

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines- Drug Free Workplace</i>	SOG # 101-025
	Approved: Chief Christopher J. Reynolds	Initiated: May 2021 Revised: N/A

Description: LPEMS has elected to become a Drug-Free Workplace in compliance with the current Rules for Workers' Compensation Drug Testing. LPEMS is becoming a Drug-Free Workplace, our primary motivation is simply to ensure our ability to continue providing all members with the safest, healthiest, and most productive work environment possible.

Purpose: The LPEMS drug and alcohol abuse policies, together with other information which must be provided to current members, potential members, and job applicants, are contained in the enclosed DRUG-FREE WORKPLACE POLICY. Carefully read this information. If anything is unclear to you, please contact the Director or Chief for clarification.

After reading the DRUG-FREE WORKPLACE POLICY, please sign and return a copy to the Chief.

LPEMS requires all job applicants to take and pass a urine drug testing as a condition of employment. Current members will be subject to reasonable suspicion testing for conditions such as observed abnormal conduct or erratic behavior, exhibiting signs and symptoms of drug and/or alcohol abuse, or being involved in or contributing to an accident while at work. In addition, testing is required to follow-up treatment programs and concurrent with any periodically scheduled routine medical examinations. Random testing will not be conducted.

An important component of the Drug-Free Workplace Program is education. Through education, most members may be discouraged from ever starting to abuse drugs or alcohol and, hopefully, they'll also encourage their abusing cohorts to quit or get help. All members are highly encouraged to participate in annual education courses covering "Personal and Emotional Problems Which May Result in the Abuse of Alcohol or Drugs". LPEMS will also, when possible, offer internal courses designed to assist membership.

If help with drug or alcohol abuse is needed, professional assistance is available please confidentially contact the Chief or Director. LPEMS also offers a free Members Assistance Program (MAP) 24-hours daily for all members and their families by calling the MAP Access Line (267) 893-5400; identify yourself as a First Responder and they will connect you with the First Responder Division.

Although MAPs are not treatment providers, through counseling, members can often be helped to recognize their own problems and accept the fact that solutions are possible without resorting to continuing drug or alcohol abuse. Activities, which may include appropriate referrals to local professional services and even self-help groups, can then be structured to facilitate recovery.

The purpose of Drug-free Workplace Programs is not to catch abusers but rather to stop or prevent abuse. Through deterrence, education, and assistance, together with active cooperation of our valued members, we expect to continue to attract and retain a quality organization, free of the mutually destructive problems associated with workplace drug and alcohol abuse.

Procedure: LPEMS endeavors to provide a safe, healthful, and productive work environment for its members by supporting maintenance of a Drug Free Workplace.

This Policy Prohibits the use, sale distribution, manufacture or possession of alcohol, drugs or related paraphernalia or being under the influence of alcohol and/or drugs to the extent of possible impairment, defined as having bodily concentrations exceeding the threshold levels of metabolites of any of the drugs or alcohol listed below, while on LPEMS premises or worksites or anytime while operating LPEMS vehicles, whether resulting from usage on or off the job, unless prescribed by a licensed physician.

Substance	Concentration	Substance	Concentration
Amphetamines	1,000 ng/mL	Benzoylcegonine (Cocaine)	300 ng/mL
Methadone	300 ng/mL	Phencyclidine (PCP)	25 ng/mL
Barbiturates	300 ng/mL	Cannabinoids (Marijuana)	50 ng/mL
Methaqualone	300 ng/mL	Propoxyphene	300 ng/mL
Benzodiazepines	300 ng/mL	Ethanol (alcohol)	0.04 g%
Opiates (Heroin, Morphine, Codeine)	300 ng/mL		

To facilitate enforcement of this Policy, following a conditional offer of employment by LPEMS, all job applicants are required to take and pass a drug test.

Current members may be tested for drugs and/or alcohol under reasonable suspicion conditions, including post-accident. LPEMS may require testing following completion of treatment or counseling for drug or alcohol abuse and with routinely scheduled fitness-for-duty exams as applicable under PA Law. Refusal to submit to testing, upon request, for any of the reasons authorized by the rules, shall subject the member to the same disciplinary consequences as a positive test result which may include termination for cause and denial of Unemployment and Workers' Comp medical and indemnity benefits.

Analysis

Analysis of specimens will be performed only by laboratories licensed or certified and utilizing qualified sites and employing collectors trained to follow authorized collection protocols and properly maintain legal specimen chain-of-custody.

A Medical Physician will review all trace and confirmed positive lab reports. Positive results shall only be reported after a physician has ascertained that personal prescriptions or other legal substances do not account for the lab findings. Investigations may include, as appropriate, telephone contact with the member and any prescribing physicians or pharmacies identified.

Challenge

Within five (5) working days of receiving written notice of a confirmed positive test result which has been verified, members may submit any information to LPEMS Management explaining and/or contesting the test results. If LPEMS Management disagrees with the member's position, within fifteen (15) days of receipt of a formal challenge of test results, LPEMS must respond in writing. If the member wishes to maintain a challenge, within thirty (30) days of receipt of LPEMS's written response, the member may appeal to LPEMS Grievance Committee, a Court of competent jurisdiction, or a Judge of Compensation Claims (if a workplace injury has occurred). Upon initiating a challenge, it shall be the member's responsibility to notify the testing laboratory which must retain the specimen until the case is settled.

All information, including interviews, reports, statements, memoranda, and drug test results, written, or otherwise received by LPEMS, laboratories, Physician(s), drug and alcohol rehabilitation providers, and their agents who receive or have access to information concerning drug test results originating from testing performed in conjunction with this Policy, is to be treated as confidential communications. Such information may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings unless release, including consultation with legal counsel, is required to defend related civil or administrative matters such as determining compensability, or unless such release is compelled by a hearing officer or court of competent jurisdiction pursuant to an appeal taken under this section, unless deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. Release of such information under any circumstances other than as set forth herein above, shall be pursuant to a written consent form signed voluntarily by the person tested. Information on drug test results shall not be released for use in any criminal proceeding against the member or job applicant and if released contrary to this section, the information shall be inadmissible as evidence in any such criminal proceeding.

Legal Usage

Nothing in this Drug-Free Workplace Policy is intended to prohibit prescribed use of legally obtained medications, many containing otherwise illegal substances. Because of potentially impairing side effects which could endanger the member, coworkers, or the public, upon being prescribed such medications all employees are encouraged to consult with their physician and provide physician with a copy of their specific LPEMS Position Description (Appendix 101-001A-D) for verification of safety.

Disciplinary Process

To discourage use and/or distribution of illegal drugs or alcoholic beverages in the workplace, upon reasonable suspicion, searches for alcohol, drugs or paraphernalia may be conducted of LPEMS property or worksites of area(s) accessible to members, including, but not limited to Company-owned vehicles, equipment, toolboxes, lockers, desks, etc. Discovered illegal items will be referred to law enforcement for disposition.

Disciplinary consequences for violating this Drug-Free Workplace policy may include termination of employment/ membership for cause and denial of Unemployment Compensation. A member injured and subsequently confirmed positive for drug or alcohol abuse based upon reasonable suspicion post-accident testing for having caused, contributed to, or been involved in an accident while at work may also lose medical and indemnity benefits under the Workers' Comp Act.

Following confirmed drug or alcohol abuse and exhaustion of appeal rights, a member may be retained at LPEMS's discretion if all the following criteria area satisfied:

1. The member(s) was employed or an active volunteer member of LPEMS for at least ninety (90) days prior to the infraction,
2. The member(s) was not engaged in the sale of drugs.
3. It is the employee's first offense while affiliated with the organization.
4. Work is available to which the member can be assigned at an appropriate pay scale, which in the sole judgment of management, does not, by virtue of the members confirmed drug and/or alcohol abuse, endanger the safety of coworkers or the public, or pose an unreasonable security risk to LPEMS products or property.

- a. Or require additional supervision to assure required standards of productivity or work quality, at least until such time as the member is proven by subsequent testing to no longer be abusing drugs or alcohol, and
5. At the members own expense (unless employer-provided insurance, if any, covers costs), counseling and/or treatment satisfactory to the organization is completed. If indicated, Management will also assist members in securing appropriate service from area providers at competitive rates and terms and shall not receive additional compensation or otherwise benefit from the members' referral for services.

After a member has been affiliated in good standing with LPEMS for more than ninety (90) days, a one-time exemption from this Policy's disciplinary provisions may be granted if, prior to being notified of drug or alcohol testing, the member has voluntarily sought and is progressing satisfactorily in treatment or counseling for drug or alcohol abuse.

Alcohol and drug abuse are serious personal concerns for many individuals. Members unable to cope with such problems are encouraged to get free, confidential, professional help by calling the MAP at: (267) 893-5400.

