

PROCEDURE

PET-HSE27-HH-PRD-00001 Drug and Alcohol Management



Objective

Petroleum Deepwater (Woodside Energy) Limited (the Company) values the health and safety of our workforce as outlined in [Our Values](#) and our [Code of Conduct](#). The Company recognizes that the inappropriate use of drugs and/or alcohol can adversely affect the health and safety of our workforce and have significant consequences for families and the broader community. The purpose of this document is to describe the Company's approach to managing the risks associated with being Under the Influence in the workplace and communicate the Company's expectations around fitness for work.

Through awareness, education, and training, employees will be encouraged and supported to proactively seek help through the [Employee Assistance Program](#) (EAP), health promotion programs, and/or other support resources.

Audience

This Procedure applies to Company employees and contractors, including visitors working on or at a Petroleum Deepwater (WEL) managed location. The terms of this Procedure that govern pre-employment testing apply to applicants after they have been given a conditional offer of employment.

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Disclaimer:

This document has been updated to meet post-merger requirements. Updates have been restricted to rebranding of logo, company name and revision number and date. Updates have not impacted the design or functionality, or taken away from original intent, of the document.

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Drug and Alcohol Testing Process Summary

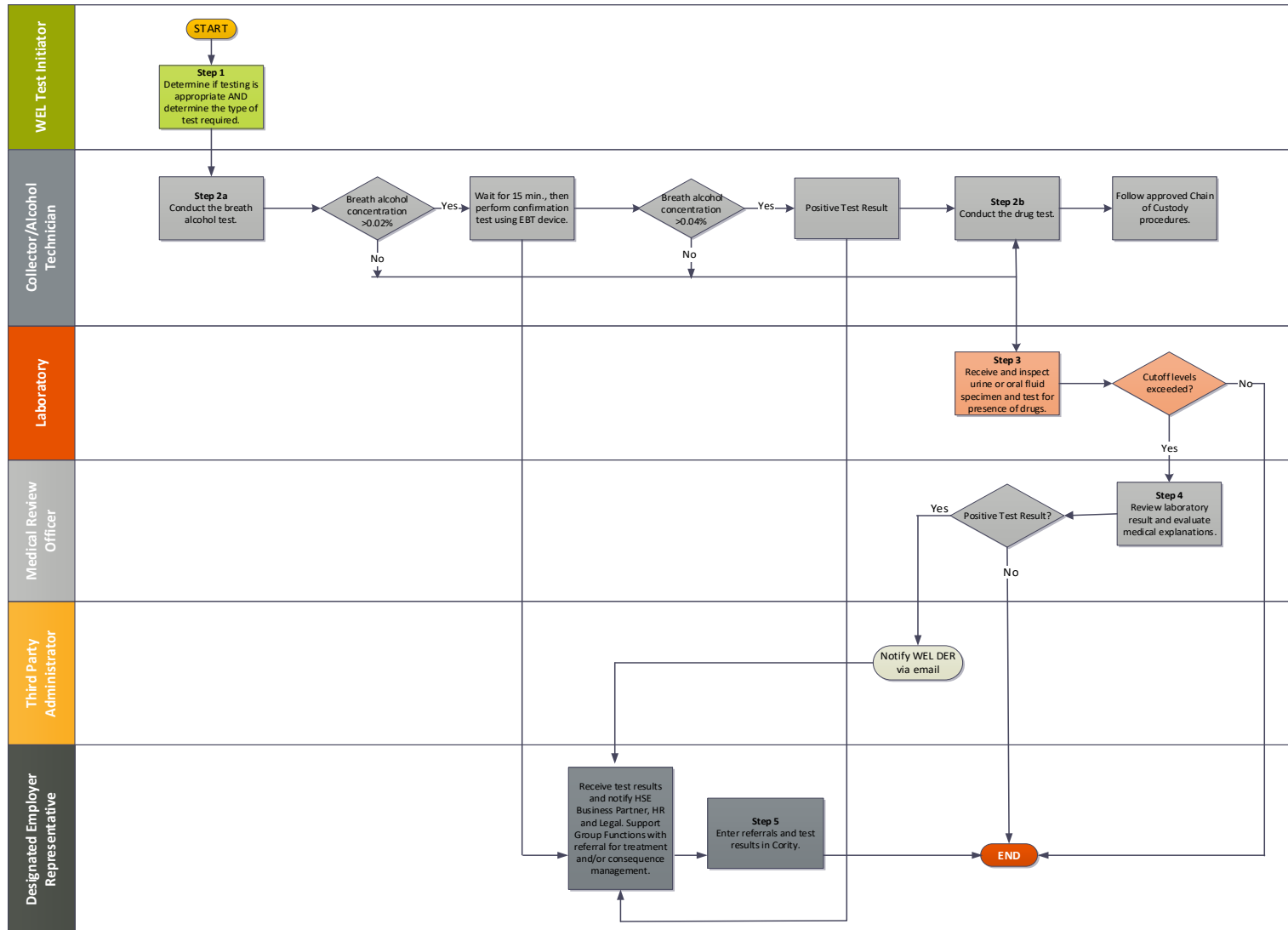


Figure 1: Drug and Alcohol Testing Process Summary

Procedure

Step 1. Determine if testing is required and the type of test

The Company may conduct testing under the following circumstances outlined in Table 1.

Test Type	General Requirements	Canadian Requirements
Pre-employment	<p>After an applicant has been given a conditional offer of employment and prior to employment, in accordance with applicable laws and regulations.</p> <p>Employment is conditional on the outcome of the test and depending on the circumstances, may result in the offer of employment being revoked. Refusal to submit to a pre-employment test will result in the applicant no longer being considered for employment.</p>	<p>After an applicant in a Safety-Sensitive Position has been given a conditional offer of employment and prior to employment.</p> <p>Employment is conditional on the outcome of the test and depending on the circumstances, may result in the offer of employment being revoked. Refusal to submit to a pre-employment test will result in the applicant no longer being considered for employment.</p>
Site access	Prior to the performance of work by employees and contractors as deemed appropriate by the Company.	Site access testing may be required where the entire site has been deemed a safety-sensitive work location and is performed prior to site access as deemed appropriate by the respective employer(s).
Random	Randomly for all employees and contractors. The minimum annual drug and alcohol random testing rate is 25%.	Random testing of employees and contractors may be required where the workplace is safety-sensitive AND there is a general problem of substance abuse in the workplace, OR as part of a return-to-work program.
Sweep	Sweeps at a given location, or en-route to a Company Site, will test all employees, contractors and visitors and will not single out a person or group. Sweeps will not normally replace Random testing requirements unless random sweeps are recommended by the Principal Health A&I for remote locations, short duration activities (less than a year), or locations with minimal head count.	Sweeps are not permitted.
Reasonable Cause or Reasonable Suspicion	<p>When the Company has Reasonable Suspicion that there is, or has been, a violation of this Procedure.</p> <ul style="list-style-type: none"> ▪ Information to support Reasonable Suspicion testing should come from a supervisor or Manager, or from another reliable source. ▪ The Supervisor or Manager, and witness, should document the information provided and/or his or her own personal observations, using the form "Reasonable Suspicion Checklist" and this must be stored in Cority. ▪ Where testing is supported, the individual should be escorted to the collection site to be tested as soon as possible. ▪ The individual must be relieved of duty pending the outcome of the test result. 	Refer to General Requirements, for Reasonable Cause testing in Safety-Sensitive Positions.

Test Type	General Requirements	Canadian Requirements
Post-incident	<p>Post-incident testing may be conducted:</p> <ul style="list-style-type: none"> Where there is reasonable belief that drugs and/or alcohol may have been a contributing factor, In situations where there has been a Significant Event; or There is a requirement to be tested under local regulations. <p>The individual must be relieved of duty pending the outcome of the test result.</p>	<p>Refer to General Requirements. A post-incident test may be required for those occupying Safety-Sensitive Positions and shall be triggered where there is reason to believe the employee's actions or failure to act may have contributed to the incident meeting the following threshold:</p> <ul style="list-style-type: none"> A fatality or serious personal injury to an employee, member of the public or any other individual; or In situations where there has been a Significant Event; or A near miss that may reasonably have resulted in any of the above.
Follow-up	<p>Follow-up testing may be required upon return to work from rehabilitation for a substance abuse disorder, upon disclosure of a substance abuse issue, or after engaging in a prohibited activity (see Appendix 1).</p>	<p>Follow up testing of employees may be required where the workplace is safety-sensitive and as part of a return-to-work program. The follow up will generally be in place for up to a two-year period.</p>

Table 1: Test Types

Note: In addition to the drug and alcohol testing program as described above, the Company may also conduct searches of employees and contractors, vehicles, personal property or any other items on Company Sites for Unlawful or Unauthorized Substances or other hazards where there is a risk to health or safety at the Company Site, as permitted by applicable law.

Non-Petroleum Deepwater (WEL) operated facilities

- Perth based employees will be subject to testing according to the Petroleum Deepwater (WEL) Procedure
- For contracts with a contract mode of 2 (a/b), a risk-based gap analysis shall be completed against the contractor's drug and alcohol program. Gaps identified shall be reviewed with the Principal Health A&I to determine if the risk is acceptable, or if alternative risk controls are required to be implemented.
- For certain activities (drilling campaigns, seismic surveys, etc.), Pet DW (WEL) employees may work at contractor operated facilities under the contractor's management system, including the contractor's drug and alcohol procedure. **In these situations, Pet DW (WEL) employees and Pet DW (WEL) contractors may be subject to the contractor's drug and alcohol testing program, including but not limited to, the contractor's drug testing panel, testing methods, and frequency, for the duration of the work activity.**

Outputs 1. Drug and alcohol test type selected

Step 2. Conduct Testing

- The Company may conduct testing of breath, urine, or oral fluid or a combination of these methods to detect the presence of Unlawful or Unauthorized Substances in an individual's body.
- Collection/testing must be performed by a trained and certified Collector/Alcohol Technician.
- Breath alcohol testing is the preferred alcohol testing method. Evidential Breath Testing devices (EBT's) must be used for confirmation testing. EBT's must meet the relevant national or international standard for evidential breath testing devices.
- Lab-based testing of urine (or oral fluid) is the preferred drug testing method.
- Point of collection (instant) urine testing may be adopted in certain situations where operational needs and logistical challenges require that testing occur without further delay. With the adoption of point of collection urine testing, due consideration will need to be given to:
 - Process for ensuring medical confidentiality of individuals with non-Negative test results.
 - Split sampling method for all urine samples; and
 - Lab-based confirmation testing for all urine samples.

- The *Collector* obtains signed consent in advance of the test, then conducts the testing following appropriate chain of custody processes and sends the sample(s) to the Third-Party Administrator's (TPA) nominated laboratory for analysis.

Outputs	<ol style="list-style-type: none"> Test conducted following chain of custody procedures and sample sent to laboratory Completed and signed forms for alcohol testing and/or drug testing
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Step 3. Drug Testing Panel and Cut-offs

The Company shall have a contract in place with a Third-Party Administrator to ensure that specimen analysis is performed by a nationally certified laboratory and these approved laboratories conduct testing in accordance with relevant standards and local legislation.

A default drug testing panel and cut-off concentrations applies to all Company Sites, except for Australia and Canada, and shall be agreed to with the Third-Party Administrator to address commonly used drugs. The actionable levels for alcohol and drugs and the default urine drug testing panel are outlined in Table 2 and Table 3. The oral fluid drug test cutoff concentrations will be determined by approved laboratories and are subject to change based on futuristic changes to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines. The Company may test for additional and alternate drugs and/or use different cut-off concentrations to meet jurisdictional requirements or after finding a banned substance however, this must be approved by the Principal Health A&I and be within the scope and capability of the approved laboratory. The recommended standard and cutoff concentrations for the urine drug testing panel is AS/NZS 4308:2008 for Australia and U.S. Department of Transportation rule 49 CFR part 40 for Canada.

Breath Alcohol Concentration (BAC)	Action
Zero	Negative Test Result – no action required
0.001 – 0.039	<ul style="list-style-type: none"> Not considered a positive test however, individuals are removed from duty for a period determined by the Designated Employer Representative (DER) (usually 24 hours). Consider referral to the Employee Assistance Program (EAP) for employees. The Company reserves the right to test the individual at its discretion before the individual returns to duty. Applicants tested for employment will not be hired.
0.02 and above	A second test (confirmation test), must be performed by the Alcohol Technician after a waiting period of 15 minutes (but no later than 30-minutes after the initial screening test) with an EBT to verify the test result.
0.04 and above	Positive Test Result – individuals are removed from duty and DER is notified.

Table 2: Breath alcohol testing actionable levels

Initial test analyte	Screening test cutoff (ng/mL)	Confirmatory test cutoff concentration (ng/mL)
Amphetamine/Methamphetamine	500	250
MDMA/MDA	500	250
Benzodiazepines	300	200
Cocaine metabolites (Benzoylecgonine)	150	100
Marijuana metabolites (THCA)	50	15
Opioids		
Codeine, Morphine	2000	2000
6-Acetylmorphine	10	10
Hydrocodone/Hydromorphone	300	100
Oxycodone/Oxymorphone	100	100

Table 3: Urine Drug Test Cutoff Concentrations

Note: For individuals undertaking business travel, individuals will be subject to the local drug and alcohol testing program, including the drug testing panel and cutoff concentrations, at the host Pet DW (WEL) location.

Outputs 1. Results reported by Third Party Administrator/laboratory

Step 4. Manage Test Results

Employees and contractors who have a laboratory confirmed drug Positive Test Result will be given the opportunity to discuss the results with a third-party, non-PET DW (WEL) Medical Review Officer (MRO).

- After speaking with the individual and reviewing documentation, the MRO will determine if the individual has a justifiable explanation (e.g., valid prescription) for the drug test result; or the MRO will report the result to the DER as a Positive Test Result. A list of prohibited activities relating to over-the-counter medication and prescription drugs as set out at [Appendix 1 attached hereto](#).
 - NOTE: Taking someone else’s prescribed medication is prohibited under this Procedure.
- If the MRO determines there is a justifiable explanation, then a negative test result will be recorded by the Third-Party Administrator and the Company will not have any knowledge of the confidential discussion between the individual and the MRO. If there is not a justifiable explanation as determined by the MRO, the MRO will communicate the Positive Test Result to the DER.
- Individuals with a verified Positive Test Result (non-justifiable) under this Procedure shall, in accordance with applicable laws, be subject to the following consequences:
 - Applicants may have their conditional offer of employment revoked.
 - Contractors and consultants will be removed from Company owned and/or managed locations.
 - Employees will be referred to the Employee Assistance Program or another medical service provider, and/or may be required to enter an external treatment program and/or enrolled in a follow-up testing program.
 - Employees will be subject to consequence management up to, and including, termination of employment.

Within 24 hours of notification of a Positive Test Result, employees and contractors who test positive for drugs may request, at their own cost and through the MRO, to have their original (split) sample re-evaluated by an independent certified laboratory nominated by the MRO. A request by employees and contractors to have their sample re-evaluated by one of these laboratories will not prevent the Company from taking disciplinary action or removing the individual from the site.

Other considerations:

<p>Disclosure of over the counter and/or prescription medication</p>	<p>To protect individuals’ medical confidentiality, the Company does not require individuals to disclose over-the-counter medication or prescription drugs (for purposes of these “Other Considerations”, collectively referred to as “medications”) unless one of the following situations apply:</p> <ul style="list-style-type: none"> ▪ The medication may affect the individual’s ability to safely perform work (i.e., some medications warn of drowsiness or caution regarding the operation of a motor vehicle or machinery); ▪ The medication may influence first aid and emergency response (e.g., anti-coagulants can lead to significant blood loss in the event of injury); or ▪ Point of collection devices are used and a non-Negative test result is reported. In these situations, the individual may be prompted to document medications on the chain of custody form; ▪ Upon disclosure of medication, individuals are not required to disclose their diagnosis or medical history to their Supervisor or other non-medical professional. <p>Supporting our efforts to ensure individuals are fit for work, disclosure of medication may be required in the following situations:</p> <ul style="list-style-type: none"> ▪ During baseline and periodic Company medical examinations;
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	<ul style="list-style-type: none"> ▪ Upon arrival at an offshore facility, there may be a requirement to disclose medication that could affect an individual’s ability to safely perform the essential functions of their position to the Licensed Health Care Professional; or ▪ During injury/illness treatment and case management. <p>Refer to the <i>Petroleum Medical Assessment and Surveillance Procedure</i> for further information on disclosure of medication during fitness for work medical examinations and prior to undertaking work in a Safety-Sensitive Position using the Medical Declaration Form.</p>
<p>Employee Assistance Program</p>	<p>Employees with substance use disorders or dependency issues or who believe they are unable to comply with this Procedure are encouraged to contact the Employee Assistance Program (EAP) for confidential assistance. Employees who voluntarily disclose a substance use disorder or dependency issue prior to a violation of this Procedure will not be disciplined but will be referred to the EAP for an independent assessment and customized treatment program.</p> <p>Use or prospective use of the EAP does not exempt or excuse a violation of the Procedure. If an employee volunteers to participate in the EAP after a violation of the Procedure, such action will not affect the Company’s right to administer discipline, up to, and including, termination of employment.</p> <p>The EAP treatment program may require counseling, rehabilitation and/or follow up testing, and the Company will receive updates on compliance with the treatment program. An employee who has a Positive Test Result or does not adhere to the treatment program will be subject to consequence management.</p> <p>Contractors and consultants are not eligible to participate in the Pet DW (WEL) EAP program.</p>

<p>Outputs</p>	<ol style="list-style-type: none"> 1. Consequence management applied for verified Positive Test Results 2. EAP consultation and/or referral for treatment as necessary
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Step 5. Training, Reporting, and Records Management

- Drug and alcohol awareness training developed by the Principal Health A&I shall be made available to employees. Records of training should be maintained by the local Asset in the Learning Management System (LMS), or equivalent process, and made available upon request.
- Reasonable Suspicion training approved by the Principal Health A&I shall be made readily available to Supervisors. Records of training should be maintained by the local Asset through LMS, or equivalent process, and made available upon request.
- Certificates and records of training completed by Licensed Health Care Professionals and/or Company employees in drug and alcohol collection procedures must be maintained by the local Asset through LMS, or equivalent process, and made available upon request.
- The DER must take action to support line management in the event of a verified Positive Test Result of an employee and/or contractor. The DER must receive education and training in their roles and responsibilities as a DER on a periodic basis through online and/or classroom training.
- Records pertaining to drug and/or alcohol testing of employees and contractors are confidential and shall be handled consistently with the Company’s procedures for handling individual medical records. Records of Refusals, Positive Test Results, employee referrals to EAP, etc., must be maintained in Cority for at least five (5) years.
- Individuals with a Positive Test Result will be noted in the relevant offshore/site mobilization database as ‘no fly’ status due to a violation of the Company’s HSE procedure.

- Any requests by a contractor for contractors' own employee's drug or alcohol test results or other documentation shall be routed to the Principal Health A&I.

Definitions

Abbreviation / Term	Definition
Collector/Alcohol Technician	A person authorized and/or certified by a recognized authority or equipment Manufacturer to conduct drug and/or alcohol testing.
Company Sites	All land, property, buildings, structures, installations, drilling or production facilities, marine vessels or aircraft owned by, controlled by, or under contract or lease to Pet DW (WEL), or where Pet DW (WEL) work-related activities are conducted.
Designated Employer Representative ("DER")	A Company employee, typically the Principal Health A&I, who is assigned to receive Non-negative or Positive Test Results and take action to support Human Resources and/or Line Management with disciplinary action.
Employee Assistance Program ("EAP")	A free, confidential, multi-lingual, 24-hour counseling and support service for Pet DW (WEL) employees and immediate family members. The EAP is managed by an independent third party and a complete list of regional EAP providers is available on the Digital Workspace .
Evidential Breath Tester ("EBT")	A device that measures alcohol concentration in the breath. EBT devices must meet the U.S. National Highway Traffic Safety Administration model specifications for precision and accuracy. For a confirmation test, the EBT must be capable of providing a printed result.
Medical Review Officer	A licensed physician who is responsible for receiving and reviewing all laboratory positive results generated by an employer's drug testing program to determine if an individual has a verified result of either negative or positive.
Non-Negative Test Result	A result on a drug screening test indicating the result was at or above the specified cut-off levels and will require additional testing at a certified laboratory.
Pet DW (WEL)	Petroleum Deepwater – Woodside Energy (the Company)
Positive Test Result	The detection of an Unlawful or Unauthorized Substances at or above the threshold level adopted by Pet DW (WEL) for that region or work site, or in the case of certain drilling campaigns or seismic surveys, the Contractor's stated threshold levels.
Reasonable Suspicion	Reasonable suspicion drawn from specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the individual, or reliable information from another source, which gives rise to a belief that an individual is or may be unable to work in a safe manner because of the use of Unlawful Substances or Unauthorized Substances. May also be referred to as Reasonable Cause.
Safety-Sensitive Position	Positions in which incapacity due to the negative effects of substance use could result in direct and significant risk of injury to the employee, their colleagues, members of the public, property and/or the environment. This includes all employees who are required to rotate through or temporarily relieve Safety-Sensitive Positions and supervisory or managerial positions who oversee Safety-Sensitive Positions, or are responsible for, or perform the same duties or exercise the same responsibilities. Safety-Sensitive Positions will also encompass work performed offshore by office personnel and/or contractors, for the duration of their travel to and from, and work offshore.

Abbreviation / Term	Definition
Serious Marine Incident	<p>Any marine accident as defined in 46 C.F.R. Part 4.03-2, which is required to be reported to the USCG, which results in any of the following:</p> <ol style="list-style-type: none"> (1) One or more deaths; (2) An injury to a crewmember, passenger, or other person, which requires professional medical treatment beyond first aid or which renders the individual unfit to perform routine vessel duties; (3) Damage to property in excess of \$200,000; (4) Actual or constructive total loss of any vessel subject to inspection under 46 U.S.C. 3301; (5) Actual or constructive total loss of any self-propelled vessel, not subject to inspection under 46 U.S.C. 3301, of 100 gross tons or more; (6) A discharge of oil of 10,000 gallons or more into navigable waters; or (7) A discharge of reportable quantity of hazardous substance into navigable waters or the environment, whether or not resulting from a marine accident.
Significant Event	As defined in the HSE Master Data, Definitions and Interpretations
Licensed Health Care Professional	As defined in the HSE Master Data, Definitions and Interpretations
Third Party Administrator	A service agent contracted by Pet DW (WEL) to provide a range of drug and alcohol testing and administrative services, including but not limited to, random selection, laboratory testing and reporting.
Unauthorized Substances	<p>This term includes the following:</p> <ul style="list-style-type: none"> • Intoxicating beverages (e.g., alcohol) on Company Sites. • A Lawful Substance that is being abused or for which there is a pattern of improper use, e.g., misuse, excessive use, or recreational use of over-the-counter medication or prescription drugs. • A Lawful Substance that has been used in a proper manner, but has resulted, could result, or is likely to result in impairment of an individual's physical or mental capacity and create a direct threat to the health or safety of the employee or others, including but not limited to over-the-counter medication, prescription drugs or in some jurisdictions, mood-altering substances such as cannabis/marijuana. • Designer, synthetic, or "look-alike" substances which, although derived from one or more Lawful or Unlawful Substances, are manufactured, designed, or intended to resemble and/or mimic the effects of (a) Unauthorized substances; (b) Unlawful Substances; or (c) mind-altering or mood-altering substances. • Drug paraphernalia.
Under the Influence	The detection in an individual's body of any Unlawful or Unauthorized Substance which is equal to or above the threshold or cut-off levels set out in this Procedure.
Unlawful Substances	Illegal drugs or any other substances or materials, the use, possession, consumption, delivery, distribution, exchange, manufacture, sale, purchase, or transfer of, which are prohibited by applicable laws and regulations.

Roles and Responsibilities

Roles	Responsibilities
HSE Business Partnership (BP)	<ul style="list-style-type: none"> ▪ Implements this procedure within each asset ▪ Allocates resourcing to implement the requirements of this procedure ▪ Identifies relevant regulations and standards ▪ Ensures Licensed Health Care Professionals are trained in collection/testing procedures and ensures records of such training are maintained for employees and contractors performing work at Company Sites ▪ Ensures testing equipment is calibrated, maintained and testing supplies are in stock ▪ Ensures evidential breath devices are on the National Highway Traffic Safety Administration (NHTSA) conforming products list for evidential devices ▪ Maintains drug and alcohol training records for personnel and Supervisors ▪ Seeks approval from Principal Health A&I for sweeps, and provides the Third-Party Administrator with advance notice of sweeps (where applicable) ▪ Maintains confidentiality of drug and alcohol test results
Supervisor/Manager	<ul style="list-style-type: none"> ▪ Understands, complies with, and apply this Procedure ▪ Ensures employees have completed training and education regarding this Procedure ▪ Understands the important role of the EAP in helping employees with substance abuse disorders ▪ Participates in Reasonable Suspicion training, where required ▪ Reports Under the Influence issues to Human Resources and/or HSE A&I ▪ Documents observations on the <i>Reasonable Suspicion Checklist</i>, prior to Reasonable Suspicion testing ▪ Relieves personnel of duty after a Post-incident or a Reasonable Suspicion test
Principal Health Analysis and Improvement (A&I)	<ul style="list-style-type: none"> ▪ Ensures EAP provider(s) are in place and that services are proactively promoted ▪ Develops and/or approves drug and alcohol educational and training material for employees and Supervisors/Managers ▪ Assesses, reviews, and approves Third Party Administrator and certified laboratories ▪ Reviews and approves contractors' drug and alcohol testing programs for drilling activities and seismic surveys ▪ Maintains drug and alcohol tests results in Cority ▪ Provides timely advice and support to Assets with referrals for treatment and/or consequence management ▪ Provides contractors with drug and alcohol test results and associated documentation, if requested
Designated Employer Representative (DER)	<ul style="list-style-type: none"> ▪ Completes DER training every five (5) years ▪ Facilitates contact between the donor and MRO for pending test results ▪ Provides guidance to HSE BP and Supervisor/Manager on managing breath alcohol test results between 0.001 and 0.039 ▪ Receives Positive Test Results, and takes action to notify Supervisor, HSE BP, Human Resources and/or Group Legal

Roles	Responsibilities
Collector/Alcohol Technician	<ul style="list-style-type: none"> ▪ Participates in drug collection and alcohol technician training and maintains valid certification ▪ Obtains signed consent prior to administering drug and alcohol tests ▪ Calibrates alcohol testing equipment ▪ Conducts breath alcohol tests using approved testing equipment and methods ▪ Conducts drug testing using approved methods and follows approved chain of custody processes
Third Party Administrator	<ul style="list-style-type: none"> ▪ Nominates a certified laboratory for specimen analysis and testing ▪ Ensures the laboratory uses the Pet DW (WEL) approved drug testing panel and cut-offs ▪ Appoints a licensed Medical Review Officer to review all laboratory Positive Test Results ▪ Reaches out to the DER and offshore Medics/Health Analysts, where appropriate, to request support for donor-MRO interviews (prior to contact with donor), for pending test results ▪ Notifies DER of Positive Test Results
Medical Review Officer	<ul style="list-style-type: none"> ▪ Reviews laboratory Positive Test Results and evaluates medical explanations provided by the donor ▪ Nominates an independent certified laboratory, for donors requesting an independent test, to have the split sample re-evaluated at donor’s cost and within 24 hours of notification of result
Employees and Contractors	<ul style="list-style-type: none"> ▪ Presents for work not Under the Influence and remain that way ▪ Understands and complies with this Procedure which, for greater certainty, includes not engaging in the Prohibited Activities as set out at Appendix 1 attached hereto ▪ Utilizes EAP services proactively for substance abuse issues ▪ Participates in drug and alcohol education and training programs ▪ Ensures use of over the counter and prescription medication is within the guidelines recommended by the treating physician/pharmacy ▪ Participates in searches and tests as required by this Procedure ▪ Participates in local drug and alcohol testing programs, at the host Pet DW (WEL) location, when on business travel, as required ▪ Participates in contractor’s drug and alcohol testing program, when at contractor operated facilities, as required ▪ Reports any fitness for work/Under the Influence related risks or concerns regarding themselves or others ▪ Cooperates in an investigation into a violation of this Procedure

Forms

The following forms shall be used across all Company Sites:

Form Title	Number	When to Use It
Consent for Testing Form	PET-HSE27-HH-FRM-00001	Prior to any drug or alcohol testing
Reasonable Suspicion Checklist	PET-HSE27-HH-LST-00001	Upon report of reasonable suspicion and prior to Reasonable Suspicion testing

Appendix 1. Prohibited Activities

The following activities are prohibited because they are not consistent with providing and maintaining a safe and healthy workplace and are violations of this Procedure. Individuals engaging in the following activities will be subject to consequence management that may include support and referral for treatment or disciplinary action up to, and including, termination of employment for employees, and removal from the site for all other personnel.

- Testing positive for Unlawful or Unauthorized Substances.
- Reporting to work or working while Under the Influence.
- Engaging in work at a Pet DW (WEL) owned and/or managed location, or performing work-related activities, when Under the Influence of Unlawful or Unauthorized Substances. This includes employees and contractors who have operational responsibilities away from Company Sites.
- Refusing to provide a sample as part of a drug and/or alcohol test required by this Procedure.
- The use, possession, consumption, delivery, distribution, exchange, manufacture, purchase, sale, or transfer of:
 - Unlawful or Unauthorized Substances on Company Sites or while working on behalf of Pet DW (WEL).
- The unauthorized use, possession, consumption, delivery, distribution, exchange, manufacturing, purchasing, sale, or transfer of alcohol while on Company Sites or while working on behalf of Pet DW (WEL).
 - At management's discretion, alcohol may be available at Company functions. Employees and contractors who choose to consume alcohol at a Company function shall be responsible for limiting their consumption so as not to present a danger to themselves or others.
 - The service of alcohol may be approved for a Company function on a Woodside controlled site if the following conditions are met:
 - The associated risks are assessed and control measures to mitigate risk are documented; and
 - The event, risk assessment and proposed controls measures are approved by a Woodside Vice President or above.
 - If alcohol is consumed by employees and contractors during a workday or rostered work period, whether at a Company function or not, the individual shall not return to work until the next workday or the next rostered work period, or until a Breath Alcohol Concentration of zero (0) is registered.
 - Employees and contractors may receive gifts of alcohol at an office location. The gift must be stored in a personal vehicle or other secure location, the integrity of the manufacturer's seal shall be intact when received and remain intact while on Company premises. Gifts of alcohol shall be disclosed in accordance with the Company Code of Conduct.
- Excessive or recreational use of over-the-counter medication or prescription drugs while on Company Sites or while working on behalf of Pet DW (WEL).
- Misuse of prescription drugs, which includes, but is not limited to, taking an expired prescription, taking someone else's prescribed medication, or exceeding the recommended dosage or frequency.
- Misuse of over-the-counter medication, which includes, but is not limited to, exceeding the recommended dosage or frequency.
- Failure to disclose over-the-counter medication or prescription drugs that may affect the ability to safely perform work.
- Refusing to submit to a search of one's person and/or possessions on Company Sites.
- Refusing to cooperate in any investigation regarding the use or presence of drugs or alcohol, including cooperating with a search or inspection.
- Failing to adhere to the drug and/or alcohol sample collection procedures or engaging in conduct that obstructs or tampers with the testing process.
- Any attempt to adulterate or substitute the sample or notification from the laboratory of an adulterated or substituted sample will be treated as a refusal to test.
- Failure to appear at the testing facility within the time frame prescribed by the Collector or notification representative (this is typically 30 minutes from notification, if on location).
- Refusing to participate in any treatment or rehabilitation program.
- Other activities that are not consistent with the objectives of this Procedure.

Appendix 2. USCG Requirements

This Appendix supplements the Company's *Drug and Alcohol Management Procedure* with the requirements of the U.S. Coast Guard (USCG) regulations (46 C.F.R. Part 4.06-3 and 46 C.F.R. Part 95.035) for USCG-covered employees who serve in a Safety-Sensitive Position in relation to the operation and navigation of the vessel. In addition to these requirements, USCG-covered employees are also subject to the Company's *Drug and Alcohol Management Procedure*.

Prohibited Activities

In addition to the "Prohibited Activities" listed in Appendix 1, the following activities are also prohibited for USCG-covered employees.

- Using alcohol during the four (4) hour period before reporting for duty in a Safety-Sensitive Position.
- Using any alcohol for eight (8) hours following a Serious Marine Incident, or until the individual undergoes a Post-Accident Test, whichever occurs first, unless the Company has determined that the USCG-covered employee's performance could not have contributed to the Serious Marine Incident.

Drug and Alcohol Tests

1. Post-Accident Testing

When the Company determines that a marine accident is, or is likely to become, a Serious Marine Incident, embarked USCG-covered employees and USCG-covered employees directly involved in a Serious Marine Incident shall submit to a test for drugs and alcohol. This determination should be based on the operation being performed at the time of the Serious Marine Incident, and which USCG-covered employees could have or should have had a role in that Operation. USCG-covered employees who undergo post-Accident testing will be temporarily relieved of duty pending the outcome of the test result.

For alcohol testing: **As soon as possible**, but no later than **two (2) hours** following the Serious Marine Incident, each USCG-covered employee directly Involved in a Serious Marine Incident will be tested for alcohol. The only acceptable test methods are a breath test, saliva, or blood test.

For drug testing: **As soon as possible**, but no later than **thirty-two (32) hours** following the Serious Marine Incident, each USCG-covered employee directly involved in a Serious Marine Incident will be tested for drugs. Only a DOT test of a USCG-covered employee's urine specimen is acceptable.

If the alcohol test and drug test is not conducted within the time frame specified above, the Company must document on forms CG-2692 and CG-2692B the reason(s) why the testing was not conducted.

2. Reasonable Suspicion Testing

All USCG-covered employees must submit to Reasonable Suspicion testing for Unlawful or Unauthorized Substances whenever:

- (a) The individual was directly involved in the occurrence of a marine casualty as defined in Chapter 61 of Title 46, United States Code, or
- (b) The individual is suspected of being Under the Influence of Unlawful or Unauthorized Substances. The determination of a need for Reasonable Suspicion testing is based on the observation by at least two trained persons.

Should the USCG-covered employee refuse to submit to Reasonable Suspicion testing, this refusal should be documented and reported to the USCG. All USCG-covered employees suspected of being Under the Influence of an Unlawful or Unauthorized Substance or otherwise in violation of the Drug and Alcohol Management Procedure should immediately be temporarily removed from Safety-Sensitive Positions. A USCG-covered employee will not be permitted to return to work until results of the test for Unlawful or Unauthorized Substances are known.

Substances Tested and Thresholds

The Company will always abide by the most-current DOT testing thresholds and list of substances tested. Please refer to the [U.S. Department of Transportation website](#) for the most recent thresholds and list of substances tested.

Requests for Independent Testing

All USCG-covered employees whose primary urine sample is Positive may request, at their own cost and through the MRO, to have their split specimen re-evaluated by an independent certified laboratory nominated by the MRO. A request by a USCG-covered employee to have his or her sample re-evaluated by one of these laboratories will not prevent the Company from taking disciplinary action up to, and including, termination of employment or removing the individual from Safety-Sensitive Positions or Company Sites. The request must be made to the MRO within seventy-two (72) hours of being notified by the MRO of a verified Positive Test Result.

Positive Test Results

USCG regulations require USCG-covered employees who violate the USCG regulations in any way to be *immediately removed* from their Safety-Sensitive Positions. Such individuals are prohibited from performing, or being permitted to perform, in a Safety-Sensitive Position. USCG-covered employees who refuse to submit to testing will be reported in writing to the USCG.

Supervisor Training

The Company or nominated Service Agent will provide training for supervisors who will be responsible for determining whether an employee must be tested for Reasonable Suspicion. For these supervisors, the education will include one sixty (60)-minute period of training on the contemporaneous physical, behavioral, and performance indicators of probable use of Unlawful or Unauthorized Substances.