

BJC HEALTHCARESM

APPLIES TO: ALL BJC HOSPITALS/SERVICES

TITLE: **DRUG-FREE WORKFORCE POLICY**

NUMBER: 7-7

PURPOSE: BJC HealthCare is committed to maintaining a safe, healthful and efficient environment for itself and its affiliates, employees, customers and visitors. Therefore, employees must remain free of impairment related to substance abuse. The illegal possession or sale of any drug or alcohol on BJC HealthCare property or the property of any of its affiliates or related hospitals/services is prohibited. In addition, the Drug-Free Workplace Act of 1988 requires BJC hospitals/services who receive federal grants to certify that they will provide a drug-free workplace.

I. POLICY STATEMENT:

Customers expect employees to work in a condition free from alcohol and drugs. The use of controlled substances or alcoholic beverages by employees, or employees working under the influence of these chemicals, is inconsistent with the behavior expected of employees and subjects employees and visitors of our facilities to unacceptable safety risks, and undermines the system's ability to operate effectively and efficiently. All employees must remain free from impairment due to the use of drugs and alcohol while on the job and from use, possession, manufacture, or sale of any drug or alcohol on BJC property or the property of any of its affiliates or related hospitals/services. The unauthorized use of alcoholic beverages in the workplace or the unlawful use, possession, concealment, transportation, promotion, sale or distribution of controlled substances on the job, on BJC HealthCare property or while engaged in BJC HealthCare business off BJC HealthCare property is strictly prohibited and will subject the employee to disciplinary action up to and including termination of employment.

An employee convicted of any criminal drug statute violation occurring in the workplace is required to notify management no later than five days after such conviction occurs. Management will report such conviction to the appropriate federal agencies as required by the Drug Free Workplace Act of 1988.

Employees are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while on duty. However, when such prescribed or over-the-counter medications affect the employee's job performance, the safety of the employee, co-workers, patients, or members of the public, Human Resources should be consulted to determine if the employee is capable of continuing to perform the job, if work should be reassigned, or if corrective action may be required.

II. DRUG/ALCOHOL EDUCATION & COUNSELING:

Confidential drug and alcohol counseling, in addition to information, education, assessment and referral, is available through the Employee Assistance Program (EAP).

Employees who initiate EAP through self-referral will not be disciplined for utilizing this service. The information shared will remain confidential. Employees who are referred by management may be subject to disciplinary action due to performance related issues.

III. REPORTING REQUIREMENTS:

If an act is required to be reported under local, state, or federal law or licensing regulations, appropriate action will be taken by the employer.

IV. TESTING REQUIREMENTS:

A. Pre-Employment Screening:

In an effort to maintain a drug and alcohol-free environment, applicants who receive a conditional offer of employment will be subject to drug testing as part of the pre-employment health screening. See Attachment A-1 for detailed guidelines regarding pre-employment screening.

B. "For Cause" Testing:

Attachment B contains detailed guidelines relating to testing when management suspects drug or alcohol related impairment on the job.

C. Department of Transportation:

Department of Transportation (DOT) regulations will govern drug testing for covered drivers.

D. Safety Sensitive Positions:

Individuals including, but not limited to, armed security officers or any person whose primary responsibility is to operate hospital/service or system vehicles including ambulance and bus drivers, couriers, and delivery personnel will be subject to random testing.

E. Testing in the Event of Accident/Injury:

Management may conduct testing in the case of an accident and/or injury.

F. Testing Provision for Officers and Director level employees:

Officers and Directors will be subject to testing. (Annually for Officers and every other year for Directors).

G. Testing in the event of medication administration/handling discrepancy.

Management may conduct testing in the case of the improper documentation of narcotics.

H. Non-employee contract employees:

Individuals who provide service at any BJC hospital/service pursuant to a contract with a third party are not subject to testing. If a contract employee is suspected of substance abuse, the individual may be removed from the premises and the individual's employer notified of our suspicions based on observation.

V. RIGHT TO INSPECT

Management may at any time inspect an employee's locker, lunchbox or other similar or personal property when any of these are on BJC HealthCare property. In addition, management may inspect the person of any employee whom it reasonably believes to be in violation of this policy. Management also may at any time inspect any vehicle on BJC HealthCare property if the manager has reasonable cause to suspect that the vehicle is involved in the use, storage, distribution or sale of alcohol or illegal drugs.

VI. DEFINITIONS:

- A.** "BJC HealthCare Property": For purposes of this policy, BJC HealthCare Property includes premises, property, facilities, buildings, structures and vehicles that are owned, leased or under management of BJC HealthCare or its affiliates or related hospitals/services.
- B.** "Controlled Substances": Drugs designated under the Federal Controlled Substances Act of 1970 which have or have the potential for, abuse or physical or psychological dependence.
- C.** "Employee": The term employee refers to all BJC HealthCare employees and all employees of any of its affiliates and related hospitals/services.
- D.** "Illegal Drug": Any drug which is (a) not legally obtainable, (b) legally obtainable but has been illegally obtained by the employee, or (c) a prescribed drug legally obtained, but not being used for prescribed purposes, or being used in a dosage other than that prescribed.
- E.** "Impaired": The employee is affected by a drug, alcohol, or both in a detectable manner where such use or influence may affect the employee's performance or the safety of the employee, co-workers, patients or members of the public.
- F.** "Legal Drug": Prescribed drugs and over-the-counter drugs which have been legally obtained by the employee and are being used for the purpose for which they were prescribed and/or manufactured.

RECOMMENDED BY: BJC Human Resources Policy Committee

ISSUE DATE: June 1, 1995

EFFECTIVE DATE: August 1, 1995

AUTHORIZED BY: *William M. Behrendt, Ph.D.*
Vice President - Human Resources, BJC