



POLICY NAME: Drug Free Workplace

POLICY NUMBER: HB15

Date Implemented	Date Last Reviewed	Date Last Revised
2004	07/2020	07/2019

CORE VALUE(S)

Safety, Quality, Urgency, Teamwork, Customer Service, Fiscal Responsibility

PURPOSE

Alcohol and drugs are harmful to the abuser as well as those around them. This policy is designed to inform CareFlite employees and define specific procedures that will be followed to maintain a drug free workplace. The use of drugs or alcohol can cause accidents and/or serious injury. Employees using such substances are not only endangering themselves, but they also endanger CareFlite’s patients and employees. Employees are expected to protect their own welfare and to participate in CareFlite’s efforts to provide a safe working environment by notifying their immediate supervisor of suspected violations of this policy. If the complaint involves your supervisor, please inform the Director of Human Resources immediately.

POLICY

CareFlite will maintain a drug free workplace. An employee violates this policy if he or she:

- is under the influence of a drug or alcohol in the workplace or while performing his or her duties (The term “under the influence” means a detectable amount of a prescribed substance as determined by a drug-testing laboratory, a drug/alcohol screening test, or being impaired or intoxicated by a prescribed substance).
- possesses, distributes, uses, or purchases drugs or alcohol in the workplace or while performing his or her duties;
- possesses, distributes, uses, purchases, or sells illegal drugs or alcohol (as defined below) away from the workplace and while not on duty if such activity adversely affects the employee’s work performance, the safety of the employee or others, or potentially harms CareFlite’s reputation.

References: Controlled Substances Act, 21 U.S.C. § 812 and 21 C.F.R. §§ 1308.11 - .15;
CFR Title 49, Part 40. HB13, 1.1.3

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- The term “drug” includes all controlled substances (as defined in schedules I through V of section 202 of the Controlled Substances Act, 21 U.S.C. § 812, and further defined by regulations appearing at 21 C.F.R. §§ 1308.11 - .15) and other drugs and inhalants, including alcohol and marijuana, which may alter the person’s behavior or ability to perform their job.
- Prescription drugs, prescribed by a licensed physician and used as directed by the individual for whom the prescription was written, may be excluded, if the use of that drug doesn’t impair or have the potential to impair the employee’s ability to perform his or her job duties safely and effectively.
- Reporting to or being at work with a measurable quantity of prescribed narcotics, benzodiazepines, or other drugs that may affect the CNS (central nervous system) in blood or urine, or use of prescribed narcotics, benzodiazepines, or other drugs is prohibited where in the opinion of CareFlite, their use prevents or may prevent the employee from performing the duties of his or her job or poses a risk to the safety of the employee or others.
- An employee must report the use of any prescription drug which may affect his or her safety, the safety of others, or job performance to their manager or director. An employee may be requested to provide a copy of the prescription and/or other medical verification such as presenting the prescription bottle or container to management. The Human Resources Director, will consult with CareFlite’s Medical Review Officer and the Department Director to determine if the employee is able to perform his or her job duties safely and effectively.
- Employees are prohibited from using, or reporting to work impaired by, or under the influence of, any over-the-counter drug which may affect the employee’s safety or job performance. Employees should follow all warning labels on prescription and non-prescription medication packages.

DRUG AND ALCOHOL TESTING

Applicants being considered for employment and current employees are subject to testing for drugs or alcohol under the following conditions:

- Applicants undergo pre-offer screening. Formal offers will not be made until drug screens are confirmed to be negative.
- Current employees may be required to test on a reasonable suspicion or random basis.
- Current employees not in a safety-sensitive job requesting a transfer to a safety sensitive job must be tested prior to transfer.

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- Employees must be tested following any on the job injury including but not limited to crashes, accidents, or other injuries.
- Employees in safety-sensitive jobs, covered under the FAR's, require DOT/FAA testing following an injury/incident.
- CareFlite will also test as required by law.
- Employees returning from an injury, illness, surgery, or medical leave may be required to submit to a drug screen.

If an applicant or employee refuses to submit to testing or does not cooperate fully during the testing process, the applicant will be subject to having the offer retracted and for current employees, may result in CareFlite taking whatever action it deems appropriate according to the circumstances, including transfer, discipline, or discharge. If an applicant or employee tests positive for drug(s) and/or alcohol, the applicant will be subject to having the offer retracted and for current employees, may result in CareFlite taking whatever action it deems appropriate according to the circumstances, including transfer, discipline, or discharge.

Following crashes, accidents, and injuries outside the hours when collection services for laboratory testing are available, employees in non-safety sensitive jobs may be tested using an oral fluid screen device (mouth swab) for alcohol and urine cup for drug testing. These devices are designed to give a result of negative or not-negative. Anytime the results are not-negative, the employee will be taken out of service and will be met by collection personnel or taken to a collection facility for additional laboratory testing.

Anytime an injury results in an employee's visit to an emergency department, a supervisor should perform a mouth swab for alcohol and urine cup drug test. Additionally, a request should be made by the employee for a drug and alcohol screen to be done by the treating facility.

Information regarding the availability of treatment programs, if any, such as assistance provided by CareFlite's health care plan coverage or drug and alcohol abuse rehabilitation programs and the requirements for participation in drug and alcohol abuse education and training programs, may be requested by contacting the Human Resources Department.

NOTIFICATION OF DRUG OFFENSE

Any CareFlite employee who has been charged with the violation of any criminal statute related to alcohol and/or drug use, must report these charges to their department Director or Vice President within one day of the charge. At CareFlite's discretion, an employee who has been charged may be referred to a drug treatment program and will be tested on

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a regular basis. Failure to notify CareFlite of such a charge, arrest, indictment, or conviction may result in CareFlite taking whatever action it deems appropriate according to the circumstances, including transfer, discipline, or discharge.