



Standard Operating Procedure Alcohol





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1. PURPOSE

The purpose of this procedure is to describe the requirements and to effectively manage the hazards and risks associated with the effects of alcohol at the Vulcan Mine.

This procedure has been developed to ensure compliance with section 41 of the CMSHR.

2. SCOPE

This procedure is applicable to all persons at the Vulcan Mine including employees, contractors, and visitors. The controls within this procedure are mandatory.

3. DEFINITIONS

Authorised Person	A person who has the required competencies and who has been authorised by the Site Senior Executive to carry out a designated scope of duties.
BAC	Breath Alcohol Concentration.
CMSHA	Queensland Coal Mining Safety and Health Act (1999).
CMSHR	Queensland Coal Mining Safety and Health Regulation (2017).
CMW	Coal Mine Worker.
Competent Person	Competence for a task at a coal mine is the demonstrated skill and knowledge required to carry out the task to a standard necessary for the safety and health of persons.
Fit for Duty	A condition in which an employee's physical, physiological, and psychological state enables them to continuously perform assigned tasks safely.
Access to Site Security System	Access Control System
IP	Involved Person.
JHA	Job Hazard Analysis.
RSHQ	Resource safety Health Queensland.
SHMS	Safety and Health Management System.
SSE	Site Senior Executive.
Take 5	Personal Risk assessment.

4. PROCEDURE

4.1. Shared Responsibility

The Vulcan Mine and its workers have a shared responsibility for the management of alcohol:

- Vulcan Mine will ensure alcohol education is provided to employees and suitable alcohol testing arrangements are provided.
- all individuals have a duty of care to actively manage their fitness for work including alcohol consumption.
- if a person reports to work who is not fit for duty, it is their responsibility to notify their supervisor; and
- if an individual does not notify their supervisor that they are unfit for work, the supervisor shall interpret this as the individual being fit for work.

4.2. Education and Training

All CMWs and visitors shall be made aware of the alcohol requirements of the Vulcan Mine as part of the site induction.



4.3. Consumption of Alcohol

No person will be allowed to commence work, or to remain at Vulcan Mine if they are under the influence of alcohol. The prescribed BAC at Vulcan mine is 0.00.

Alcohol shall not be consumed at Vulcan Mine other than in an accommodation area or recreation area designated by the SSE for the purpose.

4.4. Alcohol Testing

Testing for alcohol takes three forms:

Access system – Passive alcohol testing units are installed at the entry turnstiles. Each CMW must blow into the passive testing unit to gain access to the mine. Access will be denied if the passive testing unit indicates a result of alcohol detected.

Alcohol Screening – A person trained in the use of screening equipment and authorised by the SSE/SSE Delegate collects a breath sample using an approved screening device. The screening device will generally show a PASS/FAIL result.

Alcohol Testing – A person trained and assessed as competent to HLTPAT304D Collect Pathology Specimens other than Blood and authorised by the SSE collects a breath sample using an approved breath testing device. Alcohol testing is conducted as a confirmation test when alcohol screening indicates the presence of alcohol.

Alcohol screening will be conducted under the following circumstances:

- voluntary self-testing.
- random testing.
- post incident; and
- challenge to fitness for work.

4.4.1. Voluntary Self Testing

All CMWs shall be afforded the opportunity to self-test on an approved alcohol testing device. Self-test facilities are located at:

- The Vulcan Mine first aid room; and
- The Vulcan Mine Pre-Start room.

4.4.2. Random Testing

Random testing refers to the selection of individuals or teams at any given workplace and time. Random testing generally occurs under the following guidelines:

- Random testing should occur at least once per month.
- Random testing may be carried out at any time on any part of the tenement without prior notification.
- Random testing may be carried out by an individual authorised by the SSE/SSE delegate to undertake testing, or a company engaged by the SSE to undertake bulk testing.

4.4.3. Post-incident Testing

Post-incident alcohol testing is required where:

- Individual behaviour may have contributed to an incident.
- Event involved mobile plant and potential human error, and
- An Incident is a prescribed incident under Queensland Coal Mining Legislation.

Unless a person involved in an incident is unable to participate in alcohol testing due to be transported off site by emergency services, post incident alcohol testing shall be undertaken before the IP leaves site. All records regard post incident testing shall be saved in the incident folder for the particular incident.



4.4.4. Challenge for Fitness for Work

Any person can be tested if they exhibit signs and symptoms, or if there is reasonable evidence of alcohol use. Where there is reasonable evidence of alcohol use on site, further testing may be conducted at the discretion of the SSE.

All persons have an obligation to report any person suspected of being unfit for work due to alcohol use.

Where a CMW reports another person as being potentially under the influence of alcohol, the person making the report will be also be tested to mitigate false reports.

4.5. Testing Procedure

4.5.1. Testing

An initial screening test provides an indication of the presence of alcohol but may not necessarily quantify BAC in accordance with relevant Australian Standards.

If screening indicates the presence of alcohol, the person providing the breath sample will be required to provide a confirmatory test, conducted on an approved, calibrated breath analysis instrument which provides BAC scores.

Confirmatory test shall be undertaken no sooner than 20mins but no later than 25mins after the initial screening, during this period the person to be tested shall not take anything by mouth, including smoking, drinking and/or eating.

The person to be tested shall be supervised by an authorised Alcohol Tester during the waiting period.

4.5.2. Personal Confirmation

If a person who has undergone confirmatory breath testing does not agree with the test results, they have the option to undertake blood alcohol testing, at their own expense, by a doctor of their choice. If as a result of the test, a doctor supplies a signed statement, stating that the person's blood was sampled within two hours of the initial breath analysis test and that the employee's blood alcohol level would have been 0.00, the first confirmed positive result will be withdrawn and the employee will be paid for the shift and their medical expenses met.

4.5.3. Transport from site after positive test results

Where a person tests under 0.05 BAC, they may transport themselves from site.

Where a person tests over 0.05 BAC arrangements will be made to have them transported from site.

Where a person tests over 0.05 BAC and they refuse or decline transport assistance and proceed to drive themselves off site, the SSE or delegate shall be obliged to advise the Queensland Police Service of the risk to the general public and the individual.

4.6. Management of Positive Test Results

The management of positive test results is undertaken in two stages:

First Confirmed Positive Result – Where a person has returned a confirmed positive test for the first time, a letter of warning will be issued and the person shall be required to return a negative test prior to returning to site.

The following additional requirements may be imposed upon a person returning a first positive result at the SSE's discretion:

- Active participation in a recognised rehabilitation program.
- Undertake a meeting with their Department Superintendent or Contract Manager prior to recommencing work to outline a return-to-work plan.

Second Confirmed Positive Result – Where a person returns a second confirmed positive result in a three-year period, their employment/contract may be terminated at the discretion of the SSE.



4.6.1. Additional Conditions of Response to Positive Test Results

At the discretion of the SSE, the following additional conditions may be applied to a person who returns a positive test result:

- Time away from work because of a Confirmed Positive Result shall be taken as sick, annual, or leave without pay.
- Costs associated with rehabilitation programs shall be borne by the person returning a positive result.
- Additional alcohol testing may be required to be undertaken for up to 12 months after returning to work.

4.6.2. Refusal to undergo an Alcohol Test

A person who refuses to undergo an alcohol test will be treated in the same manner as a person returning a positive result.

4.6.3. Tampering with an Alcohol Test

Any attempt to tamper with a sample or falsify an alcohol test will be regarded as serious misconduct and will be treated in the same manner as a person returning a positive result.

4.7. Employee Assistance Program (EAP)

Gryphon Employee Assistance Program is in place for employees and their immediate family offering independent and professional services for those requiring further education or personal assistance in the areas of fitness for duty.

Where an employee has been identified with a potential fitness for duty issue, their supervisor shall make the employee aware of the assistance that can be provided by the program.

4.8. Confidentiality

Documents and information obtained as a result of the application of this procedure will be kept confidential and only be utilised for the purpose of determining a person's fitness for duty.

4.9. Record of Test Results

The results of every positive alcohol test shall be recorded including:

- the name of the person tested.
- the name of the person conducting the test.
- date of test; and
- result of on-site tests.



5. ROLES AND RESPONSIBILITIES

SSE	Shall review and approve this procedure.
HST Manager	Shall ensure that all provisions of this procedure are implemented, and that compliance is achieved.
Managers/ Superintendents	Shall be responsible for their area of operations and the implementation and application of this procedure. Provide adequate training, information, structure, and supervision to ensure that this procedure is implemented. Carry-out a periodic review of activities to ensure the appropriate application and understanding of this procedure; and Ensure immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from these activities.
Supervisors	Ensure all CMWs are familiar with, have access to and comply with the requirements set out in this procedure.
All CMWs (including visitors and contactor)	Shall comply with the requirements of this procedure.

6. REFERENCES

- AS 3547:2019 Breath alcohol testing devices
- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)

7. Relevant Documents

- VUL-RSK-041-Alcohol

8. REVIEW

This document shall be reviewed at a minimum two yearly, or as follows:

- when there is a change of method and/or technology and/or legal or other requirement that may affect the accuracy of this document.
- when operational changes occur that effect the currency of the document.
- when there has been a significant event to which this document was relevant; and
- as a result of relevant audit findings.

9. DOCUMENT CONTROL

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