

Drug- and Alcohol-Free Workplace

1005.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

1005.2 POLICY

Best Practice **MODIFIED**

It is the policy of the Department of State Hospitals (DSH) to provide a drug- and alcohol-free workplace for all employees.

1005.3 GENERAL GUIDELINES

Federal **MODIFIED**

Alcohol and drug use in the workplace or on DSH time can endanger the health and safety of DSH employees and the public. Such use shall not be tolerated. (Govt Code § 19572 and 2 CCR 599.960.)

The following conduct is prohibited, and may lead to disciplinary action:

- (a) Reporting for work or being at work following the use of any intoxicants (e.g. alcoholic beverages)
- (b) Unauthorized possession, use of, or attempting to bring intoxicants to the work site
- (c) Unauthorized possession, use of, or attempting to transport intoxicants in a department vehicle
- (d) Reporting for work, or being at work, following the use of a "controlled substance" or any illegal drug
- (e) Unauthorized possession, use of, or attempting to bring a controlled substance or other illegal drug to any work site
- (f) Unauthorized possession, use of, or attempting to transport a controlled substance or other illegal drug in a department vehicle
- (g) Reporting for work, or being at work, following the use of a legally prescribed drug, where such use may impair the employee's ability to perform assigned duties, absent supervisor approval

Employees who have consumed any amount of an alcoholic beverage, used a controlled substance, or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected employees shall notify the Watch Commander or appropriate supervisor as soon as the employee is aware that he/she will not be able to report to work. If the employee is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the employee is adversely affected while on-duty, he/she shall be immediately removed and

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released from work. Refer to existing DSH Special Orders 402.03 (Employees Designated as Sensitive), 409.1 (Controlled Substance/Alcohol Testing for Employees with Commercial Driver's License), 410.02 (Pre-Employment Drug Testing at State Hospitals).

1005.3.1 MEDICAL CANNABIS

Best Practice **MODIFIED**

Possession, use, or being under the influence of cannabis on-duty is prohibited and may lead to disciplinary action.