

## Serving Alberta & Saskatchewan - 24HR. Service

Office Address:  
3614 63rd Ave Close  
Lloydminster, AB  
T9V 2W1



**Casing Specialists**

Shop Address:  
4801A-40th Ave  
Lloydminster, SK  
S9V 2B7

Phone: 780-875-0000 Website: [www.kspowertongs.com](http://www.kspowertongs.com) Fax: 306-825-4589 Email: [info@kspowertongs.com](mailto:info@kspowertongs.com)

### Substance Abuse Policy

**Objective:** Every person has the right to a safe and reliable workplace. Awareness, education, effective interventions and rehabilitation are all essential for a successful program. Management and workers have a legal duty under the OH&S Act to take reasonable care to protect the health and safety of themselves and other persons at the worksite. This duty includes knowing the impact that substances, including cannabis and other prescription and non-prescription drugs, could have on their safety and the safety of others.

**Policy:** K&S POWER TONGS LTD. is committed to providing a safe, healthy and productive work place.

Company employees and contractors have the right to a safe and healthy workplace and the responsibility to create and maintain the same. Personnel are obligated to be FIT FOR DUTY when reporting for work and remain FIT FOR DUTY at all times while at work to minimize the risks in the workplace. In addressing workplace safety risks caused by alcohol and drug use, our Company's priorities are to protect our employees, the communities in which we operate, and the environment. This policy applies to all K & S POWER TONGS LTD. employees and contractors and addresses the use of FIT FOR DUTY and alcoholic beverages and drugs (both illegal and prescription). Employees and contractors must perform their job safely and responsibly, and in all ways consistent with established Company Practices. Impairment in the workplace has always been unacceptable and will continue to be unacceptable. K&S Power Tongs Ltd. has adopted a ZERO tolerance approach at work.

#### Responsibilities:

##### Company

- K&S POWER TONGS will provide ongoing education for all supervisors and make information available on health and safety issues associated with alcohol and drug use and abuse. Awareness, education, effective interventions and treatment are all key to success in ensuring no workers create a risk to themselves, others or company assets thru the use of alcohol and/or drugs.
- Completion of supervisor's alcohol and drug awareness training is mandatory to ensure recognition of impairment and appropriate response procedures.
- Management/ Supervisors must respond to employee's request for help. Benefit counselling is available thru EFAP(Ceridian Life Works) with expert confidential counselling 24-hrs a day, 7 days a week and referrals to community resources. Also ensure available substance abuse programs are provided for employees that struggle with addiction.
- Ensure workers deployed on behalf of K&S POWER TONGS or returning to a worksite after an absence of 90 calendar days or more requiring drug and alcohol testing must pass a pre-access alcohol and Express P.O.C.T drug test.
- Appropriate steps will be taken to investigate any possible violation of the requirement set out in this Policy and Supporting Standards. Implementation of the requirements of the Policy will be carried out.
- Sure Hire Occupational Health Testing is the local industry standard certified laboratory service that is employed by K&S Power Tongs Ltd. to supply alcohol and drug sampling results upon request as specified under our agreement. K&S Power Tongs Ltd. complies with testing standards for alcohol and drug, compliant with the Canadian Model Policy, result limits as set out by SUREHIRE TESTING supplied by oral fluid, urine sample, or both at the discretion of the employer.

SUREHIRE LLOYDMINSTER POWER CENTRE

Suite A, 4305-57 Ave.

Lloydminster, AB. T9V 1Y4

- Ensure all alcohol and/or drug testing includes both screening and confirmation tests are consistent with Canada's occupational testing industry standards (COAA).
- K&S Power Tongs Ltd. has defined safety sensitive positions thru a training matrix.
- Any person employed or contracted by K & S POWER TONGS LTD. found under the influence of alcohol or illegal drugs on the job or in a Company vehicle will be removed from the work site and subject to, at management discretion, disciplinary action.
- Ensure all records of drug and/or alcohol testing are kept confidential.

#### EMPLOYEE/CONTRACTOR RESPONSIBILITIES:

- Alcoholic beverages, recreational and illegal drugs are not allowed on any K & S POWER TONGS LTD. work site or in company vehicles. Use or possession of these substances or prescription medication (legally or illegally) while on duty will not be tolerated. Possession of these substances in a company vehicle at any time will not be tolerated.
- Recreational drug use or the general legalization of cannabis is NOT a human rights matter. K&S POWER TONGS LTD. restricts the use of recreational marijuana and prohibits impairment at work similar to alcohol



## Serving Alberta & Saskatchewan - 24HR. Service

**Office Address:**  
3614 63rd Ave Close  
Lloydminster, AB  
T9V 2W1



### Casing Specialists

**Shop Address:**  
4801A-40th Ave  
Lloydminster, SK  
S9V 2B7

**Phone: 780-875-0000 Website: www.kspowertongs.com Fax: 306-825-4589 Email: info@kspowertongs.com**

- Personnel are prohibited to USE, POSSESS and/or OFFER drugs or alcohol on all worksites. NO employee or contractor can refuse to comply with testing and/or exceed lower limits at any time on any workplace. Tampering with samples is prohibited. If required, re-test after 72 hours is at employee's own cost
- As with other medically authorized or prescribed substances that can affect fitness to work, if you have a medical authorization for marijuana, you must immediately notify your Supervisor to discuss your situation to ensure you are fit for work or removed from duty if unable to safely perform your assigned duties.
- Personnel are required to declare if they are NOT Fit for Duty or are under treatment that may impair performance to ensure the continued safe operation of company business
- Use medication responsibly and seek appropriate guidance regarding medications that may impact safe work performance. Any employee using a prescribed medication that may impair his/her ability to perform regular duties safely, such as driving a vehicle or operating machinery must report it to his/her supervisor for possible adjustment of duties.
- Request and seek advice and follow appropriate treatment for a current or emerging addiction problem to treat an addiction and follow recommended monitoring programs after attending treatment. Also, to cooperate with any work modification related to safety concerns.
- Make sure you have read, understand and abide by this Policy and Supporting Standards
- Report FIT FOR DUTY for all scheduled or "on call" duty and remain FIT FOR DUTY while on worksite or company premises. If an Employee/Contractor is under the influence of Alcohol or Drugs and is contacted by the Employer to perform "on call" services, the work request must be declined without any adverse consequences to the Employee/ Contractor. If a situation occurs when an Employee/Contractor may be unfit, the Employee/Contractor will be escorted by Management to a private place, interviewed, and given the opportunity to explain why they do not appear Fit for Duty. Management will take appropriate action.
- Notify Management if they believe a co-worker, contract worker, or visitor is not FIT FOR DUTY on the job, and cooperate with the required investigation into violation of the Policy or Supporting Standards.

K&S Power Tongs Ltd. has the right to test employees and contractors in four manners:

1. Pre-employment testing- safety sensitive position
2. Pre-access site testing- safety sensitive position
3. Periodic/ scheduled testing- safety sensitive position
4. Reasonable-grounds testing
5. Post-Incident testing
6. Return to duty- post violation/post treatment

	Pre-employment testing	Site access testing	Post-incident testing	Reasonable grounds testing	Return to Duty testing
NON-SAFETY SENSITIVE POSITION	N	Y	Y	Y	N
SAFETY SENSITIVE POSITION	Y	Y	Y	Y	Y


**Failure /refusal to comply with testing or client search practices is considered a violation of the Alcohol & Drug Program and is subject to immediate removal from worksite and further disciplinary action.**

**Failure to comply with this Policy can result in suspension or termination of employment with K & S POWER TONGS LTD**



**When it comes to any drug or alcohol, LEGAL DOES NOT EQUAL SAFE.**

*The safety information in this policy does not take precedence over applicable government regulation, with which all employees should be familiar.*

<b>Signature:</b> 	<b>Date: November 14, 2018</b>
---	--------------------------------