

# Canadian Location Specific Procedural Aid for Alcohol and Drugs

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*Conformance with this Procedural Aid is mandatory.  
You may not 'opt-out' of any requirement identified herein.*

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			X	X	X	X	X	X
<b>Standard or Business Process Number &amp; Activity #:</b>	<a href="#">GBL-STD-0076: Standard for Alcohol &amp; Drugs</a>	<b>Business Unit Applicability:</b>	ALL					
			X					

Uncontrolled if printed

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## 1.0 Purpose

CNOOC International (herein referred to as “the Company”) will utilize this Location Specific Procedural Aid along with the [Alcohol and Drug Standard](#) (A&D Standard) to ensure the safety of all workers, the public and the environment and minimize the risk of unsafe performance by Individuals and Contingent Workers due to the use of Alcohol and Drugs.

## 2.0 Scope

This Location Specific Procedural Aid applies to all individuals engaged in Company Business in Canada or working on Canadian Company Premises.

Contingent Workers engaged in Canada or subject to Canadian jurisdiction, as individuals or as an organization, will be advised of the A&D Standard and this Location Specific Procedural Aid and must have a policy or program with standards at least as stringent as:

- those set out in this procedural aid; or
- as outlined in the Construction Owners Association of Alberta’s Canadian Model (Canadian Model for Providing a Safe Workplace effective October 08, 2014, as updated and approved).

Countries outside of Canada that do not have their own country specific Location Specific Procedural Aid will also utilize this Aid but will substitute the wording “Canada” or “Canadian” for their country name. The third party testing provider and Testing processes may differ in each country; however, any POCT Testing must be followed up by laboratory based confirmation testing.

## 3.0 Loss of Licence / Impaired Driving Charge / Suspension

If an Employee has been charged with an impaired driving-related offense or has received an administrative temporary licence suspension as a result of impaired driving, then, prior to operating any Company vehicle, an individual must advise their Supervisor/Manager accordingly.

Impaired driving includes, but is not restricted to, testing over the legal blood alcohol content in that jurisdiction, driving while impaired, refusal to blow into a breath analyzer or refusal to provide a sample for Testing. This may result in not being able to operate Company equipment until the suspension is complete and the individual has no further restrictions on their driver’s licence.

## 4.0 Alcohol and Drug Cut-Off Levels

### 4.1 Panel of Drugs and Cut-Off Levels

A positive Drug Test is a Test that is at or above the confirmation concentration levels set out below.

Urine Drug Concentration Limits: Effective October 08, 2014

<b>Drug/Classes of Drug</b>	<b>Screening concentration equal to/in excess of ng/ml *</b>	<b>Confirmation concentration equal to/in excess of ng/ml *</b>
Marijuana metabolite	50	15
Cocaine metabolite	150	100
Opiates - Codeine	2000 -	- 2000

- Morphine	-	2000
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines	500	-
- Amphetamine	-	250
- Methamphetamine	-	250
MDMA <sup>1</sup>	500	-
- MDMA	-	250
- MDA <sup>2</sup>	-	250
- MDEA <sup>3</sup>	-	250

\*An ng/ml means nanograms per millilitre. A nanogram is one billionth of a gram. A millilitre is one thousandth of a litre.

1 Methylenedioxyamphetamine

2 Methylenedioxyamphetamine

3 Methylenedioxyethylamphetamine

## 4.2 Alcohol Cut-Off Levels

A positive Alcohol Test is a Test that is at or above the breath levels set out below.

Breath Alcohol Testing	G/L Breath
Positive Test	0.040/210
Safety Warning Level	0.020 – 0.039/210

In the event an Alcohol Test results in a Safety Warning Level, the Employee will be held out of work and will be required to complete a fitness for duty assessment prior to returning to work.

## 5.0 Canadian Safety Sensitive Work Locations

The following sites have been designated as Safety-Sensitive Work Locations:

NAME OF LOCATION	Comments
All Oil Sands Locations	<ul style="list-style-type: none"> <li>Including but not limited to Long Lake, Kinosis, Leismer, Cottonwood</li> <li>Excluding the Anzac Community Office</li> </ul>
Balzac Power Station	<ul style="list-style-type: none"> <li>All areas</li> </ul>
Balzac Operations and Abandonment and Reclamation	<ul style="list-style-type: none"> <li>All areas</li> </ul>
Shale Gas	<ul style="list-style-type: none"> <li>Including but not limited to Tsea and Etsho</li> <li>Excluding the Fort Nelson Administration Office</li> </ul>
North Eastern British Columbia Projects	<ul style="list-style-type: none"> <li>Including but not limited to North Liard, South Liard, Cordova and Dilly</li> </ul>

## 6.0 Compliance

Failure to comply with this Location Specific Procedural Aid may be grounds for Corrective Action up to and including termination of employment for cause.

## 7.0 Deviations

Location Specific Procedural Aid deviations must be approved by the Occupational Health Specialist and then authorized by the Vice President, Health, Safety & Environment for consistency of application.

## **8.0 Pre-Access Variance Request Form**

Pre-Access Testing is required for all persons conducting work at a designated Safety-Sensitive Work Location. These Tests generally require a 2 – 3 day turnaround from time of collection until the results are obtained. In some instances a quick Test needs to be conducted using a POCT. The use of a POCT for Pre-Access Testing requires a variance sign off by the Company's Occupational Health Specialist and the VP – HSE.

### REQUEST FOR VARIANCE

Date:	Area:	Function:	
Requested by:		Date:	
<b>Standard, procedure, regulation or rule:</b>	Urine to lab A&D Pre-Access Testing is required for all persons conducting work at a designated The Company Safety-Sensitive Work Location. References: <ul style="list-style-type: none"> <li>• Alcohol &amp; Drug Standard and Procedural Aids</li> <li>• Canadian Location Specific Procedural Aid</li> <li>• Canadian Rules of Work SOP-003 Alcohol and Drug Canadian Contractor Requirements</li> </ul>		
<b>Variance requested:</b>	Allow the below named individual, who requires immediate access to the site, to utilize a quick Point of Collection (POCT) drug screen Test and breath Alcohol Test will be conducted, with the remaining urine sample being sent to a SAMHSA approved lab for confirmation Testing.  If the POCT and breath Alcohol Tests are 'Negative' the worker will be granted site access.  If either the POCT Drug screen test is 'Non-Negative' or the breath Alcohol Test is 'Positive' or a 'Safety Warning' the worker will not be granted site access until such time that a 'Negative' result is received from a certified Medical Review Officer.		
<b>Rationale: attach analyses, reports, drawings, other supporting information:</b>	<b>Circumstances :</b> In order to save significant time delays, costs (list other reasons),   a request to utilize quick Testing is being submitted for consideration.  <b>Company Name :</b>   <b>Employee/Worker Name:</b>   <b>Recommended by:</b> ((insert Supervisor/Manager name))  Note: Cann-Amm is the Company's preferred third-party A&D provider.		
<b>Approving Notes:</b> Site orientation and a Fitness For Work Assessment shall be completed prior to start of work. A Fitness for Work Assessment must include a face to face meeting and discussion.			
Proposed effective date:	Time:	Date:	
Proposed expiry date:	Time:	Date:	
This variance has no effect unless signed by all proper approvers – see below.			
<b><u>Position</u></b>	<b><u>Name</u></b> (print)	<b><u>Signature</u></b>	<b><u>Date</u></b>
The Company Supervisor			
Occupational Health Specialist	Amanda Woodill		
VP - HSE	Louis Auger		