Drug and Alcohol (D&A) Requirements for Contract Work

1. PURPOSE

The purpose of this document is to establish a consistent framework to prevent and address situations, where Contractors affected by the inappropriate use of illegal Drugs or Alcohol may jeopardize the safety of themselves, their co-workers or members of the public. This document supports the SaskPower Drug and Alcohol (D&A) Policy, in addition the supporting SaskPower D&A Standard.

2. DEFINITIONS

2.1 Alcohol
Alcohol is the intoxicating agent in beverage alcohol, ethyl alcohol or other molecular weight alcohol including methyl and isopropyl alcohol.

2.2 Contract
The legally-binding agreement between SaskPower and the Contractor, which gives both parties certain rights and obligations, and under which the Contractor provides Services.

2.3 Contractor
A person, partnership or group (independent of SaskPower and retained by SaskPower under Contract) that directs the activities of one or more employees (of the Contracting company or of SaskPower, or both) or self-employed persons, to provide SaskPower with the Contract Services.

2.4 Contract Administrator
Contract Administrator is the person designated by SaskPower to manage the terms of the Contract.

2.5 Construction
Construction, defined by The Occupational Health and Safety Regulations, 1996, is the erection, alteration, renovation, repair, dismantling, demolition, structural maintenance and painting of a structure and includes: i) land clearing earth moving, grading, excavating, trenching, digging, boring, drilling, blasting and concreting; and ii) installation of any plant.

To further describe high hazard Work, associated with Construction, The Occupational Health and Safety Regulations, 1996, Table 8, lists activities that constitute high hazard Work: Building construction; Drilling for gas and oil wells and power tong service; Logging; Sawmilling; Iron and steel processing and fabrication; Road Construction, earthwork, tunnelling and trenching; Local and provincial hauling and trucking; Mining and smelting; Exploration drilling, shaft sinking, quarrying and crushing of rocks; Manufacturing of concrete block, brick, artificial stone & other clay/cement products; and Power line construction and maintenance.

For the purposes of the SaskPower D&A Policy, pre-access testing applies to industrial Work, which includes Construction and equipment maintenance.

2.6 Drug
A Drug is any substance, including illegal drugs, medications, or other substances, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts.
For the purposes of this standard, Drugs of concern are those that inhibit an employee’s ability to perform their job safely, specifically: Illegal Drug – refers to any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law, and for the purposes of the SaskPower D&A Policy and the SaskPower D&A Standard, includes medication obtained illegally by the user (such as prescription medication not prescribed for the user); Medication - refers to a drug obtained legally, either over-the-counter or through a doctor’s prescription, or an herbal or homeopathic preparation.

2.7 Reasonable Grounds
Evidence that is established by the direct observation of an employee’s conduct or other indicators, such as physical appearance, demeanor, other observable behaviour and/or circumstances surrounding an incident. Evidence that an employee is currently involved in the use, possession, sale, solicitation or transfer of Drugs or Alcohol while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

2.8 Services (Work)
Services are any and all of the labour, duties, functions and activities required to be performed by the Contractor under the Contract.

2.9 Worker
Any individual employed or engaged by the Contractor or any Subcontractor to perform any Work.

2.10 Worksite
A place at which a person performs work for an employer.

3. GENERAL RULES

The SaskPower D&A Policy and the SaskPower D&A Standard state that:
- An employee or Contractor shall not use, distribute, or offer for sale, Alcohol or illegal Drugs while at a SaskPower Worksite;
- An employee or Contractor shall be fit for work, in accordance with this Policy and Standard. This requirement includes the use of illegal Drugs or Alcohol, as well as the use of any prescription or ‘over the counter’ Drug that might affect judgment or ability to work (for example medications that can cause drowsiness);
- Appropriate measures shall be taken to respond to situations where there are Reasonable Grounds to believe that the actions, appearance or conduct of an employee or Contractor suggest the use of Drugs or Alcohol at a SaskPower workplace or site;
- Drug and Alcohol testing shall take place where there are Reasonable Grounds to believe that an incident occurred as a result of the use of Drugs or Alcohol by an employee or Contractor.
- Construction Contractors shall meet or exceed the requirements of the SaskPower D&A Program and the Construction Opportunities Development Council (CODC) D&A program.
- When required, testing shall be conducted by an approved third party service provider, using an approved industry testing standard/model.

4. TESTING

4.1 D&A testing may be required for any Contract Worker as indicated in the first two of the following three subsections (4.1.1 and 4.1.2). In the first two subsections, the Contract Worker’s supervisor shall be notified of the D&A related concern. The Contract Worker’s supervisor shall
then assume responsibility in next steps, including (without limitation): removing the Worker from the Work and performing a reasonable grounds interview. As reference material, SaskPower’s Reasonable Grounds Checklist form and Reasonable Grounds Interview form are in Appendix G and Appendix H, respectively). A Contractor may use their own form if, it meets the requirements of the CODC or SaskPower forms. When testing is required, every attempt shall be made to conduct testing within 4 hours of Reasonable Grounds determination for Alcohol, and within 32 hours of Reasonable Grounds determination for Drugs. If the Contract Worker admits to using Drugs or Alcohol, testing is not required.

4.1.1 Reasonable Grounds
D&A testing may be required when there is reason to believe that the actions, appearance or conduct of a Contract Worker indicates the use of Drugs or Alcohol at a SaskPower Worksite. Refer to Appendix B for a general process flowchart for Reasonable Grounds.

4.1.2 Post Incident
If there is a Worksite incident, D&A testing may be required post incident, if there are Reasonable Grounds to believe that the incident occurred as a result of the use of Drugs or Alcohol by a Contract Worker. Refer to Appendix C for a general process flowchart for post incident.

4.1.3 Pre-Access
In some cases, D&A testing may be required before a Contractor is given access to a Worksite.

a) D&A pre-access testing is not required for low hazard Work (such as working in an office at a desk) or work where there are ‘goods only’ supplied. Random testing is not included in this Policy.

b) D&A pre-access testing is required for industrial work, which includes Construction, and equipment maintenance, as defined in this document. Refer to Appendix D for a general process flowchart for pre-access testing.

c) For transport companies that access a SaskPower Worksite and perform Work on the Worksite (including but not limited to work such as loading flyash or unloading limestone) the transport company must require pre-access testing for its employees accessing SaskPower Worksites OR shall have a drug and alcohol policy that meets or exceeds the standard provided for in the Department of Transportation (DOT) Rule 49 CFR Part 40 for drug and alcohol testing specific to the Federally regulated transportation industry. In the latter situation, the list of workers’ names accessing a SaskPower site is not required, as it is a condition of employment for a DOT regulated company.

d) For transportation companies that currently require random testing as part of their D&A policy for ALL drivers (which is beyond what SaskPower requires), this type of testing meets the SaskPower requirements of pre-access testing.

e) Pre-access testing is not required for deliveries ONLY to the Worksite.
f) When D&A pre-access testing is required, the Contractor company shall, at the first site meeting, provide an approved Drug and Alcohol policy that meets or exceeds the current version of:

   i. SaskPower D&A Policy and SaskPower D&A Standard;
   ii. Construction Opportunities Development Council (CODC) D&A Policy / Procedures; or
   iii. D&A Guidelines and Work Rule, Canadian Model for Providing a Safe Workplace, Construction Owners Association of Alberta (COAA)

For more information on minimum D&A policies, refer to Appendix A.

Requirements shall include (without limitation) the following:

- Workers shall not use, distribute, or offer for sale, Alcohol or illegal Drugs while at a SaskPower workplace or the Worksite;
- Workers shall ensure they are fit to perform the Work assigned to them in accordance with the Contractor’s D&A policy;
- The Contractor shall establish a process, including post incident D&A testing, should there be a Worksite incident and there are Reasonable Grounds to believe that the incident occurred as a result of the use of Drugs or Alcohol by a Contract Worker.

g) In the event a Contractor does NOT have an approved D&A Policy, the Contractor shall implement SaskPower’s D&A Policy, D&A Standard and D&A Requirement’s for Contract Work at the Worksite and shall confirm in writing that all its Workers have been notified of and instructed on SaskPower’s D&A requirements.

h) For more information, the SaskPower D&A Policy is on SaskPower’s website (saskpower.com/tenders/contractors_suppliers_vendors/contractor_safety_resources.shtml). CODC has a Pocket Guide, to act as a quick reference for a Drug and Alcohol, which can be found on their website (codc.ca/files/83541240422124ADpocketguide.pdf).

i) See Appendix F for contact information of the accredited third party testing providers that also provide support in D&A Policy development and verification.

j) The Contractor is required to include in their orientation material, the requirements of the approved D&A Policy.

k) SaskPower reserves the right to notify the Contractor if SaskPower suspects that a Worker has contravened the Contractor’s or SaskPower’s Drug and Alcohol Policy. If notified, the Contractor shall immediately invoke its Drug and Alcohol Policy for the Reasonable Grounds process or post-incident process. The Contractor shall provide SaskPower with the results of the investigation, and the status of the Worker(s) involved in the investigation. If D&A testing is required by the Contractor’s D&A Policy and the Worker fails, then the Worker shall not be allowed to return to the Worksite until a new pre-access testing certificate has been provided.
l) If there are a variety of activities, under multiple Contracts at the Worksite, ranging from low to high hazard, the Contract Administrator has the discretion to require that pre-access testing apply to all Contract Workers at the Worksite.

m) When pre-access D&A testing for a specific Contract is required, this requirement applies to all of the Contractor’s full time Workers at the Worksite, regardless of their role at the Worksite. For Contract Workers required to be on site for short periods of time for non-construction activity, SaskPower has the discretion of requiring either pre-access testing or the mandatory signature of a Contractor Authorization to Work Form, found in Appendix E.

n) The Contractor shall provide a list of all Workers coming on the Worksite and, for each Worker, provide a valid pre-access D&A testing certificate. Certificates will be considered valid if the certificate issue date is no earlier than 90 days prior to the date the Worker begins Work on the Site. The Contractor shall issue revalidation certificates for each Worker remaining on the Site longer than one year after the certificate issue date in accordance with CODC Drug and Alcohol Policy and Procedures.

o) Testing shall be conducted by an accredited third party testing provider, which uses an approved industry testing standard/model. The testing model must meet the Standard of the Substance Abuse or Mental Health Services Administration.

p) If unplanned or emergency Contract Work is required and the SaskPower Contract Administrator determines that time limitations do not allow for pre-access testing, the Contract Worker shall complete and sign an Authorization to Work Form. A SaskPower Manager or designate signature is required. As part of the SaskPower Contractor Health and Safety Program, completion of this form indicates, among other requirements, that the Contractor is “fit for work, free from the negative effects of Drugs and / or Alcohol” (refer to Appendix E for the Authorization to Work Form). The SaskPower Contract Administrator or designate shall monitor the Work, including (without limitation), direct supervision or work observations.

q) SaskPower Contracts include the following provision, relating to any component safety program compliance:

   *SaskPower reserves the right to promptly remove a person from a Worksite if there is reason to believe that any person for whom the Contractor or any Subcontractor is responsible, is incompetent or has repeatedly or deliberately ignored or circumvented the OH&S Act, the Regulations, any other safety or health-related Laws, or any SaskPower policies.*

r) Management of substance abuse problems of its Workers is the Contractor’s sole responsibility.

5. **Drug and Alcohol Clause in Contracts**

D&A requirements that are already in Contract specifications are now in effect. SaskPower reserves the right to apply D&A requirements to existing Contracts that do not reference the requirements.
6. REFERENCES

- Saskatchewan
  - *The Occupational Health and Safety Act, 1993*
  - *The Occupational Health and Safety Regulations, 1996*

- SaskPower
  - The SaskPower D &A Policy
  - The SaskPower D&A Standard
  - The SaskPower Contractor Health & Safety Policy
  - The SaskPower Contractor Health & Safety Standard

- Third Party
    Website: [codc.ca](http://www.codc.ca)
    Website: [http://coaa.ab.ca/](http://coaa.ab.ca/)
  - Guidelines & Work Rule: [http://coaa.ab.ca/LinkClick.aspx?fileticket=P5EVhKd7bUQ%3d&tabid=64](http://coaa.ab.ca/LinkClick.aspx?fileticket=P5EVhKd7bUQ%3d&tabid=64)
  - The Department of Transportation (DOT) rule 49 CFR Part 40 for drug and alcohol testing

* The CODC Model is intended as an implementation plan for the COAA Model. Development of the CODC Model, is a collaboration between Construction Trade Unions and Employers; however, the CODC Model can be adapted accordingly, for small / large companies, unionized or non unionized. The COAA Model, a higher level document than the CODC Model, does not specify for union or non-union.
Appendix A
Minimum Drug and Alcohol Policy Requirements for Contractors

1. PURPOSE

This document supports the SaskPower Drug and Alcohol (D&A) Policy and the SaskPower Drug and Alcohol (D&A) Standard. This document establishes the minimum requirements of a Contractor’s D&A Policy, for the purpose of the Contractor managing potential risks associated with Drug and/or Alcohol use at a SaskPower Worksite.

2. APPLICATION

If D&A pre-access testing is required to Work at SaskPower, the Contractor is to have a Company drug and Alcohol Policy. The Contractor’s D&A Policy is to meet or exceed requirements of the most recent version of:

- The SaskPower D&A Policy and the SaskPower D&A Standard;
- The Construction Opportunities Development Council (CODC) D&A Policy and Procedures;
- The D&A Guidelines and Work Rule, Canadian Model for Providing a Safe Workplace, Construction Owners Association of Alberta (COAA); and / or
- The Department of Transportation (DOT) rule 49 CFR Part 40 for drug and alcohol testing for the Federally regulated transportation industry.

For contracted companies that currently require random testing as part of their D&A policy (which is beyond what SaskPower requires), this type of testing meets the SaskPower’s requirements of pre-access testing, due to the rigor of unscheduled testing.

3. ROLES AND RESPONSIBILITIES

3.1 Contractor shall:
- Implement and maintain a company D&A policy;
- Have a process in place to investigate D&A related concerns of a Contract Worker, when reported;
- Ensure all Workers are informed of the requirements for the company D&A policy; and
- Provide appropriate training to supervisors for implementing and maintaining the D&A policy.

3.2 Contractor Manager / Supervisor shall:
- Identify situations where there may be known or suspected D&A use; and
- Take action on reported known or suspected D&A use by Contract Workers, including, but not limited to: conducting interviews, identifying Reasonable Grounds, performing incident investigations, monitoring investigation results and maintaining confidential records.

3.3 Worker shall:
- Be at work fit for duty and remain fit throughout the work day.; and
- Request assistance when needed.

4. GENERAL RULES

- A Contract Worker shall not use, distribute, or offer for sale, Alcohol and/or illegal Drugs while at a SaskPower Worksite; and
- All Contract Workers shall be fit for work, in accordance with this Policy and Standard. This requirement encompasses drug and / or Alcohol use or the use of any prescription or ‘over the counter’ drug.
5. PROCESS TO ADDRESS DRUG AND / OR ALCOHOL RELATED CONCERNS

- If there is a report of known or suspected drug and/or Alcohol use, it shall be reported to the appropriate Contractor supervisor, or the Contractor’s person of authority.
- The process to determine if there is Reasonable Grounds to believe that the actions, appearance or conduct of a Contract Worker is indicative of the use of Drugs and/or Alcohol includes (without limitation), an interview with the Contract Worker, supported by a Reasonable Grounds checklist.
- D&A testing may be required for all Contractors:
  - when there is reason to believe that the actions, appearance or conduct of a Contract Worker is indicative of the use of Drugs and/or Alcohol at a Worksite;
  - After a Worksite incident (post incident) when there is reason to believe that the incident occurred as a result of the use of Drugs or Alcohol by a Contractor.
- Drug and Alcohol testing shall be required for:
  - Pre-access, prior to performing Construction Work on a Worksite. The Contract Worker shall demonstrate that he/she has participated in and passed the D&A test;
- Testing shall be conducted by an accredited third party service provider, which uses an approved industry testing standard/model;
- For Work that extends beyond one year, Contractors are required to maintain compliance with the annual re-testing requirements.

6. CONFIDENTIALITY

All D&A tests results shall be held in confidence by the Contractor company and the third party service provider that provides the testing services. Medical records are to maintained in accordance the Health Information Privacy Act (HIPA).

7. DEFINITIONS

Refer to definitions in The D&A Requirements for Contract Work.

8. REFERENCES

- Saskatchewan
  - The Occupational Health and Safety Regulations, 1996.
- Other

NOTE: Third Party Testing providers listed in Appendix F may provide assistance in developing and verifying a company D&A policy.
Appendix B: Reasonable Grounds For Contractors

Is there Reasonable Grounds to believe that the Contract Worker is under the influence?**

Yes

The Contract Worker’s supervisor is to be informed that there are Reasonable Grounds to believe Worker is under the influence of Drugs and / or Alcohol

Contract Worker’s supervisor is to determine whether there are Reasonable Grounds**

Yes

Positive Test Result

Contract Worker not eligible on site. Contract Worker’s supervisor is to refer to Drug and Alcohol Policy for further action

Contract Worker’s supervisor schedules testing with accredited third party testing facility

Negative Test Result

Prior to accessing site, Contract Worker’s supervisor is to provide evidence to SaskPower that the Contract Worker meets requirements set out in Drug and Alcohol Policy.

No

Is there Reasonable Grounds?**

Yes

No

Continue work as per contract

No

** Refer to Reasonable Grounds Checklist, in Appendix G and Reasonable Grounds Interview in Appendix H
Appendix C: Post Incident with Reasonable Grounds For Contractors

** Is there Reasonable Grounds to believe that drugs and / or alcohol were a contributing factor to the incident?**

- **Yes**
  - Contract Worker’s supervisor schedules testing with accredited third party testing facility
  - Positive Test Result
  - Contract Worker not eligible on site. Contract worker’s supervisor is to refer to Drug and Alcohol Policy for further action.

- **No**
  - Continue incident investigation
  - Negative Test Result
  - Prior to accessing site, Contract Worker’s supervisor is to provide evidence to SaskPower that the Contract Worker meets requirements set out in Drug and Alcohol Policy.

** Refer to Reasonable Grounds Checklist, in Appendix G and Reasonable Grounds Interview in Appendix H**
Appendix D: Pre-access Testing For Contractors

Is the Contract Work include Construction?

Yes

Contract Worker’s supervisor schedules testing with accredited third party testing facility

Positive Test Result

Contract Worker’s supervisor communicates requirement to contractor prior to access to work site

Contract Worker completes Authorization to Work Form, indicating among other H&S requirements, worker free from the negative effects of drugs &/or alcohol.

Contract Worker granted access to SaskPower sites

Contractor not eligible on site

No*

Appropriate Documentation provided to SaskPower

Negative Test Result

Prior to accessing site, Contract Worker’s supervisor provides evidence to SaskPower that Contract Worker meets requirements set out in Drug & Alcohol Policy.

*Exceptions
When Pre-access testing for Construction Work is not feasible due to time limitations of unplanned or emergent Work, the Authorization to Work Form is to be completed, with SaskPower management or designate approval.
**Appendix E: Contractor Authorization to Work Form**

It is SaskPower policy that Contractors perform Work in accordance with all laws, regulations, bylaws, rules, and standards applicable to the performance of Work on any SaskPower facilities and Worksites. The Authorization to Work Form and a Hazard and Risk assessment shall be completed by the Contractor. The Hazard and Risk assessment is to be reviewed by the Contract Administrator.

<table>
<thead>
<tr>
<th>Contractor Company Name:</th>
<th>Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Supervisor Name:</td>
<td>Cell:</td>
</tr>
<tr>
<td>Contractor Address:</td>
<td></td>
</tr>
<tr>
<td>SaskPower Worksite:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Period of Work</td>
<td>Start:</td>
</tr>
</tbody>
</table>

**SAFE WORK METHOD**

<table>
<thead>
<tr>
<th>Work Description</th>
<th>Please indicate with a checkmark (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working on Roof</td>
<td>Painting</td>
</tr>
<tr>
<td>Asbestos Work</td>
<td>Overhead Door Maintenance</td>
</tr>
<tr>
<td>Mould Remediation</td>
<td>Working Outside Regular Hours</td>
</tr>
<tr>
<td>Driving on SaskPower Property</td>
<td>Sub Contract Labour &amp;/or Equipment</td>
</tr>
<tr>
<td>Operating Powered Mobile Equipment</td>
<td>Working on/near Energized Apparatus</td>
</tr>
<tr>
<td>Welding</td>
<td>Abrasive Cutting/Coring</td>
</tr>
<tr>
<td>Using Power Tools</td>
<td>Erecting Scaffolding</td>
</tr>
<tr>
<td>Demolishing</td>
<td>Explosives</td>
</tr>
<tr>
<td>Working at Heights</td>
<td>Transporting Dangerous Goods</td>
</tr>
<tr>
<td>Hot Work</td>
<td>Plumbing / Heating / Mechanical</td>
</tr>
<tr>
<td>Electrical Work</td>
<td>Surveying</td>
</tr>
<tr>
<td>Working Where Public may be Exposed</td>
<td>Other (specify):</td>
</tr>
</tbody>
</table>

Do you have a safe work method(s) to undertake the work indicated above? **Please circle** yes / no

Have you been trained and are you competent in the safe work method(s)? **Please circle** yes / no

I ……………………………………………………. of ……………………………………………… Declare that I/We

Contractor Representative - please print Contractor Company Name


b) have all valid certification, qualifications and competencies required by Saskatchewan Provincial legislation.

c) am fit for work, and free from the negative effects of Alcohol and/or Drugs.

d) will cease working, make safe the workplace and contact the Contract Administrator if an incident occurs or I become aware of a situation that creates a danger to myself or others.

e) have / do not have / do not know if I have (circle one) a current WCB account.

f) have participated in a pre-job safety meeting, including a hazard & risk assessment and orientation, and agree to comply with SaskPower’s safety rules any and special instructions.

g) shall report any incident that has causes injury or property damage to the Contract Administrator.

Signed: Contractor Rep Date

**TO BE COMPLETED BY THE CONTRACT ADMINISTRATOR**

A hazard & risk assessment has been performed, prior to the commencement of work.

Signed: Contract Administrator: ___________________________ Date ___________________________
Appendix F: Third Party Accredited Testing Administrator (TPA)

Criteria for Selecting a TPA
Refer to Appendix E of the CODC Alcohol & Drug Policy, for criteria on selecting your TPA. Key points to note:

1. Is the TPA using an accredited Lab, using the Substance Abuse Mental Health Services Administration (SAMSHA) Standard Testing Model (www.samsha.com).
2. Is testing protocol compliant with COAA Canadian Model 2005.

The Major Accredited Testing Administrators in Saskatchewan are listed below.

CANNAMM INC. CONTACT INFORMATION

Contact: Greg Demers 800-440-0023 www.cannamm.com
Note: All collections are done through the 1-800 number.

Saskatchewan Locations:
- Estevan
- Prince Albert
- Kindersley
- Regina
- Kipling
- Saskatoon
- LaRonge
- Vanguard
- Moose
- Jaw Yorkton
- Nipawin

On site testing available. Mobile Collectors available.

DRIVERCHECK INC./WESTCHECK CONTACT INFORMATION

Contact: Ross Mullen (800) 463-4310 www.drivercheck.ca

Saskatchewan Locations:
- Balcarres Hospital Lab Balcarres 100 South Elgin Street (306) 634-9079
- Crocus Counselling & Nursing Services Carievale 215 Railway Avenue
- S.E. Options Consulting - SITE Estevan 1318 - 3rd Street
- Maureen Serfas Kindersley 206 - 5th Avenue West
- Innovative Health Ideas Ltd. Kipling 207 Nelson Avenue
- DKML Lloydminster 4615 - 49th Avenue
- Meadow Lake Associate Clinic Meadow Lake 218 Centre Street
- Brenda Shaw Moose Jaw 1225 Pascoe Drive West
- Crescent Heights Family Medical Centre - HSV Prince Albert 114 - 2805 - 6th Avenue E
- We Care Home Health Services Regina 1661 Park Street (306) 586-0537
- GDML Regina 372 University Park Drive
- We Care Home Health Services Saskatoon 21 - 34th Street East (306) 374-9079
- GDML Saskatoon #59 - 300 Confederation Dr
- Medical Arts Associate Clinic Swift Current 234 - 1st Avenue NE
- Furman Leasing Swift Current 1300 Chaplan Street W

On site testing available. Mobile collectors available
E-SCREEN CANADA CONTACT INFORMATION

Contact: John Mlazgar 888-378-4832 www.escreen.com

Saskatchewan Locations:

Alameda  Kerrobert  Nipawin
Assiniboia  Kindersley  North Battleford
Balcarres  Kipling  Prince Albert
Carievale  Kyle  Regina
Carlyle  Lipton  Saskatoon
Edam  Lloydminster  Shaunavon
Esterhazy  Macklin  Stewart Valley
Estevan  Maple Creek  Swift Current
Eston  Meadow Lake  Tisdale
Frobisher  Melfort  Weyburn
Humboldt  Moose Jaw  Yorkton
Moosomin

On site testing available.  Mobile collectors available

E.C.S. CONTACT INFORMATION

Contact: 877-784-3784 www.ecssafety.com
Note: All collections are done through the 1-877 number.

Saskatchewan Locations:

Estevan

On site testing available.  Mobile Collectors available.

HEALTHSERV (SASK) CONTACT INFORMATION

Contact: Arlene Jorgenson 877-374-9079 www.healthservsask.com

Saskatchewan Locations:

Healthserv Moose Jaw, 30 MacKenzie Road, (306) 374-9079
Healthserv Prince Albert, 114 - 2805 - 6 Avenue E, (306) 374-9079
Healthserv Regina, 30 - 395 Park Street, (306) 586-0537
Healthserv Saskatoon, 201 Robin Crescent, (306) 374-9079
Healthserv Swift Current, 1300 Chaplan Street W, (306) 374-9079
Healthserv Yorkton, 1315 Ball Road, (306) 374-9079

On site testing available.  Mobile collectors available
<table>
<thead>
<tr>
<th>SaskPower Location</th>
<th>Employee headcount</th>
<th>Local Testing*</th>
<th>Nearest testing site/distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assiniboia</td>
<td>7</td>
<td>No</td>
<td>Moose Jaw – 114 km</td>
</tr>
<tr>
<td>Beauval</td>
<td>2</td>
<td>No</td>
<td>La Ronge – 223 km</td>
</tr>
<tr>
<td>Biggar</td>
<td>5</td>
<td>No</td>
<td>Saskatoon – 117 km</td>
</tr>
<tr>
<td>Buffalo Narrows</td>
<td>4</td>
<td>No</td>
<td>La Ronge – 335 km</td>
</tr>
<tr>
<td>Candle Lake</td>
<td>3</td>
<td>No</td>
<td>Prince Albert – 88 km</td>
</tr>
<tr>
<td>Canora</td>
<td>4</td>
<td>No</td>
<td>Yorkton – 58 km</td>
</tr>
<tr>
<td>Carlyle</td>
<td>19</td>
<td>No</td>
<td>Estevan – 95 km</td>
</tr>
<tr>
<td>Carrot River</td>
<td>2</td>
<td>No</td>
<td>Prince Albert – 182 km</td>
</tr>
<tr>
<td>Central Butte</td>
<td>2</td>
<td>No</td>
<td>Moose Jaw – 103 km</td>
</tr>
<tr>
<td>Christopher Lake</td>
<td>4</td>
<td>No</td>
<td>Prince Albert – 103 km</td>
</tr>
<tr>
<td>Coronach</td>
<td></td>
<td>Yes</td>
<td>Local collection facility (240 South Ave)</td>
</tr>
<tr>
<td>Creighton</td>
<td>3</td>
<td>No</td>
<td>La Ronge – 275 km</td>
</tr>
<tr>
<td>Davidson</td>
<td>3</td>
<td>No</td>
<td>Saskatoon – 131 km</td>
</tr>
<tr>
<td>Debden</td>
<td>2</td>
<td>No</td>
<td>Prince Albert – 102 km</td>
</tr>
<tr>
<td>Elrose</td>
<td>1</td>
<td>No</td>
<td>Kindersley – 105 km</td>
</tr>
<tr>
<td>Esterhazy</td>
<td></td>
<td>Yes</td>
<td>Local collection facility</td>
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<td>Elk</td>
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<td>Regina – 85 km</td>
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<td>No</td>
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<td>4</td>
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</tr>
<tr>
<td>Humboldt</td>
<td>8</td>
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<td>Saskatoon – 129 km</td>
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<td>No</td>
<td>Prince Albert – 255 km</td>
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<td>No</td>
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<td>Moosomin</td>
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<td>Nipawin</td>
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## HealthServ Saskatchewan Locations (Continued)

<table>
<thead>
<tr>
<th>SaskPower Location</th>
<th>Employee headcount</th>
<th>Local Testing*</th>
<th>Nearest testing site/distance</th>
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<tr>
<td>Outlook</td>
<td>12</td>
<td>No</td>
<td>Saskatoon – 93 km</td>
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<tr>
<td>Oxbow</td>
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<td>Porcupine Plain</td>
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<td>Radville</td>
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<td>No</td>
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</tr>
<tr>
<td>Rocanville</td>
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<td>Scissor Creek Camp - 8 km</td>
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<td>Rossbridge</td>
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<td>Shaunavon</td>
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<td>Shellbrook</td>
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<td>Prince Albert – 53 km</td>
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<td>Spiritwood</td>
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<td>Regina – 91 km</td>
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<td>Swift Current</td>
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<td>Tisdale</td>
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<td>Hudson Bay – 117 km</td>
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<td>Turtleford</td>
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<td>Unity – 131 km</td>
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</tr>
<tr>
<td>Wadena</td>
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<td>Yorkton – 154 km</td>
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<td>Weyburn</td>
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<td>Estevan – 108 km</td>
</tr>
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<td>Wynyard</td>
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<td></td>
<td>Yorkton – 167 km</td>
</tr>
<tr>
<td>Yorkton</td>
<td>55</td>
<td>Yes</td>
<td>Local collection facility</td>
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<tr>
<td></td>
<td>3023</td>
<td></td>
<td></td>
</tr>
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</table>
# Appendix G: Reasonable Grounds Checklist

## Reasonable Grounds Checklist

Complete this form whenever conducting a Reasonable Grounds Interview.

<table>
<thead>
<tr>
<th>Employee Name and Number (please print)</th>
<th>Date/Time of Incident or Observation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Reporting Supervisor (please print)</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>Name of Manager (please print)</td>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

### Physical Evidence

<table>
<thead>
<tr>
<th>Presence of Alcohol</th>
<th>What was seen or found?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presence of Drugs</td>
<td></td>
</tr>
<tr>
<td>Presence of drug paraphernalia</td>
<td></td>
</tr>
</tbody>
</table>

### Behavioural Evidence

| 1. Illicit behaviour: observed or reported possession, use, or a transaction involving a prohibited substance. | 2. Speech behaviour: verbally abusive, rambling, nonsensical. Please specify: |
| 2. Erratic behaviour: observed or reported abnormal or erratic behaviour. | 2. Physical Behaviour: extreme aggressiveness, agitation, physical abusiveness. Please specify: |
| 3. Other: e.g.flagrant violation of safety or serious misconduct, accident or “near miss,” fighting or argumentative abusive language, unauthorized absence from the job. Please specify: | 3. Attitude: Withdrawn, depressed, tearful, secretive, Un-responsive. Please specify: |
| 4. Other: Erratic or inappropriate behaviour (e.g. hallucinating, disoriented, excessive euphoria, talkative, confusion, frequent absences). Please specify: | |
### Evidence of Impairment

<table>
<thead>
<tr>
<th>Evidence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1 Eyes</td>
<td>Red, dilated, pupils constricted.</td>
</tr>
<tr>
<td>☐ 2 Nose</td>
<td>Runny, sores in nostrils, red and inflamed.</td>
</tr>
<tr>
<td>☐ 3 Skin</td>
<td>Flushed and sweating, pale, blood spots or needle marks.</td>
</tr>
<tr>
<td>☐ 4 Salivation</td>
<td>Dry mouth, hyper salivation.</td>
</tr>
<tr>
<td>☐ 5 Breath</td>
<td>Odour of Alcohol, solvents, marijuana.</td>
</tr>
<tr>
<td>☐ 6 Breathing rate</td>
<td>Rapid, shallow.</td>
</tr>
<tr>
<td>☐ 7 Pulse Rate</td>
<td>Rapid, slow.</td>
</tr>
<tr>
<td>☐ 8 Physical Control</td>
<td>Walking unsteady, poor coordination, tremors, twitching.</td>
</tr>
<tr>
<td>☐ 9 Muscle tone</td>
<td>Rigid, shakes or tremors, limp.</td>
</tr>
<tr>
<td>☐ 10 Speech</td>
<td>Rapid, slurred.</td>
</tr>
<tr>
<td>☐ 11 Mental State</td>
<td>Confusion, hyperactive, lackadaisical.</td>
</tr>
<tr>
<td>☐ 12 Other</td>
<td>Other Observations (check all that apply)</td>
</tr>
</tbody>
</table>

### Other Observations (check all that apply)

- ☐ Direct observation of the employee using Drugs and / or Alcohol.
- ☐ Advised by a co-worker that the employee was observed using Drugs and / or Alcohol.
- ☐ Advised by a co-worker or credible third party that drug paraphernalia was found.
- ☐ Advised by a credible third party (Contractor, customer etc.) that the employee was observed using Drugs and/or Alcohol in a specific area/location.
- ☐ Advised by a credible third party (contractor, customer etc.) that the employee’s actions might suggest the use of Drugs and / or Alcohol.
- ☐ Post-incident investigation was not able to rule out Alcohol or drug use.

### Supplementary Details

**Name of the person who reported:**

**When was the report made:**

**Name(s) of any third party involved:**

**Name of witness(es)?**

**Signature of Supervisor**

**Date and Time**

**Signature of Manager**

**Date and Time**
Appendix H
Reasonable Grounds Interview

This form should be used to gather details concerning the Worker's behaviour prior to completing a reasonable grounds checklist. If the Worker participates in the interview but refuses to sign the documents, please make sure to document the refusal.

Step One:
Record (separately) all the details you know about the situation which would warrant this discussion. If a witness is involved it is essential to document their observations as well.

Step Two:
Ask the employee to explain, in their own words what is causing the symptoms or behaviour that has been observed.

Do not start a discussion during this step. You are simply recording the employee's explanation. Document their response (using their words) below.

Attach additional pages if required.
Reasonable Grounds Interview – Continued

(Check the box that applies)

Before completing the next section of this form please refer to, and complete, the Reasonable Grounds Checklist form.

I accept the explanation on the following basis:

- ☐ The Worker provided a reasonable explanation for their behaviour/actions. Even so, they exhibit signs and symptoms of drug/Alcohol use.

- ☐ The Worker disclosed a medical condition which would reasonably explain their behaviour/actions.

- ☐ The Worker admitted to the use of Drugs/Alcohol.

I reject the explanation on the following basis:

- ☐ The Worker denied using Drugs or Alcohol and could not provide a reasonable explanation.

---

<table>
<thead>
<tr>
<th>Worker</th>
<th>Name (print)</th>
<th>Signature</th>
<th>Date &amp; Time</th>
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</table>

<table>
<thead>
<tr>
<th>Worker’s Supervisor</th>
<th>Name (print)</th>
<th>Signature</th>
<th>Date &amp; Time</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Observer</th>
<th>Name (print)</th>
<th>Signature</th>
<th>Date &amp; Time</th>
</tr>
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</table>