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TRANSPORTATION

Under the Omnibus Transportation Employee Testing Act of 1991 the U.S. Department of Transportation, Federal Highway Administration regulations require alcohol and drug testing programs for all carriers and employees who are required to have a commercial driver's license (CDL) and perform safety sensitive functions as defined in current rules and subsequent amendments. For the purpose of this policy a carrier and CDL holder conducts business in to the United States of America or may be required to conduct business in the USA on a part time basis.

The provisions of this Drug Free Workplace Program apply to all employees who are covered under the DOT regulations and are required to have a commercial driver's license to perform safety sensitive functions, as defined, and operating in the USA, as well as those employees which the school division deems to be performing safety sensitive functions for the school division. All drug and alcohol testing records will be maintained in a secure and confidential manner.

DEFINITIONS

Commercial Motor Vehicle

A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property for the school division and;

- I.** Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or
- II.** Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
- III.** Is designed to transport 16 or more passengers, including the driver; or Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F.).

Turtle Mountain School Division Business:

Refers to all business activities undertaken by employees in the course of the school division's operations, whether conducted on or off Turtle Mountain School Division premises.

TURTLE MOUNTAIN SCHOOL DIVISION Property:

Any land, building or part thereof owned, leased or occupied by the school division and any covered motor vehicle owned, leased, rented or used by the school division.

Drug:

For the purpose of this policy a drug is any substance, including *alcohol*, illicit drugs or medications in which the use has the potential to change or adversely affect a person's

physiological and/or psychological state. Drugs of concern are those that potentially inhibit a person's ability to perform their job safely and productively. These include, but are not limited to Marijuana, Cocaine, Amphetamines, PCP, Opiates, and Alcohol.

Employee:

Any person employed by the school division.

Safety-Sensitive Position:

A position in which performance depends on alertness, quickness of response, soundness of judgment and accuracy of coordination of multiple muscle functions, having a key and direct role in an operation where inappropriate performance could result in significant harm to self, coworkers, property, highway users, community, or the environment. This definition includes all employees or independent contractors who are required to rotate through or regularly relieve in a safety-sensitive position.

Examples of Safety Sensitive Positions include but are not limited to:

- *All personnel operating a commercial vehicle;*
- *All personnel operating a placarded vehicle;*
- *All personnel operating vehicle designed for 16 passengers or more including the driver; and*
- *Other positions deemed by the school division to be of a Safety Sensitive nature.*

MRO:

Medical Review Officer

On-the Job:

On-the Job is defined as anytime while on Turtle Mountain School Division property whether on or off duty or off Turtle Mountain School Division property while performing Turtle Mountain School Division business.

Positive

A positive alcohol test means a breath alcohol concentration is equal to or greater than 20 milligrams of alcohol in 100 milliliters of Blood. A positive drug test means that the quantitative levels are over the approved cutoff levels as set out by the Substance Abuse and Mental Health Services Administration, HHS laboratories.

SAP:

Substance Abuse Professional

PROHIBITED CONDUCT

The school division prohibits the following conduct under this policy:

- A) Using, being under the influence of or possessing alcohol while performing Turtle Mountain School Division business or while in or about a Turtle Mountain School Division facility

or work site.

- B) Using or being under the influence of a legal drug (such as "over-the-counter" and prescription drugs) while performing Turtle Mountain School Division business or while in or about a Turtle Mountain School Division facility or work site, to the extent such use affects the safety of any employees or others.
- C) The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee while performing Turtle Mountain School Division business or while in or about a Turtle Mountain School Division facility or work site.
- D) Tampering with a specimen provided for drug testing for the purpose of altering the results of the drug test.

Conduct as described above may subject the offending employee to disciplinary action up to and including dismissal.

TESTING FOR CONTROLLED SUBSTANCES

(A) Pre-Employment Testing

Turtle Mountain School Division will require applicants to undergo an employment-related medical examination and/or inquiry that involves testing for drug use as part of the examination after a conditional offer of employment with the school division is extended. Applicants who test positive for the use of controlled substances, or who refuse to submit to such testing, may be disqualified from further hiring consideration. Current Employees transferring into a Safety-Sensitive Position will be required to undergo a Pre-Employment Drug test after an offer of transfer is extended by the school division.

(B) "Reasonable Cause" Testing

Turtle Mountain School Division will require current employees to submit to testing for a drug test when it believes there is reasonable cause to suspect a violation of this policy. Reasonable cause includes specific, contemporaneous, clear observations concerning the appearance, behavior, speech or body odors of the employee which would reasonably lead one to believe that the employee may be under the influence of drugs and/or alcohol. A Turtle Mountain School Division representative will transport employees who are requested to undergo reasonable cause testing to the collection site. The employee will also be required to submit to a breath alcohol test.

(C) Post-Accident/Injury Testing

As soon as practicable, following an accident/occurrence involving a commercial motor vehicle operating on a public road in interstate or intrastate commerce, the school division is required to have a surviving driver undergo a urine drug test:

- 1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life;

- 2) A citation was issued and:
- a) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b) When one or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. Federal regulations require such drivers to submit a urine sample within thirty-two (32) hours of the accident.

The school division may require drivers who have been involved in a post-accident which falls under the above definition to be out of service until the testing has been conducted and a verified negative result has been obtained by the school division.

(D) Random Testing

Federal regulations require random testing of drivers (CDL), in safety sensitive positions, for controlled substances at a rate equal to or greater than 25% of the total number of drivers on an annual basis. All drivers will be required to submit to testing for controlled substances under the random testing procedures established by the school division.

(E) Return-To-Duty Testing

After completion of a drug or alcohol treatment program as a result of a verified positive test or refusal to be tested, the school division will require the driver to have a return-to-duty test.

(F) Follow up testing

Required if an employee has a negative result on a return to duty test. The frequency of testing is as specified by the Substance Abuse Professional. (DOT requires 6 tests in first 12 months minimum).

ALCOHOL MISUSE - PROHIBITED CONDUCT

- A) No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater
- B) No driver shall use alcohol while performing safety sensitive functions.
- C) No driver shall perform safety sensitive functions within four hours after using alcohol. Employees are prohibited from consuming any alcoholic beverages during working hours and are also required to limit their consumption prior to working so that there is no violation of this policy while at work.
- D) No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until he/she undergoes a post-accident alcohol test whichever occurs first.

- E) No driver shall refuse to submit to:
- 1) post-accident alcohol or drug testing,
 - 2) random alcohol or drug testing,
 - 3) reasonable suspicion alcohol or drug testing,
 - 4) return to duty testing
 - 5) follow-up alcohol or drug testing as recommended by a substance abuse professional.
- F) No driver shall have alcohol in his/her possession while being on duty or performing a safety sensitive function.
- G) Any attempt to invalidate or tamper with the alcohol test will subject the employee to disciplinary action up to and including termination.
- H) No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety sensitive functions for the school division, including driving a commercial motor vehicle, until the start of the drivers next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Conduct as described above may subject the offending employee to disciplinary action up to and including termination of employment.

TESTING FOR ALCOHOL

(A) Reasonable Suspicion Testing

Turtle Mountain School Division will require current employees to submit to testing for a drug test when it believes there is reasonable suspicion to suspect a violation of this policy. Reasonable suspicion includes specific, contemporaneous, clear observations concerning the appearance, behavior, speech or body odors of the employee which would reasonably lead one to believe that the employee may be under the influence of drugs and/or alcohol. Employees who are requested to undergo reasonable suspicion testing will be transported to the collection site by a Turtle Mountain School Division representative. The employee will be required to submit to an alcohol test.

(B) Post Accident/Injury Testing

As soon as practicable, following an accident/occurrence involving a commercial motor vehicle operating on a public road in interstate or intrastate commerce, Turtle Mountain School Division is required to have a surviving driver undergo an drug test:

- 1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life;
- 2) A citation was issued and:

- a) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- b) When one or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the school division to have refused to submit to testing.

Turtle Mountain School Division drivers are responsible for ensuring Post Accident testing is promptly conducted. If a test required under this section is not administered within two hours following the accident, the driver shall prepare and submit a written record stating the reasons the test was not promptly administered. If a test required under this section is not administered within eight hours following the accident, the driver shall cease attempts to administer an alcohol test and will prepare and submit the same record.

The school division may require drivers who have been involved in a Post-accident which falls under the above definition to be out of service until the testing has been conducted and a verified negative result has been obtained by the company.

(C) Random Testing

All drivers of the school division will be required to submit to random alcohol testing. Federal regulations specify that random alcohol testing must equal or exceed 10% of the average number of driver positions on an annual basis.

(D) Return-To-Duty Testing

After completion of a drug or alcohol treatment program as a result of a verified positive test or refusal to be tested, the school division will require the driver to have a return-to-duty test.

(E) Follow up testing

Required if an employee has a negative result on a return to duty test. The frequency of testing is as specified by the Substance Abuse Professional. (6 tests in first 12 months minimum).

REFUSAL TO BE TESTED

Testing shall be considered a condition of continued employment at the school division. Refusal to be tested will be viewed as non-compliance with the school division policy and will require the employee to be assessed by a SAP.

Examples of refusal included;

- (i) failing to provide an adequate urine specimen for a drug test without a valid medical explanation;
- (ii) failing to provide adequate breath for an alcohol test without a valid medical explanation;
- (iii) failing to submit to a test as required; or
- (iv) engaging in any conduct which obstructs the testing process.

PRESCRIPTION OR OVER THE COUNTER DRUGS

All employees have a responsibility to determine, from their doctor or pharmacist, whether the prescription or over the counter medications they are taking have any potential adverse side effects which could affect job performance. If an employee has any questions or concerns about his or her ability to safely or efficiently perform the job while taking medication, that employee has an obligation to report the question or concern to his or her supervisor.

Where an employee reports a medically prescribed treatment or reports that he or she is taking medication which may impair that employee's ability to perform his or her job, Turtle Mountain School Division may require the employee to submit a medical note from the employee's treating physician that he or she is able to perform his or her job without risk of injury or harm to him or herself or other employees or members of the public. If an employee is not able to perform his or her job without risk of injury or harm to him or herself or other employees or members of the public that employee may be temporarily reassigned to other low risk positions if available.

ACTION ON TEST RESULTS

All positive drug results obtained by a screening test will be confirmed by Gas Chromatography Mass Spectrometry. A Medical Review Officer will evaluate all confirmed positive results to determine if there is any explanation for the positive result other than substance abuse. The employee may request a personal review and submit medical information for review as requested by the Medical Review Officer. A confidential physician/patient relationship will be maintained. A positive test result will result in a Substance Abuse Professional evaluation. If, after evaluation, it is determined that the employee requires treatment before returning to work, the school division will require successful completion of the treatment program as a requirement for his or her returning to work. After successful completion of a treatment program, the employee will be subject to all the regular provisions of the Drug Free Workplace Program as well as periodic unannounced follow up testing.

DRUG TESTING PROCEDURES

a) Administration

Due to the sensitive nature associated with drug testing, it is necessary that the program be centralized. In order to accomplish this, this program will be administrated by CannAmm Drug and Alcohol Testing for the Workplace Inc. (CannAmm).

CannAmm will be responsible for coordinating with the collection sites, Laboratory, and Medical Review Officer. The Program Administrator is responsible for communicating the details of the program to the designated contact person. The testing methodology for drug testing consists of

four steps;

- 1) collection of the specimen,
- 2) laboratory processing,
- 3) a review by the Medical Review Officer (MRO), and
- 4) communicating the results.

Step 1- Collection

All specimens will be collected in a competent manner and in accordance with CannAmm's protocol. Employees are required to report to the appropriate collection facility for collection of the specimen. Collection facilities will send the specimen directly to CannAmm's contracted laboratory, who will in turn analyze the specimen.

Step 2 - Laboratory

The laboratories currently contracted through CannAmm to process all our specimens are accredited/certified laboratories. They will process all specimens in accordance with applicable guidelines and screening cut off concentrations. All positive drug results obtained by a screening test will be confirmed by Gas Chromatography Mass Spectrometry. The result of all specimens processed are then sent to the Medical Review Officer for their final review and verification.

Step 3 - Medical Review Officer (MRO)

CannAmm's Medical Review Officer will evaluate all confirmed positive results to determine if there is any explanation for the positive result other than substance abuse. The employee may request a personal review and submit medical information for review as requested by the Medical Review Officer. A confidential physician/patient relationship will be maintained.

If the MRO receives results from a drug test indicating that it was confirmed "positive", he/she will do the following:

(1) Attempt to contact the employee, or candidate for employment, and verify if there is a valid medical use for the drug in question.

× If no valid explanation is made, the MRO will communicate verified positive result.

× If the employee has a valid medical use for the drug the MRO will report a verified negative result to the school division.

(2) If the MRO receives a positive result but is unable to contact the employee providing the specimen within a reasonable period of time (72 hrs), he/she will communicate to the school division a

request for the employee to contact the MRO. Once the employee has been informed of the need to contact the MRO they will have 3 business days to contact the MRO otherwise the MRO will report a positive result to the school division. The MRO may verify a test as positive without having communicated directly with the employee about the test in three circumstances:

i) The employee expressly declines the opportunity to discuss the test;

ii) Neither the MRO nor the designated employer representative, after making all reasonable efforts, has been able to contact the employee within 10 days of the date on which the MRO receives the confirmed positive test result from the laboratory;

iii) The designated employer representative has successfully made and documented a contact

with the employee and instructed the employee to contact the MRO and more than three business days have passed since the date the employee was successfully contacted by the designated employer representative.

If a test is verified positive under the circumstances specified above, the employee may present to the MRO information documenting that serious illness, injury, or other circumstances unavoidably prevented the employee from being contacted by the MRO or designated employer representative or from contacting the MRO within the times provided. The MRO, on the basis of such information, may reopen the verification, allowing the employee to present information concerning a legitimate explanation for the confirmed positive test. If the MRO concludes that there is a legitimate explanation, the MRO declares the test to be negative.

Receiving Results from the MRO

Once the Medical Review Officer has reviewed the test results and arrived at a decision, the final results will be communicated to the school division contact person. The following procedure will be used;

- (1) CannAmm's MRO office places a telephone call to one of the contact group. They will identify themselves and state that they have a drug test results to report.
- (2) The MRO's office will verify the identity of the contact person with the use of a unique password known only by the employer representative and CannAmm.
- (3) Upon receiving the correct password, the results are then given.

Step 4 - Record Keeping

Any records concerning drug and alcohol tests maintained by Turtle Mountain School Division will be kept in a separate confidential file segregated from any other employee records. These results will be marked "Strictly Confidential" and will be kept as described previously in a segregated file by the school division. The only persons who will have access to the records are the contact group member(s).

REPORTING TO WORK FOR AN EMERGENCY OR CALL OUT

Drivers who are contacted to report for work for emergency or other unscheduled reasons must not accept a work assignment if they have reason to believe their ability to work safely and effectively may be impaired by reason of the consumption of alcohol or illicit drugs or the use of prescription or "over the counter" medication. Any worker contacted to report in such circumstances must refuse the assignment and advise the person contacting them that they are doing so because they believe they may be impaired. Workers refusing a work assignment on this basis will not be subject to discipline for the refusal, although they may, depending on the circumstances, be referred to the Assistance Program as a result of multiple refusals to work because of impairment.

POSITIVE TEST PROCEDURES - CURRENT EMPLOYEES

It is important to note that a verified positive Drug test does not necessarily constitute impairment at the time of the test or a chemical dependency/addiction to a substance. To reduce the risk from the use of Drugs in the workplace the school division will require the employee to enter into the "Conditions of Continued Employment" with the school division. They will be contacted and interviewed by a Substance Abuse Professional (SAP) to evaluate whether the

employee needs assistance in resolving problems with alcohol or substance misuse. After successful completion of the SAP evaluation and rehabilitation program (if required) the employee will be subject to a Return to Duty Drug and Alcohol test before reentering the workforce. The results of these tests must be negative. Once a verified negative return to duty result has been reported, the employee will be considered for appropriate employment if still available. The employee will be subject to a minimum of 6 follow-up tests in the first 12 months.

If the employee refuses to participate in a rehabilitation program, they will not be considered for further employment.

Employees who come forward on their own must go through the same requirements.

REHABILITATION

Employees are encouraged to seek assistance from the school division before drug problems lead to performance problems. Where an employee comes forward to the school division prior to the drug problem creating a performance problem, the employee's decision to seek assistance from the school division will not become part of such employee's personnel file, will not be used as basis for disciplinary action, and will not be used against the employee in any disciplinary proceedings. However, the fact that the employee came forward to the school division for assistance will not be a defense to imposition of disciplinary action where evidence of a violation of this policy is obtained outside of the school division's efforts to assist the Employee.

Employees participating in a treatment program may be granted leave with a conditional return to work dependent upon such employee's successful completion of an appropriate treatment regime, which is determined by a Substance Abuse Professional.

LOSS OF DRIVING PRIVILEGES

While an individual's activity on their own time is their business, in certain instances there may be implications for the workplace. For example, if a person drives a Turtle Mountain School Division vehicle on public highways, some charges or convictions may result in loss of driving privileges. An example of a charge or conviction which results in the mandatory loss of a driver's license is impaired driving. Again the school division encourages employees to come forward for assistance as outlined in this document before problems result in charges or convictions.

Turtle Mountain School Division drivers must report any charges and/or loss of driving privileges immediately to the appropriate Turtle Mountain School Division supervisor.

Employees who are on Turtle Mountain School Division business or on Turtle Mountain School Division property must comply with all local, provincial, and federal laws.

CONSEQUENCES

The purpose of this Drug Free Workplace Program is to help those individuals with substance abuse problems and assist in their rehabilitation. Employees who are verified as testing positive for drugs must see a Substance Abuse Professional for evaluation/rehabilitation. Where safety is an issue employees will be removed from their duties. Multiple violations of this policy pose

health or safety risks to other workers or members of the public to an unacceptable degree. In keeping with Turtle Mountain School Division's design of a Drug Free Workplace policy in order to reduce the risk of drug use in the workplace and strengthen its commitment to safe and efficient operations, multiple violations will result in progressive disciplinary action up to and including termination.

The school division reserves the right to amend this statement of policy and procedure in a manner, and at any time without prior notice, that it sees as appropriate. This document will be reviewed annually.

Reviewed By: _____ Authorized by: _____

Date: _____

Date: _____

CONSENT

I have received, read, and understand Turtle Mountain School Division Drug Free Workplace Program including Appendix "A" and I understand that Compliance with the Drug free workplace Program is a term and condition of employment at the company. I understand that failure or refusal to cooperate fully, sign any required documents, or submit to any requested or recommended tests, will constitute grounds for immediate termination. I agree to follow and abide by Turtle Mountain School Division Drug Free Workplace Program.

I understand that Turtle Mountain School Division will be responsible for paying the cost of the random pool testing. Should I test positive for drugs or alcohol, I understand I am responsible for all other costs associated to the drug and alcohol testing program such as, Substance Abuse Professional interviews, return to duty, and follow up testing etc.

The person designated by the company to answer driver questions is: John Reimer, Supervisor of Transportation.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (printed)

WITNESS SIGNATURE

Appendix
"A"

DRUG AND ALCOHOL
EFFECTS
AND
HEALTH ISSUES

DRUGS AND THEIR EFFECTS

An important part of making your anti-drug program a success is assuring that your employees and supervisors understand and can recognize the effects of drugs, both on the individual and the workplace. This appendix provides specific summaries which describe drugs of abuse, the signs and symptoms of use, and the health and workplace issues that they pose. Individual fact sheets are provided for

| | | |
|-----------|---------------------|-------------|
| Marijuana | Amphetamines | Depressants |
| Cocaine | Opiates (Narcotics) | Alcohol |
| | Phencyclidine (PCP) | |

This introductory section summarizes the data from the individual fact sheets for use as a quick reference on the signs and symptoms of drug and alcohol and the effects of abuse on the workplace.

Substance Abuse Issues.

- Drug and alcohol abuse
- Use and misuse of prescription and over-the-counter medication
- Drug and trafficking and dealing
- Emotional distress and illness
- Physical illness and chronic health conditions
- Lifestyle issues (lack of sleep, poor diet, lack of exercise, etc.)

Recognition of drug or alcohol abuse requires being alert for any performance that is unsafe or unproductive. The ability to recognize the obvious signs and symptoms of use (e.g., obvious intoxication or impairment) is not sufficient to deal with the more subtle manifestations of substance abuse. Unfortunately, the problems is usually out of control by the time overt signs and symptoms appear.

Most drug and alcohol related employee problems should not be surprises. A deterioration in work performance and attitude will usually precede a drug or alcohol related crisis.

Signs and Symptoms of Abuse

The first indicators of drug use within the workforce may not point directly to specific employees or to substance abuse. Drug use generally results in performance indicators which are similar to those attributable to job stress, overwork, fatigue, or emotional problems. To make recognition even more difficult, drug and alcohol-abusing employees develop survival skills for avoiding detection. Therefore, you should be aware of the following general indicators of substance abuse:

Absenteeism. Tardiness or excessive use of sick time may be seen. Drug and alcohol affected employees are absent an average of two or three times than the normal employee.

Staff turnover. Chemically dependent people have disorganized lives. Many quit rather than face detection. Others transfer or are fired for poor and unsafe performance.

Lower productivity. Studies have shown drug and alcohol affected employees perform at about two-thirds of their actual work potential.

Equipment breakdown. Substance-abusing employees lose interest in maintenance of equipment and may use broken equipment as a means to avoid work.

Poor work quality. Examples of shoddy work, rework and material wastage may be evident. Mental and physical agility and concentration deteriorate with substance abuse.

Poor morale. Chronic drug abuse creates wide mood swings, anxiety, depression and anger. Normal employees often see drug abusers as poor team workers and safety hazards.

Increased accidents and near misses. Impaired employees are 3.6 times more likely to cause an accident. Even small quantities of drugs in the system, as well as the hangover effect, can cause a deterioration of alertness, clear mindedness and reaction speed.

Theft of equipment and material. Drugs are expensive. Cocaine costs up to \$135 a gram. One ounce of high potency marijuana costs \$85 to \$125. At the same time that drug abusers need money, their loyalty and dedication to their employers is weakened as their value systems and judgment are affected by the drug.

These performance indicators are best addressed through the normal performance monitoring and correction process. Most successful interventions start with a performance confrontation. This confrontation is based on objective documented information related to performance deterioration, not the specific signs of substance abuse.

Drug Effects

Drug and alcohol abuse affect a person physically and mentally. These effects occur not only during intoxication (from one to 24 hours after intake), but also show up in residual hangovers, fatigue rebounds and mental impairment. Other physical and mental effects may include:

- Slow reactions
- Poor coordination
- Fatigue
- Delayed decision making
- Erratic judgment quality
- Confusion
- Learning difficulty
- Poor memory
- Loss of concentration
- Depression or anxiety
- Difficulty in sorting out priority tasks from non-essential activity
- Neurotic or psychotic behavior

Behavioral Signs

When general performance or behavior problems are noted in an employee, the following may indicate the involvement of drug or alcohol use:

- A sudden change, usually for the worse (change in attitude, work performance or behavior)
- A “lackadaisical” or “I don’t care” attitude (often an indication of marijuana use)
- Deteriorating or erratic performance
- Hangover symptoms
- Drug culture jargon
- Secretive behavior
- Wanting to be alone, avoiding “straight” workers
- Forgetfulness, indecision and erratic judgment
- Impulsive and temperamental behavior
- Changes in personal appearance and hygiene
- Jitters, hand tremors, hyperexcitability
- Carelessness
- Sleeping on the job

Note that each symptom, by itself, may point to problems other than drug abuse. But, when a pattern begins to develop, the supervisor or manager needs to be alert and act quickly. When fueled by drug or alcohol abuse, these behaviors can lead to greater absenteeism, higher operating costs, serious production problems and a definite increase in accidents and health care costs.

Specific Evidence of Use

Signs and symptoms pointing directly to serious substance abuse include the following:

- Paraphernalia. Needles, balloons, aluminum foil wrappers, cocaine sniffing tools, marijuana smoking pipes and holders, drug containers obviously not used for legitimate purposes.
- Presence of drugs. Plastic sandwich bags of marijuana, small containers of tablets or capsules, or vials or envelopes of powder. Empty beer, wine and liquor bottles.

Physical Symptoms

Observable physical signs and symptoms usually are not apparent until the employee's abuse of drugs or alcohol has reached a level that is compulsive. The employee then is less able to disguise the physical indicators of use. With greater use, there is often carelessness caused by a clouded mental state. Specific signs include:

- Blood spots on shirt-sleeves (indicating intravenous needle use)
- Bloodshot or watery eyes (usually caused by marijuana use)
- Changes in speech
- Hand tremors
- Intoxicated behavior
- Odor of alcohol on breath
- Odor of marijuana smoke
- On-the-job, out-in-the-open drug use
- Poor coordination
- Racing heart, irregular rhythms (Cocaine and amphetamines often cause the heart to react unpredictably)
- Runny nose or sores around nostrils (caused by chronic snorting of cocaine)
- Sleeping on the job
- Slow reactions
- Slurred speech
- Unsteady gait
- Very large or small pupils (Narcotics and depressants will cause the pupils to constrict, Cocaine and amphetamines will cause the pupils to dilate)
- Wearing sunglasses indoors

Common Sites for Use

- Lunchroom and lounge areas
- Parking lots and cars
- Remote areas of the worksite
- Equipment or storage rooms
- Restroom

MARIJUANA FACT SHEET

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood and perception altering effects it produces. Marijuana does not depress central nervous system reactions. Its action is almost exclusive on the brain, altering the proper interpretation of incoming messages.

Description

- Usually sold in plastic sandwich bags, leaf marijuana will range in color from green to light tan. The leaves are usually dry and broken into small pieces. The seeds are oval with one slightly pointed end. Less prevalent, hashish is a compressed sometimes tar like substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil.
- Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense.
- Cigarette papers, roach clip holders and small pipes made of bone, brass or glass are commonly found. Smoking "bongs" (large bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.

Signs and Symptoms of Use

- Reddened eyes (often masked by eye drops)
- Slowed speech
- Distinctive odor on clothing
- Lackadaisical "I don't Care" attitude
- Chronic fatigue and lack of motivation
- Irritating cough, chronic sore throat

Health Effects

General

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
- One cigarette (joint) of marijuana contains cancer causing substances equivalent to one-half to one pack of cigarettes.
- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
- Marijuana is commonly contaminated with the fungus *Aspergillus*, which can cause serious respiratory tract and sinus infections.
- Marijuana smoking lowers the body's immune system response making users more susceptible to infection. The U.S. Government is actively researching a possible connection between marijuana smoking and the activation of AIDS in positive human immunodeficiency virus (HIV) carriers.
- Chronic smoking causes changes in brain cells and brain waves. In essence, the brain is less healthy and does not work as efficiently or effectively. Does long term brain damage occur? More research is required, but the probable answer is yes.

Pregnancy Problems and Birth Defects

- The active chemical, tetrahydrocannabinol (THC) and 60 other related chemicals in marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males cause a decrease in the sex hormone, testosterone and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics including breast development occurs in heavy users.
- Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.

Pregnant women who are chronic marijuana smokers have a higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life.

- In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, liver and water on the brain and spine.
- Offspring of test animals who were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus. Pediatricians and surgeons are concluding that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects of the infant's feet and hands.
- One of the most common effects of prenatal cannabinoid exposure is underweight newborn babies.
- Fetal exposure may decrease visual functioning and causes other ophthalmic problems.
- Mental Function

Regular use can cause the following effects:

- Delayed decision making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery.
- Impaired tracking (the ability to follow moving objects with the eyes) and visual distance measurements
- Erratic cognitive function
- Distortions in time estimation
- Long term negative effects on mental function known as "acute brain syndrome" which is characterized by disorders in memory, cognitive function, sleep patterns and physical condition.

Acute/Overdoes Effects

- Aggressive urges
- Anxiety
- Confusion
- Fearfulness
- Hallucinations
- Heavy sedation
- Immobility
- Mental dependency
- Panic
- Paranoid reaction
- Unpleasant distortions in body image

Workplace Issues

- The active chemical, THC, stores in body fat and slowly releases over time. Marijuana smoking has a long-term effect on performance.
- A 500 to 800 percent increase in THC potency in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints in a week in 1978.
- Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effects of both the depressant and marijuana.

COCAINE FACT SHEET

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are more tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Description

- The source of cocaine is the coca bush, grown almost exclusively in the mountainous regions of northern South America.
- Cocaine Hydrochloride - “snorting coke” is a white to creamy granular or lumpy powder that is chopped into a fine powder before use. It is snorted into the nose, rubbed on the gums, or injected in veins. The effect is felt within minutes and lasts 40 to 50 minutes per “line” (about 60 to 90 milligrams). Common paraphernalia includes a single edged razor blade and a small mirror or piece of smooth metal, a half straw or metal tube and a small screw cap vial or folded paper packet containing the cocaine.
- Cocaine Base - “rock, crack, or free base” is a small crystalline rock about the size of a small pebble. It boils at a low temperature, is not soluble in water and up to 90 percent pure. It is heated in a glass pipe and the vapor is inhaled. The effect is felt within seven seconds. Common paraphernalia includes a “crack pipe” (a small glass smoking device for vaporizing the crack crystal) and a lighter, alcohol, lamp, or small butane torch for heating.

Signs and Symptoms of Use

- Financial problems
- Frequent and extended absences from meetings or work assignment
- Increased physical activity and fatigue
- Isolation and withdrawal from friends and normal activities
- Secretive behaviors, frequent non-business visitors, delivered packages, phone calls
- unusual defensiveness, anxiety, agitation
- Wide mood swings
- Runny or irritated nose
- Difficulty in concentration
- Dilated pupils and visual impairment
- Restlessness
- Formication (sensation of bugs, crawling on skin)
- High blood pressure, heart palpitations and irregular rhythm
- hallucinations
- Hyperexcitability and overreaction to stimulus
- Insomnia
- Paranoia and hallucinations
- Profuse sweating and dry mouth
- Talkativeness

Health Effects

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson’s disease could also occur.
- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to rupture vessels causing strokes and heart attacks.

- Strong psychological dependency can occur with one “hit” of crack. Usually, mental dependency occurs within days (crack) or within several months (snorting coke). Cocaine causes the strongest mental dependency of any known drug.
- Treatment success rates are lower than for other chemical dependencies.
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths has tripled in the last four years.
- Cocaine overdose was the second most common drug emergency in 1986 - up from the 11th place in 1980.

Workplace Issues

- Extreme mood and energy swings create instability. Sudden noises can cause a violent reaction.
- Lapses in attention and ignoring warning signals greatly increase the potential for accidents.
- The high cost of cocaine frequently leads to workplace theft and/or dealing.
- A developing paranoia and withdrawal create unpredictable and sometimes violent behavior.
- Work performance is characterized by forgetfulness, absenteeism, tardiness and missed assignments.

AMPHETAMINE FACT SHEET

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the U.S. or clandestinely manufactured in crude laboratories.

Description

- Amphetamine (“speed”) is sold in counterfeit capsules or a white, flat, double scored “mini bennies.” It is usually taken by mouth.
- Methamphetamine (“meth,” “crack,” or “crystal”) is nearly identical in action to amphetamine. It is often sold as a creamy white and granular powder or in lumps and is packaged in aluminum foil wraps or sealable “plastic bags”. Methamphetamine may be taken orally, injected, or snorted into the nose.

Signs and Symptoms of Use

- Hyperexcitability, restlessness
- Dilated pupils
- Increased heart rate and blood pressure
- Heart palpitations and irregular beats
- Profuse sweating
- Rapid respiration
- Confusion
- Panic
- Talkativeness
- Inability to concentrate

Health Effects

- Regular use produces strong psychological dependence and increasing tolerance to drug.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure.
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk taking behaviors, including bizarre and violent acts.
- Withdrawal from the drug may result in severe physical and mental depression.

Workplace Issues

- Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness because of unusual overtime demands or failure to get rest.
- Low dose amphetamine use will cause a short term improvement in mental and physical functioning. With greater use or increasing fatigue the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which make operation of equipment or vehicles dangerous.

OPIATES (NARCOTICS) FACT SHEET

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.

Description

- Natural and natural derivatives - opium, morphine, codeine and heroin
- Synthetics - meperidine (Demerol), oxymorphone (Numorphan) and oxycodone (Percodan).
- May be taken in pill form, smoked, or injected depending upon the type of narcotic used.

Signs and Symptoms of Use

- Mood changes
- Impaired mental functioning and alertness
- Constricted pupils
- Depression and apathy
- Impaired coordination
- Physical fatigue and drowsiness
- Nausea, vomiting and constipation.

Health Effects

- IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity.
- Narcotics' effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose.

Social Issues

- There are over 500,000 heroin addicts in the U.S., most of whom are IV needle users.
- An even greater number of medicinal narcotic dependent persons obtained their narcotics through prescriptions.
- Because of tolerance, there is an even increasing need for more narcotic to produce the same effect.
- Strong mental and physical dependency occurs
- The combination of tolerance and dependency creates an increasing financial burden for the user. Costs for heroin can reach hundreds of dollars a day.

Workplace Issues

- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding and drowsiness place the legitimate user and abuser at higher risk of an accident.
- Narcotics have a legitimate medical use in alleviating pain. Workplace use may cause impairment of physical and mental functions.

PHENCYCLIDINE (PCP) FACT SHEET

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with the eyelids half closed. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, extremely violent behavior and an inability to speak or comprehend communication.

Description

- PCP is sold as a creamy, granular powder and often packaged in one inch square aluminum foil or folded paper “packets”.
- It may be mixed with marijuana or tobacco and smoked. It is sometimes combined with procaine, a local anesthetic and sold as imitation cocaine.

Signs and Symptoms of Use

- Impaired coordination
- Severe confusion and agitation
- Extreme mood shifts
- Muscle rigidity
- Nystagmus (jerky eye movements)
- Dilated pupils
- Profuse sweating
- Rapid heartbeat
- Dizziness.

Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP is potentiated by other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.
- Misdiagnosing the hallucinations as LSD induced, and then treating with Thorazine, can cause a fatal reaction.
- Use can cause irreversible memory loss, personality changes and thought disorders.

Workplace Issues

- PCP abuse is less common today than in recent years. It is also not generally used in a workplace setting because of the severe disorientation that occurs.
- There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions and coma. Distortions of size, shape and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia and agitation. The third phase is a drug induced schizophrenia that may last a month or longer. The fourth phase is PCP induced depression. Suicidal tendencies and mental dysfunction can last for months

DEPRESSANT DRUGS FACT SHEET

There are many drugs that slow down the mind and body and can seriously impair an individual's ability to do safe work. Most depressant drugs have a legitimate medical use, but, when taken in large doses, can produce a drunken-like stupor.

Description

- Sedatives - barbiturates such as Amytal, Tuinal, Seconal, Nembutal, Phenobarbital; non-barbiturate sedatives such as Dalmane, Doriden, Noludar, Placidyl, Methaqualone ("quaaludes" or "ludes")
- Minor Tranquilizers - Librium, Valium, Equanil, Serax, Sinequan

Signs and Symptoms of Use

- Sedation, drowsiness, sleep
- Mental confusion
- Inattention
- Slurred speech
- Staggering, loss of balance
- Lowered blood pressure
- Depressed respiration.

Health Effects

- Strong mental and physical dependency develops
- Tolerance and potentiation is seen with all other depressant drugs (including alcohol), greatly increasing the dose/intoxication response and causing accidental overdose deaths.
- Withdrawal may cause extreme excitation and panic and usually requires medical supervision.

Workplace Issues

Minor Tranquilizers

- Decreased vision and hearing acuity
- Decreased vigilance, concentration and sustained attention
- In low doses, reaction time is unaffected
- Impaired short-term memory and learning difficulty

Sedatives

- Impaired visual tracking ability
- Decreased vigilance
- Slowed reaction time
- Impaired hand-eye coordination and manual dexterity
- Impaired cognitive abilities including long term memory and arithmetic calculations
- Impaired communication ability

ALCOHOL FACT SHEET

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood altering effects. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(NOTE: Except for the odor, these are the general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of 3 servings per day of beer (12 ounces), whiskey (1 ounce) or wine (6 ounce glass) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic".)
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all births defects are alcohol related).

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is seven times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are fifteen times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents and 76 percent of private aircraft accidents are alcohol related.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment of coordination and judgment can be objectively measured with as little as two drinks in the body (0.030 BAC).
- A person who is intoxicated is six times more likely to have an accident.