

# **Drug and Alcohol Policy**

#### PURPOSE

This Drug and Alcohol Policy articulates Green Earth Logistics commitment to ensuring the health and safety of our workers, contractors, visitors, the community, and environment, ensuring a healthy and productive work environment.

#### BACKGROUND

Green Earth Logistics recognizes that drugs, alcohol, stress, fatigue and illness can have an adverse effect on workers ability to safely perform the duties of their role and may potentially endanger themselves, workers and other stakeholders.

#### SCOPE

All workers and contractors are expected to always present themselves fir for work for the duties they have agreed to perform, with no apparent or known influence to their physical, mental or emotional wellbeing that may present the competent and safe performance of their duties or endanger the safety of workers or others in the workplace.

The nature of the Road Freight industry means that the 'workplace' may include trucks, the road, depots, warehousing facilities or any place where an worker goes while at work, such as the location of a customer who may be in another State.

#### **OBJECTIVES**

Workers and contractors have a duty to take reasonable steps to ensure their own safety in the workplace. Workers and contractors also have a duty to take reasonable steps to ensure that their conduct does not adversely effect the safety of others in the workplace. All workers have a responsibility to ensure they are not affected by fatigue, drugs or alcohol at any time while at work, which includes rest time within the workplace.

#### POLICY

Green Earth Logistics has obligations under Work Health and Safety legislation to as far as is reasonably practicable, ensure the safety and health of all people associated with its operations. Green Earth Logistics will take all necessary steps to ensure that it meets its obligations to workers, contractors and clients and conduct its operations in a safe and responsible manner.

A key aspect of meeting those obligations is the implementation of a sound and practical Drug and Alcohol policy.

By maintaining a safe and healthy work environment:

- Green Earth Logistics undertakes a position that any individual present in the workplace, who has consumed drugs and/or alcohol, is a potential risk to safety and may affect job performance, endanger lives and potentially cause damage to property and equipment. The management of the risks associated with the use of drugs and alcohol at work is essential to ensuring a safe workplace.
- Green Earth Logistics is an employer of workers that are deemed to hold safety sensitive positions. It is integral that
  these workers are aware of their legal obligations to ensure they're fit for work at all times. Performing such work
  while impaired has the potential to cause great harm to themselves or others, those employees are deemed to be,
  but not limited to:
  - Drivers of heavy vehicles;
  - Drivers of forklifts;
  - Drivers of pilot vehicles;
  - Drivers of registered vehicles; or
  - Schedulers of vehicles
- This Drug and Alcohol Policy combines a range of strategies including education, counselling, worker assistance programs, alcohol and drug testing and, where necessary, the taking of disciplinary action for a breach of this policy.
- This policy is intended to ensure all workers are in a condition to safely carry out work. The unauthorised use of drugs and alcohol by workers is prohibited. Any worker found to be affected by or in possession of drugs or affected by alcohol while performing work related tasks shall be subject to Green Earth Logistics Code of Conduct Policy, which may include termination of an worker's employment.

Green Earth Logistics expectations:

- Green Earth Logistics workers, contractors and visitors must not during working hours or on a Green Earth Logistics premise or on Green Earth Logistics equipment at any time:
  - Consume alcohol;
  - Distribute alcohol;
  - o Sell alcohol; or

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• Attend work with a blood alcohol content exceeding 0.00%.

For the avoidance of doubt, this policy is specifically intended to include the consumption of alcohol prior to working hours, which would impact upon the individual's blood alcohol content (BAC) during working hours.

Workers must have a BAC of 0.00%. If the Company conducts an alcohol test and an worker has a BAC reading in excess of 0.00%, then that worker will be in breach of this policy. Disciplinary action may include termination of employment as provided for at clause d (see below).

Green Earth Logistics approved Functions:

- Green Earth Logistics recognises there will be on occasion, functions involving workers and contractors, where the
  consumption of alcohol will take place. Green Earth Logistics Senior Management will approve a function with the
  intent that alcohol may be served, and served in a responsible manner.
- Having consumed alcohol at an approved function, workers must not:
  - Return to or commence working thereafter until such time as they are no longer in contravention of this policy; and
  - Drive or operate a personal motor vehicle thereafter until such time as they are no longer in contravention of applicable road laws.
- Green Earth Logistics workers, contractors, and visitors shall not during working hours:
  - Use drugs;
  - Distribute drugs;
  - Sell drugs;
  - Be in possession of drugs; or
  - o If tested for drugs, return a 'positive' test result.

The prohibition detailed in this policy specifically includes the use of drugs outside of working hours, which would have the effect that, if tested within working hours, the individual would return a 'positive' test result.

If tested for drugs, workers or contractors must not test 'positive' for any drugs that are in the test regime which may be, but not limited to:

- Amphetamine type substances (i.e., speed, ecstasy);
- Benzodiazepines (i.e., Valium);
- Cannabis metabolites (i.e., marijuana);
- Cocaine metabolites;
- Opiates (i.e., heroin, morphine, oxycodone); and
- Alcohol greater than BAC of 0.00%.

If an worker or contractor returns a 'positive' test result, they will be in breach of this Policy. Disciplinary action may include termination of employment.

For the purpose of this policy, a 'positive' test result will occur for certain drugs where a drug test result returns a reading above the cut-off limits specified by the testing authority to the relevant standard. This standard outlines the requirements for accredited screening for signs of drug abuse found in Fluid specimens.

Green Earth Logistics compliance and disciplinary action:

- Disciplinary action will be taken against any worker who fails to comply with the requirements in this policy. This may include termination of the worker's employment.
- If an worker or contractor refuses to undertake a test for alcohol and/or drugs when required to do so in accordance with this policy, the worker will be removed from the workplace and disciplinary action will be taken against the worker concerned in accordance with Green Earth Logistics Code of Conduct Policy, which may include termination of their employment. Upon any refusal to undertake a test for either alcohol and/or drugs, the worker shall be deemed to have returned a positive result.
- For the avoidance of doubt, a worker will be considered to have failed to comply with the requirements of this policy if, having taken a test for alcohol and/or drugs, that worker returns a test result which is inconsistent with any requirement as detailed in this Policy. In such circumstances, disciplinary action will be taken against the worker concerned in accordance with Green Earth Logistics code of conduct procedures, which may include termination of their employment.

Green Earth Logistics information, advice, and education:

Information on the following shall be provided by Depot Managers:

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- Health implications of misuse of alcohol or drugs;
- Company procedure on drugs and alcohol;
- Understanding what to look for in terms of behaviour of someone affected by drugs and alcohol; and
- Implications of privacy and confidentiality.
- Workers will be required to attend such education at the request of the Company

Green Earth Logistics worker assistance program (EAP):

- Green Earth Logistics recognises that the misuse of drugs and alcohol is often treatable. Assistance with the rehabilitation of workers suffering from problems related to the misuse of drugs or alcohol may be provided through an Worker Assistance Program (EAP) at the discretion of Senior Management.
- An worker with problems related to the use of drugs or alcohol may voluntarily seek assistance from:
  - o Their manager;
  - A referral to the Company designated medical practitioner; or
  - Their own treating doctors.
- Where there are reasonable grounds based upon observations of deteriorating work performance, abnormal conduct, or behaviour and as a part of a counselling process, a manager may refer a worker for assistance.
- In relation to such a worker, his or her employment shall not be jeopardised provided that:
  - An incident has not yet occurred as a result of his or her behaviour which could otherwise result in disciplinary action being taken by the Company in accordance with this policy;
  - The worker agrees to participate in an approved rehabilitation program;
  - The worker progresses satisfactorily in an approved rehabilitation program and achieves a satisfactory level of job performance in a reasonable period of time;
  - A satisfactory level of job performance is maintained following completion of the rehabilitation program; and
     Whilst on any Worker Assistance Program (EAP) and not carrying out usual position duties an worker must
    - take leave or if not available leave without pay.
- Any worker undertaking a rehabilitation program may also be subject to Green Earth Logistics Rehabilitation and Return to Work Policies, which may include agreement to a Health Rehabilitation Contract, ensuring that Green Earth Logistics may ensure the safety of the worker within the workplace, which may include further testing for Drugs and Alcohol at the discretion of [Company Name Here].
- Confidentiality of medical information shall be maintained with advice on an worker's progress in a rehabilitation program provided to the individuals' Manager, the company appointed Rehabilitation Coordinator, the Corporate Manager and/or the General Manager.

Green Earth Logistics testing for Alcohol and Drugs will be undertaken:

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- Testing for alcohol and drugs may be undertaken in the following circumstances:
  - During pre-employment medical assessments, job applicants and for change in employment status, such as full-time weekly or monthly status, from casual employment;
    - Where required by a customer or regulatory authority,
  - Where an worker may have or has breached safety precautions or procedures;
  - Where workers provide services to customer sites, which have in place a policy that includes testing for alcohol and drugs;
  - Random testing (utilising Fluid and urine-based testing procedures), as well as a designated number of all other workers each year; or
  - Targeted testing where an worker undertakes high risk activities, such as operating machinery (trucks, forklifts, tractors, tugs, cars, etc)
- Post incident testing for alcohol and drugs may be undertaken in the following circumstances:
  - A drug and alcohol test may be conducted in accordance with this procedure for any worker who is involved in or may have contributed to an incident which:
    - (a) Results in the death or serious injury of any person;
    - (b) Involves significant damage to property;
    - (c) Which involves the overturning of any plant or motor vehicle; or
    - (d) Had the potential to cause death, significant damage or serious injury to any person.

The testing will be conducted as soon as possible following the incident however the workers' health and safety will always take precedence over a drug and alcohol test.

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• A Reasonable Suspicion testing for alcohol and drugs may be undertaken in the following circumstances:

c	<ul> <li>A worker or contractor has a strong smell of alcohol on breath;</li> </ul>							
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- o A worker or contractor has slurred, incoherent or disjointed speech (losing track);
- A worker or contractor has unsteadiness on the feet;
- A worker or contractor shows poor coordination / muscle control;
- o A worker or contractor is showing signs of drowsiness or sleeping on the job or during work breaks;
- A worker or contractor has an inability to follow simple instructions;
- o A worker or contractor is showing signs of nausea / vomiting;
- A worker or contractor has reddened or bloodshot eyes;
- A worker or contractor is deemed to be Jaw clenching;
- A worker or contractor is sweating / hot and cold flushes;
- A worker or contractor has a loss of inhibitions;
- o A worker or contractor is aggressive or has argumentative behaviour;
- A worker or contractor has become Irrational;
- A worker or contractor has intense moods (sad, happy, angry);
- A worker or contractor has become quiet and reflective;
- o A worker or contractor has become talkative;
- o A worker or contractor has an increased confidence; or
- o A worker or contractor has an appearance or behaviour is 'out of character'

All workers have an obligation to submit a case for reasonable suspicion testing if they reasonably suspect that another worker is unfit for work due to drugs and/or alcohol during work hours.

It is a worker's right to protect the health and safety of themselves and others. It should be noted that the worker submitting the case may also be tested. The GM or CEO will determine if the test will be completed or not.

Where a worker makes a submission based upon a reasonable suspicion that another worker is impaired and subsequently the submission is deemed to be vexatious or frivolous, appropriate action will be taken against the worker making the submission.

Testing will be conducted as soon as reasonably practicable, taking into consideration the timing of the report.

- The program shall be implemented and monitored by Green Earth Logistics Depot Managers in consultation with Senior Management.
- Any attempt to tamper with samples and introduce, or alter the concentration of alcohol or other drugs in their own, or another's saliva or breath may constitute serious misconduct and be dealt with according to Green Earth Logistics Disciplinary Procedure.

Green Earth Logistics define prescription drugs:

- Any worker who has been prescribed medication by a medical practitioner will not be in contravention of this policy as a result of taking or being in possession of that drug in accordance with the prescription, provided that:
  - The worker has disclosed to the medical practitioner concerned the position which he/she occupies and the tasks he/she is required to perform;
  - The worker receives a certificate from the medical practitioner certifying the worker as being fit to work safely;
  - The certificate must state whether the worker is taking prescription medication and confirm that the quantity prescribed does not have the potential to adversely affect the workers safe and efficient performance of their duties;
  - The consumed level of the prescription drug does not exceed the level that the worker has been prescribed to take; and
  - In all cases, the worker must provide a copy of the medical certificate to his/her manager before returning to his/her duties.
- Workers have an obligation to comply with the manufacturer's directions and warnings and seek advice from their
  pharmacist with respect to the impact the over-the-counter medication may have on the safe performance of their
  work. If advice from the pharmacist suggests the medication may impact their ability to perform the work safely or
  where there is any doubt, then the worker must advise their Manager immediately.

Green Earth Logistics testing program and handling results:

- Senior Management is responsible for selecting the Drug and Alcohol collecting agency, with Depot Managers responsible for monitoring all persons responsible for administering the integrity testing program, including collector personnel, technicians, couriers and will implement measures to ensure that appropriate standards are maintained.
- The testing program shall be subject to Green Earth Logistics review by Senior Management to ensure it meets the highest standards of honesty and integrity at all times.

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- Workers will be offered the choice of either urine or fluid testing for random, reasonable suspicion and post incident drug testing.
- Where the testing provider deems that any testing equipment has malfunctioned during collection, a secondary test may be required.
- Urine testing will be conducted in accordance with Australian Standard 4308:2008. Fluid testing will be conducted in accordance with Australian Standard 4760:2019.
- Alcohol testing will be conducted in accordance with Australian Standard 3547:2019 and current random breath testing procedures in Australia.
- The testing provider will be authorised in writing by the CEO and/or GM to conduct drug and alcohol tests for all
  workers. Testing will only be carried out with site approved drug and alcohol testing equipment, which is regularly
  tested and calibrated to the standards specified by the manufacturer.
- The testing provider arranges for non-negative drug test samples to be forwarded to an approved laboratory for independent analysis in accordance with NATA requirements.

Green Earth Logistics record keeping:

Access to copies of results of all alcohol or drug tests will be made available to the worker upon request.

Green Earth Logistics privacy and confidentiality:

- The Company will not use personal information collected from workers in a manner that contravenes their privacy, or current privacy legislation.
- Information obtained in the process of conducting tests will be treated in the strictest confidence. Individual test results shall not be released to anyone who is not directly involved in the testing or management process, without a specific written authorisation by the worker who was tested, except as follows:
  - $\circ$  The worker authorises the transfer of information;
  - The worker has signed a release form for rehabilitation or a return-to-work program in which the results of the test must be known to facilitate further action concerning the worker;
  - When the results of the test become subject to a dispute, but the information may only be released to other parties on a "need to know" basis; and
  - o When complying with any legal requirement, required of Green Earth Logistics and its workers.
- Every effort will be made to carry out all actions under this policy in a manner which respects the dignity and confidentiality of every individual tested.

# RESPONSIBILITIES

Senior Management:

Senior Management is responsible for:

- The authorising the conduct of an 'approved function' in accordance with Green Earth Logistics approved functions of this Policy;
- The allocation of responsibilities and funding to facilitate this policy;
- The approval of an 'Worker Assistance Program' (EAP);
- Determining the frequency of random or targeted drug and alcohol testing within the business;
- Appointing a Company medical practitioner;
- Selecting the Drug and Alcohol monitoring service provider; and
- Reviewing the testing program to ensure it meets the highest standards of honesty and integrity.

### Senior Management and Depot Managers:

For the purpose of this Policy, Senior Management and Depot Managers have a responsibility to ensure that:

- Managing the testing of workers and contractors (under their supervision) in accordance with this Policy;
- Providing information, advice and education to staff under their supervision in accordance with Green Earth Logistics information, advice and education, as well as the worker assistance program (EAP);
- In consultation with Senior Management referring an worker under their supervision to an Worker Assistance Program (EAP) and managing a staff members' (under their supervision) rehabilitation program;
- Maintaining Privacy and Confidentiality in accordance with Green Earth Logistics privacy and confidentiality of this Policy; and

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• Obtaining authorisation from Senior Management prior to the conduct of an 'approved function' in accordance with Green Earth Logistics approved functions of this Policy;

#### All Personnel and Contractors:

For the purpose of this Policy, all Personnel and contractors have a responsibility to:

- Not during working hours or on a Green Earth Logistics premise or on Green Earth Logistics equipment at any
- time:
  - Consuming alcohol;
  - Distributing alcohol;
  - Selling alcohol; or
  - Attending work with a blood alcohol content exceeding BAC 0.00%.

For the avoidance of doubt, this policy is specifically intended to include the consumption of alcohol prior to working hours, which would impact upon the individual's blood alcohol content (BAC) during working hours.

Workers and contractors must have a BAC of 0.00%. If the Company conducts an alcohol test and an worker or contractor has a BAC reading in excess of 0.00%, then that worker will be in breach of this policy

- Not during working hours:
  - Using drugs;
  - Distributing drugs;
  - Selling drugs;
  - Being possession of drugs; or
  - If tested for drugs, returning a 'positive' test result.

The prohibition detailed in this policy specifically includes the use of drugs outside of working hours, which would have the effect that, if tested within working hours, the individual would return a 'positive' test result.

- If prescribed medication by a medical practitioner:
  - The worker discloses to the medical practitioner concerned the position which he/she occupies and the tasks he/she is required to perform;
  - The worker receives a certificate from the medical practitioner certifying the worker as being fit to work safely;
  - The certificate must state whether the worker is taking prescription medication and confirm that the quantity
    prescribed does not have the potential to adversely affect the workers safe and efficient performance of
    their duties;
  - The consumed level of the prescription drug does not exceed the level that the worker has been prescribed to take; and
  - In all cases, the worker must provide a copy of the medical certificate to his/her manager before returning to his/her duties.
- In obtaining over the counter medications complying with the manufacturer's directions and warnings and seek
  advice from their pharmacist with respect to the impact the over-the-counter medication may have on the safe
  performance of their work. If advice from the pharmacist suggests the medication may impact their ability to perform
  the work safely or where there is any doubt, then the worker must advise their Manager.

Medical Practitioner and the drug & alcohol monitoring program service provider:

The Company medical practitioner & the Drug and Alcohol monitoring program service provider are responsible for:

- Assessment of workers referred; and
- o Implementation and monitoring of rehabilitation.

## **DEFINITIONS:**

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Control specimen	A specimen containing drugs or drug metabolites at a recognized concentration and prepared wherever possible from a different source to the calibration standard for the purpose of evaluating the acceptability of a test result.
Contractor	A person, organisation or entity that performs a specific act or acts including the provisio of services and/or materials to another person, organisation or entity under an agreemer enforceable by law.
Confirmatory Test	An analytical procedure conducted by a NATA accredited laboratory that unequivocally determines the presence of a specific drug and/or metabolite.
Confirmatory test	An analytical procedure that uses mass spectrometry to unequivocally identify the presence of a specific drug and/or metabolite.
Concentration	Mass of a substance in a defined volume. Concentration may be expressed in microgram per litre ( $\mu$ g/L). Where concentration is very low, the mass may be expressed as nanograms, or similar units as appropriate.
Collector	A person who has successfully completed a course of instruction for specimen collection and on-site screening (if applicable), handling, storage and dispatch of specimens and who has received a statement of attainment in accordance with The Australian Quality Training Framework or New Zealand Qualification Authority.
Collecting site	A place where a donor provides his/her specimen.
Collecting agency	An organization assuming professional, organizational, educational and administrative responsibility for collection, on-site screening (if applicable), storage and dispatch of the specimen.
Cocaine metabolites	Benzoyl ecgonine and ecgonine methyl ester.
Chain-of-custody form	A form to be used from time of collection of the specimen to its receipt by the laboratory well as dispatch between laboratories. Thereafter, appropriate documentation accounts the urine or aliquots within the laboratory.
Chain-of-custody	A series of procedures to account for the integrity of each specimen by tracking its handling and storage from point of specimen collection to final disposal of the urine.
CEO	Chief Executive Officer
Cannabinoids	Any number of urinary metabolites of tetrahydrocannabinol.
Blind testing	Testing where the true result is unknown to the operator at the time of the analysis.
Benzodiazepines	Alprazolam, clonazepam, diazepam, flunitrazepam, nitrazepam, oxazepam, temazepam and/or their metabolites.
BAC	Blood alcohol concentration.
Amphetamine type substances (Sympathomimetic amines)	Amphetamine, benzylpiperazine, ephedrine, methylamphetamine, methylenedioxyamphetamine (MDA), methylenedioxymethamphetamine (MDMA), phentermine and pseudoephedrine.
Alcohol	An intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols in methyl and isopropyl alcohol, no matter how it is packaged or in what form th alcohol is stored, utilised or found.
Adulterant	A substance used to compromise, or attempt to compromise, the integrity of a urine specimen.
	specific analysis as laid down in the Standard, or a collecting agency where both collection procedures and on-site screenings are performed.

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Random	Having no specific pattern, purpose or objective.
Proficiency testing program	A series of tests to ensure that a laboratory or organizations conducting on-site screening can operate at a level of proficiency.
Positive (Drug Test Result)	The result from a laboratory confirmation that the presence of a substance being tested for exceeds the limit specified in the relevant Australian Standard.
Personal Information	Has the meaning given in the Privacy Act 1988 (Cth).
Permanent record system	A system in which identifying data on each specimen collected at the collecting site are permanently recorded in the sequence of collection.
Over the Limit (Alcohol Test Result)	The result from the test of a breath sample which indicates a BAC in excess of the limit.
Opiates	6-acetylmorphine, codeine, morphine, oxycodone.
On-site screening	A screening test carried out at the point of collection.
On-site drug screening device	An immunoassay device used to exclude the presence of drugs and/or metabolites in a specimen.
Non-Negative (Drug Test Result)	The result from the first test of a sample that may indicate the presence of a substance being tested for.
Negative (Drug Test Result)	The result from the first test of a sample that indicates no presence of a substance being tested for.
NATA	National Association of Testing Authorities.
Laboratory	A testing facility accredited at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or metabolite.
Integrity testing	Tests for substances that affect the detection or quantitation of drugs or metabolites in the specimen.
Impairment	A symptom of reduced quality, strength or effectiveness of a worker due to the effects of drugs or alcohol consumption whilst performing their usual duties.
GM	General Manager
Fit for Work	A state (physically, mentally and emotionally) to perform assigned tasks competently and in a manner which does not compromise or threaten the health, wellbeing and safety of themselves or others in the workplace.
EAP	Employee Assistance Program
Drug free	A specimen demonstrated to be free of all drugs and/or metabolites as related to this policy.
Drug	A medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body.
Donor	A person who provides a urine specimen to be assessed for the presence of drugs and/c metabolites.
Designated Medical Practitioner	A medical practitioner selected by the Green Earth Logistics "The Company".
Cut-off concentration	A value at or above which the drug/metabolite is deemed to be 'detected' and below which the drug/metabolite is deemed to be 'not detected'.

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Reasonable Suspicion	An objectively justifiable suspicion based on specific facts or circumstances that justifies a request for testing at the time. The facts or circumstances are not necessarily medically based and are consistent with the published potential effects of being under the influence of drugs and/or alcohol.
Reasonable Suspicion Testing	Testing undertaken following a report of reasonable suspicion.
Referee specimen	An aliquot of the original specimen that has been decanted into a separate container which is to be sealed at the point of collection and subsequently transported and securely stored at the laboratory for analysis in the event of any disputed result(s).
Reference compound	Primary material of certified purity or secondary material traceable to a primary standard.
Relevant Standard	Australian/New Zealand standard procedures for specimen collection and the detection and quantitation of drugs of abuse in urine AS/NZS 4760 (oral fluid) and AS/NZS 4308 (urine).
Requesting authority	An individual, agency or organization that requests and ensures that collection and testing of a donor's urine for the presence of drugs and the reporting of results are in compliance with this Standard.
Sample	A portion or aliquot taken from the specimen, on which the test or assay is actually carried out.
Screening tests	Methods used to exclude the presence of a drug or class of drugs and to identify whether specimen integrity is compromised.
Specimen	Urine or Fluid collected from the donor.
Testing Provider	Green Earth Logistics preferred testing provider as selected by a tender process.
Thermometer	A device used to determine the temperature of the collected specimen without contaminating it.
Uncertainty of measurement	A parameter associated with the result of a measurement that characterizes the dispersion of the values of analyte concentration that could reasonably be attributed to the analytical procedure.
Under the Limit (Alcohol Test Result)	The result from the test of a breath sample which indicates a BAC less than the limit.
Verification of on-site devices	A process independent of the manufacturer to ensure that the device is fit-for-purpose.
Work Group	Two or more workers who routinely function as a team.
Work Hours	Any time where a worker is at their usual workplace, or at another workplace and is claiming remuneration, including time where the on-call allowance is received.
Worker	Employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Council, an apprentice or trainee, work experience participant or a volunteer.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

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