
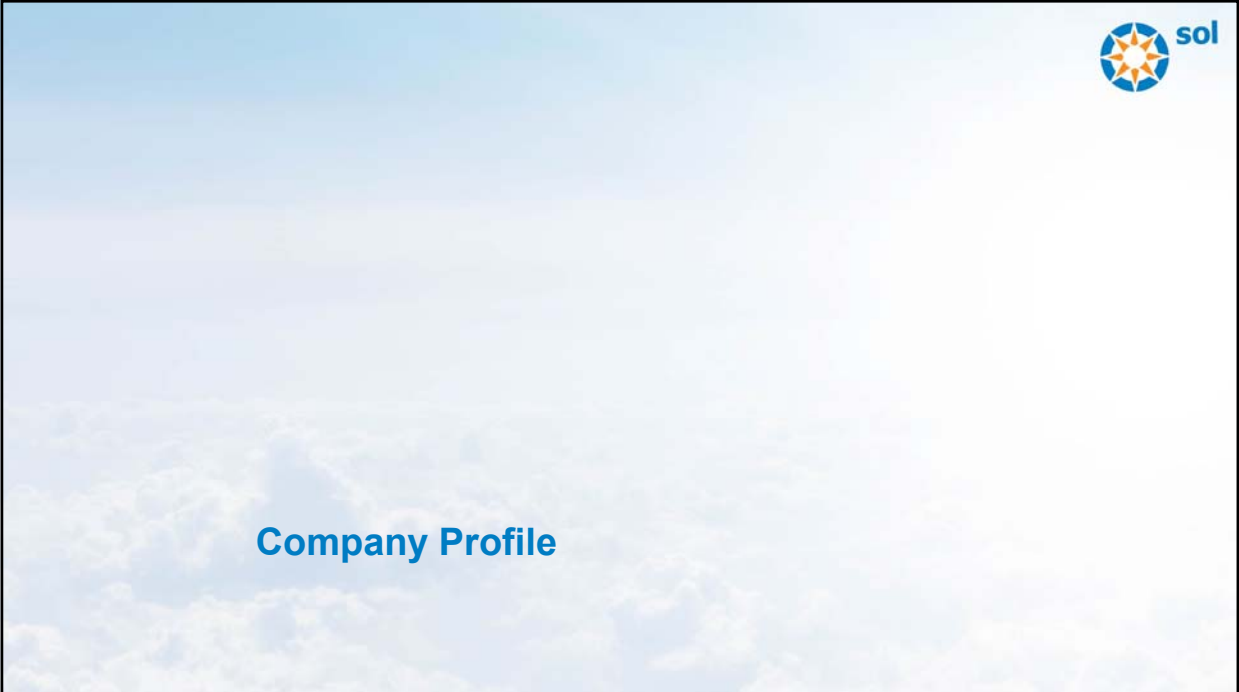




# sol

**Drug Testing Program**

Natasha Joseph and Neville Alleyne- July 4, 2017

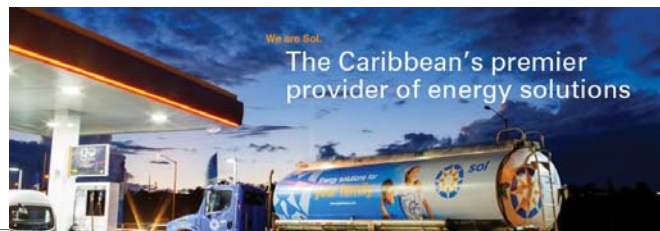


## Company Profile

## About Sol



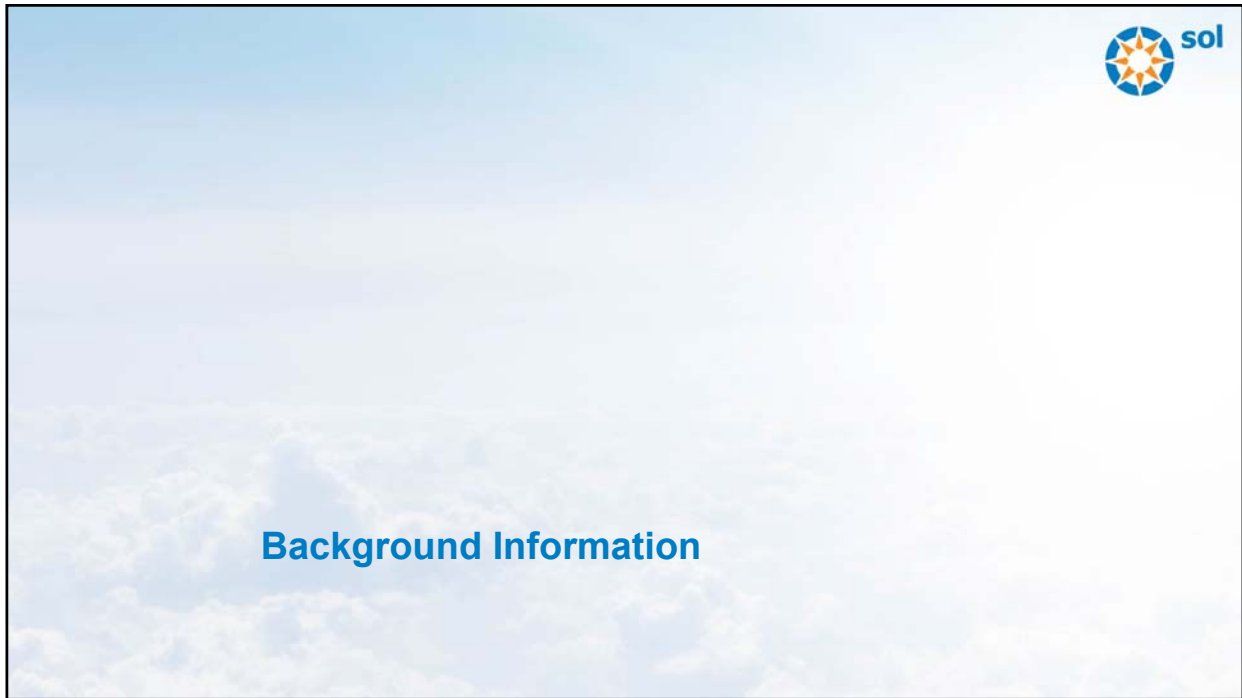
- Formed in 2005 with acquisition in the Caribbean of Shell business and later Exxon in 2007
- The Sol Group supplies fuels, lubricants and LPG
- Extensive service station network (retail)
- Supplies petroleum based products to commercial customers (shipping, luxury boating, aviation, mining, trucking and fleet operations).



## About Sol



- Largest independent petroleum marketing company in the Caribbean basin
- Operations spanning across 23 countries
- Head Office located in Barbados
- Management Structure
  - Local Managers/HSE Focal Points
  - Supported by a Corporate Team
    - Engineers/ HSE Advisors



## Safety Legal Compliance Framework

- Compliance with highest standard
  - Local Legislation
  - Sol Policies and Procedures
  - Industry and other standards
- Legal matrix
  - Identify legal requirements
  - Assess compliance
  - Monitor and review compliance

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## Safety and Health at Work Act (2005)



- General Duty
  - Safe environment: 6 (5)
  - Risk Assessment : 6 (2)
- Policy: 7 (4) and (5)
- Safety Consultation: 103 (2)(b); 103 (5)(b)
- First Aid boxes: 63

## Terms



### Drug

- a medicine or other substance (legal or illegal) which has a physiological effect when ingested or otherwise introduced into the body.

### Drug Misuse

- To misuse a drug is to use a drug for purposes it is not intended for. Using Vicodin for a headache

### Drug Abuse

- People who abuse drugs typically do not have a prescription for what they are taking. Not only do they use it in a way other than it is prescribed, but they also use it to experience the feelings associated with the drug. Euphoria, relaxation, the general feeling of 'getting high' is always associated with drug abuse.

## Drug Facts



- 10-20 percent of work related fatalities test positive for drugs or alcohol.
- The National Survey on Drug Use and Health (NSDUH) reports that 7.5 percent of Americans aged 12 and older abused marijuana in 2013, making it the most abused illicit drug in the country.
- Other prominent drugs
  - Cocaine
  - Barbiturates
  - Amphetamines
  - Valium (diazepam)
  - Oxycontin
  - Vicodin

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## Purpose of Drug Testing



- Reduce illicit/inappropriate use of drugs among workers
- Educate workforce managers and employees
- Identify and remove drug users from safety sensitive jobs
- Treat and rehabilitate drug abusers
- Create a deterrent against drug use/abuse

## Why Drug Testing?



- Substance abusers
  - **Absent** an average of 3 or more weeks per year
  - **Late** for work 3 times more frequently
  - 3 to 4 times more likely to have an **accident** on the job
    - Further the National Safety Council reported that 80% of those injured were not the drug abusing employees but their innocent co-workers.
  - 33% to 50% less productive

## Why Drug Testing?



- Several government and private industry studies demonstrate that each drug user in the workplace costs an employer on average \$7,000 - \$13,000 annually <sup>(2)</sup>
- That adds up to billions in:
  - healthcare costs
  - lost production time
  - injuries
  - damage to equipment and facilities.

## Why Drug Testing?

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While it is a smart business practice to cut costs, it is also smart business practice to make your organization's workplace as safe as possible.

***Drug testing can assist you with both.***

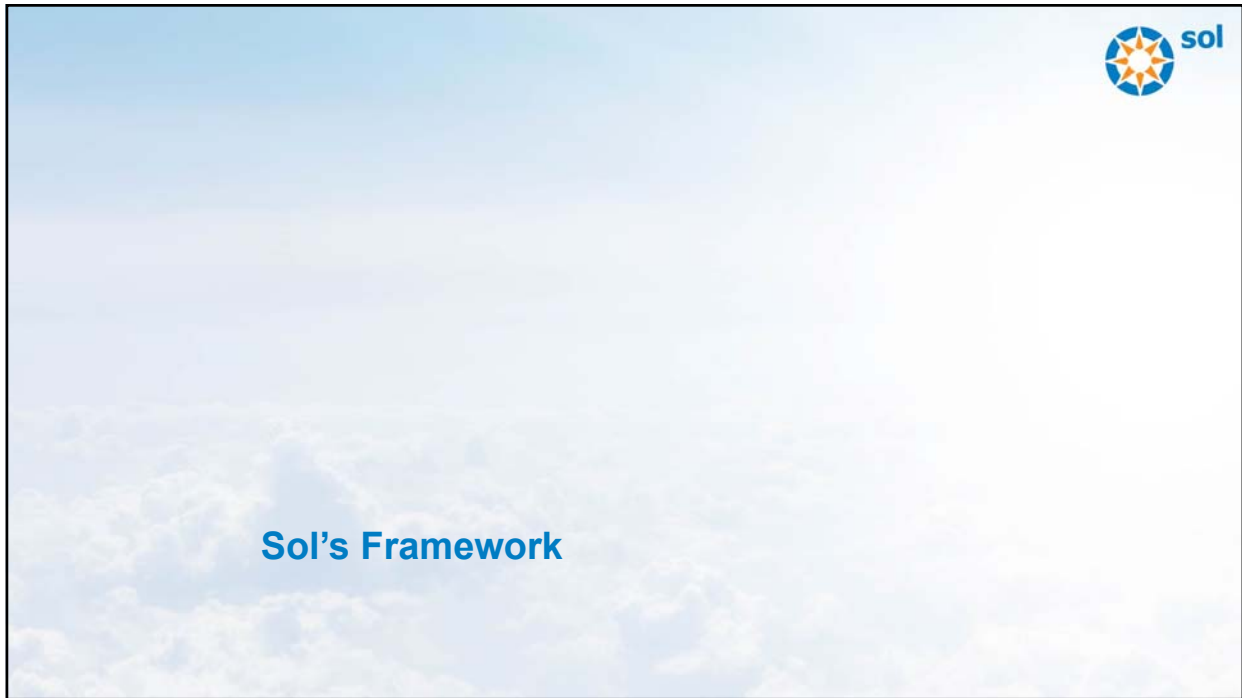
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## Effects of Drug and Alcohol Use

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- Death – homicide, suicide etc.
  - Incidents and Accidents - Personal, Assets, Environment, Reputation
  - Loss/Lower Productivity (staff and equipment)
  - Overdose
  - Dependency
  - Violence – Spouse, Children, workmates, others
  - Mental disorders – depression, mood swings
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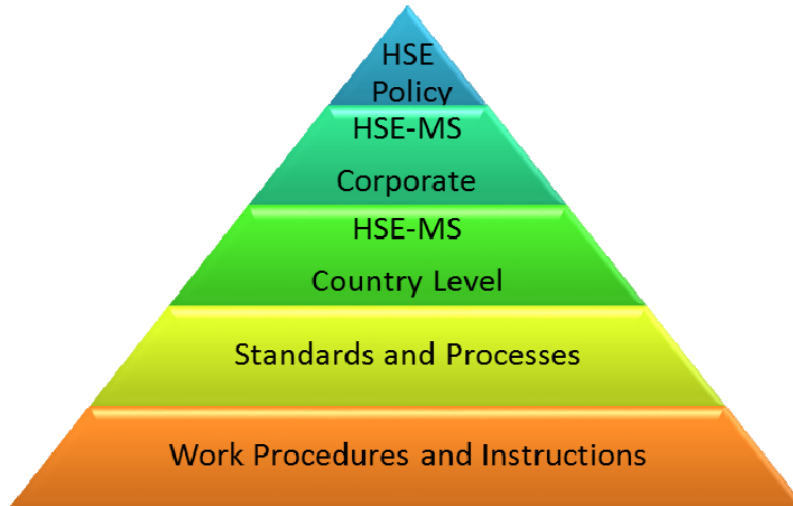
## Sol Safety Policies



- HSE Policy aspects.
  - Establish safe workplace
  - Integrate health and safety into workplace activities
  - Protect the environment and biodiversity
  - Use material and energy efficiently
- Other supporting Policies and Procedures
  - Drugs and Alcohol
  - Road Transport
  - Incident Investigation
  - Ignition Sources
  - Medical testing and Fitness to Work
  - Employee Assistance programme (EAP)

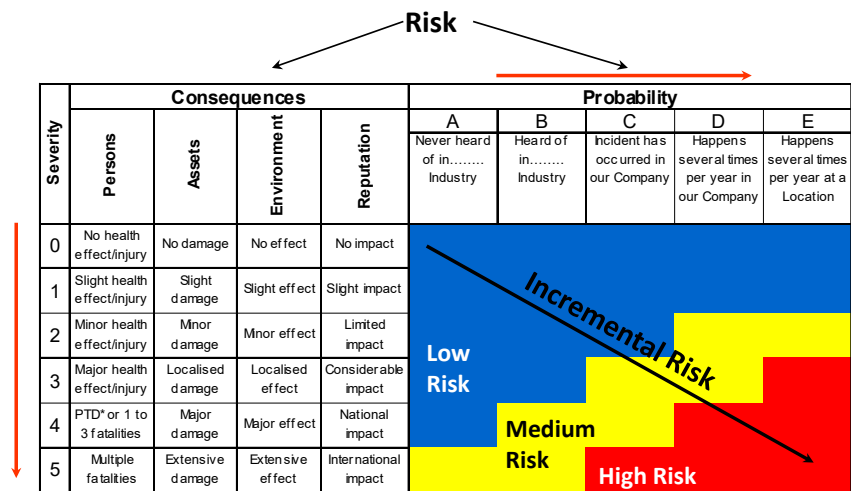


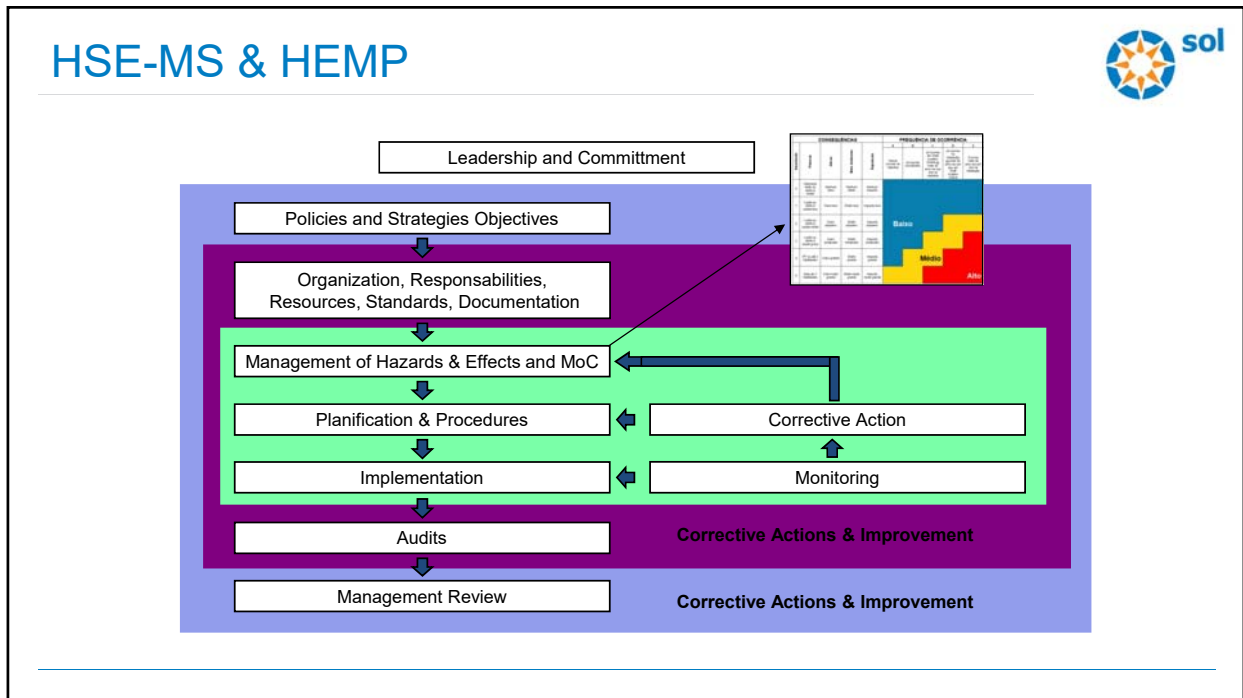
# HSE MS Documentation Hierarchy



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# Description of the RAM





## Smoking and Medical Policies

- Smoking is prohibited in all offices.
  - Persons wishing to smoke do so offsite.
- There is no smoking anywhere on the Sol depots.
- The company arranges medicals with the company medical doctor.
- Employee must attend medical (Baseline at recruitment)
- Medical information is confidential (Medical Advisors)
  - Employees < 40 years old: every 5 years
  - Employees > 40 years old: every 2 years
  - RTW drivers and Aviation staff every year: Annually
  - Frequent Travellers (>25 times per year): Annually

## What is Reasonable Suspicion?



Before



After

## Signs and Symptoms of Abuse



- Smell
- Change in physical appearance
- Unexplained absence from work
  - Sick days
  - Lateness
- Diminished or changing work performance
- Inattention or lapse in concentration
- Sudden mood swings
- Change in attitude and behavior (decreased inhibition etc.)
- Increased work incidents
- Blood shot eyes, darkened finger tips, slurred speech

## Components of a D & A testing Programme



- Drug and Alcohol Policy (equal application of the policy)
- Buy-in from stakeholders
- Identify critical and sensitive groups
- Professional Advise
- Agree detection limits
- Identify quantitative test equipment
- Specify testing protocols
- Training for persons performing tests
- Recertification/calibration of equipment
- Procedure for handling + test results

## Components of a D & A testing Programme



### **Drug Testing – 3 Steps**

1. Specimen Collection
2. Specimen Testing and Confirmation
3. Medical Review of Results (MRO)

#### Test for:

- Illicit drugs (urine)
- Alcohol (breath, saliva)
- Other specimens (oral, fluids, hair)



## Alcohol Testing



**Alco-Sensor® IV**



**Calibration gas**



**Mouthpiece**

- Approved by National Highway Traffic Safety Association (U.S. DOT), Canadian Department of Justice, Home Office (UK)
- Evident grade handheld alcohol tester.
- Range 0.000 – 0.400 g/210L or %BAC
- Highly specific for alcohol
- One-way check valve mouthpieces
- Portable
- Download to computer

## Drug Testing



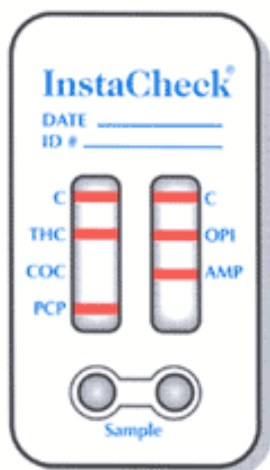
### Drug screens

- Basic
- Inexpensive methods
- Rapid Test Kit
- Determine if there is a certain drug in the urine above (positive) or below a specified level (negative)

### Confirmation tests

- Complicated
- Expensive to perform
- Gas chromatography and mass spectrometry, tests that require costly laboratory equipment and time and are performed by trained laboratory personnel.
- Indicate the exact amount of drugs found in the urine sample, reported in nanograms per milliliter. (A nanogram is one billionth of a gram.)

## Drug Testing



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## Alternative Specimens



### Hair

- Use for pre-employment and random
- Grows at 1 cm/month or 0.3 mm/day

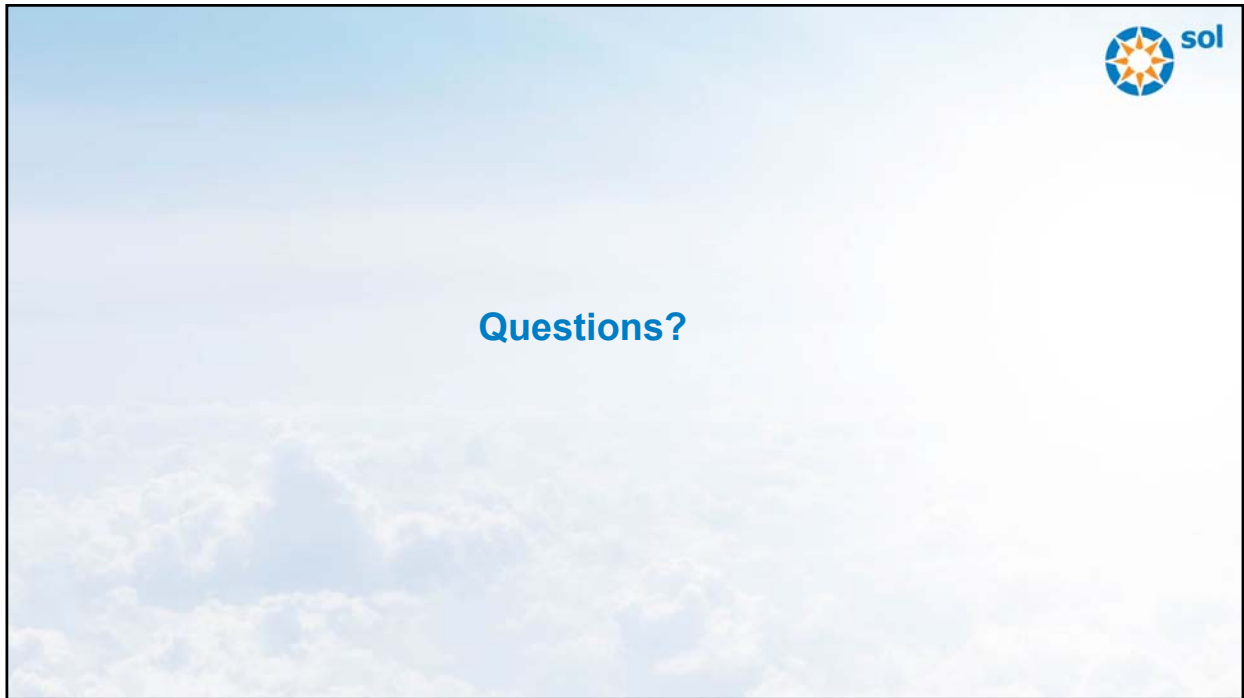
### Oral Fluid and Sweat

- Rarely used

### Disadvantages

- Variation in detection windows
- Pharmacology not well known
- More expensive
- Proficiency testing programs – difficult to establish








# SOL

## Sol's Drug and Alcohol Policy

Neville Alleyne

## Sol's Policy



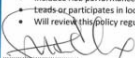
**The SOL Group**  
Health, Safety and the Environment (HSE) Policy

**In SOL we are all committed to:**

- establish a safe workplace in pursuing the goal of no harm to people
- integrate health and safety in workplace activities
- protect the environment and its biodiversity
- use material and energy efficiently to provide our products and services
- manage security risk
- promote a culture in which all SOL employees and contractors share this commitment
- play a leading role in promoting best practice in our industry

**To achieve our commitment SOL:**

- Has a systematic risk based approach to HSE management designed to achieve continuous performance improvement
- Ensures all levels of management are accountable for carrying out health and safety responsibilities
- Advocates all employees and contractors are responsible for maintaining a safe workplace
- Ensures compliance with local safety and health legislation, international guidelines or SOL standards, whichever is higher
- Provides adequate human and financial resources to fulfil our commitment to HSE
- Sets targets for improvement and measures, appraises and reports on performance
- Consults and actively promotes cooperation between management and employees on health and safety issues
- Requires contractors to manage HSE in line with this policy
- Conducts hazard analyses, implements safe systems of work, conducts safety meetings and staff HSE training
- Includes HSE performance in the appraisal of all staff and rewards accordingly
- Leads or participates in local industry organisations to promote industry standards
- Will review the policy regularly to ensure its continued effectiveness

  
 Gerard Cox  
 Chief Executive Officer  
 The SOL Group

July 2014

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## Drug and Alcohol Policy

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- Drug and alcohol dependency is a treatable condition
  - Employees voluntarily seeking assistance are not subject to disciplinary action
  - Use, sale, possession or distribution is prohibited
  - Company has right to conduct search and testing
  - Termination may result from positive results, failure to comply with treatment or conviction for an offence.
  - Contractors required to adopt or have similar policy
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## Implementation of Sol's D&A Policy

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- Part of employment contract for all staff
  - Contract stipulation for contractors
  - Applies equally to union and non-union staff
  - Reviewed with each employee during Induction
  - Policy reviewed annually with employees and contractors
  - Testing kits provided to Company Doctors
-

## Frequency of Testing



- Testing is conducted periodically
  - Pre-employment
  - Medicals (as per medical testing procedure)
  - Random
  - Incident
  - For Cause
- Random programme administered by Company Medical Advisor
- Must comply with local laws
- Local company doctor performs confirmatory tests

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## Specimen Testing and Protocol



- Sol acceptable limit for Drugs and Alcohol is Zero
- Alcohol testing uses breath (directly correlated to blood alcohol)
  - Company doctor's office or work or incident site
  - Deep lung air analysis
- Drug testing uses urine sample
  - Company doctor's office
- Protocol for Random test
  - HR advises person on that day
  - Accompanied by Supervisor to doctor's office
  - Completes questionnaire re medications etc.
  - Provides samples
  - Views result
- All positive test results reviewed by Company Medical Advisor
- Company Medical Advisor informs HR of positive result

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## Role of Company Medical Advisor



- Expert advice on D & A testing program
- Interviews and selects local company medical doctor
- Trains local doctor in testing protocols
- Administers random selection of employees
- Reviews all positive tests
- Provides testing supplies
- Evaluates medial facilities

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## Employee Assistance Programme (EAP)



- Employees and the Supervisor play an important role in noticing the signs and symptoms
- Need to be supportive
- Medications and illness can exhibit similar symptoms or produce false positive readings
- Assistance Programme to include
  - Confidentiality
  - Access to qualified care
  - Extended to family
  - No penalty (reduced pay, time off without pay)
  - Job security
  - Follow up to treatment and testing
  - Penalty for repeat offence



## The Marijuana Plant



## THC - Tetrahydrocannabinol



Expressed as a percentage, it is an indicator of the potency of the cannabis plant. THC is associated with strong psychoactive effects such as:

- Feeling creative
- Curious
- Excited
- Relaxed
- Stimulated appetite
- Feelings of altered space and time perceptions

Not all cannabinoids are intoxicating in nature

## Why is Medical Marijuana important?



- The medicinal properties of marijuana have long been recognized
  - The THC in the plant which makes you “**High**” will still be a factor
  - Many governments under pressure from their constituents have either legalized or are considering legalizing marijuana including medical marijuana
  - Some countries have given permission for limited cultivation on property
  - Some queries already received in the company, mainly, what is the Sol position
  - The reality for the Sol Group is that this matter must be discussed and a firm position taken going forward
- 

## Medical Marijuana



For medical purposes is based on extracts (Cannabinoids) from the plant

- It is used primarily for:
    - Childhood Epilepsy
    - Seizure Disorders
    - Neurological pain
    - Muscle control problems
    - Relief of nausea in cancer patients on Chemotherapy
  - Administered as a tablet or in liquid form
  - Has to be prescribed by specialist physicians under strict legal conditions and controls.
-

## Company Position to date



- The status quo will remain in effect until further notice i.e. the D & A Policy will be enforced
  - The head of Legal is reviewing the matter and will shortly be issuing advice via Group HR
  - Would have to be prescribed by a qualified physician
  - Would have to be reviewed by the Medical Advisor, Group HR and Legal
  - When one considers the type of illnesses for which medical marijuana is used the “fitness to work” of the individual would become an important factor
- 

## D & A Policy



- Presently testing is done for Alcohol, Cocaine and Marijuana
  - There are now much more recreational drugs in use in the market place e.g. amphetamines, methamphetamines and opiates
  - Failing to expand the testing base could enable the use of these other drugs to go undetected.
  - Proposal being prepared to consider expanding the range of drugs tested in an effort to manage this risk while minimize the exposure.
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## Unions

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- Generally appreciate the reality of drug and alcohol use
  - Often cautious of introduction of D & A testing
    - How this will effect members
  - Can be a supportive ally once onboard but need to be convinced of the benefits
  - Initial and continuous engagement required throughout implementation
  - Identify a champion / leader
  - Testing program must be transparent and fair
  - Program must benefit employees
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## Contractors

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- No specified legal requirement
  - Not part of culture
  - No Policy
  - Limited financial resources
  - High turnover of personnel (seasonal)
  - Drug use tolerated or seen as required
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## Legislation and Cultures



- Sol operates across cultures
  - English
  - Spanish
  - French
  - Dutch
- Cultural differences in drug and alcohol use has workplace challenges for D & A policy implementation
- Legal regulations may restrict implementation in some location
  - French
  - Spanish
  - Dutch

## Implementation



- Management Leadership and Commitment
- Legal Research
- Identify and engage key stakeholders
- Develop a D & A policy
- Get expert medical advice on setting up plan
- Clear testing protocols
- Have a confidential EAP
- Include D&A testing in all new contracts (employees and contractors)
- Clear procedures for violation of policy

