

Purpose

The purpose of this policy and procedures is to achieve a drug and alcohol risk-free workplace and to encourage a culture where our employees and contractors are committed to keeping our workplace safe.

This is integral to the strength of our commitment to health and safety and the ultimate goal of achieving a “zero harm” workplace. All our worksites are deemed to be safety critical.

For definitions of key terms used in this document, refer to [Schedule A](#).

Scope

The Workplace Drug and Alcohol Policy and procedures will apply to all NZ Steel Employees and Contractors.

Aims and Objectives

The aim of our Workplace Drug and Alcohol Policy and Procedures is:

- › Establishing a drug and alcohol risk-free workplace.
- › Delivering effective drug and alcohol assessment and rehabilitation services.
- › Educating employees and contractors about the importance of avoiding drug and alcohol-related risks.
- › Ensuring that all employees and contractors are treated fairly and consistently.
- › Meeting NZ Steel’s legal obligations, including:
 - a) the Health & Safety at Work Act 2015
 - b) the Human Rights Act 1993
 - c) the Privacy Act 1993
 - d) the Employment Relations Act 2000
- › Providing that all drug and alcohol testing complies with the recognised international standards, currently:
 - a) AS/NZS 4308: 2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine”
 - b) AS3547-1997/Amendment 1-2000 (Type 2): “Breath alcohol testing devices for personal use”

Our Commitment

New Zealand Steel and New Zealand Steel Mining (NZ Steel) is committed to and accountable for providing a safe and healthy work environment that promotes and supports a drug and alcohol risk-free workplace. The safety of our people, contractors and visitors is integral to the way we do business.

Drugs and alcohol are recognised as potential hazards in the workplace and the risks will be managed in accordance with this policy.

Achieving a Drug and Alcohol Risk-Free Workplace

The key aim of this policy is to achieve a drug and alcohol risk-free workplace and engage with our people in achieving this through the provision of educational support, training and rehabilitation services.

The policy also aims to ensure that all our people understand the expectations relating to a drug and alcohol free workplace and how this is fundamental to our company values.

The company is committed to the principles of OUR BOND with particular emphasis on “our people are our strength”.

Our People are our Strength

Our success comes from our people. We work in a safe and satisfying environment. We choose to treat each other with trust and respect and maintain a healthy balance between work and family life. Our experience, teamwork and ability to deliver steel inspired solutions are our most valued and rewarded strengths.

To achieve a drugs and alcohol risk-free workplace, this means:

- › Engaging with our people and keeping safety, as it relates to drugs and alcohol, a visible priority
- › Ensuring that people are treated fairly and consistently
- › Taking individual and team responsibility for supporting a drug and alcohol risk-free workplace
- › Supporting our people to look after their safety and health by a range of wellbeing initiatives
- › Improving and reviewing the application of the policy and procedures

Drug and Alcohol Testing

The purpose of Drug and Alcohol testing is to manage the risk of drug and alcohol use and to safeguard our employees, contractors and visitors.

Drug and alcohol testing of employees and contractors will be conducted in the following circumstances:

- › Pre-employment
- › Internal transfer
- › Reasonable cause
- › Post-accident / incident
- › Random
- › Rehabilitation follow-up

All drug and alcohol testing will be carried out in accordance with the relevant AS/NZS testing standards, as detailed in the NZ Steel Workplace Drug and Alcohol Procedures.

All information gathered through drug and alcohol testing will be dealt with in accordance with the requirements of the Privacy Act 1993.

Testing procedures will be regularly reviewed to ensure all potential drug types are being monitored for, including inappropriate use of prescription medications.

Alcohol consumption at company-approved functions will follow NZ Steel's Safe Hosting Guidelines, as detailed in this policy.

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1. Pre-Employment Drug and Alcohol Testing

1.1 When applied

The offer of a position with NZ Steel is conditional on returning a negative pre-employment drug and alcohol test.

Any job applicant who refuses to take a drug and alcohol test will not be considered for a position.

1.2 Procedure

Refer to flowchart under [Associated Documents](#) (section 15).

- a) The applicant is informed that any offer of employment is subject to a drug and alcohol test. This may be included in a medical health check.
- b) The applicant will be required to sign an informed consent forms for drug and alcohol testing (refer to worksheets under [Associated Documents](#) (section 15)). A copy of this form must be provided to the collector.
- c) Any applicant refusing to take the drug test will not be considered for a position.
- d) The applicant will be directed to a NZQA qualified specimen collector and “on-site” screener to collect the urine and conduct an “on-site” drug screening test and breath alcohol test (refer to [Schedule C](#) for alcohol and drug testing procedures).
- e) The applicant must provide verification of ID with photo and signature (e.g. driver’s licence, passport or a mix of documents) to the collector for documenting on the chain-of-custody form.
- f) Any specimen giving either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to the accredited laboratory for confirmatory testing.
- g) If the integrity is suspect the applicant shall stay at the collection site and be supervised at all times until s/he can provide a second urine specimen (within 3 hours). This second specimen will also be forwarded to the laboratory for both drug and specimen integrity testing. Both the original and further specimens shall be uniquely labelled and accompanied by their individual chain-of-custody forms which will be cross referenced.
- h) The applicant must not commence employment until a negative drug test has been returned.

1.3 Positive test result

An applicant returning a positive test result will not be considered for a position with NZ Steel. The applicant cannot reapply for a position with NZ Steel for a minimum of 12 months and may need to demonstrate successful participation in an approved rehabilitation programme.

The positive test result will be recorded for reference and in carrying out this process, NZ Steel will comply at all times with the Privacy Act 1993 (refer to [section 13](#))

1.4 Withdrawal of application

If an applicant withdraws from the selection process as a result of either:

- › a screening breath alcohol test being above zero, or
- › a “not negative” screening test for drugs

and the confirmatory tests for alcohol and/ or drugs have not been completed, the alcohol and/ or drug screening results will be recorded for reference. The applicant cannot reapply for a position with NZ Steel for a minimum of 12 months and may need to demonstrate successful participation in an approved rehabilitation programme.

NZ Steel will comply at all times with the Privacy Act 1993 (refer to [section 13](#)).

2. Internal Transfer

2.1 When applied

Internal transfer drug and alcohol testing may be applied to a NZ Steel employee where:

- › The employee has been offered a new appointment and/or
- › The offer places the employee in a new role and/or
- › The offer changes their employment status.

Internal drug and alcohol testing may also be applied to an employee of another BlueScope business unit where:

- › The employee has been offered a new appointment at NZ Steel and/or
- › The offer places the employee in a new role at NZ Steel.

2.2 Procedure

- a) Employee is informed that their appointment is subject to a negative drug and alcohol test.
- b) Employee gives written consent to the internal transfer drug and alcohol test (refer to worksheets under [Associated Documents](#) (section 15)).
- c) Employee will be directed to the Medical Centre or another NZQA qualified specimen collector and “on-site” screener to collect the urine and conduct an “on-site” screening test. Any specimen giving either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to the accredited laboratory for confirmatory testing.
- d) Breath alcohol testing will be conducted by a trained breath alcohol tester using an approved, calibrated breath testing device and approved procedures.
- e) An employee refusing to take a drug and/or alcohol test will not be considered for the internal transfer.

2.3 Positive test result

Where a New Zealand Steel employee returns a positive result, [section 6.1](#) will apply.

Where an employee of another BlueScope business unit returns a positive result, they will not be considered for the internal transfer and their business unit will be notified.

3. Reasonable Cause Drug and Alcohol Testing

Refer to flowchart under [Associated Documents](#) (section 15).

3.1 When applied

This procedure will apply if there is reasonable cause to believe from an employee or contractor's actions, appearance, behaviour or performance that s/he may be affected by drugs and/or alcohol at work.

This assessment will be made either:

- a) when two people (or more), one of whom is a trained manager (refer to [section 9](#)), have witnessed the employee's behaviour and have reasonable cause to believe that the person may be affected; or
- b) if a second suitable person is not available, a manager who has undergone appropriate training (refer to [section 9](#)), is able to make a reasonable cause assessment.

A non-exclusive list of reasonable cause indicators are listed in the Reasonable Cause Indicators Worksheet (refer to worksheets under [Associated Documents](#) (section 15)). This Schedule also includes the documentation to be completed as part of the reasonable cause assessment and investigation.

Reasonable cause testing may also be applied when:

- a) paraphernalia associated with drug and/or alcohol use is found on a NZ Steel worksite or in the possession of an employee or contractor while at work; or
- b) NZ Steel is made aware that an employee or contractor may be working under the influence of drugs and/or alcohol or is observed using, possessing, distributing or consuming drugs or alcohol or related paraphernalia during work time or during any breaks during work time, whether on or off NZ Steel's premises.

3.2 Drug dog searches

A specialist drug detection dog team will conduct periodic unannounced inspections of the NZ Steel premises (examples of search areas may include, but are not limited to, offices, lockers, operational areas, bags, and vehicles parked anywhere on site) for the purpose of detecting the presence of drugs.

The reasonable cause test component of these procedures may be applied when a drug detection dog provides a positive indication of recent possession and/or use of drugs such as:

- a) a positive indication in respect of an employee or contractor's person or clothing;
- b) a positive indication in respect of a vehicle that an employee or contractor has either driven to work in, or travelled in as a passenger on the way to work or during that shift (breaks etc); or
- c) a positive indication in respect of a locker, possession or equipment that belongs to an employee or contractor or that an employee or contractor has been using.

3.3 Procedure

If reasonable cause to test for drugs and/or alcohol is determined, the manager will:

- a) Request that the employee or contractor undertakes a drug and alcohol test, and advise that s/he may consult their representative but that testing cannot be delayed. Testing for alcohol should be conducted within one hour, and the urine specimen collected for the drug test within three hours of identifying that a test is required. If the timing is exceeded, the testing will still be required to take place as soon as possible.
- b) Contact the Medical Centre or another certified NZQA qualified specimen collector, “on-site” screener and alcohol tester to advise them of the need to conduct a drug and/or alcohol test.
- c) Obtain written consent for both the alcohol and drug test (refer to worksheets under [Associated Documents](#) (section 15)).
- d) Follow the procedures for Managing the Testing Process and Alcohol and Drug Testing which are set out in [Schedules B](#) and [C](#). See also the decision-making flowcharts under [Associated Documents](#) (section 15).

4. Post-Accident / Incident Drug and Alcohol Testing

Refer to flowchart under [Associated Documents](#) (section 15).

4.1 When applied

An employee or contractor will be tested for the presence of drugs and/or alcohol if they are directly involved in any of the following circumstances:

- a) An actual consequence of an incident rated 2 or higher, or a potential consequence of an incident rated 3 or higher (refer [BSL-HSE-S-03-01 HSE Risk Management](#));
- b) An incident that results in damage to any plant, equipment, building, structure or other thing;
- c) A breach of the [Life Preserving Principles \(Cardinal Rules\)](#), including deliberately acting in a manner to cause harm to others e.g. fighting.

4.2 Procedure

The Manager must:

- a) Determine whether there is sufficient cause to test for drugs and alcohol. If the event falls within the definition of Serious Accident/Incident (refer [Schedule A](#)), the testing should be mandatory for all persons involved.
- b) The Manager will first assess if it is practical to require a test (see section 4.3 below for emergency situations).
- c) If a reason to test for drugs and/or alcohol is determined, the manager will request that the employee or contractor undertakes a drug and alcohol test, and advise that s/he may consult their representative at this time but that testing cannot be delayed. Testing for alcohol should be conducted within one hour and the urine specimen collected for the drug test within three hours of identifying that a test is required. If the timing is exceeded, the testing will still be required to take place as soon as possible.

- d) Contact the Medical Centre or another certified NZQA qualified specimen collector, “on-site” screener and alcohol tester to advise them of the need to conduct a drug and/or alcohol test.
- e) Obtain written consent for both the alcohol and drug test (refer to worksheets under [Associated Documents](#) (section 15)).
- f) Follow the procedures for Managing the Testing Process and Alcohol and Drug Testing which are set out in [Schedules B](#) and [C](#). See also the decision-making flowcharts under [Associated Documents](#) (section 15).

4.3 Procedure for emergency situations

If it is not practical for a test to be carried out immediately due to the injuries to the employee, or where other corrective actions are required (management of injury, fire, spill etc), the manager will:

- a) Attend to the immediate actions required; and
- b) Ensure that a NZ Steel representative accompanies the employee to a medical provider so that the required drug and alcohol test can be carried out as soon as practicable by a NZQA qualified collector and/ or person trained to conduct breath alcohol testing.
- c) If the injuries preclude immediate test, ensure the tests are carried out at the first practical opportunity
- d) The reasons for a delay in carrying out the drug and alcohol test will be recorded.

If an employee refuses to consent to a drug and/or alcohol test and there are no medical reasons for the refusal, [section 7](#) will apply.

5. Random Drug and Alcohol Testing

Refer to flowchart under [Associated Documents](#) (section 15).

5.1 When applied

Unannounced random drug and alcohol testing will apply to all employees and contractors.

A randomly selected sample, representing a cross-section of the employees and contractors, will be notified that they are to participate in a drug and alcohol test. 25% of the number of New Zealand Steel employees plus 25% of contractors will be selected annually for testing. NZ Steel will review this 25% periodically. The selection process is conducted by an external service provider who will be required to use the two pot system for conducting the selection process (refer to [Schedule A](#) for definition).

5.2 Procedure

The person delegated the responsibility for managing the random testing process will:

- a) Advise the employee that s/he has been randomly selected.
- b) Contact the Medical Centre or another certified NZQA qualified specimen collector, “on-site” screener and alcohol tester to advise them of the need to conduct a drug and/or alcohol test.

- c) Obtain written consent for both the alcohol and drug test (refer to worksheets under [Associated Documents](#) (section 15)).
- d) Follow the procedures for Managing the Testing Process and Alcohol and Drug Testing which are set out in [Schedules B](#) and [C](#). See also the decision-making flowcharts under [Associated Documents](#) (section 15).

6. Outcomes from a Positive Drug and Alcohol Test Result

6.1 Employees

If a confirmed test result is positive for drugs or alcohol, or if it is determined that the specimen integrity has been compromised, serious misconduct procedures may apply and disciplinary processes may follow. NZ Steel will select one or more of the following options:

- a) If an employee produces a confirmed positive drug or alcohol test result, then that person will be removed from the employment site and may be suspended (on full pay for NZ Steel employees) until the matter is resolved (either by rehabilitation or by disciplinary action as described below).
- b) For the first positive test result, the employee (excluding a contractor) may be offered the opportunity to be referred to NZ Steel's drug and alcohol assessment and rehabilitation programme (see section 8 below). This option is entirely at the discretion of NZ Steel.
- c) If an employee is not offered assessment and rehabilitation by NZ Steel, the positive test shall be treated as an allegation of serious misconduct and appropriate disciplinary procedures will be applied, including the possibility of dismissal.
- d) If the employee refuses assessment and rehabilitation, the positive test shall be treated as an allegation of serious misconduct and appropriate disciplinary procedures will be applied, including the possibility of dismissal.
- e) If the employee tests positive for alcohol and/or drugs a second time, it is unlikely that NZ Steel will offer referral to the drug and alcohol assessment and rehabilitation programme (although NZ Steel reserves the right to do so in special or exceptional circumstances). The second positive test shall be treated as serious misconduct and appropriate disciplinary procedures will be applied, including the possibility of dismissal.

6.2 Contractors

If a contractor tests positive, s/he will be banned from all NZ Steel sites and will no longer be able to provide services to NZ Steel. The contractor's company will be advised of the result and consequences of the positive drug and alcohol test.

7. Refusal to Consent to Drug and Alcohol Testing

7.1 Behaviour constituting refusal

Behaviour that constitutes a refusal to consent to a drug and/ or alcohol test may include, but is not limited to, the following situations:

- a) Refusal to consent to a drug and alcohol test.
- b) Unreasonably failing to advise, in a timely manner, of an accident/incident where the nature of the accident/incident is such that it might require alcohol or drug testing.
- c) Leaving the scene of an accident without a valid reason before a test has been conducted.
- d) Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation (a maximum of three hours is the limit for providing a urine specimen).
- e) Tampering with or attempting to adulterate the specimen or collection procedure.
- f) Not cooperating with the “chain of custody” procedures defined in [Schedule A](#).

7.2 Consequences of refusal

If an employee refuses to consent to a drug and/ or alcohol test, the refusal will be treated as serious misconduct and may result in disciplinary action, up to and including dismissal. The employee will remain removed from the employment site and may be suspended (on full pay for NZ Steel employees) until the matter is investigated and the outcome is determined.

If a contractor refuses to consent to a drug and/or alcohol test, the contractor will no longer be able to provide services to NZ Steel. The contractor and if applicable their employer will be advised of the consequences of refusal.

8. Drug & Alcohol Assessment and Rehabilitation for New Zealand Steel Employees

8.1 Voluntary assessment and rehabilitation

All employees are able to voluntarily access NZ Steel’s supported drug and alcohol assessment and rehabilitation programme. Voluntary assessment and rehabilitation is not available if the employee is asked to consent to a drug and/or alcohol test and the testing has not been conducted or where the testing has resulted in a positive test result.

8.2 Company-referred assessment and rehabilitation

Employees returning a positive drug and/or alcohol test for the first time, and who wish to continue employment with New Zealand Steel, may be offered a referral to NZ Steel’s supported drug and alcohol assessment and rehabilitation programme. NZ Steel reserves the right not to offer assessment and rehabilitation and instead to proceed with disciplinary action as described in [section 6](#).

A decision on whether or not the employee will be offered assessment and rehabilitation will be made jointly by the Vice President of Human Resources (or delegate) and the employee’s manager and may include the company doctor.

If an employee fails to take part in or complete the programme as scheduled, the failure will be treated as serious misconduct and may result in disciplinary action, up to and including dismissal.

8.3 Funding

NZ Steel will fund assessment and rehabilitation as follows:

- › Initial assessment by a substance abuse service provider.
- › Up to six sessions with a drug and alcohol substance abuse specialist.
- › Comparison testing during rehabilitation (see section 8.5 below).
- › All unannounced follow-up tests over two years (see section 8.6 below).

8.4 Procedure

The following procedure will apply for all employees entering the assessment and rehabilitation programme:

- a) The employee must sign a D&A Assessment and Rehabilitation Contract agreeing to enter into the programme (refer worksheet under [Associated Documents](#) (section 15)) and consent to follow-up testing.
- b) If an employee voluntarily enters the programme, the first 3 sessions (up to 2 hours per session) can be attended within normal working hours and covered by leave entitlements. All remaining sessions shall be attended outside of work hours unless otherwise agreed.
- c) If an employee accepts the offer of a company referred programme, they may use leave entitlements, including in the first instance sick leave (if available and not including prolonged sick leave), other leave entitlements or unpaid leave whilst undergoing rehabilitation.
- d) The Vice President of Human Resources (or delegate) or the NZS Medical Centre will arrange an initial appointment for the employee to meet with a substance abuse specialist.
- e) Rehabilitation will commence. The substance abuse specialist will arrange treatment or further specialist advice as considered necessary. The substance abuse specialist will advise the Vice President of Human Resources (or delegate) or the company doctor on the expected period for treatment and the frequency of comparison testing in order to monitor progress and assess whether the terms of the assessment and rehabilitation contract are being met.
- f) The substance abuse specialist will provide the Vice President of Human Resources (or delegate) or the company doctor with ongoing information as to the attendance and participation of the employee in the assessment and rehabilitation programme.
- g) After the initial period of treatment has been completed, the substance abuse specialist will report to the Vice President of Human Resources (or delegate) or the company doctor on whether the employee has completed the course of treatment, the necessity or value of further treatment, and whether the employee should be permitted to return to work.
- h) If the assessment and rehabilitation programme requires more than six sessions, the employee will be required to fund any sessions beyond the first six sessions paid for by NZ Steel, unless otherwise agreed and approved by the VP Human Resources.

8.5 Return to Work decision

On advice from the substance abuse specialist, the Vice President of Human Resources (or delegate) or the company doctor will make a return to work decision. This decision will be notified to the employee's manager. The return to work decision will be based upon:

- a) A comprehensive drug and/or alcohol assessment report from the substance abuse specialist. This report will indicate the employee's ability and readiness to change behaviour. In some instances, the substance abuse specialist may recommend that the employee abstain from drugs and/or alcohol as part of his/her treatment programme. In such circumstances, a "zero" result for drugs and/or alcohol will be expected, which is a higher standard than that required for "return to work".
- b) Comparison drug and/or alcohol test results
 - › Comparison drug testing; This test and report is used to monitor the employee's pattern of use since the initial test. The urine specimens are sent to the laboratory and the request is made to conduct comparison testing. The laboratory will then compare the result with that from the initial urine tested (referred to as the base line drug test result).
 - › Alcohol testing; tests for recent use of alcohol

The return to work decision may recommend a full resumption of duties, a partial resumption of duties or alternative duties as appropriate.

8.6 Follow-up testing

- a) On completion of the assessment and rehabilitation programme, the employee will be subject to a minimum of six unannounced follow-up drug and alcohol tests per year over two years to ensure that rehabilitation has been successful.
- b) The drug tests will include both on-site screening and the requirement to send all urine specimens (both not-negatives and negatives) to the laboratory for testing for the standard and extended range of drugs. The tests will look for the presence in the employee's system of any amount of a drug (not restricted to cut-off levels).
- c) A second positive test outside the treatment period may result in disciplinary action, up to and including dismissal.

The procedure for follow-up drug and alcohol testing shall follow the principles set out in [Schedules B](#) and [C](#).

9. Education & Training

9.1 General awareness

To achieve a drugs and alcohol risk-free workplace, NZ Steel aims to engage with employees and contractors to support this through the provision of education and training.

An educational programme on drug and alcohol abuse is available to all NZ Steel employees. The programme will include information on:

- › the risks and effects of drugs and alcohol use
- › use / misuse / abuse / dependency

- › the application of NZ Steel's Workplace Drug and Alcohol Policy and Procedures
- › the testing options
- › how drug and alcohol tests are conducted
- › the drug and alcohol rehabilitation programme

9.2 Policy management & reasonable cause recognition (managers)

Training for managers and other key personnel will be provided in the form of regular workshops, online learning opportunities and coaching. The training will cover:

- › recognising the signs and symptoms of drug and alcohol misuse;
- › identifying reasonable cause for drug and/ or alcohol testing;
- › the application of NZ Steel's Workplace Drug and Alcohol Policy and Procedures
- › understanding the drug and alcohol testing processes

10. Use, Possession, Sale or Transfer of Drugs or Alcohol on New Zealand Steel Worksites

10.1 Employees

Any employee found using or in possession of alcohol, drugs or drug paraphernalia on a NZ Steel worksite (excluding legal drugs and medications: refer [Schedule A](#) for definitions), whether on their person or otherwise in their possession, will be subject to serious misconduct procedures which may lead to disciplinary action up to and including dismissal.

Any employee found involved in the sale or transfer of drugs or drug paraphernalia on a NZ Steel worksite will also be subject to serious misconduct procedures which may lead to disciplinary action up to and including dismissal.

10.2 Contractors

Any contractor found using or in possession of alcohol, drugs or drug paraphernalia on a NZ Steel worksite (excluding legal drugs and medications: refer [Schedule A](#) for definitions), whether on their person or otherwise in their possession, will be banned from all NZ Steel sites and will no longer be able to provide services to NZ Steel. The contractor's company will be advised of the relevant event and consequences.

Any contractor found involved in the sale or transfer of drugs or drug paraphernalia on a NZ Steel worksite will also be banned from all NZ Steel sites and will no longer be able to provide services to NZ Steel. The contractor's company will be advised of the relevant event and consequences.

11. Company Functions & Events

Alcohol will not be permitted or supplied for company functions and events on any NZ Steel worksite. All offsite functions and events (including at Endura House) will be carried out in accordance with NZ Steel's Safe Hosting Guidelines (refer [Schedule D](#)).

12. Use of Prescribed, Pharmaceutical or Other Medication

If an employee or contractor is on a medication which is prescribed by a medical professional or purchased from a pharmacy or an “over the counter” or online outlet, it is their responsibility to seek advice from a doctor, pharmacist or other authority on whether any side effects from the medication could present a risk in his or her job (eg dizziness, fatigue, drowsiness, altered perception, mood swings, or loss of coordination).

If the employee or contractor has reason to believe that any medication could cause any such side effects, they should immediately notify the NZS Medical Centre or their manager so that NZ Steel can take any necessary steps to provide a safe workplace. This could include temporarily assigning alternative duties or granting an appropriate leave entitlement.

The company may seek medical advice to determine the effects of any prescribed drugs or other medication, the impact in the workplace and how best to manage these effects.

All advice received on the use of prescribed drugs and other medication will be treated by the company in the strictest confidence (see [section 13](#)).

13. Privacy

All information gathered by NZ Steel as a result of drug and/or alcohol testing is collected for the purpose of implementing NZ Steel’s Workplace Drug and Alcohol Policy and Procedures. In carrying out this process, NZ Steel will comply at all times with the Privacy Act 1993. NZ Steel Medical Staff and/or Human Resources will hold all relevant information in secure filing systems.

Information about an employee or contractor will only be disclosed if required to meet NZ Steel’s duty to provide a safe workplace. Disclosure of information to third parties (including future employers) will require the prior consent of the employee.

14. Review of Policy and Procedures

New Zealand Steel’s Workplace Drug and Alcohol Policy and Procedures will be reviewed periodically and changes may be made at the discretion of the Company, following the appropriate consultation process.

15. Associated Documents

[D&A Testing: Pre-employment \(flowchart\)](#)

[D&A Testing: Random \(flowchart\)](#)

[D&A Testing: Post-Accident/Incident \(flowchart\)](#)

[D&A Testing: Reasonable Cause \(flowchart\)](#)

[Consent Form for Drug Testing](#)

[Consent Form for Breath Alcohol Testing](#)

[Reasonable Cause Indicators](#)

[D&A Assessment and Rehabilitation Contract](#)

Schedule A | Definitions

Adulteration Deliberate use of a substance to compromise, or attempt to compromise, the integrity of urine in order to attempt to “beat” the drug test: e.g. specimen dilution, using a masking agent, or providing a substitute urine specimen.

Alcohol Includes any substance or beverage that contains ethyl alcohol including, but not limited to, beer, wine, pre-mix drinks and other spirits.

Breath Alcohol Testing Device (breathalyser) A Breath Alcohol Testing device is a unit designed to accurately measure breath alcohol content. The unit must meet the Australian Standard: AS 3547-1997/ Amendment 1-2000 (Type 2) “Breath Alcohol testing devices for personal use”.

Chain of Custody

- 1. Employee to be tested:** Post Accident/ Incident, Reasonable Cause, Random, Follow-up
The employee will be closely supervised and accompanied by the manager (or the manager’s delegate) from the time of notification of the requirement to test until s/he has been delivered to the NZQA qualified collector. For post-accident/incident and reasonable cause, all attempts will be made to get the alcohol test conducted within 1 hour and the urine specimen collected for the drug test within 3 hours (refer to 7.4 for emergency situations). For random testing and follow-up, systems will have previously been arranged to ensure the above time constraints are able to be met.

- 2. Urine Collection**
A series of procedures to account for the integrity of each specimen by tracking its handling and storage from the point of specimen collection to final disposal of the urine.

Chain of Custody forms are used to document the data from the time of collection of the specimen, throughout the on-site screening process and (where required) its receipt by the laboratory as well as dispatch between laboratories. Thereafter, appropriate laboratory data systems and documentation account for the handling of the urine or aliquots within the laboratory.

Collector

- 1. Drugs**
A person who has successfully completed NZQA qualifications demonstrating compliance with AS/NZS 4308: 2008 for:

- › specimen collection, handling, storage and dispatch of specimens; and
- › “on-site” screening

and who has received a statement of attainment in accordance with NZQA.

The two unit standards required are:

- › US 25458 “Perform urine specimen collection in the workplace for drug testing.”
- › US 25511 “Perform urine drug screening in the workplace.”

Collector <i>(continued)</i>	<p>2. Alcohol</p> <p>A person who has been trained to use a Breath Alcohol Testing device in compliance with the testing procedures detailed in Schedule C. The person can be either an authorised Company employee or a third party.</p>
Comparison Testing	<p>Testing conducted when a person is undertaking a rehabilitation programme:</p> <p>Comparison drug testing: This test and report is used to monitor the employee's pattern of use since the initial test. The urine specimens are sent to the laboratory and the request is made to conduct comparison testing. The laboratory will then compare the result with that from the initial urine tested (referred to as the base line drug test result).</p> <p>Comparison Alcohol testing: tests for recent use of alcohol</p>
Confirmatory Test	An analytical procedure that uses mass spectrometry to unequivocally identify the presence of a specific drug and/or metabolite.
Cut-off Concentration (drugs)	<ol style="list-style-type: none"> 1. A urine level of a drug and/ or metabolite, dictated by Table 2 of AS/NZS 4308:2008 (refer to Schedule C; 2) at and above which the confirmed result will be reported by the laboratory as "positive" and below which it will be reported as "negative". 2. A urine level of a drug and/ or metabolite, not listed in Table 2 of AS/NZS 4308:2008, at and above which the laboratory will report the result as "positive" and below which it will be reported as "negative." The laboratory is required to determine the appropriate level. See Schedule E for Canterbury Health Lab Current list of Drugs: Extended Testing Panel.
Drug	Substances which are illicit or restricted drugs, drugs covered by Psychoactive Substances Act and some currently legal drugs which have the potential to cause impairment. The term "drug" includes (but is not limited to) cannabis and hashish, opiates (such as heroin, morphine, desomorphone (krokodil)) cocaine, amphetamine type substances (speed, "P", ecstasy and party pills containing benzylpiperazine), synthetic cannabinoids (e.g. K2, kronic, spice, fake weed), cathinone derivatives (bath salts), kava, LSD, NBOMe and other phenylethylamine psychedelic substances. The term also includes misuse of some prescription drugs (e.g. tranquilisers, sedatives, and oxycodone) and other currently legal party pills and herbal highs. Other "mind altering" substances can be added to the testing suite as they become available and are misused.
Drug Testing Standards	<p>Urine</p> <p>AS/NZS 4308:2008 "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine." NB: any updated version will replace the 2008 version.</p>
Employee	This policy and procedures covers those employed as permanent (part time or full time), casuals or fixed term. Contractors are also required to comply with this policy and procedures and are included in the term "employee" with the exception of assessment and rehabilitation items which are not provided by New Zealand Steel to its contractors or visitors.
Extended testing	Laboratory based testing for the drugs or drugs classes which are not able to be detected using on-site screening devices. These include (but are not limited to) synthetic cannabinoids, cathinone derivatives (bath salts), kava, LSD, NBOMe, other phenylethylamine psychedelic substances, party pills and herbal highs, some commonly abused prescription drugs and other "mind altering substances" as they become available and are misused.

Follow up Testing Unannounced testing for drugs and alcohol after an employee has completed the assessment and rehabilitation programme and a “Return to Work” decision has been made (refer to [Section 8.5](#)). Follow-up tests for drugs will include laboratory testing for the extended range of drugs. The tests will look for the presence in the employee’s system of any amount of a drug (ie not restricted to cut-off levels).

Integrity Testing Testing for substances that affect the detection or quantitation of drugs or metabolites in the specimen.

Laboratory A testing facility accredited against AS/NZS 4308:2008 (or any updates) at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or its metabolite(s) and report positive results only if the drug/ metabolite is at or above the confirmatory cut-off concentration.

Legal Drugs & Medications Legal substances available used by employees to assist with recognised medical conditions, including both prescription and over the counter drugs/medication. [Section 12](#) covers declaring this medication where there are potential risk side effects.

Manager The individual’s direct manager which could be a Supervisor/Team Leader, Superintendent, Manager or any other position that has direct reports.

Medical Review Officers or Company Doctor The Company Doctor (or a Medical Review Officer) is a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results.

Metabolite A metabolite is a breakdown product of a drug that may be less toxic and easier to excrete than the substance taken. Some drugs are not broken down, but they are converted into a form that is more water soluble. They are also metabolites.

Negative Alcohol Test Zero alcohol tolerance - means a level of alcohol below 100 micrograms per litre (µg/litre) of breath.

Negative Drug Test Means that as the result of a urine screening test (on-site or laboratory) and/ or a confirmed laboratory testing, either no drug(s) and/ or metabolite(s) are detected or the concentration(s) of drug(s) and/ or metabolite(s) detected are either:

- › below the screening or confirmatory cut-off concentration(s) specified in tables 1 and 2 of AS/NZS 4308:2008 (see table 2: [Schedule C](#); 2.5), or
- › below the confirmatory cut-off concentration determined by the laboratory for those substances not tabled in AS/NZS 4308: 2008. See [Schedule E](#) for Canterbury Health Lab Current list of Drugs: Extended Testing Panel..

Not Negative Drug Screening Test If the on-site screening device indicates the possible presence of a drug class (using screening test cut off concentration(s) as defined by Table 1 of AS/NZ 4308:2008) or if the specimen integrity is in question, the result is reported as not negative. The collector shall dispatch the specimen (split into more than one sample) to the laboratory for confirmatory testing.

An interim report may be issued that can only advise that the specimen requires further laboratory testing, **i.e. no indication of what caused the not negative.**

On-site Screening Test	<p>An Immunoassay device used to exclude the presence of drugs and/or metabolites in urine at the site of specimen collection and which has been verified in accordance with Appendix B of AS/NZS 4308:2008 (or any updates).</p> <p>This test must be carried out by a NZQA qualified collector. In the event that the specimen gives a not negative screen it must be sent to a laboratory for confirmatory testing.</p>
Positive Alcohol Test	Zero alcohol tolerance means a level of alcohol in the breath at or above 100 micrograms per litre (µg/litre).
Positive Drug Test	<p>Means that as a result of laboratory confirmatory testing of the urine the concentration(s) of drug(s) and/ or metabolite(s) recorded are either:</p> <ul style="list-style-type: none"> › at or above the confirmatory cut-off concentration(s) specified in Table 2 of AS/NZS 4308:2008 (Schedule C; 2.5), or at or above the confirmatory cut-off concentration determined by the laboratory for those substances not tabled in AS/NZS 4308: 2008. See Schedule E for Canterbury Health Lab Current list of Drugs: Extended Testing Panel.
Random Selection	<p>Selection will be conducted by a 3rd party using the “two pot” model. This model ensures that over time all employees are selected for testing. However, within a selected timeframe, some employees may be selected more than once.</p> <p>The selection process starts with identical employee lists in each “pot”. In each selection event 50% of the names are drawn from Pot 1 and 50% from Pot 2. Pot 1 gets repopulated with those names selected but the selections from Pot 2 are deleted. Eventually Pot 2 gets drained.</p>
Safety Critical	Safety critical work is work where the actions or inactions of a person may lead directly to an accident/incident affecting the safety of that person and other people, or the safety of property. All NZ Steel sites are deemed to be safety critical sites. Hence all employees and contractors will be included in random testing programmes.
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 the specimen integrity is compromised. A specimen resulting in a “not negative” screen test must be sent to the laboratory for confirmatory testing.
Serious Accident / Incident	<p>After an accident/ incident mandatory testing will occur where the person(s) is/are directly involved in an incident that is;</p> <ul style="list-style-type: none"> › An actual consequence of 2 or higher or potential consequence of 3 or higher (Refer to BSL-HSE-S-03-01 HSE Risk Management) or › An incident that results in damage to any plant, equipment, building or structure or other thing); or › A breach of the Life Preserving Principles (Cardinal Rules), including deliberately acting in a manner to cause harm to others e.g. fighting.

Serious Misconduct The following circumstances are strictly prohibited and will be deemed to be Serious Misconduct:

- a) The use, sale, transfer or possession of drugs and/or alcohol while on company property or a company worksite.
- b) Reporting to and/or undertaking work with a risk level of drug(s) in the system
- c) Having any level of alcohol at or above 100 micrograms of alcohol per litre of breath. (zero alcohol tolerance)
- d) Having a urine level of drug and/ or metabolite that is equal to or exceeds the confirmatory concentrations in Table 2 of the Australian/New Zealand Standard, AS/NZS 4308:2008, (see [Schedule C](#); 2.5): “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine”
- e) Having an unacceptable urine level of a drug of abuse (and/or its metabolite) which is not listed in Table 2 of AS/NZS 4308:2008 (see [Schedule C](#); 2.5). See [Schedule E](#) for Canterbury Health Lab Current list of Drugs: Extended Testing Panel.
- f) Compromising or attempting to compromise the integrity of the urine specimen or the testing process.

Testing Procedures 1. **Drug Testing** (see [Schedule C](#); 2): AS/NZS 4308: 2008 compliant

Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct “on-site” drug screens (US 25511). The screen is conducted using an AS/NZS 4308:2008 verified “on-site” screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.

2. **Alcohol Testing** (see [Schedule C](#); 1)

Breath alcohol tests will be conducted using an Approved Testing Device which meets the Australian Standard: AS3547:1997/Amendment 1-2000 (Type 2) “Breath Alcohol Testing devices for Personal use”. The threshold levels will be the equivalent of zero alcohol tolerance i.e. 100 micrograms of alcohol per litre of breath.

Workplaces/sites A reference to a workplace or site includes all premises (whether owned by NZ Steel or leased), including offices, operational sites, company vehicles and any off site facilities such as warehousing where owned or leased by NZ Steel.

Schedule B | Procedures for Managing the Testing Process

Reasonable Cause Post Accident/ Incident Random Follow-up

The Manager must:

1. From the time of notification, arrange for the employee / contractor to be accompanied at all times and escorted to the Medical Centre or another NZQA qualified collector and “on-site” screener and trained breath testing provider.
2. Ensure that the employee/contractor has identification to present to the collector.
3. Obtain written consent for alcohol and drug testing (refer to worksheets under [Associated Documents](#) (section 15).
4. When the employee/contractor arrives at the collecting site, the collector shall request identification. If the individual’s identity cannot be established unequivocally, then the collector shall not proceed with the collection.
5. If the alcohol test is negative, the urine is collected for the drug test.
6. If the alcohol test is positive, the urine drug screen is conducted and the employee/contractor is removed from the employment site until the disciplinary hearing. An employee may be suspended (on pay for employee but not contractor).
7. If the urine specimen returns a “not negative” screening result or its integrity is suspect (see extra step 7), it is dispatched to the laboratory for confirmatory testing. The employee/contractor is removed from the employment site until the confirmed test results are available from the laboratory. An employee may be suspended (on pay for employee but not contractor).
8. If the integrity is suspect the employee/contractor shall stay at the collection site (or another suitable location) and be supervised at all times until s/he can provide a second urine specimen (to be collected within 3 hours). Both the original and second specimens will also be forwarded to the laboratory for both drug and specimen integrity testing. The original and further specimens shall be uniquely labelled and accompanied by their individual chain-of-custody forms which will be cross referenced.
9. Extended Testing:
 - a) Post Accident/ Incident, Reasonable Cause and Follow-up Testing: If the urine specimen returns a negative screening result, the urine will be forwarded to the laboratory for extended screening and confirmatory testing. NZ Steel must request that the laboratory tests for additional drugs (eg synthetic cannabinoids, kava, party drugs, LSD, cathinone derivatives, krokodil, NBOME) which will not be covered by the normal screening panel.
 - b) Random Testing: If the urine specimen returns a negative screening result, the urine may, on some random testing events, be forwarded to the laboratory for extended screening and confirmatory testing. NZ Steel must request that the laboratory tests for additional drugs (eg synthetic cannabinoids, kava, party drugs, LSD, cathinone derivatives, krokodil, NBOME) which will not be covered by the normal screening panel.

10. If using an external collector, the manager will advise the collector to inform the laboratory that extended tests are required.
11. Extended Testing & Suspension:
 - a) Reasonable Cause Testing: If extended testing is being requested for Reasonable Cause, the manager will remove the employee/contractor from the employment site until the confirmed test results are available from the accredited confirmatory laboratory. An employee may be suspended (on pay for employee but not contractor).
 - b) Post Accident/Incident, Random & Follow-up Testing: If extended testing is being requested for post accident/incident, random or follow-up testing the manager will determine whether to remove the employee/contractor from the employment site until the confirmed test results are available from the accredited confirmatory laboratory. This will be based on their assessment of whether the employee/contractor is likely to be affected by drugs or alcohol. An employee may be suspended (on pay for employee but not contractor).

Schedule C | Procedures for Alcohol and Drug Testing

1. Alcohol Testing Procedure

1.1 Alcohol Tolerance

For an alcohol test to be deemed positive, there must be a level of alcohol in the employee's/contractor's breath at or greater than 100 micrograms per litre (100µg/L) in the confirmatory test. This is equivalent to zero alcohol tolerance.

1.2 Procedures

All aspects of the testing procedure will be carried out in a confidential and private manner.

The test for alcohol will be carried out by using a breath alcohol testing device, which complies with the AS3547:1997/Amendment 1-2000 (Type 2), "Breath alcohol testing devices for personal use." The person conducting the test will have been trained in the procedures and use of the testing device.

- a) The employee/contractor (refer to as donor) will be closely observed for 10 minutes prior to the test to ensure they have not taken any fluid, food or other substances into the mouth.
- b) An Alcohol Testing Informed Consent Form will be signed (refer to worksheets under [Associated Documents](#) (section 15)).
- c) The donor must provide verification of identity.
- d) The screening test will require the donor to blow into the device with a disposable mouthpiece.
- e) If the result is negative no further test follows.
- f) If the result is above zero, a confirmatory test on the same or at least an equivalent device (using a new mouthpiece) will be conducted after a 15-20 minute period. The person must be supervised (as described above) during this period.
- g) The time and result will be recorded.
- h) The confirmatory result will be considered the final result.
- i) The donor, manager, and person doing the test will sign acknowledgment of the result and time.

2. Drug Testing Procedures

2.1 Testing Standard: AS/NZS 4308:2008

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will comply with the strict criteria dictated by AS/NZS 4308:2008: "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine."

NZQA qualified collectors will either;

- › collect specimens, conduct an “on-site” screening test using a fully verified device and processes which comply with AS/NZS 4308: 2008, and forward any “not negative” specimens to the accredited laboratory for confirmation testing, or
- › collect specimens and forward them directly to the accredited laboratory for full laboratory based testing.

2.2 Procedures

- a) An informed consent form (refer to worksheets under [Associated Documents](#) (section 15)) will be signed by the applicant/employee/ contractor (refer to as donor). NB: This is the responsibility of NZ Steel and a copy must be presented to the collector to place with their files.
- b) The donor will report to (pre-employment & internal transfer) or be accompanied to (post accident/incident, reasonable cause, random, follow-up) the NZQA qualified collector.
- c) The donor will be required to provide verification of identity before the collection can proceed.
- d) The donor will be able to observe the entire specimen collection, processing, “on-site” screening test and chain-of-custody procedure, including the splitting of the specimen (if it requires confirmation or extended) into three tubes.
- e) A chain-of-custody form will be partially completed initially, with final signatures being applied after the specimen has been collected and processed. This form contains as a minimum:
 - › Verification of donor’s identity.
 - › Two identifiers unique to the donor (e.g. full name and date of birth)
 - › New Zealand Steel details
 - › Results of specimen integrity tests carried out at the point of collection
 - › Declaration by the collector that the specimen has been collected and (if applicable) screened in the donor’s presence using an “on-site” device and procedures in compliance with AS/NZS 4308:2008
 - › Name and signature of collector
 - › Date & time of collection
 - › Confirmation/ signature by the donor that the specimen is their own and was correctly taken
- f) A urine specimen will be provided in a manner which allows for individual privacy. (NB: Observed collections would only be considered if the individual has previously been suspected of compromising specimen integrity)
- g) The donor will be able to note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.
- h) Further tests for specimen integrity (eg dilution, masking agent) will be conducted in the presence of the employee.
- i) The donor will be asked to voluntarily provide information on drugs/ medication they have used recently. This information is only for the laboratory and will not be made available to NZ Steel unless the laboratory is able to match their test findings to the declared medication.

- j) The donor will be asked to read, sign and date the chain-of-custody statement certifying the specimen is theirs and has not been changed or altered at the time of the collection. NB: This step is not carried out until the 'on-site' screening test has been completed and again (if required) once the specimen has been processed for dispatching to the laboratory.
- k) The specimen will be analysed using either option "i" or "ii"
 - i) Screened at the collection site using a verified "on-site" immunoassay device and process which complies with AS/NZS 4308:2008.
 - › If this option is taken, a negative report can be issued provided all drug classes tested for give negative results and the integrity of the specimen is not in question. (NB: For post accident/incident or reasonable cause NZ Steel will also have the specimen forwarded to the laboratory for extended testing for drugs which would not be detected with an "on-site" screen. For some random testing events NZ Steel may also decide to do additional extended laboratory testing. If testing for additional extended drugs is required, the laboratory must be instructed which substances to analyse for (eg synthetic cannabinoids, kava, LSD, cathinone derivatives, NBOMe, oxycodone).
 - › All specimens screening "not negative" or considered to have suspect integrity will be sent to the accredited laboratory for confirmatory testing only.
 - › If the integrity is suspect the donor shall stay at the collection site (or another suitable location) and be supervised at all times until s/he can provide a second urine specimen (to be collected within 3 hours). This second specimen will also be forwarded to the laboratory for both drug and specimen integrity testing. Both the original and further specimens shall be uniquely labelled and accompanied by their individual chain-of-custody forms which will be cross referenced.
 - › The confirmatory process is described below.
 - › If the specimen is being sent to the laboratory, it is split into three samples, one of which will be set aside on laboratory receipt as the donor's reserve sample.
 - › NZ Steel will receive an "Interim Report" which only advises that the specimen requires further testing by the laboratory. There will be no indication from the collector, at this stage, as to the reason for further testing.
 - ii. Dispatched to the laboratory for both the screen and confirmation tests.
 - › The laboratory uses a two-phased process. In the first phase, the specimen is screened using an immunoassay technique or mass spectrometry for the presence of drugs at or above the screening cut-off levels.
 - › If a "not negative" result is obtained, a second, more specific confirmatory test is conducted to confirm the identity of the drug or metabolite and accurately measure the concentration. These methods, either gas chromatography mass spectrometry (GCMS) or liquid chromatography mass spectrometry mass spectrometry (LCMSMS) are considered by scientific and medical experts to be the most reliable procedures available.
 - › Diluents, masking agents and substances affecting the specimen integrity are also tested for.

- › NB: For post accident/incident or reasonable cause NZ Steel will also request that the laboratory conducts extended testing for drugs which would not be detected in the basic screen. For some random testing events NZ Steel may also decide to do additional extended laboratory testing. If testing for additional extended drugs is required, the laboratory must be instructed which substances to analyse for (eg synthetic cannabinoids, kava, LSD, cathinone derivatives, NBOMe, oxycodone).
- › The laboratory will report all the drug classes tested for. If a drug and/or metabolite is either not detected or is detected but below the cut-off concentration tabled in 2.5, the result will be reported as “negative.” Individual drugs and/or metabolites confirmed by GCMS or LCMSMS at level(s) equal to or above the confirmation cut-off concentration tabled in 2.5 will be reported as “positive.” The report will not include the actual concentration(s).
- › For reported confirmed positive results for the additional drugs not covered in 2.5, the laboratory will advise what cut-off concentration was being applied.
- › The laboratory will also report if abnormal dilution or any other integrity measurement may have affected the test result.

2.3 Procedure following laboratory testing

Once a specimen sent to the confirmatory laboratory has been analysed, the following procedure will apply:

- a) All results (positive and negative) reported by the laboratory will be sent to the Medical Centre and/or the VP Human Resources (or delegate).
- b) In the case of a positive result, it may be reviewed by the Company Doctor (or another Medical Review Officer), who will take into consideration declared medication and other factors which might have influenced the test result.
- c) If the confirmed result is positive, [section 6](#) of this policy will apply.

2.4 Dispute with drug specimen result

- a) If a donor disagrees with the first confirmed positive drug test result, s/he has the option of requesting that the reserve split sample is tested at the same or another accredited laboratory. This request needs to be made within seven days of receiving the first positive result. The reanalysis will test for the presence of any amount of the drug (i.e. it is not restricted to cut-off concentrations). Employee will remain removed from employment site and may be suspended.
- b) If the second test result is positive, it is accepted as a conclusive result and costs associated with this second test will be met by the donor. If the second test result is negative, it will be accepted as a conclusive result and costs associated with this test will be met by NZ Steel.

2.5 Drug Testing Confirmatory Test Cut-Off Concentrations (As Total Drug): AS/NZS 4308:2008

Compound	Cut-off level (micrograms/litre)
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine *	500
Pseudoephedrine*	500
11-nor-9-tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
α -hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

* These drugs may be optionally tested within each class and the specified cut-off levels shall apply.

2.6 Confirmatory Test Cut-Off Concentrations (As Total Drug): Drugs Not Listed In AS/NZS 4308:2008

For the drugs / metabolites not listed in AS/NZS 4308:2008, the laboratory will determine what the appropriate cut-off concentration is and advise NZ Steel.

Schedule D | Safe Hosting Guidelines

Purpose

In keeping with Our Bond, New Zealand Steel takes the health and safety of its employees, contractors and visitors seriously and seeks to provide clear guidance on responsible hosting where alcohol is served.

Aim

The aim is to ensure that New Zealand Steel supports the responsible consumption of alcohol at company related functions or events and the alcohol limits prescribed in Company policies or the NZTA drink driving limit is applied dependent on the relevant circumstances.

Company Approval

All functions or events where alcohol will be served must have pre-approval from the relevant Vice President or as delegated to a direct report.

Management attendance at events

All functions or events where alcohol will be served must have a named “responsible” senior manager or “delegate” in attendance for the entire event. This senior manager or delegate is responsible for the safe hosting of the event.

Safe hosting guidelines

- › Clear time limits (start time / finish time) must be set and followed.
- › Food and non-alcoholic drinks must be provided.
- › Beer and wine only will be served.
- › Any employee rostered / returning to work after the event must not consume alcohol.
- › Alternative transport arrangements need to be considered as part of the event planning and participants advised if this available.
- › The senior manager in attendance is responsible for ensuring guests don't drive if they have had too much to drink. This assessment should always err on the side of caution.
- › Inappropriate and antisocial behaviour should be managed in the same way as if the incident occurred in the workplace.

Schedule E | Canterbury Health Lab Current list of Drugs: Extended Testing Panel

Compound	Cut-off level (micrograms/litre)
Synthetic Cannabinoids	
JWH-018	10
JWH-073	10
JWH250 & hydroxyl Metabolite	1
MAM2201 hydroxyl metabolite	1
RCS4 & hydroxyl metabolite	1
XLR11 hydroxyl metabolite	1
AKB48 hydroxyl metabolite	1
JWH019 hydroxyl metabolite	1
JWH200	1
JWH081	1
JWH019	1
JWH122	1
JWH398hydroxyl metabolite	1
AM2201 & hydroxyl metabolite	1
5FAKB48 hydroxyl metabolite	1
Synthetic Amphetamine-type Substances (Cathinones)	
4-methethcathinone	100
chlorophenylpiperazine	100
flephedrone	100
butylone	100
Methylmethcathinone	100
methedrone	100
methylone	100
TFMPP	100
paramethoxyamphetamine	100
ketamine	100

Issue Date: 03.04.2017 | Issue Number: 1

DMAA	100
MBDB	100
MDPV	100
Alpha-PVP	100
trancylcypromine	100
para-methoxymethamphetamine	100
NBOMe Substances	
25INB2OMe	100
25HNB2OMe	100
25ENB2OMe	100
25CNB2OMe	100
25T7NB2OMe	100
25T4NB2OMe	100
25DNB2OMe	100
25PNB2OMe	100
25NNB2OMe	100
25BNB2OMe	100
25T2NB2OMe	100
LSD	100

Current as at December 2016 and subject to change as an when additional drugs are added to the Extended Testing Panel.