

Welcome

Being our 10th issue of the newsletter, we have decided to go with a new look. Please feel free to contact us if you would like to discuss any aspects of the newsletter - our contact details are at the bottom of this page.

Drug and Alcohol Testing

Employees who come to work with alcohol and performance impairing drugs in their systems have a high risk of causing an accident or injury to themselves, their coworkers or the general public. Their overall job performance is also adversely affected. Drug and alcohol testing programmes give employers the ability to manage employees and issues that pose a safety risk.

How is testing carried out?

There are two principle methods – instant drug test kits or utilising testing in 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 Laboratories still remains.

Alcohol testing is completed by the standard Land Transport Safety Authority breath alcoholiser method.

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"Success is the ability to go from one failure to another with no loss of enthusiasm"
Sir Winston Churchill

Can anyone 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. A number of laws must also be taken into account when developing this policy; for instance, Privacy Act 1993, New Zealand Bill of Rights Act 1990 and Human Rights Act 1993.

When can employers drug or alcohol test an employee?

The policy you establish will specify when you can test but companies can typically test:

- ▲ At pre employment (this is usually done in conjunction with the medical)
- ▲ Post incident.
- ▲ 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. part of a rehabilitation programme. On return to work, employees are randomly tested to detect relapse.

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?

A number of providers can work with you to develop and implement comprehensive drug and alcohol free workplace programmes. Call us now for a list.

What's New...?

Resources from DoL

Best Practice Guide for Above Ground Fuel Storage on Farms (2010)

Download this from the DoL Health and Safety Publication page www.osh.dol.govt.nz

Coming Soon

The new Computer Guidelines for the prevention and management of discomfort, pain and injury will replace the 15 year old Approved Code of Practice for the Use of Visual Display Units in the Place of Work later in the year.

Backing Up Data

Backing up data is one of the most important, yet also one of the most neglected areas of computing. Backing up your data should be at the top of your computer maintenance list, right next to virus protection. Without data backup or virus protection, you are running the risk of losing your valuable data. And this will happen.

Data loss can happen in many ways. One of the most common causes is the physical failure of the media the data is stored on. Most people have everything saved on your PC's hard drive. Unfortunately hard drives do not live forever.

Another possible cause for data loss is power failure or spikes. It can result in loss of the document you are currently working on because you did not save it before the power failed and your PC shut down, or in loss of your entire hard drive because a power surge fried your motherboard and destroyed the file allocation table of your hard drive. Data can also be lost through virus attacks.

Deciding what to back up is highly personal. Anything you cannot replace easily should be at the top of your list. Before you get started, make a checklist of files to back up. This will help you determine what to back up and also give you a reference list in the event you need to retrieve a backed -up file. Some suggestions:

- ▲ Bank records and other financial information
- ▲ Digital photographs
- ▲ Software you purchased and downloaded from the internet
- ▲ Personal projects
- ▲ Email address book, calendar
- ▲ Bookmarks

Bedrock Solutions Workshops Coming Up - Christchurch

Date	Course
25 - 26 November	S1 Approved Course for Health and Safety Representatives - Introduction to Health and Safety Duration: 2 days Fee: \$450 + GST pp
3 December	Best Practices in Incident Investigation Duration: 1 day Fee: \$350 + GST pp

Have other training requirements?

We can design specific in-house course to suit your operations. Please contact us on 03 337 0493 to discuss this further.

Tip of the Month - Creating New Items

Holding down Control and pressing N opens a new, blank item depending on what folder you are in (message, contact, calendar or task)

From Debbie Mayo-Smith's book "101 Quick Tips for Google and Email". Go to www.101quicktips.com

Important!

Don't let your IT Department filter us out! Please add our email address, info@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.

Did you know?

- ▲ Eskimos use refrigerators to keep food from freezing.
- ▲ Credit was first used in Assyria, Babylon and Egypt 3000 years ago.
- ▲ A twillionaire is a twitterer with a million or more followers.
- ▲ Tomatoes are the world's most popular fruit. The French called it "the apple of love" while the Germans "the apple of paradise".