

	<b>Procedure</b>	
---	------------------	--

Title: **Management of Substance Abuse in the workplace**

Document Identifier: **32-37**

Alternative Reference Number: **N/A**

Area of Applicability: **Eskom Holdings SOC Limited.**

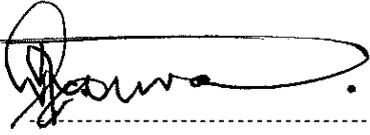
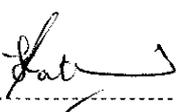
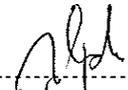
Functional Area: **OHS**

Revision: **3**

Total Pages: **27**

Next Review Date: **April 2023**

Disclosure Classification: **Controlled Disclosure**

Compiled by	Functional Responsibility	Authorized by
		
<b>A Stramrood</b> <b>Senior Manager OHS</b> <b>Sustainability Group</b>	<b>K Pather</b> <b>General Manager</b> <b>Sustainability Systems</b>	<b>T Goverder</b> <b>Group Executive</b> <b>Generation and (Acting)</b> <b>Risk and Sustainability</b> <b>Divisions</b>
Date: <u>12-07-2018</u>	Date: <u>16/07/2018</u>	Date: <u>16/07/18</u>

## Content

	Page
1. Introduction .....	3
2. Supporting Clauses .....	3
2.1 Scope .....	3
2.1.1 Purpose .....	3
2.1.2 Applicability .....	3
2.2 Normative/Informative references .....	4
2.2.1 Normative .....	4
2.2.2 Informative .....	4
2.3 Definitions .....	5
2.4 Abbreviations .....	7
2.5 Roles and responsibilities .....	8
2.5.1 Line management .....	8
2.5.2 The Occupational Health Practitioner .....	9
2.5.3 EAP practitioners .....	9
2.5.4 Operating unit/Business Unit SHEQS/Safety Risk managers .....	10
2.5.5 Security management .....	10
2.5.6 Employees .....	10
2.6 Process for monitoring .....	10
2.7 Related/supporting documents .....	11
3. Substance Abuse Procedure .....	11
3.1 The rules in relation to Eskom employees, contractors, consultants, and visitors are as follows: .....	11
3.2 Management of persons under the Influence of any substance .....	12
3.3 Identification of persons who are under the influence/intoxicated .....	13
3.4 Substance abuse testing .....	17
3.5 Testing procedure .....	19
3.6 Testing process .....	21
3.7 Refusal to undergo testing or failure to provide an adequate testing sample .....	22
3.8 Procedure for call-out and standby persons .....	22
3.9 Disciplinary process .....	23
3.10 Rehabilitation for substance abuse (alcohol or any type of drugs) .....	23
3.11 Confidentiality .....	25
4. Acceptance .....	25
5. Revisions .....	26
6. Development Team .....	26
7. Acknowledgements .....	27

### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

## 1. Introduction

Eskom is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. In support of this, Eskom has adopted a safety strategy and the Zero Harm value.

Eskom acknowledges that alcohol and substance abuse pose a threat to the business. Eskom is, therefore, entitled to take reasonable steps to ensure that persons who are intoxicated and/or under the influence of any substances are identified and prevented from entering or working on any Eskom premises and/or operating any of Eskom's equipment or vehicles.

## 2. Supporting Clauses

### 2.1 Scope

#### 2.1.1 Purpose

The purpose of this procedure is to set out the process for the management of substance abuse in Eskom in order to do the following:

- a) Comply with the relevant statutory requirements.
- b) Provide a healthy and safe working environment.
- c) Identify, control and reduce substance abuse in the workplace.
- d) Prevent and reduce losses and incidents, and improve productivity.
- e) Identify a need for rehabilitation, and offer employee assistance.
- f) Prevent the abuse of intoxicating substances.
- g) Encourage employees to live a healthy lifestyle, free of substance abuse.

#### 2.1.2 Applicability

- a) This procedure shall apply throughout Eskom Holdings SOC Limited divisions and subsidiaries.
- b) This procedure applies to any person (Eskom employees, contractors and their employees, consultants, and visitors) while on duty or reporting for duty at any Eskom premises or at an Eskom work site or on Eskom business or just visiting. Line managers are required to ensure that all consultants and contractors adhere to the requirements of applicable statutes as set out in this document.
- c) This procedure further applies to all employees while driving vehicles or operating equipment or machinery or performing any tasks on an Eskom site, premise or workplace.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

## 2.2 Normative/Informative references

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

### 2.2.1 Normative

- [1] Employment Conditions for Managerial Levels
- [2] Conditions of Service for Bargaining Unit Employees
- [3] 32-1114: Grievance Procedure
- [4] 32-727: Safety, Health, and Environment and Quality Policy
- [5] 32-1113: Disciplinary Procedure
- [6] 32-1112: Disciplinary Code Standard
- [7] 240-62196227 Eskom Life-saving Rules
- [8] 32-1250 Process Control Manual for Level 4 Health and Wellness
- [9] 32-95 Occupational Health and Safety Incident Management Procedure
- [10] 240 – 76618189 Management of employees with substance abuse problems

### 2.2.2 Informative

- [1] ISO 9001:2015 Quality Management Systems
- [2] Occupational Health and Safety Act No. 85 of 1993, as amended
- [3] Labour Relations Act No. 56 of 1995, as amended
- [4] Employment Equity Act 55 of 1998, as amended
- [5] Mine Health and Safety Act 29 of 1996
- [6] National Road Traffic Act No. 93 of 1996
- [7] Drugs and Drug Traffic Act No. 140 of 1992
- [8] Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- [9] Prevention and treatment of substance abuse act, Act 70 of 2008

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

## 2.3 Definitions

Definition	Explanation
<b>Employer</b>	Any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her.
<b>Illegal drugs/ controlled substances</b>	All forms of narcotics, depressants, stimulants, hallucinogens and all other drug types, including marijuana, whose manufacture, transportation, transfer, dispensation, sale, purchase, possession, or use is restricted or prohibited by law. Excludes the use of a controlled substance by an individual for whom a valid prescription has been issued or other uses that have been authorised by law.
<b>Substance abuse testing</b>	Is a form of testing that will detect the presence of drugs or alcohol in a person's body; this process uses some kind of biological matter taken from an individual to determine the amount of illegal/controlled substance present at the time of the test. (This can be in the form of breath, saliva, urine or blood).
<b>Compulsory testing</b>	Substance abuse testing that is performed on a regular basis on all employees, contractors, and consultants performing any tasks or driving vehicles.
<b>Breath alcohol test</b>	Determines how much alcohol is in a person's breath by measuring the amount of alcohol in the air when you breathe out (exhale).
<b>Breath alcohol concentration (BAC)</b>	The concentration of alcohol in a person's breath: milligrams per 1000 millilitres expressed as percentage BAC.
<b>Critical Task</b>	A task that, on the basis of severity, frequency, probability, and potential to cause serious loss, is identified by Eskom as being critical.
<b>Substance abuse</b>	The use of illegal drugs, controlled substances, and/or alcohol that renders an individual "under the influence" as defined below.
<b>Calibration</b>	The inspection of, and adjustment, where necessary, to, the reading displayed on a breath alcohol detector, so that the reading equals the value of the alcohol concentration of an alcohol standard of known concentration.

### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

<b>Definition</b>	<b>Explanation</b>
<b>Under the influence/intoxicated</b>	The use of alcohol, drugs, and/or a controlled substance to the extent that: <ul style="list-style-type: none"> <li>a) the individual's faculties are in any way impaired by the consumption or use of the aforesaid substances; or</li> <li>b) the individual is unable to perform in a safe, productive manner;</li> <li>c) the individual's alcohol/drug reading is positive (above 0.0) at the time of testing in line with Eskom's Life-saving Rules; or</li> <li>d) the individual is and/or appears to be under the influence of alcohol/drugs, and/or his/her blood, urine, and/or breath alcohol concentration registers a positive reading (above 0.0).</li> </ul>
<b>EAP practitioner</b>	A social worker or psychologist working for, or under contract to, Eskom.
<b>Line manager</b>	Unless the context dictates otherwise, shall be construed to mean the supervisor or the manager in a department or at a work site, whichever may be applicable.
<b>Occupational health practitioner</b>	Unless the context dictates otherwise, shall be construed to mean either an occupational health nursing practitioner or an occupational medicine practitioner.
<b>Security officer</b>	An officer appointed within Eskom as an employee or contractor of all security-related functions and who is responsible for the protection/safeguarding of Eskom and its subsidiaries, assets, personnel, and information.
<b>Screening</b>	Determines the presence of alcohol in a person's breath sample. Screening results are not required to be documented.  An analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
<b>Visitor</b>	Any individual who has come to visit or spend time at Eskom for any purpose.
<b>Tester</b>	A person with the necessary training/qualification and appointed to fulfil the role as a tester in terms of this procedure.
<b>Task</b>	A segment of work that requires a set of specific and distinct actions for its completion.

**CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Definition	Explanation
<b>Premises/site</b>	As defined in the OHSA, including any building, vehicle, vessel, train, and aircraft in which a person performs work or any place where Eskom business activity is carried out.
<b>Medicinal substances</b>	Any substance or combination of substances which may be used in or administered to human beings either with a view to restoring, correcting or modifying psychological / physiological functions by exerting a pharmacological immunological or metabolic action or to making a medical diagnosis.
<b>Employees</b>	Any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.
<b>Workplace</b>	Any premises or place where a person performs work in the course of his/her employment, including a private home or portion of it, in the case of telework, a campsite, a lay-down area, a temporary place of residence, a vehicle, aircraft, train, boat, or vessel.
<b>Workplace boundaries</b>	On Eskom property, the boundaries of the workplace include the area where a person enters through any defined first point of entry, for example, entrance, gate, boom, etc. The actual point of entry/exit will be the point where Eskom actively exercises control over such site, entrance/exit area, gate, or boom. In the case of a lease agreement, the first access point where a person enters through any defined first point of entry, for example, entrance, gate, boom, etc will be regarded as the boundary of the leased premises. In the absence of the above, any area up to the point where the employee actual workplace boundary is will be where the employee enters or leaves his/her vehicle or public transport.

## 2.4 Abbreviations

Abbreviation	Explanation
<b>BAC</b>	Breath Alcohol Concentration
<b>COS</b>	Conditions of Service
<b>EAP</b>	Employee Assistance Programme
<b>OHP</b>	Occupational Health Practitioner
<b>OHSA</b>	Occupational Health and Safety Act
<b>SHEQ</b>	Safety, Health, Environmental, and Quality

### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Abbreviation	Explanation
UN	Unique Number
SHEQS	Safety, Health, Environment, Quality, and Security
TES	Temporary Employed Staff
SHE	Safety Health and Environment

## 2.5 Roles and responsibilities

### 2.5.1 Line management

Line management:

- a) shall be responsible for the implementation of the procedure in their area of responsibility;
- b) shall provide fair and consistent treatment in the screening and testing of persons for substance abuse;
- c) shall ensure that employees and supervisors are identified and trained in the understanding and practical working of the procedure and shall ensure that they are trained and certified in the correct methods and processes of the urine, saliva, and breath alcohol testing;
- d) shall ensure that all testing equipment is calibrated as prescribed by the relevant legislation and manufacture specifications;
- e) shall ensure an adequate supply of testing equipment required per site or operating unit;
- f) shall, where possible ensure that contractors, consultants, and visitors (within his area of operation) are made aware of the procedure; shall ensure that a calibration register is maintained for all equipment used for testing;
- g) shall ensure that persons under the influence or intoxicated are not permitted access to work sites or are removed from their work environments;
- h) shall ensure that processes required for the various test methods for the identification of persons under the influence or intoxicated are implemented in accordance with the procedures as directed by operating unit/business unit SHEQS/Safety Risk managers or SHE representatives;
- i) shall arrange for the removal from the premises of any person who is confirmed or reasonably suspected to be under the influence or intoxicated;
- j) shall ensure that the drug and alcohol test register is correctly completed and available for the operating unit/business unit SHEQS/Safety Risk manager/line manager when requested by him/her; and

#### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- k) If a person reports any potential impact on his/her capability to perform work safely due to the consumption of medicinal substances, the line manager shall refer the employee to the OHP to ensure that a fitness-for-duty assessment is performed.

### 2.5.2 The Occupational Health Practitioner

- a) Conducts biological testing for substance abuse on request from line management;
- b) Implement the treatment regime prescribed by the treating service provider;
- c) Shall undertake a medical assessment of an Eskom employee (excludes TES employees, contractors and their employees, consultants, and visitors) who has been referred to the occupational health centre for confirmation testing, to determine fitness for duty and rehabilitation outcome;
- d) Shall keep all records of the substance abuse test reports, conducted by the health practitioner, in the medical files;
- e) Shall inform the line manager if there is an impairment as a result of consumption of medicinal substances;
- f) Shall refer any employee conditions to the line Manager (where employees report the impact of drugs or substances)
- g) Shall keep a register of persons using medicinal substances and inform relevant line managers accordingly. Confirmation of listed persons will be done by the OHP only.

### 2.5.3 EAP practitioners

EAP is available to employees with substance abuse problems -

The EAP practitioner shall:

- a) assess, advise, counsel, and support the employee;
- b) refer the employee to a relevant external service provider or institution for treatment and management;
- c) engage and provide necessary feedback and recommendations to the line manager where the employee has been formally referred;
- d) receive feedback and progress from the external service provider or institution where the employee is receiving treatment; and
- e) monitor and evaluate the treatment intervention and provide a progress report, where required.
- f) arrange aftercare service for the employee to facilitate a smooth reintegration following institutionalisation, if there is a need to do so;

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- g) educate/advise managers and supervisors on how to manage and/or refer employees with substance abuse problems; and
- h) EAP services will not be a substitution for discipline or the management of misconduct where an employee has been found under the influence of alcohol or substance.

#### **2.5.4 Operating unit/Business Unit SHEQS/Safety Risk managers**

The SHEQS/Safety Risk Manager shall be responsible for:

- a) keeping copies of OU/BU test registers and calibration certificates;
- b) monitoring compliance with this procedure;
- c) consolidating site test results and provide feedback to line managers and supervisors;
- d) analysing and presenting the test results to the relevant forums;
- e) assisting line management with testing protocols, where necessary.

#### **2.5.5 Security management**

The security officers shall:

- a) assist line management in carrying out daily and/or random alcohol screening and/or breath alcohol testing
- b) Ensure that testing will be done at points/locations best suited to enable confidentiality and non-disruption of traffic and/or services; and
- c) inform line management of the test results in their area of responsibility.

#### **2.5.6 Employees**

Employees who are identified through the organisational screening and testing procedures for substance abuse or who know that they have a problem are encouraged to seek assistance from the EAP advisors

If a person consumes any medicinal substance that is likely to impair his/her faculties/judgement or ability to perform work safely, he/she will inform the OHP and/or line manager accordingly.

### **2.6 Process for monitoring**

Audits will be conducted on a regular basis by SHEQ/Safety Risk Department on the implementation of the procedure, and line managers shall be informed of the corrective action to be taken.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

## 2.7 Related/supporting documents

- [1] Alcohol Test Report, Unique Identifier 240-64454610
- [2] Drug Test Report, Unique Identifier 240-64455308
- [3] Alcohol Screening Register, Unique Identifier 240-64454411
- [4] Identification of alcohol abuse by observation, Unique Identifier 240-64453117
- [5] Identification of drug abuse by observation, Unique Identifier 240-64453445
- [6] Prevention and treatment of substance abuse act, Act 70 of 2008

## 3. Substance Abuse Procedure

### 3.1 The rules in relation to Eskom employees, contractors, consultants, and visitors are as follows:

- a) A person shall not be allowed access to the Eskom workplace for duty or continue with his/her duties if he/she is under the influence or intoxicated.
- b) A person shall not consume alcohol or drugs/controlled substances (unless prescribed) while on Eskom premises or while on Eskom business.
- c) A person shall not engage in any improper or unlawful activity related to alcohol or drugs/controlled substances while on Eskom's premises or while on Eskom business.
- d) A person shall not permit another person to consume or engage in any improper or unlawful activity related to alcohol or drugs/controlled substances while on Eskom premises or while on Eskom business. A person may not permit another person to carry out work if it is suspected that the other person is under the influence.
- e) A person shall not bring, sell, and/or store alcohol or drugs/controlled substances while on Eskom premises or while on Eskom business unless authorised by Eskom.
- f) If a person is on medicinal substances that is likely to impair his/her faculties/judgement or ability to perform work safely, that person is obligated to inform the line manager for referral to the OHP to ensure that a fitness-for-duty assessment is performed.
- g) Persons shall comply with requests to undergo random or specific substance or alcohol screening or testing. Refusal to comply with such a request may result in an adverse inference being drawn that the person is under the influence or intoxicated.
- h) Where substance or alcohol testing is being conducted at a unit/department, the testing shall take precedence over all other planned activities.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- i) No persons are permitted to leave the confines of the unit/department without the express permission of the supervisor, manager, or their delegated stand-in while testing is being conducted.
- j) Adverse inference shall be drawn against a person if he/she leaves the confines of the unit/department without express permission and that may lead to disciplinary action being considered against the person.

**NOTE:** Alcohol testing of customers falls outside the ambit of what is allowable for members of the public that enter the walk-in centres/hubs. Customers will not be subjected to screening and testing, however, they may be refused access to Eskom premises should there be a suspicion that the person is or may be under the influence of alcohol or drugs, for the safety of other customers and Eskom personnel.

### **3.2 Management of persons under the Influence of any substance**

- a) Screening may be done at any time by competent, authorised persons at the designated area. If a person is found positive in terms of the screening process, he/she will be sent immediately for a test (with reading). NB: The screening and testing process is performed by utilising two different instruments. If at a location where there is no handheld testing unit, a second screening device can be utilised to do the first and second confirmation tests after which an informed decision can be made.
- b) If the person tests positive, then a second test is done immediately after 30 minutes have elapsed. If the second test result is anything above 0.000mg per 1000ml, the person will be regarded as being under the influence. If the test result is above the legal limit (0.24mg per 1,000ml – Breath Alcohol Concentration), he/she will have to get someone to come and fetch him/her at work, or the person will have to stay in a designated location until the BAC levels are below the legal limit, then he/she will be allowed to drive home.
- c) No person who is under the influence or intoxicated will be permitted to enter or remain on Eskom premises or to remain in control of an Eskom vehicle/equipment.
- d) If a person is identified as being under the influence or intoxicated, the tester shall inform the person's line manager or any other line manager on site in the absence of the person's line manager. Any person who is under the influence shall be sent to his/her place of residence and report for duty at the commencement of the next working shift. If the person's line manager is not on site, any other line manager shall ensure that the person leaves the work site.
- e) Employees will not be remunerated for the period not worked as a result of being under the influence. Contractor management and consultants are encouraged to adopt a similar stance regarding their employees.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- f) Whenever a person tests positive he/she will be confronted in terms of the disciplinary process for the contravention of a lifesaving rule. The supervisor/manager will conduct an investigation, and decide on the appropriate action to correct the employee's behaviour. (Assistance to the employee in terms of possible addiction to alcohol or drugs may be considered).

### **3.3 Identification of persons who are under the influence/intoxicated**

#### **3.3.1 Breath alcohol screening: process to perform alcohol screening at Eskom sites or contractor sites**

This is the preferred method to indicate whether a person is under the influence of alcohol. This process establishes the steps to be followed in implementing the Eskom alcohol screening requirements, including:

- how alcohol screening will be conducted;
- the actions to be followed in response to alcohol screening, including immediate responses and follow-up actions; and
- how the matter of confidentiality will be dealt with.

Note: Should there be any questions or uncertainty regarding the maintenance/testing or usage of equipment please refer to the manufacturer specification and guidance.

#### **3.3.2 Selection process for screening**

##### **3.3.2.1 Timing**

Because of the nature of the task, alcohol screening will typically be undertaken at the start of shifts or following breaks in shift or during site visits and at any designated area. Screening may also be undertaken after hours, during weekends, or on public holidays.

##### **3.3.2.2. Candidate selection**

All Eskom employees, contractors, and/or visitors to an Eskom or contractor site could be subjected to alcohol screening when arriving at the workplace. Candidates entering sites/offices as pedestrians could be required to undertake alcohol screening in public. All candidates entering the work place in a vehicle could be tested while in the vehicle.

Any candidate who has a positive reading will not be allowed to enter the workplace. He/she will be requested to proceed to a dedicated testing area to undertake a confirmation alcohol test, as specified in this procedure.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

### 3.3.2.3. Procedure for screening

- All alcohol screening will be done by people trained and certified as competent to operate the handheld screening equipment. The screening equipment will be calibrated and maintained as per the manufacturer's specifications.
- The person being screened will be required to supply an air sample from his/her lungs directed into an approved breath analysis instrument (mobile hand unit). The sample shall be sufficient to obtain a valid reading on the instrument.
- If the instrument indicates a positive result, the person will be immediately required to do a confirmation alcohol test.
- Should the confirmation alcohol test reflect a positive result, a second confirmation test must be carried out 30 minutes after the first confirmation test was performed. Both confirmation tests will be conducted using a calibrated handheld testing unit and performed by an appointed and certified tester, according to the requirements as specified in this procedure.
- The person being tested must refrain from taking any fluid or substance during the waiting period; this includes smoking. Should the person need to take anything (to control diabetes for example) within the 30 minutes waiting period it must be declared upfront.
- If an employee reflects a positive screening result at a location where there is no handheld testing unit, the employee's supervisor must arrange for him/her to be transported to a site that has appropriate equipment to conduct the confirmation testing if it is within 30 minutes driving distance. Should this option not be available, a second screening device can be utilised to do the first and second confirmation tests after which an informed decision can be made.
- If any confirmation test result reflects a negative result the person may return to his/her normal duties. No further action will be required.
- If the result of the second confirmation test is above 0.000 mg/1000 ml BAC, then a positive result will be recorded. The tester will notify the employee's supervisor, who will commence the actions outlined in the procedure.

### 3.3.3 Safe transfer home

When a contractor or visitor presents a positive result, his/her manager or organisation will be required to make the necessary transport arrangements when they are notified of the result.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Any person who is under the influence shall be sent to his/her place of residence. If the test result is above the legal limit (0.24mg per 1,000ml or 0.05% BAC) the person will have to get someone to come and fetch him/her at work, or the person will have to stay in a designated location until the BAC levels are below the legal limit, then he/she will be allowed to drive home.

### 3.3.4 Identification of alcohol abuse by observation

This method of identification shall be followed in relation to all persons while on Eskom premises who are unable to provide an adequate breath sample, or if the necessary test instrument to measure alcohol is not available, or who are behaving erratically or demonstrating erratic behaviour. The checklist for the identification of alcohol abuse by observation, (Unique Identifier: 240-64453117) shall be completed during observation.

The following evidence regarding the person's appearance and/or conduct may provide reasonable and sufficient grounds to believe that the person is under the influence or intoxicated:

- a) Slurred speech
- b) Unintelligible speech
- c) Unsteady gait
- d) Abusive language
- e) Unsteady on feet
- f) Smell of alcohol/drugs
- g) Aggressive behaviour
- h) Bloodshot/glazed eyes
- i) General appearance
- j) State of alertness/falling asleep
- k) Vomiting
- l) Inability to carry out simple instructions/tasks that he/she can normally do.

NOTE: For detection purposes, both procedures (breath alcohol screening or testing, and identification of alcohol abuse by observation) do not have to be carried out; one or the other is sufficient.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

### 3.3.5 Illegal Drug testing

The preferred method to establish whether a person is under the influence of illegal drugs is the urine sample test. Should an OU/BU already make use of the saliva testing methodology, they will be allowed to continue with the method, until a change is possible or the procedure specifies different requirements.

The method of testing will be either a saliva or urine sample.

The tester shall complete and sign the illegal drug test report (Unique Identifier: 240-64455308).

- All drug testing will be done by people trained and certified as competent to operate the testing equipment. The testing equipment will be maintained as per the manufacturer's specifications. (testing device or screening kit)
- The person being tested will be required to supply a saliva/urine sample. The sample shall be sufficient to obtain a valid reading on the instrument.
- If the urine sample indicates a positive result, the sample will be sent to a laboratory for analysis and confirmation.
- Should the confirmation drug test reflect a positive result, the necessary corrective measures will need to be implemented.

Note: Should there be any questions or uncertainty regarding the maintenance/testing or usage of equipment please refer to the manufacturer specification and guidance.

### 3.3.6 Identification of drug abuse by observation

This method of identification shall be followed in relation to all persons while on Eskom premises who are unable to provide an adequate saliva/urine sample or if the necessary testing cassettes or instrument to measure drug usage is not available. The checklist for the identification of drug abuse by observation, (Unique Identifier: 240-64453445), shall be completed during observation.

This technique also needs to be applied when an employee's screening result is positive and the line manager is awaiting the confirmation test results. This will be done to determine whether the employee should be allowed to perform his/her duties.

The following evidence regarding the person's appearance and/or conduct may provide reasonable and sufficient grounds to indicate that the person is under the influence of drugs:

- a) Slurred speech
- b) Runny nose

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- c) Profuse sweating
- d) Lack of facial expression or animation
- e) Strange gait
- f) Poor muscle control
- g) Aggressive behaviour
- h) Bloodshot eyes
- i) Sleepy eyes
- j) Uncontrollable moods
- k) Unnatural thirst or hunger
- l) Dry mouth
- m) Stains on hands
- n) Needle prick scars on arms
- o) Talkative or giggling

### **3.4 Substance abuse testing**

Every person has the right to be treated with respect and dignity when being tested. Testing shall be done in the circumstances set out below.

#### **3.4.1 Pre-placement testing**

Pre-employment substance abuse testing will be applicable where freedom from substance abuse and/or dependency has been identified as an inherent job requirement or the person performs a critical task and where the law allows such testing (Occupational Health and Safety Act No. 85 of 1993 and Employment Equity Act No. 55 of 1998).

The test information shall be confidential between the potential person and the occupational health practitioners.

#### **3.4.2 Compulsory testing**

All persons entering Eskom premises and/or required to perform any tasks or to drive vehicles may be required to undertake a drug and/or breath alcohol test prior to commencing their duties and, where necessary, on a periodic or on a random basis.

The tester shall be responsible for ensuring that the person is tested in accordance with the testing procedures. The tester shall immediately report the test results to the person's manager if a person is found to be under the influence.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

### 3.4.3 Post-accident near miss or incident

In all cases of accidents, near misses, or incidents, the injured person and/or the persons who were involved in the accident, near miss, or incident may be required, where circumstances permit, to undergo a breath alcohol or other substance test. Testing shall be in accordance with the identified procedures set out in this document.

### 3.4.4 Reasonable suspicion

When a person appears to be under the influence of alcohol or other substance, the person who has observed this shall report it to the person's immediate line manager or to another line manager if the immediate line manager is not available. If the line manager confirms the suspicion, the person shall be tested in accordance with the identified procedures set out in this document.

### 3.4.5 Ad hoc screening/testing

Persons may, where necessary, be screened/tested on a random basis, in a non-discriminatory manner, in accordance with the procedure for testing as outlined in this document.

### 3.4.6 Return to work

- Any employee undergoing rehabilitation may be required to undergo regular screening/testing. The nature and frequency of the screening/testing will be determined by the person's counsellor or an occupational health practitioner.
- The tester shall be responsible for ensuring that the person is tested in accordance with such requirements.
- The employee's line manager shall immediately report the test results to the person's counsellor or an occupational health practitioner if the person is found to be under the influence.

### 3.4.7 Follow-up testing

- Any person who has been disciplined for being under the influence or who has been disciplined in terms of this procedure may be required to undergo a regular urine or saliva drug and/or breath alcohol test for a specific period. Such period shall be clearly stated under "corrective measures" on the disciplinary report form.
- The tester shall be responsible for ensuring that the person is tested in accordance with such requirements.
- The tester shall immediately report the test results to the person's manager if the person is found to be under the influence. Further disciplinary action against the person may be taken.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

### 3.5 Testing procedure

#### 3.5.1 Equipment requirements

##### 3.5.1.1 Breathalyser screening or testing instruments

Shall meet the following requirements:

- a) Shall be portable.
- b) Shall have a minimum measuring range of 0 to 1.50 mg/L or 0.000 to 0.300% BAC.
- c) Should be able to operate in the following conditions:
  - Temperature: -5 to +40 °C; pressure: 600 to 1 300 mbar.
  - Humidity: 20 to 95% RH.
- d) Shall comply with specification requirements stipulated by recognised international standards laboratories.
- e) Shall be ready to do the test within 30 seconds after switch-on, and if the reading is below 0.19 mg/L, then it should be ready for the next test within 30 seconds.
- f) Shall reflect the breath alcohol concentration level.
- g) Shall perform at least 500 tests from an alkaline (battery) power supply.
- h) The sensor shall make use of an electrochemical fuel cell that is specific to ethanol and shall not respond to other substances normally found in the breath.
- i) Shall be simple to use, and its operational procedure shall be automatic and fail-safe.
- j) Shall be microprocessor-controlled to ensure repeatability.
- k) The automatic sampling procedure shall be capable of being overridden and operated manually in the case of uncooperative subjects or those with a weak exhalation.
- l) Shall indicate that it is operational and when it is ready to perform a test.
- m) Shall produce an audible beep to indicate an adequate breath sample.
- n) Should indicate an incomplete breath sample.
- o) Calibration of the instrument shall be simple.
- p) It should not be possible for an unauthorised person to change the settings of the instrument.
- q) Calibration personnel shall be trained and certified by the supplier.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- r) All equipment used in Eskom in the course of testing for substance abuse shall be calibrated in accordance with the manufacturer's prescription, not less than six-monthly, even if the calibration check is within acceptable limits, and a complete record of such calibration shall be kept in a dedicated register.
- s) Under no circumstances shall an instrument be used that has not been calibrated within the specified time period.
- t) The sensor should have a warranty period of at least 24 months.

#### 3.5.1.2 Urine and saliva drug instruments

- a) Shall be portable.
- b) The sealed sampling/testing kits should be opened in the presence of the person to be tested and should be used once only.
- c) The test instrument shall cover a minimum of six different drug components which are:
  - Amphetamine (AMP),
  - Benzodiazepines (BZO),
  - Cocaine (COC)
  - Marijuana (THC),
  - Methamphetamine (MET),
  - Opiate (OPI 2000),
- d) Should be able to operate in a temperature of -5 to +40°C.
- e) Shall comply with specification requirements stipulated by recognised international standards laboratories.
- f) Should indicate an invalid urine or saliva sample.
- g) Testers shall be trained and certified by the supplier.
- h) All instruments used in Eskom in the course of testing for substance abuse shall be kept in accordance with the manufacturer's prescription.

#### 3.5.2 Screening/testing requirements

- a) All screening/testing for substance abuse in terms of this procedure shall be done in accordance with the applicable legislation.
- b) Testing will be done at points/locations best suited to enable confidentiality and non-disruption of traffic and/or services; and

#### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- c) Any screening/testing shall be done with due cognisance of, and consideration for, privacy.
- d) In the case of random screening/testing, the sample of office/field sites to be tested shall be determined by a fair selection method.

### 3.5.3 Testers

- a) Each site will be issued with a test instrument. Testers will be trained in the use of the test instrument and may be required to undergo evaluation or retraining in this regard.
- b) Designated testing personnel shall be appointed with due regard for appropriate interpersonal skills.
- c) The tester shall be responsible for the maintenance and calibration of the alcohol test instrument in accordance with the manufacturer's handbook.
- d) The tester shall be responsible for maintaining the test register of the test instrument.
- e) On a monthly basis, the test register of each instrument shall be forwarded to the SHEQS Manager/Safety Risk Manager. The tester shall keep a copy of the test register on file.

#### 3.5.3.1 Candidate selection

Any Eskom employees, contractors, and/or visitors to an Eskom or contractor site could be subjected to drug screening when arriving at the workplace. Candidates entering sites/offices as pedestrians could be required to undertake drug screening in public or, on request, in a private area.

### 3.5.4 Test register

The tester shall record the details of each and every test in the drug and/or alcohol test register.

## 3.6 Testing process

### 3.6.1 Drug testing procedure

- a) If someone is suspected to be under the influence of drugs, based on the observation process, he or she will be tested according to the requirements specified in this document.
- a) The line manager shall initiate testing and arrange for a qualified/trained person to conduct the test at a designated area.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- b) The qualified/trained person shall make the necessary arrangements for the test and obtain the person's express consent verbally or, where required, in writing.
- c) Where the line manager suspects, on the basis of a negative breath alcohol and drug test, that a person has used a substance other than the ones tested for, the person shall be taken to the nearest Eskom clinic or medical centre for the collection of an appropriate sample for drug testing.

### **3.6.2 Conducting the test and recording the results**

The qualified/trained person shall conduct the test and record the result in accordance with the procedure for testing as set out in this document.

### **3.6.3 Interpretation and feedback**

- a) The qualified/trained person shall interpret the results of the test and provide an explanation of these to the relevant line manager, with specific reference to the presence of drugs in the sample
- b) In the event that the line manager receives evidence of substance abuse in contravention of Eskom's Life-saving Rules, a disciplinary process shall be instituted in accordance with Eskom's Disciplinary Procedure 32-1113.

## **3.7 Refusal to undergo testing or failure to provide an adequate testing sample**

Cooperation with the testing process provides the person with an opportunity to prove compliance with the procedure.

A person who is suspected of being under the influence or who is selected for testing in terms of this procedure and who refuses to undergo appropriate testing or who fails to provide an adequate breath, urine, or saliva sample shall leave the work site immediately and will not be remunerated for the period not worked.

Refusal by a person to undergo a substance abuse test or to provide an adequate breath, urine, or saliva sample may result in an adverse inference being drawn against the person's version and shall lead to a situation, which may result in disciplinary action taken. In the case of a contractor, such refusal may result in the exclusion of that contractor from Eskom's workplaces.

## **3.8 Procedure for call-out and standby persons**

### **3.8.1 Call-out (not on standby)**

- A call-out (not on standby) for the purposes of this procedure is where, without prior notice or arrangement, a person is requested to report for duty outside of his/her normal hours of work.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- A person must declare, when he/she is called out, whether or not he/she has been drinking alcohol or using any drugs or controlled substances since his/her last period of duty.
- A person reporting for a call-out who is under the influence of alcohol or drugs/controlled substances will not be allowed to enter the site or perform any task.

### 3.8.2 Standby

- Standby, for the purposes of this procedure, is where a person is paid a standby allowance/premium to make his/her services available outside normal hours of work over a pre-agreed period (for example, a standby roster).
- Persons shall not use any alcohol, drugs, or controlled substances while on standby. In any event, persons on standby shall ensure that they are not under the influence, as defined in this procedure, at any time during the standby period.

### 3.9 Disciplinary process

Being under the influence, consuming alcohol or drugs/controlled substances, and/or engaging in improper or unlawful activity related to alcohol or drugs/controlled substances while on Eskom's premises or on Eskom business constitutes serious misconduct, and a person will be subject to the disciplinary process in terms of Eskom's Disciplinary Procedure 32-1113.

### 3.10 Rehabilitation for substance abuse (alcohol or any type of drugs)

- When substance abuse has become a problem to the extent that an employee's functioning is impaired and he/she finds it difficult to carry out and to perform his/her normal day-to-day work-related duties, the employee may seek evaluation and rehabilitation.
- Rehabilitation is among the best options in the treatment of substance abuse and addictions, where an individual is admitted to an approved institution specialising in the treatment of such for a set period of time.
- Persons who voluntarily seek evaluation and rehabilitation before they are found to be under the influence at work are assured that they will not be dismissed as a result of their participation in a rehabilitation programme, although they will not be exempt from disciplinary action arising from other conduct.

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- Persons who are undergoing rehabilitation for substance dependency will continue to be subject to disciplinary action for any breach of Eskom's Disciplinary Code Standard, including disciplinary action in respect of alcohol/drug-related misconduct committed while undergoing rehabilitation. However, a person's involvement in a rehabilitation programme may be taken into account in considering the appropriate disciplinary sanction for the misconduct.
- All assistance is confidential, and it will not impact the person's future at Eskom.
- Eskom's intention is to assist, not punish, employees who voluntarily seek treatment and rehabilitation before they are found to be under the influence at work. However, employees who only admit to substance dependency at the time of the commission of misconduct or at any time thereafter will be subject to disciplinary action.
- It is best to deal with the problem before it becomes a disciplinary matter.

### 3.10.1 Process to follow

- Where the initiator is the employee, the employee should contact anyone in the health and wellness team of professionals (for example, the Eskom medical practitioner, occupational health nurse practitioner, employee assistance practitioner, or wellness practitioner) in his/her area of work.
- Where the initiator is either a line manager, supervisor or a colleague, the reasons for referral should be discussed with the employee concerned and consent for referral be agreed on by the employee.
- Eskom shall pay only for one rehabilitation intervention for employees only. Family members are not covered for rehabilitation intervention costs. However, they can be referred back to community resources for assistance.
- Costs associated with the rehabilitation will be charged to the employee's line manager's cost centre.
- Eskom employees who have a relapse in terms of rehabilitation will use their medical aids for subsequent admissions to the rehabilitation centre.
- Employees are encouraged to seek the assistance of support groups after rehabilitation to avoid a relapse. Substance abuse support groups are community-based. Internal EAP advisors and OHPs and external EAP providers will assist employees to find these service.

NOTE: This excludes TES employees, contractors and their employees, consultants, and visitors

#### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

### 3.11 Confidentiality

When an employee voluntarily seeks treatment or is advised by the occupational health practitioner/EAP practitioner that he/she requires treatment, all information will be treated confidentially between the practitioner and the employee. When management refers an employee for assessment or treatment, the employee's personal medical details will remain confidential.

If, in the opinion of an occupational health practitioner, a situation arises where an employee could endanger himself/herself and/or fellow workers, the employee's manager shall be advised. The employee's manager shall also be advised if, in the opinion of an occupational health practitioner, an employee is unfit to perform the task or tasks assigned to him/her.

NOTE: this excludes TES employees, contractors and their employees, consultants, and visitors

## 4. Acceptance

This document has been seen and accepted by:

Name	Designation
P Hadebe	Group Chief Executive
C Cassim	Acting Chief Financial Officer
K Steyn	Acting Group Executive Group Capital
T Govender	Group Executive – Generation & Acting Group Executive Risk and Sustainability Divisions
MM Ntsokolo	Group Executive – Distribution
A Noah	Group Executive – Customer Services
F Ndou	Divisional Executive - Strategy Support
C Choeu	Divisional Executive - Corporate Affairs
E Pule	Group Executive – Human Resources
W Majola	Acting Group Executive – Transmission
T Rakau	Divisional Executive – Security
Nondumiso Zibi	Chief Information Officer – Information Technology
T Govender	Group Executive – Transmission & Sustainability

### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

## 5. Revisions

Date	Rev.	Compiler	Remarks
December 2008	1	Christinah Maphanga	Revised and updated 32-37
July 2014	2	Metse Mphelo	Revised and updated to align with Eskom requirements and the Life-saving Rules Standard
May 2016	3	Alex Stramrood	Revised and updated with input from FTHSR's, and more direction provided regarding drug testing. Content and changes shared at CCF during August 2017

## 6. Development Team

The following people were involved in the development of this document:

Name	Designation
Alex Stramrood	Senior. Manager OHS
Joyce Leshiba	Senior Manager Health and Wellness
Thembi Ngcobo	Wellness Manager
Manasseh Mphelo	Senior Advisor – OHS
Amanda Qithi	Middle Manager – Customer Services
Sosy Modise	SHE Manager
Carina Van De Venter	Safety Officer
Loraine Smit	FTHSR – Group Capital
JCP Coetzee	FTHSR – Generation
Roley McIntyre	Middle Manager SHEQ – ECOU (Dx)
Monette Heath	Middle Manager - Security
Melvin Murugen	Middle Manager - Security
Kajal Mansingh	Middle Manager – SHE Group Capital
Sheryl Isaac	Middle Manager – SHE Group Capital
Sipho Mungwe	FTHSR - Dx

### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Nthabiseng Monapathi	Senior Advisor – Health and Wellness
Babalwa Solombela	Senior Advisor – Health and Wellness
Duke Lebetho	Senior Advisor – Health and Wellness
Desmond Sekudu	Middle Manager – Health and Wellness
Pinkie Magutla	Officer – Security
Lettie Malaza	RAM – Hendrina PS
Mike Townsend	Chief Advisor – OHS SS
Pieter Potgieter	RAM – Matla PS
Dave Seleme	Middle Manager – SHE Group Capital
Robin Pillay	Middle Manager – OHS SS
Martin van Aswegen	Middle Manager – Dx
Laetitia Smith	Middle Manager – Dx
Joyce Lesheba	Rotek
Mthoko Zondi	Senior Advisor – OHS SS
Lindiwe Makhubo	SRM – Camden PS
Revive Nkuna	Middle Manager – Tx
Lovejoy Radebe	FTHSR

## 7. Acknowledgements

Acknowledgements to the team of experts who assisted in reviewing this procedure, the legal department for providing their legal comments and inputs, the language services and Eskom documentation team who assisted with formatting and registration.

### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.