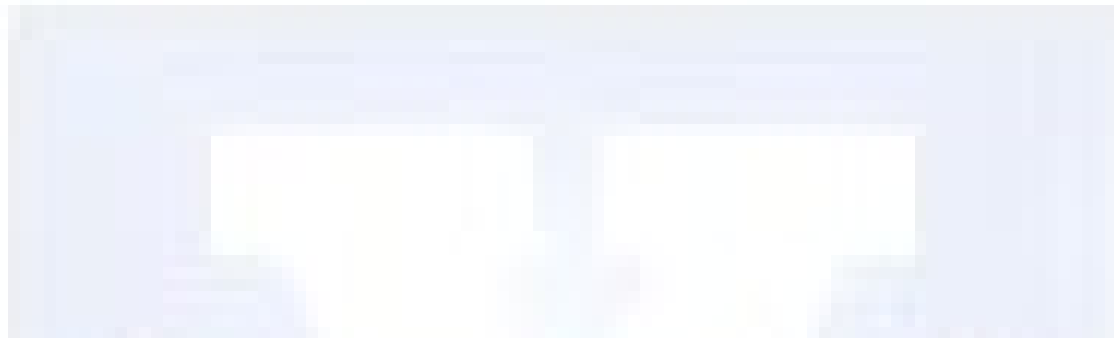
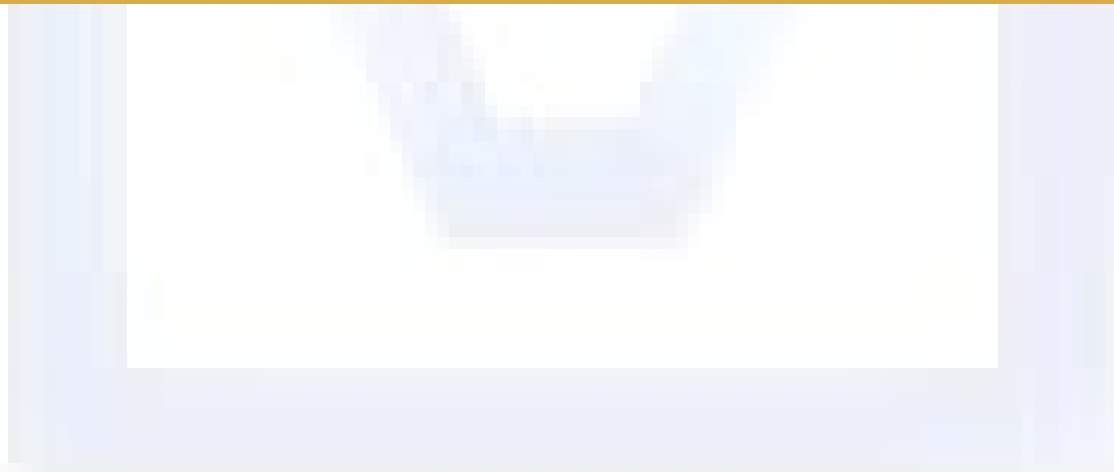




VULCAN MINE



Standard Operating Procedure Drugs





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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 drugs at the Vulcan Mine.

This procedure has been developed to ensure compliance with section 42 (c) 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

AMA	Appointed Medical Advisor.
Authorised Person	A person who has the required competencies and who has been appointed by the Site Senior Executive to carry out a designated scope of duties.
CMSHA	Queensland Coal Mining Safety and Health Act (1999).
CMSHR	Queensland Coal Mining Safety and Health Regulation (2017).
CMW	Coal Mine Worker.
CoC	Chain of Custody.
Collector	A person who has successfully completed a course of instruction of specimen collection, storage, handling, and dispatch and is authorised by the SSE to undertake the task.
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.
Illegal Drugs	Any substance which, when taken into the body, alters its function physically and/or psychologically, excluding food, water, and oxygen. (World Health Organisation) Any drug whose possession and use are prohibited by State and Federal law, or prescription drugs for which no prescription has been issued.
EAP	Employee Assistance Program.
Fit for Duty	A condition in which an employee's physical, physiological, and psychological state enables them to continuously perform assigned tasks safely.
HST	Heath, Safety, and Training.
IMS	Integrated Management System.
IP	Involved Person.
JHA	Job Hazard Analysis.
NATA	National Association of Testing Authorities, Australia.
Non-negative result	The result of an initial onsite drug screen test is considered unconfirmed or 'non-negative' (i.e., may or may not be a positive result) until a confirmatory test returns a positive or negative result.
Over the Counter (OTC) Drugs	Any medication taken for an illness or condition able to be purchased over the counter, i.e., without a prescription.
Prescription Medication	Any scheduled medication legally required to be prescribed by a medical practitioner for an illness or medical condition.
Synthetic Drugs	Any non-organic and/or chemically synthesized drug.
Random	Means testing can be done anywhere at any time on a mine site.



Referee specimen	A second container of the collected specimen, or additional specimen collected at the same time as the first specimen, which is sealed at the point of collection and subsequently transported and securely stored at the confirmatory testing laboratory for analysis.
SHMS	Safety and Health Management System.
SOP	Standard Operating Procedure.
SSE	Site Senior Executive.
Take 5	Personal Risk Assessment.

4. PROCEDURE

4.1. Objective

The **objective** of this procedure is to prevent, and eliminate issues associated with the misuse or abuse of alcohol and drugs (including synthetics) which affect work performance, conduct and safety on company operating sites and in company offices.

4.2. Shared Responsibility

The Vulcan Mine and its employees have a shared responsibility for the management of drugs:

- Vulcan Mine will ensure drug education is provided to workers and suitable drug screening arrangements are provided.
- all individuals have a duty of care to actively manage their fitness for work including drug consumption.
- if a person reports to work and 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 is fit for work.

4.2.1. Education and Training

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

4.3. Drug Screening/Testing

Drug screening and testing will be conducted under the following circumstances:

- pre-employment
- random testing
- periodic blanket testing.
- post incident; and
- challenge to fitness for work.

4.3.1. Pre-Employment Testing

Pre-employment testing will occur prior to a person commencing employment or contract work at Vulcan Mine.

4.3.2. Random Testing

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

- Site access cards are subject to a random selection testing. Random testing is completed through the turnstiles.
- Random testing may be carried out at any time on any part of the tenement without prior notification.
- The random selection process shall be transparent and demonstrable to CMWs.
- Random testing may be carried out by an individual authorised by the SSE to undertake testing, or a company engaged by the SSE to undertake bulk testing.



4.3.3. Post Incident Testing

Post incident testing is required where:

- individual behaviour may have contributed to an incident.
- events involving 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 drug testing due to being transported off site by emergency services, post incident drug testing shall be undertaken before the IP leaves site. All records regarding post incident testing shall be saved in the incident folder for the particular incident.

4.3.4. Challenge to Fitness for Work

Any person may be tested if they exhibit signs and symptoms, or if there is reasonable evidence of drug use. Where there is reasonable evidence of drug 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 drug use.

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

4.4. Testing Procedure

Vulcan mine utilises an oral fluid testing procedure in accordance with the relevant Australian Standards. Oral fluid testing is undertaken under the following guidelines:

Australian Standard Drug Class Screening Cut-off Levels (Australian Standard AS 4760 (Oral Fluid)) cut-off levels are derived from levels which can be reliably detected in a laboratory.

Australian Standard Drug Class Screening cut-off levels take other factors into account such as the cut-off level for cannabis metabolites (Cannabinoids) which makes allowance for passive smoking (i.e., it is set at a level that ensures a positive result cannot be obtained from passive smoking).

- Persons conducting drug screening (collector) shall be trained, competent and authorised by the SSE/SSE delegate to undertake the task.
- The collector shall be able to present a copy of testing qualifications upon request.
- The collector must ensure the details of the person being tested are entered onto the drug test record VUL-FRM-08-03-Drug and Alcohol Permanent Screening Record.
- Photo identification shall be provided by the person being tested.
- The person being tested shall sign a consent form before the sample is taken. Failure to provide consent will be considered a refusal to test.
- Any prescription or non-prescription drugs or medications shall be identified by the person being tested on form VUL-FRM-08-01-Medication Declaration before a sample is taken.
- The person must give an oral fluid sample under the direction and supervision of the collector, who will ensure a genuine sample is given and that adulteration or substitution does not occur.
- Screening shall be completed to determine the presence of the following classes of drugs, in accordance with the prescribed cut-off limits below (i.e., consistent with those nominated in AS/NZS 4760):

Table 1 : Immunoassay Screening Test Cut-Off Levels for Oral Fluid (adapted from AS/NZS 4760)

Class of Drug	Cut-off level (ng/mL)
Amphetamine type substances	50
Benzodiazepines	10
Cannabis metabolites (Cannabinoids)	15
Cocaine metabolites	50
Opiates	50
Oxycodone	40



- If the test results are negative, the person will be regarded as having produced a negative result. All samples will be disposed of in a medical waste unit.

4.4.1. Declaration of Medication

Persons taking non-prescription and prescription medication are required to undertake the following before participating in a drug test:

- Discuss the nature of their duties with the medical practitioner or pharmacist and ascertain any possible side effects of the medication that may impact on their safety or performance at work.
- Notify their supervisor of any medication they are taking which could affect their ability to safely carry out their duties on site, by completing and submitting a VUL-FRM-08-01-Medication Declaration.
- Take any medication strictly in accordance with the medical practitioner or manufacturer's recommendations; and
- Report any encountered side effects to their medical practitioner and supervisor.

It is the person's responsibility to notify their supervisor, before commencing work, if taking any prescribed or non-prescribed medication on form VUL-FRM-08-01 Medication Declaration.

If a person provides a non-negative test result which is consistent with the declaration or medical certificate, the SSE shall make an assessment of the employee's fitness to carry out work, having regard to the nature of the duties to be performed. In making this assessment, consultation with the AMA (and the worker's treating medical practitioner if required).

If the confirmatory test results are inconsistent with form VUL-FRM-08-01-Medication Declaration, the person will be declared Unfit for Duty. A false declaration will be regarded as serious misconduct and appropriate action will be taken in accordance with the disciplinary process. A person shall not return to work until a negative test has been returned.

4.4.2. Refusal to Undergo a Drug Test

A person who refuses to undergo a drug test will be treated in the same manner as a person returning a non-negative result.

4.4.3. Tampering with a Drug Test

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

4.1. Managing Non-Negative Drug Testing Results

4.1.1. Unconfirmed Positive

A non-negative result to an initial screening test will be referred to as an unconfirmed positive result. Any person who returns an unconfirmed positive result will not be permitted to remain on site and arrangements will be made to have the person transported to their accommodation. Where a person declines transport assistance and proceeds to drive themselves home the supervisor shall be obliged to advise the Queensland Police Service of the risk to the general public and the individual.

Where an unconfirmed positive result is consistent with a letter from a treating medical practitioner regarding the use of medication to manage a medical condition then that person may continue working at the SSE's discretion and risk assessed where the person will remain low risk/office-based environments.

4.1.2. Non-Negative Test Result set Offsite for Laboratory Confirmation

If the test indicates a non-negative result, the sample will require confirmation testing. The oral fluid sample will be forwarded to a NATA accredited laboratory with the testing form, for confirmation testing and a strict chain of control will be implemented.

To ensure the sample is protected from contamination, manipulation, or confusion with other samples, 'chain of custody' procedures must be followed in accordance with AS/NZS 4760.

CoC forms shall be properly completed by a collector and donor. As a minimum, the CoC shall include the following:



- verification of donor's identity.
- Two identifiers unique to the donor.
- date and time of collection.
- confirmation by the donor that the specimen was their own and was correctly taken.
- name and signature of collector.
- declaration by the collector that the specimen has been collected and if applicable tested on-site in compliance with this standard.
- requesting authority details; and
- results of specimen integrity checks carried out at the point of collection.

The handling and transportation of oral fluid specimens from one individual or place to another shall always be accomplished through CoC procedures.

4.1.2.1. First Confirmed Positive Result

Where confirmatory testing indicates the appropriate use of medication, return to work shall be determined by the SSE.

Where confirmatory testing indicates inappropriate use of drugs, return to work at Vulcan Mine is contingent on active participation in either a recognised rehabilitation program, or, demonstrated attendance at an approved drug-related education program. The suitability of the educational or rehabilitation programs to the individual shall be determined by an assessment conducted by an approved health professional.

The approved health professional shall evaluate the degree of substance dependence/addiction and provide a written recommendation to both the Vulcan Mine HST Manager and the individual.

The approval of educational/rehabilitation programs or suitable professionals will be provided by the Vulcan Mine HST Manager.

Where applicable, the details will be recorded on the person's personnel file and a letter of warning issued.

Costs for the assessment of suitability of intervention will be paid by Vulcan Mine for employees only.

The details will be recorded on their personnel file and a letter of warning issued.

The person will be required to demonstrate active participation in a recognised rehabilitation program or attend an approved drug related education program under the EAP. Refusal to participate in the evaluation process, a recognised rehabilitation or education program shall be deemed as a second confirmed positive.

4.1.2.2. Second Confirmed Positive

On the second occasion an individual returns a confirmed positive within a three-year period, their employment/contract may be terminated.

4.1.3. Additional Conditions of Response to Confirmed Positive Results

Any person who returns a first confirmed positive result:

- shall demonstrate fitness for work by way of a negative result, from an approved testing laboratory, before returning to work. Failure to return a negative test result within a six-week period will be deemed as a second confirmed positive result, unless under a recognised rehabilitation program.
- time away from work as a result of an unconfirmed positive result or confirmed positive result shall be taken as personal, annual or leave without pay. (If a confirmed negative result is returned, any time away from work will be paid as per the normal missed wages for that person).
- will be required to meet with their department manager prior to recommencing work to outline a Return-to-Work Plan that may include completion of approved educational or rehabilitation programs.
- will pay the cost of return-to-work tests by the laboratory; and
- will be required to undertake additional drug tests at any time over the following twelve months. The frequency and timing of such tests will be at the discretion of the HST Manager.



4.2. Employee Assistance Program

EAP 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.

4.3. 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.

4.4. Record of Test Results

The results of the drug screening test shall be recorded confidentially in the IMS and include:

- The name of the person tested.
- The name of the person conducting the test.
- Date of test; and
Result of on-site test

5. ROLES AND RESPONSABILITIES

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 4760-2019 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid
- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)
- RSHQ Recognised Standard 07 [Criteria for the assessment of drugs in coal mines](#)
- RSHQ Safety Bulletin 111 [Health risks of smoking synthetic cannabinoids](#)

7. RELATED DOCUMENTS

- VUL-FRM-08-03-Drug and Alcohol Permanent Screening Record
- VUL-FRM-08-01-Medication Declaration



8. REVIEW

This document shall be reviewed at a minimum every two years, 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

Version	Date	Description	Document Controller
01	21/05/2020	Initial draft	Rachael Dacker
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03	13/05/2021	Review and formatting	Nicole Davey
04	31/08/2021	Review and formatting	Rachael Dacker
05	30/11/2023	Review and formatting	Kelly Jensen
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