



Welcome

Welcome to our fourth newsletter. Please feel free to contact us if you would like to discuss any aspect of the newsletter - our contact details are at the bottom of this page. You are most welcome to forward this to your friends and colleagues.

Drug and Alcohol Testing

Why?

The primary reason is to improve workplace safety. Employees who abuse alcohol or drugs place themselves and others in the workplace at an increased risk.

How?

There are two principle methods - instant drug test kits or approved laboratories. The recent standard AS/NZS 4308: 2008 - Procedures for the specimen collection and the detection and quantification of drugs of abuse in urine, has outlined test methods and approved kits which allow instant drug tests to be completed on work sites. The method of collection and then analysis by an approved laboratory e.g. ESR or Canterbury Health Lab remains. Alcohol testing is completed by the standard LTSA breath alcoholiser method.

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Who can take the samples?

The standard requires that the person collecting and analyzing the sample must be trained.

Can employers legally test employees for drugs and alcohol?

The courts have ruled that it is legal to test employees; however the company must have an established policy and procedure that employees have read and signed off on. This may be part of their employment contract or a standalone policy that has been read and signed.

When can employers drug or alcohol test an employee?

The policy you establish will specify when you can test but clients can typically test

- At pre employment (this is usually done in conjunction with the medical)
- Post accident
- Reasonable grounds e.g. the employee looks impaired and may be unsteady on his feet or has speech problems
- Random e.g. employee selected at random by an independent company
- Post treatment e.g. during an established and agreed rehabilitation period

Can the employee be required to pay for the tests?

This depends on the agreed policy. It is typical for the employer to pay for regular testing and the employee to pay for post treatment.

Who can help?

Safe and Sound Solutions Ltd (03 343 2359) or www.safesound.co.nz can assist you with the establishment of a policy and also regular testing.

"We know what we are, but know not what we may be" William Shakespeare

Promoting Wellness in Tough Economic Times

Many spend 35+ hours per week with the same colleagues, in spaces that may be shared, small and require the shared use of resources. Maintaining positive working relationships is incredibly important as negativity impacts on everyone particularly in these environments.

Leaders and staff members can promote a culture of positive working relationships. Communication styles that promote openness and engagement of staff can enhance the workplace culture. Advantages of this include facilitation of retention and greater productivity and earlier recognition of those whose performance requires input.

In his recent article, "it's not about the law makers," Graeme Yell states; "Leaders need to create a culture of openness where it is ok for people to step forward and speak out...create an ethos where people feel like owners of the organization" Graeme Yell, (2009).

Use the following link to view the article:
http://www.haygroup.com/downloads/uk/lts_not_about_the_rule-makers.pdf

The Wellness Toolkit provides training on open communication and other techniques to promote and maintain positive working relationships in the workplace. Please contact us for further information.

What's new...?

Upcoming Bedrock Solutions Workshops

For a list of courses please visit our website
www.bedrocksolutions.co.nz

NZ Well at Work

NZ Well at Work www.nzwellatwork.co.nz

makes it easy to develop and implement a wellness programme for your workplace. Having a fit and healthy workplace can contribute to reduced absenteeism, better employee retention, increased productivity etc

Tip of the Month

Email Short Cuts

Control + R reply to the email you are reading. Also stops you accidentally replying to everyone copied into the email

Control + F to forward email you are reading

Important!

Don't let your IT department filter your subscription out! Please add our email address, sarita@bedrocksolutions.co.nz to your **Contact List**, **Safe List** or **Address Book**. This action should help ensure that all emails go directly to your Inbox. To contact us, please email sarita@bedrocksolutions.co.nz

Did you know?

- Carrots were once varying hues of white, purple, red, yellow, black and green
- The oldest breed of dog is the Saluki
- The deepest mine in the world is Western Deep Levels in South Africa. It is 4.2km deep.

"Never mind whom you praise, but be very careful who you blame" Edmund Gosse