



# Vale Alcohol and Drug Instruction (ADI)

**Contractor Presentation**

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## PURPOSE

- ✓ Vale is committed to protect the health and safety of employees & contractors, and the environment of the communities in which they operate.
- ✓ Health, safety and environmental performance relies on good judgment and precise action.
- ✓ Employees & contract workers are operating in a safety-sensitive work environment.
- ✓ The use of illicit drugs, inappropriate use of alcohol and medications can impact health and safety throughout the operations.
- ✓ This Instruction complies with our legislative duty to ensure all workers are fit for work and is a key component of the SHE Management System



# APPLICATION

- We expect that your company, employees, subcontractors, and agents will comply with these minimum requirements when:
- Engaged in Vale business,
- At all times when on Vale premises and property including when operating vehicles and equipment

Violations will result in removal from site access privileges and up to termination of contract



## Contractor Responsibilities

- Ensure that their representatives remain free from any adverse performance effects of alcohol or other drugs when:
  - Engaged in Vale business,
  - At all times when on Vale premises and property, including when operating vehicles and equipment.
- Contractors are encouraged to implement an Alcohol and Drug Policy of their own which meets or exceeds Vale requirements.
- However having their own Policy is not mandatory.

## Contract Employee Responsibilities

- Report fit for duty, and remain fit throughout their work day or shift,
- Adhere to the fitness for duty standards that have been set out by Vale
- Maintain a valid drivers license if it is a condition of work and report any loss of license immediately (no later than 24 hours after losing the license),
- Conduct themselves in an appropriate manner while on Vale business, premises, and property; and
- Co-operate with an investigation into an Instruction violation including any testing requirements.
- If unexpected circumstances arise where a contract worker is requested to perform services while under the influence of alcohol or other drugs that could impact safe operations, it is the responsibility of that individual to inform the Contractor or a Vale representative that he or she cannot accept that assignment..

# VALE ALCOHOL AND DRUG INSTRUCTION: KEY REQUIREMENTS



**PURPOSE:** To ensure employees can safely & acceptably perform assigned duties with no limitations due to the use or after-effects of alcohol or other drugs.

# STANDARDS: DRUGS

## Illicit Drugs:

The following are prohibited while on Vale business, premises, and property:

- the use, possession, cultivation, manufacture, distribution, offering or sale of illicit drugs or illicit drug paraphernalia;
- reporting to work or being at work while under the influence of illicit drugs; and
- a positive drug test as determined through the testing program.

## STANDARDS: ALCOHOL

- The use, possession, distribution, offering or sale of beverage alcohol is prohibited when on Company business, premises, and property consistent with the dry site rules and industry regulations.

### **In addition, contract workers cannot:**

- Report for work or remain at work under the influence of alcohol from any source;
- Consume any product containing alcohol (including beverage alcohol) when on duty including during meals or breaks;
- Return to work or report for work after consuming alcohol at a social event;
- Have a positive test as determined through the testing program;
- Use alcohol after an incident until tested or advised testing is not required.
- Alcohol use or possession is permitted at off-site residential facilities unless specifically prohibited by site management.



## STANDARDS: MEDICATIONS

- Contract workers are expected to responsibly use prescribed and over the counter medications.
- They should investigate (through their doctor or pharmacist) whether a medication can affect safe operation, and take appropriate steps to minimize associated risk, which would include notifying their company or a Vale representative of any need for modified work under the circumstances.

### **The following are prohibited while on Vale business, premises, and property:**

- The possession of prescribed medications without a legally obtained prescription, and distribution, offering or sale of prescription medications (trafficking); and
- The intentional misuse of medications (e.g. using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction).

# RISK MANAGEMENT INVESTIGATIONS



## 1. Unfit for Work Investigations:

- Vale reserves the right to require a Contractor to fully investigate a possible Instruction violation if a contract worker is on duty in an unfit condition, including the requirement for a reasonable cause test.

## 2. Possession of Banned substances

- Supervisors or security will advise senior management of any concern
- Senior management will determine whether and how to initiate an investigation, including whether to involve law enforcement.
- A contract worker, who refuses to submit to an investigation requested by a Vale representative, will be removed from the premises.

# RISK MANAGEMENT INVESTIGATIONS



## 3. Impaired Driving Situations:

- If required to operate any company vehicle on behalf of Vale, contract workers are expected to report the loss of their driver's license.
- They are required to immediately report receipt of an impaired driving charge to their contract manager or supervisor if it is received while operating a vehicle on behalf of Vale, and to comply with all investigation procedures and consequences.

## 4. Incident Investigations:

- Vale reserves the right to require a contract worker to be tested for alcohol and drugs as part of an investigation into a serious or potentially serious incident.
- The decision to refer someone, or a group of individuals, for a test will be made by the Vale representative investigating the incident in conjunction with the Contractor, if available.

# RISK MANAGEMENT INVESTIGATIONS

## 5. Other Testing Circumstances:

- Vale reserves the right to require contract workers who hold a higher risk position, or who are assigned to work on a high risk operating or project site to be tested prior to assignment.
- Testing may also be required on an unannounced basis when it is deemed necessary to meet the objectives of this Instruction. All Contractors affected will be advised in advance of these requirements.

## 6. Access to Testing Services:

- Minimum standards for the testing program are provided in the appendix.
- Only Vale representatives can initiate tests through the Vale System.
- If contract companies have their own testing systems, they must be conducted off Vale Property.
- If your company does not have testing services, you are encouraged to independently obtain testing services (procedures consistent with those set out in this Instruction).

# TESTING PROGRAM

- Testing decisions require consultation with another level of management.
- In any situation where workers are tested under the Vale employee testing system, that individual must confirm in writing that their results can be released to the Vale Program Administrator and applicable Site Administrator.
- Reasonable cause tests are based on direct observations and documented
- Post incident tests are initiated after an incident resulting in:
  - a fatality or serious injury to any individual;
  - an environmental incident with adverse effects;
  - significant loss or damage to property, equipment or vehicles;
  - significant loss of Company or client revenues;
  - a near miss with significant potential for serious consequences;
  - any other incident or a near miss.
- Post Incident Testing will not be triggered if there is an immediately obvious structural, mechanical or environmental cause for the incident.
- Post Incident Testing will be conducted on those whose acts, errors or omissions contributed or potentially contributed to the incident.

# TESTING PROCESS

## FOR ALCOHOL:

- Certified collectors use an evidential breath testing device, a print out of results will be provided. (no blood testing).
- A positive alcohol test is 0.04 or higher.
- Results above 0 but below 0.04 will trigger an investigation.

## FOR DRUGS:

- Point of Collection Urine Test (POCT) will be conducted at secure site location administered by a certified collector.
- If POCT result is “non-negative” samples sent to certified laboratory
- An independent Medical Review Officer (MRO) – reviews all +results
- The employee can discuss the result with the MRO
- MRO reports results to the Site Administrator
- Second hand smoke, poppy seeds and legitimate use of a medication CANNOT cause a positive result.
- Tampering will be identified by the collector or lab

## CONSEQUENCES OF A VIOLATION

- The individual will not be allowed to return to work for Vale without written permission, and will be required to adhere to any conditions governing their return
- If the Contractor confirms that a breach of the Instruction has occurred, they are required to take the appropriate steps to prevent further risk to people, property, the environment or the company's business and inform Vale of the actions to be taken.
- Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the Vale Site Administrator or a confirmed attempt to tamper with a test sample, or failure to report an incident which may require testing, are a violation of this Instruction.
- Future site access privileges of that employee will be revoked.

## CONSEQUENCES OF A VIOLATION

- Failure of a contract worker to abide by these provisions may result in permanent removal from Vale work.
- Failure of the Contractor or the Contractor's representatives, to meet these expectations may be considered a breach of the contract, and may result in triggering penalty clauses under the contract, or suspension or termination of the contract.



## SUMMARY



Vale places high priority on life, safety and health in the workplace.

Everyone is expected to comply with the Vale alcohol and drug instruction standards.

**PLAN:** To come in fit for work every rotation and remain fit

**ACCEPT:** The standards of this instruction and comply with them

**CARE:** Care about your own well being and others.

**LEAD:** Get help if you need it before it creates a health and safety problem for you and the worksite. Set a good example of being fit and remaining fit at work.