



# RANDOM DRUG AND ALCOHOL TESTING PROCEDURES

As performed by Balance Health Programs - 2016

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### RDAT Testing Role performed at URM.

- *URM's Random Drug & Alcohol testing policies and procedures are all clearly detailed in the URM employee Policies & Procedures Manual (pages 33-45) - acknowledged by all employees at point of employment.*
- *URM's current RDAT model assesses current employees on-site across 5 URM depots across Sydney, NSW.*
- *Each depot is visited indiscriminately on a 5 week rotation.*
- *Monday's are usually selected at testing day.*
- *5-7 members of staff are randomly tested onsite each rotation.*
- *URM Management determines selected employees.*



- All testing is performed in view and acknowledged by a member of URM management.

## Brad Pamp – URM Sub-contracted Drug & Alcohol Assessor.

- Brad Pamp has been trained by Drug Testing Institute Pty Ltd. PO Box 1304 Cleveland QLD 4163, Australia. Ph:1300 000 330.
- This course meets Australian Standards - <https://drugtesttraining.com.au/>
- Brad Pamp is certified to Australian Standards (see attached qualification – Cert# 2863019-8877-2301308 )

## Process

- Brad Pamp is informed of URM onsite assessing date by URM Management.
- Brad Pamp confirms RDAT with onsite management 2 days in advance via email or text message.
- Brad Pamp is presented with a list of 5-7 members of staff by URM Management.
- A clean and specific room is designated for discreet assessing.
- Brad Pamp's confidential and detailed recording sheet is attached FYI.
- All results are strictly confidential and open only to the assessee, URM Management, and Brad Pamp (Assessor).
- URM employee's are assessed individually and must wait until results are confirmed.
- All results are acknowledged by both the assessee and Brad Pamp (Assessor).

## Test 1 – Blood Alcohol (BAC)

- **Instruments:** ANDATECH - Alcosense Precision Blood Alcohol unit – Serial# 233346 - meeting Australian standards (Brad Pamp has 2 functioning units in operation).
- Each unit is tested and calibrated before use. This test is in view and acknowledged by URM Management.
- Clean gloves are worn for each test in sight of assessee.
- Clean apparatus straws are attached in sight of assessee.
- Assesseees are instructed to blow into unit until the beeping sound stops.
- The result is instantly shown to both the assessee and URM Management.



- The result is recorded immediately by Brad Pamp on the recording sheet.
- URM policy: all staff must produce a 0.00 reading prior to starting work. Any reading over 0.00 is considered a POSITIVE RESULT.

## Test 2 – Oral 7 Drug Screen Test

- Testing equipment: Oral Testing – ScreenClear – AS/NZS 4308:2008 – Product code SAL-264 (Purchased from Oz Drug Testing - <http://www.ozdrugtesting.com.au/> ).
- Drugs Assessed: Cocaine (50ng/ml), Methamphetamine (50ng/ml), Benzodiazepines (50ng/ml), THC (25ng/ml), Opiates (50ng/ml), Amphetamines (50ng/ml), MDMA (50ng/ml).
- Assesseees have sight of the oral testing unit being opened – via a sealed and registered bag. All units used comply with Australian standards.
- Assesseees are instructed to suck on the assessing stick for 2-3 minutes - <https://ozdrugtesting.com.au/product/3-piece-salivaoral-drug-test/>
- Brad Pamp places the saliva drenched testing stick into the sealed testing cup in view of both the assessee and URM Management.
- The result will be confirmed in 90 seconds to 2 minutes. Assesseees must wait for this confirmation.
- URM policy: all staff must produce a negative reading to all 7 assessed drugs – other than with a supported on-site medical prescription.



## Recording Results

- All results are recorded and acknowledged by both Brad Pamp and the Assessee.
- See attached Recording sheet.
- All results are immediately sent to URM Management via email.
- Acknowledged Hard copies are filed at Five Dock Depot in ground floor office. This is room is securely locked when not in use.
- All results are registered by Brad Pamp in spreadsheet.

## Procedure following results

**NEGATIVE** test results – Assesseees and Brad Pamp acknowledge assessment results via hard copy and the assessee is thanked and is free to start work.

**POSITIVE** (Non-negative) test results;

**Blood alcohol Positive Result** - a second test is immediately conducted again in view URM Management.

- The Alcosense Unit records all results to memory. These results are bluetoothed to file.
- The result is recorded in the recording sheet and is sent to URM Management.
- **The assessee is now under the direction from URM Management.**
- The assessee is given the opportunity to concede a 'possible' positive result – in front of both Brad Pamp and URM Management.
- The assessee is asked of drinking choices over last 24 hours.
- This response is recorded by Brad Pamp on the recording sheet, OR, via video if requested by URM Management.
- URM Management (can) escort the employee to a local medical centre for a 3<sup>rd</sup> confirming test.

**Drug Screen Positive Result** – a second test is immediately conducted using Urine Screening (Discover Drug Screen Card – AS4308:2008).

- Assesseees are instructed to urinate into a testing (termo regulated) cup to a given level.
- Using the Discover Brand testing dip card (<https://ozdrugtesting.com.au/product/discover-6-panel-urine-dip-card/>) results are visible in 10 seconds – again in view of both the assessee and URM Management.
- Results are recorded (photographed) and sent to URM Management – **the assessee is now under the direction of URM Management.**
- URM Management or Brad Pamp 'can' escort the assessee to a local medical centre for a further 3<sup>rd</sup> confirming and independent test.
- URM has a drug and alcohol educational program in place. This can discussed at this time.
- The assessee is asked to confirm understanding of the current URM D&A Policies as outlined and acknowledged in the URM Policies & Procedures Manual (pages 31-45). Acknowledgement is recorded on the recording sheet.



## **Disposables**

- All disposables are bagged appropriately and placed in a URM onsite bin by Brad Pamp.

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