



Drug & Alcohol Screening

Here you can keep track on any Drug or Alcohol screening that may be required for your business. Navigate to Registers Injury & Health Management Drug & Alcohol Screening and click **+ADD NEW**.

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+ADD NEW

EXCEL PDF FILTER GROUP <input type="text" value="Search..."/>							
Date	Supervisor	For	Name	Screening Type	Purpose	Result	
04/11/2021	George Foreman	Employee	Super Women	Drug Testing	Random	Pass	
01/11/2021	George Foreman	Employee	Kermit Frog	Drug Testing	Random	Fail	
28/10/2021	George Foreman	Employee	Kermit Frog	Alcohol,Drug Testing	Clearance Test	Pass	
14/10/2021	George Foreman	Contractor	Henry Ford	Alcohol	For Cause		

1. Today's date will autofill – change if required.
2. Select the Supervisor – this is the person who will complete the form and sign off the task in mobile app.
3. Select the Template/Form that will be used – see notes.
4. Select if it is for an Employee or Contractor.
5. Select the Staff member being screened.
6. Select the Screening Type – both can be selected.
7. Select the Purpose of the test.
8. If applicable select Customer/Worksite/Job No details – these are optional.
9. Click **SAVE**.

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9 **SAVE** **DELETE** **BACK**

1 Date: 4/11/2021 **2** Supervisor: George Foreman **3** Check Template: AA-DA001 - Drug Alcohol Testing - v1

4 For: Employee Contractor **5** Staff: Super Women **10** Signed Off:

6 Screening Type: DRUG TESTING **7** Purpose: Random **11** Result: Pass

8 Customer: Purple Submarine Ltd Work site: Growing Fish

Job No: 2909ht Project/Description: other testing

12 Documents table:

Last Modified Time	Version No.	Title	Description	Action
04/11/2021 09:44	1	DAS	AA-DA001 - Drug Alcohol Testing	

10. Signed off will be populated when task is completed on mobile app.
11. Result is selected in mobile app.
12. The completed form will come through when completed on the mobile app.

4. When you select Contractor:

- a. Type in a name for the Contractor

For **4** Contractor **a**

Forms are completed & tasks signed off in the Mobile App under [Registers/Drug & Alcohol Screening](#).

NOTES:

- Only Templates with type “Drug & Alcohol Screening” that are locked will display in #3 above.

