

# Occupational Drug and Alcohol Guidelines

**Document Title:** Occupational Drug and Alcohol Guidelines

**Document Number:** \_\_\_\_\_

**Version:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

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## 1. Purpose

Describe the purpose of these guidelines (e.g., to provide a safe, healthy, and productive workplace by outlining standards of behavior related to drug and alcohol use).

## 2. Scope

State the individuals/functions/roles to whom the guidelines apply (e.g., all employees, contractors, and visitors).

## 3. Policy Statement

Provide the organization's stance on drug and alcohol use in the workplace.

## 4. Definitions

Term	Definition
Drug	[Define]
Alcohol	[Define]
Workplace	[Define]
Testing	[Define]

## 5. Prohibited Conduct

- [Prohibited activity 1]
- [Prohibited activity 2]
- [Prohibited activity 3]

## 6. Drug and Alcohol Testing

1. [Type of testing, e.g., pre-employment, random, post-incident]
2. [Testing procedures]
3. [Consent and confidentiality]

## 7. Support and Rehabilitation

Outline support mechanisms for employees (e.g., Employee Assistance Program, self-disclosure, rehabilitation plan).

## 8. Disciplinary Actions

Specify possible disciplinary actions for non-compliance.

## 9. Responsibilities

- Employees: [Summary of duties]
- Supervisors/Managers: [Summary of duties]
- HR/Administration: [Summary of duties]

## 10. Review and Updates

Procedure for scheduled guideline review and updating.

## 11. References

- [Relevant legislation]
- [Industry standards]
- [Other references]

## 12. Document Control

Revision No.	Date	Change Description	Approved By
1.0	_____	Initial issue	_____