


<b>Petroleum</b>	<b>Health, Safety &amp; Environment Management System</b>  <b>Drug and Alcohol</b>	 <b>bhpbilliton</b> resourcing the future
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# PETROLEUM CSG


## HSE MANAGEMENT SYSTEM PROCEDURE

### DRUG AND ALCOHOL

<b>Petroleum HSE Procedure No:</b> PHSE-13-P04	
<b>Date:</b> June 2, 2011	<b>Revision:</b> 2
<b>Owner:</b> Kim Phillips, Occupational Health and Hygiene Manager	
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**1.0 PURPOSE**


BHP Billiton Petroleum (or the "Company") is committed to providing a safe, healthy and productive workplace for its employees and contractors and to ensuring the safety of all visitors. BHP Billiton Petroleum recognizes that drugs and alcohol can affect an individual's fitness for work and can be a contributing factor in workplace injuries and incidents. The Company's Drug and Alcohol Procedure (the "Procedure") is designed to keep everyone safe. The Company requires the cooperation and support of all BHP Billiton Petroleum employees, contractors and visitors to ensure that BHP Billiton Petroleum remains a workplace where all individuals are free of the hazards that may be caused by drugs and alcohol.

**This Procedure is designed to:**

- Communicate the restrictions on the use of drugs and alcohol by Personnel engaged in BHP Billiton Petroleum Controlled Activities.
- Create a safe and healthy workplace for our employees, contractors and visitors that is free of the hazards that may be associated with the use of drugs and alcohol in the workplace.
- Provide awareness to employees about how the Employee Assistance Program ("EAP") can be used to provide support and rehabilitation for employees with drug and/or alcohol problems.
- Foster an attitude among all Personnel that it is not acceptable to come to, or be at work, Under the Influence of drugs and/or alcohol.
- Ensure the Company meets all its legal obligations with respect to providing a safe working environment for all Personnel and visitors at all Company Sites or while conducting Company Business. Ensure compliance with all applicable laws and regulations regarding the enforcement of this Procedure.

In addition to this Procedure, applicants, employees and/or contractors applying for, or engaging in, a position that is regulated by the Department of Transportation or the U.S. Coast Guard will be subject to the Company's Drug and Alcohol Procedure for Workers Regulated by the DOT (the "DOT Procedure"). Any applicant, employee or contractor subject to the DOT Procedure will remain subject to the Company's Procedure when engaging in Company Business or on a Company Site.

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**1.1 Prohibited Activities**

The following activities are prohibited because they are not consistent with providing and maintaining a safe and healthy workplace. Individuals engaging in the following activities will be subject to discipline up to, and including, termination of employment for employees and removal from the site for all other Personnel.

- The use, possession, consumption, delivery, distribution, exchange, manufacturing, purchasing, sale or transfer of:
  - Illegal drugs, narcotics or other Unlawful or Unauthorized Substances on Company Sites or while conducting Company Business.
- The unauthorized use, possession, consumption, delivery, distribution, exchange, manufacturing, purchasing, sale, or transfer of alcohol while on Company Sites or while conducting Company Business.
  - At management’s discretion, alcohol may be available at Company functions held off-site on premises that are under contract or lease by the Company. Personnel who choose to consume alcohol at a Company function shall be responsible for limiting their consumption so as not to present a danger to themselves or others.
  - If alcohol is consumed by Personnel during a workday or rostered work period, whether at a Company function or not, the individual shall not return to work until the next workday or the next rostered work period, or until fully fit for work.
- Misuse, excessive use, or recreational use of over-the-counter medication or prescription drugs while on Company Sites or while conducting Company Business.
- Engaging in Controlled Activities when Under the Influence of Unlawful or Unauthorized Substances. This includes Personnel who have operational responsibilities away from Company Sites.
- Refusing to submit to a search of one’s person and/or possessions on Company Sites.
- Refusing to provide a sample as part of a drug and/or alcohol test required by this Procedure.
- Refusing to cooperate in any investigation regarding the use or presence of drugs or alcohol, including cooperating with a search or inspection.
- Intentionally failing to adhere to the drug and/or alcohol sample collection procedures or engaging in conduct that obstructs or tampers with the testing process. Any attempt to adulterate or substitute the sample or notification from the laboratory of an adulterated or substituted sample will be treated as a refusal to test.
- Failure to appear at the testing facility within the time frame prescribed by the tester or Supervisor / Manager (this is typically 30 minutes from notification, if on location).
- Testing positive for Unlawful or Unauthorized Substances.
- Other activities that are not consistent with the purpose of this Procedure.

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**1.2 Searches and Testing**

To adequately ensure the provision of a workplace that is free of hazards, including those that may be caused by drugs and alcohol, the Company may conduct searches of Personnel, vehicles, personal property or any other items on Company Sites for Unlawful or Unauthorized Substances or other hazards. The Company will conduct drug and alcohol testing, consistent with this Procedure.

**1.3 Contractors**


Contractors shall implement and enforce a drug and alcohol program that meets or exceeds the requirements of the Company's Procedure, consistent with all applicable laws and regulations. The Contractor's program shall authorize the Company to conduct searches and testing for Unlawful or Unauthorized Substances of Contractor's employees and subcontractors when these individuals are on Company Sites or conducting Company Business.

In addition, the Contractor may be subject to testing under this Procedure when the Contractor is on a Company Site or conducting Company Business. If the Company determines that a Contractor's employee or subcontractor is in violation of the Procedure, the Company will notify the Contractor and will forward any test results to the Contractor, as appropriate.

**2.0 SCOPE**

The terms of this Procedure are conditions of employment for all individuals employed by the Company. This Procedure applies to all Personnel while they are on Company Sites or conducting Company Business. The terms of this Procedure that govern Pre-placement testing apply to applicants after they have been given a conditional offer of employment and prior to employment.

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### 3.0 REFERENCES

This Procedure is used in conjunction with:

- [BHP Billiton Code of Business Conduct](#)
- [Applicant and Employee Consent Form](#)
- [Contractor Consent Form](#)
- [Medical Recommendations Report](#)
- [Drug and Alcohol Procedure Documentation for Reasonable Suspicion](#)
- [Drug and Alcohol Procedure for Workers Regulated by the DOT](#)

### 4.0 DEFINITIONS

For the purposes of this Procedure, the following terms shall have the following meanings.

**Chain of Custody** – Chronological documentation, and/or paper trail, showing the taking, custody, control, transfer and analysis of specimens.

**Company** – BHP Billiton Petroleum.

**Company Business** – BHP Billiton Petroleum-related work or activities, whether performed on or off Company Sites.

**Company Sites** – All land, property, buildings, structures, installations, drilling or production facilities, heliports, marine vessels, aircraft or vehicles owned by, controlled by, or under contract or lease to BHP Billiton Petroleum, or where Controlled Activities are conducted.


**Contractor(s)** – An individual, company or other legal entity that carries out work or performs services under a contract of service. This includes sub-contractors.

**Controlled Activities** – Work-related activities where BHP Billiton Petroleum can set HSE standards, enforce their application and directly supervise the activities.

**Designated Employer Representative ("DER")** – A Company employee assigned to a particular location to receive Positive test results and take action to notify the Line Management and/or Contractor.

**Employee Assistance Program ("EAP")** – An external counseling program that the Company provides to employees in most locations.

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**Evidential Breath Tester ("EBT")** – A device that measures alcohol concentration in the breath. EBT devices must meet the U.S. National Highway Traffic Safety Administration model specifications for precision and accuracy. For a confirmation test, the EBT must be capable of providing a printed result.

**Human Resources** – Local Human Resources Manager.

**Lawful Substances** – Substances, which an individual may lawfully possess or use, but which can impair physical or mental capacity. These include over-the-counter medications, controlled substances (prescription medications) for which the individual has a valid prescription, and intoxicating beverages.

**Medical Review Officer ("MRO")** – A licensed physician who is responsible for receiving and reviewing all laboratory positive results generated by the Procedure to determine if an individual has a verified result of either negative or positive.

**Operational Site** – A location where operational activities take place including, but not limited to, an offshore installation, a seismic vessel, an onshore facility, a drilling rig, or a site/yard.

**Personnel** – Persons who engage in Company Business, including the Company's employees, agency contractors, service contractors and consultants.

**Positive Screen or Test Result** – The detection of Unlawful or Unauthorized Substances at or above the threshold level stated in this Procedure.

**Reasonable Suspicion or For-Cause** – A reasonable belief held by a BHP Billiton Petroleum Supervisor or Manager that an individual:

- (1) Is using, possessing or Under the Influence of any Unlawful or Unauthorized Substance, or
- (2) Has a level of an Unlawful or Unauthorized Substance in his or her body, either based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of Personnel, or on reliable information provided by another source.

**Senior Line Manager** – The responsible BHP Billiton Petroleum Senior Line Manager for the operation (Production Unit Manager, Project Director, Drilling Manager or Project Manager, or equivalent organizational level).


**Shall or Must** – Means a mandatory requirement.

**Significant Incident** – Any occurrence that has resulted in or had the potential to result in a severity level 4 or above impact type as per the Consequence Severity Table.

**Site Medical Professional** – A trained health professional such as an Occupational Health Nurse, Field Doctor or Medic. The Medical Professional may be an employee or a Contractor.

**Sweep** – A sweep is when all Personnel at a site or location are tested for Unauthorized or Unlawful Substances. A sweep will not be announced and will not normally take the place of Random testing.

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**Third-Party Administrator ("TPA")** – A service agent that is approved by the Vice President HSE to provide or coordinate the provision of a variety of drug and alcohol testing services to Company. TPAs typically perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs.

**Unauthorized Substances** – This term includes the following:


- (1) Intoxicating beverages on Company Sites.
- (2) A Lawful Substance that is being abused or for which there is a pattern of improper use; e.g. misuse, excessive use, or recreational use of over-the counter medication or prescription drugs.
- (3) A Lawful Substance that has been used in a proper manner, but has resulted, could result, or is likely to result in impairment of an individual's physical or mental capacity and create a direct threat to the health or safety of the employee or others.
- (4) Designer, synthetic, or "look-alike" substances which, although derived from one or more Lawful or Unlawful Substances, are manufactured, designed, or intended to resemble and/or mimic the effects of (a) Unauthorized Substances; (b) Unlawful Substances; or (c) mind-altering substances.

**Under the Influence** – The detection in an individual's body of any Unlawful or Unauthorized Substance which is equal to or in excess of the threshold level stated in this Procedure.

**Unlawful Substances** – Illegal drugs or any other substances or materials, the use, possession, consumption, delivery, distribution, exchange, manufacture, sale, purchase, or transfer of, which are prohibited by applicable laws and regulations.

**Visitor** – Anyone visiting or accessing any Company Site other than BHP Billiton Petroleum employees and BHP Billiton Contractors.

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**5.0 PROCEDURE(S)**

**5.1 Drug and Alcohol Tests**

The Company may conduct testing of breath, urine, saliva or hair to detect the presence of Unlawful or Unauthorized Substances in an individual's body. The Company may conduct testing under the following circumstances:

- After an applicant has been given a conditional offer of employment and prior to employment ("Pre-placement" testing).
- Prior to the performance of any services by a contractor or consultant as deemed appropriate by the Company ("Pre-entry" testing).
- Randomly for all Personnel at a Company Site ("Random" testing). The annual random rate for testing for every Company Site, at a minimum, shall be 50% per calendar year. On short duration activities of 6 months or less the random rate shall be prorated. This rate will be reviewed periodically and subject to change as deemed appropriate by the Company. Random selection shall be a consistently applied process whereby individuals are selected from a worksite location pool; e.g. Perth Office, Zamzama Gas Plant, Douglas Platform, Contracted Drilling Rig or Seismic Vessel, etc.
  - On a monthly or quarterly basis, as appropriate, office sites shall send the Third Party Administrator a list of all office based Personnel. The Third Party Administrator shall then send back a list of the Personnel who were selected for Random testing that month or quarter. Personnel who were selected but not present in the office shall not be advised of the test and shall be flagged for testing immediately upon return to the office.
  - On a monthly basis or more frequently, as determined by the Senior Line Manager, Operational Sites shall send the Third Party Administrator a Person on Board ("POB") list. The Third Party Administrator shall then send back a list of the Personnel who were selected for Random testing for that period of time.
  - A trained Company collector or a third party collector shall administer the test.
- When the Company has Reasonable Suspicion that there is, or has been, a violation of this Procedure ("Reasonable Suspicion" testing).
- Post-accident testing may be conducted: (1) where there is reasonable belief that drugs and/or alcohol may have been involved as a contributing factor; (2) in situations where there has been a Significant Incident; or (3) there is a requirement to be tested under local Regulations ("Post-accident" testing).
- Sweeps of Personnel at a given location either at, or en-route to a Company Site will test all Personnel and will not single out a person or group. Sweeps will not normally replace Random testing requirements but will be counted in the Random testing statistics.

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- Whilst every effort is made to implement the Petroleum procedure, activities of short duration (less than 3 months) may present a number of challenges due to the remote location and/or limited time frame to set up Company approved laboratories, testing equipment, forms and trained collectors. For this reason, drug and alcohol testing programs proposed for short term duration activities must be reviewed and approved by the Occupational Health and Hygiene Manager and/or Senior Occupational Health Specialist to ensure that a reasonably acceptable program is implemented by the site.

**5.1.1 Testing Equipment, Supplies and Tracking**

- For all drug and alcohol testing, BHP Billiton Petroleum shall use standardized testing equipment, kits and forms which shall be provided by the approved Third Party Administrator.
- BHP Billiton Petroleum shall use the approved Third Party Administrator to nominate laboratories for confirmation testing and a Medical Review Officer.


**5.1.2 Consent for Testing and Failure to Consent**

- Applicants and Personnel will be required to sign a consent form in advance of any test, subject to applicable laws or regulations.
- An applicant who refuses to sign the consent form or submit to a test will not be hired. A contractor or consultant who refuses to sign a consent form or to submit to a test will not be permitted to provide further services to the Company.
- Signing a consent form and submitting to testing is a condition of employment.

**5.1.3 Methods of Testing**

- A split-sampling method of collection shall be used for all urine specimens that are to be tested for Unlawful or Unauthorized Substances. Collection shall be conducted by a trained collector following Chain of Custody using recognized national or international sampling procedures and using a standardized collection kit provided by the approved Third Party Administrator. All specimens are sent to the laboratory for testing.
- Hair testing may be used in countries that do not allow the urine specimen to be shipped in a timely manner. The collection of the hair sample shall be conducted by a trained collector following Chain of Custody using recognized national or

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international sampling procedures and using a standardized collection kit provided by the approved Third Party Administrator.

- For alcohol screening purposes, an Alcohol Screening Device ("ASD") may be used that is approved for alcohol testing by relevant national or international standards. ASDs shall be approved by the Manager – Health and Hygiene. For alcohol confirmation testing, the Company shall use a calibrated Evidential Breath Testing ("EBT") device for breath testing to determine and confirm breath alcohol content. An EBT may also be used for alcohol screening purposes. The use of an EBT for alcohol testing does not require a laboratory confirmation test to be performed as a confirmed Positive test result can be available within 15 minutes of initial testing.

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#### 5.1.4 Substances Tested and Thresholds


A laboratory performing testing using recognized international methods and standards shall conduct analysis of submitted specimens.

### Substances Tested<sup>1</sup> and Thresholds

Type of Drug or Metabolite (Urine Test)	Initial Test (EMIT) (ng/mL*) EMIT = Enzyme Multiplied Immunoassay Techniques	Confirmation Test (GC/MS) - (ng/mL*) GC/MS = Gas Chromatography / Mass Spectrometry
Marijuana metabolites	50	15
Cocaine metabolites	150	100
Phencyclidine (PCP)	25	25
Amphetamines, Methamphetamine, and MDMA, MDA, MDEA	500	250
Opiate metabolites		
Codeine / Morphine	2000	2000
6-Acetylmorphine	10	10
Type of Drug or Metabolite (Hair Test)	Initial Test	Confirmation Test
Marijuana	2 ng/gm	1 pg/10 mg
Cocaine	5 ng/10 mg	5 ng/10 mg
Phencyclidine (PCP)	3 ng/10 mg	3 ng/10 mg
Amphetamines	5 ng/10 mg	5 ng/10 mg
Opiate metabolites	2 ng/10 mg	2 ng/10 mg
Alcohol	Initial Test Level	Confirmation Test Level
Breath Alcohol	0.02% or greater BrAC <sup>2</sup>	0.04% BrAC
<p>* ng/mL = nanogram per milliliter</p> <p>BrAC = Breath Alcohol Content is the amount of alcohol in a volume of breath and is expressed in terms of grams of alcohol per 210 liters of exhaled air as indicated by a breath test</p> <p>ng/mg = nanogram per milligram</p>		

<sup>1</sup> Each country or location must perform a risk assessment to determine whether, consistent with local law, any additional substances should be included in the substances tested.

<sup>2</sup> For Operational Sites, see Section 5.1.9.

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**5.1.5 Requests for Independent Testing**

Within 24 hours of notification, Personnel who test positive for drugs may request, at their own cost and through the MRO, to have their sample re-evaluated by an independent certified laboratory nominated by the MRO. A request by Personnel to have their sample re-evaluated by one of these laboratories will not prevent BHP Billiton Petroleum from taking disciplinary action or removing the individual from the site.

In the case where an independent certified laboratory test results in a negative test, the MRO shall review the results and, if validated, the result of testing shall be considered negative. Under these circumstances, the Company will review any decisions made with regard to the individual's employment or relationship with BHP Billiton Petroleum.


**5.1.6 Prescription Drugs and Other Medication**

The normal use of over-the-counter medications and the legal use of prescription drugs are generally not prohibited by this Procedure provided they were lawfully obtained and are not consumed at a frequency or quantity greater than the dosage prescribed or otherwise recommended on the medication's label. The misuse or excessive use (i.e., use which exceeds the recommended dosage information) of over-the-counter medication or prescription drugs is prohibited. The recreational use (i.e., use for which the medication is not manufactured or prescribed) of over-the-counter medications or prescription drugs is prohibited. Personnel taking prescription drugs must have them in the original container that identifies the individual by name and specifies the drug, dosage, prescription date and the prescribing physician. Personnel must only use prescription drugs which are prescribed to the individual by a doctor, pharmacist and/or health care professional.

When a doctor, pharmacist, or health care professional prescribes a drug for an employee or contractor, the individual is required to ask the doctor, pharmacist, and/or health care professional: (1) whether the drug could affect the individual's ability to safely perform his or her job duties; and (2) whether the drug may register on a drug test.

Personnel must inform the Site Medical Professional, Human Resources or, if unavailable, the Supervisor prior to commencing scheduled work if: (1) the over-the-counter medication or prescription drug may impair the individual's ability to safely perform assigned job duties (i.e. medications or prescription drugs which warn of drowsiness or caution regarding the operation of a motor vehicle or machinery); or (2) the over-the-counter medication or prescription drug may create an actual or potential threat of harm to the Personnel or the public. Personnel shall not disclose the exact nature of the medication to their Supervisor; however, the nature of the medication may be disclosed to a Site Medical Professional. The Supervisor, in consultation with the Site Medical Professional, shall determine the need for any restrictions on the individual's

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duties. Information regarding an individual's use of medications or drugs and any other information provided by appropriate medical personnel will be kept strictly confidential and will only be disclosed in accordance with all applicable laws and regulations.

**5.1.7 Reasonable Suspicion Testing**

"Reasonable Suspicion" is defined generally as: suspicion drawn from specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the individual or reliable information from another source.

- a. Information to support Reasonable Suspicion testing should come from a Supervisor or Manager or from another reliable source.
  - (1) A report of Reasonable Suspicion may be received from an employee or Contractor that an individual may be Under the Influence of an Unlawful or Unauthorized Substance.
  - (2) The Supervisor or Manager should document the information provided.
- b. If possible, the Supervisor or Manager should observe the individual who may be in violation of the Procedure.
- c. The Supervisor or Manager should document his or her own personal observations.
- d. The person who observed the individual suspected of being in violation of the Procedure (or, in some situations, the Supervisor or Manager who received the report) should complete the form entitled "[Drug and Alcohol Procedure Documentation for Reasonable Suspicion](#)".
- e. Any other relevant information, including information provided by the individual suspected of being in violation of the Procedure, should be documented by the Supervisor or Manager involved or HR.
- f. If there are witnesses to a specific event or behavior, the Supervisor, Manager or HR should complete the section entitled, "*Reasonable Suspicion Interview*" in the [Drug and Alcohol Procedure Documentation for Reasonable Suspicion](#).
- g. If the individual is a Contractor, the individual will be relieved of duty pending the outcome of the test result and the individual's employer should be contacted. This should be done as discreetly as possible.
- h. If the individual is an employee, the individual should be relieved of duty pending the outcome of the test result. This should be done as discreetly as possible.
- i. A meeting should be conducted with the individual, a Supervisor or Manager, and someone in the HR Department, to explain that there is Reasonable Suspicion to believe that there is, or has been, a violation of the Procedure.

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- j. After speaking with the individual, if there is still Reasonable Suspicion that the individual is in violation of the Procedure, the individual should be sent to the Collection Site to be tested.
- k. After speaking with the individual, if Reasonable Suspicion is no longer held, then no request for testing should be made, and the individual can return to duty.
- l. Explain to the individual that refusal to submit to Reasonable Suspicion testing is a violation of the Procedure, which can lead to discipline, up to, and including, termination of employment.
- m. Reasonable Suspicion testing should be conducted **as soon as practicable** after receiving the Reasonable Suspicion report/documentation.
- n. Advise the individual that he or she is being escorted from the Company Site or to a non-work area of the Operational Site, pending the outcome of the test result. This should be done as discreetly as possible.
- o. Explain to the individual that he or she will be contacted when the Company receives the confirmed or verified test result.
- p. The individual should not be allowed to proceed alone to the Collection Site.
- q. The individual should be provided transportation to and from the Collection Site, at the Company's expense.


**5.1.8 Consequences of Testing – Positive Test Results**

Personnel who undergo a Reasonable Suspicion or Post-Accident test will be relieved of duty pending the outcome of the test result. If the test result is negative, the individual will be allowed to return to regular duties. If the individual is an employee or subcontractor of a Contractor, the Contractor will be notified.

**Positive Test Results**

- Personnel who have a verified positive drug or confirmed positive alcohol test result may be given the opportunity to discuss the results with the MRO.
- The individual with a positive drug test result may receive a [Third Party Administrator Authorization to Release Medical Information](#), including prescription information, which may be relevant to the evaluation of the positive drug test. The individual should return the form to the MRO when completed.
- After speaking with the individual, the MRO may determine that the individual has a justifiable explanation, e.g., valid prescription for a drug that triggered the drug test result. If there is a justifiable explanation for the test result, the result will be finalized as a negative test result.

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- However, even if the drug test result is negative, the MRO may need to address certain work restrictions if the MRO believes the individual cannot continue working in a safe manner while taking medication. If the MRO has concerns regarding the individual's ability to safely perform the job, the MRO will complete a [Medical Recommendations Report Form \("MRR"\)](#) and the Third Party Administrator will notify the DER of any job function restrictions and the time duration of such restrictions.
- Unless the MRO discovers a justifiable explanation for the confirmed positive drug and/or alcohol test result, the individual who has a confirmed positive test under this Procedure shall, in accordance with applicable laws, be subject to the following consequences:
  - Applicants will not be hired.
  - Contractors and consultants will be removed from Company Sites.
  - If an employee has a verified positive drug or confirmed positive alcohol test result, the employee will be terminated from employment.

**Other Test Results**

- Personnel at an Operational Site who have an alcohol test result between .001 and .039 on the confirmation test will not be considered to have a positive test, but will be removed from duty for a period of time to be determined by the DER. The DER shall notify Line Management and/or the Contractor. The removal from duty will be recorded in the individual's personnel file. If the person is asked to leave the Company Site, the individual shall be offered a taxi and instructed not to drive. Otherwise, all efforts should be made to confine the individual to non-working areas for a period of time to be determined by the DER. The Company reserves the right to test the individual at its discretion before the individual returns to duty.
- Personnel, other than those at an Operational Site, who have an alcohol test result between .02 and .039 on the confirmation test will not be considered to have a positive test, but will be removed from duty for a period of time to be determined by the DER. The DER shall notify Line Management and/or the Contractor. The removal from duty will be recorded in the individual's personnel file. If the person is asked to leave the Company Site, the individual shall be offered a taxi and instructed not to drive. The Company reserves the right to test the individual at its discretion before the individual returns to duty.
- Personnel, other than those at an Operational Site, who have an alcohol test result between .001 and .019 on the confirmation test will not be considered to have a positive test and can return to duty.

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## 5.2 Employee Assistance Program

At BHP Billiton Petroleum, our employees are our greatest assets. We support the health and well being of our workforce to enable employees to be productive and successful on the job. To help employees with personal problems that may interfere with their work, the Company provides an Employee Assistance Program ("EAP") in most countries of operation.

- An employee, who has a drug and/or alcohol problem and voluntarily comes forward to seek assistance, shall be eligible for initial rehabilitation treatment without risk of termination unless there are other behavioral, performance, or misconduct issues, or a violation of this Procedure.
- Employees who advise the Company of such an issue through their Supervisor or Human Resources representative shall be referred to this service for assistance. The EAP shall determine to what extent, if any, the employee requires treatment and/or rehabilitation. If the employee does require treatment, the EAP and the designated TPA or Company personnel (Medical, Human Resources, and/or Line Manager / Supervisor) will work together regarding the employee's compliance with the recommended program.
- Any employee's participation in the EAP shall also require the consent of the employee to release any and all EAP records to the Company's designated TPA or Site Medical Professional for the purpose of managing the employee's leave from work and aftercare monitoring.
- Use or prospective use of the EAP does not exempt or excuse a violation of the Procedure. If an employee volunteers to participate in the EAP after a violation of the Procedure, such action will not affect the Company's right to administer discipline, up to, and including, termination of employment.
- If an employee is selected for testing under the Procedure, and subsequently requests an EAP referral, the Company shall delay referral to the EAP until the results of the test have been confirmed. If the results are negative, then referral shall continue in accordance with EAP process. In the event the test is positive, then the employee shall be treated in accordance with paragraph 5.1.9.
- The EAP treatment program shall involve Random testing and any test failure shall be reported to the Company. An employee who has a positive test will be subject to discipline, up to, and including, termination of employment.
- During the period of time the employee is participating in a treatment program recommended by the EAP, and in the event such treatment involves a residential program of treatment, the employee may be eligible for disability pay/salary continuance and other benefit plan participation consistent with the provisions of those plans and Company policy and practice.
- Contractors and consultants are not eligible to participate in the EAP.

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### 5.3 Visitors

A Visitor suspected to be Under the Influence of Unauthorized or Unlawful Substances will be removed from Company Sites. The decision to allow the Visitor to return to Company Sites shall be subject to the approval of the Senior Line Manager and the Manager Health & Hygiene.

### 5.4 Administration

This Procedure shall be administered in accordance with all applicable laws and regulations.

This Procedure is intended to supplement, not change, any agreements between the Company and its Personnel. The rules of employee conduct appearing in this Procedure are not intended to create any contractual or other employment rights, and all employment remains at will, terminable by either the employee or the Company at any time, with or without cause and with or without notice.

## 6.0 RESPONSIBILITIES


### 6.1 Personnel

- Are responsible for complying with this Procedure.
- Shall not withhold relevant information concerning someone who has violated this Procedure.
- Shall participate in drug and alcohol education programs.

### 6.2 Supervisors/Managers

- Shall take action according to this Procedure when they have Reasonable Suspicion that an individual is not in compliance with this Procedure.
- Shall implement this Procedure in their areas of responsibility.
- Shall ensure resources are assigned to conduct drug and alcohol education and training.

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### 6.3 HSE Analyst/Specialist

- Shall provide assistance and support to the responsible Senior Line Manager in implementation of this Procedure and in any matter concerning drugs and/or alcohol.
- Shall be trained as a certified Drug and Alcohol collector, where required, and maintain current status of the certification.

### 6.4 HSE Manager / HSE Supervisor

- Shall provide assistance and support to the responsible Senior Line Manager in the implementation of this Procedure and in any matter concerning drugs and/or alcohol.
- Shall ensure Random testing is conducted pursuant to this Procedure.

### 6.5 Manager - Health and Hygiene

- Shall be responsible for oversight of the Procedure and management of the Third Party Administrator.
- Shall provide drug and alcohol education and training material for Company Sites.


### 6.6 Human Resources

- Shall provide timely advice, assistance and support to the responsible Senior Line Manager and HSE in the event of a verified positive or confirmed test result of an employee.
- Shall ensure disciplinary procedures are invoked as required by this Procedure.
- Shall ensure counseling and assistance programs are in place, effective and available to employees.

### 6.7 Designated Employer Representative

- Shall notify the Manager – Health and Hygiene of any issues relating to the Procedure.

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## 7.0 RECORDS

### 7.1 Confidentiality of Records

- All records pertaining to drug and/or alcohol testing of Personnel shall be handled consistently with the Company's procedures for handling individual medical records.
- Employee records shall be kept separate from records concerning Contractors.

## 8.0 VARIANCES

Any planned deviations from the requirements of this Procedure shall be recorded on [Petroleum HSE Variance Form](#) and submitted to [Petroleum HSE Systems Support](#).

Variations to this Procedure must be approved by:

1. The Applicable Division President
2. Vice President HSE
3. Vice President Human Resources
4. BHP Billiton Petroleum Senior Legal Counsel

For short term duration activities, Variations must be approved by:

- Occupational Health and Hygiene Manager; or
- Senior Occupational Health Specialist


## 9.0 UPDATES TO THIS DOCUMENT

This is a Petroleum HSE Controlled Document. Requests for updates to Petroleum HSE Controlled Documents shall be documented on the [Petroleum HSE Document Proposal and Review Form](#) and sent to the [Petroleum HSE Systems Support](#) email in the GAL.

## 10.0 ATTACHMENTS

- 10.1 Procedures for Collecting Specimen
- 10.2 Collectors Training – Breath Alcohol
- 10.3 Collectors Training – Drug Testing
- 10.4 Changes

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## 10.1 Procedures for Collecting Specimen

All Collectors for the Company will use Company Forms and follow these steps when collecting samples for Drug and Alcohol testing. Third Party collectors must be on-site and prepared to proceed with collections within 2 hours of notification at the location announced.

### 1. **Breath Alcohol – Setting EasyMode Confirmation Threshold to .001 (Operational Site)**


- a. To begin turn the Phoenix 6.0 on.
- b. Press the **Function** button until display reads “SETTINGS.”
- c. Press the **Execute** button. Display reads “EASYMODE.”
- d. Press the **Execute** button.
- e. Verify the EasyMode is “ON” and press the **Function** button to save.
- f. “POS LEVEL” will be displayed. It is here where the Confirmation Test requirement level is set. (Default is .020) Press the **+ or –** button to change the level to .001. Press the **Function** button to save the changes. The display reads “EXIT.”
- g. Press the **Execute** button to exit back to the “EASYMODE” screen.
- h. Press the orange **Power** button briefly to return to the main screen.

Reference: Lifeloc Phoenix 6.0 Operations Manual Table of Contents: User Settings and EasyMode Settings.

### Split Urine Sampling

2. **Contractor, Employee and Pre-Placement forms.**
  - a. Have Donor read and sign form before Urine and Alcohol collections begin.
  - b. Make sure you have a witness sign the form too.
  - c. If donor refuses to sign form, notify Designated Employer Representative (“DER”) in charge and do not proceed with collection.
  
3. **Before each collection, the collector must:**
  - a. Secure water source
  - b. Place bluing in toilet
  - c. Inspect the site

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- d. Insure that no soaps, disinfectants, etc. are accessible for use in adulteration
- e. Tape or secure toilet tank tops
- f. Ensure undetected access is not possible
- g. Recheck after each collection to ensure site integrity

**4. If site is not permanent collection facility:**

- a. Ensure access to materials and specimens is restricted
- b. Facility should be secured against access during the collection to ensure privacy and prevent distraction
- c. Post limited access signs
- d. Conduct only one collection at a time
- e. Keep the donors collection container within the view of the donor and collector until sealed
- f. Ensure that the collector is the only the person; other than the donor, that handles the specimen before it is poured and sealed
- g. Maintain personal control over each specimen and the CCF throughout the collection process
- h. Direct employee to remove outer clothing and leave these and briefcase, purse, backpack, etc.
- i. Direct employee to empty pockets and display contents
- j. If material is found that could be used to tamper with a specimen; determine if it was inadvertent or with the intent of adulteration
- k. If material is considered to have been brought in with intent then conduct direct observed collection
- l. Complete Step 1 of the CCF
- m. Instruct donor to wash and dry hands
- n. Select or allow donor to select collection container
- o. Collector unwraps collection container
- p. Donor may not take anything else but the collection kit into the restroom
- q. Direct donor to go into the restroom and:
  - i. Provide at least 60 ml of urine, 45 will be the minimum amount allowed.
  - ii. Not to flush the toilet
  - iii. Return with the specimen as soon as void is completed ( temp must be read in 4 minutes)
- r. You may set a reasonable time limit for the void
- s. Note any conduct that may indicate an attempt to tamper with or adulterate the specimen.

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**5. Checking the Specimen**

- a. 45 ml minimum acceptable void
- b. If less go to shy bladder procedures

**6. Temperature**

- a. 90 - 100 F
- b. Mark “yes” IN step 2 of CCF

**7. If Temp is out of range or adulteration is suspected:**

- a. See Procedures for Temp out of range and signs of tampering. (Step [11](#) and [12](#))

**8. Check for Signs of Tampering**

- a. Unusual color, presence of foreign objects, or other signs such as odors
- b. See Procedures for Temp out of range and signs of tampering.(Step [12](#))


**9. Preparing the Specimens:**

- a. Split specimen collections(all modes)
- b. Check the box on CCF (Step 2 of that Form) for split specimen
- c. Pour at least 30 ml into specimen bottle A
- d. Pour at least 15 ml into specimen bottle B
- e. Place secure lids on both containers
- f. Place tamper-evidence tape seals on both bottles
- g. Collector writes date on bottle seals
- h. Have donor verify the specimen id number on the bottle seals match the specimen id number on the Custody and Control.
- i. Instruct donor to initial tamper-evident seals on bottles
- j. Direct donor to read and sign certification statement on Copy 2 (Step [2](#)) of the CCF

**10. Complete the Custody and Control on the CCF (Step [4](#))**

- a. Printing the name
- b. Record time and date
- c. Sign statement
- d. Enter name of delivery service
- e. Ensure that all copies of the CCF are legible and complete
- f. Place Copy 1 of the CCF and specimen bottles in pouches of plastic bag
- g. Secure both pouches
- h. Remove Copy 5 and give to donor
- i. Employee may now leave collection site
- j. Place bag in shipping container and seal container or prepare for courier
- k. Send Copy 2 of the CCF to the MRO

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- I. Send copy within 24 hours or the next business day

**11. Shy Bladder Collection**

- a. Discard insufficient specimen
- b. Exception - out of temp or signs of tampering
- c. Urge employee to drink up to 40 ounces of fluids spread over 3 hour period, or until able to provide sufficient specimen, whichever occurs first
- d. If employee refuses to make another attempt, discontinue the collection, note in remarks and contact DER, Refusal to test.
- e. No sufficient specimen provided
- f. Discontinue collection
- g. Note in remarks
- h. Notify DER
- i. Print collection site information on CCF
- j. Distribute Copy 2 to MRO within 24 hours or next business day

**12. Out of Temperature Range**

- a. Mark “no” in Step 2 of CCF
- b. Enter remarks in Step 2 and “collection 1 of 2”
- c. Immediately conduct direct observation collection
- d. Send both specimens to laboratory
- e. Notify DER and collection site supervisor ASAP


**13. Sign of Tampering**

- a. Finish collection process
- b. Notes in remarks
- c. Immediately conduct direct observation collection
- d. Send both specimens to laboratory
- e. Notify DER and collection site supervisor ASAP

**14. Direct Observation Collections**

- a. Explain the reason for the direct observation to the donor
- b. Complete a new CCF
- c. Mark the “reason for test” same as first collection
- d. Check the “observed” box and enter the reason in remarks, with notation “Collection 2 of 2” and specimen ID number
- e. Ensure that observer is same gender as donor
- f. Verbally instruct observer to watch donor urinate, donor takes the collection container directly to the collector
- g. List observer’s name on CCF
- h. Refusing to submit is a refusal to test
- i. Notify DER and discard original specimen, where applicable

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**15. Refusal to Test**

- a. Fail to remain at the testing site until testing is complete
- b. Fail to permit monitoring or direct observation, when required
- c. Fail to take a second test when directed by collector
- d. Fail to cooperate with any part of the testing process (refuse to empty pockets, confrontational)
- e. Collector must: Note in remarks (Step 2) on CCF, Print your name and date the CCF
- f. Notify DER
- g. Distribute copies

**16. CUSTODY AND CONTROL FORM FAX NUMBER**

- a. **After Testing is completed - Custody and Control Forms Instructions:**
  - i. Email scanned form(s) to : [ccfs@wpcidrugfree.com](mailto:ccfs@wpcidrugfree.com), OR
  - ii. Fax all completed MRO Custody and Control forms to:  
(+1) 308-632-7423 (US) (Fax Custody and Control Forms only to this number)

**17. Contact Information for POB Lists**

- a. **Persons On Board (POB) lists can either be:**
  - i. Emailed to [bhp@wpcidrugfree.com](mailto:bhp@wpcidrugfree.com), use the random template (in excel - if possible), attach your own text document with list, or in the body of the email type the list. (Please add a site location name) *This is the preferred method.*
  - ii. Faxed to (+1) 308-633-6770 (US) This fax number is for POB Lists only, do not fax Custody and Control forms to this number. Please make sure that you supply a number to fax back to.
  - iii. Call (+1) 308-672-8114 if assistance is needed immediately.
- b. **POB Lists must include names, identification number, return fax number/email address, and location.**

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## 10.2 Collectors Training – Breath Alcohol

### BHPB Breath Alcohol Testing Collectors Training



### 10.3 Collectors Training – Drug Testing



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**10.4 Changes**

*10.4.1 From Rev 1.5 to 1.6*

Section 5.1 Drug and Alcohol Tests

Section 8.0 Variances

*10.4.2 From Rev 1.6 to 2*

Section 1.0 – added the last paragraph

Section 3.0 – added reference to Drug and Alcohol for Workers Regulated by DOT

Section 5.1.4 – numbers in Table Changed

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