



NOV-HSE-07-PRO-001

DRUG AND ALCOHOL PROCEDURE

NOVA OPERATION

DATE: 21 AUGUST 2020



DATE	NAME	CHANGE	APPROVED	REVISION



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1. PURPOSE

The purpose of this document is to outline.

- Maintain a safe and healthy work environment which is free from hazards that may be associated with the use of alcohol and drugs.
- Ensure personnel who are in breach of this procedure because of alcohol or drug use are managed in a fair and constructive manner
- Ensure the company meets its legal obligations with respect to providing a safe working environment for its employees and the public.
- Provide education and awareness training to employees and contractors about issues arising from alcohol or drug use and ways to seek treatment for a drug and/or alcohol related problem.
- Establish an onsite drug and alcohol testing program and define the maximum allowable concentrations of alcohol and drugs; and
- Foster an attitude amongst all workers and visitors that it is not acceptable to come to work under the influence of alcohol or any other drug that will prevent them from performing their duties in a safe manner.

2. SCOPE

This procedure applies to all workers and visitors Nova Operation.

3. REQUIREMENTS

3.1 LEGAL AND OTHER REQUIREMENTS

The Nova Drug & Alcohol Procedure will be implemented in accordance with relevant legislation, regulations, and company commitments.

Contractors and service providers are required to implement Fitness for Work and Wellbeing Standards and programs for their employees in conformance with this procedure.

Everyone entering Nova Operation must be informed that adherence to this procedure is a condition of entry. Consequently, they must consent to:

- any drug and alcohol testing as per this procedure; and
- searches of their belongings for drugs and alcohol in accordance with the IGO Group Security Standard 1 – Property Security and Prohibited Items

Any worker refusing to grant consent will not be granted site or workplace access. Subsequent refusal to cooperate with testing or security requirements may result in disciplinary action, the removal of the non-cooperating parties from site, and or an issue of notice of breach of contract.



Everyone entering Nova Operation are required to complete the IGO Nova Drug & Alcohol Procedure training in Compass as part of their onboarding process and at prescribed refresher periods not exceeding 2 years. All training undertaken as part of this procedure will be recorded and stored in the company Learning Management System

Nova Registered Nurses or anyone that has been recognised as the Sites MRO, who act as site Medical Review Officers (MRO), are required to familiarise themselves with the contents of Part 99. Subpart 99B of the CASA regulations annually which will be recorded in the IGO Learning Management System Compass.

3.2 IMPAIRED ABILITY TO WORK

3.2.1 USE OF DRUGS AND ALCOHOL

Employees undertaking work Nova must be free of alcohol, illegal drugs, and other psychoactive substances in the workplace. Intoxication or the manufacture, sale, purchase, provision, use or possession of illegal drugs and other psychoactive substances at Nova Operation is prohibited.

Prior to commencing a work shift, worker must inform their manager if they are taking over the counter (legal) medications or prescribed drugs that may have side effects that could affect safety or the performance of their work. (Please refer to Appendix 1 Employee Medication Declaration Form).

The possession or consumption of alcoholic beverages in operational areas of IGO Nova Operation is prohibited. The possession and consumption of alcoholic beverages in other parts of Nova is limited to those locations and times prescribed by the Nova Village Rules.

3.3 TESTING FOR ALCOHOL AND OTHER DRUGS (AOD)

The drug and alcohol testing applies to every worker and visitor whilst in the workplace which includes, but may not be limited to:

- areas of mining leases
- private and property
- accommodation village
- airport; and
- arrival to and departure from site.

Methods that may be used to assess fitness for work include:

- pre-employment,
- self-testing,
- random,
- reasonable cause (post-accident or late arrival to work/no show)
- return to work program; and
- blanket testing.



The testing process may be undertaken as follows:

- Alcohol Breath Test Alone
- Alcohol Breath Test and Urine Drug Screening Test
- Saliva Test

3.3.1 Alcohol

Breath testing for alcohol shall be conducted by Medical Staff using electronic breath analysis device that has been calibrated and certified by an accredited testing agency.

3.3.2 Drug

Urine specimen collection and testing procedures shall be in accordance with AS/NZS 4308:2008 and the device manufacturer's instructions, and undertaken by an individual with the required competency (HLTPAT005 Collect Specimens for Drugs of Abuse Testing or equivalent) . Positive results detected using the onsite screening device will be confirmed at an accredited laboratory using the target concentrations for drugs in urine as per the AS/NZS 4308:2008

Individuals shall record a positive test if the screening test is positive for one or more drugs AND is confirmed by follow-up laboratory testing. Employees or contractors who record a positive result will be recorded and managed as per section

3.3.3 Self-Testing

All workers have the opportunity to request a self-test against the alcohol criteria and should do so if they are in any doubt as to their fitness prior to entering the workplace. This can be done at a designated test facility and must be performed prior to the start of shift and before attending the work area. If the worker returns a positive alcohol or drug test result, they shall immediately remove themselves from site and inform their supervisor they are not fit for work.

Workers are able to self-test at the Nova Operation accommodation village self-testing room for alcohol.

A positive result from a self-test shall not be subject to disciplinary action unless unacceptable levels of absenteeism result.

Self-testing for drugs may be done voluntarily off site at the individual's own expense or by requesting an onsite drug screen which must be undertaken by the site Testing Service Provider (and no records kept). If the test returns a positive result, the individual should not commence work until a result is returned that is less than the maximum allowable target concentration levels set out in this procedure.

3.3.4 For Cause/Suspicion Testing

Workers directly involved in significant incidents shall be tested where practicable to do so. Significant incidents may include (but not be limited to):

- following significant incidents, vehicle incidents
- Injuries treated by a medical practitioner
- Property Damage
- Reportable Near Misses



- where an individual's erratic, unusual or dangerous behaviour raises concern that the employee may be influenced by alcohol or other drugs.
- where any other person in the workplace who has reasonable grounds to believe that alcohol or other drugs may affect an individual, and where the Supervisor also believes that this may be the case makes a request. Such requests shall remain confidential.
- when any evidence is found of possible alcohol or other drug use at work (e.g. drug paraphernalia, alcohol containers on worksites or in vehicles, etc) and the personnel concerned can be identified to the satisfaction of the Registered Manager.
- where a Supervisor or Manager is concerned that personnel may be reporting for work in an unfit state; and
- when an individual arrives late to work. (3.3 reasonable cause).
- Supervisor shall escort the individual to the testing facility.

3.3.5 Random Testing

A random drug and alcohol testing program shall apply to all workers and including visitors on site.

The Registered Manager is responsible for ensuring that random selection for drug and alcohol testing takes place on site. The minimum testing frequency rates for random testing shall be determined. At Nova, the minimum frequency is 5% of the workforce selected for drug and alcohol testing per swing. During shutdown's the frequency incorporates the total number of personnel on site at that given duration of shutdown, (i.e. Normal operations approx. 250 workers therefore 10-15 drug tests during shutdown approximately 400 workers therefore testing requirement is approximately 20-30.

The tests will be carried out prior to the commencement of normal shift duties

3.3.6 Post Incident Testing

In the event of a significant incident or near miss high potential incident, the worker/s involved shall be tested for alcohol and drugs to determine fitness for work.

All incidents involving mobile equipment shall require alcohol and drug testing of operators immediately following the event.

Testing will be in accordance with the relevant standard, which at the time of writing is the "AS/NZS 4308:2008: Procedures for the Collection, Detection and Quantification of Drugs of Abuse in Urine" for drugs.

3.3.7 Refusal to Test

Refusal by a worker to submit to, or cooperate fully with the administration of a drug and/or alcohol test, including refusal to sign the testing consent form, will result in that person's supervisor being called upon to counsel and encourage that person to take the test.

If a worker still refuses to undertake a test, it shall be treated in accordance with the IGO Counselling and Discipline Procedure. Failure to present to or avoidance of a required drug and alcohol test without a reasonable explanation shall be treated as a Refusal to Test and be treated in the same manner.



If a visitor refuses to submit to a test, they shall be required to leave site.

Failure to Provide a Sample

If the individual is unable to provide a urine sample immediately, they shall be given access to approximately 600mL water over a 2-hour period and shall not leave the testing facility until a sample is provided.

Failure to provide a sample within 2 hours without a valid medical reason shall be treated in accordance with the IGO Counselling and Discipline Procedure.

3.4 ASSESSMENT FOR ALCOHOL AND OTHER DRUGS

3.4.1 Alcohol

Alcohol testing will be conducted in a way that achieves the maximum practical degree of privacy and confidentiality for individuals.

If the initial result indicates a level of alcohol above 0.00 the individual will be subject to a confirmatory test. A confirmatory test will be conducted after 20 minutes. Until the second test is conducted, the individual will not be permitted food, drink, or any other substance. A reading above 0.00 will indicate a positive result.

Confirmatory breath tests for alcohol must be conducted by a suitably trained person who is familiar with the testing equipment (breathalyser), ensuring it is calibrated and within test date and have a thorough understanding of the relevant procedure. All training undertaken as part of this procedure will be recorded and stored in the company Learning Management System (Compass). They may be an employee or from an independent testing agency. Individuals being tested may request the presence of an onsite work colleague.

Any alcohol tests that are undertaken on the Alcoholizer Technology WM4 alcohol testing machine that indicate a level of alcohol above 0.00, will initiate an automatic email to the relevant managers with the following information:

- 3 x photos of the individual (to be used for confirmatory purposes only).
- the individuals' relevant QR code details.
- the individuals' BAC reading; and
- the time and date of the test.

All information obtained by Nova as part of this process is confidential and will be managed in accordance with the IGO Privacy Standard and relevant statutory/regulatory requirements.

3.4.1.1 Managing A Positive Alcohol Result

The person completing the test will immediately:

- notify the person's immediate supervisor and/or manager, in the case of a contractor or visitor, the authorised site contact or designated contract manager; and
- the individual will be declared unfit for work, transport will be arranged back to their accommodation and the person will be stood down with pay for that shift/day.



The person prior to recommencing on the next shift/day will:

- be required to complete an alcohol test and attend a meeting with their immediate manager where the individual will be advised of counselling assistance.
- Have the positive result confirmed in writing by the immediate manager and disciplinary action will be taken on a case by case basis. A monitoring program may be implemented upon the individuals return to work.
- not be allowed back onsite unless the immediate manager is satisfied the individual is fit for work; and
- contractors must adopt measures to manage positive results that are compatible with this procedure.

3.4.2 Drug Declaration

An employee, contractor or visitor who may be adversely impacted by any drug, including prescription drugs is required to advise their manager and the medic/nurse of the situation. If a person has taken prescribed drugs or over the counter medication that may cause drowsiness or in any way impair their ability to work safely, must inform their immediate manager and the medic/nurse. It will be the immediate manager's responsibility to consider the appropriate course of action based on a fitness for work assessment in consultation with the medic/nurse.

Appropriate action may include:

- allowing the person to continue working with increased supervision or assistance from a co-worker.
- allocation to other duties or equipment.
- removing the person from the workplace; or
- Employees and contractors who fail at the commencement of their shift to inform their immediate manager that they have taken medication as described above may be subject to disciplinary action which may include a warning or termination of employment.

3.5 MANAGING A POSITIVE DRUG RESULT

Where a drug is detected because of an initial test, a sample will be prepared and dispatched to a nominated laboratory for confirmatory analysis in accordance with AS 4308, or as amended and updated.

The person conducting the testing will notify the tested person's immediate manager, and in the case of a contractor or visitor, the authorised contact.

The employee's immediate manager or managers delegate and the medic/nurse will discuss the issue with the employee and make a fitness for work assessment and record this on the form provided. In making this assessment the manager will consider whether the employee has appropriately notified their manager and the medic/nurse of the substance.



If in the considered opinion of the immediate manager the employee is not fit for work, the employee will be required to leave the site and will be transported to their accommodation.

If the individual's initial test result is verified by confirmatory analysis as being consistent with the use of prescription or other medication, both in type and quantity that had been previously notified, then the test will not be deemed or treated as a positive result. The immediate manager will inform the individual of the confirmatory result.

Where the immediate manager has not been previously notified of the use of prescribed or other medication and the confirmatory result is at or above the prescribed levels or inconsistent, the test will be regarded as a positive result.

- The person will be required to complete another drug test prior to recommencing and attend a meeting with their immediate manager where the individual will be advised of counselling assistance.
- The immediate manager will confirm the positive result in writing and disciplinary action will be taken on a case-by-case basis. IGO applies a zero tolerance for breach of fitness for work. Any breach of the fitness for work policy will be viewed as a "Serious Offence" and may lead to a first and final written warning or termination of employment (with a notice period) depending on the severity/circumstances of the incident, in line with the IGO Counselling and Discipline Procedure.
- A monitoring program may be implemented upon the individuals return to work.
- Contractors must adopt measures to manage positive results that are compatible with this procedure. Individuals will not be allowed back on site unless the immediate manager is satisfied the individual is fit for work.

3.6 MANAGEMENT OF UNFIT FOR WORK EMPLOYEES

Supervisors will undertake the following actions when an individual who is onsite is deemed unfit for work for any reason:

- The employee will be immediately be removed from the workplace and prohibited from driving a vehicle or operating any machinery;
- The employee will present to the site nurse for assessment.
- If the employee is deemed unfit to work by the site nurse, then the employee will be transported back to their place of accommodation; and
- The employee will be prevented from returning to work until such time as they have undergone appropriate discussion with their supervisor and the site nurse and are able to demonstrate that they are fit for work.

In cases where an immediate danger exists as a result of an employee's state (e.g. drug overdose or potential for suicide), the site medical staff will take appropriate action in accordance with the Nova Acute Mental Health Management Guidelines.

Where an employee has been removed from the workplace as a result of a positive alcohol test, they will be required to produce a negative result when tested on their arrival back at IGO Nova Operation may be required to participate in additional testing that goes above and beyond the standard testing requirements thereafter.



Where an employee has been removed from the workplace as a result of a positive drug test, they will be required to produce a negative test result prior to their return to work at the individual's cost.

It should be noted that a negative test result is not in itself sufficient to confirm fitness for work. The individual must demonstrate to IGO's satisfaction that the cause of the problem has been addressed and will not reoccur. The responsibility for providing this proof rests with the individual who may choose to access assistance through the Employee Assistance Program (EAP) to assist them in this process.

3.7 POSSESSION OF ALCOHOL AND ILLEGAL DRUGS

Individuals found to be in possession of illegal drugs in the workplace will be subject to disciplinary action and reported to the police. It is not permissible to bring illegal or illicit drugs into Nova or camp managed on behalf of IGO. Individuals found to be consuming alcohol in the workplace will be subject to disciplinary action. It is not permissible to bring alcohol into any remotely located camps managed on behalf of IGO.

3.8 PRESCRIPTION AND OVER THE COUNTER DRUGS

The use of prescription or over the counter drugs may affect a person's ability to perform safely or productively.

It is the intention of this procedure to assist persons who take prescription or over the counter drugs to work in a safe manner. No worker or visitor shall be in breach of the procedure regarding the taking of prescribed or over the counter drugs so long as they are declared and taken in accordance with the prescribed or recommended dosage.

There are several types of drugs which may affect safety and performance including but not limited to:

- Hypnotics and sedatives
- Anti-depressants.
- Antihistamines
- Stimulants and appetite suppressants; and
- Analgesics / codeine

Employees must ensure that any prescription medication is taken safely.

This requires that individuals:

- discuss with the prescribing medical practitioner the nature of their duties (where required using the job role profile) and ascertain any possible side effects of the prescribed medication which may impact on their ability to perform their duties safely, prior to returning to work following prescription.
- notify their manager/supervisor and site nurse/OHS manager, completing the Prescription Medication Declaration Form Appendix 1 of any medication they are taking which could affect their safety or performance at work.



- take all prescription medication strictly in accordance with the medical practitioners or manufacturers recommendations.
- report any side effects that may impact on their safety or performance at work to their medical practitioner and their manager/supervisor; and
- undertake to not supply medication prescribed to them to any other employee for the same or any condition.

The medical centre reserves the right to request a copy of the prescription to ensure the medication is taken as recommended and prescribed.

3.9 EMPLOYEE ASSISTANCE PROGRAM

Nova will provide access to a range of confidential professional support and counselling services to support its fitness for work and wellbeing programs through its Employee Assistance Program (EAP) through BSS. The EAP will be available to all employees and the immediate family members of IGO staff.

Access to services can be:

- through self-referral.
- through the recommendation of supervisors or peers.
- through referral from Occupational Health Practitioners; and
- required as part of a disciplinary/mediation process.

The EAP service is also available to managers and supervisors requiring guidance in relation to managing fitness for work and wellbeing related matters.

4. EDUCATION AND TRAINING

Training in relation to the requirements of this procedure will be provided to all personnel via Compass when onboarded to IGO Nova with additional refresher training not exceeding 24 months in duration. Supervisors will receive additional training in regard to implementing this procedure.

5. PERFORMANCE MEASURES

Site conformance with this procedure will be assessed through regular audits and assessments.

IGO Nova Operation keeps a record of drug and alcohol testing statistics to demonstrate proactive enforcement and compliance with this procedure. Statistics shall be reported monthly.

All drug testing records, and positive alcohol test records are kept for no less than seven (7) years on the confidential personnel files in Medical Director.



6. FAILURE TO COMPLY

Failure to comply with this procedure or to co-operate in the process of administering this procedure may lead to one or more of the following actions:

- disciplinary action in accordance with IGO Counselling and Disciplinary Procedure; and/or
- removal from the IGO Nova Operation, and/or

7. CONFIDENTIALITY

All employee medical information obtained by IGO Nova Operation is strictly confidential and will be managed in accordance with relevant statutory or regulatory requirements.

8. DOCUMENT REVIEW OR CHANGE

This procedure shall be reviewed as a minimum.

- at intervals no greater than every 2 years;
- when there is a change in Legislation, Code of Practice, Australian Standard, or other relevant reference material; or
- in the event of an incident to which this procedure was relevant.



9. DEFINITIONS AND ABBREVIATIONS

Term	Definition
Alternative Duties	Means work duties that differ from the standard hours of work or type of work.
BAC	Means Blood/Breath Alcohol Concentration.
CASA	Civil Aviation Safety Authority
Chain of custody	A traceable process that documents the transfer of responsibility required in the transportation of goods from a recognised source.
Confidentiality	Means: a. the ethical principle or legal right that a medical practitioner or other health professional will hold secret all information relating to a patient, unless the patient gives consent permitting disclosure; and b. the nondisclosure of information except to another authorised employee(s) i.e. Resident Manager.
Confirmatory Testing	An analytical procedure that uses mass spectrometry to unequivocally identify the presence of a specific drug and /or metabolite.
Competent Person	Means a person who has acquired, through training, qualification or experience or a combination of those things, the knowledge and skills required to do that thing competently.
DIDO	Means Drive in Drive Out of a site/operation.
Departmental Manager	Means any manager who reports to a Registered or General Manager.
Employee	Means any direct employee of IGO, any contractor or sub-contractor to IGO, any consultant to IGO or any visitor to an IGO site or premises. (Also see IGO Employee)
Employee Assistance Programme (EAP)	A programme that provides professional and confidential counselling for a range of employee and work problems to all employees, partners, and their dependent children.
FIFO	Means Fly in Fly Out of a site/operation.
Fit for work	Means the individual is in a state (physical, mental, and emotional) which enables the employee to perform assigned tasks competently and, in a manner, which does not compromise or threaten the safety or health of themselves or others.
Registered Manager	The person in the role with accountability for the Site/Office/Project or Exploration Program (e.g. Department Head (office)).
Grievance officers	A person professionally trained to provide the correct support and guidance to any person regarding the IGO Employee Assistance Program.
P&C	People & Culture
IGO Employee	Means any employee of IGO.
IGO Worker or worker	Means any person working on an IGO site including IGO Employees, contractors, and subcontractors.
“IGO”, “we”, “our”, “Independence Group”	Means Independence Group NL including subsidiary companies.
Illicit Substance	Means any substance banned or made illegal by the government.



Term	Definition
Immunoassay	An initial low-cost screening test used by an accredited pathology laboratory to detect the class of drug that delivered a non-negative result.
Impaired	Weakened, diminished, or damaged; Functioning poorly or inadequately: Consumption of alcohol results in an impaired driver. Deficient of incompetent, being impaired can be determined by a non-negative drug and/or alcohol test.
Impairment	To make or cause to become worse, diminish in ability, value, weaken or damage; Impairment is determining by a non-negative drug and/or alcohol test.
Medical Certificate	Means documentary proof of illness or confirmation of fitness for work as provided by registered medical practitioner.
MRO	Medical Review Officers
Misuse of Alcohol	Means the consumption of alcohol which results in producing a test result exceeding the blood alcohol level prescribed by this Procedure (see Appendix 1).
Misuse of Drugs	Means: c. The use of illegal drugs (illicit and synthetic substances such as marijuana, amphetamines, cocaine, opiates, and other narcotics, synthetic) which produce a non-negative test result. d. The use and/or misuse of prescription or non-prescription medication which results in the impairment of an employee's ability to work efficiently and safely and/or which produces a test result which exceeds the limits prescribed in this Procedure.
Negative Result	Means a test result that fails to show the specific condition for which the test was being done.
Non-Negative Test	The results of the employee's drug test greater than the cut off level specified in Australian Standards 4308:2008, or as amended. A "non-negative test" for alcohol is defined as a reading greater than zero. (Appendix 1).
Non-prescription Medication	Means medication which can be purchased over the counter without the need to provide a medical certificate.
Nova Operation	Within boundaries of IGO Nova mining lease, including entry at Nova Security Gate.
OHS	Occupational Health and Safety.
OHS Manager	Occupational Health and Safety Manager.
Prescription Medication	Means medication which can only be purchased with a certificate provided by a qualified medical practitioner and being used by the employee for whom it was originally intended.
Primary Test	Means the first sample collected.
Psychoactive substances	A psychoactive drug, psychopharmaceutical, or psychotropic is a chemical substance that changes brain function and results in alterations in perception, mood, consciousness, cognition, or behaviour. These substances may be used medically; recreationally; to purposefully improve performance or alter one's consciousness; as entheogens; for ritual, spiritual, or shamanic purposes
Self-Testing	Means the process by which individual test themselves using a drug screen kit or Alcoholiser prior to presenting themselves to the rostered shift.
Supervisors or Managers	Means any person responsible for the supervision and or management of an employee. The term supervisor is taken to include Managers.



Term	Definition
Testing for Cause	Means testing conducted when there has been an incident, or IGO has reasonable suspicion of that person is not fit for work.
Random selection	A selection process that ensures each person within a group has an equal probability of being chosen.
RTO	Means a Registered Training Organisation
Secure location	An area designated by the Qualified Sampler that ensures the person providing the sample is either under constant observation or in a location where they cannot affect any falsification, adulteration, substitution, or other interference of a test sample.

Role	Responsibility
Employees	<p>All Employees have a duty to:</p> <ul style="list-style-type: none"> • take reasonable care so as not to expose themselves or others to unnecessary health or safety risks. An important part of this duty is the responsibility to ensure that they are in a fit state to work at the start of, and throughout the work period, so that they are able to carry out their duties without risk to themselves or others; • report situations where they are not fit for work or they become unfit for work during their work shift; and • report situations where they observe behaviours of others which indicate that the person may not be fit for work. • Use all fitness for work testing equipment only as directed and do not attempt to interfere with, modify, mask, or falsify the sample or reading in any way. Any attempt to do so will result in disciplinary action up to and including termination.
Registered Manager	<ul style="list-style-type: none"> • The Registered Manager is responsible for the effective implementation of this procedure on their site.
Supervisors	<ul style="list-style-type: none"> • Supervisors have responsibility for the health, safety, and welfare of all individuals under their control and to ensure that they are fit to perform the role for which they were employed. Their responsibilities specifically include: • ensuring all individuals in their area of responsibility understand and comply with the requirements of this procedure. • taking prompt and appropriate action when an individual's fitness for work is compromised; and • ensuring that information received is treated confidentially. • Advise administration of absenteeism and staff movement updates.
OHST Manager	<ul style="list-style-type: none"> • The OHS Manager or equivalent is responsible for providing technical advice and assistance to facilitate the implementation of this procedure.



10. REFERENCES AND RELATED DOCUMENTATION

Legislation and Regulations	
ACTS	<ul style="list-style-type: none"> • WA – Mines Safety and Inspection Act – 1994 • WA Occupational Safety and Health Act – 1984
Regulations	<ul style="list-style-type: none"> • WA – Mines Safety and Inspection Regulations – 1995 • WA Occupational Safety and Health Regulations – 1996
Standards, Codes of Practice, and Industry Guidelines	
Internal	<ul style="list-style-type: none"> • IGO Incident Management and Reporting Standard • Counselling and Disciplinary Procedure • IGO Group Occupational Health Standard 2 – Injury Management • IGO Group Security Standard 1 – Property Security and Prohibited Items • Nova Acute Mental Health Management Guidelines.
External	<ul style="list-style-type: none"> • Australian Standard 4308:2008; and • any other State and Territory Legislation
Referenced and Related Documentation	
Internal	<ul style="list-style-type: none"> • IGO Safety Management Plan • Medication Declaration Form • IGO Fatigue Risk Assessment Form • Record of Conversation Form • IGO Counselling and Disciplinary From
External	<ul style="list-style-type: none"> • Nil



APPENDIX 1 – EMPLOYEE MEDICATION DECLARATION FORM

	Employee Medication Declaration Form	NOV-HSE-07-FRM-001
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All information will be kept in the strictest confidence and only used for medical purposes.

EMPLOYEE DETAILS			
Name:	<input type="text"/>	Role:	<input type="text"/>
Site:	<input type="text"/>	Division:	<input type="text"/>
Date:	<input type="text"/>	Supervisor:	<input type="text"/>

MEDICATION DETAILS				
Name of Medication	Prescription (Yes / No)	How long have you been on this medication?	How long do you expect to be on this medication?	Are you experiencing any side effects on this medication? If Yes, please provide detail (e.g. drowsiness, fatigue, dizziness, blurred vision).
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Name: <input type="text"/>		Signature: <input type="text"/>		Date: <input type="text"/>

SUPERVISOR	
Has a medical certificate been provided confirming fitness for work (prescription medication only)?	<input type="checkbox"/> → Yes <input type="checkbox"/> → No
Do you require additional information about the declared medication?	<input type="checkbox"/> → Yes — Please contact your Injury Management Advisor for further advise. <input type="checkbox"/> → No
Additional Comments: <input type="text"/>	
Supervisor Name: <input type="text"/>	Signature: <input type="text"/> Date: <input type="text"/>

- Copy to Employee — please complete a new form if there are any changes to your medication.
- Copy to Supervisor — please provide this copy to the site medical centre for storage on the employee's medical file.



APPENDIX 2 - RECORD MANAGEMENT

All Fit for Work assessments and/or testing will be documented to ensure the individual, the tester and IGO are protected with respect to their civil and legal rights.

The forms for Fitness for Work testing can be found on the IGO intranet site.

IGO will ensure all relevant information is safeguarded and managed according to requirements for the management of confidential medical information. Such information will only be provided on a need to know basis, subject to legal / legislative requirements.

IGO and its agents must ensure:

- the confidential transmission and reception of Fitness for Work information
- transmitted information is clearly endorsed as 'confidential' and 'for employee attention' of the addressee
- electronic storage of Fitness for Work information is secure