



SAFETY FIRST

Drug testing in
our workplace

HOME SAFE

lpc Lyttelton
Port of
Christchurch

Supported by



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WHY DRUG TEST?

We believe all our employees have a right to go home safe. Lyttelton Port of Christchurch (LPC) is committed to providing a safe work environment for staff which includes effectively managing our risks.

Drug and alcohol impairment at work are known to create significant hazards for both the impaired individual and their fellow workers. This hazard presents significant potential risks for our staff given our operating environment which includes large machinery, heavy loads and working at heights. We need to ensure that all our staff members are able to carry out their jobs safely and have no impairment from alcohol or drugs.



SITUATIONS WHERE YOU MAY BE DRUG AND ALCOHOL TESTED

Pre-employment or job transfer/promotion

Candidates applying for positions at Lyttelton Port of Christchurch (LPC) including internal candidates, are required to have a pre-employment drug and alcohol screening test (this now also applies to all internal transfers and promotions). This is a urine drug test in which the person provides a urine sample which is sent for laboratory analysis. Results are usually known within 48 hours.

Post incident or near miss

Employees involved in an incident or near miss can be tested to identify if drugs / alcohol are involved. If alcohol is suspected, a urine test will be conducted within two hours of the accident. Drug testing is conducted as soon as practicable. Testing is not limited to only the injured employee, but may involve all employees involved in the accident / incident.

Reasonable cause

Employees can be drug tested where there are reasonable grounds for believing drug or alcohol use. This will require a reasonable standard of proof and a belief based on what a reasonable person would expect in the circumstances. In such cases, a urine drug test will be undertaken.



Random

LPC supports random drug testing in its workplace. This will be undertaken by a saliva test as it is the least invasive form of drug testing, with a confirmation test via urine if the saliva test is non negative. **All staff** are eligible for random drug testing.

Return to work / rehabilitation random

This is outlined in LPC's Drug and Alcohol Policy available on our intranet or from your Manager, or any member of the Human Resources and Health and Safety teams.

Who does the random drug testing at LPC?

The New Zealand Drug Detection Agency (NZDDA) undertakes random drug testing of LPC staff. NZDDA is formally recognised by International Accreditation New Zealand (IANZ) as meeting internationally accepted standards of quality, performance, technical expertise and competence under this standard.

Alcohol testing is done using an approved testing device which meets the Australian Standard: AS 3547-1997 "Breath Alcohol Testing Devices for Personal Use". All employees' personal information and test results are kept fully confidential (as per the Privacy Act 1993).



WHAT HAPPENS WHEN YOU ARE DRUG TESTED?

You will be asked for photo identification to confirm your identity. This will be recorded including any medication you may be on or have taken in the last couple of weeks.

You will have the screening process explained and written consent obtained from you.

An alcohol test will take place and you will be asked to blow into the device until the tone stops. If the result is over the drink-drive limit you will be asked to blow into the breathalysers again after 15 minutes to see if you are still over the limit.

In the following situations you will be required to have a urine drug test:

- Pre-employment
- Post-accident / incident or near-miss
- Reasonable cause
- Return to work / rehabilitation
- In the event of a non-negative saliva test



The random drug test (saliva)

You will be asked to read and sign a consent form to have a saliva drug test. After that, the service provider will ask you to swirl a small brush-shaped swab round the inside of your mouth until it is saturated with saliva. An indicator window changes colour when enough saliva has been collected. If the saliva test is non-negative you will be asked to provide a urine sample which is sent for laboratory analysis and results should be known within two days.

The urine test

You will be asked to remove any loose or baggy clothing and wash your hands.

You will then be given the test cup and taken to the toilet area and asked to provide a sample. Make sure you fill the cup to at least halfway. The tester will be with you discreetly while this happens.

You then give the collector your sample of urine.

The collector checks the sample for temperature, volume and colour. If all is OK the lid is placed on the sample.

The sample is then sent off to an accredited laboratory for confirmation testing.



FREQUENTLY ASKED QUESTIONS

- **Why do we do saliva and urine testing?**

Saliva drug testing has been chosen for random testing as it is the least invasive form of drug testing and picks up current impairment. Urine testing will continue as per our policy for all other instances of drug testing (post incident, pre-employment, reasonable cause, and rehabilitation random tests) as it is known to more accurately detect the presence of benzodiazepines.

- **When will it start?**

This policy takes effect from 3rd November 2014.

- **Are all LPC staff eligible for testing?**

All staff are eligible for testing. That means everyone – including the Chief Executive.

- **If I'm tested will I be exempt from further testing for a while?**

No. You could be tested again anytime.

- **How many staff will be drug tested?**

Up to twenty LPC staff will be selected for random drug testing each month.

- **How will staff be chosen for testing?**

The selection process is undertaken by an independent authorised service provider. This is currently NZDDA. The provider will make a random selection using a random generator tool and give the results to LPC. The provider will then contact the Manager of the staff member to be tested.

The Manager will advise an appropriate time to come to LPC for the test to be done. Once the provider arrives on site, the Manager will contact the staff member



to be tested. In privacy, the provider will then undertake the drug test with the staff member, ensuring confidentiality of the testing process and communication of results.

- **Who will know I've been chosen for testing?**

Everyone has the right to confidentiality and privacy. The drug testing is done discretely to ensure your confidentiality is maintained. Only your Manager and Human Resources will know you've been selected for testing.

- **Can I refuse to be tested?**

If you refuse to comply and complete any drug testing (saliva or urine) this will be deemed a non-negative test result and the rehabilitation policy's programme, as outlined in the Drug and Alcohol Policy, will commence.

- **Who will know my drug test results?**

Your Manager and Human Resources will be told your results by our service provider. Your Manager will tell you your results.

- **What happens if the saliva test is non-negative?**

The swab is placed on a spill mat in front of you and lines will develop in it if the test is negative. If any lines fail to develop then that means a non-negative result.

If your saliva test is non-negative you will then be asked to provide a urine sample as this provides an increased degree of accuracy.

You will be asked to read and sign a consent form for the urine test and then you'll be requested to provide a urine sample. The urine sample will be sent for laboratory analysis. The results will be known within two days. Your Manager and Human Resources will be notified and will then tell you your drug test result.

Any employee with a non-negative result will be stood down pending results of a urine test.



FREQUENTLY ASKED QUESTIONS CONTINUED

- **What happens if my urine test is also non-negative?**

At LPC, we recognise that drug and alcohol dependence or abuse is a complex issue and that people affected by this may require our support to get the help they need. If an employee has a non-negative test, rehabilitation support will be provided.

If you feel that drugs or alcohol are affecting your work, please have a confidential chat with a trusted workmate, Human Resources, Health and Safety representative, or Manager. Asking for help will enable us to provide rehabilitation support.

You can also contact our Employee Assistance Programme at 0800 327 669 or Workplace Support on 0800 443 445. They provide nationwide access to a team of independent specialists and counsellors who can help.

Details of the rehabilitation programme are provided in our Drug & Alcohol Policy. You can get a copy of the Policy from our intranet or your Manager, Human Resources or a member of the Health and Safety team.

- **What is the rehabilitation programme?**

The rehabilitation programme will be individualised depending on need starting with an assessment by an approved D&A counsellor. The programme will generally include counselling and follow-up random testing (urine).

- **Does the test pick up over the counter drugs and prescription-medicine?**

It can. If you are taking prescription or non-prescription medicines that may impair your performance on the job you must report this to your Manager before starting work. Such medicines may be allowable if they are consistent with safe performance and are being used at the prescribed dosage.



- **What amount of substance in the blood will produce a non-negative test result?**

Alcohol

The maximum allowable limit of alcohol used by LPC is that level specified from time to time in Section 11 of the Land Transport Act (or any updated versions). The current specified level is 400 micrograms alcohol/litre of breath (400mg/l) or 80 milligrams per 100 millilitres of blood for persons 20 years of age and older. Under 20 years of age there is a ZERO alcohol limit. Please note that this level will reduce to 250 micrograms alcohol/litre of breath (250mg/l) in December 2014, consistent with the change of legislation.

Drugs

In the saliva drug test you will test non-negative for Prohibited and Impairing Substances at the following levels:

Opiates	50 ng/L
Amphetamine-type stimulants	50 ng/L
THC	10 ng/L
Cocaine and metabolic	50 ng/L

- **Are other Port users going to be random drug tested too?**

Our aim is to expand random drug testing to all Port users.

- **Do any other New Zealand ports do random drug testing?**

Yes. A number of ports already have random drug testing. These include Ports of Auckland and the Port of Otago.

- **Has my Union agreed to the introduction of random drug testing at LPC?**

We have consulted with the Unions and have their support for random drug testing.

- **Will this policy / testing be reviewed?**

We will review it after 6 – 12 months of being in place and annually thereafter.

