

Great Western Painting

Non-DOT Drug & Alcohol Policy

Policy Statement

Non-DOT Drug & Alcohol Policy

The use, bringing onto company property or job site, possession, concealment, transportation, promotion or sale of the following substances by any employee is prohibited.

- a. Illegal drugs, unauthorized controlled substances, look-a-likes, designer, synthetic or any other drug which may affect an employee's motor functions or alter a person's perception working
- b. Prescription drugs/over the counter medication except under the following conditions:
 1. The employee shall inform his supervisor prior to using any prescription drug or over the counter medication and receive written permission to possess such drug while working on the job.
 2. The prescription vial shall be labeled by the dispensing pharmacy and the label shall show the employee's name, physician, prescription number, date the prescription was filled and the dosage rate.
 3. The over the counter medication will be in its original package or container.
- c. Alcoholic beverages.

Drug Free Work Place Policy:

Because the type of work we perform can result in serious injury if employees are not capable of focusing not only on their job task, but their surroundings, and others with whom they work, it is our policy to hire only persons free from any evidence of illegal use of controlled substances or other drugs including alcohol.

All supervisors will receive a minimum of 2 hours training in substance abuse detection.

Drug Testing:

Drug testing will be performed by certified laboratories and all results will be confidential.

Any analysis of specimens utilized to evaluate whether evidence of illegal controlled substance or other drug use exists will be confidential and remain confidential.

All initial drug tests will be paid for by our company.

Failure to pass an initial drug test will not be considered conclusive evidence of drug miss-use. A second test will be administered to ensure that a false reading has not occurred.

Further, all positive tests will be reviewed by a Medical Review Officer and the employee may consult with this officer before the results are provided to us.

The United States Department of Labor, Office of the Assistant Secretary for Policy, has identified the below drugs as illicit drugs and their use by any employee as strictly prohibited and these are the drugs for which testing will be done.

Marijuana or hashish, cocaine (including crack), inhalants, hallucinogens (including phencyclidine [PCP], lysergic acid diethylamide [LSD] and Ecstasy [MDMA]), heroin, or prescription-type psychotherapeutics used nonmedically, which includes stimulants, sedatives, tranquilizers and pain relievers.

When Tests Are Administered:

Pre-employment/Post-offer Testing

Drug and alcohol testing will be given to all individuals prior to employment. Testing **must** be given before initial assignment.

Refusal to participate in the drug test in the manner required, or a positive confirmed drug test result indicating the illegal use of a controlled substance or other drug will be a basis for rejecting the applicant.

Note: Laboratory Testing:

The selected laboratory will perform substance testing on blood or urine specimens in accordance with standards set forth by the National Institute for Drug Abuse. Employees may be asked by collection site personnel to indicate whether there is the potential that they will test positive for prescription or other substances. A consent form and information sheet will be provided. If the employee fails to provide an acceptable urine specimen, one of the following steps will be taken:

1. the employee's stay will be extended at the designated collection site, if feasible, until an acceptable specimen can be collected.
2. the test may be rescheduled due to unusual circumstances, i.e. post-operative situations.
3. the employee will be disciplined up to and including termination on the first offense for failing to cooperate or refusing to provide an acceptable specimen.

All positive urine specimen test results for employees on active status will be confirmed by standard laboratory procedures, generally gas chromatography/mass spectrometry (GC/MS), using a portion of the same specimen. In case of testing by means other than urine (i.e. breath or other samples), reliable laboratory or instrument testing procedures will be followed.

Random Drug and Alcohol Testing

Drug and alcohol testing will be administered at random times. Employees will be chosen through an unbiased selection process. These tests will be without cause, suspicion, detectable performance problems, or the occurrence of an accident, incident or safety violation.

Drug and Alcohol Testing Post Work-Related Incident

Drug and alcohol testing will be administered to any employee involved in a work-related incident. Employees are required to submit to these tests.

Reasonable Cause Drug and Alcohol Testing

If a **competent person** has determined that there is reasonable cause or suspicion, drawn from specific objective and articulable facts and reasonable inferences that an employee is illegally using or has illegally used a controlled substance or other drugs, then that employee will be required to submit to a drug and alcohol test.

Note: Non-Lab Testing:

A visual one-step panel immunoassay for the simultaneous, qualitative detection of multiple drugs and metabolites in human urine may be used for the purpose of administering Random, Post Accident and For Cause drug screens in the field.

- 1. In the event of a positive reading, the specimen will be sealed and a chain of custody form will be completed and it will be sent to a NIDA certified lab for GC/MS analysis.**
- 2. If the additional test results are positive, or if the employee fails or refuses execute the Chain of Custody forms as directed, termination will result.**
- 3. If the additional drug screen results are negative, the employee will be returned to work and compensated for time lost from the job.**

Any employee who receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility.

Training:

Training will be provided to all employees using the attached reference materials:

Making Your Workplace Drug-Free

Division of Workplace Programs

Center for Substance Abuser Prevention

Substance Abuse and Mental Health Services Administrations

Patrick Evje
Safety Director