

Drug and Alcohol Testing Process

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Definitions

OHIO	The software used for all Occupational Health referrals.
Referring Officer	The Highland Council employee who books the test and acts as the point of contact between PAM and the Safeguarding Officer.
Line Manager	The line manager of the employee being tested.
Employee	The employee who is suspected of being under the influence and who is being tested.
Consent	The employee's permission or agreement - required by both Highland Council and PAM D&A Services on separate forms.
Safeguarding Officer	The Safeguarding Officer takes the lead role on the testing process. This is usually the employee's line manager but may be delegated to a manager at an appropriate level who is available near to the location where the employee is working.
Test Collector	The PAM employee who conducts the test.
PAM D&A Services	PAM's (our Occupational Health provider) Drug and Alcohol Services team.
Accompanying Manager	A manager at an appropriate level who can stay with the employee until the testing begins (required in instances where the line manager is unable to stay).
Employee Representative	A colleague or Trade Union Representative.
Negative Result	No alcohol or drugs have been identified in the sample.
Non-Negative Result	The presence of drugs has been identified in the sample, however the testing laboratory needs to validate the result before it can be deemed 'positive'.
Positive Result	Alcohol or drugs have been confirmed in the sample.
Chain of Custody process	PAM's internal process that maintains the integrity of the sample collected and ensures the processing and packaging is accurate, confidential and remains legally defensible.

Arranging the Test

Safeguarding Officer	
<p>The Safeguarding Officer must:</p> <ul style="list-style-type: none"> ➤ Remove the employee from duties as soon as possible after an allegation has been made ➤ Arrange for the employee to be brought back to the base if working remotely ➤ Provide a private room with a table and 2 chairs and access to a toilet 	
<p>The Safeguarding Officer must ensure they inform the Employee of points 1-3</p> <p>NOTE: Where an employee refuses to provide consent, it will be treated in the same manner as having received a positive result</p>	<ol style="list-style-type: none"> 1. That a drug and alcohol test will be undertaken and the reason(s) why they are suspected of being under the influence of drugs or alcohol 2. The employee is permitted to be accompanied by a colleague or Trade Union representative and arrange where requested 3. That where drugs or alcohol presence is confirmed, they may be subject to the Council's Disciplinary Procedures
<p>The Safeguarding Officer must then ensure that:</p>	<ul style="list-style-type: none"> ✓ They obtain the employee's consent on the HC consent form (sending a copy to OHSW) ✓ The employee is accompanied at all times by either the Safeguarding Officer or an accompanying manager until handing over to the Test Collector ✓ Unusual behaviour or actions are recorded on the Manager Observations Checklist ✓ A record of any food or drink consumed by the employee is detailed on the Manager Observations Checklist and provided to the Test Collector on arrival ✓ The employee is registered on OHIO (if not, please contact OHSW to add employee) ✓ They contact the Referring Officer (using the Referring Officer List) to request a test.

Referring Officer	
<p>The Referring Officer:</p> <p>NOTE: Have all the information which may be requested ready prior to your call</p>	<p>✓ Should contact PAM D&A Services to request a test, providing location, employee details and any additional information requested.</p> <p>Please refer to the Referring Officer's Process</p>
PAM's Testing Process	
<p>A Test Collector is appointed by PAM. The Test Collector will ask the employee to complete another consent form before proceeding with the test(s) shown below:</p>	
Alcohol Test	
<p>The Test Collector will:</p> <ul style="list-style-type: none"> ➤ collect a breath sample from the employee to test for alcohol ➤ notify PAM D&A services of the result 	<ul style="list-style-type: none"> • if negative, the testing process for alcohol is concluded • if positive, a second sample will be collected after 20 minutes to confirm that the test is positive • if the second sample is also positive, the testing process is concluded for alcohol. If the second sample is negative – ends the testing process.
Drug Test	
<p>The Test Collector will:</p> <ul style="list-style-type: none"> ➤ collect a urine sample ➤ obtain details from the employee of any medications which may affect the result ➤ confirm the result with the employee and the Safeguarding Officer and will notify PAM D&A services. 	<ul style="list-style-type: none"> • if negative, the testing process for drugs is concluded • If non-negative, the Test Collector will move to their Chain of Custody process to send the sample for laboratory testing
<p>Once results are uploaded to OHIO the testing process is complete, unless:</p> <ul style="list-style-type: none"> • Highland Council request a medical officer review for further clarification • The employee requests the sample is sent to another laboratory for analysis. (These are chargeable services.) 	

For next steps please refer to the [Workplace Drug and Alcohol Support Guidance](#).