

Policy and Procedures

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Title: Drug and Alcohol Abuse

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Date effective: Immediately

Drug and Alcohol Abuse

Statement:

Cooperstown Medical Transport, Inc. (CMT) has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.

CMT has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the organization's property, information, equipment, operations and reputation.

CMT recognizes its obligations to its customers for the provision of services that are free of the influence of illegal drugs and alcohol, and will endeavor through this policy to provide drug-and alcohol-free services.

Purpose:

This policy outlines the goals and objectives of CMT's drug and alcohol testing program and provides guidance to supervisors, administrators, and employees concerning their responsibilities for carrying out the program.

Scope:

This policy applies to all CMT employees, student interns and observers.

Policy:

1. Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on CMT premises or while on CMT business will be reprimanded up to and including termination
2. Any employee who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to discipline up to and including termination.
3. Any employee who is found to be in possession of contraband in violation of this policy will be subject to reprimand up to and including termination.
4. Refer to *General Rules of Conduct* for further information.
5. A manager or supervisor may suspend any employee who manifests "reasonable belief" behavior on the spot.
 - a. If you believe a fellow co-worker displays "reasonable belief" behavior, contact a manager or supervisor immediately.

6. CMT may perform drug and/or alcohol testing:
 - a. Of any employee who manifests “reasonable belief” behavior.
 - i. An employee who is tested in a “reasonable belief” situation will be suspended pending receipt of written tests results and whatever inquiries may be required.
 - b. Of any employee who is involved in an accident that results or could result in the filing of a Workers’ Compensation claim.
7. Physical signs of “reasonable belief” can include, but not limited to, multiple of the following:
 - a. Constricted pupils
 - b. Drowsiness
 - c. Dilated pupils
 - d. Odor of alcohol
 - e. Scratching
 - f. Nasal secretion
 - g. Red or watering eyes
 - h. Dizziness
 - i. Involuntary eye movements
 - j. Muscular un-coordination
 - k. Sniffles
 - l. Unconsciousness
 - m. Excessively active
 - n. Inability to verbalize
 - o. Nausea or vomiting
 - p. Irritable
 - q. Flushed skin
 - r. Argumentative
 - s. Sweating
 - t. Difficulty concentrating
 - u. Yawning
 - v. Slurred speech
 - w. Twitching
 - x. Bizarre behavior
 - y. Violent behavior
 - z. Needle marks
8. The indicators listed below are "warning signs" of drug and/or alcohol abuse that may be observed.
 - a. Moods:
 - i. Depressed
 - ii. Anxious
 - iii. Irritable
 - iv. Suspicious
 - v. Complains about others
 - vi. Emotional unsteadiness (e.g., outbursts of crying)
 - vii. Mood changes after lunch or break

- b. Actions:
 - i. Withdrawn or improperly talkative
 - ii. Spends excessive amount of time on the telephone
 - iii. Argumentative
 - iv. Has exaggerated sense of self-importance
 - v. Displays violent behavior
 - vi. Avoids talking with supervisor regarding work issues

- c. Absenteeism:
 - i. Acceleration of absenteeism and tardiness, especially Mondays, Friday, before and after holidays
 - ii. Frequent unreported absences, later explained as "emergencies"
 - iii. Unusually high incidence of colds, flu, upset stomach, headaches
 - iv. Frequent use of unscheduled vacation time
 - v. Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
 - vi. Unexplained disappearances from the job with difficulty in locating employee
 - vii. Requesting to leave work early for various reasons

- d. Accidents:
 - i. Taking of needless risks
 - ii. Disregard for safety of others
 - iii. Higher than average accident rate on and off the job

- e. Work patterns:
 - i. Inconsistency in quality of work
 - ii. High and low periods of productivity
 - iii. Poor judgment/more mistakes than usual and general carelessness
 - iv. Lapses in concentration
 - v. Difficulty in recalling instructions
 - vi. Difficulty in remembering own mistakes
 - vii. Using more time to complete work/missing deadlines
 - viii. Increased difficulty in handling complex situations

- f. Relationship to others on the job:
 - i. Overreaction to real or imagined criticism (paranoid)
 - ii. Avoiding and withdrawing from peers
 - iii. Complaints from co-workers
 - iv. Borrowing money from fellow employees
 - v. Persistent job transfer requests
 - vi. Complaints of problems at home such as separation, divorce and child discipline problems

9. Definitions:

- a. **Alcohol** means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

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- b. **Company premises or company facilities** means all property of CMT including, but not limited to, the offices, stations and surrounding areas on CMT-owned or -leased property, parking lots, and storage areas. The term also includes CMT-owned or -leased vehicles and equipment wherever located.
 - c. **Contraband** means any article, the possession of which on CMT premises or while on CMT business, causes an employee to be in violation of CMT policy. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal weapons, firearms, explosives, incendiaries, stolen property, counterfeit money, untaxed whiskey, and pornographic materials.
 - d. **Drug testing** means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.
 - e. **Illegal drug** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.
 - f. **Legal drug** means any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which prescribed or manufactured.
 - g. **Reasonable belief** means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may include, but not be limited to, decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations.
 - h. **Under the influence** means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.
10. Supervisors and Management personnel are to be trained in:
- a. Detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy;
 - b. Intervening in situations that may involve violations of this policy;
 - c. Recognizing the above activities as a direct job responsibility.

11. Employees are to be informed of:

- a. The health and safety dangers associated with drug and alcohol use
- b. The provisions of this policy.

12. Legal Drugs:

- a. The use of any legal drug by any employee while performing CMT business or while on CMT premises is permitted, with restrictions. An employee may continue to work even though using a legal drug if such use does not pose a threat to safety and that the using employee's job performance is not affected. Otherwise, the employee may be required to take time off.
- b. CMT at all times reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employee's presence in the workplace accordingly.
 - i. CMT may require a written statement from an employee's health care provider stating the employee is allowed to work while on a specific medication.

13. Illegal Drugs and Alcohol:

- a. Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including termination.
- b. Depending on the circumstances of the case, the employee may be offered an opportunity of a meeting to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than illegal drug or alcohol use.
 - i. CMT reserves the right to either except or reject an explanation.

14. CMT will notify employees of this policy by:

- a. Providing to each employee a copy of the policy, and obtaining a written acknowledgement from each employee that the policy has been received and read.
- b. Posting this policy at all CMT stations.

15. Inspections and searches

- a. CMT may conduct unannounced general inspections and searches for drugs, alcohol and/or contraband on CMT premises, CMT vehicles and/or CMT equipment wherever located.
 - i. Employees are expected to cooperate.
- b. Illegal drugs, drugs believed to be illegal; drug paraphernalia, and illegal contraband found on CMT property will be turned over to the appropriate law enforcement agency and the full cooperation given to any subsequent investigation. Substances that cannot be identified as an illegal drug by a layman's examination will also be turned over to the appropriate law enforcement agency.
- c. An employee who is found to possess contraband on CMT property or while on CMT business will be subject to discipline up to and including termination.
 - i. Refer to *Fire Arms / Weapons* for further information.
 - ii. Refer to *General Rules of Conduct* for further information.

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16. If an employee is the subject of a drug-related investigation by CMT or by a law enforcement agency, the employee may be suspended pending completion of the investigation.
17. All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by CMT as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.