



Substance Abuse Management Programme

AZSPU-HSSE-DOC-00008-2

Authority:	AzSPU Health Manager	Custodian:	AzSPU Occupational Health Team Lead
Scope:	AzSPU	Document Administrator:	AzSPU HSSE MS Document Coordinator
Issue Date:	10.05.2004	Issuing Dept:	HSE & Engineering
Revision Date:	15 August 2010	Control Tier:	2
Next Review Date:	15 August 2012		

1.0 Purpose/Scope

The purpose of this document is to describe the provisions for implementation of Substance Abuse Policy and the arrangements for ensuring an environment which protects well being and is free from the effects of alcohol and drug abuse.

This controlled document applies to all Azerbaijan Strategic Performance Unit activities (SPU) engaged in the exploration, drilling, production and transportation of oil; including all related construction activities.

2.0 Definitions

Accident	An undesired event that results in harm to people, damage to property/assets, environmental harm, breach of security or unplanned operational shutdown
Confirmation Test	Extremely accurate and provide SPECIFIC and QUANTITATIVE data about the actual level of a substance or metabolite present. Can utilise Gas Chromatography, Liquid Chromatography and Mass Spectrometry
Health Team	BP Azerbaijan SPU Health, Safety, Environment and Engineering Department, Health Team
HR	BP Azerbaijan SPU Human Resources Department
Incident	The generic term used to include both accident and near-miss
MRO	Medical Review Officer is a BP assigned physician, who is a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results together with an individual's medical history and any other relevant biomedical information
Near Miss	An undesired event that, under slightly different circumstances, could have resulted in harm to people, damage to property/assets, environmental harm, breach of security or unplanned operational shutdown
Screening Drug Test	SENSITIVE and QUALITATIVE and only detects the presence of a particular substance above a predetermined level. This does not indicate the actual amount present. A negative result indicates there is no evidence of substance abuse or misuse whilst a positive result requires confirmation before any conclusion can be drawn
With Cause	When the acts or facts of incident causation indicate poor judgment, coordination, reaction, and/or other

impairments as listed in the root cause analysis process, testing should be recommended

3.0 General Requirements

[OMS Group Essentials 3.4.5](#)

[Azerbaijan SPU Substance Abuse Policy](#)

[OGP Substance Abuse Management Guidelines](#)

[Staff handbook](#)

4.0 Key Responsibilities

The enforcement of substance abuse policy is the responsibility of line management; however, administration of various parts of the policy falls to HR and Health and H&S departments. In addition, advice and counsel may be sought from the Security, the Legal or relevant Corporate departments.

Line Managers/Supervisors shall

- Enforce Azerbaijan SPU Substance Abuse policy in their respective areas of responsibility
- Identify and document job performance problems with their employees
- Take action in consultation with HR and the Health Team whenever work performance falls or behavior alters (see [Performance Problems Guidance](#).)
- Respect employees' right of privacy at all stages of the process

HR Manager (or designee) shall

- Define and apply disciplinary measures in case of confirmed positive results, refusal to test / search and other possible scenarios of non-compliance (in consultation with the Legal Department as required)
- Maintain records of disciplinary actions taken against employees
- Based on the advice from Health Team make provisions for the availability of employee assistance / medical treatment options for those seeking care voluntarily.
- Develop and update the list of occupations requiring a prohibited substance test as part of periodic medical examination
- Ensure that each new employee is informed about the Company's Substance Abuse policy
- Treat any information related to substance abuse in confidence

Health Manager (or designee) shall

- Develop and maintain a Substance Abuse education programme for all employees to help ensure a high level of awareness. This programme should provide specific guidance for supervisors at all levels on the:
 - recognition of impaired employees, poor performance and behavioral problems due to drugs and alcohol
 - application of this Substance Abuse Policy
 - substance abuse testing programme
 - features of substance abuse
- Advise HR on suitable options for employees assistance / counselling / rehabilitation
- Identify and confirm the acceptability of facilities used for the testing programme and their compliance with the principles of this policy:
 - Medical Facility / Personnel used for sample collection
 - Equipment used (breathalyzers, testing kits, etc.)
 - Laboratories
- Provide consultation / advice to HR / managers / employees on substance abuse matters
- Arrange a suitable Medical Review Officer (MRO) function
- Review and update this policy and the accompanying procedures annually and as required

Medical Review Officer (MRO) shall

- Ensure the testing is carried out correctly
- Secure the chain of custody with the sampling / testing facility
- Receive the results and investigate them
- Normally, review the test result with the concerned person, and if necessary seek their permission to contact their own doctor to assess if there is a legitimate reason for the positive test-result before any report is passed to management
- Report the result to the management only when the positive result has come about as a result of substance abuse beyond reasonable doubt
- Inform a designated company representative if the continued performance of safety-sensitive duties by the employee is likely to pose a significant safety risk
- Treat any information related to substance abuse as any other confidential medical information

Health System Coordinator

- Maintain current lists of "Safety Sensitive" jobs and lists of employees subject to "Safety Assurance" testing. This testing will apply for safety sensitive jobs and work sites where the risk is more critical (e.g. pipeline / terminal operators, drivers, offshore workers, security guards, Sangachal and Supsa terminals, all offshore and remote locations)
- Co-ordinate testing schedules and arrangements for these to take place.
- Implementation of Random Selection for drug and alcohol tests and sending notifications to relevant site/HR representatives on monthly basis
- Obtain and update site core crew members list for each site
- Maintain drug/alcohol testing results database
- Maintain schedule of Safety Assurance (100%) testing at required locations
- Registering and filing of drug/alcohol test forms

Employees shall

- Have a contractual obligation to attend, perform and behave reasonably at work
- Be familiar with Azerbaijan SPU Substance Abuse Policy
- Comply with the provisions of Azerbaijan SPU Substance Abuse Policy
- Proceed to the test site immediately once notified

5.0 Procedure/Process**5.1 Disciplinary Measures**

Any employee in violation of the provisions of BP Azerbaijan SPU Substance Abuse policy will be subject to disciplinary action. Human Resources (HR) department will define and apply disciplinary measures in case of confirmed positive results, refusal to test / search or other possible scenarios of non-compliance (in consultation with Legal as required).

For onshore employees, disciplinary measures are administered by the employee's immediate supervisor or the next higher level of supervision, in coordination with HR. For offshore employees, the Facility Manager or his alternate administers disciplinary measures in coordination with HR.

To ensure a consistent approach to discipline, the management shall complete a full investigation to establish whether an employee is in breach of the substance abuse policy.

No employee shall refuse to undergo a prohibited substance test required by this policy, including but not limited to the following:

- Failure to remain until the process is completed;
- Failure to provide a proper specimen;
- Refusal to permit direct observation if required;
- Failure to provide a sufficient or adequate specimen (without medical explanation);
- Failure to appear for testing (including within a reasonable time);
- Refusal to undergo a medical examination when directed for shy bladder or shy lung;
- Failure to cooperate with any part of the testing process including, if requested, signature of required forms or refusal to empty pockets;
- Failure to submit to a re-collection or retesting when required; or
- Submission of a specimen that the Medical Review Officer (MRO) verifies as adulterated or substituted.

5.1.1 Positive Alcohol Breath test

Breath alcohol levels:	Disciplinary Measure Applied
≥ 0.020 up to $0.039w/v^*$	First detection - level II warning Subsequent detection - level III warning or dismissal
$\geq 0.040w/v^*$	First detection - level III warning; Subsequent detection - dismissal

***Weight/Volume-percentage solution**

Note that any employee who tests positive in excess of the Company Limit Value of 0.020 - in conjunction with an incident investigation ("reasonable suspicion" or "post-incident" test) may be liable to instant dismissal depending on the circumstances of the incident.

Employees working in safety sensitive positions or at safety sensitive locations may be subject to more serious disciplinary actions than listed above.

Employees who are unable to complete helicopter/boat embarkation procedures and have to remain onshore overnight, due to positive test results, do not receive:

- reimbursement for accommodation expenses
- per diem for local transportation and meals
- offshore overnight allowance

5.1.2 Positive Prohibited Drugs Test:

Any confirmed positive prohibited substance test in an employee performing a safety sensitive job will normally result in the termination of employment. Any such decision must follow a careful investigation and consideration of all the circumstances of the case; HR department and line management must ensure that such decision is appropriate and consistent with Company policy and National legislation.

Disciplinary measures against employees in non-safety sensitive functions who test positive in prohibited substance testing, will be determined by HR case by case, and may result in the termination of employment.

Employment will be terminated for any employee who tests positive a second time for prohibited substances on any test.

5.1.3 Refusal to Test.

An employee who refuses to take any drug and/or alcohol test (must be documented) is suspended without pay pending a decision on disciplinary actions. Usually, this will be a written disciplinary warning, but may be a termination of employment depending on the circumstances of the case. A similar approach will be applied in refusal to search scenarios.

5.1.4 Failure to Declare Medication

Employees, especially those in safety sensitive positions or at safety sensitive locations, must declare medication that could affect their mental state (e.g. sedatives, antihistamines, tranquilizers, anti-epileptic drugs), whether prescribed or non prescribed. Failure to do so may result in disciplinary action.

5.1.5 Adulterated / Substituted Samples

Adulterated or substituted samples will be considered as a Refusal to Test and will be subject to similar disciplinary measures.

5.1.6 Possession/Use of Alcohol or Prohibited Substances

An employee will normally be dismissed if he/she:

- possesses, consumes, purchases or sells alcohol on any offshore facility
- possesses, uses, purchases, sells or transfers illegal drugs on any company facility

5.2 Prohibited Substance Testing

BP reserves the right to test employees / contractors / sub-contractors for substance abuse in the following circumstances:

Pre-employment / Periodic or Pre-placement

Post - Incident

Reasonable Suspicion

Safety Assurance (Random or in 100% of cases)

Return to Work Testing after a Positive Prohibited Substance Test

Follow up Testing

During Rehabilitation

Site/Location Unannounced Testing

Any substance abuse testing undertaken must be conducted pursuant to the guidelines set forth in this procedure and follow non-discriminatory principles and scrupulous quality assurance processes according to current best practice.

Any employee who tests positive for the presence of prohibited substances in the amounts equal to or exceeding the levels set forth in this procedure will be in violation of this policy.

5.2.1 Pre-Employment Testing and Testing During Periodic Medical Examinations

Pre-Employment / Pre-Placement testing for prohibited drugs will apply to all new hires, regardless of the positions for which they apply.

All candidates for employment subject to pre-job prohibited substance test, will be notified about the testing by Human Resources (HR), indicating that the offer is subject to satisfactory medical examination results, including substance abuse test.

BP will not hire an applicant who tests positive on a pre-placement / pre-employment prohibited substance test. A refusal to undergo the testing will automatically disqualify the applicant from further consideration for employment.

An applicant who volunteers information regarding a past substance abuse problem, shall not be discriminated against, as long as he/she is no longer using prohibited substances and can successfully pass a prohibited substance test prior to employment.

For certain safety sensitive occupations (e.g. drivers, crane operators, pipeline / terminal operators, security guards, etc.) testing for prohibited substances may be included as part of their periodic medical examination. The occupations falling into this category will be determined by HR. The notification will be as for Pre-employment testing.

5.2.2 Post Incident (Accident / Near Miss) Testing

Following an incident, the supervisor should immediately call for a supplementary assessment by a higher level of management, with support from HR and Health and Safety, as available and appropriate, to determine whether prohibited substance testing for alcohol and drugs should be conducted. The testing is required if an employee's action or inaction either contributed to or cannot be completely discounted as a contributing factor to an incident. Testing is also required for employees following incidents involving civilian and/or third party principals, such as vehicle accidents.

Testing must take place if incident involved and/or resulted in the following:

- Road Accident
- High Potential Incident
- Major Incident
- Recordable Fatality
- Days Away From Work Case (DAFWC)

The Company, however, reserves the right to expand the post incident testing to other scenarios as deemed necessary under the circumstances.

The results of alcohol breath/blood test or drug urine test, conducted by local officials having independent authority for the test, will be considered to meet the requirements of post-accident testing provided that such tests conform to applicable local requirements, and that the results of the tests are obtained by BP. In some circumstances, however, BP may decide to conduct an additional test per BP procedure set forth in this document.

If an alcohol test required by the post-incident provision of this procedure is not administered within 8 hours following the accident, the BP supervisor in charge will file a record stating the reasons the test was not promptly administered. If the post-incident test is not administered within 8 hours following the accident, BP will cease attempts to administer an alcohol test and will prepare and maintain the same record.

If a post-incident controlled **drug** test is not administered within 72 hours following the incident, BP will cease attempts to administer a drug test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.

5.2.3 Reasonable Suspicion Testing:

When any Line Manager/Supervisor has reasonable suspicion to believe the employee has violated the provisions established by this policy, the Line Manager/Supervisor will require the employee to submit to a fitness for duty evaluation and a prohibited substance test. Possible situations include:

Acute situation where observed signs, behaviour or actions suggest that an employee is using or has used drugs or alcohol in violation of this policy, and may, therefore, create an immediate and obvious threat to the safety of the others or the integrity of company facilities.

A. Acute situation

If the safety of the employee or others is at risk, and when a supervisor or security reasonably believes an employee is under the influence of drugs or alcohol then the employee will be removed from the work area and escorted by a company representative to the nearest testing facility e.g. nominated medical provider clinic, site medical clinic, fleet dispatcher or site security. The line manager/supervisor, Occupational Health and HR representatives should be notified immediately.

Following the screening, the employee should be escorted /transported home or back to the workplace as required depending on the testing result and medical evaluation if appropriate.

If the employee declines transportation and it appears the employee may be a danger to himself/herself or to others, those assisting the individual shall assess the situation and report findings to security and relevant management representatives immediately.

B. Chronic situation

Chronic situations where there have been documented behavioral or performance problems in which management, after consultation with the Health Team, considers that substance abuse is a probable factor. This type of testing will only follow careful consideration, investigation and documentation of the circumstances involved. A follow up re-test after a confirmed positive test would fall into this category.

The determination that reasonable suspicion exists shall be based on specific, simultaneous and clear observations concerning the appearance, behavior, speech, or body odors of the employee. These observations must be documented.

Authority to request an employee to submit to Reasonable Suspicion testing requires referral to and concurrence of a line manager and an HR representative. If this is not possible (e.g. acute situation), those making a decision to test must bear in mind the added responsibility they undertake in doing so.

A refusal to test will be subject to discipline under Azerbaijan SPU Substance Abuse Policy.

5.2.4 Safety Assurance Testing (Random or in 100% of cases)

Safety Assurance testing will apply for safety sensitive jobs and work sites ("covered jobs / locations" as designated by HR) where the risk is more critical (e.g. pipeline / terminal operators, drivers, offshore workers, security guards, Sangachal and Supsa terminals, all offshore and remote locations).

Safety sensitive jobs are those jobs that require the employee to perform or to be responsible for performing, duties which, if not performed properly, could result in a serious operational, safety or environmental risk to employees, a facility or the general public. The HR department will develop and maintain a current list of all safety sensitive jobs.

For the purposes of Safety Assurance testing employees working in covered jobs / locations as listed in this program (Offshore, Terminals, Pipelines etc), will usually be selected on a random basis. Any random system used (computer-run program operated by Health team) must ensure that there is no bias in the selection procedure.

The percentage of the target population to undergo the prohibited substances Safety Assurance test will be determined by HR but will usually be at least 25% of the eligible population annually.

At its discretion, the Company may conduct Safety Assurance testing in 100 percent of cases (including contractor personnel) in selected areas, e.g. as part of the helicopter embarkation procedure or at a remote Pump Station. For the purposes of 100% testing site testing schedule is agreed between responsible site management, Health and HR.

In case of staff transportation by vessels - 100% testing for each sailing every day must be implemented. It relates to increased risk of drowsiness and side effects if seasickness medicine is taken with alcohol and also to the time and type of transportation and people's transferring from vessel to platforms.

Safety assurance testing (100%) for alcohol and safety assurance testing (random) for alcohol and drugs is the standard currently applied by BP Azerbaijan SPU to its eligible staff in safety sensitive jobs. The Company, however, reserves the right to expand the testing program to other sites / occupations / substances as deemed necessary under the circumstances.

5.2.5 Return to Work Testing

To return to work after a positive prohibited substance test, the individual must undergo Return to Work testing, the contents of which (e.g., drug, alcohol or both) will be determined by the Occupational Health Adviser. Treatment may be required. If Occupational Health Adviser determines that no treatment is necessary, the employee must complete the prohibited substance test within thirty (30) days of the initial positive test. This Return-to-Work test must be negative for the employee to return to work. If an employee tests positive under a Return to Work test, it will be treated as a second positive under this policy.

5.2.6 Follow up Testing

Once returned to work following a positive prohibited substance test, the employee is subject to unannounced follow-up prohibited substance testing for a minimum of two (2) years with a minimum frequency of six (6) tests per year.

5.2.7 Testing During Rehabilitation

This type of testing is designed to provide support in the recovery process and collect evidence that successful abstinence is being achieved and will apply once the employee assistance / rehabilitation program is in place.

5.2.8 Site/location Unannounced Testing

All employees or a group of employees who work at a particular site or location, such as an offshore platform or onshore terminal and pipeline sites, may be tested on an unannounced basis if local management deems operations to be of a critical safety sensitive nature and/or in circumstances where specific, objective and articulable facts and reasonable inferences indicate prohibited substance use may have occurred that can not be attributed to a particular individual employee.

5.2.6 Company Limit Values

Company Limit Values are those threshold points below which the report of the prohibited substance test will be negative. For the purposes of this policy, the Company Limit Values will conform to the US Department of Transport guidelines (DOT) in effect at the time that BP testing is performed. However, BP reserves the right to change the substances for which it tests and/or the Company limit values, as warranted by relevant considerations, including changes in the prevalence of drugs abused and by changes in the technology of substance testing.

Alcohol

1. Less than 0.02% w/v= fit for duty.
2. At or greater than 0.02% w/v = not fit for duty, must be immediately removed from work. The Company can elect to retest the employee or wait until the start of the employee's next shift, which must be a minimum of 8 hours. Time off work will be treated as suspension pending retest. The Company Occupational Advisor must be consulted to check whether clinical assessment by a specialist and rehabilitation are necessary.

Drugs

Substance	Screening Cut-off	Specific Substance	Confirmation Cut-off
Amphetamines	1000 ng/ml		500 ng/ml
Cannabinoids	50 ng/ml		15 ng/ml
Cocaine Metabolites	300 ng/ml		150 ng/ml
Opiates	2000 ng/ml	Opiates Morphine Codeine 6-Acetylmorphine	2000 ng/ml 2000 ng/ml 2000 ng/ml 10 ng/ml
Phencyclidine	25 ng/ml		25 ng/ml
	10ng/ml		2.5ng/ml

Buprenorphine *			
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*For Georgia based employees

5.2.7 Testing Methods

Alcohol

BP will use a breath test for alcohol for the purposes of initial screening. This initial test will be performed using a re-usable breathalyser. (The type of breathalyser currently used by BP Azerbaijan SPU is Alco-Sensor IV by “Intoximeters”). See [AzSPU Intoximeters Inventory Register](#).

The accuracy check and calibration procedures of any type of device used must comply with the requirements of its Operators Manual.

Each new operator of breathalyzer equipment shall be trained in its usage beforehand. Following the initial training, refresher training shall be carried out at least bi-annually or as required per the Operators Manual.

Drugs

BP will use a urine test for prohibited drugs for the purposes of Pre-employment / Pre-placement; Post-Incident, Reasonable Suspicion or any other types of testing. The following substances will be sought in a urine specimen:

Amphetamines, Phencyclidine (PCP), Opiates, Cannabis, Cocaine and Buprenorphine (for Georgia based employees).

Urine analysis is an impartial and objective method of providing evidence of substance use. By itself, however, it does not diagnose addiction or even current intoxication. The test will consist of an initial screening test and a further confirmatory test for all positive screening results.

5.2.8 Management of Results

Alcohol

In the case of a positive first breath alcohol test, the examiner will wait for 15 but not longer than 20 minutes and repeat the test. If the second test is also positive, the employee and the examiner will both sign the printout, and the examiner will report the result to a Company designated person (e.g. a site / facility manager or HR). Normally, no further confirmation is required for Company purposes.

To meet local legal requirements, it may be also necessary to obtain a supporting doctor's statement and to conduct a further alcohol test (blood or other biological media) from a designated State Institute of Addiction. This must apply to all Post-Incident scenarios or where the disciplinary measures are likely to lead to the termination of employment. Such confirmatory alcohol test shall be administered at the investigating supervisor's instigation in consultation with HR. BP will arrange confirmation testing for alcohol through ISOS clinic in Azerbaijan and MediClub clinics in Azerbaijan in Georgia. See [Flowchart for Breath Alcohol Testing](#).

Drugs

To undergo a urine test for prohibited drugs the employee will be asked to report to one of the BP– nominated medical facilities, where samples will be collected in strict compliance with Chain of Custody requirements (currently these are ISOS clinic in Azerbaijan and MediClub clinics in Azerbaijan and Georgia, or their official BP-approved sub-contractors).

All initial screening tests for prohibited drugs will be performed in country. All presumed positive urine samples will be sealed and transferred via an assured Chain of Custody to the designated laboratory in the UK to be confirmed using gas chromatography/mass spectrometry (GC/MS). To meet local legal requirements, it may be necessary to also subject the sample to a confirmation test at an officially designated State Institute of Addiction (see [Prohibited Substance Testing Facilities](#))

If the result of an initial prohibited substance test is “negative”, no further testing is necessary.

Presumed “positive” (initial and confirmatory) results will be passed by the examining authority to the Company designated Medical Review Officer (MRO) who will discuss the results with the employee and review the chain of custody before deciding if the laboratory results represent substance abuse.

The test is not reported as “positive” until it is declared so by the MRO. If the MRO declares the test positive, he will notify a designated member of HR and line Manager.

Individuals will be advised of their own actual results in all cases.

Reasonable Suspicion, Post-Incident, Safety Assurance, Periodic test results will in addition be reported as positive or negative to relevant management.

Pre-employment results will not be notified to anyone other than the Company Occupational Health Adviser and the individual. If the result is positive, the Company Occupational Health Adviser will advise HR that the individual is not medically suitable for the employment without giving the actual reason.

In all cases of Reasonable Suspicion and Post-Incident scenarios HR will suspend the employees from their duties pending the results of the test.

Employees who test positive (confirmed test) will be suspended from their duties pending disciplinary review.

Employees of contractor companies or shareholder companies other than BP will be referred to their company and will be subject to their own company's policies.

If the time gap between the positive drug screen test and the confirmation test is going to be prolonged the designated medical authority administering the test will inform the Company Occupational Health Adviser. Depending on the type of work performed by the employee (e.g. safety sensitive) and the circumstances of the initial test, the Occupational Health may decide to inform HR and recommend temporary suspension of the employee, stressing that the test shall not be regarded as “positive” until the final confirmation by MRO.

See [Flowchart for Drug Testing](#).

5.2.9 Employee Right to a Retest Sample

An employee notified of a positive prohibited substance test result shall have 24 hours to request a retest of the original sample. The retest is to be arranged and paid for by the employee, and must be conducted by a BP - approved laboratory no later than three working days after the retest is requested. Failure to request and/or conduct the retest within these timeframes terminates the right to retest. BP will consider the results of any retest conducted under this provision, in making its final determination or decision in connection with this procedure.

5.3 Recognition and evaluation of abuse-related problems

5.3.1 Recognition by the individual

Any employee who recognizes that they have a substance abuse problem is encouraged to seek assistance of the Occupational Health, who will act in the strictest confidence.

The employee will be expected to participate in the identification of appropriate assistance and treatment options.

The employee is expected to attend and comply with the agreed treatments or to notify Occupational Health if the treatment or assistance is proving to be inappropriate.

In situations where the substance abuse problem, or its treatment program, may impact on work, the employee is encouraged to involve and seek the support of their line manager (either alone or via Occupational Health) on a confidential basis.

5.3.2 Recognition by Occupational Health

Occupational Health will offer and encourage acceptance of appropriate guidance and assistance. If this is refused then, Occupational Health will offer an open invitation for assistance.

Following confirmation of a problem, Occupational Health will help the individual to identify appropriate assistance and a treatment program.

Except in situations where there is an overriding concern about individual or group safety, Occupational Health will not notify management without consent from the individual concerned.

5.3.3 Recognition by fellow employees

Fellow employees are encouraged to approach Occupational Health in strict confidence if they are worried about a fellow employee.

Occupational Health will treat any such approach with confidentiality recognizing that it is made in an effort to assist a colleague.

Following such an approach Occupational Health will follow the steps in Section 5.3.2.

5.3.4 Recognition by the Line Manager/Supervisor

The supervisor is not expected to make a diagnosis of the existence of a substance abuse problem.

The supervisor should identify and document job performance problems that may be due to impairment following a substance abuse problem.

If the supervisor has reason to suspect that job impairment is an issue and needs advice on whether substance abuse may be a problem they should consult their immediate line manager and/or Occupational Health for guidance.

Where impairment is confirmed and documented then the Line Manager/Supervisor should discuss the facts with the individual and offer Occupational Health assistance. No accusation of an abuse problem should be made.

5.4 Treatment and/or rehabilitation

The Occupational Health department will act, with the individual's Personal Physician, to help co-ordinate and monitor treatment.

The Occupational Health department will assist directly with any issue that impact upon employment.

5.4.1 Agreement to undertake treatment or rehabilitation

Where recognition of an abuse problem originates from supervisory action the individual will be required to enter into an agreement formulated with management and the Occupational Health department to undertake treatment / rehabilitation.

In other situations the individual will be invited and encouraged to do so voluntarily as a means of supporting the maintenance of abstinence.

The agreement will contain the following commitments;

- to follow the treatment and rehabilitation regime
- to maintain total abstinence from the abused substance
- to meet agreed expectations in relation to work
- to consent to substance abuse testing randomly during the rehabilitation period
- to consent to Occupational Health receiving progress reports on a strictly confidential basis from the treatment providers.

5.4.2 Refusal to attend for treatment or rehabilitation

If the individual refuses to accept that there is a problem, or refuse assistance from Occupational Health, the individual will not be subject to disciplinary action solely for such denials or refusal.

The documented performance problems may be ground for disciplinary action whether or not the individual accepts or refuses assistance or recognition of the problem.

In the event of an individual refusing to accept that there is a problem or refusing assistance from Occupational Health the supervisor should make all reasonable efforts to persuade the individual. It should be made clear that failure to accept assistance leaves the supervisor with no option other than to act upon the performance issues alone.

5.4.3 Time off work for treatment or rehabilitation

Out-patient treatment

Time off work will be allowed so that the individual may attend an agreed program.

Whole day absences, if necessary, will be recorded as for any medical absence.

In-patient treatment

The normal sickness absence procedures will apply.

5.5 Transportation for individuals sent home and incapable of driving

When an employee appears to be impaired, or the improper use of substances is thought to be involved, he/she should be sent home.

The supervisor should insist that the employee should not drive a vehicle and therefore the supervisor should do the following:

- If the employee drives a Company vehicle, permission to do so should be withdrawn immediately.
- Transportation should be arranged through a friend, or relative, of the employee, or through a transportation dept.
- If suitable transportation cannot be immediately arranged and the employee is manageable, he/she should be allowed to remain on Company premises, in a restricted area, until transportation is available or he/she is no longer impaired.
- If an employee refuses the above, or is unmanageable, appropriate assistance should be summoned.

5.6 Privacy/Confidentiality

Records covering employee screening for drugs and/or alcohol will be maintained on a confidential basis by all parties involved in the execution of this policy and will be treated as any other confidential medical information.

With the individual's consent, the employee's supervisor will be informed when inpatient or outpatient substance abuse treatment has begun, and of progress during treatment and rehabilitation.

Such disclosure will be on a need to know basis, and must themselves be kept confidential by the supervisor.

5.7 Record keeping

Human Resources must maintain pertinent, accurate and detailed records of all matters associated with performance, safety and discipline, especially if these are thought to be connected with substance abuse.

These records should be dated and signed by the supervisor and contain the following information:

- 1 instances of unsatisfactory work performance
- 1 discussions with the employee
- 1 dates of consultations with the Occupational Health department
- 1 warnings given to the employee
- 1 any other pertinent matters.

5.8 Education

There are Substance Abuse awareness sessions on request for supervisors and employees are available. Request to be sent to [Occupational Health AzSPU](#).

6.0 Key Documents/Tools/References

[OMS Group Essentials 3.4.5](#)

[Office of Drug and Alcohol Policy and Compliance, US Department of Transportation](#)

[Azerbaijan SPU Substance Abuse Policy](#)

[OGP Substance Abuse Management Guidelines](#)

[Staff handbook](#)

[The Medical Review Officer Manual, 4th edition, ISBN: 978-1-883595-54-8](#)

Attachments:

1. [Performance Problems Guidance](#)
2. [Flowchart for Breath Alcohol Testing](#)
3. [Flow Chart for Drug Testing](#)
4. [AzSPU Intoximeters Inventory Register.](#)
5. [Prohibited Substance Testing Facilities](#)
6. [Referral Letter Baku \(Azerbaijani\)](#)
7. [Referral Letter Ganja \(Azerbaijani\)](#)
8. [Referral Letter \(English Sample\)](#)
9. [Substance Abuse Policy for Supervisors \(training material\)](#)
10. [Substance Abuse - SA Consent Form](#)
11. [Procedure for Safety Assurance Testing \(Random\)](#)
12. [WREP Procedure for Substance Abuse Testing at PS 2/5/8](#)
13. [BTC Procedure for Substance Abuse Testing at PSA2 and IPA1](#)

14. [Substance Abuse Procedure for Azerbaijan Export Pipelines ROW and Block Valve Stations](#)
 15. [Substance Abuse Policy Compliance Checklist](#)

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
03.12.2008	AzSPU Health manager/Almaz Agazade	Occupational Health Adviser/Shahla Seyidova	Initial Issue Periodic Review (No Changes) Minor Content Revision Major Content Revision
08.07.2009	AzSPU Health Manager/Almaz Agazade	Offshore Health Advisor/Oleg Minkin	Minor Content Revision - Safety Assurance Testing in case of staff transportation by vessels
15.08.2010	AzSPU Health Manager/Almaz Agazade	Occupational Health Lead/Elnur Mirzazadeh	<p><u>Document footer:</u> Revision date changed</p> <p><u>Front Page:</u></p> <ul style="list-style-type: none"> • Custodian changed. • Revision date changed. • Next revision date changed <p><u>2.0 Definitions:</u> Health Team definition is changed.</p> <p><u>3.0 General Requirements:</u></p> <ul style="list-style-type: none"> • OMS link is added. • BP Getting Health Right link removed. • BP Group Medical Management Guide link removed. • Global Guidance on Substance Abuse Policies link removed. <p><u>4.0 Key Responsibilities:</u> Line Managers/Supervisors mandatory participation in Substance Abuse Awareness session is removed. HR Manager (or designee) will take advice from Health Team (not from HSE).</p> <p><u>5.2.6 Company Limit Values.</u> Time off work will be treated as suspension pending retest. "Pending without payment" is removed.</p> <p><u>5.2.8 Management of Results.</u> Mediclub Clinic is added as a</p>

			<p>nominated clinic for drug chain of custody process in Azerbaijan</p> <p><u>5.8 Education.</u> The new section is added.</p> <p><u>6.0 Key Documents/Tools/References.</u></p> <ul style="list-style-type: none"> • OMS link is added. • BP Getting Health Right link removed. • BP Group Medical Management Guide link removed. • Global Guidance on Substance Abuse Policies link removed. • The Medical Review Officer Manual is updated (3rd ed. vs. 4th ed.) and link added. <p><u>Attachments:</u></p> <ul style="list-style-type: none"> • All attachments are formatted and standardized • Azerbaijan and Georgia Intoximeter Registers are combined in AzSPU Intoximeters Register document • Prohibited Substance Testing Facilities - is changed • Procedure for Safety Assurance Testing (Random) - is added • AzExport Pipelines SA Testing Procedures added
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