JER-8000-MGT-PRO-0025 Alcohol & Drugs

(AS/NZS, ISO 45001:2018, Clause 8.1.2)

1 INTRODUCTION

KGL Resources and its workers have a joint responsibility to manage health and safety risks, which includes ensuring that alcohol, drugs and smoking do not adversely affect safety at work. This procedure outlines KGL Resources' commitment to a safe workplace and is aimed at preventing, or minimising, risks of injury or harm to the health and safety of its workers, at the workplace.

2 SCOPE

The procedure applies to all KGL Resources workers who work at an KGL Resources workplace, and all work related functions.

3 Relevant Legal & Other Requirements

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)'
- AS/NZS 4308:2023 Procedure of specimen collection and the detection and quantification of drugs in urine
- AS 3547:2019 Breath Alcohol Testing Devices

4 Definitions

Illegal Drugs	Illegal drugs include: any drug prohibited by Australian State, Territory or Federal law or any other laws (including foreign and international laws) to which KGL Resources is subject or which apply to the work performed at or for KGL Resources. For the purposes of this procedure the following are also considered to be illegal drugs: a) prescription or non-prescription drugs (as defined below) which are used without the necessary prescription, not in accordance with the dosage recommended or for non-medical purposes; and b) marijuana
Non-Prescription Drugs	Non-prescription drugs mean drugs which are lawfully available at Australian pharmacies (without a prescription) and are required for a legitimate medical purpose for the worker.
Prescription Drugs	Prescription drugs mean lawful drugs which are prescribed for a worker by a medical practitioner for a diagnosed medical purpose and issued by a pharmacist.
Workers	Workers include employees, contractors, sub-contractors, volunteers, visitors and consultants who conduct work for KGL Resources.

Workplace	Workplace includes all places where workers may be working or representing KGL Resources.
Work Related Functions	Work related function means any occasion at which a worker is in attendance which has been organised or sanctioned by KGL Resources and approved by the Project Director.

5 Responsibilities

Senior Leadership Team	1. Provide adequate resources to managers, supervisors and workers to support drug and alcohol risk control implementation. 2. Review and act on reported organisational drug, alcohol and smoking risk management performance. 3. Approve the administration of drug and alcohol testing in accordance with the requirements of this procedure.
Safety Manager	1. Establish and maintain drug, alcohol and smoking risk management training systems within the KGL Resources Safety Management System (SMS), including consultation with workers. 2. Ensure this procedure is fit for purpose and meets all applicable legislative requirements. 3. Support managers, supervisors and workers in the implementation and operation of this procedure. 4. Recommend change and improvement to this procedure as required. 5. Review and monitor alcohol, drugs and smoking risk management by managers and supervisors. 6. Provide advice on alcohol, drug and smoking risk management requirements.
Managers and Supervisors	1. Ensure all contractors under their management and control are made aware of this procedure and processes are established to ensure their contractors comply with this procedure prior to commencing work. 2. Ensure that this procedure is implemented in their area by ensuring that all workers are aware of and understand this procedure. 3. Ensure that this procedure is implemented in their area. This may include ensuring that: a) all workers are aware of and understand this procedure; b) any risks arising from alcohol and drugs in the workplace are addressed proactively to ensure the health and safety of all workers; c) support is provided to workers where appropriate; d) any suspected breaches of this procedure are acted on promptly and in accordance with this procedure; and 4. Project Director is consulted with for confidential advice as appropriate or if there are any suspected breaches of this procedure.

Workers	1. All workers must: a) comply with this procedure; b) observe all directions from KGL Resources about alcohol and drugs in the workplace. c) Where there is a risk of impairment from drugs, it is a worker's responsibility to consult with a medical practitioner and/or pharmacist to determine whether they are or remain free from impairment and safe to carry out their duties whilst taking either non-prescription or prescription drugs. d) advise their manager or supervisor if they have consumed non-prescription or prescription drugs if that medication may affect their work performance or if it increases the risk to their own safety or the safety of others. Where safe and reasonably practicable to do so, a worker may be allowed to continue to attend work but must follow any directions from KGL Resources in relation to any restricted or alternative duties. In addition, a KGL Resources Health Plan will be prepared in consultation with a medical practitioner, and the worker must comply with any requirements pursuant to the KGL Resources Health Plan. 2. Except as set out in this procedure, workers must not: a) perform any work or attend a workplace under the influence of illegal drugs or prescribed or non-prescribed drugs that impair a worker's judgement or ability to perform work, or alcohol with a blood alcohol concentration level over 0.00 b) consume or use illegal drugs and/or alcohol at any KGL Resources office, site or Principal Contractor controlled construction site. c) bring or have in their possession any illegal drugs.

6 MANAGING ALCOHOL AND DRUGS IN THE WORKPLACE

Except as set out in this procedure, workers must not:

a) perform any work or attend at a workplace under the influence of drugs and/or alcohol or with a blood alcohol concentration above 0.00%;

b) consume or use illegal drugs and/or alcohol at any Principal Contractor controlled construction site; or

c) bring or have in their possession any illegal drugs and/or alcohol at any workplace.

6.1 Potential Breach of this Procedure

If KGL Resources suspects, on reasonable grounds, that a worker may be in breach of this procedure it will take steps to address the issue.

- Reasonable grounds may include, but are not limited to where a worker:

  is unable to co-ordinate their actions;
- has red or bloodshot eyes or dilated pupils;
- smells of alcohol;
- acts contrary to their normal behaviour; or
- otherwise appears to be impaired or affected by drugs or alcohol.

In circumstances where KGL Resources suspects that a worker is in breach of this procedure it may take any of the following actions:

a) direct the worker to go home. Suitable arrangements for safe transport will be made by the worker's manager or supervisor;
b) direct the worker to attend for a drug or alcohol test.

6.2 Suspected Possession of Illegal Drugs or Alcohol at a Workplace

If KGL Resources suspects on reasonable grounds that a worker has illegal drugs and/or alcohol in their possession at a workplace, KGL Resources may take any of the following steps:

a) investigate the matter to determine who is responsible, including by conducting searches, as set out in this procedure;
b) request the worker to open their locker, bag, KGL Resources vehicle or empty their pockets or jackets for locating any illegal drugs and/or alcohol.

Workers are expected to permit an inspection of their locker, bag or pockets when requested by KGL Resources and co-operate with any investigation.

6.3 Alcohol Or Illegal Drugs Found At A Workplace

If KGL Resources finds illegal drugs and/or alcohol at any workplace in breach of this procedure, KGL Resources may take any of the following steps:

a) investigate the matter to determine who is responsible, including by conducting searches, as set out in this procedure;
b) require workers to undergo a medical examination to test for the presence of drugs and/or alcohol.

Workers are required to co-operate in any investigation. Failure to co-operate or providing false information in an investigation constitutes a breach of this procedure and may result in further action as set out below under 'Breach of this Procedure'.

6.4 Alcohol Or Drug Testing

KGL Resources reserves the right to conduct testing for the presence of alcohol or drugs with or without prior notice:

a) following any incident or near-hit incident where alcohol or drug use is suspected as being a contributing factor;
b) if KGL Resources suspects, on reasonable grounds (in accordance with paragraph 6.2 above), that a worker is impaired due to the use of or alcohol or drugs;
c) where KGL Resources finds evidence that there has been a breach of this procedure;
d) upon receipt of a report of alcohol or drug use, provided by a reliable and credible source and confirmed by investigation, in breach of this procedure;
e) upon obtaining evidence that a worker has interfered with, tampered with, falsified or destroyed an alcohol or drug test;
f) where a worker has previously received a positive test result and has refused to undergo a confirmatory test, it should be deemed a positive test result;
g) where a worker has previously received a positive test result in breach of this procedure, they shall be required to undergo subsequent testing;
h) where a worker notifies KGL Resources that they have an alcohol or drug problem; or

i) KGL Resources knows or suspects that a worker is taking non-prescription or prescription drugs that may affect their ability to perform the duties and responsibilities of their position in an efficient, competent and safe manner, without risk to the health, welfare or safety of the worker, or others in the workplace.

Testing will be undertaken at the direction and approval of the Project Director, KGL Safety Team or Responsible Manager. Testing will be conducted by competent personnel and may include the use of breathalysers and saliva screening tests, and will use drug thresholds, collection processes, processing laboratories and equipment that are certified to *Australian Standards AS/NZS 4308:2001 and AS 4760-2006.* Refusals to undertake an alcohol or drug test will result in the equivalent action being taken to that of a positive test result. The Project Director and Safety Manager will be immediately informed on a non-negative result.

6.5 Alcohol Or Drug Limits

KGL Resources prescribed limit for alcohol is 0.000 grams of alcohol per 100ml of blood.

The initial screening cut-off limit for drugs will be as per AS 4308:2023:

- Amphetamine type substances are 300 Micrograms / litre
- Benzodiazepines is 200 Micrograms / litre
- Cannabis metabolites are 50 Micrograms / litre
- Cocaine metabolites are 100 Micrograms / litre
- Opiates is 300 Micrograms / litre

7 MANAGING SMOKING RISKS IN THE WORKPLACE

KGL Resources buildings and specific locations within KGL Resources sites are designated no smoking areas. This includes but is not limited to the following areas:

a) within all KGL Resources buildings and structures;

b) outdoor work sites, except within designated smoking areas with fire-safe ashtrays and waste receptacles;

c) lunch/break areas (including outside areas) and other meeting areas;

d) KGL Resources owned or leased vehicles, including trucks and other plant;

e) Offices and site sheds;

f) toilets;

g) staircases;

h) foyers;

i) corridors; and

j) entrances, within four (4) metres of a pedestrian access point to a building.

All workers are responsible for ensuring that KGL Resources maintains a work environment free from the risks of passive smoking by complying with this procedure and reporting any breaches of this procedure to their manager or supervisor. This procedure includes the use of E cigarettes.

If KGL Resources finds smoking at any workplace in breach of this procedure, KGL Resources may investigate. Workers are required to co-operate in any investigation. Failure to co-operate or providing false information in an investigation constitutes a breach of this procedure and may result in further action as set out below under ‘Breach of this Procedure’.

8 INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

Managers and supervisors must provide workers with information on how to manage alcohol and drug matters including knowledge of KGL Resources consultative mechanisms for raising work health and safety matters. This procedure is also communicated during project inductions.

9 INCIDENT REPORTING AND INVESTIGATION

Any incidents arising from alcohol and drugs must be reported in accordance with the **KGL Resources Incident Managing Procedure**.

10 BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

11 GRIEVANCE PROCEDURE

A worker's grievance at a decision relating to a drug and alcohol management issue should be referred to the supervisor in the first instance. Thereafter, parties may seek grievance resolution through KGL Resources' human Resources processes.

12 CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

13 RELATED DOCUMENTATION

JER-8000-MGT-PLN-0010	Risk Management Plan
JER-8000-MGT-PRO-0006	Risk Management
JER-8000-MGT-PRO-0023	Incident Management
JER-8000-MGT-PRO-0027	Fitness for Work
JER-8000-MGT-FRM-0014	Incident Report

14 MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is medium, reviewed every 2 years.

	A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following a SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

15 Approval

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Project Director