



DRUG AND ALCOHOL POLICY

A Helping Hand is entrusted with the health, protection, safety and welfare of its employees, clients, and the general public. Pursuant to that trust, A Helping Hand recognizes the use of drugs and alcohol can seriously affect job performance, safety and health of employees their families, co-workers and the public. Use of these controlled substances also affects the quality of service provided by A Helping Hand.

It is the policy of A Helping Hand that the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or drugs by its employees during work hours or while employees are on A Helping Hand property, operating A Helping Hand equipment or are drivers or passengers in A Helping Hand vehicle, is strictly prohibited. Off-the-job use that results in a positive drug or alcohol test while on the job is also prohibited.

This policy provides guidance to all employees and supervisors of A Helping Hand on the use of controlled substances and their effect on the workplace. The policy establishes a testing program designed to deter on-the-job drug and alcohol use and off-the-job drug and alcohol use resulting in on-the-job impairment. Drug screening, to deter all use of illegal drugs, is also part of the testing program. Additionally, this policy provides standards for those employees who are required to have a valid Operator's License as a requirement for their job.

In case of an accident resulting in injury, A Helping Hand will expect the worker engaged in the occupation to be administered a drug and alcohol test to ensure that this is not a factor contributing to the accident.

This policy applies to **all employees**.

To assure compliance, A Helping Hand will maintain a testing program to identify employees who violate the prohibitions of this policy. This testing program shall include both forensic urine drug tests and evidential breath alcohol test.

Signature:

Date:



PERSONAL PROTECTIVE EQUIPMENT POLICY

Section 5.0

The purpose of this policy is to minimize injuries to all employees through the proper use and care of Personal Protective Equipment (PPE) and in accordance with Section 8 of the Occupational Health and Safety Regulation Board.

It is a policy of A Helping Hand for all employees to use the proper Personal Protective Equipment (PPE) as follows:

- Employees shall wear appropriate PPE as required by the specific job being performed, or as described under the Safe Work Practices section of this Safety Manual
- Where necessary, all employees shall wear hard hats, safety footwear, work grade trousers, work grade long sleeve shirts, and CSA approved safety glasses at all times while on work sites. These requirements do not apply to employees while inside offices, lunch room, or in cabs of vehicles.

All Personal Protective Equipment (PPE) used by employees of A Helping Hand shall conform to Occupational Health and Safety regulations and relevant Safety Standards.



ACCIDENTS AND INVESTIGATION POLICY

Section 9.0

All accidents, incidents, and near misses will be documented and investigated to the fullest by A Helping Hand in an effort to establish the proximate cause(s) and identify corrective actions, which may be implemented to prevent recurrence.

All incidents that fall under Section 13 of the Occupational Health and Safety Act of Alberta (OH&S) shall be reported to Alberta Human Resources and Employment (AHRE) and to the Workers Compensation Board (WCB) of Alberta, or any other regulatory agency as defined by the OH&S Act.

RESPONSIBILITIES

- All employees shall report all incidents as soon as possible to his or her immediate supervisor and assist in the investigation when requested.
- Supervisors shall conduct initial investigations, determining causes and recommendations for corrective action, and submit their findings to management promptly.
- The manager shall review all reports, determine corrective actions to be taken, and ensure such action is implemented.

The safety information in this policy does not take into precedent over applicable government regulations, with which all employees should be

Signature:	Date:
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INVESTIGATION PROCEDURES

Section 9.0 cont'd

DEFINITIONS:

Accident: An undesired event that results in harm to people, damage to property, or loss to business process or processes.

Incident: Any unplanned or unwanted event resulting in damage or injury or that which could have resulted in damage or injury (i.e. close call/ near miss)

Near Miss: Incidents with no visible injury or damage.

INVESTIGATION PROCEDURE:

An effective investigation is conducted in a systematic orderly fashion, and should be completed as follows:

- 1) Take control of the scene.
- 2) Ensure injured persons are immediately cared for.
- 3) Ensure no further injury or damage occurs.
- 4) Try to get the “Big Picture” of what occurred.
- 5) Examine any and all equipment or materials involved.
- 6) Preserve and protect the evidence.
Collect and safeguard any physical evidence. Where practicable, the scene of any investigation should remain untouched until a complete investigation is conducted. The only exception is the activity necessary to prevent further damage or injury.
- 7) Take as many photographs as possible to preserve the original scene.
- 8) Obtain names of witnesses and try to get written statements as soon as possible.
- 9) Analyze all data collected in an attempt to determine the proximate cause.
- 10) Look for those causes which may have resulted in “the system failing the worker”, not just those where “the worker failed the system”.
- 11) Determine what corrective measures will prevent a similar occurrence from happening again.
- 12) Complete a full investigative report, including photographs.
- 13) Follow-up to ensure corrective action is completed.

NOTE: Investigations are not conducted in order to point blame. Investigations are