



| | |
|---|----------------------|
| Wintergreen Fire and Rescue Standard Administrative Policy | |
| Subject: | Drug-Free Workplace |
| Reference Number: | ADM 01-004 |
| Effective Date: | 28-Jul-04 |
| Last Revision Date: | N/A |
| Signature of Approval | Curtis Sheets, Chief |

Purpose:

To establish a safe workplace environment.

Policy:

Personnel both career and volunteer are prohibited from accessing the Safety Services buildings, any emergency apparatus, or any emergency scene while under the influence of alcohol or any other non-prescribed controlled substance. All personnel shall abstain from taking part in any emergency service incident if he/she has consumed alcohol within eight (8) hours of the event.

If an employee suspects personnel are under the influence, he/she shall immediately notify their shift captain. If appropriate, the captain will notify the Chief or an Assistant Chief of the situation.

Personnel may be required to submit to a drug/alcohol test if appropriate. If he/she refuses the test, discipline action will be required.

This policy is in accordance with the Wintergreen Property Owners Association Employee Handbook. Personnel are encouraged to review that document and ask questions as needed.