

Occupational Drug and Alcohol Guidelines

Document Title: Occupational Drug and Alcohol Guidelines

Document Number: _____

Version: _____ **Date:** _____

Approved By: _____

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 | _____ |