

Workplace Fitness & Wellbeing Procedure

WNH Q27 - Revision 3.0

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Revision History

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1.0 This Document

1.1 Purpose

The purpose of this procedure is to eliminate or reduce the risk of impact/injury resulting from personnel arriving to Woolnorth Renewable's (WNR) workplaces in an unfit state for their activities or, as a result of manual handling, ergonomic, psychosocial hazards, smoking or drug and alcohol, As Far As Reasonably Practicable (AFARP). Correct use of the procedure will ensure that adequate controls are in place before these factors can become significant hazards.

1.2 Scope

This procedure applies to all aspects of the WNR business, any worksite managed by WNR, and any personnel engaged or invited by WNR to conduct activities on behalf of WNR.

2.0 Fitness for Work

The health and safety of Woolnorth Renewables staff, contractors and visitors is of the highest priority.

Woolnorth Renewables is committed to providing a safe and productive work environment. To ensure this, all employees and contractors engaged to work on WNR sites are expected to be physically, mentally and emotionally fit to enable them to perform their duties safely and effectively.

Being fit for work means that an employee or contractor is in a state where they are not impaired by fatigue, illness, injury, alcohol or other drugs, or any other condition that may affect their ability to carry out their duties safely.

It is important to ensure that WNR as a business is not compromised by individuals who are not fit for work. Employees and contractors have a responsibility to report any factors that may impact their fitness for work and consequently their ability to perform their duties safely.

Woolnorth Renewables is committed to providing assistance to any worker impacted by mental health, alcohol or drugs as required, through the Employee Assistance Program (EAP).

Fitness for work assessments will be conducted through a medical practitioner as a part of the recruitment process, in response to workplace incidents and to ensure personal medical circumstances will not impact on a worker's ability to complete their role.

3.0 Smoking Free Workplace

3.1 Overview

All WNR sites, vehicles and assets are smoke free areas. The only exceptions to this are hardstands and car parks, ensuring 3m distance from any building or assets and 5m away from the vegetated perimeter of these areas. Used cigarette butts are to be disposed of responsibly and not discarded as litter.

4.0 Transmissible Infections and Diseases

4.1 Control Measures

Infectious diseases can spread quickly through the workplace via close contact, shared surfaces, or airborne transmission. To help prevent the spread of infectious diseases, hygiene measures should always be used. These include,

- a) Covering your coughs/sneezes.
- b) Wash your hands.
- c) Sanitize your hands.
- d) Keep your distance.
- e) Know the signs of the flu; and
- f) Stay at home if sick.

Workers are encouraged to remain isolated from other workers when infections and diseases are in a transmissible state.

4.2 Reporting and Notification

Workers shall report to their supervisor if they,

- Experience symptoms of an infectious disease.
- Are diagnosed with, or exposed to a communicable illness (e.g. COVID-19, influenza, gastroenteritis)

5.0 Fatigue Management

Fatigue can occur because of prolonged mental or physical activity, or sleep loss. In the workplace fatigue can present a high-risk condition for workers and their colleagues and should be managed proactively. Woolnorth Renewables shall seek to control the health and safety risks arising from fatigue by eliminating the factors causing fatigue. If elimination is not reasonably practicable, the risks must be minimised.

A range of measures can be adopted to ensure the impacts of fatigue are minimised As Far As Reasonably Practicable in the workplace, however, all workers must:

- a) minimise the risks associated with non-work-related sources of fatigue, as well as those that may arise during the normal course of work and travelling to and from work;
- b) conduct periodic 'self-assessments' and act to identify, report and manage any actual or potential risks likely to be associated with fatigue;
- c) be aware of signs of fatigue in other WNR employees and contractors;
- d) discuss fatigue risks with their manager/project manager if their work, including travelling time that extends beyond 12 hours;
- e) document the risks of fatigue if they are deemed significant, either at the planning phase or during operational activities;
- f) understand their own sleep, rest and recovery needs and obtain adequate rest and sleep away from work;
- g) seek medical assistance if they have or are concerned about a health condition that affects their sleep and/or causes fatigue;
- h) consider other factors that may impact on an individual's level of fatigue, such as low/high temperature, high humidity, exposure to the effects of the sun, dust, and extended driving, when producing fatigue risk assessments.

6.0 Ergonomics & Manual Handling

6.1 Overview

The day-to-day operations of WNR wind farms involve manual tasks, some of which can be hazardous and may cause musculoskeletal disorders (MSDs). WNR manages the risks associated with those manual tasks that have the potential to cause MSDs by following the process of:

- a) identifying manual tasks that are hazardous;
- b) if necessary, assessing the risks of MSDs associated with the hazardous manual task;
- c) implementing suitable risk control measures; and
- d) reviewing the effectiveness of control measures.

Woolnorth Renewables recognises the highly physical and awkward working conditions that their personnel often work in, particularly within wind turbines. Close and proactive consultation with work teams is to be maintained by supervisory personnel, through toolbox meetings and case-by-case assessments and support. This will be guided by investigations into specific incidents, but also incident trending analyses by HSE personnel. The control of MSD risks will focus on Elimination, Substitution and Engineering, e.g. using lifting aids and an extra person for heavy lifting in awkward environments. Support for more complex MSD risks and controls can be sought from the Safe Work Australia Hazardous Manual Tasks Code of Practice (2018).

7.0 Psychosocial Hazards

7.1 Overview

Psychosocial hazards are elements in the design or management of work that increase the risk of work-related stress and can lead to psychological or physical harm. The working environment and workplace interaction or behaviors are important elements to be considered.

Woolnorth Renewables shall seek to identify hazards that could increase psychological harm, assess and document these risks, and eliminate them As Far As Reasonably Practicable. Where it is not possible to eliminate the risks of psychological harm, WNR will aim to minimise the risks AFARP. Any control measures implemented to eliminate or minimise the risks shall be maintained so that they remain effective, reviewed, and revised where necessary.

7.2 Managing Common Psychosocial Hazards

If workers are exposed to psychosocial hazards, they are likely to be exposed to a combination of hazards, some risks may constantly be present while some may arise sporadically.

Woolnorth Renewables staff and contractors shall seek to reduce common psychosocial hazards by;

- a) Managing job demands regarding work hours, workload, ensuring work is within employees' capability and training and realistic job completion time frames are set.
- b) Allowing and encouraging job control so that workers are involved in deciding how and when a job is to be completed allowing workers to apply their skills and judgement.
- c) Ensuring adequate support is provided, including practical assistance, emotional support, adequate training, tools, and resources.
- d) Employees roles, responsibilities and expectations are clear.
- e) Any organisational changes (management) take place with the appropriate level of communication and information or training during the change.
- f) Positive reward and recognition given to help promote a positive work environment.
- g) A zero-tolerance approach is taken towards any form of violence, aggression, bullying and harassment (including sexual harassment).
- h) Measures put in place to prevent or improve poor workplace relationships or interpersonal conflicts.

Woolnorth Renewables are aware that workers may also be exposed to psychosocial hazards in their personal life and shall seek to offer support to such workers.

7.3 Reporting Psychosocial Hazards (Support)

Woolnorth Renewables encourage workers to report any psychosocial hazards to their manager and seek support from their manager, a senior colleague or use the confidential Employee Assistance Program (EAP). WNR shall take any reported hazards seriously, investigate the hazard and implement controls to eliminate or minimise the risk. The risk management process and the outcomes shall be recorded.

7.3.1 Employment Assistance Program (EAP)

Access EAP is a nationwide Employment Assistance Program provider that offers WNR staff and their immediate family members access to FREE and confidential face-to-face or phone counselling sessions at a time and location of their choosing. Each WNR employee has access to six free and confidential counselling sessions annually. Each employee's immediate family members are also entitled to six of their own counselling sessions. An EAP appointment can be booked by calling 1800 818 728 and the Access EAP team will arrange for the caller to speak with an experienced, professional counsellor or psychologist. Alternatively, to book an appointment Access EAP can be emailed directly at appointments@accesseap.com.au or info@accesseap.com.au. Non-urgent EAP counselling appointments can be booked anytime between 8am-6pm Monday-Friday however, 24/7 support is always available.



Let's have a conversation about how we can best support you.

For more information about AccessEAP and our services, reach out to us on:
1800 818 728
or visit our website:
accesseap.com.au


Download the AccessMyEAP app for more wellbeing resources.


AE-B-IND-0623-2

Your wellbeing is our priority



Support to be the best you



8.0 Alcohol & Other Drugs

8.1 Background

Woolnorth Renewables expects that while at work, all workers shall have a zero-breath alcohol content (BrAC) and a zero-saliva illicit drug content.

The use of alcohol and other drugs can affect performance, judgement, coordination, concentration and alertness. An individual that presents to a WNR work site under the influence of alcohol and/or illicit drugs could present a potential risk to safety, endanger lives and potentially cause damage to people, property and equipment.

It is important to ensure that WNR has a business that is not compromised by the actions of individuals who are not fit for work due to having consumed alcohol or drugs.

8.2 Education & Training

Training on the content within this section (Section 8) of the procedure will be provided to all WNR staff upon rollout of this Procedure.

During the WNR induction process inductees will receive alcohol and other drugs training relevant to this procedure and accessing WNR sites or work locations. In addition to this the Employment Assistance Program (Access EAP) provides ongoing wellbeing education including information on drugs and alcohol.

8.3 Accountability

8.3.1 Employees

Employees are responsible for:

- a) complying with this Procedure;
- b) complying with fit for work limits and presenting for work only when they are free from Alcohol and Illicit Drugs;
- c) not possessing, selling, distributing or consuming Illicit Drugs or Alcohol in the Workplace;
- d) not selling or distributing Prescription Drugs in the Workplace to any person;
- e) meeting their duty of care obligations and being accountable for their own safety and the safety of others in the Workplace;
- f) attending training and ensuring understanding, sign off and compliance of training materials relating to this policy and procedure;
- g) only possessing or consuming Prescription Drugs in the Workplace in accordance with a prescription or other medical authority.

8.3.2 Managers

In addition to the responsibilities of Employees, Managers are responsible for:

- a) taking reasonable steps to assess fitness for work;
- b) requesting an employee submits to a test if the manager reasonably believes an Employee or Contractor is not fit because of Drugs and/or Alcohol;
- c) referring the Employee or Contractor to EAP and support if the manager has a concern about Drug and/or Alcohol use;
- d) conducting/facilitating training and information sessions on Drug and Alcohol use and this Procedure;
- e) managing positive Alcohol and Drug results and facilitate the removal of the individual from site and the safe transport home;
- f) assisting with the decision-making process for not-negative Drug results;
- g) informing Employees and Contractors of confirmatory results in a timely manner.
- h) submitting to self-testing where they have been exposed to Alcohol or Drugs;
- i) participating in testing when required by WNR in accordance with this procedure;
- j) prior to testing disclosing consumption of Alcohol or use of Illicit Drugs that may exceed the WNR fit for work limits;
- k) not tampering with or substituting samples taken during testing or aiding or abetting another WNR Employee or Contractor to falsify results of an alcohol and/or drug test;
- l) adhering to lawful and reasonable directions, policies and procedures regarding compliance with this policy;
- m) consulting with their manager if they are concerned about other Employees, Contractors or Other People at the Workplace because of a perceived safety risk; and
- n) co-operating with WNR in relation to the application of this policy and procedure.

8.4 Woolnorth Renewables Alcohol and Drug Limits

Woolnorth Renewables Alcohol and Drug limits reflect the need to ensure WNR employees and contractors are not performing work when they have used or consumed Alcohol and Drugs. The approach is necessary because of the safety critical industry we work in. With regard to Alcohol and Drugs it is necessary that we focus on there being no Drug (above detection limits) or Alcohol at all rather than levels of actual or likely impairment so that serious risks to safety of our Employees and Contractors can be managed and minimised.

WNR Alcohol and Drug limits are set out in the table below.

Table 1: Confirmatory test cut-off concentration (as total drug)

Substance	Concentration	
Breath Alcohol Concentration (BrAC)	Greater than 0.000 g/210L	
Detection of a drug in oral fluid at or higher than the cut-off level outlined on right.	Confirmatory test cut-off concentration (as total drug)	
	Compound	Cut-off, ug/L
	Amphetamine	150
	Methylamphetamine	150
	Methylenedioxymethylamphetamine	150
	Methylenedioxymphetamine	150
	Nordiazepam	100
	Oxazepam	100
	Temazepam	100
	α-hydroxy alprazolam	100
	7-amino-clonazepam	100
	7-amino-flunitrazepam	100
	7-amino-nitrazepam	100
	Carboxy-tetrahydrocannabinol (THC-COOH)	15
	Benzoylecgonine	100
	Codeine	300
	Morphine	300

Table 2: Laboratory Confirmatory Analysis – Stage 2

CHROMATOGRAPHY-BASED SCREENING TEST CUT-OFF CONCENTRATIONS		AS/NZS 4760:2019
Compound		Cut-off concentration ng/mL
Amphetamine		25
Methylamphetamine (ice)		25
Methylenedioxymethylamphetamine		25
Methylenedioxyamphetamine		25
9-tetrahydrocannabinol (THC)		5
Cocaine		25
Benzoyllecgonine		25
Codeine		25
Morphine		25
6-Acetylmorphine		10
Oxycodone		20

8.5 Use of Over the Counter (OTC) and Prescription Drugs

The use of some over the counter (OTC) Drugs and/or Prescription Drugs may impact on an individual's ability to perform work safely.

Employees and contractors must advise their manager if they are taking any (OTC) or prescription medications that may impact their ability to perform work safely. This enables appropriate risk assessment and management.

Managers are not expected to make clinical or technical determinations regarding fitness for work. Where a manager reasonably believes that an individual may be unfit for work due to the effects of medication, they must take a precautionary approach and initiate further assessment.

This may include:

- temporarily modifying duties or restricting work to low-risk activities, where it is reasonable to do so, pending further assessment;
- seeking advice from a suitably qualified medical practitioner or occupational health provider regarding the individual's fitness for work. The individual must either obtain this advice or provide authority for WNR to obtain it on their behalf; and/or
- directing the individual not to attend work until they are assessed as fit for work, including provision of medical clearance where required.

All decisions must prioritise safety and be based on appropriate medical or expert advice rather than managerial judgement alone.

An individual may be entitled to access personal leave entitlements for a period during which they are not able to attend work due to the effects of OTC Drugs and/or Prescription Drugs.

8.5.1 Disclosure of OTC Drugs and/or Prescribed Drugs

Where an Employee or Contractor is required to participate in drug and alcohol testing, they must, prior to the test, declare in writing (email or handwritten) any over the counter (OTC) or prescription medications they are currently using or have recently used.

8.6 Testing

- a) **Pre-employment testing** - Individuals may be required to participate in an Alcohol and/or Drug test before offering employment to determine whether the individual can complete the inherent requirements of the proposed role.
- b) **Random testing** - in accordance with AS/NZ 4760:2019 WNR may, at its absolute discretion, conduct Random Testing.
- c) **Causal testing** - in accordance with AS/NZ 4760:2019 WNR may require an individual to participate in testing for Alcohol and/or Drugs:
 - i. Following involvement in a workplace incident, specifically incidents with a risk level rating of moderate or above or classed as a serious incident as defined in the Incident Response, Management and Investigation Procedure; or
 - ii. Where a manager suspects on reasonable grounds that an individual:
 - 1. Has consumed/used/taken Alcohol and/or illicit Drugs beyond fit for work limits; or
 - 2. Is adversely affected by consumption of Alcohol and/or Drugs at any time immediately before the individual commences work or during a period which the individual is carrying out work; or
 - 3. May be affected by OTC Drugs or Prescription Drugs whether or not the use of OTC Drugs or Prescription Drugs has been disclosed.
- d) **Prescribed testing** – in accordance with AS/NZ 4760:2019 WNR may require an Employee or Contractor to participate in a series of scheduled or random tests for Alcohol and/or Drugs over a period of time determined by WNR as part of:
 - i. A rehabilitation program; and/or
 - ii. Return to work program, if an Employee or Contractor has previously returned a test from an Alcohol and/or Drugs test which exceeds the fit for work limits.

8.6.1 Management of Test Results – Alcohol in accordance with AS 3547:2019

- a) Initial alcohol test indicates presence of alcohol or returns a result >0.000 g/100ml. (>0.000g/210L of breath).
- b) Confirmatory Alcohol result > 0.000 g/100ml. (>0.000g/210L of breath). Confirmatory testing must be conducted after 20 minutes. This is referred to as a positive Alcohol test – a failure to comply with fit for work limits.
- c) Refusal and/or adulteration of samples. All cases are treated as positive – a failure to comply with fit for work limits.

8.6.2 Management of Test Results – Drugs

- a) When an initial Drug screening test indicates that one or more Drugs may be present, or the result is not consistent with the declared medication, it will be referred to as “not-negative”. An Employee or Contractor with a not-negative initial drug screening result will be stood down pending confirmatory testing from an accredited laboratory.

- b) Initial Drug screening result of not-negative but consistent with declared medication. A determination of the Employee or Contractor's fitness for work must be made with advice from a medical practitioner in conjunction with the person and their manager. The outcome of the fitness for work decision should be as follows:
- i. Return to normal duties;
 - ii. Return to alternative (lower risk) duties; or
 - iii. Stood down from all duties.
- c) A test may be considered positive if a NATA accredited laboratory confirmation is received illustrating that the result is at or above the relevant cut-off level outlined in the WNR Alcohol and Drug Limits.
- d) All positive results must be confirmed by the Drug tester as being:
- i. Consistent with declared medication – A determination of fitness for work will be made as above; or
 - ii. Consistent with the illicit use – a failure to comply with fit for work limits.

8.7 Managing Not-negative Test Result

On-site testing is presence/absence testing only, it does not record the level or concentration of drugs.

If there are no alcohol or other drugs detected in the sample, this is known as a **Negative Test Result**.

If there are alcohol or drugs detected as being present this is known as a **Not-negative Test Result**.

A test sample that is confirmed by a NATA laboratory to have alcohol and/or illicit drugs or medication above the prescribed or recommended dose is a **Confirmed Positive Sample**.

8.7.1 Woolnorth Renewables Staff Member

If a WNR staff member (not a contractor or visitor) returns a Not-negative Test Result:

- To alcohol: the staff member will be stood down, and arrangements will be made to ensure the staff member is safely returned to their home; or
- To drugs: the staff member will be stood down, and arrangements will be made to ensure the staff member is safely returned to their home, unless they complete a Medical Declaration for OTC medications they have been prescribed, and they are capable of completing the shift.

The staff members WNR manager or team leader will support the staff member through this process.

8.7.2 Contractor

If a contractor returns a Not-negative Test Result, their supervisor will be contacted and informed. The contractor will be required to leave the work site immediately, unless they complete a Medical Declaration, and it is accepted by the contractors WNR representative.

Arrangements will be made for the contractor to safely return home, preferably by the contractor's employer, however, if this is not possible the contractors WNR representative shall ensure the contractor is safely returned to their home or headquarters.

8.7.3 Visitor

If a visitor to a WNR site returns a Not-negative Test Result they will be asked to leave site immediately. If required, arrangements will be made to safely return them to their home.

8.8 Waiting for Laboratory Test Results

8.8.1 Woolnorth Renewables Staff Member

A WNR staff member that returns a Not-negative Test Result will be stood down on full pay until the laboratory test results are received, this takes approximately three working days.

The WNR staff member may return to work before the laboratory test results are received provided that:

- They are fit to return to work, and
- Before commencing work, they are tested and return a Negative Test Result.

8.9 Returning to Work

8.9.1 Woolnorth Renewables Staff

Before a WNR staff member returns to work after being stood down on the provision of a Not-negative Test Result or a Confirmed Positive Sample, the staff member must:

- Undergo a breath and saliva test conducted by the Independent Testing Provider, and
- The test must return a negative test result.

If, while completing the return to work process a staff member returns a second Not-negative Test Result that is analysed by the laboratory as a Confirmed Positive Sample, the staff member will be deemed to have returned a second positive in accordance with section 8.10.

8.9.2 Contractor

Before a contractor returns to work on a WNR work site after being stood down on the provision of a Not-negative Test Result or a Confirmed Positive Sample, the contractor must:

- Undergo a breath and saliva test conducted by the Independent Testing Provider, and
- The test must return a negative test result.

The Independent Testing Provider will undertake the testing at the expense of the contractor or the contractor's employer.

If, while completing the return to work process the contractor returns a second Not-negative Test Result that is analysed by the laboratory as a Confirmed Positive Sample, the contractor will not be allowed to access any Woolnorth site for a period of 3 years and will only be accepted once Woolnorth is suitably satisfied that no further Not-negative Test Results will occur.

8.10 Non-compliance

8.10.1 Woolnorth Renewables Staff

For a WNR staff member who has returned a Confirmed Positive Sample, the Woolnorth Renewable Disciplinary Process will commence, the potential disciplinary outcome could include, but is not limited to, the following:

- a) Formal counselling
- b) Written warning
- c) Dismissal with Notice or a Payment in Lieu of Notice
- d) Immediate Dismissal without Payment in Lieu of Notice
- e) Other Disciplinary Outcomes

8.10.2 Contractor

A contractor found to be in non-compliance with this procedure shall be managed by their employer (company) under its equivalent organisational practices.

At the discretion of the general manager Woolnorth Renewables reserve the right to take such action as it deems appropriate as a consequence of the contractor's conduct. This may include requesting that the individual contractor ceases working for WNR. The contractor will not be allowed to access any Woolnorth site for a period of 3 years, after this period access to a Woolnorth site will only be accepted once Woolnorth is suitably satisfied that no further Not-negative Test Results will occur.

8.10.3 Visitor

Any visitor found to be in non-compliance with this procedure shall be escorted off the WNR site immediately. The visitor will be safely transported to their home or a suitable location if required. Future access to any Woolnorth site will not be granted.

8.11 Authorised Functions, Company Dinners & Overnight Work Travel

Woolnorth Renewables recognises there will be occasions where workers will consume alcohol at authorised functions, company dinners and during an evening meal while travelling for work. On such occasions, alcohol may be served/ordered, however if consumed, must be consumed in a responsible manner. Having consumed alcohol at an authorised function, company dinner or evening meal, workers must not return to or commence work activities thereafter for that day.

To promote responsible consumption while recognising the needs of employees travelling away from home, the provision of alcohol will be limited to a maximum of two (2) alcoholic beverages per person, per night, at company expense.

An authorised function shall comply with the following requirements:

- a) Conducted at the conclusion of the working day of workers attending the function; and
- b) Conducted off-site at a venue authorised by the relevant senior manager or General Manager.

Appropriate controls must be applied to the provision and consumption of alcohol at company-sponsored functions conducted outside company premises, including dinners, to ensure the safety of all participants. These controls must be consistent with the principles that apply at authorised functions.

As a minimum, the following controls shall be implemented:

- a) alcohol must be served in a responsible manner, including ensuring alcohol is served by licensed venues or personnel trained in Responsible Service of Alcohol, prohibit the service of alcohol to intoxicated persons;
- b) reasonably limit alcohol availability by providing a controlled quantity of alcohol, and restricting duration of alcohol service;
- c) substantial food and non-alcoholic beverage options must always be available;
- d) a responsible person (e.g. Manager or event host) must be designated to monitor consumption and behaviour;
- e) service of alcohol must cease to any individual who appears to be intoxicated or impaired;
- f) safe transport arrangements (e.g. taxis, rideshare, or accommodation) must be considered and communicated where alcohol is served; and
- g) all attendees remain responsible for presenting fit for work where the event is connected to work duties or occurs prior to a work period.

8.11.1 On Site Accommodation

Alcohol may be consumed in moderation outside of work activities while staying at on-site accommodation.

Where alcohol has been consumed, workers must not return to or commence any work activities unless they are able to comply with the requirements of this procedure, including maintaining a zero-breath alcohol content (BrAC).

When travelling on site access roads outside of work activities, workers must comply with the applicable Tasmanian legal breath alcohol concentration (BrAC) limits relevant to their driver's licence. This provision applies only when the individual is not engaged in work activities and does not override the requirement to maintain zero BrAC when undertaking work.

9.0 Definitions

- **Over the Counter Drugs/Medicines (OTC)** – Over the counter drugs/medicines are sold without a doctor's prescription and have undergone full TGA pre-market evaluation of their safety, quality, and efficiency before being supplied in the marketplace.
- **Prescription Drugs** – A prescription drug/medicine is a medicine that can only be made available to a patient on the written instruction of an authorised health professional.
- **Breath Alcohol Concentration (BrAC)** – BrAC is the mass of alcohol in a person's exhaled breath, expressed as the mass of alcohol per 210 litres of breath (g/210 L), as measured by an approved (AS 3547:2019) breath alcohol testing instrument.
- **Illicit (illegal) Drugs** – Any drugs defined and specified as prohibited or illicit under any Federal, State or Territory legislation and drugs for which a medical prescription has not been issued to the person using the drug, the level of consumption was in excess of the prescribed dose or in the case of over the counter medication the level of consumption was in excess of the recommended dose or not in accordance with warnings detailed.
- **Not-negative Test Result** – Screening test result that is at or above the relevant cut-off concentration and therefore does not exclude the presence of a drug or class of drugs.
- **Negative Test Result** – Result below the relevant cut-off concentration or limit of reporting.
- **Confirmed Positive Sample** – Result at or above the cut-off concentration following confirmatory testing.
- **NATA Laboratory** - a facility certified by the **National Association of Testing Authorities (NATA)**, Australia's leading accreditation organization.

10.0 Accountabilities

10.1 General

Personnel working on behalf of WNR shall ensure that, AFARP, hazards are identified and where they cannot be eliminated, will be controlled. This process shall include documenting the hazards, the processes used to identify and control the hazards, and evidence of communicating the hazards and controls to other members of the work team.

All personnel of WNR shall ensure that:

- they understand the requirements of this procedure
- ensure their activities are in compliance with this procedure
- can access this procedure
- they support the implementation of this Procedure and providing feedback to peers and supervisors where improvements to the document or associated risk management can be made.

The Risk Compliance and Systems Manager for WNR is to ensure AFARP that this meets National and State legislative requirements and Standards and that this document is maintained as a part of the business HSE management system.

11.0 References

- Safe Work Australia - Hazardous Manual Tasks Code of Practice 2018
- Safe Work Australia - Managing Psychosocial Hazards at Work 2022
- Safe Work Australia – Fatigue Management, A Worker’s Guide 2013
- Safe Work Australia - Guide for Managing the Risk of Fatigue in the Workplace 2013
- AS/NZS 4760:2019 - Procedure for specimen collection and the detection and quantification of drugs in oral fluid
- AS 3547:2019 – Breath alcohol testing devices
- Work Health and Safety Act 2012 (Tas)
- <http://worksafe.tas.gov.au>
- Woolnorth Wind Farm Holding Pty Ltd – Policy Guideline Manual 2020