	POLICY / PROCEDURE	CTC/7/7/7
	CHAPTER	7 INDUSTRIAL RELATIONS
COLLIERY TRAINING COLLEGE	SECTION	7.7 GENERAL RULES AND REGULATIONS
PERSONNEL POLICIES AND PROCEDURES	PAGE	Page 1 of 4
7.7.7 SUBSTANCE ABUSE POLICY (ALCOHOL AND DRUGS)	REVISION	7
	LAST REVIEW DATE	18/08/2021
	APPROVED	J.J VENTER

## **SUBSTANCE ABUSE (ALCOHOL AND DRUGS)**

### **1. PURPOSE OF THE POLICY**

The use of alcohol and drugs in the workplace cannot be allowed or condoned, thus the purpose of this policy is to promote understanding and assistance to employees, learners, contractors, and visitors of CTC:

### **2. POLICY ON ALCOHOL AND DRUGS**


- 2.1 It is the aim of this policy to state that CTC shall not permit any person who is, ***or who appears to be*** under the influence of intoxicating liquor or drugs, to enter or remain at his /her workplace.
- 2.2 The consumption of, and the possession without permission of, any intoxicating substance, excluding prescription medication and then only when certified by a medical practitioner, is prohibited by the provision of this Policy.
- 2.3 No employee, learner, contractor, or visitor with a Blood Alcohol Concentration **above 0,00%** shall be allowed to commence or continue with his/her work.
- 2.4 No employee, learner, contractor, or visitor shall be allowed to drive a CTC vehicle, operate any machinery, maintain/repair vehicles and/or machinery or perform any duty after consumption of any intoxicating substance.
- 2.5 No drugs shall be allowed on the premises of CTC. The only exception is where the medicines were supplied to the employee, learner, or contractor on prescription by a registered medical practitioner and are taken in accordance with the prescription.
- 2.6 CTC shall only allow employees, learners, or contractors taking such medicines to perform duties at the workplace if the side effects of such medicines do not constitute a threat to the health or safety of the employee concerned or other persons at such workplace.
- 2.7 Any employee, learner, contractor, or visitor found to be under the influence of drugs may not enter or remain on the premises of CTC and shall be liable for disciplinary action.

### **3. TESTING FOR ALCOHOL AND DRUGS/INTOXICATION AND SEARCHES**

- 3.1 HODs and Hostel Supervisor shall carry out testing. Random testing of employees, learners and contractors may take place at any given time.

A self-test unit is also available close to the Guard house at the main entrance to CTC.

- 3.2 Where there is a reasonable suspicion that an employee, learner, or contractor is under the influence of an intoxicating substance a test shall be carried out. Should an employee, learner, or contractor be found to be intoxicated such employee, learner, or contractor *shall* be instructed to leave the workplace/premises and the disciplinary process shall be invoked.


	POLICY / PROCEDURE	CTC/7/7/7
	CHAPTER	7 INDUSTRIAL RELATIONS
COLLIERY TRAINING COLLEGE	SECTION	7.7 GENERAL RULES AND REGULATIONS
PERSONNEL POLICIES AND PROCEDURES	PAGE	Page 2 of 4
7.7.7 SUBSTANCE ABUSE POLICY (ALCOHOL AND DRUGS)	REVISION	7
	LAST REVIEW DATE	18/08/2021
	APPROVED	J.J VENTER

An employee, learner, contractor, or visitor can use the alcohol self-unit to test themselves before entering the premises. Should they test-positive for alcohol, they must alert the Security Officer at the gate, who will take their details for record purpose. The person must then inform his/her Supervisor or Training Officer of the positive test and will not be allowed on site for that day.

- 3.3 Where an employee, learner, contractor, or visitor unreasonably refuses to consent to any form of testing it could lead to the conclusion that he/she is under the influence of an intoxicating substance and suspension and disciplinary action shall follow.
- 3.4 Where there is suspicion that an employee, learner, or contractor is dependent on the use of drugs, testing shall be undertaken by a registered medical practitioner.
- 3.5 Before an employee, learner or contractor is tested, an explanation shall be given as to why the testing needs to be done and also the consequences of a positive test shall be explained.
- 3.6 Testing shall take place under specific circumstances and when certain behavior is displayed. In such instances it shall be required that a witness, agree on the condition of the suspected employee.
- 3.7 A behavioral and physical characteristics checklist shall be available to assist management/training officers to identify employees, learners, contractors, or visitors who are suspected to be under the influence of an intoxicating substance.
- 3.8 Failure to comply with or respond to rehabilitation shall result in either dismissal on incapacity due to ill-health or disciplinary action.
- 3.9 Testing for the abuse of substances may be done immediately following an incident e.g., accident.
- 3.10 An employee/learner identified to be intoxicated shall be immediately suspended for the remainder of his/her shift on full pay with the instruction that he/**she** should report for duty the following day **and the disciplinary procedure shall apply accordingly.**
- 3.11 Searches  
Searches may be conducted when there is a suspicion and/or a situation of disputed possession of a substance of abuse. No consent is necessary for a specific search. Any substance of abuse found on the employee, learner, contractor, or visitor shall be confiscated and be submitted as proof of possession.

#### 4. REHABILITATION AND EDUCATION

- 4.1 CTC recognizes substance abuse, and/or dependence, involving alcohol and/or drugs, as a treatable condition.

	POLICY / PROCEDURE	CTC/7/7/7
	CHAPTER	7 INDUSTRIAL RELATIONS
COLLIERY TRAINING COLLEGE	SECTION	7.7 GENERAL RULES AND REGULATIONS
PERSONNEL POLICIES	PAGE	Page 3 of 4
AND PROCEDURES	REVISION	7
7.7.7 SUBSTANCE ABUSE POLICY (ALCOHOL AND DRUGS)	LAST REVIEW DATE	18/08/2021
	APPROVED	J.J VENTER

4.2 Rehabilitation may cover a wide range of treatment options, depending on the nature and severity of the problem and it may range from counseling sessions to hospitalization and in/out-patient treatment.

4.3 Workplace confidentiality plays a key role in the rehabilitation process.

4.4 All medical information shall be protected and treated as confidential.

4.5 Those employees identified as possibly dependent on alcohol and/or drugs shall be referred by their Managers/ Training Officers to HR for assessment and possible referral for a rehabilitation programme in consultation with their Trade Unions, employer (where applicable). Learners will be referred to their respective training officers from the various mines/ companies.

4.6 Employees/learners who have been placed on a rehabilitation programme shall not be victimized, but should they abuse the scheme, the rehabilitation shall be terminated.

4.7 Where an employee/learner is treated in a rehabilitation process the matter shall be treated confidentially between management and the employee.


## **5. HELPING EMPLOYEES/LEARNERS TO HELP THEMSELVES**

5.1 CTC is committed to helping those who seek help.

5.2 All employees who believe they may have a substance abuse problem are encouraged to come forward and seek help and support.

5.3 Employees should request assistance through their Manager, HR department or family doctor.

**5.4 Employees / Learners who suspect that they might be under the influence of intoxicating substance or alcohol may request their HOD or Hostel Supervisor to test them or use the self-test unit by the main gate. This should be done when they report for work or at the start of a shift. Should a person test positive he/she will be sent home without pay. No disciplinary action will be taken. Should this be a continuous occurrence management will take action against such abuse of the system.**

	POLICY / PROCEDURE	CTC/7/7/7
	CHAPTER	7 INDUSTRIAL RELATIONS
COLLIERY TRAINING COLLEGE	SECTION	7.7 GENERAL RULES AND REGULATIONS
PERSONNEL POLICIES AND PROCEDURES	PAGE	Page 4 of 4
7.7.7 SUBSTANCE ABUSE POLICY (ALCOHOL AND DRUGS)	REVISION	7
	LAST REVIEW DATE	18/08/2021
	APPROVED	J.J VENTER

**SEE ANNEXURE A**

**ANNEXURE A: SUBSTANCE ABUSE CHECKLIST**

Name of employee / learner:.....

Date:.....

Checklist item	Y	N	Please give short description or remark
Employees general appearance			
Smelling of alcohol			
Bloodshot eyes			
Slurred speech			
Appears to be drowsy or sleepy			
Aggressive or abusive behavior			
Any other behavior which is not consistent with his/her normal behavior.			
Unable to walk a white line painted on the floor with his/her arms held out horizontally			
Unsteady on his / her feet			
Having difficulty understanding			
Unable to count backwards from 20 to 0			
Other			
Breathalyzer Reading			
Head of Department signature			
Witness Signature			
Signature of employee /learner as agreement that the reading is correct.			