

WI 72.01.04 – Provision of Oral Swab Test Kits

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1 Scope

Securetec DrugWipe 5S kits are being issued into use by Test Supervisors under the provisions of the *Passenger Transport (Drug & Alcohol Testing) Regulation 2010* and the policies of State Transit. This instruction is to cover the issue, use and return of kits. The kits are only to be used by those who have completed training as a Test Supervisor.

2 Responsibilities

Refer to *WI 50.09.01 – WHS Responsibility, Authority and Accountability (RAA) Matrix* for a complete list of responsibilities, authorities and accountabilities for all positions at State Transit.

Your role	Your responsibility
Test Supervisor	Follow instructions for use as per Section 3.3 of this Work Instruction.

3 Procedure

3.1 Oral Swab Test Kit Issue and Management

The kits are used under the provisions of the policies of State Transit and not as a legislated provision under the regulation. The kits are a screening test to provide a guide for test supervisors and to facilitate taking further actions under the regulation and or policy. A worker that refuses to undertake a swab test breaches State Transit’s code of conduct. A Transport Safety Employee that refuses a Sobriety Assessment breaches the regulation. The use of a swab test in conjunction with a Sobriety Assessment is not mandated by the regulation, but is intended to provide a screen as a component of the assesment of an individual.

The stock of kits are held and managed by Fleet Operations and Infrastructure Division at Leichhardt. Depot Managers are issued a small number, (5) at a time, to be held at the depot, to conduct testing of workers that are involved in notifiable incidents or Reasonable Cause testing. Stocks for random testing are held at FOID and are delivered to depots on the day of a random testing activity. All tests are individually numbered and are issued to the depots in conjunction with a single use sealing clear plastic bag and a security seal as illustrated below.



3.2 Storage Requirements

The kits must be held under temperature controlled conditions at the depot. They must remain in storage above 5°C and less than 25°C to achieve the maximum life as prescribed by the manufacture. In the field use they must stay above 5°C but may be used up to 40°C. The kits may remain above 25°C for no more than 72 hours, once exposed to these temperatures above 25°C the kits must be used or discarded.

All kits are to be returned to FOID Leichhardt once used, discarded or becoming time expired.

3.3 Instructions for Use

Instructions for use by test supervisors are (for reasonable cause and/or targeted test):

1. Becoming aware that a test is to be necessary.
2. Obtain a kit from secure storage at a depot; the kit contains the sealed swab, its security bag and its seal.
3. Conduct a breath alcohol test, with either issued Alcolmeters or fixed unit in the depot (if there is a positive alcohol test – do not proceed with drug swab).
4. With the subject present show the subject the swab test in its bag.
5. Point out the kit is sealed.
6. Point out the kit is in date.
7. Break open the kit in the view of the subject.
8. Write on the white portion on the back of the swab, the employee's number or name with permanent ink pen. In the case of contractors, write their name and company name.
9. Conduct the test in accordance with your training.
10. Wait a full 8 minutes for the results to develop on the results panel.
11. Show the subject the completed swab.
12. Once complete place the swab into the bag in the view of the subject, seal the bag using its own sealing surface then place the State Transit seal over the opening edge of the bag. The test's number and seal are identical and the seal is to be the same as the test's issue number.
13. Once complete return the completed test to secure depot storage – this is where you obtained the kit from.
14. On the next normal working day the test is to be examined by the depot manager or another suitable senior local manager to verify a negative or positive test.
15. Once the result is verified, return the kit in its sealed bag to Mark O'Connor at FOID.

If the test was positive immediately contact:

- The subject's manager
- The depot/service manager
- Mark O'Connor and
- Tanya Pelja – as per training instructions.

The subject must be subjected to the field sobriety assessment and/or urine and/or blood confirmatory test. Remember it is against state transit policy to have a detectable level of a drug in your system, it is against the regulation to be affected by a drug and the test supervisor must use the field sobriety assessment to look for signs of affectation.

4 Review

This procedure will be reviewed in accordance with *PROC 50.31 – SMS Review* and as required to maintain currency.

5 Related Documents

- PROC 50.31 – SMS Review
- WI 50.09.01 – WHS Responsibility, Authority and Accountability (RAA) Matrix

6 Reference Material

- Passenger Transport Act 1990 (NSW)
- Passenger Transport (Drug & Alcohol Testing) Regulation 2010 (NSW)
- Work Health and Safety Act 2011 (NSW)

7 Definitions

Bus Safety Work – means any of the following classes of work:

- a) work relating to the driving or other operation of a bus, the loading or disembarking of passengers from a bus or the movement of buses,
- b) work relating to the repair, maintenance or upgrading of buses, bus terminals or bus maintenance facilities,
- c) work involving the development, management or monitoring of safe working systems for public passenger services carried on by means of buses,
- d) any other work that is prescribed by the regulations as bus safety work.

Ferry Safety Work – means any of the following classes of work:

- a) work relating to the driving or other operation of a ferry (including, but not limited to, the course, propulsion or berthing of a ferry), the loading or disembarking of passengers from a ferry or the movement of ferries,
- b) work relating to the repair, maintenance or upgrading of ferries, ferry terminals, ferry wharves or ferry maintenance facilities,
- c) work involving the development, management or monitoring of safe working systems for public passenger services carried on by means of ferries,
- d) any other work that is prescribed by the regulations as ferry safety work.

Transport Safety Employee – means:

- a) an employee or a contractor of an accredited service operator, or of an operator of a public passenger service carried on by means of a ferry, who performs transport safety work, or
- b) a person who, without remuneration or reward, voluntarily and without obligation performs transport safety work for an accredited service operator, or an operator of a public passenger service carried on by means of a ferry, or
- c) an individual who is an accredited service operator, or an operator of a public passenger service carried on by means of a ferry, and who performs transport safety work.

Transport Safety Work – means bus safety work or ferry safety work, as the case requires.

Worker – A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a) an employee, or
- b) a contractor or subcontractor, or
- c) an employee of a contractor or subcontractor, or
- d) an employee of a labour hire company who has been assigned to work in the person’s business or undertaking, or
- e) an outworker, or
- f) an apprentice or trainee, or
- g) a student gaining work experience, or
- h) a volunteer, or
- i) a person of a prescribed class.

Issue	Release Date	Summary of Changes
1	November 2014	New document published.