






# **DIMENSION BID**

WIRELINE INTERVENTION | PERFORATION SERVICES

## **DRUG, ALCOHOL AND CONTRABAND DBSB-HSE-18**

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HSE-MS	DRUG,ALCOHOL AND CONTRABAND	DBSB-HSE-18-00	
		Rev.02	2014

## AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSE Department of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

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<b>HSE-MS</b>	<b>DRUG,ALCOHOL AND CONTRABAND Definitions</b>	<b>DBSB-HSE-18-01</b>	
		<b>Rev.02</b>	<b>2014</b>

**Subject                      Definitions**

**Purpose**                      This procedure and guidance information has been developed to enforce a written policy on drugs, alcohol and other prohibited item.at a minimum meet the requirements.

**Definitions**

**Prohibited Substances**                      1. Illicit or un-prescribed drugs and controlled substances and mood or mood altering substances  
2. Prescribed drugs used in a manner inconsistent with the prescription  
3. Alcoholic beverages

**Reasonable Suspicion**                      A belief based on objective abd articulable facts sufficient to lead a supervisor to suspect.

**Under the influence**                      1. The presence of a Prohibited Substances, or metabolites of a Prohibited Substances in body fluids above cut – off level established by Dimension Bid’s Policy, or other commonly accepted cut – off level and/or  
2. The presence of a Prohibited Substances that affects an individual in any detectable manner. The symptoms of influences may be, but not limited to, slurred speech or difficulty in maintaining balance.

HSE-MS	DRUG,ALCOHOL AND CONTRABAND Prohibitions, Searches and Inspections	DBSB-HSE-18-02	
		Rev.02	2014

**Subject Prohibitions, Searches and Inspections**

**Prohibitions** Unless specifically authorized by client, Dimension Bid Policy and its implementation shall prohibit staff from the following:-

1. Using, possessing, selling, manufacturing, distributing, concealing or transporting any of the following items:
  - a. Any Prohibited Substances
  - b. Contraband, including firearms, ammunition, explosives and weapons
  - c. Illicit drug equipment or paraphernalia.
2. Using or processing prescription drugs or over – the – counter medication that may cause impairment except when all of the following have been met:-
  - a. Prescription drugs have been prescribed by a licensed physician for the reason in possession of the drugs.
  - b. The prescription was filled by a licensed pharmacist for the person possessing the drug.
  - c. The individual notifies their supervisor that they will be in possession of or using, impairment – causing prescription drugs or over – the – counter medication and appropriate steps are taken to accommodate from the possibility of impairment, including but not limited to, removal of work for the period of possible impairment.
3. Being under the influence of Prohibited Substances while performing any work at work site.
4. Switching or adulterating any urine, blood or other sample used for testing.
5. Performing at work place if that person has tested positive, or refused testing, in any employment – related test except that seeing access to client’s work place may be considered if the positive employment – related test in question was an initial pre – employment test administered more than twelve months before and the employee will not perform in a designated – like position. This rule does not apply to personnel seeking access for low exposure positions whose employment – related positive test did not occur during employment art work place.

**Searches and Inspections** At any time, authorized search and inspection specialists. Including scent – trained animals, conduct unannounced searches and inspections upon Dimension Bid personnel and their properties; that property may include, but is not limited to, the following: wallets, purses, lockers, baggage, offices, desks, tool boxes, clothing and vehicle.

HSE-MS	DRUG,ALCOHOL AND CONTRABAND Testing's	DBSB-HSE-18-03	
		Rev.02	2014

**Subject**

**Testing's**

**Categories**

All Dimension Bid personnel shall be assigned to one of the following categories based on the individual's job function:-

**1. Comparable – To – Designated**

- Has a high exposure to a catastrophic operational incident; has a direct role in operations where failure could result in serious harm to public or employee well - being, company assets, or the environment; and has no direct or very limited supervision available to provide operational checks

**2. Safety – Sensitive**

- Has a high exposure to catastrophic operational incident and has access to operations where failure could result in serious harm to public or employee well – being, company assets or the environment.

**3. Low – Exposure**

- Has an indirect role and no access to operations where failure could result in serious harm to public or employee well – being, company assets or the environment.

All position are "Safety – Sensitive" unless a position, or positions, is / are identified as "Low – Exposure" or "Comparable - to - Designated" in attachment 1 as stated by the client.

Dimension Bid shall ensure that alcohol and drug test are conducted according to the following requirement as defined in table below:

HSE-MS	DRUG,ALCOHOL AND CONTRABAND Drug and Alcohol's Requirement	DBSB-HSE-18-04	
		Rev.02	2014

## Subject

## Requirements

### Pre – Access / Annual Testing

Dimension Bid personnel requiring pre- access testing must have received a **NEGATIVE** result on a comprehensive alcohol and drug test within twelve (12) months preceding that Dimension Bid's personnel first access to client's property. In addition, DB personnel requiring pre – access testing must have received **NEGATIVE** result on a comprehensive alcohol and drug test in **ANY CALENDAR YEAR** which that personnel performs work at client's property. Upon client request, Dimension Bid shall so certify in writing. Dimension Bid shall not laboratory test result to client.

A Single letter certifying negative test results for all Dimension bid personnel requiring site access is preferred.

Dimension Bid will provide no information to client identifying individuals who have positive pre – access tests.

### Random testing

Dimension Bid personnel requiring testing must be subject to unannounced and continuous random selection and testing for Prohibited Substances while performing work for client.

At least fifty percent (50%) of the number of Dimension Bid personnel in the random selection pool.

### Post – Incident Testing

If Dimension Bid or client determines from the best information available after a work – related incident that performance of one or more Dimension Bid personnel contributed to the incident, or cannot be completely discounting as a contributing factor to the incident, Dimension Bid shall remove that /those individual(s) from clients client property and surrender his/her/their credential to clients.

An individual removed from client and DB premises will be allowed to return to work at client property after Dimension Bid conducts alcohol and drug testing on the individual as soon as possible following the individual's removal from the site, and certified in writing the test identification number, the test date and time and negative result test result. On that written certification, the Dimension Bid will include a consent signed by the individual permitting disclosure to client of the test result.

### Reasonable Suspicion Test

Upon reasonable Suspicion of client and Dimension Bid that DB personnel is under the influence of a Prohibited Substances while on client property, Dimension Bid shall remove the individual from client property and surrender his /her credentials to client.

HSE-MS	<b>DRUG,ALCOHOL AND CONTRABAND</b> <b>Drug and Alcohol's Requirement</b>	<b>DBSB-HSE-18-04</b>	
		<b>Rev.02</b>	<b>2014</b>

An individual removed from client and DB premises will be allowed to return to work at client property after Dimension Bid conducts alcohol and drug testing on the individual as soon as possible following the individual's removal from the site, and certified in writing the test identification number, the test date and time and negative result test result. On that written certification, the Dimension Bid will include a consent signed by the individual permitting disclosure to client of the test result.

#### **Threshold Level**

Dimension Bid will specify substances, and threshold level that comply, at a minimum with the Dangerous Drugs Act, 1952 for alcohol and drug testing regulations. Dimension Bid shall adopt collection, chain – of – study and other related procedure consistent with testing procedure or sound industry practice. Dimension Bid will include alcohol in any test panel regardless of any lesser requirement.

#### **DIMENSION BID ALCOHOL AND DRUG TESTING MINIMUM ACCEPTABLE PANEL AND DETECTION LEVEL**

SUBSTANCE	Testing Levels (ng/ml)	
	Screening	Confirmation
<b>Amphetamines</b>	<b>1000</b>	<b>500</b>
<b>Methamphetamines</b>		
<b>Barbiturates</b>	<b>300</b>	<b>200</b>
<b>Benzodiazaphines</b>	<b>300</b>	<b>300</b>
<b>Cocaine</b>	<b>300</b>	<b>150</b>
<b>Methadone</b>	<b>300</b>	<b>200</b>
<b>Cannabinoids (Marijuana)</b>	<b>50</b>	<b>15</b>
<b>Opiates</b>		<b>2000</b>
<b>Codeine</b>	<b>2000</b>	<b>(w/6 – monoacetylmorphine analysis)</b>
<b>Morphine</b>		
<b>Phencyclidine(PCP)</b>	<b>25</b>	<b>25</b>
<b>Propoxyphene</b>	<b>300</b>	<b>200</b>

<b>Alcohol**</b>	<b>0.02% BAC</b>	<b>0.04% BAC</b>
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Notes: For alcohol testing, Dimension Bid used a breath tester or saliva test for screening and Evidential Breath Tester (EBT) or blood alcohol test for confirmation. BAC = Blood Alcohol

Dimension Bid shall use only testing laboratories that are properly certified under a recognized program. The approval laboratory, to certify specimens are Doping Control Centre, Universiti Sains Malaysia (USM), Pulau Pinang and / or Medical Research Centre, Jalan Pahang, Kuala Lumpur.

HSE-MS	DRUG,ALCOHOL AND CONTRABAND Non-Compliance	DBSB-HSE-18-05	
		Rev.02	2014

**Subject**

**Non – Compliance**

Any Dimension Bid found in violation of DB's policy or who refused to cooperate with the searches and tests included in Dimension Bid's policy shall be permanently removed by DB from client property and from performing work for client.

Dimension Bid must immediately notify client that the individual has become "disqualified". Dimension Bid shall will immediately review with the client the nature of work previously performed by the individual.

Upon client request, Dimension Bid shall at its sole cost and risk, inspect all work in which the individual may have participated, and submit a written report to client that documents the inspection, any findings and the action and the actions taken to ensure all deficiencies have been corrected.



HSE-MS	<b>DRUG,ALCOHOL AND CONTRABAND</b> <b>Drug Awareness</b>	DBSB-HSE-18-06	
		Rev.02	2014

**Subject**

**Drug Awareness**

Dimension Bid warrants DB personnel performing work each been fully informed of the requirements of the Dimension Bid's policy and client's drug, alcohol and contraband requirements, and that before beginning work each has signed a written certification that he has been so informed and agrees to be bound by those requirements.

HSE-MS	DRUG,ALCOHOL AND CONTRABAND Exemptions and Special Provisions	DBSB-HSE-18-07	
		Rev.02	2014

**Subject**

**Exemptions**

Client's management may, at its sole discretion, grant certain exemptions to Dimension Bid from the requirements of DB's policy. Exemptions are valid only if in writing, No exemption will be construed by Dimension Bid as a promise of any future exemption. Any exemption granted to Dimension Bid may be revoked by client's management at any time.

**Subject**

**Special Provisions**

Enrollment in, and maintenance of "active Status" in client approved consortium that requires pre – enrollment testing and continuously subject active member to random drug and alcohol testing at an annual effective rate of at least 50% will be recognized as satisfying client's pre – access and random testing requirements.

Upon request, the client will provide with a list of all approved consortiums. Dimension Bid may request approval by client for other consortium

HSE-MS	<b>DRUG,ALCOHOL AND CONTRABAND</b> <b>Applicable Laws and Audit</b>	DBSB-HSE-18-08	
		Rev.02	2014

**Subject**

**Applicable Laws**

Dimension Bid shall comply with all applicable Drug and Alcohol related laws and regulations.

- a. Dangerous Drugs Act, 1952
- b. Drug Dependents (Treatment and Rehabilitation) Act 1983

**Subject**

**Audit**

- a. Dimension Bid shall keep the record required.
- b. Client shall have the right, at its discretion, to perform unannounced audits of Dimension Bid's alcohol and drug program to verify that DB's policy and its enforcement comply with these guidelines.
- c. Dimension Bid will provide separate lists of DB's personnel (including name and Identification number) who were eligible for client's workplace on a date specified in safety – sensitive position or job comparable to designated positions. Upon further request, Dimension Bid will provide the following information on each alcohol and drug test conducted for each DB's personnel identified from those lists:-
  - A. Date of and type of test (e.g. Random, pre – access)
  - B. Laboratory chain – of – custody identification number and / or test number

Dimension Bid will obtain an agreement from any consortium, specimen collection service, laboratory and / or medical review officer providing drug / alcohol testing services under the agreement that upon submission by client of a list, or lists, of government work identification Numbers, Chain – Of – Custody ID numbers and test dates:-

- i. The laboratory will verify that the tests were conducted as represented
- ii. The laboratory and / or medical review doctor will provide a sworn statement that each of the tests identified by clients were confirmed as negative or that it/he/she cannot so swear.