

Drugs & Alcohol

Objective

The purpose of this policy is to ensure that drugs or alcohol have zero influence on the safety of KFL operations.

Scope

This policy applies to all individuals employed or engaged by KFL.

Policy

1. Serious Misconduct

The following activities constitute serious misconduct and will, in most cases, lead to dismissal:

- Any drug test that shows the presence of methamphetamine.
- A second positive KFL test for alcohol or drugs.
- Taking any actions to invalidate testing results.
- Refusing to undertake a drug and alcohol test.

2. Prohibited Activities

The following activities are not permitted:

- The possession, consumption, sale, or transfer of drugs and/or alcohol while on any of our worksites (excluding the possession and taking of medicines prescribed by a registered medical practitioner).
- Reporting to work under the influence of drugs, alcohol (above the legal driving limit), any other substance of abuse, or prescription medication that impacts performance, judgment, or behaviour.

3. Requirements

We require:

- New workers to undertake a drug and alcohol test prior to making a formal offer of employment.
- Random drug and alcohol testing for workers who undertake safety-sensitive work.
- Any worker involved in an incident that had a rating of 15 and above on our Risk Register may be requested to undertake a drug or alcohol test.
- Any worker involved in a Lost Time Injury (LTI) or Medical Treatment Injury (MTI) to undertake a drug or alcohol test.
- Any worker involved in substantial equipment damage may be requested to undertake a drug or alcohol test.

- Workers to undertake a drug and alcohol test where there is reasonable cause to believe they are impaired. Reasonable cause includes slurred speech, smell of alcohol, and irregular behaviour, mood, or performance.
- Testing as part of a rehabilitation program, including mandatory random testing for a 12-month period following the first positive test for alcohol or drugs.

Procedure

4. Drug and Alcohol Testing

Pre-employment Testing:

- All prospective employees must undergo a drug and alcohol test before a formal employment offer is made.

Random Testing:

- Workers in safety-sensitive positions are subject to random drug and alcohol testing.

Post-Incident Testing:

- Workers involved in incidents rated 15 or above on the Risk Register, LTIs, MTIs, or substantial equipment damage may be required to undertake a drug or alcohol test.

Reasonable Cause Testing:

- Supervisors may request a drug and alcohol test if there is reasonable cause to believe a worker is impaired. Indicators of impairment include slurred speech, smell of alcohol, and irregular behaviour, mood, or performance.

Rehabilitation Program Testing:

- Workers in rehabilitation programs for substance abuse will undergo mandatory random testing for a 12-month period following a positive test for alcohol or drugs.

5. Conducting Tests

Test Administration:

- Tests will be conducted by a certified testing provider.
- Employees will be informed of the test purpose and procedure.
- Consent will be obtained prior to testing.

Handling Positive Results:

- Positive test results will be reviewed by the Safety Officer.
- Workers with a positive test for methamphetamine or a second positive test for alcohol or drugs will face dismissal.
- Workers with their first positive test will enter a rehabilitation program with mandatory testing for 12 months.

Confidentiality:

- All test results and related information will be kept confidential and disclosed only to those with a legitimate need to know.

Invalidating Testing Results

- Any actions taken to invalidate testing results will be considered serious misconduct and may lead to dismissal.

6. Communication and Training

- Communicate this policy to all employees and contractors.
- Provide regular training sessions to ensure understanding and compliance.

7. Record Keeping

- Maintain records of all drug and alcohol tests, including results and any subsequent actions, for a minimum of five years.
- Ensure records are stored securely and are accessible only to authorized personnel.

8. Review and Continuous Improvement

- Review this policy annually and after any significant incident to ensure its effectiveness.
- Update the policy as needed based on findings from incidents, changes in regulations, or industry standards.

9. Acknowledgment:

I acknowledge that I have read and understood this policy / procedure "Drugs & Alcohol"

Name:

Sign:

Date:

.