



**Policy Name:** Canada Alcohol and Drug Location Requirements

**Policy Number:** HR349A

**Policy Approver:** Vice President Human Resource Programs and Corporate Administration

**Policy Owner:** Alcohol and Drug Coordinator

**Approval Date:** December 15, 2014

**Policy Statement:**

The Company will utilize these Location Requirements along with its HR249 Alcohol & Drug Policy, including the associated COPs to ensure the safety of Employees and the safety of those affected by Company Business.

**1. Definitions:**

Undefined capitalized terms have been set out in the Policy.

**Canadian Company Premises** – means any Company Premises in Canada.

**Location Requirements** – means these Canada Alcohol and Drug Location Requirements.

**2. Objectives:**

The objective of these Location Requirements is to ensure the safety of all workers, the public and the environment and to minimize the risk of unsafe performance by Employees due to the use of Alcohol, Drugs and Medications.

**3. Persons Affected:**

These Location Requirements apply to all Employees engaged in Company Business in Canada or working on Canadian Company Premises. Full details on the expectations and procedures can be found in the Policy and should be reviewed by all Employees.

Contractors engaged in Canada or subject to Canadian jurisdiction, as individuals or as an organization, will be advised of the Policy and these Location Requirements and must have policies or programs which have standards at least as stringent as those set out in the Policy, associated COPs and these Location Requirements or as outlined in the Construction Owners Association of Alberta's Canadian Model (Canadian Model for Providing a Safe Workplace effective October 08, 2014, as updated and approved). Countries outside of Canada that do not have their own country specific Location Requirements will also utilize this guide but will substitute the wording "Canada" or "Canadian" for their country name. The third party testing provider and Testing processes may differ in each country, however, any POCT Testing must be followed up by laboratory based confirmation testing.

#### 4. Policy:

These Location Requirements set out specific requirements in addition to the Policy and should be read in conjunction with the remainder of the Policy.

#### 5. Loss of License/Impaired Driving Charge/Suspension:

If an Employee has been charged with an impaired driving-related offense or has received an administrative temporary license suspension as a result of impaired driving, then, prior to operating any Company vehicle, an Employee must advise his or her Supervisor/Manager accordingly. Impaired driving includes, but is not restricted to, testing over the legal blood alcohol content in that jurisdiction, driving while impaired, refusal to blow into a breath analyzer or refusal to provide a sample for testing. This may result in not being able to operate Company equipment until the suspension is complete and the Employee has no further restrictions on his or her driver's license.

#### 6. Alcohol and Drug Cut-Off Levels:

##### 6.1 Panel of Drugs and Cut-Off Levels

A positive Drug Test is a Test that is at or above the confirmation concentration levels set out below.

Urine Drug Concentration Limits: Effective October 08, 2014.

Drug/Classes of Drugs	Screening concentration equal to/in excess of ng/ml	Confirmation concentration equal to/in excess of ng/ml
Marihuana metabolite	50	15
Cocaine metabolite	150	100
Opiates	2000	-
- Codeine	-	2000
- Morphine	-	2000
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines	500	-
- Amphetamine	-	250
- Methamphetamine	-	250
MDMA <sup>1</sup>	500	-
- MDMA	-	250
- MDA <sup>2</sup>	-	250
- MDEA <sup>3</sup>	-	250

<sup>1</sup> Methylenedioxymethamphetamine

<sup>2</sup> Methylenedioxyamphetamine

<sup>3</sup> Methylenedioxyethylamphetamine

## 6.2 Breath Alcohol Cut-Off Levels

A positive Alcohol Test is a Test that is at or above the breath levels set out below.

Breath concentration levels for Alcohol.

Breath Alcohol Testing	G/L Breath
Positive Test	0.040/210
Safety Warning Level	0.020 – 0.039/210

In the event an Alcohol Test results in a Safety Warning Level, the Employee will be held out of work and will be required to complete a fitness for duty assessment prior to returning to work.

## 7. Pre-Access Testing:

All Employees working at a Safety-Sensitive Work Location must complete a pre-access Alcohol Test and Drug Test prior to their initial access to the SSWL and prior to their return to work if they are absent for 90 days or more (“**Pre-Access Testing**”).

Pre-Access Testing will be done by urine laboratory based Testing.

Employees who will be working at a SSWL must have received a negative Pre-Access Test as a condition of employment no more than 90 days prior to arriving at the SSWL.

Visitors to a SSWL that are both hosted and escorted by an Employee working at the SSWL will be exempt from Pre-Access Testing.

## 8. Canadian Safety Sensitive Work Locations:

The following sites have been designated as Safety-Sensitive Work Locations in Canada:

NAME OF LOCATION	Comments
All Oil Sands Locations	<ul style="list-style-type: none"> <li>Including but not limited to Long Lake, Kinosis, Leismer, Cottonwood</li> <li>Excluding the Anzac Community Office</li> </ul>
Balzac Power Station	<ul style="list-style-type: none"> <li>All areas</li> </ul>
Balzac Operations and Abandonment and Reclamation	<ul style="list-style-type: none"> <li>All areas</li> </ul>
Shale Gas	<ul style="list-style-type: none"> <li>Including but not limited to Tsea and Etsho</li> <li>Excluding the Fort Nelson Administration Office</li> </ul>
North Eastern British Columbia Projects	<ul style="list-style-type: none"> <li>Including but not limited to North Liard, South Liard, Cordova and Dilly</li> </ul>
LNG Terminal and Pipeline areas	<ul style="list-style-type: none"> <li>Excluding Prince Rupert and any other administrative offices</li> </ul>

## **9. Testing Procedures:**

The Alcohol and Drug Testing procedures are based on rigorous collection, analysis and reporting processes designed to ensure the accuracy and integrity of the results and to ensure appropriate chain of custody protocols are followed.

- 9.1** Testing will be conducted to determine the presence of Alcohol and/or Drugs as listed in the panels in section 5.1 and 5.2. These panels may be updated from time to time.
- 9.2** All Employees who are Tested are required to sign a form to acknowledge the accuracy of the individual and collector information and authenticity of the specimen(s). They will be given a copy of the appropriate forms for their records.
- 9.3** Employees are required to cooperate in the specimen collection procedures and to sign a release such that the results and their name can be provided to the appropriate DER.
- 9.4** All laboratory Testing must be conducted in accordance with the procedures set out under the US Department of Health and Human Services (DHHS), which are accepted in Canada. The Company's third party testing provider maintains an account at a fully qualified and accredited laboratory.
- 9.5** Urine and breathalyzer collections are administered by certified or trained collectors.
- 9.6** Alcohol Testing
  - 9.6.1** Alcohol Tests will be administered by a calibrated evidential breath analyzer with a printout of Test results.
- 9.7** Drug Testing
  - 9.7.1** Drug Tests will be administered by urinalysis.
  - 9.7.2** Testing for additional Drugs may also be required on an individualized basis on the advice of a treatment centre or SAP/SAE in return to work and unannounced follow-up Testing situations following treatment for a substance dependence disorder.
  - 9.7.3** For all Tests, controlled samples are sent for confirmation testing at a laboratory. All results are forwarded to a MRO for review.
  - 9.7.4** If the Test is negative in accordance with the concentration limits for Drug Testing established in section 5.1 and there is no evidence of tampering with or substitution of the sample, the Employee may return to or remain at work, as the case may be.
  - 9.7.5** In the case of a positive Drug Test result or where there is evidence of a substituted finding or that a sample was tampered with, the Employee may ask the MRO to have the sample re-Tested within seventy-two hours of receiving the initial Test results. If the re- Test is positive, or where there is evidence of a substituted finding or that the sample was tampered with, the Employee is responsible for reimbursing the Company for the associated costs of the re-Testing.

	<b>Pre-Access</b>	<b>Reasonable Grounds</b>	<b>Post Incident</b>	<b>Return to Work</b>
<b>Urine Laboratory</b> - urine specimen is sent directly to Laboratory	YES	YES	YES	YES
<b>POCT</b> with Laboratory Confirmation	NO	YES	YES	NO

**10. Exceptions:**

Refer to applicable Rules of Work.

**11. Compliance:**

Failure to comply with these Location Requirements may be grounds for Corrective Action up to and including termination of employment for cause.

**12. Deviations:**

Location Requirements deviations must be approved by the Alcohol & Drug Coordinator and then authorized by the Vice President, Human Resource Programs and Corporate Administration for consistency of application of the Policy.

**13. Revision History:**

<b>DATE</b>	<b>REVISION #</b>	<b>DESCRIPTION OF CHANGE</b>
December 15, 2014	Policy Creation	New policy created and approved.