



Workplace Drug & Alcohol Testing

Creating a safe, healthy workplace free from substance impairment



Zero Tolerance Policy

In the Workplace

No drugs or alcohol on premises at any time

Work Activities

Prohibition extends to all work-related activities

Performance Impact

Outside use affecting workplace behaviour not tolerated

When Testing Occurs

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Pre-Employment

Must pass test before offer confirmed

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Reasonable Cause

When impairment or breach suspected

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Safety-Sensitive Roles

Required for designated high-risk positions

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Accidents & Incidents

Following workplace incidents with potential harm

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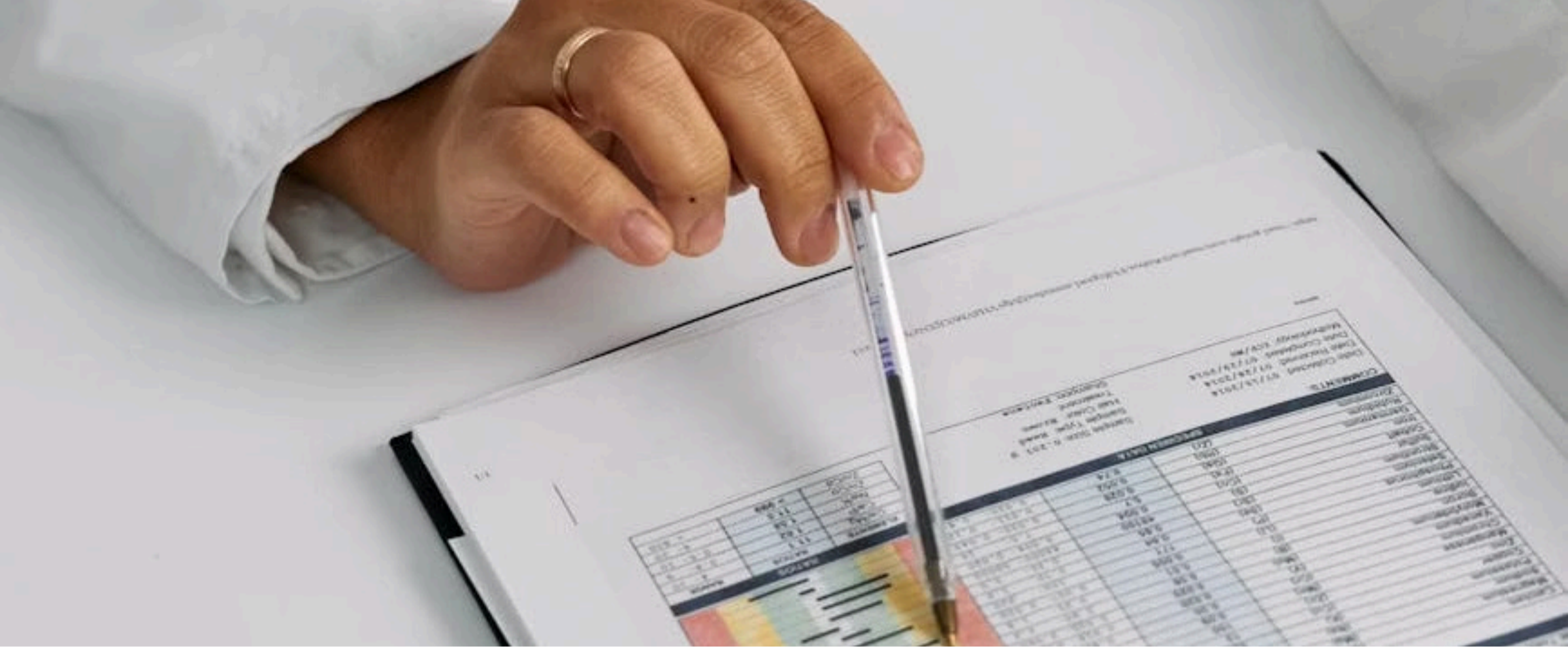
Follow-Up Testing

Part of rehabilitation programme monitoring

06

Random Testing

Unannounced tests in safety-sensitive areas



Testing Procedures

Alcohol Tests

Breath and blood samples following NZ Standards

Drug Tests

Urine and blood samples following NZ Standards

Written Notice

Employees receive advance notification except random tests

Results Timeline

Confidential results provided within two days

Retest Option

Positive results can be retested at chosen laboratory

Positive Test Consequences

Immediate Suspension

30 days without pay whilst assessment occurs

Professional Assessment

Referral to appropriate agency for evaluation

Rehabilitation Programme

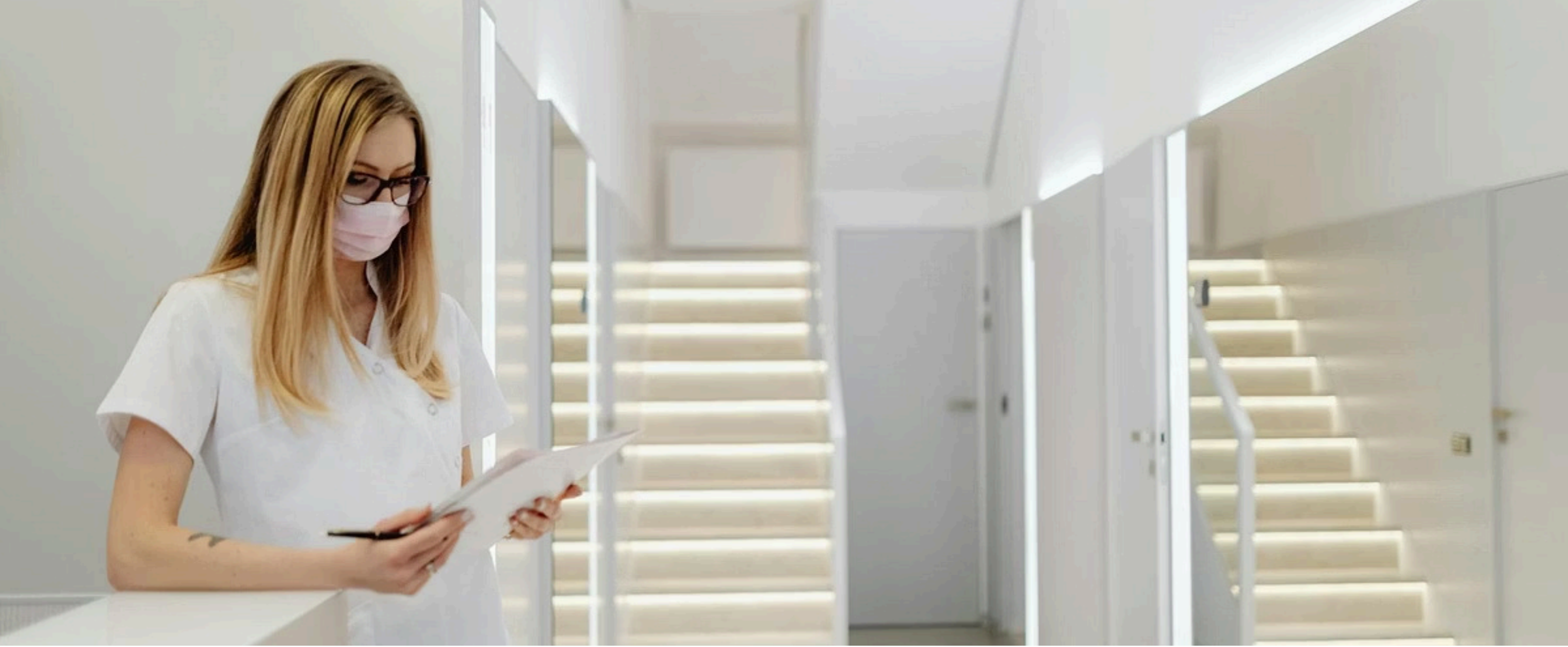
Complete recommended treatment and continuing care

Return-to-Work Agreement

Pass assessment and sign formal agreement

Five-Year Monitoring

Unannounced follow-up tests; second positive means dismissal



Support & Confidentiality



Strict Confidentiality

Results restricted to those with genuine need to know




Rehabilitation Support

Access to counselling and medical services provided



Education Resources

Information and materials available to all staff

 **Need Guidance?** Contact HR Unlocked at lisa@hrunlocked.co for confidential advice and support



Your Safety Matters

This policy protects everyone in our workplace.
Questions? Speak with your manager or HR today.

[Contact HR Unlocked](#)