

**Certificate in Drilling - Non-hydrocarbon
(Driller's Assistant) (Level 2)
Application Questionnaire**

Please answer the following questions to the best of your ability in your own handwriting.

The purpose of this questionnaire is to provide us with an insight into you level of prior learning and experiences as they relate to this programme and the industry for which you will be training.

We recognise that some of this information has already been provided on the Enrolment Form; however we would appreciate you adding it to this document as well.

Name: _____
(Surname) (First Names)

When is the best time to contact you? _____

NEXT OF KIN
(someone with a close relationship to you)

Name: _____
(Surname) (First Names)

Relationship to this person: _____

Address: _____

Telephone: Day (0) _____ Mobile (0) _____

Section A: Driver/Operator licences

Holding valid licences is a vital requirement to a successful career in the drilling industry. An important aspect of the programme is to provide a minimum level of licensing prior to working in the industry.

- A1.** Tick the driver/operator licences you currently hold, and when you gained them? If you cannot remember exactly when you gained the licence, please estimate.

✓	Licence	Date gained
	1	
	2	
	3	
	4	
	5	
	6	
	W	
	T	
	R	
	F	
	D	

- A2** Have you ever lost your licence? No Yes

If yes, what for? _____

Lost for how long? _____

When did you lose your licence? _____. If you have lost your licence more than once, how many times have you lost it? _____

- A3.** Do you currently have demerit points against your licence? No Yes

If yes, how many points? _____ For what offence? _____

Note: Please provide a photocopy of your current drivers licence with this form

Section B: Industry expectations

Non - hydrocarbon drilling is a very rewarding industry in which to work. For those with the right skills, knowledge and attitudes, it can provide a pathway to supervisory, leadership and management roles, many of which are extremely well paid. It is however, an industry that requires dedication, endurance and has long hours of work.

Tick the appropriate box for each of the following questions

B1 Do you turn up for appointments on time?

Almost never Seldom Sometimes Usually Always

B2 Are you well organised?

Almost never Seldom Sometimes Usually Always

B3 Do you work well in a team?

Almost never Seldom Sometimes Usually Always

B4 The drilling industry has a zero tolerance for recreational drug use. Do you agree to be drug tested on the first day and randomly during the programme?

Yes No

B5 Are you able to work 12 hour days in isolated areas away from your home and family?

Yes No

B6 Do you have any medical or physical condition that would prevent you from operating fully in this physically demanding industry?

Yes No

If yes, describe your condition: _____

B7 What is your current situation? (i.e. occupation) _____

B8 Please list your work history

Section C: Criminal offences

There may be a need for a police check prior to being accepted for work based training. Depending on the results of this check it may impact on our ability to place you with a drilling company

C1 Have you been convicted of a criminal offence in, or are you currently being processed for a criminal offence?

Yes No

If yes, please provide details: _____

Section D: Learning

D1 Do you have any difficulties with learning e.g. remembering instructions, reading or writing? (We can provide you with assistance)

Yes No

If yes, please provide details (which will be kept confidential): _____

D2 Do you learn well in a classroom situation?

Almost never Seldom Sometimes Usually Always

D3 List all courses undertaken and state the level of achievement/certificates e.g St John First Aid? _____

D4 What attracts you to this programme? _____

Section E: Personal Information

E1 List any experience you have had with engines or small equipment eg. pumps, compressors, chainsaws

E2 List any personal interests, sporting activities, hobbies, social or community activities

E3 What are your goals in life? _____

Referees

Please provide the names of two referees who may be contacted by us (must be unrelated and have known you for 2 years or more):

Name: _____
(Surname) (First Names)

Address: _____

Telephone: Day (0) _____ Mobile (0) _____

Name: _____
(Surname) (First Names)

Address: _____

Telephone: Day (0) _____ Mobile (0) _____

Declaration

I certify that the details provided in this form are correct. I also agree, if I am accepted for this programme, I will observe all rules and conditions as may be required by Tai Poutini Polytechnic.

Signature: _____

Date: _____

PRE-COURSE HEALTH DECLARATION

PART A Only To be completed by the applicant prior to acceptance on the Non-hydrocarbon Drilling Programme. Please return to Tai Poutini Polytechnic with your enrolment form.

Drilling sites are required to take all practicable steps to protect you from harm during and in the course of work. As part of our programme we require information about your health related to the requirements of the position you will undertake whilst on work-based training. Please provide accurate information where indicated.

NAME: Mr/Mrs/Ms/Miss

(Surname in block letters)

(First names)

ADDRESS:

DATE OF BIRTH: _____ **HOME PHONE NUMBER** _____

APPLICATION FOR WORK-BASED TRAINING: _____

OCCUPATIONAL HISTORY SINCE LEAVING SCHOOL

Employment in NZ or overseas. Employer Details.	List Hazards encountered eg Dust, noise, fumes, welding, asbestos, heavy lifting, shift-work, biological, other	YEARS

<u>PLEASE ANSWER EACH QUESTION</u>	<u>GIVE PARTICULARS</u>
GENERAL	
1. Are you being treated by any health practitioner for any illness or injury?	YES/NO
2. In the past 12 months have you been treated by any health practitioner for any illness or injury?	YES/NO
3. Are you taking any regular medications or other remedies includes non prescription or herbal products?	YES/NO
4. Have you ever suffered any industrial or work related disease?	YES/NO
5. Have you been vaccinated for tetanus?	0–10 years ago 10–20 years ago 20 years or more
6. Do you have any allergies?	YES/NO
7. Any stomach problems or indigestion?	YES/NO
8. Eczema, Dermatitis or other skin disorder?	YES/NO
CARDIO-VASCULAR	
9. Have you ever had high blood pressure or palpitations?	YES/NO
10. Have you ever had a disorder related to circulation?	YES/NO
11. Do you have any hernia or varicose veins?	YES/NO
12. Have you had a stroke or any cerebral vascular disease?	YES/NO
RESPIRATORY	
13. Have you ever had tuberculosis, pneumonia or pleurisy?	YES/NO
14. Do you have recurrent bronchitis or asthma?	YES/NO
15. Have you had asthma in the past?	YES/NO
16. Have you ever had a chest trauma of any kind?	YES/NO
17. Do you have any “chest symptoms”? (eg wheezing , persistent cough for more than a month, abnormal breathlessness)	YES/NO

<u>PLEASE ANSWER EACH QUESTION</u>	<u>GIVE PARTICULARS</u>
18. Have you ever had sinus trouble, problems with your nose (including nose bleeds) or any surgery to the nose or throat?	YES/NO
19. If you smoke give details – How many per day? Number of years smoking?	YES/NO
20. If you no longer smoke – How long have you been smoke free?	
<i>CENTRAL NERVOUS SYSTEM</i>	
21. Have you ever had epilepsy, dizzy or fainting spells?	YES/NO
22. Do you experience any nervousness or anxiety related to working in remote areas or at night?	YES/NO
23. Have you ever had any nervous disorders?	YES/NO
<i>PSYCHO-SOCIAL</i>	
24. Alcohol - please give details. Daily drinker? Weekly drinker? Average weekly consumption?	
25. Have you had treatment for habit forming drugs?	YES/NO
26. Have you had any psychiatric disorder requiring hospital admission or treatment with medication?	YES/NO
27. Have you had sleep problems or sleep apnoea?	YES/NO
<i>MUSCULO-SKELETAL SYSTEM</i>	
28. Are you able to wear Personal Protective equipment for the duration of a full shift (upto 12 hours)? (Includes: safety boots, eye & ear protection, helmet & gloves, wet weather gear)	YES/NO
29. Have you ever had any operations to muscles or joints (for example, back, knees, hands etc). If YES, what operations and when?	YES/NO
30. Have you ever had Occupational Overuse Syndrome or other similar condition?	YES/NO
31. Have you ever had arthritis or rheumatism or other similar condition?	YES/NO

32. Do you have, or have you had, trouble with your: Back or neck? (Includes full length of back).	YES/NO
Shoulders or elbows?	YES/NO
Wrists or hands?	YES/NO
Hips knees?	YES/NO
Ankles or feet?	YES/NO
33. Are you able to undertake the following activities: Lift items (up to and sometimes exceeding 25kgs) above shoulder height?	YES/NO
Operate machinery (up to and exceeding 25kgs) above shoulder height?	YES/NO
Walk on uneven ground?	YES/NO
Work in a cramped position?	YES/NO
Kneel, stoop or crawl?	YES/NO

DECLARATION

I declare that the answers given to the above questions are, to the best of my knowledge, true in every particular. I consent to the medical provider having access to and using the information from my Health Questionnaire and medical assessment for the purposes of confirming or declining my enrolment. I authorise the result of my medical to be conveyed to TPP. I understand that if my application is confirmed this information will be kept on file at West Coast Occ.health Ltd and be used as a record of my health status at the time of commencement as a base line for further periodical health monitoring.

Signature _____

Date _____

PART B THIS WILL BE COMPLETED BY THE EXAMINING PROFESSIONAL IN GREYMOOUTH AT THE BEGINNING OF THE COURSE

Please refer to the applicants responses on Part A, the Medical Standards and Course Questionnaire supplied

PRE-COURSE HEALTH ASSESSMENT

Name: _____
(Surname) (First Names)

Height: _____ **cms** **Weight:** _____ **kg** **BMI** _____

Urinalysis: (Blood/protein/glucose) Normal / Abnormal

BSL Level _____ **Bl. Cholesterol Level** _____

Vision:

Near: Uncorrected/Corrected R _____ L _____

Distant: Uncorrected/Corrected R _____ L _____

Visual fields by hand test R _____ L _____

Hearing:

Whispered voice (6m) R _____ L _____

External auditory canals and tympani R _____ L _____

Comments related to clinical findings and Audiometry. (where supplied)

Nose:

Obstruction: _____

Septal Deformity: _____

Dental Condition:

Satisfactory _____

Needs Treatment _____

Respiratory System:

Resonance

Breath Sounds

Adventitiae

Spirometry – Comments related to clinical findings and Spirometry.(where supplied)

Cardiovascular System:

Pulse rate _____ Regular/Irregular Blood Pressure _____ / _____
Heart Sounds: Normal / Abnormal Peripheral Pulses: Normal / Abnormal
Evidence of Cardiac Enlargement? YES/NO Murmurs _____ Oedema _____
Other _____
Hernia: _____ Varicose Veins: _____

Central Nervous System

Pupils _____ Superficial Reflexes _____
Tremor _____ Others _____

Musculoskeletal System: Please record all symptoms

PLEASE PAY PARTICULAR ATTENTION TO THE SELF REPORTING QUESTIONNAIRE

General

Posture: Normal Abnormal Romberg's: Normal Abnormal

Back Movement

Forward Bend Normal Abnormal Extension: Normal Abnormal

Lateral Flexion Normal Abnormal Rotation Normal Abnormal

Neck Movement

Forward Bend Normal Abnormal Extension: Normal Abnormal

Lateral Flexion Normal Abnormal Rotation Normal Abnormal

Upper Limb

Muscle Tone Normal Abnormal Power Normal Abnormal

Co-ordination Normal Abnormal Reflexes Normal Abnormal

Joint mobility Normal Abnormal Epicondylitis Normal Abnormal

Carpal Tunnel Normal Abnormal

Lower Limb					
<u>Muscle Tone</u>	Normal	Abnormal	<u>Power</u>	Normal	Abnormal
<u>Co-ordination</u>	Normal	Abnormal	<u>Reflexes</u>	Normal	Abnormal
<u>Joint mobility</u>	Normal	Abnormal	<u>Foot Movement</u>	Normal	Abnormal

Neck movements

(forward flexion, lateral flexion, extension, rotation) Normal Abnormal

Comment

Back movements

(forward flexion, lateral flexion, extension, rotation) Normal Abnormal

Comment

Upper Limb

(Muscle tone, power, grip strength, pain on resisted actions, joint mobility, swelling, reflexes, epicondylitis, carpal Tunnel Syndrome, scars, injuries) Normal Abnormal

Comment

Lower limb

(Muscle tone, power, pain on resisted actions, joint mobility, swelling, reflexes, scars, injuries) Normal Abnormal

Comment

Musculoskeletal observation

(scars, abnormalities, leg length discrepancy, amputation etc) Normal Abnormal

Comment

Lift items (25kgs) above shoulder height YES NO

Comment re lift _____

SUMMARY

Any evidence of mechanical back pain or major joint problem? _____

Comments re Musculoskeletal Symptoms Questionnaire on Part A of form?

Comments on other findings e.g. asthma, bronchitis, cardio-vascular, physical disability etc?

MEDICAL CERTIFICATE

This is to certify that _____
of _____ was examined on _____

I have examined the above student and reviewed their questionnaire. I am satisfied that any significant health issues that could affect the student's health or safety on the course (or if employed) have been outlined.

(Signature of examining professional)

(Name and address of examining professional)

Student Agreement/Breath Alcohol Test Consent Form

All recognized safety sensitive industry employers have strict policies regarding the use and/or influence of illegal drugs and alcohol in the work place. As a student undergoing study at Tai Poutini Polytechnic, I understand that the Polytechnic is responsible for ensuring I am suitable to the industry for which I am being trained.

I hereby consent to undergo breath alcohol tests throughout the duration of study on this programme. I understand that breath alcohol tests may be performed at different times during the academic year (i.e. random, prior to engaging in practical components of the course, testing for cause, post-accident/incident and rehabilitation testing).

I understand the breath alcohol test will be conducted using an approved testing device which meets Australian Standard AS3547-1997 "Breath Alcohol Testing Devices for Personal Use".

I acknowledge the test is for the purpose of determining whether I have illegal limits of alcohol which would prohibit me from using equipment or machinery in the interest of health and safety for myself and others.

I have read Tai Poutini Polytechnic's Drug and Alcohol Testing policy.

I understand that a refusal to sign this form for the alcohol breath test, or the return of a positive result means that I may be ineligible to either commence or continue on the programme of study at the Polytechnic.

I have read and understand the terms in this consent form.

Name of Student (print): _____

Signature of Student: _____

Date: _____

Student Agreement/Drug Test Consent Form

All recognized safety sensitive industry employers have strict policies regarding the use and/or influence of illegal drugs and alcohol in the work place. As a student undergoing study at Tai Poutini Polytechnic, I understand that the Polytechnic is responsible for ensuring I am suitable to the industry for which I am being trained.

I hereby consent to undergo a drug test to be undertaken by an accredited external agency appointed by Tai Poutini Polytechnic which I acknowledge is for the purpose of determining whether I have levels of an illicit or restricted drug(s) present in my urine, higher than accepted international standards as defined by the Australia/New Zealand Standard AS/NZS 4308:2008.

I understand that a urine sample will be collected and the illegal drugs being tested for are cannabinoids, opiates, amphetamine type substances (including and party pills containing benzyloperazine), cocaine, benzodiazepines, and others if applicable.

I undertake to advise the certified agent collecting my urine of any medication that I am currently taking.

I consent to the results of the drug test(s) being communicated confidentially to Tai Poutini Polytechnic.

I have read Tai Poutini Polytechnic's Drug and Alcohol Testing policy.

I understand that I may request a second test to be conducted on the duplicate specimen and analysed within 14 days of receiving the result. For the second test to be not-negative (positive) there need only be the presence of drug or metabolite detected (ie not cut off limits). This will be accepted as a conclusive result and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive result and any costs associated with this test will be reimbursed by Tai Poutini Polytechnic.

I understand that a refusal to sign this form for the drug test, or the return of a positive (not-negative) result means that I may be ineligible to either commence or continue on the programme of study at the Polytechnic.

I am committed to being drug-free for safety reasons and understand that random or "for cause" drug testing may occur at any time during this programme.

I have read and understand the terms in this consent form.

Name of Student (print): _____

Signature of Student: _____

Date: _____

STUDENT DRUG AND ALCOHOL TESTING FOR SAFETY SENSITIVE PROGRAMMES

Criteria for Performance Excellence		3 Customer Focus	
Key Evaluative Question/s	3, 6	Policy Number	3.06
Approval Date	June 2012	Approval Body	Academic Board
Next Review	June 2015	Policy Manager	Director Academic Services

Controlled document - refer to the online QMS for latest version

PURPOSE

Tai Poutini Polytechnic is committed to ensuring the health and safety of students, staff and the public while conducting Polytechnic study or business activities. The Polytechnic has adopted a “zero tolerance” position on the use, consumption or possession of illegal drugs on all campuses, learning sites and student accommodation.

As a tertiary institution training students who will be working in safety conscious industries, Tai Poutini Polytechnic has the obligation to ensure it meets the same safety standards as those expected within industry and New Zealand workplaces. Many courses at Tai Poutini Polytechnic are "safety sensitive" in that they involve the use of heavy machinery and equipment or circumstances which require focus and concentration which will be compromised by drug and/or alcohol consumption. In order to ensure the safety of students, staff and public, Tai Poutini Polytechnic has adopted a policy of drug and alcohol testing of prospective and current students enrolled in “safety sensitive” programmes.

SCOPE

All students at Tai Poutini Polytechnic training facilities who are enrolled in safety sensitive programmes are subject to this policy.

"Safety sensitive" in this policy means a programme, course, area or activity where there is a significant and foreseeable risk that staff and/or students may, if they have consumed alcohol and/or drugs, expose themselves, other staff and/or students and/or the public to the risk of injury or other harm.

Courses that have been specifically identified as being "safety sensitive" are those contained in the Schedule attached to this Policy. Tai Poutini reserves the right to review, add and amend the list of "safety sensitive" programmes at any time and for any reason. Specific programme regulations and the programme handbooks may also state if they are safety-sensitive programmes.

This policy will be reviewed at a minimum of every two years and as and when required.

POLICY

1. Students are required to behave in an acceptable manner while undergoing study with the Polytechnic. The following are **not** acceptable behaviours for anyone associated with the Polytechnic:
 - 1.1 Introducing, consuming or possessing controlled substances (other than prescription medications) or alcohol while within any Polytechnic campus, learning facility or in any situation where students are under the supervision of a tutor, with the exception of alcohol for alcohol-related studies within the Tourism and Hospitality mainstream and community education curricula, or other functions authorised by the Chief Executive. (Refer to section 8.5.2 of Student Code of Conduct within the Academic Statute).
 - 1.2 Participating in any course-related activity while under the influence of illegal drugs) or alcohol;

- 1.3 Driving a Polytechnic vehicle or operating any course-related equipment or machinery while under the influence of illegal drugs or alcohol;
 - 1.4 Using or consuming drugs or alcohol in their own time (including at the student accommodation facilities) if it would result in the student attending any course-related activities while being under the influence of illegal drugs or alcohol.
2. Responsibility of Compliance
 - 2.1 Polytechnic staff are expected to monitor their students as appropriate and investigate situations if/when they arise (see form 3.06 A(i) Reasonable Cause Indicators).
 - 2.2 Students in safety sensitive programmes must sign a contract (form 3.06A (ii)) prior to commencement of the programme to certify their understanding of this policy.
 - 2.3 Students and staff are responsible for ensuring they comply with this policy as an extension of Code of Conduct and Code of Staff Ethics.
 - 2.4 Students are encouraged to discuss any prescription drugs or medications they are taking with their tutor, Dean (or equivalent) at an early stage so course-related activities the student undertakes may be assessed appropriately.
 - 2.5 If a student/staff member considers that there has been a breach of this policy, the student/staff member should refer the matter to a senior staff member, Head of Department/Dean, or Student Team Leader.
3. Timing of Drug and/or Alcohol Testing:
 - 3.1 Testing during academic year

In order to ensure compliance with this policy Tai Poutini Polytechnic may require a student enrolled on a safety sensitive programme to undertake drug and/or alcohol testing during the academic year on the following basis:

 - Prior to engaging in practical components of a course: A student may be required to undergo a drug and/or alcohol test before using equipment or machinery.
 - Random testing: A student may be required to undergo random unannounced drug and/or alcohol testing at any time during the academic year.
 - Testing for cause: A student may be required to undergo drug and/or alcohol testing where Tai Poutini Polytechnic has reasonable grounds, based on a student's behaviour or conduct, for suspecting that the student has consumed drugs and/or alcohol or is or may be under the influence of drugs and/or alcohol .
 - Post-accident/incident testing: A student may be required to undergo testing for drugs and/or alcohol when they are involved in an accident or incident or a near miss while undertaking any course related activity and where the student's actions may have contributed to the accident/ incident or a near miss.
 - Rehabilitation: A student may be required to undergo testing for drugs and/or alcohol where he/she has been away from programme activities after suffering an injury or accident or as a step in the rehabilitative counselling programme (refer to section 7.4 below).
4. Method of Testing
 - 4.1 Drug Testing:
 - Testing is likely to be urine testing and will be undertaken by an accredited external agency.
 - The student will report to (pre-employment, rehabilitation testing) or be accompanied by staff (random, post-accident/incident testing) to the certified testing agent.
 - The student will provide a copy of the signed consent form and identification, including photographic ID.
 - Testing, such as the provision of a urine sample, will be done in such a way as to respect the student's privacy and confidentiality.

- The methods and standards relating to the collection, transportation and chain of custody samples for drugs testing may vary however Tai Poutini Polytechnic will endeavour to meet the Australian/New Zealand Standard: AS/NZ 4308:2008 “Procedures for specimen collection and the detection and qualifications of drug of abuse in urine” or any later versions (as attached in the Appendix within this policy). The student is likely to be required to sign a chain of custody statement certifying the specimen is their own and has not been tampered with in any way.
- An initial positive test result will occur if test results exceed the cut off levels designated in the Australian/New Zealand Standard: AS/NZ 4308:2008. Confirmation testing may also occur.
- The cost of initial drug testing will be covered by the Polytechnic.
- Students are entitled to request a second test to be conducted on the duplicate specimen by an accredited external agency and analysed within 14 days of receiving the result. For the second test to be positive there need only be the presence of drug or metabolite detected (i.e., not cut off limits). This will be accepted as a conclusive result and costs associated with this test will be borne by the student. If the second test proves negative this will be accepted as a conclusive result and any costs associated with this test will be reimbursed by Tai Poutini Polytechnic.

4.2 Alcohol Testing:

- Testing will be done in such a way as to respect the student’s privacy and confidentiality.
- The breath alcohol test will be conducted using an approved testing device which meets Australian Standard AS3547-1997 “Breath Alcohol Testing Devices for Personal Use”.
- An approved test administrator will require the student to blow into the device using a disposable mouthpiece.
- A positive test result will occur when test results are higher than 400 micrograms per litre of breath for students 20 years of age and over. A positive test result will occur when test results are higher than zero micrograms of alcohol per litre of breath for students under 20 years of age.
- If the result is positive a confirmatory test on the same device will be conducted after a 15-20 minute period.

5. Cheating on a Drug/Alcohol Test

- 5.1 If a student cheats when taking a drug or alcohol test, or the person conducting the test has reasonable grounds to suspect that the student has tampered with a specimen, the Polytechnic may take disciplinary action in accordance with the Student Disciplinary Actions Regulation of the Academic Statute. This would be considered a serious breach of discipline.

6. Refusal to take drug/alcohol test

- 6.1 If a student is requested to take a drug and/or alcohol test in accordance with this policy and refuses to do so, the student should first explain why they are refusing the test. Tai Poutini Polytechnic will consider the student's explanation. At the sole discretion of the Dean (or equivalent staff member) it may be deemed that the explanation is unreasonable in the circumstances and disciplinary action may result as part of the Student Disciplinary Actions within the Academic Statute.

7. Rehabilitative assistance

- 7.1 Tai Poutini Polytechnic recognises that drug/alcohol abuse is an illness. If a student voluntary wishes to seek help then the Polytechnic will support this endeavour.
- 7.2 Students are encouraged to seek help from Student Support Services. If drug test results are positive for drugs or alcohol, referral to Student Support Services for counselling for drug/alcohol addiction will occur. Discussions will be kept confidential.

- 7.3 Students who test positive on any drug and/or alcohol test and who wish to continue their course/study, are required to seek assistance from Student Support Services.
- 7.4 The student may be retested for drugs and/or alcohol as part of the rehabilitative programme with Student Support Services.
8. Action resulting from Breach of Policy
- 8.1 If this policy is breached (including, but not limited to, where a positive test result occurs) and at the sole discretion of the Dean (or equivalent staff member):
- a student may be suspended for the day from carrying out course-related activities in safety sensitive areas or placed in non-safety sensitive areas such as the classroom. Failure to obey an instruction to do so may result in disciplinary action in accordance with the Student Disciplinary Actions within the Academic Statute.
 - Disciplinary action may be taken in accordance with the Student Disciplinary Actions within the Academic Statute and a student may be ineligible to attend any programme. Such action may include a warning, suspension or expulsion.
9. Information
- 9.1 All information that is gathered about a student for the purpose of compliance with this policy (including test results) will be treated as confidential. The collection, storage and use of such information by Tai Poutini Polytechnic will comply with the Privacy Act.
- 9.2 The student will be provided with the results of any testing.

DEFINITIONS

Alcohol	means any alcoholic drink, including spirits, wine or beer
Drugs	any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable but was not legally obtained. The term “illegal drug” includes all illegal drugs such as steroids, dangerous drugs and controlled substances
Safety Sensitive	within this policy, “safety sensitive” means a programme, course, area or activity where there is a significant and foreseeable risk that staff and/or students may, if they have consumed alcohol and/or drugs, expose themselves, other staff and/or students and/or the public to the risk of injury or other harm.

RELATIONSHIPS

Internal:

- [Consolidated Code of Staff Ethics policy](#)
- [Health and Safety policy](#)
- Student Code of Conduct within the [Academic Statute](#)
- Student Disciplinary Actions within the [Academic Statute](#)

External:

- [New Zealand Bill of Rights Act 1990](#)
- [The Privacy Act](#)
- [The Health Information Privacy Code 1994](#)
- [Health and Safety in Employment Act 1992 and amendments](#)
- [Human Rights Act 1993](#)

PROCEDURES

[3.06A](#) [How to perform a drug test](#)

[3.06B](#) [How to perform an alcohol test](#)

FORMS

[3.06A \(i\)](#) [Reasonable Cause Indicators / Process](#)

[3.06A \(ii\)](#) [Student Contract Agreement / Drug Test Consent Form](#)

[3.06A \(iii\)](#) [Alcohol Breath Test Consent Form \(for length of programme\)](#)

APPENDIX

3.06.1 Standards New Zealand AS/NZ 4308:2008 "Procedures for specimen collection and the detection and qualification of drug abuse in urine". *A copy of this Standard is available from the Tai Poutini Polytechnic Library.*

[3.06.2](#) [Programmes that are classified as safety sensitive](#)

How to perform a drug test

PROCEDURE

1. Testing will be undertaken by an accredited external agency to ensure the method of testing and the manner in which testing is administered complies with the Australian/New Zealand Standard: AS/NZ 4308:2008 "Procedures for specimen collection and the detection and qualifications of drug of abuse in urine" (refer to Appendix within this policy). Testing will be done in such a way as to respect the student's privacy and confidentiality. Test results will be treated as highly confidential and kept secure until the student completes the programme.
 - 1.1 The cost of drug testing will be covered by the Polytechnic. Students are entitled to challenge the results and obtain an independent analysis of the sample at the student's own expense at an AS/NZS 4308 accredited laboratory. If the result of the independent analysis is negative, the Polytechnic will refund any reasonable costs incurred by the students in obtaining the independent analysis.
2. If drug test results are positive (not-negative) for substances or alcohol, referral to Student Support Services for counselling for drug/alcohol addiction will occur. Disciplinary procedures may apply (see Student Discipline policy) and a student may be ineligible to attend (or continue to attend) a programme. Note: Some students who decide to undergo addictions counselling services may be eligible to resume study if certain criteria are met (ie not-negative drug/alcohol test result, meetings with counsellor, etc.)

How to perform a breath alcohol test

PROCEDURE

1. The breath alcohol test will be conducted using an approved testing device which meets Australian Standard AS3547-1997 "Breath Alcohol Testing Devices for Personal Use".
2. An approved test administrator will require the student to blow into the device using a disposable mouthpiece.
3. Testing will be done in such a way as to respect the student's privacy and confidentiality. Test results will be treated as highly confidential.
4. A positive test result will occur when test results are higher than 400 micrograms per litre of breath for students 20 years of age and over. A positive test result will occur when test results are higher than zero micrograms of alcohol per litre of breath for students under 20 years of age.
The student may be asked to leave the learning facility immediately and disciplinary actions may result in accordance with the Student Discipline policy.

Programmes that are classified as safety sensitive

1. Jade and Hard Stone Carving
2. Outdoor Education (all)
3. Culinary Arts
4. Working at Heights (Rigging, Cranes, IRA, Scaffolding, Ropes)
5. Driver Education Courses
6. Pre-trade programmes (height access)
7. Drilling
8. Digger Schools
9. Carpentry
10. Tyres
11. Emergency Management (swift water, rope responder)
12. Mining
13. Blasting
14. Primary Industries (Rural Studies, Horticulture)