



Balance Health Programs
OnSite Drug & Alcohol Program

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No: 31988.

OnSite Testing Procedures

1. Coordinate OnSite Random Testing Details.
 - Confirm OnSite Witness – usually a Supervising Manager.
 - Date – determined in advance.
 - Starting Time of Testing
 - Time Allocation (Allow 3 minutes per person).
 - Be clear on the 'Code of Conduct' in the event of a Positive (Non-Negative) result.
2. Define Testing Location.
 - Private Space.
 - Table & Chairs.
 - An onsite bathroom.
3. Business OnSite Witness informs the working body of Random Testing.
 - Random Number Generator – performed with Brad Pamp.
 - Notify randomly selected employees (commonly, 5 random selections).
4. Employee line up for Testing
 - Brief questionnaire.
 - Sign & Acknowledge today's testing practice – both donor & assessor.
 - Blood Alcohol Breath Test – results: 5 seconds.
 - Urine Screen – results: 1 minute.
5. Code of Conduct
 - The business will be informed of a Positive (Non-Negative) Result, both A & B sample.
 - The business should be clear on their practice & policy in this event.
6. Comprehensive Results
 - Brad Pamp will forward comprehensive results immediately, via email.
 - Brad Pamp will remove all samples leaving the space as before testing.