

RWE	Alcohol, drugs and medication.	Instructions
	I-036-000	

Ban on being under the influence of alcohol or drugs at RWE sites and while carrying out work for RWE

Field of application	RWE Generation NL, including: HC/G/B, RWE-Ti, RWEST, COD, M&S
Valid until	01-01-2021

Document information

Version	Version date	Authorisation
	15-03-2018	Manager Health, Safety and Security - R. Kamst Head of HR - M. Schuurmans Chairman WC - H. de Wit

Changes compared with the previous version

- Changes as a result of privacy legislation ("Advice from Uniper") evaluated against AVG and GDPR
- Changes as a result of the splitting of Essent/RWE
- Amendment of standards

Purpose of instruction

RWE attaches great importance to creating a safe workplace and guaranteeing the safety of the direct environment at its sites. RWE does not tolerate unsafe working practices. As part of a set of procedures for ensuring safety, the purpose of this procedure is to prevent persons who are under the influence of alcohol or drugs from being on an RWE site and/or carrying out work at/for RWE.

Target group:

- All persons who are present and/or carry out work at RWE sites
- All persons who carry out work or are involved in activities away from RWE sites where the work or activities is/are completely or partially under the supervision of RWE and/or is/are being carried out on the instruction of RWE

hereinafter to be referred to as: Persons involved.

Related processes

Process	Title	Code

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Output	Managing HSE risks	P053b
Input	Management of access to sites	P039

Policy on alcohol or drugs

It is not permitted for anyone to be under the influence of alcohol or drugs on site and/or while carrying out work. Neither is it permitted for anyone to be in possession of alcohol or drugs on site. If a person is suspected of being under the influence of alcohol or drugs, that person may be denied access to the site by the security officer or his/her line manager. If the person is employed by a contractor, access may also be denied by the customer or the customer's representative.

Procedure to be followed if a person is suspected of being under the influence of alcohol or drugs

a) Anyone may suspect that a person is under the influence of alcohol or drugs. The attached checklist can be used as a guide with regard to this. If there is any such suspicion, it is to be reported to the person in question and to his/her line manager or their deputy or the customer. If the manager or the customer also suspects that the person in question is under the influence of alcohol or drugs, that person will be asked, either directly or by the security officer, to leave the site. A ban on access will be imposed for 12 hours.



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b) The person on whom the access ban is imposed on account of suspicion of him/her being under the influence of alcohol or drugs may himself/herself ask to voluntarily take a test in order to prove that he/she is not under the influence.

c) If the test shows that the person in question is not under the influence, the access ban will be lifted immediately. 'Not under the influence' indicates a blood alcohol concentration of less than 0.2‰. *The standardisation of drugs is still being carried out.*

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d) If the test shows that the person in question has a blood alcohol concentration of 0.2‰ or above, the access ban/work ban will remain in place. The person's line manager or their deputy or the customer will be informed verbally immediately.

e) The access ban/work ban will remain in force for 12 hours. The person in question will be sent home or to his/her place of residence. The access pass will be blocked by security.

f) If the person in question is found to have a blood alcohol concentration of 0.2‰ or above (learner drivers) or 0.5‰ (experienced drivers), the employee will not be permitted to drive home. If that is the case, the employer will have to arrange for the person in question to be taken home or to their place of residence. If there is no other option, permission will be granted for the person to use a separate room at the RWE site. It is up to the employer to provide this.

g) The site manager will be informed verbally regarding an access ban and will decide together with the line manager or his/her deputy or the customer on any additional direct measures which need to be taken. In the absence of the site manager, his/her deputy will be informed in accordance with the substitution matrix.

Checking for the use of alcohol or drugs

Alcohol and drugs tests will be carried out exclusively by the officers duly authorised to do so by the manager HS&S at RWE Generation NL. This information is recorded in writing. In practice, the internal and external RWE security personnel have been instructed and authorised to carry out alcohol and drugs tests at RWE sites.

1. Equipment

Tests for alcohol or drug use may only be carried out using recently calibrated, indicative test equipment like the equipment that is also used by the police and approved by the judicial authorities. The test will take the form of a breathalyser test for alcohol or cheek swab test for drugs.

2. Who will carry out the test?

a) Tests may only be carried out by persons who have been authorised to do so in writing by the HS&S manager at RWE Generation NL (in practice these are the internal and external RWE security personnel). A test is to be carried out in the presence of a third person and always out of other people's sight.

b) The personnel who carry out or are present during these tests are expressly prohibited from passing on information on these proceedings to any third parties other than to the directly interested parties mentioned in this procedure.

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Taking medication

If the employee is taking medication which could affect his/her reaction time and he/she is unable to carry out his/her normal work safely as a result, the employee is to notify the company doctor of this. The company doctor will tell the employer what work the employee can do and provide advice on adjusting the employee's duties.