

Senate Standing Committee on Finance and Public Administration

ANSWER TO QUESTION ON NOTICE

Human Services Portfolio

Health Services Australia

Budget Estimates 2007-08 - May 2007

Question: HS53

Outcome #, Output #

Topic: HSA – Annual Report

Hansard Page/Written Question on Notice: F&PA 135

SENATOR Lundy asked on 24/05/2007:

Senator LUNDY—Can you take on notice to provide details of the drug and alcohol programs that you deliver?

Mr Kmet—We can, Senator, yes.

Answer:

Details of the HSA Group's drug and alcohol programs are attached.



DRUG AND ALCOHOL SCREENING

Your organization has requested that Health For Industry undertake drug and alcohol screening on prospective and/or current employees.

Health For Industry is very happy to assist you with this aspect of your HR / OH&S risk management.

In order to deliver these services, we need to ensure the medical data we are collecting / interpreting on your behalf is to be used appropriately. As collectors of medical information we have obligations under the relevant anti-discrimination legislation and Privacy Act.

Health For Industry will conduct all drug screening to AS/NZS 4308 standard. This standard applies to the collection, detection and quantitation of urine drug screens.

As such we need reassurance that your organization understands its legislative obligations and has appropriate policies to support this testing (see Appendix A).

If you are unsure of the legislative requirements and think your policy might not be adequate, one of our senior occupational medical consultants would be happy to assist with the development your procedures and policy.

We have read appendix A and confirm our organization understands its legislative obligations and has appropriate procedures and policies to support the proposed drug and alcohol testing.

Name:
(Authorised company representative)

Contact phone number:

Signature: **Date:**/...../.....

Witness: **Date:**/...../.....

Company Name:

Client Number:
(If known)

or Site Address:
.....
.....

Name of company representative authorised to receive Drug Screen Results:

PLEASE RETURN THIS FORM TO _____ AT FAX _____

APPENDIX A

Requirements for Pre-employment Screening:

- *Company has a written policy / procedures.*
- *The policy states that the company will undertake testing at pre employment.*
- *The company procedures clearly outline how a positive clinic screening result will be managed.*
- *The procedure identifies a nominated individual to receive the communication about a positive result.*

Requirements for Testing of Existing Employees.

- *Company has a written policy / procedures.*
- *The policy and or procedures document clearly explains:*
 - *Who will be tested*
 - *When will testing be done*
 - *Under what circumstances will individuals be tested*
 - *Who will do the testing*
 - *How will the testing be done*
 - *Reference should be made to the Australian Standard*
 - *What will happen with the results*
 - *What will happen in the case of a positive test result*
 - *Who should be contacted at your organisation*
 - *Rehabilitation and support opportunities*
 - *The policy includes provision for education and training.*
- *The organisation has demonstrated that employees know and understand the policy.*

ADMINISTRATION

Level 7 340 Adelaide St, Brisbane 4000 GPO Box 9821, Brisbane QLD 4001

**Occupational Health Services Proposal – Drug Screening
June 2007**



Contact Person

Health Services Australia trading as Health for Industry
ABN 99 078 934 791

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Service Description

Drug Screening

Instant drug screening and the immunoassay are effective as a screening tool only. If a positive result occurs (on a quick urine drug screen) the specimen will automatically be forwarded to a laboratory for Gas Chromatography/mass spectrometry (GCMS). Likewise, if an immunoassay tests positive (on initial screen) in the laboratory, HFI will instruct the laboratory to perform a GCMS test on the sample. GCMS is a confirmatory screen of positive results and is legally defensible.

The advantages of instant drug screening are increased cost effectiveness and more timely results for where the screening test is negative.

Prior to Health For Industry undertaking drug screening we would need you to sign a declaration stating that your client organisation has a drug and alcohol policy in place which supports this screening. The policy should be consistent with your requests ie:

- Pre-employment drug testing
- Random drug testing
- Causal drug testing

Health for Industry would be unable to proceed with drug testing for your client organisation without this signed declaration form (see attached). Drug screening can be accommodated at any of our clinics and by negotiation we are able to complete drug testing onsite.

Relevant Experience

Health for Industry has been operating in South East Qld for 23 years assisting organisations with their occupational healthy and safety programs. We would be happy to provide contact details for referees on request.

The Team

Professional services are delivered by a multi-disciplinary team of health specialists comprising doctors (registered medical practitioners), occupational physicians (doctors with specialist qualifications in Occupational Medicine), psychiatrists, psychologists, occupational therapists, occupational health nurses and experienced administration staff.

Pricing

<i>Service – Onsite drug screening</i>	<i>Schedule of Fees (Plus GST)</i>
<i>Quick urine drug screen</i>	
<i>Breath Alcohol Screens</i>	
<i>GCMS (conducted only on positive initial quick screens)</i>	

Trading Terms

Prices are effective until 30th June 2007.

Services will be charged at standard HFI prices.

HFI reserves the right to charge a cancellation fee of 80% of the standard fee if an examinee does not attend their appointment in a HFI Clinic, or if HFI Clinic receives less than 1 clear working days notice of the appointment cancellation.

If HFI receives less than 2 working days notice of a site visit cancellation, a fee of 80% of the agreed fee may apply.

Please note that the HFI doctors consult for the company and not the individual employees, therefore all responsibility for payment of HFI accounts rests with the company.

Invoices will be sent to the customer's postal address after the service has been completed (or provided at time of service or with the medical report)

Payment terms are 14 days from date of invoice.

Failure to pay by the due date may result in a penalty charge being incurred by the credit applicant.

7. Proposed next steps

Once a client decides to proceed with these services, HFI will develop work instructions based on the requirements of your organisation and publish these on our intranet. These work instructions will inform all HFI staff on the medical and administrative requirements. We will also provide your organisation with information to assist in smooth booking processes.

Appendix A – The HSA Group

Who we are

A healthy workforce means lower absenteeism, greater productivity and a healthier bottom line. The HSA Group (HSA) Group, an occupational health and safety organisation with over 50 years experience, works with employers to achieve just this.

Our staff of 700 helps create and maintain healthy workforces by providing services to:

- prevent work-related illness and injury
- rehabilitate injured workers, and
- support safe and healthy overseas travel.

We are unique to corporate Australia. We have offices in every capital city and an operational network which extends into rural and remote regions – this means we are able to provide a nationally consistent service anywhere in Australia.

The HSA Group comprises four businesses with complementary skills and experience:

- HSA GROUP(HSA)
- Health For Industry (HFI)
- Work Solutions Australia
- Travel Doctor (TMVC)

What we do

Our holistic approach enables us to look after the needs of your employees throughout their *entire* working life. Examples of our services are outlined below. For a complete list please visit www.hsagroup.com.au

Prevention	Rehabilitation and RTW	Travel health
<ul style="list-style-type: none"> • pre-employment assessments • absenteeism and stress management • drug and alcohol programs • exit medicals • eye and hearing tests • training services • occupational vaccinations • OH&S advice and systems development • wellness programmes • health surveillance and periodic medicals 	<ul style="list-style-type: none"> • early intervention • complex case management • EAP and mediation • fitness for duty assessments • injury management and return to work • psychological assessments • work and functional capacity assessments • medico-legal assessments 	<ul style="list-style-type: none"> • medical kits • pre and post travel medicals • travel health advice • vaccinations • online advice • corporate travel consultancy

Medical and allied health team

Our multi-disciplinary team of health professionals are experts in their fields. They understand the many issues affecting today's workplaces – ageing workforce, increase in work related stress, the burden of absenteeism – and work directly with clients in planning and implementing solutions.

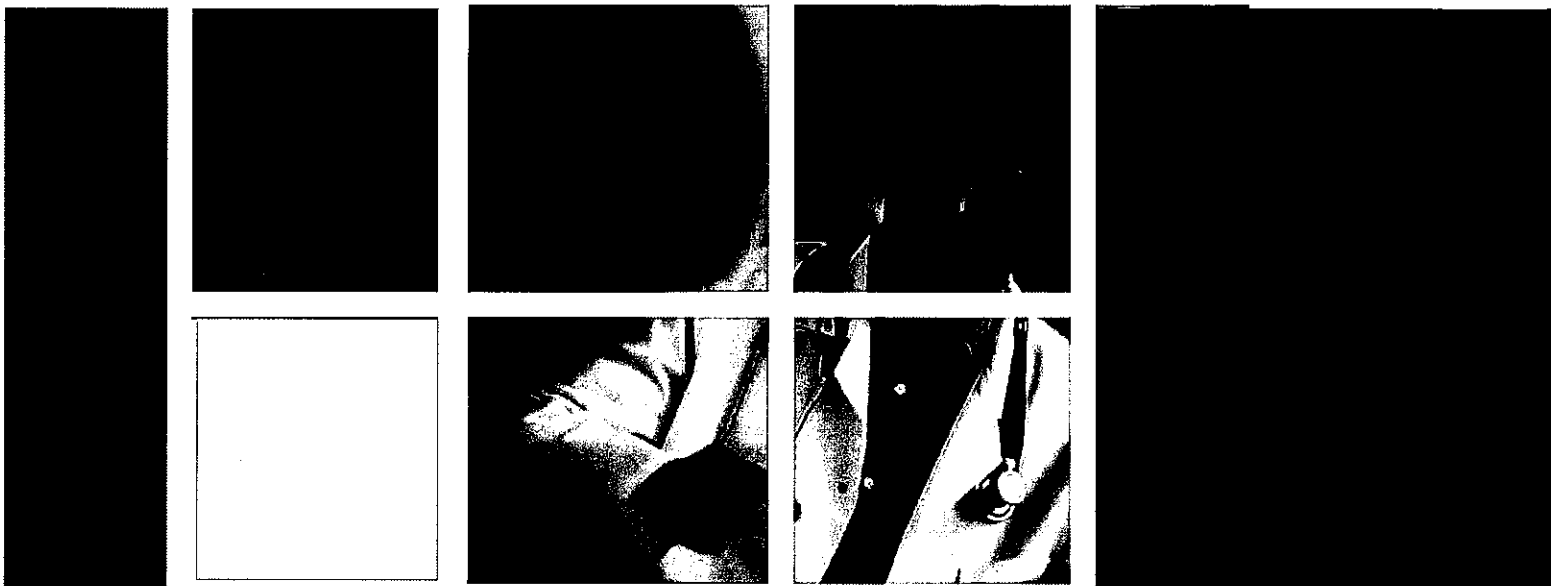
They include:

- occupational physicians
- occupational health nurses
- occupational therapists
- general practitioners
- registered nurses
- physiotherapists
- travel health doctors
- psychologists
- ergonomists

The HSA Group difference

- Multidisciplinary team
- Nationwide operational network
- ISO 9001:2000 certified quality systems
- Capacity for immediate start up

**Occupational Health Services Proposal – Drug Screening
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