

# LINFOX ALCOHOL & OTHER DRUGS STANDARD

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Prepared by

**Linfox Australia Pty Ltd (ACN 004 718 647)**

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### Document History

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1.0	17 February 2006	Human Resources	<ul style="list-style-type: none"> <li>Introduction of D&amp;A Policy</li> </ul>
2.0	15 October 2012	Human Resources	<ul style="list-style-type: none"> <li>Lowering alcohol limit from .05 to .02</li> </ul>
3.0	15 October 2015	Human Resources	<ul style="list-style-type: none"> <li>Introduction of prescription and pharmacy drugs clause</li> </ul>
4.0	19 March 2026	CEO	<ul style="list-style-type: none"> <li>Procedure changed to a Standard. Alcohol limit set to zero.</li> <li>New ability to conduct in-house testing for post incident and for cause situations</li> <li>Additional guidance for prescription drugs and medicinal cannabis.</li> <li>New flow charts to reinforce process</li> <li>New criteria to define what types of incidents require A&amp;OD testing</li> </ul>

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## 1 Purpose

The Linfox Alcohol and Other Drugs (A&OD) Standard outlines our approach for managing risks associated with alcohol and other drugs.

## 2 Scope and Application

This standard applies to all Linfox employees, subcontractor drivers, labour hire, other contractors and visitors on all Linfox sites and operations across Australia and New Zealand.

## 3 Expectations

To ensure that our sites and operations remain safe, Linfox expects everyone associated with our business to:

- a) **Not use**, consume, possess, manufacture, sell, purchase, transfer or have alcohol and/or illicit drugs (including associated metabolites) present in your system while at work.
- b) **Participate** and undergo A&OD testing when requested.
- c) **Co-operate** when A&OD tests return an unconfirmed (non-negative) and/or positive result.
- d) **Declare** the use of prescription medication if you perform a safety critical task.
- e) **Treat** test results as private and confidential.
- f) **Ensure** that any consumption of alcohol at approved offsite functions, events and while traveling is limited and consumed in a responsible manner.

## 4 Procedure

### 4.1 Testing Limits

The following limits apply to all Linfox employees, subcontractor drivers, labour hire, other contractors and visitors.

#### 4.1.1 Linfox

The A&OD limits that apply to all Linfox sites and operations are stipulated below:

- a) For **illicit drugs** and **associated metabolites**, the limit is **NO illicit drugs** present in the person's system.
- b) For **alcohol**, the limit is **ZERO** (BrAC\* and/or BAC\* is 0.00% no presence of alcohol).
- c) For **prescription medications**, refer to section 4.10.

#### 4.1.2 Customers

- a) Any person working at a customer site must abide by the A&OD limits and testing process stipulated by the site.
- b) Where customer A&OD limits are either not stipulated or are of a lower/lesser standard than Linfox, the Linfox A&OD limits outlined in Section 3.2.1 will apply.

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## 4.2 Testing Methods

### 4.2.1 Drug Urine Test

A urine test (drug screen test) is used to detect illicit drug use for all pre-employment medicals. These tests are completed at an approved medical clinic.

### 4.2.2 Drug Saliva Test

An oral saliva test is used to screen for illicit drug use.

If drugs are detected from the saliva test, it will be treated as an 'unconfirmed' (non-negative) result.

For these situations, a 'chain of custody' process will be initiated which involves obtaining a second saliva sample using a new collection device. Both the original sample and the new second sample are sealed in a chain of custody bag, initialled by both the person involved and tester and sent to a NATA (AUS) or IANZ (NZ) accredited laboratory immediately following the test.

The laboratory will provide the final result (negative or positive) typically within 24-48 hours.

### 4.2.3 Alcohol Breath Test

An alcohol breath test is used to detect the presence and concentration of alcohol in a person's breath. These tests are undertaken using either a fixed wall mounted or handheld calibrated breathalyser.

A **passive test** involves a person exhaling (speaking) into the breathalyser sensor.

An **active test** involves a person blowing directly into a breathalyser using a mouthpiece.

The first test (either passive or active test) is used to detect the presence of alcohol.

If the first test returns a positive result, the person will be asked to provide another sample (breath) via an active test. This test will be undertaken 20 minutes after the first test.

The second test (active test) is used to measure the concentration of alcohol on the breath. This is called a breath alcohol concentration (BrAC) reading.

## 4.3 Testing Frequency and Process

### 4.3.1 Pre-Employment Testing

External applicants seeking employment at Linfox must undergo an A&OD test as part of their pre-employment medical.

Labour hire workers who are currently working on a Linfox site and who are seeking employment with Linfox must also undergo a pre-employment A&OD test.

Existing Linfox employees who are changing/moving roles within the business do not need to undergo an A&OD test.

Pre-employment A&OD testing is managed by the Linfox HR Team.

**Refer to Appendix 1.**

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## 4.3.2 Random Testing

All Linfox employees, subcontractor drivers, labour hire, other contractors and visitors will be subject to random A&OD testing at any time while onsite.

The frequency and schedule of testing will be determined by the Linfox Road Compliance Team in partnership with each Linfox Business Unit and the external testing provider.

To eliminate bias and maintain fairness, all people onsite will be subject to random testing in line with the process outlined below:

- Step 1:** Site leader selects a support person to be present for the testing. The support person will be either the union delegate or HSR. In the absence of a union delegate or HSR, an employee will be selected to be present.
- Step 2:** Site leader gathers the names of all persons onsite including employees, leaders, sub-contractor drivers, labour hire workers, other contractors and visitors. During this time, nobody will be allowed to leave the site.
- Step 3:** Union delegate, HSR or selected employee checks the list of names for accuracy (to the best of their knowledge)
- Step 4:** Site leader allocates numbers starting at 1 to every person on the list
- Step 5:** Using an electronic random number generator, a minimum of 8 people will be randomly selected for testing.

Those selected will be required to provide identification, consent to having a test and will be asked a number of questions regarding drug use, alcohol consumption and other drug use including prescription medication.

A minimum of 8 people will be randomly selected to be tested. Where there are 8 or fewer people onsite at the time of testing, all people on site will be tested.

Note: For large multisite locations that have more than one Linfox business unit onsite, the Road Compliance Team will decide the best method for conducting testing (either full site or selected parts of the site).

***Refer to Appendix 2.***

## 4.3.3 For Cause (Under Suspicion) Testing

Where a leader has grounds to suspect that a person may be affected by alcohol or other drugs then that person will be required to undergo an A&OD test.

For Cause testing may be initiated under one or more of the following circumstances:

- a) Person is behaving erratically, unusually or dangerously
- b) Person is suspected of being affected by alcohol or other drugs
- c) Evidence is found of possible alcohol or other drug use

The site leader will provide the person with a reason why the test has been requested. The reason(s) will be documented on the testing consent form.

The site leader must organise the location and time of the test.

The person being tested must be accompanied by a Linfox leader and a support person if requested. The support person will be either the union delegate or HSR. In the absence of a union delegate or HSR, an employee will be selected to be present.

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Those selected will be required to provide identification, consent to having a test and will be asked a number of questions regarding drug use, alcohol consumption and other drug use including prescription medication.

The test must be completed within 2 hours of the leader request.

If a person onsite suspects that a leader may be affected by alcohol or other drugs, they should raise their concerns with either the site health and safety rep (HSR) and/or the local HR team.

Note: a person may be removed from work on observed unsafe behaviour, regardless of the outcome of the A&OD test.

**Refer to Appendix 3.**

#### 4.3.4 Post Incident Testing

People who are directly involved in an incident may be subject to an A&OD test.

Refer to the post incident testing criteria outlined in Appendix 5.

When available, any camera footage of the incident should be reviewed by the relevant business unit to verify the circumstances surrounding the incident.

If a leader becomes aware of or observes that the behaviour of a person either pre or post incident was erratic, unusual or showed signs of being affected by alcohol or drugs, that person may be requested to undergo an A&OD test as per Section 3.4.3 For Cause (Under Suspicion) Testing.

There are two exemptions that apply to post incident testing. These are:

- (i) If the person involved is injured and requires treatment at a medical clinic or hospital, they will not be required to undergo an A&OD test by Linfox.
- (ii) If testing cannot be completed within 2 hours from the time of the incident being reported, the person will not be required to undergo an A&OD test by Linfox.

**Refer to Appendix 4.**

## 4.4 Authorised Testers/Collectors

### 4.4.1 Medical Clinics

For pre-employment medicals, approved medical clinics will be utilised by Linfox to test and collect drug and alcohol samples. The results of these tests will be communicated back to the person responsible for pre-employment checks.

### 4.4.2 Licensed Providers

Licensed testing providers may be contracted by Linfox to conduct alcohol and drug testing across the business.

These providers will operate in accordance with the Linfox A&OD Policy and Standard and in line with AS/NZS 4760:2019 and AS/NZS 4308:2023.

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### 4.4.3 In-house Testing (Post Incident & For Cause Testing Only)

Linfox may utilise authorised and trained leaders to conduct post incident or for cause A&OD testing in accordance with the Linfox A&OD Policy and Standard and in line with AS/NZS 4760:2019 and AS/NZS 4308:2023.

To conduct A&OD testing, authorised Linfox leaders must have successfully completed **HLTPAT005** (Collect specimens for drugs of abuse testing course) which is a nationally accredited qualification delivered by a Registered Training Organisation (RTO). The training must be refreshed every two years.

Sites must maintain and display a list of those who are authorised and trained to conduct A&OD testing.

Appendix 6: Alcohol and Other Drug Screening Form will be completed by the tester when conducting 'post incident' or 'for cause' testing. A copy of the completed form will be provided to each person undergoing a test. Linfox will retain completed forms for seven years from date of test.

## 4.5 Testing Devices

Alcohol breathalysers must be used, maintained and calibrated in accordance with AS 3547:2019. These can be either hand-held or fixed/wall mounted devices. Each device must be calibrated every 12 months and/or in line with manufacturer specifications.

Devices used to collect oral fluid (saliva) for drug testing must meet the requirements of AS/NZS 4760:2019.

## 4.6 Testing Locations

Reasonable steps will be taken to ensure that the testing and collection location is private.

## 4.7 Refusal to Test

Refusal to submit to a test, not give consent to a test or not co-operate with the testing provider will be treated as serious misconduct. The following actions will be taken.

### a) External Job Applicants

Applicants will be treated as unsuitable for employment.

### b) Employees

The refusal to test will be treated as serious misconduct.

The matter will be referred to the Linfox Workplace Relations Team (AUS) or HR (NZ) where their employment by Linfox may be subject to disciplinary action which may include termination of employment.

### c) Subcontractor Drivers, Labour Hire Workers, Contractors and Visitors

The refusal to test will be treated as serious misconduct.

Those involved will be asked to leave the site immediately.

A member of the Linfox site leadership team will inform the persons employer.

Subcontractor drivers, labour hire workers and contractors will not be offered any further work and will be placed on the Linfox Non-Suitability Register (NSR).

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## 4.8 Managing Test Outcomes

### 4.8.1 NEGATIVE Test - No Drugs or Alcohol Detected

When a person passes an A&OD test (ie. Negative Test - No drugs or alcohol detected), they will be permitted to continue or start working.

### 4.8.2 External Job Applicant POSITIVE Alcohol and/or Drug Test

When an external job applicant records a **positive alcohol and/or drug test**, they will be treated as unsuitable for employment.

### 4.8.3 Employee POSITIVE Alcohol Test

When a Linfox employee **fails an active alcohol breath test** and records a positive BrAC reading, the following steps will be taken.

The person will be:

- a) Asked to provide an explanation for the positive result which is recorded by the testing provider.
- b) Instructed to leave the site immediately (suspended from work) and will not be permitted to commence or return to work.
- c) Offered transport assistance home.

The matter will be treated as serious misconduct and referred to the Linfox Workplace Relations Team (AUS) or HR (NZ) where their employment may be subject to disciplinary action which may include termination of employment.

### 4.8.4 Other People POSITIVE Alcohol Test

When a subcontractor driver, labour hire worker, contractor or visitor **fails an active alcohol breath test** and records a positive BrAC reading, the following steps will be taken.

- a) The person will be asked to provide an explanation for the positive result which is recorded by the testing provider.
- b) The person will be instructed to leave the site immediately and will not be permitted to commence or return to work.
- c) The person will be offered transport assistance home.
- d) The matter will be treated as serious misconduct.
- e) The person's employer will be contacted by a Linfox representative and advised that they can no longer conduct any work for Linfox.
- f) The person will be placed on the Linfox Non-Suitability Register (NSR) by the Linfox Operational Training Team (sub-contractor drivers) and/or HR (labour hire workers).

### 4.8.5 Employee UNCONFIRMED (Non-Negative) Drug Test

When a Linfox employee returns an **unconfirmed (non-negative) drug test**, the following steps will be taken.

The person will be:

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- a) Asked to provide an explanation for the positive result which is recorded by the testing provider.
- b) Asked to provide a second saliva sample which is referred to as the 'confirmation test'
- c) Suspended from work and asked to leave the site.
- d) Offered transport home.
- e) Advised of the test results once known.

If the confirmation drug test (second test) returns a negative result (ie. no illicit drugs detected), the person will be informed of the result and advised that they can return to work.

#### 4.8.6 Employee **POSITIVE Drug Test**

When a Linfox employee returns a **positive drug test** (ie. illicit drugs have been detected in the persons system following the confirmation test completed by either the NATA (AUS) or IANZ (NZ) accredited laboratory), the following steps will be taken.

- a) The person will be verbally informed of the result by their leader/manager.
- b) The person will be asked to provide an explanation for the positive result which is recorded by their leader.
- c) The positive test will be treated as serious misconduct.
- d) The matter will be referred to the Linfox Workplace Relations Team (AUS) or HR (NZ) for investigation where their employment by Linfox may be subject to disciplinary action which may include termination of employment.

#### 4.8.7 Other People **UNCONFIRMED (Non-Negative) Drug Test**

When a subcontractor driver, labour hire worker, contractor or visitor returns an **unconfirmed (non-negative) drug test**, the following steps will be taken.

The person will be:

- a) Asked to provide an explanation for the positive result which will be recorded by the testing provider.
- b) Asked to provide a second saliva sample which is referred to as the 'confirmation test'
- c) Instructed to leave the site.
- d) Offered transport home.
- e) Advised of the test results once known.

If the confirmation drug test returns a negative result (ie. no illicit drugs detected), the person will be informed by their employer (via Linfox) that they can return to work.

#### 4.8.8 Other People **POSITIVE Drug Test**

When a subcontractor driver, labour hire worker, contractor or visitor returns a **positive drug test** (ie. illicit drugs have been detected in the persons system following the confirmation test completed by either the NATA (AUS) or IANZ (NZ) accredited laboratory), the following steps will be taken.

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- a) Linfox will notify their employer of the positive drug test.
- b) The person will be verbally informed and asked to provide an explanation for returning a positive result by their employer.
- c) The matter will be treated as serious misconduct.
- d) The person's employer will be contacted by a Linfox representative and advised that they can no longer conduct any work for Linfox.
- e) The person will be placed on the Linfox Non-Suitability Register (NSR) by the Linfox Operational Training Team (subcontractor drivers) and/or HR (labour hire workers).

#### 4.8.9 Test Results Relating to Prescription Medication

People who have declared that they are taking prescription medication at the time of testing and who return an unconfirmed (non-negative) drug test, will be subject to the actions listed in Sections 4.9.5 or 4.9.7.

If the NATA (AUS) or IANZ (NZ) accredited laboratory confirms that the unconfirmed drug test was consistent with the declared medication, the test will be deemed 'negative' and the person will be cleared and allowed to continue working.

No disciplinary action will be taken for these situations.

#### 4.9 Possession of Alcohol or Illicit Drugs

People found possessing alcohol or illicit drugs at work (subject to section 4.14) will be subject to disciplinary action which may include termination of employment and removal from site/work.

Situations involving the possession of illicit drugs may also be referred to the police for investigation.

#### 4.10 Prescription Medication (excluding medicinal cannabis)

Prescription medications may have the potential to impact a person's ability to work safely. For this reason, Linfox requires people who perform a safety critical task to declare the use of prescription medication in order to assess impairment risk.

Prescription medication declarations will be managed from a position of care and trust, and with respect for medical confidentiality.

##### 4.10.1 Who Needs to Declare

A person must declare use of prescription medication if they:

- a) Perform a **safety critical task**.

A safety critical task includes the use and/or operation of any vehicle, forklift, container reach stacker, powered pallet lifter/truck, crane, elevated work platform, conveyor, mobile plant and any other powered machinery; **and**

- b) Are taking **prescription medication** as outlined below.

*Australia: Includes any Schedule 4 (prescription only) or Schedule 8 (controlled) drugs as classified by the Therapeutic Goods Administration (TGA).*

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*New Zealand: Includes any Class A, B or C Scheduled Drugs as classified by the NZ Medicines and Medical Devices Safety Authority (MEDSAFE).*

## 4.10.2 What and How to Declare

A person who is taking prescription medication and working in a safety critical role must declare it to their site leader prior to commencing work.

The declaration must include the name, strength (dose), frequency of use and any warnings of likely impairment that is displayed on the packaging.

A medical certificate may also be requested by the site leader to clarify whether the prescription medication is likely to impair the person's ability to perform work safely.

## 4.10.3 How to Assess Fitness for Work

The site leader must review the information provided and take the following action:

### a) Allow the person to continue working in their normal role

The prescription medication is not deemed to present an impairment risk to the person and thus they are deemed fit and safe to perform their normal role.

### b) Discuss alternative work options

The prescription medication **may** have side effects that could impact the person's ability to perform their normal role however they are deemed fit to perform other non-safety critical tasks.

Alternative work options (where available) should then be explored and recorded.

If alternative work options can't be found, the person will be unable to continue in their current role and will be requested to access their leave entitlements. The person can only return to work once they have provided a medical certificate verifying that they are now fit to return to their normal role.

### c) Temporarily unable to perform their role

The prescription medication **has** side effects that are likely to impair the person's ability to work safely and therefore cannot meet the inherent requirements of the role.

The person will be requested to access their leave entitlements and can only return to work once they have provided a medical certificate verifying that they are now fit to return to their normal role.

## 4.10.4 Self-Reporting

a) Disciplinary action will not be taken against a person who self-reports the use of prescription medication (prior to the day of the A&OD test) in line with the process outlined above.

b) Non-disclosure of prescription medication prior to the day of A&OD testing by a person working in a safety critical role/task may be referred to the Linfox Workplace Relations Team (AUS) or HR (NZ) for investigation.

## 4.10.5 Medical Opinion

For situations where the side effects are unclear, the site leader (in consultation with the Linfox Rehabilitation Team) may request the individual to obtain a medical certificate to

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verify that the prescription medication or other medications are not going to adversely impact their ability to work safely.

## 4.11 Medicinal Cannabis

### 4.11.1 Medicinal Cannabis Risk

Medicinal cannabis that contains THC (tetrahydrocannabinol) presents an unacceptable risk for our business because THC is known to impair cognitive function, reaction time, coordination, and decision-making.

For this reason, Linfox prohibits the presence of THC and associated metabolites in a person's system while at work.

### 4.11.2 Medical Cannabis Disclosure

- a) A person who is taking medicinal cannabis must disclose its use during pre-employment medicals, prior to commencing work for Linfox and prior to commencing a shift if you already work for Linfox.
- b) Disclosure must be in the form of either a medical certificate or letter from their healthcare provider stating the reason for its use, whether it contains THC and any other conditions or restrictions that could impact the persons fitness for work.

The following steps apply post disclosure:

- (i) The person will be required to undergo an A&OD test as per section 4.3.3 For Cause Testing.
- (ii) If the test result is Negative (no drugs detected), the person will be permitted to continue or start working
- (iii) If the test result is Positive (drugs detected), the person will be suspended from work and asked to leave the site in line with Section 4.8 of this standard.
- (iv) The matter will be referred to the Workplace Relations Team (AUS) or HR (NZ) for investigation where their employment by Linfox may be subject to disciplinary action which may include termination of employment.

## 4.12 Linfox Functions

At the discretion of a Linfox President, General Manager or Group Manager, alcohol may be provided at offsite functions however the amount should be served and consumed in a responsible manner.

The function host must ensure that non-alcoholic drinks, low alcohol drinks and sufficient quantities of food are available.

## 4.13 Travelling and External Functions

When traveling or attending an external function for business, alcohol consumption should be limited and consumed in a responsible manner.

Anyone who has consumed alcohol is not permitted to commence or return to work thereafter until they are able to comply with the Linfox A&OD Standard.

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## 4.14 Alcoholic Gifts

Alcoholic gifts, deliveries and purchases must be sealed, unopened and removed from the workplace at the end of the shift/day.

## 4.15 Customer Products

Linfox business units are permitted to store, handle and transport alcoholic beverages and prescription medicines for customers.

People working for these business units are also permitted to handle and transport these goods in line with established Linfox and customer processes.

At no point can any of these items be consumed.

## 4.16 Education and Training

- a) All employees, subcontractor drivers, labour hire, contractors and visitors will be provided with information about and have access to the Linfox A&OD Policy and Standard at the beginning of employment and/or during site inductions.
- (a) All Linfox Leaders will be required to complete the Linfox A&OD Online Familiarisation Training program.
- (b) To become an in-house tester at Linfox, leaders must have successfully completed **HLTPAT005** (Collect specimens for drugs of abuse testing course) which is a nationally accredited qualification delivered by a Registered Training Organisation (RTO). The training must be refreshed every two years.

## 5 Wellbeing Assistance

It is recognised that alcohol and drug dependency are serious health issues that can affect anyone, regardless of their background or role.

Linfox encourages those who have an alcohol or drug dependency to seek professional support and help early. This can be through our Employee Assistance Program (EAP).

An employee with an alcohol or drug dependency, who voluntarily seeks assistance (prior to an A&OD test), may be eligible for rehabilitation and professional support without the risk of disciplinary action, unless other behavioural, performance or misconduct issues arise.

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## 6 Responsibilities

Roles and responsibilities are outlined below.

- **Site Leaders:** Are responsible for overseeing the implementation and administration of the Linfox A&OD Policy and Standard.
- **Person** (inc. Linfox employees, subcontractor drivers, labour hire, other contractors and visitors): Are responsible for complying with the Linfox A&OD Policy and Standard.
- **Support Person:** Are responsible for overseeing and supporting people who are undergoing an alcohol and/or drug test. The support person will be either a union delegate, health and safety representative (HSR) or nominated employee from the site.
- **Road Compliance Team:** Manage the appointment and relationship with licensed external A&OD testing providers, co-ordinate the frequency of random testing, report on results and maintain the Linfox Non-Suitability Register (NSR).
- **Safety, Health and Wellbeing Teams:** Support medication reviews, develop education material and manage the relationship with EAP providers.
- **HR:** Coordinate pre-employment testing, provide advice on employment decisions and manage any issues involving labour hire providers.
- **Workplace Relations Team:** Provide advice on investigations and employment decisions including serious misconduct involving A&OD.
- **Rehabilitation Team:** Provide advice on prescription medication, medical certificates and capacity to work.

## 7 Privacy

A&OD test results will be treated as private and confidential.

Positive test results will be shared with the person's leader in accordance with this Standard.

## 8 Definitions

- **Associated Metabolites:** Are the chemical by-products formed when a drug is broken down (metabolised) by the body. The presence of associated metabolites in a person's biological samples (such as urine, blood, or saliva) is used as evidence that a specific drug has been consumed, even after the original drug may no longer be detectable.
- **BAC:** Blood Alcohol Content (BAC) measures the alcohol content in the blood.
- **BrAC:** Breath Alcohol Content (BrAC) measures the alcohol content in the breath.
- **Cut-off Concentration:** As specified in AS/NZS 4760:2019, cut off levels are set and used to ensure that drug test results are accurate, reliable and fair. For example, if a specimen result is less than the cut-off concentration, then the drug will be reported as 'negative'. If a specimen result is equal to or greater than the cut-off concentration, then the drug result will be reported as 'positive'.

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- **Fitness for Work:** Refers to an individual's physical, mental, and emotional capacity to safely and effectively perform their job without risk to themselves or others.
- **IANZ:** The International Accreditation New Zealand (IANZ) is the accreditation body of the Testing Laboratory Registration Council in New Zealand.
- **Illicit Drug Use:** Also known as drug abuse, is when a drug is used in an inappropriate or harmful way without legal medical authorisation. This can mean it's used for a different purpose or taken in excessive amounts.

Illicit drugs include illegal drugs such as cannabis (marijuana), cocaine, GHB (party drug), heroin, ketamine, LSD (acid), MDMA (ecstasy), speed and ice (crystal meth).

Illicit drugs can also include pharmaceuticals, such as over the counter and prescription medication.

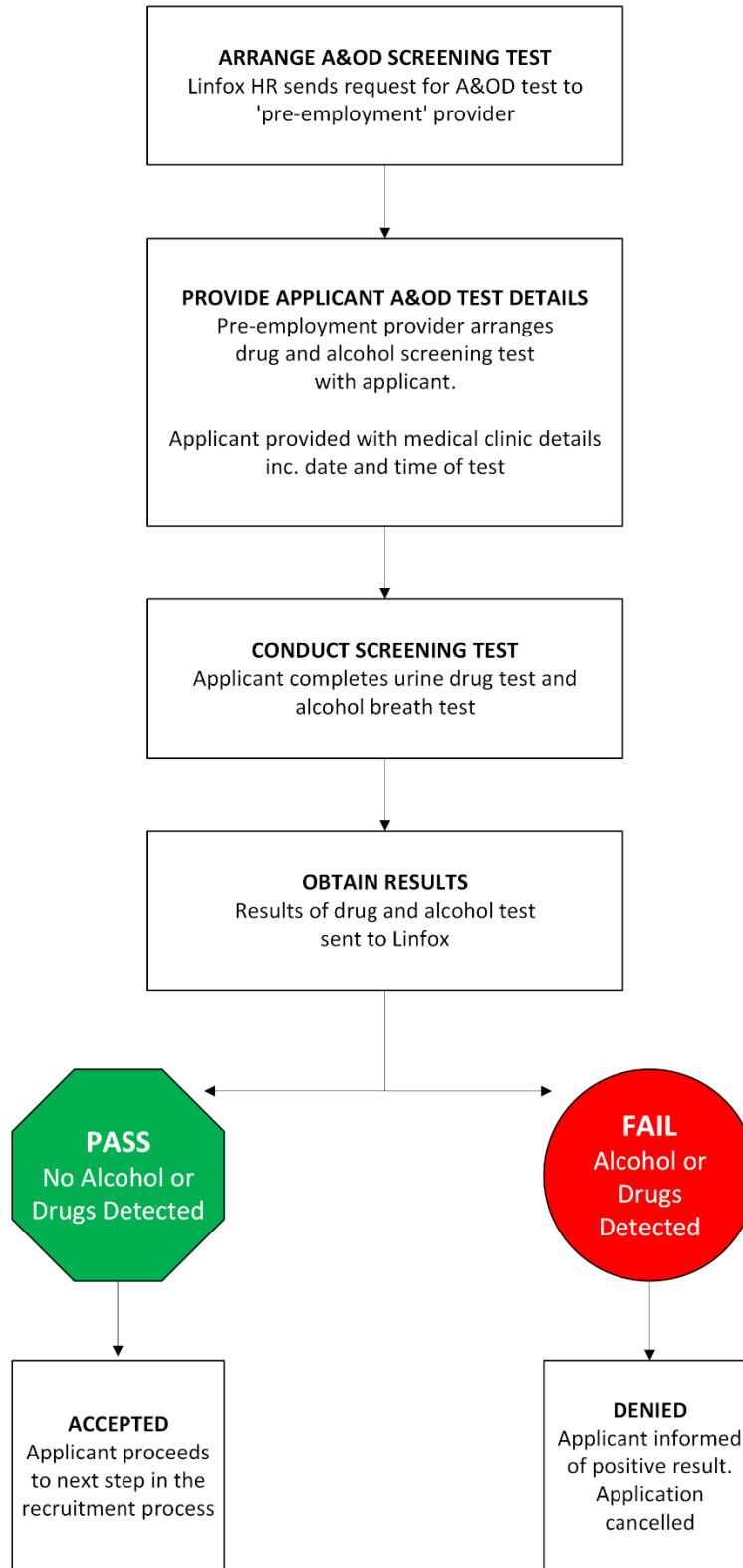
- **Medicinal Cannabis:** Refers to cannabis or cannabis-derived products that typically contain compounds like THC (tetrahydrocannabinol) and/or CBD (cannabidiol).
- **NATA:** The National Association of Testing Authorities (NATA) is the recognised national accreditation authority for analytical laboratories and testing service providers in Australia.
- **NSR:** Refers to the Linfox Non-Suitability Register (NSR). People placed on the NSR are not allowed to conduct or complete any work for Linfox.
- **Prescription Medication:** For the purpose of this Standard, prescription medication refers to pharmaceutical drugs that are dispensed only with a medical prescription by an approved healthcare provider (excluding medicinal cannabis).
- **Safety Critical Task:** Includes the use and/or operation of any vehicle, forklift, container reach stacker, powered pallet lifter/truck, crane, elevated work platform, conveyor, mobile plant and any other powered machinery.
- **Site Leader:** Is either a site manager or site supervisor.

## 9 Standards

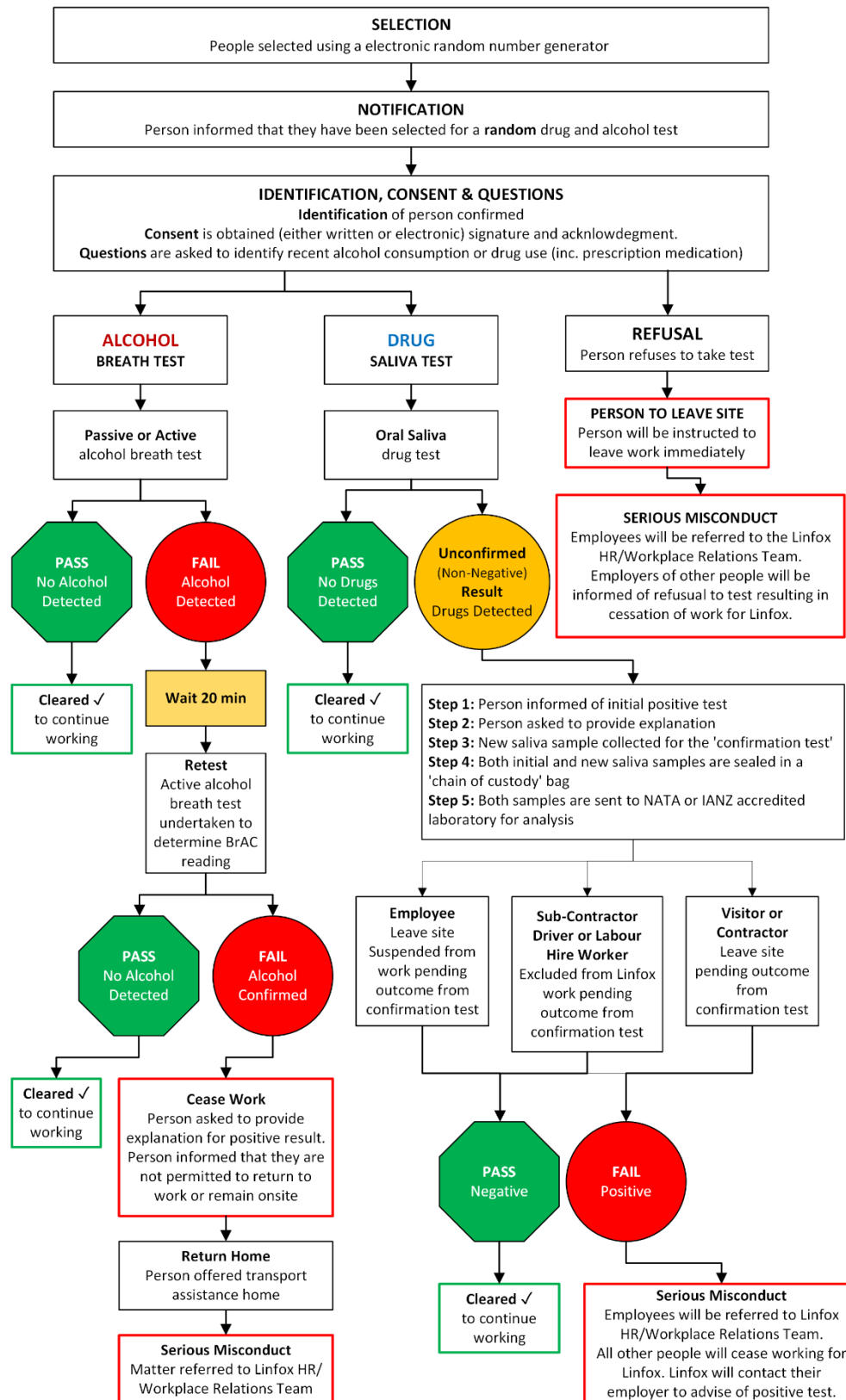
- **AS 3547:2019** Breath Alcohol Testing Devices
- **AS/NZS 4760:2019** Procedure for specimen collection and the detection and quantification of drugs in oral fluid
- **AS/NZS 4308:2023** Procedures for specimen collection and the detection and quantification of drugs in urine

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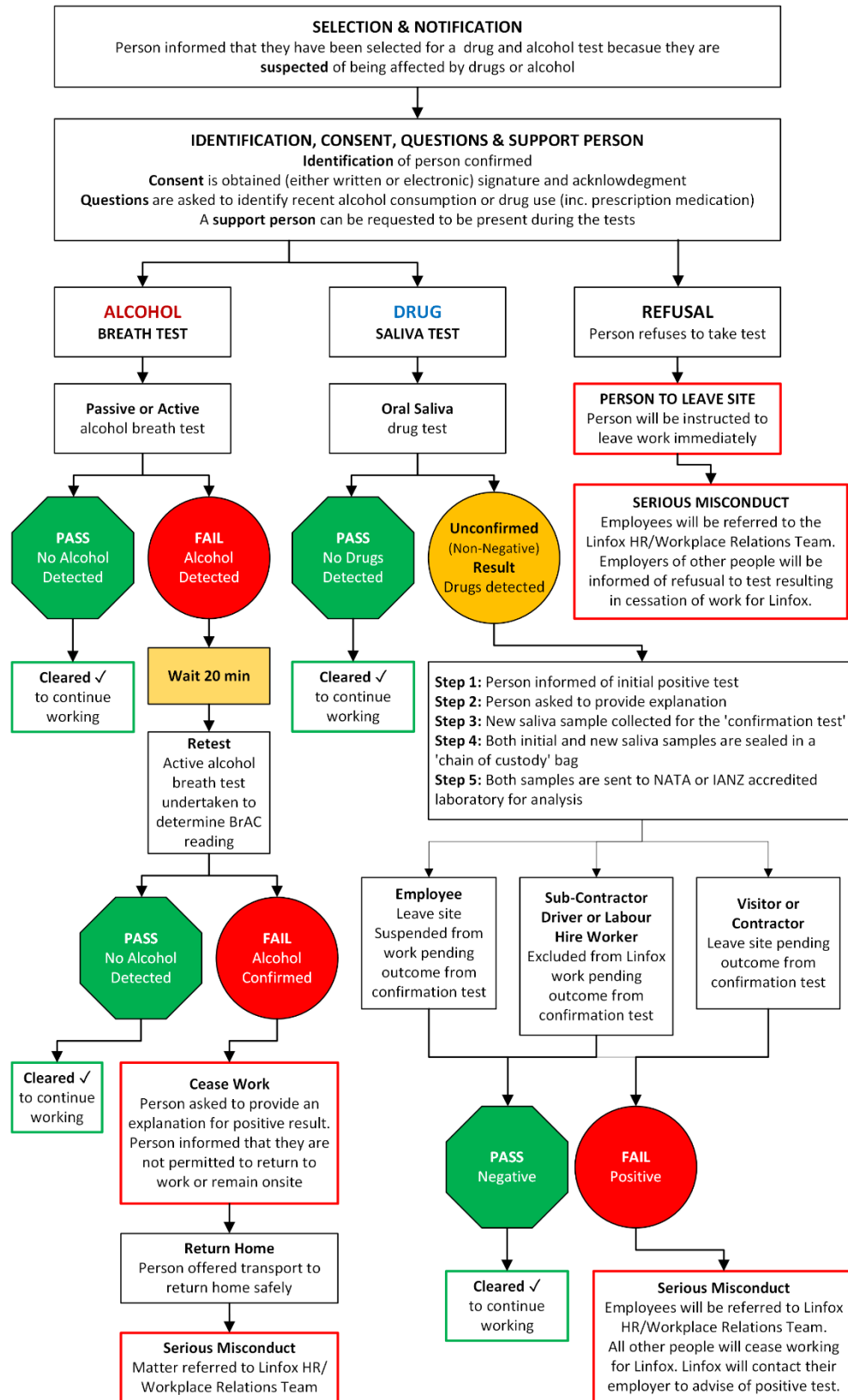
## APPENDIX 1: PRE-EMPLOYMENT Testing Process



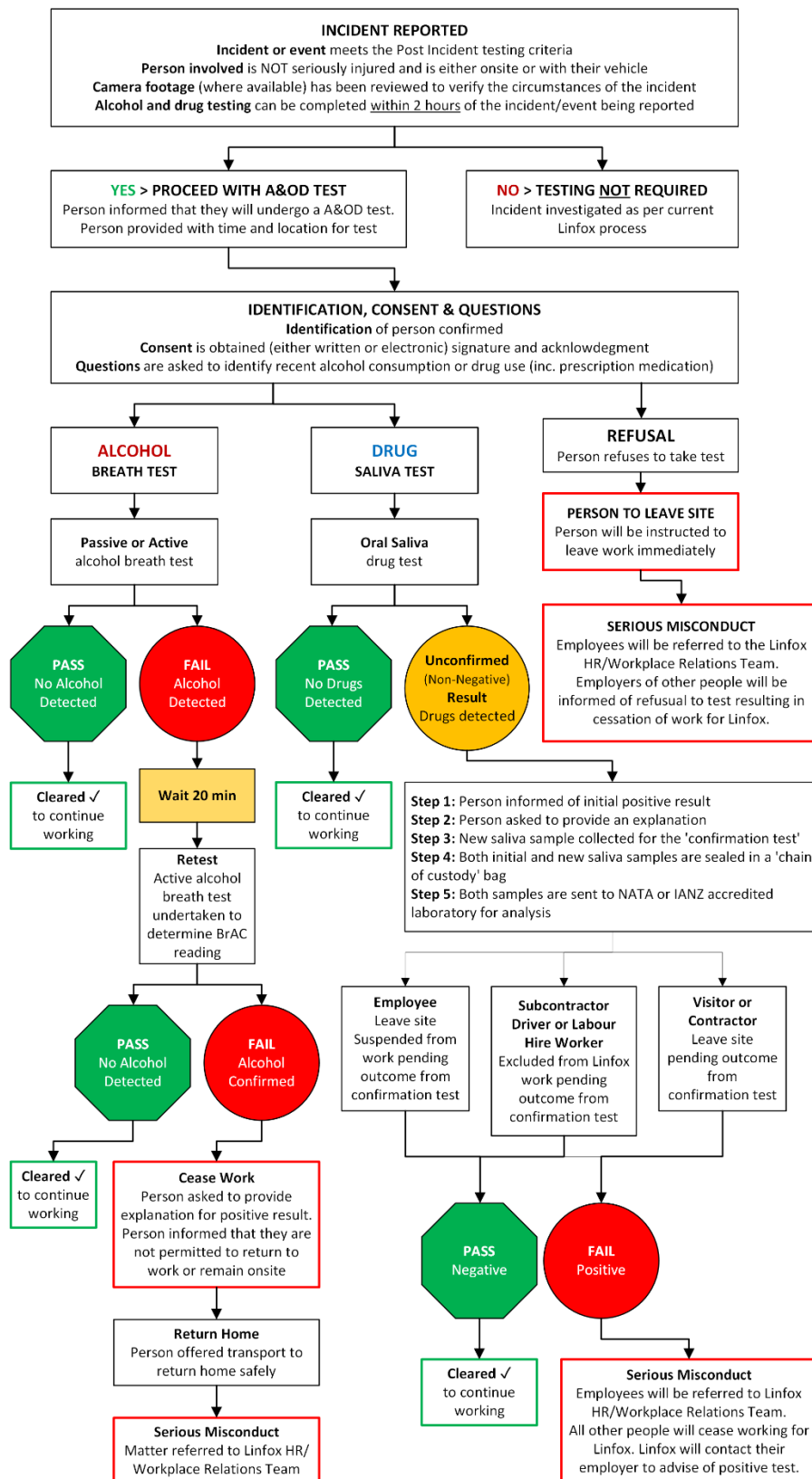
## APPENDIX 2: RANDOM Testing Process



## APPENDIX 3: FOR CAUSE Testing Process



## APPENDIX 4: POST INCIDENT Testing Process



## APPENDIX 5: Post Incident Testing Criteria

The following information will be used to determine whether an A&OD test is required post incident.

Refer to Section 4.3.4 Post Incident Testing for further details.

NOTE: The following exemptions apply:

- (i) If the person involved is injured and requires treatment at a medical clinic or hospital, they will not be required to undergo an A&OD test by Linfox.
- (ii) If testing cannot be completed within 2 hours from the time of the incident being reported, the person will not be required to undergo an A&OD test by Linfox.

### YES > A&OD Test Required

A person who has been **directly involved in an incident** that involves one of the below:

- a) **Fatality** of any person > Refer to Linfox serious incident category 'black' criteria
- b) **Serious injury** of any person > Refer to Linfox serious incident category 'red' criteria
- c) **Serious motor vehicle incident** > Refer to Linfox serious incident category 'orange or blue' criteria
- d) **Other serious motor vehicle incidents** including:
  - (i) Collision with a moving third-party vehicle resulting in medium to high level damage
  - (ii) Collision with a stationary object or building resulting in medium to high level damage
  - (iii) Collision with Materials Handling Equipment (MHE)
  - (iv) Confirmed reckless or erratic driving (any vehicle)
- e) **Serious incident involving MHE**, plant or equipment incident (inc. forklifts and pallet jacks) > Refer to Linfox serious incident category 'orange or blue' criteria
- f) **Any other high-risk incident** that had immediate potential to cause serious harm to another person > Refer to Linfox serious incident category 'orange or blue' criteria
- g) Post incident criteria specified by the customer

### DISCRETIONARY POST INCIDENT

If a leader becomes aware of or observes that the behaviour of a person either pre or post incident was erratic, unusual or showed signs of being affected by alcohol or drugs, that person may be requested to undergo an A&OD test.

### NO > A&OD Test NOT Required

A person who has been directly involved in any of the incidents outlined below (subject to the discretionary criteria listed above), will NOT be required to undergo an A&OD test.

- a) Animal strikes
- b) Vehicle struck by flying object resulting in minor damage
- c) Low speed vehicle collision with a stationary object, car or building (no injuries and low damage)
- d) Low speed MHE incident (no injuries and low damage)
- e) Detected speeding events
- f) Detected fatigue events

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## APPENDIX 6: Alcohol & Other Drug Screening Form

This form should be used by the approved Linfox tester for recording in-house drug (oral fluid) and alcohol (breath) testing.

*Testing is conducted in accordance with the Linfox Alcohol & Other Drugs Standard which is also in accordance with AS4760:2019 and AS3547:2019*

Site, Date & Type of Test					
Site Name/Location					
Testing Date			Testing Time		
Reason For Testing		<input type="checkbox"/> Post Incident	<input type="checkbox"/> For Cause (Under Suspicion)		
Reason Details					
Support Person Name					
Donor (Person Being Tested) Information					
First Name			Surname		
Date of Birth (DOB)			Role		
Employment Type		<input type="checkbox"/> Employee	<input type="checkbox"/> Sub-Contractor	<input type="checkbox"/> Labour Hire/Agency	<input type="checkbox"/> Visitor/Other
Contractor/Agency Name					
Identity Verified		<input type="checkbox"/> Photo ID	Type of ID:	<input type="checkbox"/> ID verified by leader	Name:
Donor (Person Being Tested) Consent					
I consent to the testing of my breath and oral fluid sample for alcohol and drugs. I acknowledge that the drug and alcohol test(s) will only be used for the purpose for which it was obtained as set out by the Linfox Alcohol & Other Drug Standard. The collection and storage of the sample will be dealt with in accordance with the relevant privacy legislation. I consent to the results of both tests to be provided to the Road Compliance Team at Linfox who will then advise the relevant tester of the outcome. I acknowledge the information I give is true and correct. I declare that I have taken the following medication, drugs or other non-prescribed agents in the last 48 hours.					
Medication or Drug Declaration					
Donor (Person Being Tested) Signature			Date		
ALCOHOL BREATHALYSER RESULTS					
Breathalyser Device Type					
Breathalyser Calibration Date			S/N		
Initial Reading		<input type="checkbox"/> Alcohol Detected	<input type="checkbox"/> Negative	Time	
Confirmation Reading		<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	Time	
DRUG ORAL FLUID RESULTS					
Results		COC (Cocaine)	<input type="checkbox"/> Negative	<input type="checkbox"/> Unconfirmed (non-negative)	
		AMP (Amphetamines)	<input type="checkbox"/> Negative	<input type="checkbox"/> Unconfirmed (non-negative)	
		THC (Cannabinoids)	<input type="checkbox"/> Negative	<input type="checkbox"/> Unconfirmed (non-negative)	
		OPI (Opiates)	<input type="checkbox"/> Negative	<input type="checkbox"/> Unconfirmed (non-negative)	
		MAMP (Methamphetamine)	<input type="checkbox"/> Negative	<input type="checkbox"/> Unconfirmed (non-negative)	
		OXY (Oxycodone)	<input type="checkbox"/> Negative	<input type="checkbox"/> Unconfirmed (non-negative)	
		BZO (Benzodiazepines)	<input type="checkbox"/> Negative	<input type="checkbox"/> Unconfirmed (non-negative)	
Lab Chain of Custody ID					
Donor (Person Being Tested) Declaration					
I have read and understood the information and certify that the specimen identified on this form is my own. In the case that my sample requires further testing in at the laboratory, I consent to the completion of the chain of custody for this purpose and the identifying number that appears above. At time of testing, I understand that I have the right to dispute the result and availability of a referee sample to be held by the laboratory for testing on request. I certify that the information provided on this form to be true and correct. I consent to the release of the test results, together with any relevant information to the appropriate authority.					
Donor Signature			Date		
Tester/Collector Name		Signature		Date	