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Substance Abuse Awareness and Prevention Policies

I. Policy

This operating procedure provides the minimum steps required of all Department Of General Services personnel to ensure that the Substance Abuse Awareness and Prevention Program is successfully and consistently implemented.

This program is designed to protect Department Of General Services employees from accidents and injuries resulting from the misuse of alcohol and uncontrolled substances.

II. References

- A. Executive Order 1996-13, Commonwealth of Pennsylvania's Policy on Substance Abuse in the Workplace.
- B. Drug-Free Workplace Act of 1988, (P.L 100-690, Title V. Subtitle D).
- C. Controlled Substance Act (21 U.S.C. 812).
- D. Executive Order 1980-18, Governor's Code of Conduct.

III. Definitions

Controlled Substance – A controlled substance in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11-1300.15.

Conviction – A finding of guilty (including a plea of nolo contendere, disposition in lieu of trial, probation without verdict or accelerated rehabilitative disposition) or imposition of sentence or both by any judicial body charged with the responsibility to determine violation of the federal or state criminal or other relevant drug statutes.

Criminal Drug Statute – A federal or non-federal criminal or other relevant statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

Workplace – A site for the performance of work done while on duty. This includes client owned or leased properties, construction sites, and any other field location where work is assigned.

VI. Responsibilities

Managers/supervisors should be observant of any employee reporting to work or remaining at work in an unfit condition as a result of alcohol or other drugs. Managers/supervisors must notify HR in such cases.

Managers/Supervisors should ensure their personnel are familiar with these procedures and adhere to its guidelines.

The Safety Coordinator is available to provide guidance and is responsible for evaluating the administration of this procedure.

V. Procedure

- A. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol and other controlled substances by employees either while on duty or at any client workplace is prohibited.
- B. Inappropriate use of alcohol or other controlled substances by any employee while on duty or at any client workplace is prohibited. Such conduct shall subject the employee to appropriate discipline, up to and including termination.
- C. Employees are prohibited from reporting to work or remaining at work in an unfit condition as a result of alcohol or other drugs. Such conduct shall subject the employee to appropriate discipline, up to and including termination.
- D. Any employee convicted of violating any statute governing the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or other controlled substances shall notify, in writing, his or her supervisor or other appropriate management officials of such conviction in accordance with procedures established in this procedure.
- E. Any employee who has self-disclosed a problem with alcohol or other drugs shall be referred to an Employee Assistance Program.

VI. Training

- A. All employees shall receive information and training regarding this procedure, the dangers of substance abuse, and the availability of counseling and rehabilitation.

- B. The Department Of General Services drug-free awareness training program shall minimally include:
 - 1. Information on the Department Of General Services substance abuse policy to all new employees.
 - 2. Information/training to supervisors regarding their responsibilities in the administration of the substance abuse policy.
 - 3. Literature and information regarding the dangers of drug and alcohol abuse in the workplace.
 - 4. Information regarding other available counseling programs.

- C. Employees shall receive information and training regarding the substance abuse awareness and prevention program during orientation and at least every two years thereafter.

VII. Recordkeeping

- A. Training - The Department of General Services must maintain records of Substance Abuse Awareness and Prevention training.