMA, into the workplace, or use medicinal cannabis, psilocybin or medicinal MDMA while performing work, even if that worker has approval to take medicinal cannabis, psilocybin and/or medicinal MDMA
- avoid, contaminate or falsify any breath, oral fluid and/or urine sample, or aid, abet or attempt to do so
- substitute a sample for another worker or are involved in any such substitution or aid, abet or attempt to do so
- store, sell, supply, manufacture or cultivate drugs or alcohol on work premises
- engage in vexatious reporting
- while working for Sydney Metro at a site not owned, managed or controlled by Sydney Metro, contravene the drug and alcohol policies, procedures or site rules that apply at that site.

It is a breach of this Procedure if a worker, while working for Sydney Metro, returns a laboratory confirmed positive test following drug and/or alcohol testing conducted by a third party, (e.g. testing done in accordance with legislative requirements, or an industry partner's drug and alcohol policy, or by the Police) according to the drug and alcohol limits prescribed by that third party.

Where a manager has reasonable suspicion that a worker is not fit for work due to drug or alcohol use and they are unable to proceed to testing due to any of the breaches listed above, the manager will take action to ensure the health and safety of the worker and others in the workplace according to the TfNSW [Work Fitness Procedure](#).

Failure to comply with this Procedure may result in disciplinary action up to and including dismissal.

6.11.1 RSW Compliance and Offences

For Rail Safety Workers, a breach of this Procedure may also constitute an offence under RSNL, requiring Sydney Metro to make a report to ONRSR. RSNL offences include:

- the presence of alcohol in the rail safety worker’s blood, or a prescribed drug (cannabis, methamphetamine/ ‘speed’ or MDMA/ ‘ecstasy’) in their oral fluid or blood
- being under the influence of drugs or alcohol
- refusing a test
- not following the direction of an authorised person
- interfering or tampering with a sample
- hindering or obstructing an authorised person

Rail Safety Workers who engage in the above may have their access to the network blocked, and may face prosecution for such offences under the provisions of *Rail Safety National Law*.

6.12 Training and competencies

Sydney Metro will provide managers and workers with information and education about drugs and alcohol in the workplace. Examples include:

- briefings to managers and workers to support implementation of this Procedure
- general induction for new Sydney Metro workers
- safety induction for Sydney Metro workers
- health and wellbeing initiatives

Specifically, the following applies for managers.

Role:	Training or competency
Managers	All managers must complete the e-learning (Equip) D&A Manager training program on how to apply this Procedure. Managers’ training includes training in reasonable suspicion management.

7. RASCI table

RASCI abbreviations	Definitions
R	Responsible: The person responsible for the system, document or tasks implementation or publication.
A	Accountable: The person accountable for the system, document or task owner with ultimate accountability for implementation or publication.
S	Supportive: the persons or stakeholders provided help by providing resources to the person Responsible

C	Consulted: The persons or stakeholders consulted before the system or document is implemented or published.
I	Informed: The persons or stakeholders informed about the system or document development, review, implementation and publishing.

	Workers	Line managers	Health and Safety Function	Professional Standards	Chief Health Officer	People & Culture Business Partners
Drug and alcohol testing	I	R	A	C	C	S
Testing and test outcomes	I	R	A	C	C	S
Self-Identification	A	S	R	I	I	S
Prescribed and over the counter medication	C	S	R	I	A	I
Confidentiality and privacy	C	R	R	S	R	A
Worker Support	I	R	S	S	I	A
Compliance and Grievances	I	A	S	R	I	S
Training and Competencies	I	A	R	I	I	S

8. Related documents and references

Related documents and references
<ul style="list-style-type: none"> • Sydney Metro Drug and Alcohol Policy • Sydney Metro Health and Safety Policy • Sydney Metro Fitness for Work Standard • Sydney Metro Drug and Alcohol FAQ • Transport Code of Conduct • TfNSW Drug and Alcohol Guide • TfNSW Drug and Alcohol Leaders Reference Guide • TfNSW Medication Declaration Form • TfNSW Work Fitness Procedure • TfNSW Grievance Management Policy and Procedure • TfNSW Managing Conduct and Discipline Policy • TfNSW Conduct and Discipline Handling Procedure • Transport Information Labelling and Handling Guidelines • Transport Privacy Policy • TfNSW Sick Leave Procedure • SM-17-0000203 Sydney Metro Glossary

Legislation and references

- WHS Act 2011 NSW
- WHS Regulation 2017 NSW
- Rail Safety National Law (NSW) 2012
- Health Records and Information Privacy Act 2002
- Privacy and Personal Information Protection Act 1998
- AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs in urine
- AS/NZS 4760: 2019 Procedure for specimen collection and the detection and quantification of drugs in oral fluid.
- AS 3547:2019 Breath alcohol testing devices for personal use

9. Definitions

All terminology in this Procedure is considered the generally accepted or dictionary definition. Acronyms and terms specific to this Procedure are listed below .

Other terms and jargon are defined within the [SM-17-00000203 Sydney Metro Glossary](#).

Table 1: Terms/acronyms and definitions

	Definitions
Authorised Testing Officer	A suitably qualified person from the appointed testing agency (Provider) to conduct a drug and /or alcohol test
Category A Worker	Worker engaged in roles that are outside of any office environment. This includes Rail Safety Workers, heavy vehicle operators, operators of maritime vessel, motor vehicles, or plant during the course of their work for Sydney Metro or other high risk work. This includes for example but not limited to performing duties at construction, field work, maintenance or depot sites, plant operation, road maintenance / construction worker, working at heights, and school crossing supervisors. This definition remains classified as such for all purposes, including when present at office sites.
Category B Worker	Employee who works only within an office environment and is not attending or performing duties in any other workplace on that day, including construction, operating a light vehicle, field work, maintenance, depot sites, or any other operational environments. If attending any work site for Sydney Metro, or operating a motor vehicle in the course of work, the worker is subject to the worker definition of a Category A Worker for that period only.
Chief Health Officer (or nominated delegate)	The TfNSW Chief Health Officer (CHO) is a specialist Occupational Physician who advises TfNSW on any and all matters of occupational medicine. The CHO also at times assigns CHO decisions to his/her delegate.
Illicit drug use	<p>'Illicit use of drugs' covers the misuse of a broad range of substances, including:</p> <ul style="list-style-type: none"> • illegal drugs – drugs prohibited from manufacture, sale or possession in Australia, including cannabis, cocaine, heroin and amphetamine-type stimulants • pharmaceuticals – drugs available from a pharmacy, over-the-counter or by prescription, which may be subject to illicit use (when used for purposes, or in quantities, other than for the medical purposes for which they were prescribed). Examples include opioid-based pain relief medications, opioid substitution therapies, benzodiazepines, steroids, and over-the-counter codeine (not available since 1 February 2018) • other psychoactive substances – legal or illegal, used in a potentially harmful way – for example, kava, synthetic cannabis and other synthetic drugs; inhalants

	such as petrol, paint or glue (Department of Health 2017).
Line Manager	A person responsible for planning and directing the work of a worker or group of workers, monitoring their work, and taking corrective action. In the context of the safety management system, this term is interchangeable with leader.
Metabolites	Metabolites are chemical substances produced when drugs are broken down in the body. The presence of certain metabolites in an oral fluid or urine sample indicates drug use.
ng/mL	Nanograms per millilitre
Nominated medical review officer (MRO)	An independent medical professional who is a member of the Australasian Medical Review Officers Association, appointed by TfNSW or Sydney Metro to review positive test results.
Non-negative drug test	An initial drug test result that exceeds the given threshold, but as yet is unconfirmed by confirmation testing.
On call	Rostered or directed by Sydney Metro to be on stand-by for duty.
On duty	Working; performing tasks and actions required by the worker's job role.
Positive test	A positive test for alcohol is recorded when a confirmation test BAC/BrAC is above zero. A positive test for drugs is recorded when a confirmation test result exceeds the levels stipulated in AS/NZS 4308 or AS/NZS 4760.
Rail Safety Worker	An individual who has carried out, is carrying out, or is about to carry out, rail safety work as defined by the Rail Safety National Law (NSW)
Reasonable suspicion	A concern about a worker's possible drug or alcohol use that may affect that worker's ability to perform work safely and without risk of harm to themselves or others at the workplace, based on a change in appearance and/or behaviour. The Reasonable Suspicion Guidelines provide clear and detailed instructions for how to assess and manage such cases. See Related / supporting documents.
TSS	Transport Shared Services
Worker	Any person who carries out work in any capacity at a Sydney Metro workplace including staff working for Sydney Metro, professional services contractors and consultants, contractors, sub-contractors and their employees, outworkers, students gaining work experience and volunteers. Note: for the purposes of this Procedure 'worker' does not include contractors, subcontractors and their employees on work sites where Sydney Metro does not have management or control, for example work sites where a Principal Contractor has been engaged.
Workplace	A place where work is carried out for Sydney Metro business or undertaking and includes any place where a worker goes or is likely to be, while at work. This is inclusive of a vehicle, vessel, or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters.

10. Superseded documents

Superseded documents

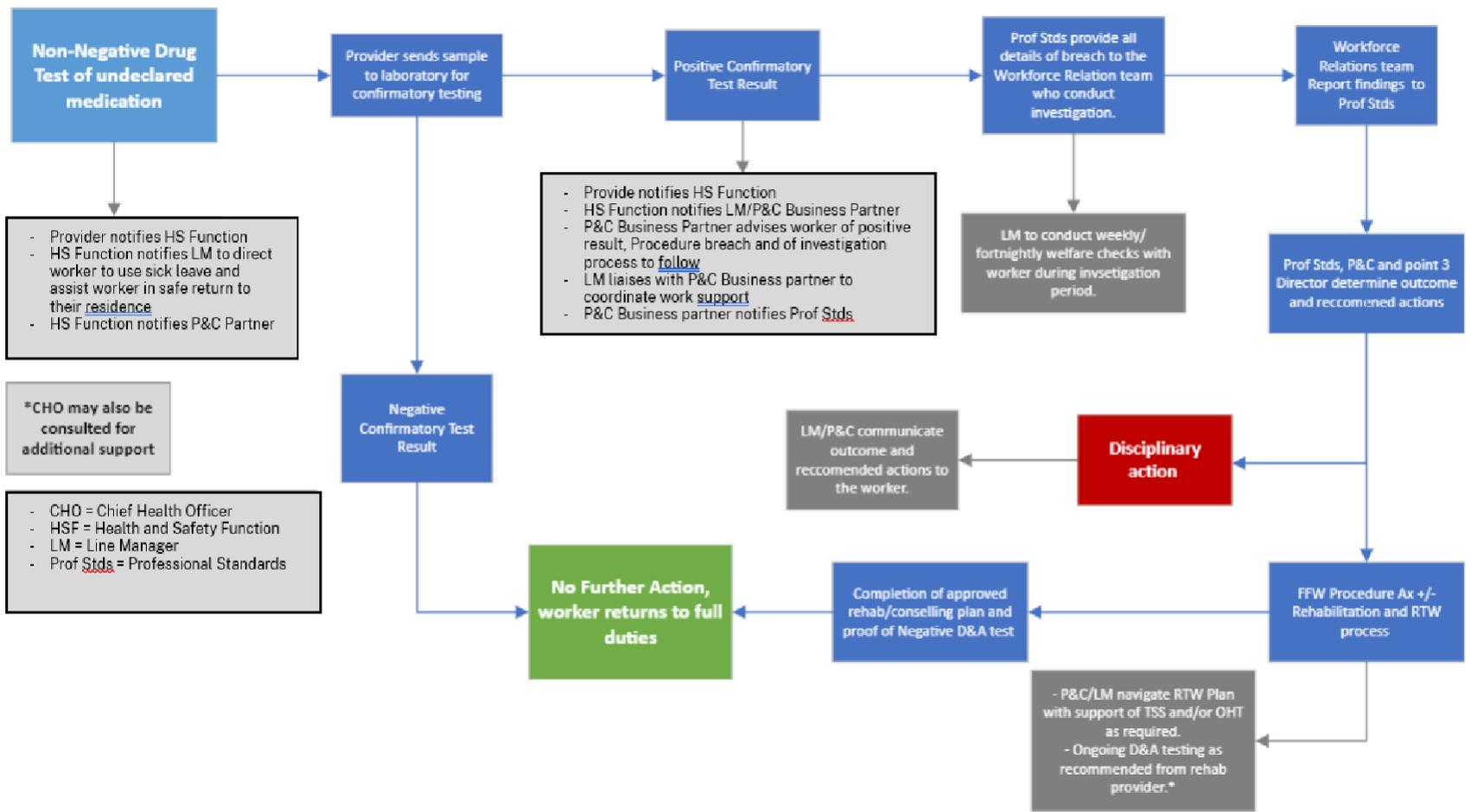
This document, in combination with SM-xx-xxx, supersede the following;

- SM-18-00061423 - Drug and Alcohol Testing Procedure for Sydney Metro Workers Procedure
- SM-18-00075753 - Appointment of Sydney Metro Authorised Testing Officers under RSNL Procedure
- SM-19-00147609 - Random Drug and Alcohol Testing Event Planning Checklist
- SM-19-00147601 - Drug and alcohol reasonable cause assessment form / DAMP Sobriety Assessment

11. Document history

Version	Date of approval	Notes
1.0	13/09/2024	New IMS document.
1.0	06/02/2026	Changed review date to 30 Dec 2026 to comply with the recent changes to Australian Standards impacting Drug and Alcohol programs

12. Appendix A: Drug Management Process



13. Appendix B: Drug and Alcohol Reasonable Suspicion Guidelines

A manager may undertake a 'fitness for work' conversation after observing the appearance or behaviour of a worker that gives reasonable suspicion that they might be negatively influenced by drugs and/or alcohol or after a non-negative drug test. Reasonable suspicion as the basis for for-cause drug and alcohol testing can only be determined when the 'fit for work' conversation has been held with the worker (refer to page 3 of this document).

Indicators of possible effects of drugs and / or alcohol

Physical indicators

- Strong smell of alcohol on the breath.
- Other unusual smells on breath, body or clothing.
- Bloodshot eyes, pupils dilated or constricted.
- Slurred, incoherent or disjointed speech (losing track).
- Tremors, unsteadiness or impaired coordination.
- Tiredness, lethargy, drowsiness.
- Delayed reaction times.
- Inability to follow simple instructions.
- Nausea or vomiting.
- Sweating or hot and cold flushes.
- Out-of-character behaviour
- Deterioration in appearance or personal grooming.
- Unexplained change in personality or attitude; loss of inhibitions.
- Sudden mood swings, irritability or anger.
- Aggressive or argumentative.
- Irrational or confused.
- Periods of hyperactivity, agitation or giddiness.
- Appearing fearful, anxious or paranoid.

- Poor short-term memory or delayed recall.
- Risk-taking.

Note: At least one physical indicator must be observed for reasonable suspicion to be established. Out of character behaviour alone does not warrant reasonable suspicion.

Mitigating factors

Many of the physical or out of character indicators may be explained by the worker's circumstances and not due to drugs or alcohol. For example:

- Unexpected impairment from prescription or over the-counter medicine.
- Illness, injury or side-effects from medical treatment.
- Fatigue, which might be due to a personal trauma, sleep deprivation or other issue.

Holding a fitness for work Conversation

- Discuss the matter with the worker in a private location away from other workers using the Drug and Alcohol fitness for work and/or for-cause Checklist.
- Explain to the worker why they have been approached. The worker may request that they have a support person present.
- Give the worker an opportunity to respond to the concerns raised. Consider mitigating factors.
- If the worker's behaviour or appearance is otherwise explained, it remains at the manager's discretion to alter or reallocate work tasks if they

still feel a genuine safety risk exists.

- If reasonable suspicion is confirmed:
 - Direct the worker to stop active duties and remain on site for testing
 - Discuss this suspicion with the workers Director to gain approval for a 'for-cause' test and provide them a copy of the Drug and Alcohol fitness for work and/or for-cause Checklist for them to sign off on.
 - Contact the Health and Safety Team for confirmation and provide them a copy of the signed Drug and Alcohol fitness for work and/or for-cause Checklist. Upon confirmation, the Health and Safety Team will contact the authorised testing agency to arrange drug and alcohol testing.
 - Arrange for the worker to remain in a safe place with supervision and access to facilities. - Offer the worker EAP support.

Opening the conversation

Some useful phrases are:

- Are you okay?
- I'm concerned you're not working safely.
- I've observed ...[state facts only]
- I have a responsibility to ensure your and others' safety at work. Are you unwell or do you need to see a doctor?

The worker must be given the opportunity to explain their appearance or behaviour and mitigating factors must be considered.

Keep the focus on safety and performance issues

Stay calm, especially if the worker becomes aggressive. Do not argue or mirror the worker's behaviour and end the meeting and see assistance if you feel unsafe.

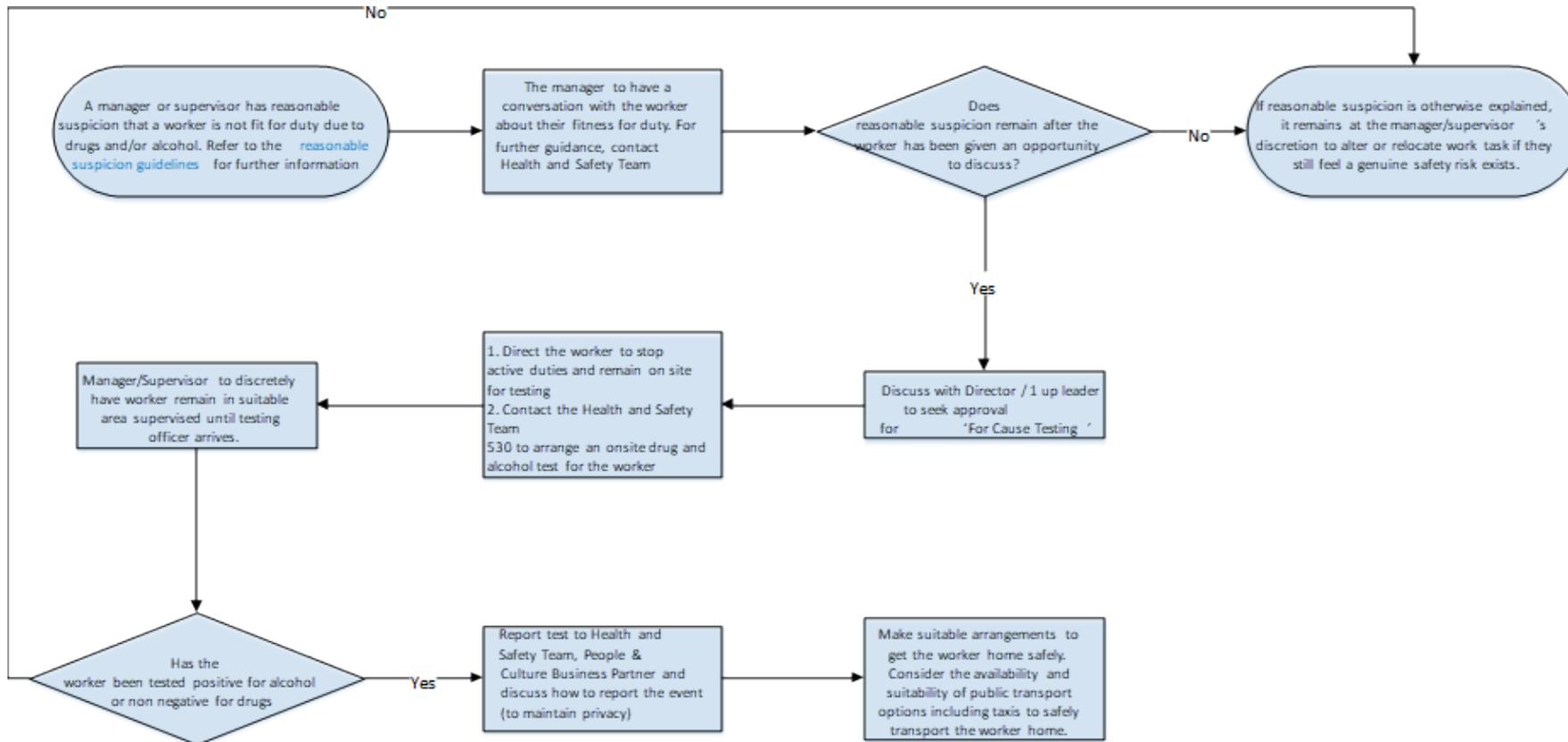
To arrange a drug and alcohol test

If reasonable suspicion remains after the fitness for work conversation, contact your manager to discuss reaching out to the Health and Safety Team to arrange a for cause test and complete the fitness for work checklist

Drug and Alcohol For Cause Testing Process

Managers with approval from their leader (minimum Director level) can arrange For Cause Testing by contacting the Health and Safety Team.

Please conduct the interview in a discrete location and ensure that you maintain privacy and confidentiality throughout the process.



Drug and Alcohol fitness for work and/or for-cause Checklist

Observable Indicators of Impairment

Assessment of a worker is to be made in accordance with the list of observable indicators in the context of changes to an worker's behaviour. At least one of the physical indicators must be satisfied and agreed between the line manager conducting this checklist and their leader (minimum Director level) for reasonable suspicion to be established. **Please conduct the discussion in a discreet location to ensure you maintain privacy and confidentiality throughout the process.**

Employee details

Date of interview		Time of Interview	
Employee name		Employee no.	
Employee phone		Division	
Job title		Work Location	
Manager's name		Manager's phone	

Line Manager to complete

Q1: Are you aware if the worker has any medical conditions?	
Q2: Are you aware if the worker is on any medication?	
Q3: If yes, have they declared their medication to you?	
Q4: Have you observed one or more of the physical indicators of intoxication or impairment detailed on the first page of this document?	
If yes, list all physical indicators observed:	
Q5: Have you sought endorsement for this for-cause test with your leader (minimum Director level)	

Record any comments or questions made by the worker below:

Once this form has been completed:

- In relation for requesting for cause testing, confirm with your leader (minimum Director level) for approval
- Call the Health and Safety team to organise for-cause testing.

OFFICIAL

<ul style="list-style-type: none"> Provide this completed form to the Health and Safety team
Line Manager: _____ Line Manager Signature: _____ Date: _____
Worker Name: _____ Worker _____ Signature: _____ Date: _____
Leader approval (minimum Director level): _____ Date: _____ Signature: _____

Transport for NSW and Sydney Metro are committed to protecting your privacy and ensuring your personal and health information is managed according to law. The information will be used by Sydney Metro and Transport for NSW to assess your ability to work safely. Sydney Metro and Transport for NSW will not use or disclose your information for any other purpose inconsistent with the *Privacy and Personal Information Protection Act* and *Health Records Information Privacy Act*. For further information on privacy please see the Transport Privacy Management Plan or contact privacy@transport.nsw.gov.au.

14. Appendix C - Drug Testing Process

14.1.1 Establishment of a test site

A suitable workplace toilet for sample collection will be established in accordance with AS/NZS 4308:2008 and in conjunction with the manager in charge.

If practicable a separate room for the Testing Officer to conduct interviews in private must be used.

14.1.2 Identification of personnel to be drug tested

AS/NZS 4308:2008 requires the unequivocal identification of the individual who is to provide the sample, such as by photo Drivers Licence or Rail Safety Worker Card.

The Testing Officer will:

- record the name and date of birth of the worker being tested on the sample collection form
- give the worker being tested a unique identifying number.

14.1.3 Collection of urine sample

The urine sample must be collected in accordance with AS/NZS 4308:2008 and under the direction and supervision of the Testing Officer.

The worker being tested must provide the specimen in a stall or otherwise partitioned area to allow for individual privacy.

The worker being tested must remain in the presence of the Testing Officer and must not have access to any water fountain, tap, soap dispenser, cleaning agent or any other materials that might be used to adulterate the specimen.

Upon receiving the specimen, the Testing Officer must determine that there is sufficient sample to enable all required testing to be performed. In the event that an insufficient sample is provided, an additional sample may be collected.

14.1.4 After the specimen is collected

Both the Testing Officer and the worker being tested must keep the test specimen in view at all times, prior to it being sealed and labelled.

Immediately after the test specimen is collected:

- the Testing Officer must make a visual inspection of the test specimen to determine its colour and look for any indication of adulteration, substitution or dilution
- any unusual findings must be noted in the Sample Collection Form
- if the validity of the test specimen cannot be established, or it is suspected that the test specimen may have been adulterated or substituted, then another test specimen must be collected as soon as possible and both specimens forwarded to the laboratory for testing

- these test specimens must be labelled and documented appropriately
- an equal referee sample portion of the test specimen must be transferred to a second bottle
- after the test specimen has been provided and submitted to the Testing Officer, the worker being tested shall be allowed to wash their hands.

14.1.5 Preparation for dispatch

The Testing Officer must request that the worker being tested observe the transfer of the test specimen and the secure placement of the tamperproof seals, or equivalent devices, over both bottle caps and down the sides of the bottles:

- the seals must be signed by the worker being tested
- the label must list the date of collection and a minimum of two unique identifiers for the worker being tested.

The Testing Officer must:

- enter onto the Sample Collection Form all information identifying the test specimen
- complete and sign the Sample Collection Form next to the identifying information.

The worker being tested must be asked to read and sign a statement on the Sample Collection Form certifying ownership of the test specimen provided.

The urine bottles and the Sample Collection Form are now ready for shipment.

14.1.6 Transportation to the laboratory

The Testing Officer must:

- place both the test specimen and the referee sample in containers designed to minimise the possibility of damage during shipment
- ensure that both specimens are securely sealed to eliminate the possibility of undetected tampering
- ensure the Sample Collection Form is inside the sealed container in which the laboratory specimens are shipped.

Transportation must occur in accordance with applicable legislation.

14.1.7 Interpretation of drug test results

If a sample result is less than the cut-off levels listed in AS/NZS 4308:2008, then the drug shall be reported as “not detected”, i.e. negative.

Samples with test results equal to or greater than the cut-off levels listed in AS/NZS 4308:2008 must be subjected to confirmatory testing, performed at the same laboratory as the initial test and before the results are issued:

- if the confirmatory test is less than the cut-off levels specified in AS/NZS 4308:2008 the result is reported as “not detected”, i.e. negative.
- if the confirmatory test is equal to or above the specified cut-off values it shall be reported as positive.

The Nominated Medical Assessor at the laboratory will:

- review all positive test results and take note of any declarations by the worker being tested regarding the use of prescription or over-the-counter medicine
- provide a written report to the Sydney Metro representative implementing the D&A testing program regarding positive test results.

If the Nominated Medical Assessor is of the opinion that the result was caused by the legitimate use of prescribed or pharmacy medicine to treat a medical condition, this will be noted in the report.