



BF2.3 DRUG & ALCOHOL REASONABLE CAUSE INDICATORS

When assessing for reasonable cause, there will usually be more than one indicator present. Examples of reasonable cause include, but are not limited to the following:

- physical sign
- smelling breath, body odour, clothes
- slurred speech
- unsteady on feet
- eyes: bloodshot, dilated pupils, pin-point pupils
- excessive sweating
- flushed/ red complexion
- loss of weight
- unusual or out of character on-site behaviour
- continual involvement in small accidents or inattention
- obvious continual drop in performance
- changes in personality or mood swings
- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs: outbursts, anger, aggression, mood swings, irritability
- paranoia
- changes in alertness – difficulty with attention span
- changes in appearance – clothing, hair personal hygiene
- less energy
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- hangovers
- violent behaviour
- impaired motor skills
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- intense anxiety or panic attacks or depression
- impairments in learning and memory, perception and judgement

Consent for Drug Testing

I consent to undergo a urine drug test, to be undertaken by a QA qualified collector & urine drug screener and an accredited laboratory appointed by Hawgood Haulage Pty Ltd which I acknowledge is for the purpose of determining whether I have a level(s) of a drug(s) (as defined by Hawgood Haulage Pty Ltd's Policy) higher than:

- the accepted international standard as defined by the Australian/ New Zealand Standard AS/NZS 4308:2008, or
- the level determined by the laboratory

I understand that a urine specimen will be collected and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including benzylpiperazine), cocaine, benzodiazepines, and others if applicable. I understand that other illicit drugs (e.g. LSD, synthetic THC, cathinones), restricted and legal party substances, misused prescription drugs and other mind altering substances can also be tested for.

I undertake to advise the qualified collector of any medication that I am taking. I also agree to provide the collector with verification of my identity (either photo ID or an alternative proof) and two unique identifiers (e.g. full name and date of birth).

I consent to the confidential communication of the drug test(s) results to Hawgood Haulage Pty Ltd. I understand that I may request a second test be conducted on the reserve specimen which was split from the original urine and is stored at the laboratory. This request must be made within 5 days of receiving the result. For the second test to be positive there need only be the presence of drug or metabolite detected (ie. not cut off limits). This will be accepted as a conclusive result and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by Hawgood Haulage Pty Ltd.

Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that refusing to sign this form, or the return of a positive result, means that:

[?] Pre-employment: the job offered/ applied for will not be confirmed or offered to me

[?] Current employee: the company disciplinary procedure will follow which will include dismissal.

I have read and understood the terms of this consent form.

Signature of Applicant/ Employee: _____ **Date:** _____

Applicant/ Employee Name: _____

Signature Witnessed: _____ **Date:** _____

Witness Name: _____

Consent for Breath Alcohol Testing

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have a level of alcohol in my breath higher than that 100 micrograms of alcohol per litre (zero alcohol tolerance).

Results of the breath alcohol test will only be used for the purposes for which it was obtained, as set out in Hawgood Haulage Pty Ltd' Drugs and Alcohol Policy.

I understand that a positive test result is likely to lead to disciplinary action which will include dismissal or the requirement to take part in an Alcohol Rehabilitation Programme.

I understand that a refusal to sign this form and undergo a breath alcohol test will be regarded as a serious offence and is likely to result in disciplinary action which may include dismissal.

I hereby authorise the collection and testing of a breath sample for alcohol, and the release of the test results to the authorised representative of Hawgood Haulage Pty Ltd.

I have read and understood the terms of this consent form.

Signature of Applicant/ Employee: _____ **Date:** _____

Applicant/ Employee Name: _____

Signature Witnessed: _____ **Date:** _____

Witness Name: _____

Test administered at (time and date) _____

By (name and signature) _____

Reading: _____

Result (circle the one that applies):

Negative Positive