

Drug- and Alcohol-Free Workplace

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1005.2 POLICY

It is the policy of the Department of State Hospitals (DSH) to provide a drug- and alcohol-free workplace for all employees.

1005.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on DSH time can endanger the health and safety of DSH employees and the public. Such use shall not be tolerated. (41 U.S.C. § 8103.)

Employees who have consumed an amount of an alcoholic beverage, used a controlled substance, or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected employees shall notify the Watch Commander or appropriate supervisor as soon as the employee is aware that he/she will not be able to report to work. If the employee is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the employee is adversely affected while on-duty, he/she shall be immediately removed and released from work. Refer to existing DSH Special Orders 402.03 (Employees Designated as Sensitive), 409.1 (Controlled Substance/Alcohol Testing for Employees with Commercial Driver's License), 410.02 (Pre-Employment Drug Testing at State Hospitals).

1005.3.1 USE OF MARIJUANA

Possession of marijuana, including medical marijuana, or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.