MANAGEMENT OF ALCOHOL, DRUGS AND FATIGUE (fitness for work)
Element Four

1. PURPOSE
The purpose of this procedure is to provide Gympie Regional Council (GRC) with guidelines for the management of employees who may be affected by alcohol, drugs or fatigue while in the workplace.

2. SCOPE
This procedure applies to all employees of GRC, including contractors, volunteers, work experience students, trainees and apprentices. It also includes any place where employees are engaged in conducting work including acting as a representative of GRC.

3. REFERENCES
Workplace Management of Alcohol, Drugs and Fatigue Policy WHSPOL001
Gympie Regional Council’s current Certified Agreement HRI030
Work Health and Safety Act 2011 (Queensland)
Work Health and Safety Regulation 2011 (Queensland)
Local Government Act 2009 (Queensland)
Drugs Misuse Act 1986 (Queensland)
Drugs Misuse Regulation 1987 (Queensland)
AS4760 Procedures for Specimen, Collection, and the Detection and Quantitation of Drugs in Oral Fluid

4. DEFINITIONS
Breath Alcohol Concentration (BrAC) – this is the mass concentration of alcohol in a specified volume of breath expressed in 0.05 grams of alcohol per 210L of breath.

Drug – includes illicit, illegal or other drugs that are classified as dangerous drugs.

Dangerous Drugs – A dangerous drug is a thing that is listed in either Schedule 1 or Schedule 2 of the Drugs Misuse Regulation 1987.

Schedule 1 lists more serious drugs, including (but not limited to):-
- Amphetamine;
- Cocaine;
- Heroin;
- Lysergide (LSD);
- Methylamphetamine; and
- 3,4-Methylenedioxymethamphetamine (MDMA) (Ecstasy).

Schedule 2 lists over 100 less serious drugs. Some of these drugs are only listed if they are not in specified type of medicinal preparation. Drugs listed in Schedule 2 include (but are not limited to):-
- Cannabis;
- Codeine;
- Methadone;
- Morphine;
- Opium; and
- Oxycodone;
- Psilocybin (magic mushrooms).

A dangerous drug can also include things that:-
- have a chemical structure that is substantially similar to the chemical structure of a dangerous drug in Schedule 1 or 2; or
- have a pharmacological effect that is substantially similar to the pharmacological effect of a dangerous drug in Schedule 1 or 2; or
- is intended to have a pharmacological effect that is substantially similar to the pharmacological effect of a dangerous drug in Schedule 1 or 2.
Fatigue – a state of impairment that can include physical and/or mental elements associated with lower alertness, reduced performance and impaired decision making.

High risk activity – activities that Council believes could result in death or bodily harm including “high risk construction activity” (refer to Queensland’s Workplace Health and Safety Regulation 2011). Activities may include working from heights, working in confined spaces and trenches, working on roads, use of a chainsaw etc.

Medication – legal prescription and non-prescription drugs including legal herbal products.

Trained council employees - for the purpose of conducting tests for cause/concern in the workplace refers to employees who have attended nationally recognised training for:

- Perform onsite testing for alcohol and drug testing for alcohol levels in the human body, and
- Perform onsite testing for the presence of drugs of abuse in the human body.

Permitted breath alcohol concentration (BrAC) levels include – any of the breath alcohol concentration levels in accordance with Queensland legislation and listed below:

- holder of a learner or provisional licence and aged under 25 years - 0.0% BrAC
- holder of a licence when driving a truck, bus, articulated motor vehicle or vehicle carrying dangerous goods - 0.0% BrAC
- employees or contractors operating earthmoving machinery (eg. graders, rollers, backhoes) or any high risk plant (eg: forklifts and elevating work platforms) - 0.0% BrAC
- traffic controllers while on duty - 0.0% BrAC

Where a work activity is not covered by legislation (eg. general activities) the following breath alcohol concentration levels shall not be exceeded:

- general duties including any business function of Council where a person is acting on behalf of or representing Council - <0.05% BrAC
- the operation of any light items of mobile plant (eg. ride-on mowers, dingos) - 0.0% BrAC
- any high risk construction activities - 0.0% BrAC
- any on call duties - <0.05% BrAC or where the operation of plant or traffic control duties are required - 0.0%.

Drug concentrations - initial drug tests are indicative only and confirmatory testing will comply with the requirements of AS 4760 and the target concentrations listed in table 5.1 of that standard.

Non negative test result – in the case of a drug or alcohol test, a non-negative test result indicates the current or recent presence of drugs or alcohol in the person’s physiological system, at a level above the permitted level (eg. BrAC above 0.0% is not permitted for a person operating plant). Confirmatory testing is required to confirm the results of a non-negative test result.

Confirmatory test result – for alcohol is a second test conducted approximately twenty minutes after the initial test and for drug concentrations is a laboratory analysis result of a saliva test.

Serious incident – an incident that has resulted in:

- a fatality or an injury that has required immediate medical treatment by a medical practitioner
- an accident that has resulted in damage to a vehicle, plant equipment or machinery which requires reporting to Council’s insurance officer, or
- in the opinion of the Supervisor, had the potential to cause a fatality, serious injury or major property loss.

Workplace – means any place where work is, or is to be, performed by Council or its employees including contractors.

5. RESPONSIBILITIES
5.1 Chief Executive Officer
The Chief Executive Officer is responsible for ensuring that the organisation has adequate resources to manage hazards and risks in the workplace including workers being placed at risk due to potential impairment from the effects of alcohol, drugs or fatigue.

5.2 Directors, General Managers and Supervisors
Directors, General Managers and Supervisors are responsible for ensuring:
- workers are aware of Council’s policies and procedures for the management of alcohol, drugs and fatigue in the workplace
- workers are aware of and comply with any Council policies, procedures or instructions that are provided to ensure that Council activities are conducted in a manner that does not expose any person to a risk to their health and safety including being affected by alcohol, drugs or fatigue.

5.3 Manager People and Organisational Development (POD)
The Manager POD is responsible for ensuring that:
- Council has appropriate policies and procedures in place for the management of workers who may be affected by alcohol, drugs or fatigue while in GRC workplaces
- Council’s policies and procedures for the management of alcohol, drugs and fatigue are implemented into a training and awareness framework and that these are communicated to all employees of Council.

5.4 Senior Advisor Safety
The Senior Advisor Safety is responsible for:
- liaising with accredited providers for the conducting of the random testing program
- providing advice to Directors, General Managers, Supervisors, Work Health and Safety Representatives and employees for any WHS issues in the workplace.

5.5 Employees general
All employees are expected to comply with GRC policies and procedures and adhere to the following principles of not:
- working while adversely affected by alcohol, drugs or fatigue
- commencing or returning to work while adversely affected by alcohol, drugs or fatigue
- consuming or using illegal drugs and/or alcohol at work or during work hours (even while off site)
- bringing alcohol and/or illegal drugs into the workplace
- selling or dispensing alcohol and/or drugs at work
- possessing alcohol and/or illegal drugs at work.
Where an employee of GRC feels that they have any concerns they should be encouraged and supported in:
- speaking to their Supervisor in relation to concerns about fatigue management or the use of drugs or alcohol at work
- advising their Supervisor if they are taking prescription or non-prescription medication, where the side effects may include impaired judgement or decreased alertness
- speaking to their Supervisor if they have concerns about working with another employee whose ability to work safely appears to be compromised by fatigue or the influence of drugs or alcohol.

5.6 On-call employees
On-call work by its nature may require an employee to work in circumstances where a dangerous or high risk activity is required to be undertaken or be placed in a position where decisions may need to be made quickly.
Employees who are on the on-call roster for after hours incidents and emergencies must:
- not consume alcohol, or drugs which may result in impairment, while on-call
- make alternative arrangements with management if they are unable or unfit to attend a call-out.

6. PROCEDURE
Alcohol and drugs
The management of alcohol and drugs in the workplace is to be managed by a strategy of two types of testing regimes:
- Internal test for cause/concern.
- Independent random testing for alcohol and drugs including confirmatory testing for drugs.
6.1 Internal testing procedure for cause/concern

Testing methods
Testing after a serious incident or cause for suspicion for the presence of alcohol or drugs will be conducted by trained Council employees using the following methods:

- **Alcohol** – testing for alcohol impairment will be conducted using an Australian Standards compliant Alcometer in accordance with the Collection Procedures for Breath Alcohol Tests.
- **Drugs** – an oral fluid test will be conducted onsite for any initial testing for drugs and, will be conducted in accordance with Australian Standard AS4760 Procedures for Specimen, Collection, and the Detection and Quantitation of Drugs in Oral Fluid. Any departure from the specified sample collection procedures will not invalidate a drug test result provided that the procedures followed do not cast doubt on the accuracy and reliability of the collection process with due regard to sample security and chain of custody requirements. Oral fluid specimens collected must only be used for the specific purpose of drug analysis. They are not to be used for DNA testing.

Time frames for testing
While every attempt will be made for drug and/or alcohol testing to be conducted as quickly as possible, internal test for cause/concern will be carried out within one hour from Council management making a request to the safety team or a trained tester having cause/concern.

Testing process
Once the decision is made to conduct an internal test the following process will be followed:

- Where possible the supervisor is to discreetly approach the employee and direct that the employee leaves the immediate work area and is placed in a safe private area where they can be treated with dignity and notify the relevant manager.
- The manager is to liaise with the safety team and arrange for an internal alcohol and drug test to be conducted. The safety team will conduct or arrange for a Council trained employee to conduct the testing.
- The employee will be directed to submit to a breath test and an oral fluid swipe test for confirmation that the concern for the presence of alcohol or a drug is valid. This testing will only be conducted by a Council staff member who has undergone the training required to perform these tests.
- If an employee fails to co-operate or provides false information during the testing/investigation process then this will constitute a breach of GRC’s policy and will be considered to be misconduct and will be dealt with under the ‘Breach of this Policy’ section of this procedure.
- The results of the alcohol and drug test are to be recorded on Council’s form “Internal breath/oral fluid alcohol drug test WHSF055”
- In all instances where a non-negative test result is returned, confirmatory testing will be conducted. Confirmatory testing for alcohol will be conducted by Council trained employees.
- Where confirmatory testing for the presence of drugs is required Council’s provider will be contacted to attend the site and conduct testing (refer to next section “results of tests”).
- The manager is to be notified of the results of any testing and the record of testing is to be forwarded to Council records and placed on the employee’s personal file.

Results of tests
**Alcohol**
In the case of alcohol, a confirmatory test will be carried out by the Council trained tester conducting a second test approximately twenty minutes after the first test. If the results after this test exceed Council’s cut off limits the test will be deemed to be a positive test for alcohol.

**Drugs**
Where a drug test returns a non-negative result (indicates the presence of drugs) confirmatory testing will be carried out by Council’s contractor. The safety team will contact Council’s contractor and they will be requested to attend the site to take a saliva sample which will then be sent to the laboratory by the provider for analysis. The external provider will be responsible for all chain of custody requirements.
6.2 Independent random alcohol and drug testing and confirmatory drug testing procedure
Random testing for alcohol and drugs and confirmatory drug testing will be conducted by an independent provider. Random testing will be conducted according to a predetermined schedule and will involve employees in all areas and at all operational levels within Council being subject to testing.

Employees who are selected for testing will be treated in a professional manner by the provider. Sampling will take place in a private area and the employee will be treated with dignity and respect at all times.

Refer to Diagram One for an overview of the random testing process.

Testing methods
Independent testing will be conducted by the following methods:
• Alcohol – testing for alcohol will be conducted using an Australian Standards compliant Alcometer in accordance with the Collection Procedures for Breath Alcohol Tests.
• Drugs – an oral fluid test will be conducted on site for any initial testing for drugs and, will be conducted in accordance with Australian Standard AS4760 Procedures for Specimen, Collection, and the Detection and Quantitation of Drugs in Oral Fluid. Any departure from the specified sample collection procedures will not invalidate a drug test result provided that the procedures followed do not cast doubt on the accuracy and reliability of the collection process with due regard to sample security and chain of custody requirements. Oral fluid specimens collected must only be used for the specific purpose of drug analysis. They are not to be used for DNA testing.

Time frames and number of staff for random testing
While every attempt will be made for drug and/or alcohol testing to be conducted as quickly as possible, the following are GRC’s target times for testing to be conducted:
• Independent random testing five times a year involving five per cent of staff each time.
• Independent confirmatory testing for drugs by accredited provider - within two hours of management being notified.

Staff and area selections
The accredited provider engaged to conduct the random testing will provide POD with a list of employees who will be required to present for testing. This list will be selected using software that will randomly generate a list of names. This will include all areas of Council.

Where practical and to ensure that employees are available for testing Council will endeavour to have workers made available at remote depots or pre-arranged locations.

Repeat testing (test for concern) may be conducted in sections where a trend of positive results has occurred. This will not mean that other sections are left untested. Repeat testing will only be carried out with the approval of the Manager POD. These tests will be in addition to the random selection of staff (five present).

Council contacts
Manager POD
The Manager POD will be the first point of contact for GRC and will be responsible for liaising with the contractor and Council staff as required to ensure that the testing is carried out efficiently.

Directorate specific contacts
Each Directorate will provide a contact person who will be required to meet with the HR contact person and the contractor to assist with making sure that any selected staff are made available for testing.

HR Contact Staff
The HR contact person for the area or a delegated person as agreed to by the relevant Director and the Manager POD will meet the contractor and the Directorate specific contact person at the agreed location to conduct the testing on the day of the testing.

Results of tests
Alcohol
Negative result - no indication of the presence of alcohol is detected then the employee will be authorised to return to normal duties.

Positive result – indication of the alcohol above Council’s cut off limits, a confirmatory test will be carried out by the external tester conducting a second test approximately twenty minutes after the first test. If the results after this test exceed Council’s cut off limits the test will be deemed to be a positive test for alcohol.

The worker will be offered a lift home and where practical, arrangements may be made by the Director to ensure that the person’s private vehicle is also delivered to the person’s home.

The worker will be required to provide a negative breath test result and meet with the relevant manager before being returned to the workplace.

Drugs

Negative result - no indication of the presence of drugs is detected then the employee will be authorised to return to normal duties.

Non-negative result - In the case of a non-negative result indicating the possible presence of drugs, then a saliva sample will be taken by the external tester and this will be sent away to the laboratory for analysis. The contractor will notify the HR contact person of the results.

The worker will be offered a lift home and where practical, arrangements may be made by the Director to ensure that the person’s private vehicle is also delivered to the person’s home.

6.3 Actions for positive alcohol and non-negative drug results

In all instances the Manager Pod will be notified. The Manager POD will consult with the relevant Director or delegate for a HR contact person to consult with the relevant Director. Support will be offered to the worker.

Refusal to leave the workplace - Refusal by an employee to leave the workplace or comply with any reasonable direction will constitute a breach of GRC’s policies and may result in action being taken against the employee.

6.4 Tampering with either a drug or alcohol test

Any attempt to tamper or alter any internal or external test for drugs or alcohol shall constitute misconduct and will result in disciplinary action.

6.5 Remuneration

In circumstances where a worker is stood down this will be on full pay at ordinary rates.

6.6 Employees visiting other workplaces

GRC employees visiting other workplaces will be required to comply with the policies of those workplaces if requested to submit to drug and/or alcohol testing.

6.7 Prescription medication

GRC recognises that employees may at times need to take medication that is prescribed by their treating doctor or health care professional. However, GRC also recognises that certain types of prescription or pharmacy medication and some herbal products may cause impaired judgment and decreased alertness. Employees who are required to take medication must ensure that any side effects of their medication do not endanger their own or another person’s health or safety, and that they do not breach road use legislation by operating any vehicle or vessel while under the influence of medication.

Before taking medication, employees should discuss any possible side effects of the medication with their doctor or health care professional. Where a doctor or health care professional advises an employee that there may be side effects from the medication, the employee must notify their Manager of the potential effects.

The Manager will then decide on control measures that may be taken to minimise the workplace risks. This may include redeployment to alternative duties if they are available.

In any instance where a claim is made that a positive drug test is the result of prescription medication, GRC may request medical advice from the persons treating health practitioner or GRCs medical provider.
7.0 FATIGUE

Fatigue can result from work related factors, from factors in a worker’s life outside of work or in combination. Work related fatigue can and should be assessed and managed at an organisational level. The contribution of non-work related factors varies considerably between individuals. Non-work related fatigue is best managed at an individual level.

Work related fatigue

Work related factors may include:

- the time of day that work takes place
- the length of time spent at work and in work related duties
- the type and duration of a work task, and the environment in which it is performed
- work design (monotony, highly demanding workloads, mentally challenging work)
- organisational factors leading to stressful work environments, such as bullying, harassment or other psychosocial factors
- roster design (e.g. too many consecutive shifts without sufficient restorative sleep)
- unplanned work, overtime, emergencies, breakdowns and call-outs
- certain features of the working environment (e.g. noise or temperature extremes)
- travel times between home and the workplace.

Supervisors and managers must consider individual employee workloads and time constraints when allocating work activities to allow workers to have regular breaks as required to prevent fatigue, musculoskeletal, and heat stress related injuries. To minimise the risks from workplace fatigue, Supervisors must ensure that employees including contractors take breaks in accordance with Council’s industrial instruments and any applicable fatigue management guidelines as required by Queensland Transport.

Management of work related fatigue

Workers will be supported and encouraged to take their allocated breaks and leave entitlements regularly to benefit fully from these rest periods. This will include workers:

- taking RDOs and annual leave as they accrue and not banking excessive time in lieu
- having a minimum ten hour break between start and finish times each day including when called out late at night or on weekends
- encouraged to take regular breaks throughout the day and alternating heavier physical tasks with lighter ones
- ensuring that each work crew has an appropriate number of workers allocated to allow for rotation between crew members to alternate between light and heavy work tasks.

Non-work related fatigue

Non-work related causes of fatigue can include:

- sleep disruption due to issues at home
- strenuous activities outside work, such as a second job or other recreational activities impacting on the person’s rest patterns
- sleep disorders, insomnia and other diseases
- use of alcohol, prescription medication or illegal drugs
- stress associated with financial difficulties, domestic responsibilities etc.

Management of non-work related fatigue

Supervisors should discuss any concerns they have with the employee to determine the cause of any unsatisfactory work performance that is occurring. In all instances the employee is to be treated with respect.

Once it has been established that non-work related fatigue or other factors outside of work are affecting the behaviour of the employee while in the workplace, the supervisor should then assess the risk to the employee and others and determine if the employee should remain in the workplace.

In the circumstance that the Supervisor considers the employee would place their own or another person’s health and safety at risk, then the employee’s Manager shall be immediately contacted and advised of the situation.
Actions taken to manage the situation may include:

- Arranging for the employee to be driven home.
- Providing alternative duties for the employee.
- In the circumstance that the employee is a contractor, contacting the employee’s manager and notifying them of the situation and arranging for a replacement worker if possible.
- Recommending the employee seek medical advice for the fatigue or stress.

Where chronic non-work related fatigue or stress related problems are affecting the employee’s work performance or safety, the employee may be required to seek medical assistance or counselling through the Employee Assistance Program.

The Director may consider a flexible work arrangement for a short period of time to assist an employee who may be having personal issues.

8. VEXATIOUS CLAIMS
Council strongly encourages employees to speak up about safety hazards in the workplace. Any employee has the right to contact their Supervisor, Manager or Director if they witness or have evidence that an employee is putting their own or another person’s safety at risk due to impairment from alcohol, drugs or fatigue.

However, where a worker repeatedly reports another worker or workers as being adversely affected by alcohol, drugs or fatigue and after investigation these claims are repeatedly found to have no basis, then discipline action may be taken against the worker who is repeatedly making the false claims.

The Supervisor/Manager of an employee under suspicion must determine for themselves whether the employee appears to be impaired by fatigue, alcohol, fatigue or drugs and whether testing is required.

9. DRUGS DISCOVERED IN COUNCIL WORKPLACES
If illegal or dangerous drugs are discovered in any Council workplace this will be treated as a criminal matter and the police are to be notified.

In the first instance the drugs are to be secured in a manner that does not include physically touching them. If possible they should be left in the location they were found.

The POD Team are to be notified immediately and a POD team member will liaise with the Director and notify the police to attend the location to remove the drugs and take any action as required by the police.

10. SOCIAL FUNCTIONS
Council’s Chief Executive Officer or delegate must give prior approval for any social function that is being organised by or for Council employees, and which is to be held on Council premises. Responsible consumption of alcohol and behaviour in accordance with Council’s Code of Conduct OCPOL001 will apply to all Council social functions.

11. BREACH OF THE POLICY
Any breaches of this procedure or any unsatisfactory behaviour that is identified in the course of this procedure being enforced in GRC workplaces shall constitute misconduct and will result in disciplinary action being taken against the employee in accordance with Council’s Disciplinary Action Procedure HRP002 and the Staff Code of Conduct OCPOL001. This will include a refusal to provide a breath or saliva specimen. This will be managed as a refusal to comply with a lawful work direction.

12. EMPLOYEE ASSISTANCE PROGRAM (EAP)
Council recognises that there may be employees who have alcohol or drug dependency issues. These employees will be encouraged to raise the issue with their Supervisor or seek professional counselling through Council’s EAP provider or other organisations that provide preventative, counselling and treatment services. Assistance provided will be in accordance with Council’s EAP.

13. PROMOTION OF ALCOHOL
Promoting the consumption of alcohol or drugs in the workplace by way of advertising (eg. posters, cardboard cut-outs) is not permitted.
14. EDUCATION AND TRAINING
Training sessions will be provided to all employees to raise awareness of the requirements of Council’s policies and procedures including alcohol/drug testing and managing fatigue.

Employees will also be advised of policies and requirements through the team meetings process.

A range of pamphlets will be made available to employees on fatigue management and drug and alcohol misuse. Posters will also be displayed throughout Council providing information on the hazards posed by fatigue, drugs and alcohol.

New employees will be advised of Council’s alcohol, drugs and fatigue procedures during the induction process.

15. CONFIDENTIALITY
Confidentiality of all information will be maintained strictly throughout this process, subject to the provisions of the law. Confidential information and documentation will be restricted to the employee’s Director/Manager/Supervisor, People and Organisational Development Branch and the Chief Executive Officer.

16. DISPUTE RESOLUTION PROCEDURE
Employees have the right to lodge a grievance where they believe that inappropriate or unreasonable action has been initiated by Council in response to any suspected alcohol, drug or fatigue management actions.

Where an employee is found to have made a knowingly false or vindictive claim regarding the alleged behaviour of another employee, management shall investigate the claimant’s conduct and take appropriate action in accordance with Council’s Disciplinary Action Procedure, the Council Officer’s Code of Conduct and Queensland’s Local Government Act 2009.

17. ASSOCIATED DOCUMENTS
- Acknowledgement receipt Attachment A
- Work instruction – Testing Alcohol/Drugs WHSWI066
- Internal Breath/Oral Fluid Drug Test WHSF055
- All employees are to sign the Employee Acknowledgment Form on the last page of this document.

Council’s related policies and procedures are available from Council’s intranet site, or upon request from People and Organisational Development.
Overview - Random Selection Process for Drugs and Alcohol Testing By Independent Provider

TDDA will notify the Manager People and Organisation Development (POD) and the HR specialists the day before testing is scheduled.

Manager POD and HR specialists will arrange to meet the TDDA representative at the John Street Depot on the day of testing. TDDA will provide list of staff selected for testing.

The selected staff working out of the John St. Depot will be made available for testing. Once this has been completed the TDDA representative and the HR specialists will go to the next location and conduct testing as required.

If a non-negative test is returned at the site, the HR specialists and the relevant Director will arrange for stand down of the worker until a confirmatory test is conducted. (48 hrs) Payroll is to be notified.

POD will provide a regular updated list of all Council staff to the contractor to ensure currency of staff including agency staff and contractors.

The HR contact personnel will notify the Director or Manager of the facility where other selected workers are working to ensure that the selected workers are available for testing.

Once testing is completed the results will be sent through to the POD Manager.
ATTACHMENT A

ACKNOWLEDGMENT RECEIPT

1. True False  Internal alcohol and drug tests are conducted by members of the safety team or other Council employees who are trained and authorised to perform these tests.

2. True False  If a test for alcohol is positive a second test will be performed approximately twenty minutes after the first test to provide confirmation of the test result.

3. True False  If an internal drug test returns a non-negative test (indicating the presence of drugs) Councils independent provider will be contacted to perform a second test and this will be sent to the laboratory for analysis.

4. True False  If a test result is positive the worker will be removed from the workplace and must provide a negative test result before returning to the workplace.

5. True False  If a worker feels that they are fatigued and the safety of themselves or others may be compromised they should notify their supervisor.

6. True False  Workers must have a minimum ten hour break between shifts to ensure that they are adequately rested before commencing their new work shift. This also includes workers who have been called out during the night for emergency work.

7. True False  A persons personal life has no impact on fatigue in the workplace and therefore only work factors are considered when managing fatigue issues.

I have read and understand the information provided to me for management of drugs alcohol and fatigue.

__________________________                        _________________________                 ___/___/___          ____________
Employee’s name (PRINT)                     Employee’s signature                       Date             Employee No.

NOTE: This record may be included in the employee's personnel file.
ANSWERS

1. True
2. True
3. True
4. True
5. True
6. True
7. False  Fatigue is the result of both workplace and personal factors. This may include being affected by conditions such as sleep apnea or insomnia or could be the result of a person having a secondary occupation.