



Health & Safety Manual



DRUGS AND ALCOHOL POLICY

PURPOSE:

To provide a comprehensive breakdown of the Safety rules to be followed by our workers, sub-contractors or anyone under Viana's supervisions at our workplaces shop office or any space under Viana's responsibilities.

SCOPE:

Applies to our main locations which include our office operations, our shop operations and field operations.

STANDARDS/PROCEDURES:

Viana Roofing & Sheet Metal Limited ("Viana") has a zero tolerance policy on the consumption of alcohol and/or the consumption/use of illegal drugs/substances by any employee during working hours while in the employ of Viana and/or any of its affiliates, whether at the premises of Viana, offsite and/or while in, about and/or in control of any property or vehicle owned/leased by Viana.

For those senior employees who have care and/or control of a vehicle owned/leased by Viana and/or any of its affiliates, during or after business hours, this policy extends to and shall include any period while you are operating and/or have care and/or control of such vehicle outside of normal working hours.

Any contravention of this policy by an employee of Viana and/or any of its affiliates shall constitute grounds for immediate termination of employment for cause.

1. No worker shall use, possess, offer or sell illicit drugs, illicit drug paraphernalia, or un-prescribed drugs for which a prescription is legally required in Canada.
2. Employees shall not have present in the body, any illicit drugs, un-prescribed drugs for which a prescription is legally required in Canada and their metabolites.
3. No worker shall use, possess, distribute or sell alcoholic beverages.
4. All employees are prohibited from consuming any alcoholic beverages during their working hours, whether on or off our property. All employees are required to limit their consumption prior to working hours so that there is no alcohol in the body at work.
5. Intentional misuse of prescribed and over the counter medications or other substances, is forbidden.
6. Employees must not be unfit for work due to the use or after-effects of alcohol, illicit drugs, or un-prescribed drugs for which a prescription is legally required in Canada, or the intentional misuse of medications.
7. Employees must not be unfit for work due to the effects of the legitimate use of prescribed or over the counter medications. The Viana Roofing & Sheet Metal Ltd will monitor and manage potential impairment problems during working hours due to the legitimate use of medications, in consultation with medical practitioners when requested.
8. Employees should notify their respective foreman or project manager when they are taking prescribed medication that may affect the performance of their work

COMMUNICATION:

Communication of our Drug and Alcohol Policy will be passed on to our workforce through our "New Hire" safety orientation sessions and our due diligence seminars. Also, our Drug and Alcohol Policy shall be a periodic topic during our foreman Toolbox talks

EVALUATION:

The Joint Health & Safety Committee in collaboration with the company health and safety coordinator shall review our substance abuse program on an annual basis and recommendations will be conveyed to senior management for action.

Title: Drug and Alcohol Program	Date of Issue: Jan 8, 2018 (COR Rev.1.0)
Reviewed & Approved by Mr. Manuel DaCosta (Pr.)	Review/ Revised Date: Jan, 2020
Location: Main headquarters	Document to be post: NO