

Drug and Alcohol Policy

Policy

JD Rigging Services Limited is committed to providing a safe and healthy workplace free from the effects of alcohol and drugs.

This will be achieved through the continuing development of a culture of personal and collective responsibility towards health and safety. Where required, testing procedures will be implemented, aimed at eliminating the risks of alcohol and drug-related harm to employees and other persons involved with the Company. Education, training and employee assistance programmes will be used to achieve the Company's stated intent.

Definitions

Alcohol

The term alcohol refers to any beverage that contains ethyl alcohol (ethanol) including, but not limited to, beer, wine, and distilled spirits. It also covers any other liquid (such as methyl alcohol) that may be used as a substitute.

Drugs

The term drug includes drugs which cause impairment such as:

- i. Opiates, LSD, cocaine, cannabis, and amphetamines
- ii. Prescription drugs such as benzodiazepines (sedatives and tranquilizers)
- iii. Adhesives, aerosols and similar substances found on construction sites.

Prescription Drugs

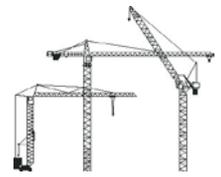
The term prescription drug refers to any medicinal substance that has been officially prescribed by a registered medical practitioner.

The Company

This term throughout the document refers to JD Rigging Services Ltd.

Post Incident/ Accident

This term refers to any situation, incident or accident in which alcohol and/or drugs may be implicated.



Reasonable cause

This term refers to any situation where the Site Manager/Foreman/Operations Manager or Regional Manager believes a person's performance is impaired by drugs or alcohol to an extent that the person is a risk to themselves and to others on site. Reasonable Cause includes but is not limited to those observations of suspect behavior, appearance, conduct, action or failure to adhere to instructions set out in schedule 3.

Manager

This term includes Managers, Foremen, Supervisors, and persons in control of a site.

Coverage

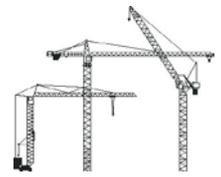
This policy applies to all employees of the Company and also encompasses subcontractors and staff of labour hire agencies. It applies to all Company work sites and work vehicles and Company functions held away from sites.

ESR

This term means the Institute of Environmental Science and Research Limited

CONFIDENTIALITY/ PRIVACY ACT

- a.** All information gathered as a result of drug and alcohol testing is collected for the purpose of achieving the objectives of the above-stated policy. All information obtained will be restricted to senior managers of the Company.
- b.** Test results from ESR will be sent to the Group Health & Safety Manager who will pass this information on to the appropriate regional manager.
- c.** All information gathered shall be subject to the Privacy Act and the Health Information Privacy Code.
- d.** The Company will hold all information gathered as a result of positive testing for the duration of the individual's employment or longer as deemed necessary by the Company.
- e.** A breach of confidentiality by any person under this policy will be regarded as a breach of "Code of Conduct " and disciplinary action may result.



UNDERLYING PRINCIPLES

- a.** JD Rigging Services Ltd has a legal and ethical obligation to take all practicable steps to protect the health and safety of all employees, contractors, customers and/or authorized visitors on the Company's places of work.
- b.** All JD Rigging Services Ltd employees have a legal and ethical obligation to ensure their own personal safety and to ensure that no action or inaction on their part while at work will cause harm to any fellow employee and/or authorized visitors to the work site.
- c.** It is the Company's expectation that:
 - i.** Education will encourage employees to not want to work with someone who is impaired.
 - ii.** Post-accident/ incident/ just-cause testing will result in a positive workplace attitude towards this health and safety issue.

RESPONSIBILITIES

Managing Director

Responsible for the implementation of this policy and for ensuring adequate resources are allocated for education, training, counseling and other requirements. In particular, the briefing of senior management to ensure that they understand, disseminate and implement the policy in their areas of responsibility.

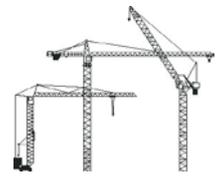
Operations Managers/ Site Managers/ Foremen

Responsible for the day to day health, safety and welfare of all individuals under their direct control and for ensuring that every employee is fit to commence, and remain at, their allocated work.

Specific tasks include:

Where appropriate and practical, assessing fitness to work of individuals under their control both at the start of and throughout the work period.

Taking prompt and appropriate action to ensure safety whenever they believe an individual is not capable of working in a safe and effective manner. This may include removing the individual from the workplace.



Taking prompt and appropriate action to address declining safety or work performance as a result of any individual's personal problems in the same manner as for any other cause.

This includes:

- i. Documenting in the site diary incidents when any employee is not 'fit for work' or when performance is unsatisfactory.
- ii. Providing effective feedback to employees concerning their performance or safety.
- iii. Assisting employees to access support and assistance (such as counseling) to address the performance and safety concerns.

All Employee's

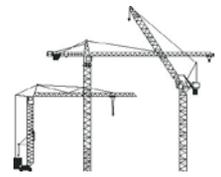
It is the responsibility of all individuals to ensure their own health and safety at work and to avoid adversely affecting the health and safety of any other person. In order to fulfill this responsibility each individual is required to:

- i. Present themselves at work in a condition in which they are able to carry out their duties without risk to themselves or others. This includes ensuring that they meet the requirements of the policy and are not in an unfit state for any reason, including the adverse effects of fatigue, stress, alcohol or other drugs.
- ii. Notify their supervisor of any concerns about or potential threat to their work performance or safety.
- iii. Notify their supervisor of any concerns they may have regarding the fitness or otherwise of any other employee whose performance may be impaired due to being under the influence of drugs, alcohol, stress or fatigue.
- iv. Notify their supervisor of the prescribing of any medication or the change in medication for a condition where either the condition or the medication may affect their ability to work safely. Any such case would result in the employee being given sick leave or suitable alternative duties.

Education & Training

Staff Education and Awareness

The Company Alcohol and Drug Policy will be supported, where appropriate, by education resources to raise employee awareness of the issues relating to the use/misuse/abuse of alcohol, and drugs.



Manager/Supervisor Training

The Company will train managers and supervisors in understanding the policy and key responsibilities regarding its implementation.

The Company will train managers and supervisors in the recognition, management, and referral of alcohol and drug-related matters.

Drug & Alcohol Support

An Employee Assistance Programme (EAP) is available to all employees at all times. This is a free confidential service.

Testing procedures

Informed Consent

Testing will occur with the 'informed consent' of the employee concerned. This requires that the employee be fully informed of all relevant facts.

Testing Standards

Drugs (refer to Schedule 1 (a))

The methods and standards relating to the collection, transportation, and chain of custody of samples for drug testing purposes will meet the requirements of international standards and will satisfy court examination. The standard which must be complied with is the Australian/ New Zealand Standard, AS/NZS 4308:2001 "Procedures for the collection, detection, and quantitation of drugs of abuse in urine." (or any updated versions)

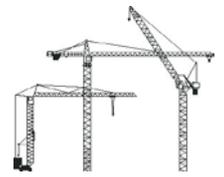
Alcohol (refer to Schedule 1 (b))

A breath test for alcohol will be conducted by suitably trained and authorized personnel (e.g.; TDDA, Occupational Health Nurse, Doctor) or an authorized collector from an independent testing agency. The device used must comply with the Australian Standard, AS 3547-1997 "Breath alcohol testing devices for personal use."

Retesting

Drugs

An employee may request that a second test is conducted and analysed within 14 days of receiving the result. This will be carried out using a retained sample stored by the testing facility. Where a retest is requested, no action will be taken on the results of the first test until the retest results are available.



Alcohol

The employee can request retesting for alcohol. The breath testing device must be prepared in line with Australian Standard, AS 3547-1997 "Breath alcohol testing devices for personal use." Retesting must be completed 15 minutes following the preliminary test.

Stand Down

For health and safety reasons stand down occurs after a *positive* instant drug test or *positive* alcohol test result. The employee will not be permitted to return to work until such time as they have undertaken and passed a subsequent screening test.

If the employee does not sit or does not pass a subsequent test within 7 days from the original test, then the employee will be deemed to have abandoned their employment.

The stand down will be without pay except where the result of the laboratory drug test is negative, in which case pay will be reinstated.

Testing Procedures

Pre-employment, reasonable cause testing, post-accident/incident testing and random testing procedures are set out in the following schedules:

Post-accident/incident testing (refer to Schedule 2) Reasonable Cause testing (refer to Schedule 3)
Post positive test random testing (Schedule 4) Pre-employment testing (refer to Schedule 5)

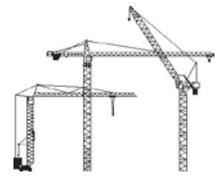
From the time an employee is advised of the decision to conduct the testing the employee will be accompanied at all times until the breath alcohol test has been conducted (should be within 1 hour) and/or the urine sample collected for drug testing (should be within 2 hours)

Positive Drug or Alcohol Test

First Occasion

A first positive drug or alcohol test after post-accident/incident or reasonable cause testing will result in formal disciplinary procedures being invoked as follows:

- i. An interview with the employee where an explanation for the positive test will be sought.
- ii. The employee being advised of the unacceptability of their behaviour and the risk such behaviour creates for the safety of the individual and other employees.
- iii. The employee being advised of their responsibility to demonstrate the problem has been effectively addressed.
- iv. The employee being formally required to participate in counseling or an appropriate rehabilitation programme.
- v. The employee will receive a formal written warning unless exceptional mitigating circumstances exist.



First Occasion (continued)

- vi. The employee being advised that they will be subjected to random testing over the following year (refer to schedule 4). This random testing may involve up to 6 tests over the year period.
- vii. The employee being advised that any future breach of the policy may result in termination of employment for serious misconduct.

Second Occasion

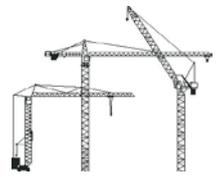
After post-accident/incident, reasonable cause or post positive test random testing, a second positive drug or alcohol test will result in formal disciplinary procedures being invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case. Unless there are convincing arguments to the contrary, the incident will be treated as serious misconduct. The incident could result in termination of employment.

SERIOUS MISCONDUCT REGARDING DRUGS AND ALCOHOL

Serious misconduct will include but not be limited to:

- i. Possession or sale of drugs or alcohol in the workplace.
- ii. Use of drugs in the workplace
- iii. Use of alcohol in the workplace except at company authorised functions.
- iv. Attending work under the influence of drugs or alcohol.
- v. Possession of adhesives, aerosols and similar substances were not appropriate
- vi. Any attempt to falsify or avoid any drug and/or alcohol test.
- vii. Refusal to provide consent to undergo a drug or alcohol test when required under this policy.
- viii. Failing to accompany a manager or supervisor to a testing facility when required under this policy.
- ix. Otherwise obstructing the processes set out in this policy.

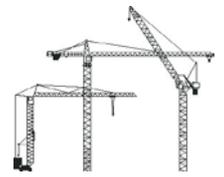
Serious misconduct is highly likely to result in dismissal.



ALCOHOL AT COMPANY AUTHORISED FUNCTIONS

Rules for consumption at all company functions:

- Preference should be given to holding functions off-site at a local bar
- Alcohol is only to be consumed on sites at Company authorised functions
- The approval of the Contract Manager must be obtained
- The approval of the client must be obtained
- Consumption is only permitted when an authorised person is present (Managing Director, Site Manager, Foreman or their designate)
- Non-alcoholic beverages and food must be supplied
- No alcohol is to be consumed until work is ***finished***, and the site is secured
- No drugs are to be used.
- Sites can only be used as a venue for functions when it is safe to do so. This includes demarcation of the area for the function from the rest of the site
- Consumption must cease when the Managing Director, Site Manager/Foreman or their designate leaves at which point everyone must leave and the site must be secured
- No personal alcohol is to be stored or consumed on sites or at offices unless authorized by the Managing Director.
- Any unauthorised consumption of alcohol on sites will be considered serious misconduct and is highly likely to result in dismissal.
- For any Company function, taxi chits should be considered to ensure staff don't drive home.



Guidelines for Employees

All employees must take personal responsibility for their own behaviour and actions with regard to the consumption of alcohol at Company functions and events, and other occasions. Due consideration must be given to:

Personal and collective health and safety at all times.

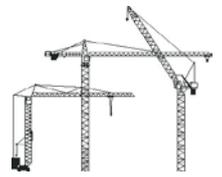
The requirement for employees to meet the same standard of behaviour required from them in their ordinary workplace. Drinking to excess will not be considered as an excuse for failing to meet this standard.

- i. The need to be in a fit state to drive home.
- ii. The need to present themselves for work, in a fit and proper state.
- iii. No alcohol should be consumed during the course of the day (including lunchtimes) except at approved Company events.

SUBCONTRACTORS & AGENCY EMPLOYEES

Where any subcontractor, employee of any subcontractor or contractor to any subcontractor or employee of an employment agency engaged to work on a JD Rigging Services Ltd site exhibits suspect behaviour, appearance, conduct or action in any situation, incident or accident and alcohol and/or drugs may be implicated, this will be treated as a Reasonable Cause event.

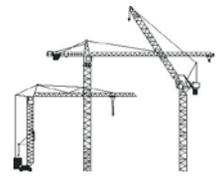
The person concerned shall be dismissed from the site and the principal of the subcontracting firm or agency contacted to advise the reason for this dismissal. This and any subsequent action shall follow the process set down for the issue of notification of a ban of the subcontractor or agency employee on a JD Rigging Services Ltd present and future projects.



SCHEDULE 1 (A)

Drugs Testing Procedure

- a). All aspects of the testing procedure will be carried out in a confidential and private manner. Samples will only be collected by persons who have received training in sample collection, as defined by the Institute of Environmental Science and Research (ESR). These people will be qualified medical professionals.
- b). The collection site will be an ESR approved health facility or a local clinic.
- c). The employee will report to the collection site, which will usually be a local clinic, and will be required to provide photographic identification or identification by a manager/supervisor who knows them. They will then be required to comply with the following procedure:
- d). The employee will sign an informed consent form.
- e). A drug testing custody and control form will be completed.
- f). A urine specimen will be provided in private and an instant drug test will be undertaken. Where this indicates a positive test the balance of the urine sample will be split into two further samples by the collecting agents.
- g). The employee will be able to observe the entire collection, processing and chain-of-custody procedure of the specimen.
- h). The employee will be asked to read, sign and date the chain-of-custody statement certifying the specimen is that individuals and has not been changed or altered at the time of collection.
- i). The employee may also note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.
- j). Both samples will be dispatched to the laboratory.
- k). The laboratory uses a two-phase process. In the first phase, the specimen is screened using the immunoassay technique for the presence of drugs. If there is a positive response at this screening phase, another portion of the first sample is taken to the second confirmation phase. This test, gas chromatography/mass spectrometry (GCMS) (or liquid chromatography/ mass spectrometry) is considered by scientific and medical experts to be the most reliable procedure available.



- l). A positive test will only be reported by the testing facility if GC(LC)MS confirmed levels of drug residue exceed confirmation cut-off levels. Cut-off levels conform to the Australian/New Zealand Standard AS/NZS 4308:2001 or updated amendments (Appendix 1).

- m). If an employee disagrees with an initial positive test result, then they have the option of having the second sample re-tested at ESR or another approved laboratory. This request should be made within 14 days of receiving the initial result and this reanalysis looks for the presence of any amount of the drug (i.e. it is not restricted to cut-off levels). If the second test proves positive, this will be accepted as a conclusive result. If the second test result proves negative, this will be accepted as a conclusive result.

SCHEDULE 1 (8)

Alcohol Testing Procedure

- a). All aspects of the testing procedure will be carried out in a confidential and private manner.

- b). The employee will sign an informed consent form.

- c). The test for alcohol will be carried out using a breath alcohol screening device which complies with the Australian standard AS 3547-1997 "Breath alcohol testing devices for personal use."

- d). The first test will require the employee to blow into the device with the mouthpiece attached.

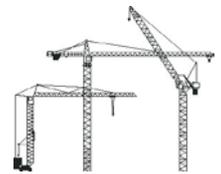
- e). If the result is negative no further test is required.

- f). If the result is positive a new mouthpiece is reinserted into the device and the employee blows into this for the second time. The second test will take place 15 minutes after the first test was completed.

- g). The time and result will be recorded.

- h). The employee, supervisor and the person carrying out the test will sign an acknowledgement of the result and time.

- i). For the second test to be positive there must be an indicated level of alcohol in the employee's system over 250 micrograms of alcohol per litre of breath (250 ug/L).



SCHEDULE 2

Post-Accident/ Incident

When an on the job accident or incident occurs, employees will be tested for the presence of alcohol and drugs, where the company believes that there is *sufficient reason to do so*.

Sufficient reason includes:

- a). The incident results in an injury requiring consultation with a medical practitioner or death (in which case testing will be mandatory)
- b). The incident causes damage to property.
- c). Having an accident, / incident, that did or could have caused serious harm.
When this happens, alcohol and drug testing are necessary for the investigation process.

Testing may include the injured employee, and any other employees directly involved in the accident/incident, if their impairment is suspected of being a possible cause of the accident.

Testing will be undertaken as soon as possible after the accident/ incident. If the employee involved requires medical treatment this will be administered first.

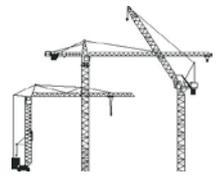
Following an accident/incident the decision to test can be made by a single manager.

SCHEDULE 3

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:

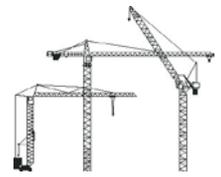
- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs - outbursts - anger, aggression
- changes in personality
- changes in alertness - difficulty with attention span



REASONABLE CAUSE INDICATORS (continued)

- changes in appearance - clothing, hair, personal hygiene
- less energy
- involvement in various minor accidents
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- slurred speech
- hangovers
- smell
- violent behaviour
- impaired motor skills
- bloodshot eyes
- impaired or reduced short-term memory
- reduced ability to perform tasks requiring concentration and coordination
- intense anxiety or panic attacks
- impairments in learning and memory, perception and judgment
- irritability
- Depression

A manager/supervisor must consult with another staff member before a reasonable cause test can be requested from an employee. This is to ensure that the grounds for requesting the test are justified. Other staff members include regional manager, operations manager, another foreman/manager/supervisor from the same site or a different site, or a first- aider from the same site.



SCHEDULE 4

Random Testing

Un-announced random testing will be undertaken up to six times in the year after a positive test as a check to ensure those who have previously tested positive have not continued or resumed their drug/alcohol misuse.

SCHEDULE 5

Pre-Employment Testing

Completion of a pre-employment screening form and subsequent drug test will be a condition of employment with the Company. This will include the collection and analysis of a urine sample for the purpose of determining whether there are levels of an illicit drug or of a prescribed drug (listed in Appendix 1) present in the applicant's system higher than the accepted international standard as defined by the joint Australian/New Zealand Standard. This will be applicable to all permanent employees (full-time or part-time) and fixed term contract employees (3 months or greater). It may also apply at management's discretion to casual employees, particularly if they are to be used regularly for some period of time, and employees on fixed contracts of less than 3 months duration.

Procedure

The following procedure must be followed prior to an offer of employment being made:

The preferred applicant will be asked to undertake the pre-employment instant testing prior to any offer being made and informed that it is a pre-requisite before any job offers are made that the candidate achieves a negative drugs test.

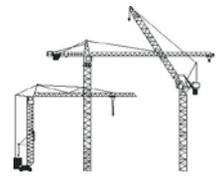
The applicant gives consent to the pre-employment medical that includes a drug test.

The applicant must not be provided with an offer of employment until a negative test result has been returned.

Refusal to undertake a drug test will impact a manager's decision to offer employment.

Negative Test Result

If the applicant returns a negative test result they will be considered for the offer of appointment.



Positive test result

If the applicant returns a positive instant test result they must be advised of the test result and informed that the sample will proceed to a full test. If this full test also returns a positive test result this will impact on any offer of employment.

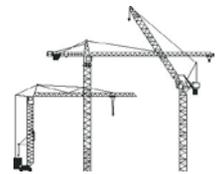
Appendix 1:

Drugs & Drug Categories include:

Drug Category	Examples of common drugs in this category	Confirmatory cut-off levels, Threshold levels <i>(as per AS4308 and subject to change in accordance to changes to AS4308)</i>
Opiates	Heroin Morphine*	300 ug/ L
Sympathomimetic Amines	Codeine Amphetamine (speed)	300 ug/ L
	Mdma (Ecstasy) Ephedrine Pseudoephedrine (Sudafed)	500 ug/ L
Cannabis	Marijuana (Hashish Weed)	15 ug/ L
Cocaine	Cc Cocaine** (Coke, Charly, Marching powder) Crack** (PCP, P, Chronic)	150 ug/ L
Benzodiazepines	Diazepam (valium)	200 ug/ L
Hallucinogen	LSD (strawbs, mushrooms)	0.2 ug/ L

Monoacetyl morphine should be reported when detected.

**Test for Benzoylgonine and Ecgonine methyl ester.

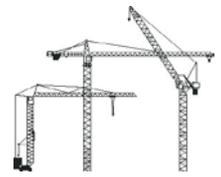


CONFIRMATORY TEST CUT-OFF LEVELS FOR DRUGS (AS/NZS 4308:2001)

Compound	Cut-off level (micrograms/litre)
Morphine*	300
Codeine	300
Amphetamine	300
Methylamphetamine	300
Methylenedioxymethamphetamine	300
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor- 9- tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Eq: Ionine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Noriazepam	200
7-amino-clonazepam	200
7-amino-flunitrazepam	200
7-amino-nitrazepam	200

***6-acetyl morphine should be reported when detected at a cut-off level of 10µg/L.**

All cut-off levels are expressed as the total concentration of drug or metabolite after hydrolysis of conjugates if necessary



ALCOHOL TEST CONSENT FORM

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 250 micrograms of alcohol per litre (250ug/L).

Results of the breath alcohol test will only be used for the purposes for which it was obtained, as set out in the company Alcohol and Drug Policy.

I understand that a positive alcohol test under the terms of this contract means having an alcohol level in my system higher than that acceptable to JD Rigging Services Ltd.

I understand that a positive test result will lead to disciplinary action, which may include dismissal or the requirement to take part in a Health Improvement Programme.

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

I hereby authorize the collection of a breath sample for Alcohol Testing and the release of the test results to an authorized representative of the company.

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

Signature of Applicant: _____ ***Date:*** _____

Applicant's Name: _____

Witnesses Name and Signature _____

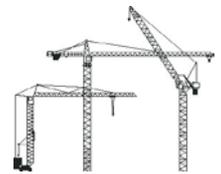
Test administered at _____

On _____ ***(time)*** _____ ***(date)*** _____

By _____

Name _____

Reading _____ **Result - negative/ positive** *(circle the one that applies)*



DRUG TEST CONSENT FORM

Consent for Drug Testing

I consent to undergo drug testing, to be undertaken by a medical professional or other suitably trained independent person and the laboratory appointed by the company, which I acknowledge is for the purpose of determining whether I have levels of an illicit drug(s) or other drug(s) present in my urine, higher than the cut-off levels accepted by international standards and defined by the Australian/ New Zealand Standard AS /NZS 4308:2001.

The drugs being tested for are cannabinoids, opiates, amphetamines, cocaine, and benzodiazepines.

I undertake to advise the medical professionals conducting the test(s) of any medication that I am taking.

I understand that a portion of the sample will be used for instant testing and if this proves positive the balance of the sample will be split for full testing. I understand that using the split sample, I may request a second drug test to be conducted, within 14 days of receiving the result. This test will look for drug presence at any level and will not be restricted to cut-off levels. This will be accepted as a conclusive result. If the second test proves negative this will be accepted as a conclusive result.

Results of the drug test(s) will only be used for the purposes for which they were obtained, as set out in the company Alcohol and Drug Policy.

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

I understand that a refusal to sign this consent form or undergo testing will be regarded as a serious offense and may result in disciplinary action, which may include dismissal.

I hereby authorize the collection of a urine sample, the release of the sample to the testing facility, and the release of the test results to the Medical Advisor and /or the authorized representative of the company.

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

Signature of Applicant _____ ***date*** _____

Applicant's Name _____

Signature of Witness _____ ***date*** _____

Witness Name _____

