

BC Hydro Contractor Alcohol and Drug Policy Minimum Requirements

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Purpose

BC Hydro is committed to providing a safe workplace for all workers and other persons working or visiting BC Hydro worksites or facilities. BC Hydro recognizes that the use of illicit drugs or mood altering substances, and the inappropriate use of alcohol and medications, can adversely affect the safety and well-being of workers and the public, and can negatively impact the work environment and job performance. It can also place the integrity and safety of BC Hydro facilities and operations at risk.

BC Hydro's operations include safety-sensitive positions and safety-sensitive worksites. Each contractor, subcontractor and supplier (each a "**Contractor**") performing work or carrying out work on BC Hydro's behalf, where the work includes a safety-sensitive position or is performed or carried out at a safety-sensitive worksite, must have, administer and enforce an alcohol and drug policy and testing program (a "**Contractor Alcohol and Drug Policy**").

Each Contractor Alcohol and Drug Policy must meet or exceed the requirements described in this document (the "**Contractor Alcohol and Drug Policy Minimum Requirements**").

Contractor Alcohol and Drug Policy Minimum Requirements

Overview:

These Contractor Alcohol and Drug Policy Minimum Requirements are one component of a comprehensive strategy to maximize safety for workers and other persons on BC Hydro property or facilities, and to protect the public, property and the environment.

These Contractor Alcohol and Drug Policy Minimum Requirements recognize a worker's obligation, under section 116(2) (d) of the *Workers Compensation Act* (British Columbia) (as it may be amended or replaced), to work "without risk to his or her health or safety, or the health and safety of any other person" and to report for work free from impairment by "alcohol, drugs or other causes".

Definitions:

For the purposes of these Contractor Alcohol and Drug Policy Minimum Requirements:

- (a) "**safety-sensitive position**" refers to any position in which individuals have a key and direct role in an operation where performance impacted by alcohol or drug use could result in a serious incident or a failure to adequately respond to a serious incident, and could affect the health, safety or security of the worker, other persons, property or the environment;
- (b) "**safety-sensitive worksite**" refers to any worksite designated by BC Hydro as safety-sensitive; and
- (c) "**serious incident**" refers to any incident that
 - resulted in serious injury to or the death of a worker,
 - involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,
 - involved the major release of a hazardous substance,
 - involved a fire or explosion that had a potential for causing serious injury to a worker, or
 - was an incident required by regulation to be reported.

Fitness for Work:

Workers are expected to report to work fit for work and not under the influence of alcohol and/or other drugs or after-effects of alcohol and/or other drugs.

Medications:

Workers are expected to responsibly use prescribed and over-the-counter medications in accordance with the physician's or pharmacist's instructions. Medications of concern are those that inhibit or may inhibit a worker's ability to perform his or her job safely and productively, including without limitation the categories of medications listed in Appendix A.

Prohibited Actions:

The following actions must be prohibited while working on BC Hydro workplaces and facilities or engaged in BC Hydro work/business:

Illicit drugs and alcohol

- the use, possession, distribution, offering or sale of beverage alcohol or illicit drugs or other mood altering substances, or illicit drug paraphernalia;
- reporting to work or being at work while under the influence of alcohol or illicit drugs or other mood altering substances; and
- a positive alcohol or drug test result as determined through a Contractor's testing program

Medications

- the intentional misuse of medications (including prescription and over-the-counter medications) in a manner that could negatively impact job performance (e.g., not using the medication as it has been prescribed or directed by the pharmacy, using someone else's prescription medication, or combining medication and alcohol use against direction);
- the possession of prescribed medications without a legally medically obtained prescription; and
- distribution, offering or sale of prescription medications (trafficking).

Alcohol and Drug Testing Program:

Each Contractor Alcohol and Drug Policy shall include an alcohol and drug testing program (the "**Testing Program**"). Each Testing Program shall outline: (i) when a prospective worker and an existing worker will be subject to alcohol and drug testing; (ii) the procedures that will apply to the alcohol and drug testing; and (iii) the consequences of violating (including a "positive" alcohol or drug test result or a refusal to test when required) the applicable Contractor Alcohol and Drug Policy.

The Testing Program shall include the following:

Pre-employment Testing

- Applies to both safety-sensitive positions and to workers who are expected to perform or carry out work at a safety-sensitive worksite.
- Alcohol and drug testing is to be conducted before Contractor hires the new worker.

- At the discretion of the Contractor, individuals already employed and working for the applicable Contractor prior to the effective date of the Contractor's contract will not be required to meet this pre-employment testing requirement

Reasonable Cause Testing

- Applies to both safety-sensitive positions and to workers who perform or carry out work at a safety-sensitive worksite.
- Alcohol and drug testing is to be conducted when Contractor has reasonable cause to believe that a worker, while at work or on BC Hydro premises, exhibits signs indicative of the use of alcohol or drugs.

Post Incident Testing

- Applies to all workers.
- Alcohol and drug testing is to be conducted following a serious incident as part of a full investigation into the circumstances.

Return to Work Testing

- Applies to all workers.
- Where a worker has violated the applicable Contractor Alcohol and Drug Policy, the worker will be required to pass a return to work test as a condition of continued employment and may be subject to unannounced testing. Unannounced testing may be used as a monitoring tool to support the recovery of any employee assuming duties after treatment for an alcohol or drug dependency.

Procedures

Contractors will have an alcohol and drug testing process based on rigorous collection, analysis and reporting procedures designed to ensure the accuracy and integrity of the results. Minimum requirements for each Contractor's testing process are highlighted below:

- Alcohol and drug testing will comply with applicable laws.
- At a minimum testing must determine the presence of six classes of drugs: cannabinoids, amphetamines, cocaine, opiates, phencyclidine and alcohol.
- Testing levels should be based on generally accepted industry and medical standards.
- Collection of specimens for drug testing and administration of alcohol tests will be performed by trained collection agents. All laboratory testing will be conducted by a fully qualified and accredited laboratory performing a confirmation test by gas chromatography/mass spectrometry (GC/MS).
- Contractors must have a program administrator where test results are reported and tracked.

Consequences of a Policy Violation or Positive Test

- A positive drug test and/or an alcohol test result of .04 blood alcohol content or higher and/or a refusal or failure to test will be a violation by the applicable worker of the applicable Contractor Alcohol and Drug Policy.
- If a worker tests positive, that worker will be prohibited from working at or entering BC Hydro workplaces or facilities or carrying out work on behalf of BC Hydro until that worker is cleared to return to work.

- Contractor must remove each worker from the BC Hydro facilities and worksites who appears on site while under the influence of alcohol or drugs.
- Each worker who is tested as a result of reasonable cause or post-incident circumstances is to be removed from work until the investigation is complete.
- Depending on the test result, a fitness for work assessment may also be required before a worker can return to work.

Prevention, Assistance, Rehabilitation and Aftercare:

Each Contractor Alcohol and Drug Policy must respect the duty to accommodate in the case of disability due to alcohol or drug dependence and provide for worker access to medical and rehabilitation assistance such as: (i) medical benefits if available; and (ii) return to work agreements following treatment.

Contractors are to encourage workers who have an alcohol or drug dependency to access an “employee and family assistance program”, their personal physician or appropriate community services for assistance and support.

Workers who return to work following treatment (e.g., residential or out-patient treatment) for alcohol or drug dependency/addiction may be required to participate in an aftercare program to assist them to maintain recovery. Workers will be required to enter into return to work agreements which outline the conditions of their return to work.

Contractor Alcohol and Drug Policy Enforcement:

Each Contractor shall diligently implement, monitor and enforce its Contractor Alcohol and Drug Policy.

Contractor Alcohol and Drug Policy Records:

Each Contractor must maintain records detailing the Contractor’s implementation, monitoring and enforcement (including alcohol and drug testing statistics) of its Contractor Alcohol and Drug Policy. These records may, from time to time, be subject to auditing by BC Hydro and its agents.

Appendix A: Medications

1. Antihistamines - e.g., Allegra, Dimetane.
2. Motion Sickness Drugs - e.g., Gravol, Antivert.
3. Barbiturates, Sedatives, Hypnotics, Tranquilizers, Antidepressants - e.g., Ativan, Imovane, Paxil.
4. Narcotics (whether over-the-counter or prescribed) - e.g., Demerol, Codeine, OxyCotin and Percoset.
5. Stimulants - e.g., amphetamines or medications sold as "diet pills".
6. Anticonvulsants - e.g., Dilantin.
7. Muscle Relaxants - e.g. Flexeril, Robaxisal.
8. Cold Tablets/Cough mixtures – e.g., Sinutab, Contac, Triaminic, Tussionex and preparations containing dextromethorphan (DM) or codeine.
9. Medical Marijuana – Marijuana is categorized as a controlled substance; however, Health Canada regulations allow physicians to authorize use of marijuana for treatment purposes.