

16.0 FIT FOR DUTY

FLINT is committed to providing our Employees, Direct Service Providers, Sub-Contractors, Agency Employees, customers and the public with a safe and healthy workplace. FLINT believes that all occupational injury, illness and property damage is preventable, and that through active management of risk and at-risk behavior, injury and loss can be eliminated from our organization.

FLINT recognizes that the use of Drugs and the misuse of Alcohol, Medications and other substances can limit an individual's ability to safely and effectively do their job. All Employees, direct service providers, Agency (ex. regulatory/auditing) employees, contractors, and Sub-Contractors are expected to perform their duties to meet FLINT, industry, and regulatory requirements.

Fit for Duty also encompasses the need to be healthy and alert on the job whether on regular duties day or night shift accordingly. Employees, workers, contractors, visitors alike must always report fit and ready to work. When there are circumstances that could pose a risk to the workplace, the worker, or other team member's supervision must be informed and appropriate action taken to eliminate the risk. Client sites requiring additional health and safety fitness testing will be completed prior to their arrival at site.

Fit for Duty management includes (but is not limited to):

- **Fatigue management** (Ex. lack of sleep and nutrition) affecting alertness and awareness on the job.
- **Medical conditions** (ex. diabetes/heart conditions) – that could affect the workers alertness or endurance, ability to complete tasks.
- **Illness/infection control** – (Ex. flu bugs, or pandemic) – that could cause a lack of alertness, ability to focus, tiredness, or inability to complete tasks safely.
- **Alcohol or Drug use and prescription misuse** – that could affect abilities to focus, work safely, or cause the work to take short cuts.
- **Risk Sensitive Position (RSP)** - A position or class of positions identified by the employer, normally remote from a work site but that has authority to direct safety-sensitive employees or make potentially high-consequence decisions within a hazardous work site. See also safety-sensitive position.

They include district managers, supervisors, technical experts, HSE resources, etc. who reside off-site but make safety-critical decisions and direct on-site employees conducting potentially dangerous tasks in potentially dangerous work environments.

- **Safety Sensitive Position (SSP)** – The position is one in which an individual has a key and direct role where the presence of drug or alcohol could result in a significant incident affecting the health and safety of oneself, others, or the environment. All positions that are required to work either on client sites or in FLINT operating facilities are deemed safety sensitive and are subject to testing, pre-employment, site pre-access, reasonable cause, and random testing if identified by the client.

- **Self-Disclosure** - is a process of communication by which one person reveals information specific to the use of alcohol and/or drugs about them self to another.
- **Specified Position (SP)** - A Specified Position is an executive position that the Company designates as having significant and ongoing responsibilities for decisions or actions that are likely to affect the safe operations of the Company and are subject to testing, pre-employment and site pre-access if identified by the client., and reasonable cause.
- **Zero Tolerance** - No worker shall report to work or be at work under the influence of any drug, or substance exceeding the thresholds listed within the Canadian Model 6.0 that may affect their ability to work safely.

Additional policies and procedure are in place for fatigue, medical condition issue response and illness found in other section of the FLINT Safety Management System and should be consulted, along with communication to senior staff and Human Resources (where applicable), prior to a course of action being taken. In some instances fatigued, medical (distressed), or ill workers may be removed from the workplace upon discovery of issues and concerns by supervision to protect the worker and/or other team members. Each situation is different and must be assessed by supervision. Medical assistance must be sought where demonstrated medical and illness concerns are evident.

Work Schedules/Emergency call in/Social (Business)

- All employees who are scheduled on call are expected to be capable of reporting Fit for Duty in compliance with this Policy and the applicable Program
- **Emergency (Call In)** - A Worker who is requested to report for unscheduled work, or a worker requested to report in an emergency situation, must not accept a work assignment if he/she has a reason to believe that his/her performance may be negatively affected by reason of the consumption of Alcohol, Drugs, Medications, or other substances.
- **Social and Business Hosting** - social and business hosting, involving the consumption of alcohol, will be hosted off of FLINT worksite or facilities. FLINT will reinforce responsible use of alcohol at these events. Workers who attend and consume alcoholic beverages must not return to work, inclusive of attending a 3rd party hosted event.
- A key element to a successful Fit for Duty program and assurance of knowledge and understanding of the an sub element of the Fit for Duty program is training and knowledge of all employees, supervision, management, contractors, subcontractors and visitors to the A & D Policy, risk assessment process and subsequent testing process/protocol.

Work Schedules/Emergency call in (Business)

- An employee may work a maximum of 12 hours a day unless an exception occurs.
- An employee's work must be confined within a period of 12 consecutive hours per day, unless one of the

following occurs:

1. An accident occurs, or urgent work is required.
2. Other unforeseeable or unpreventable circumstances.
3. A variance signed by the District Manager authorizing hours up to 14 hours.
4. A variance signed by the Area Manager authorizes hours up to 16 hours including paid travel time which is considered “work”.
5. At no time will workers be permitted to work greater than 16 hours including travel time which is considered “work”.
6. A worker may work up to 16 direct working hours and additional travel hours with authorization and arranged bus / crew van travel to the home, camp where the driver has not exceeded the 12 consecutive hours.

Rest between shifts

- An employee must not be required to change from one shift to another without at least 24 hours’ notice and at least 8 hours’ rest between shifts.

TRAINING

Supervisors and Management shall:

- A. Understand the fundamental purpose of the guidelines and know the standards and requirements established by these guidelines found under the FLINT Fit for Duty program (Ex. A& D training provided through company HSE – Leadership Training and external course where applicable).
- B. Know the meaning of some common alcohol and drug related terms.
- C. Understand the concept of “enabling” and the importance of avoiding behaviors which allow problems related to alcohol or drug use to continue un-addressed.
- D. Know their role and responsibilities in addressing performance problems related to alcohol and drug use.
- E. Have a good ability to recognize the behaviors or conduct which may indicate performance problems related to alcohol, drug use and/or potential medical conditions.
- F. Know and clearly understand the process and steps to manage and address performance issues in general, as well as performance problems related to alcohol or drugs specifically.
- G. Know the support systems designed to assist supervisors and team members in addressing performance issues.

Workers (contractors/subcontractors/visitors) shall:

1. Have an understanding of the alcohol and drug work rule.
2. Take responsibility to ensure their safety and the safety of others.
3. Ensure they meet the work standards as part of their obligation to perform work activities in a safe manner.
4. Cooperate with the work rule and follow appropriate treatment if deemed necessary.
5. Use medications responsibly, be aware of potential side effects and notify their supervisor of any potential unsafe side effects where applicable.
6. Encourage their peers or coworkers to seek help when there is a breach of policy.

16.1 DRUG AND ALCOHOL MANAGEMENT PROGRAM

The misuse of drugs and alcohol can have a serious effect on the health and safety of workers. The objective of the FLINT Drug and Alcohol Management Program is to reduce the risk of incidents in the workplace where substance abuse or the presence of alcohol or drug may be a contributing factor or cause. To accomplish this, the Construction Owners Association Alcohol and Drug Guidelines and Work Rule are being used as the foundation of this program.

A detailed Alcohol and Drug standard and testing protocol shall be utilized to direct Managers, Supervisors, and Foreman through the process.

16.2 WORK STANDARDS

Alcohol and Drugs

All workers on FLINT projects or persons providing work (contractor/sub-contractors/direct service providers) or services to the project shall comply with the following work standards. In the event the clients have their own standards, the more stringent will be followed.

- All employees in defined safety-sensitive roles will be pre-employment tested prior to being offer a position with FLINT. (“A safety-sensitive position is one in which an individual has a key and direct role where the presence of drug or alcohol could result in a significant incident affecting the health and safety of oneself, others, or the environment. All positions that are required to visit or work either on client sites or in FLINT operating facilities will be deemed safety sensitive and are subject to testing.”)
- No worker shall distribute, possess, consume, or use alcohol, legal, or illegal drugs on the work site or in any vehicle or any other equipment.
- No worker shall report to work or be at work with an alcohol level that exceeds forty (40) milligrams of alcohol in one hundred (100) milliliter of blood, breath, saliva or urine. National Safety Code drivers may have a higher requirement to have zero alcohol present while driving for FLINT.
- No worker shall report to work or be at work under the influence of any drug, or substance or substance that exceeds the limits established in the Canadian Model.

- No worker shall test positive for any substances exceeding concentrations as specified under Policy, and as detailed in the Construction Owner Association of Alberta – Canadian Model for Providing a Safe Workplace.
- No worker shall misuse prescription or non-prescription drugs while at work. If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report such potential to the supervisor.

Prescription Medication

Workers are expected to responsibly use prescribed and over the counter medications in accordance with the physician's or pharmacist's instructions. Medications of concern are those that inhibit or may inhibit a Worker's ability to perform his/her job safely and productively. When appropriate, Alcohol and Drug testing will be conducted in accordance with the applicable Program to determine compliance with this Policy.

The following is prohibited while conducting work on FLINT business or worksites:

- Reporting for work or working while impaired/not Fit for Duty
- The possession of prescribed medications without a legally obtained prescription, and the distribution, offering or sale of prescription medications.
- The intentional misuse of medications (e.g. using the medication not as it has been prescribed or directed by the pharmacy, using someone else's prescription medication and combining medication and alcohol use against direction).
- The use of any medication prior to or on the worksite which may impact the ability to work safely must be reviewed with supervision prior to accessing the worksite.

Workers

- Confirm through their doctor or pharmacist as to whether a medication may affect their ability to work and operate equipment safely, act responsibly and choose a safe alternative medication when available (e.g. non drowsy pain killers).
- If the medication they are using will (and/or may) affect their ability to work safely, they are required to provide their supervisor with direction from their doctor (where applicable), regarding any work restrictions.

Management/Supervision

- FLINT supervision and management reserves the right to confirm the requirement for restricted work by requesting medical confirmation of the impact of the medication on the ability of the individual to do work (worker is Fit for Duty).

Searches

FLINT Energy Services reserves the right to conduct searches of premises and worksites where there are reasonable grounds to conclude there is or has been use or possession of substances prohibited under this Policy.

Supervisors are responsible for identifying situations where an investigation is justified based on a training/ education (and certification where applicable) and a combination of indicators (evidence) such as behaviors, odor, or presence of drug paraphernalia. Supervisors are responsible for consulting with a HSE Manager, management (at a Director level or designate) who will counsel as to whether and how to initiate an investigation.

If alcohol or illegal substances are found during a search, the worksite location safety personnel, security and/or local authorities should be contacted. Confiscation, detention, or other intervention should be handled by location HSE personnel or security and/or local authorities (Ex. RCMP).

FLINT employees, direct service providers, contractors, sub-Contractors, and visitors will comply with all search provisions as set out in our work standards and where applicable.

Loss of License/Impaired Driving Charge

In the event of a loss of license (Ex. medical condition change) or impaired driving charge, any worker who regularly or periodically operates any motorized vehicle on behalf of FLINT Energy Services must immediately cease driving/operating any vehicle or equipment requiring that license and must report the change in license status to their immediate supervisor as soon as possible (ex. return to next shift).

The supervisor must follow up with management on the change in worker license status and a loss of privileges to drive, working with the FLINT human resources department for follow up on, work change status and continuance of employment.

Failure to report the charge or suspension of a driver's license will be grounds for discipline up to and including termination of employment. For direct service provides, contractors or sub-contractors failure to report a charge or suspension will be grounds for the termination of the service agreement.

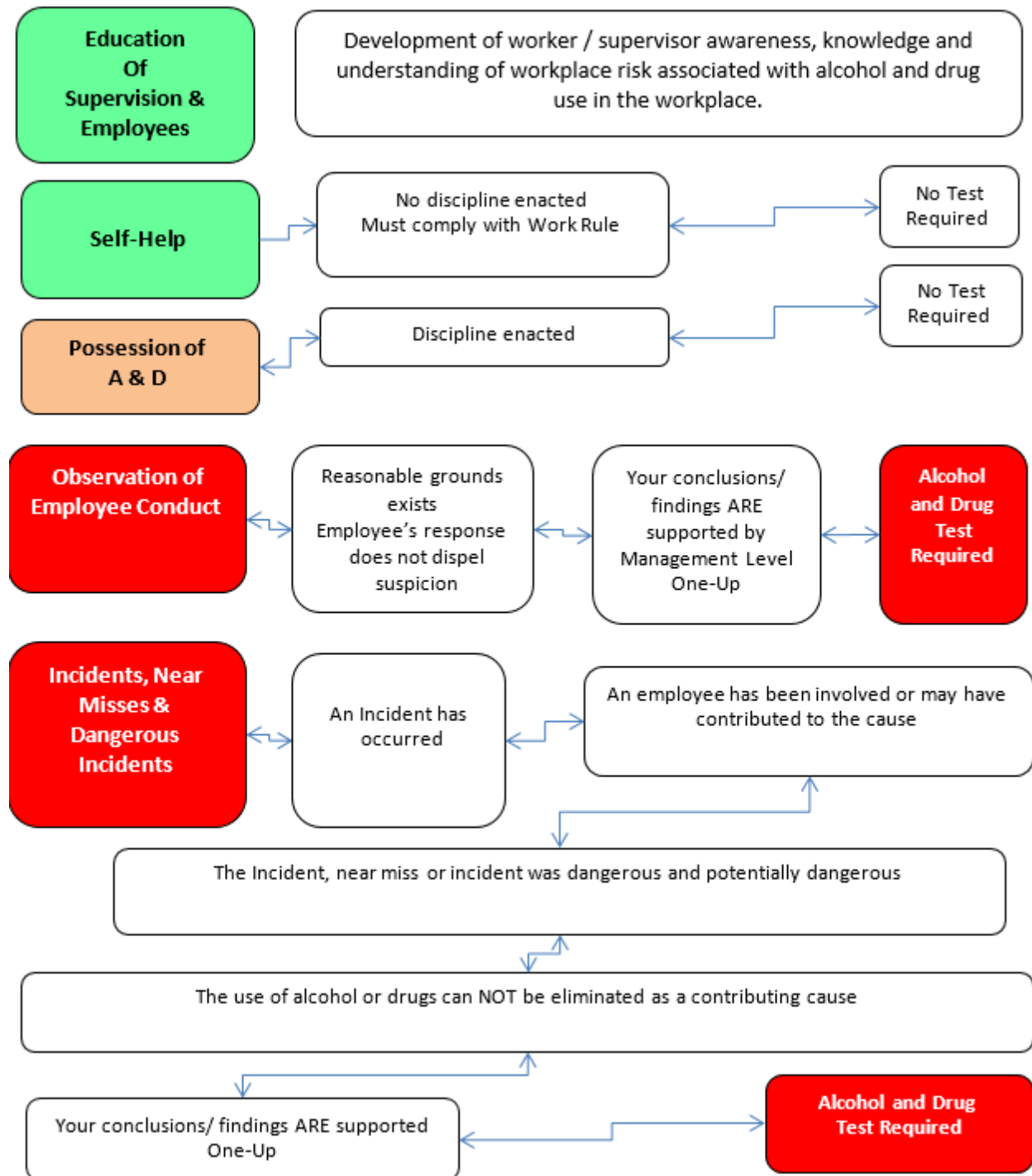
16.3 WORK RULE DECISION TO TEST FOR ALCOHOL AND DRUGS

As per Construction Owners Association of Alberta (COAA) – Canadian Model for Providing a Safe Workplace there are key elements for an Alcohol and Drug Work Rule and the Implementation of a Policy.

COMMUNICATION IS KEY, first and foremost is the required education of all workers, contractors, sub-contractors, on the FLINT Energy Services Alcohol and Drug Policy thereby identifying the risks (in the workplace from the use of alcohol or drugs) and gaining worker compliance to the policy.

Please refer to the COAA Model (below) for A&D program Implementation and decision flow diagram for testing. Note this decision diagram works in concert with the approved FLINT alcohol and drug testing protocol signed by the FLINT CEO.

COCAA MODEL FOR IMPLEMENTATION OF THE PROGRAM



16.3.1 Reasonable Grounds Testing

A supervisor or a manager of an employee who, after consulting with the next level of management, has reasonable ground to believe based on observation of an employee's conduct or other indicators, that an employee is, or may be, unable to work in a safe manner because of the use of alcohol and/or drugs, must request the employee to submit to an alcohol and drug test and must explain to the employee why the request is being made.

Reasonable grounds for testing include (but are not limited to) the following:

- Where the smell of alcohol is detected on an employee's breath
- Where the employee self-disclose the use of alcohol or drugs
- Where the supervisor or leader overhears a conversation at work in which an employee admits to just having consumed or used alcohol or drugs;
- Where empty liquor bottles are found in a vehicle used by the employee;
- Where the employee's appearance and behavior indicated that the employee may be under the influence of alcohol or drugs; or
- Where the employee's failure to correct a chronic performance problem indicates that the employee may be using or is under the influence of alcohol or drugs at work.

16.3.2 Post Incident Testing

A supervisor or Manager who, after consultation with the next level or management, concludes that there are reasonable grounds to believe that an employee was involved in an accident, a near miss or other potentially dangerous incident, must request the employee to submit to an alcohol and drug test immediately following the accident, near miss or other potentially dangerous incident and must explain to the employee why the request is being made.

MEDICAL TREATMENT A PRIORITY

NOTE: Based on the severity of any injury incident to a worker, Alcohol and Drug testing may not be completed, the priority is always medical treatment of the worker injured in the workplace.

16.3.3 Return to Duty Testing

A worker may be tested upon return to work after being removed from employment for being non-compliant with this program. Testing requirements will be prescribed by the Medical Review Officer as per the treatment program.

16.3.4 Random Testing

Random testing is not currently mandatory within FLINT's fit for duty program, we do provide services for clients that may require registration into a random testing program. In the event that FLINT workers are requested to work at a client site supporting random testing, the worker will be given the option to

voluntarily enter the program and be eligible to work at the worksite or choose not to work at the worksite.

For Clients with Random Testing requirements FLINT will follow the Canadian Model.

16.3.5 Occupational Health Testing

For all Client sites requiring pre-access Occupational Health Assessment, these assessments will be arranged as part of FLINT pre-access testing process and will include but not be limited to;

- Occupation specific Physical Demands Analysis (PDA)
- Baseline Audiogram as defined by Section 223 (1) (a) of the Alberta OHS Code
- Pulmonary Lung function test.

All sites will require candidates who are in the return to work process to complete an Occupational health assessment, these assessments will be arranged as part of FLINT return to work program and will include but not be limited to;

- Occupation specific Physical Demands Analysis (PDA)
- Fit for duty status communication.
- Modified work agreement if required.

All Client sites requiring reasonable cause or random Occupational health assessment, will be conducted as part of FLINT Fit for Duty program and will include but not be limited to;

- Occupation specific Physical Demands Analysis (PDA)
- Fit for duty status communication.
- Modified work agreement if required.
- Post hire Audiograms as defined by Section 223 (2) of the Alberta OHS Code.

16.4 TESTING PROCESS AND PROTOCOL

Refer to the FLINT Energy Services Drug and Alcohol Testing Protocol approved and signed by the CEO for consistency in the application of the FLINT A&D Policy.

If there are any concerns or issues supervision must contact management one-level-up for support and clarification.

- If requested a representative of a union or an employee organization of which the employee is a member may assist the employee with any matter arising under this alcohol and drug program policy.
- Escort the employee to the designated testing and collection service identified in the Project/Facility Specific Safety Plan. The employee needs to be escorted/supervised for post incident and reasonable grounds testing.
- If testing is required after hours, call the selected after hours testing and collection service. If required some testing and collection services will come to site.

FOR POST INCIDENT TESTING

1. Breath alcohol tests should be taken within two hours of the qualifying incident but may be taken up to (8) hours after the incident, with an appropriate written explanation as to why testing could not be done within the first two (2) hours. If the testing cannot be done within (8) hours of the incident, no alcohol testing shall be done and a record as to the incident and the reasons why no testing was done must be maintained on file.

Drug tests must be administered within 72 hours of the incident (where possible). A written explanation must be given as to why the testing was not done promptly after the incident.

NOTE: Based on the severity of any injury incident to a worker, Alcohol and Drug testing may not be completed, the priority is always medical treatment of the worker injured in the workplace.

2. If FLINT Energy Services obtains the results of a breath or blood test for alcohol, and/or a urine test for drugs, where the tests were conducted by law enforcement or others with authority to test, those results may be used to determine compliance with this Policy.

A worker must remain available for any tests. Failure to be available for tests or refusal to test will be treated in the same manner as if the tests were positive.

3. The approved testing and collection service will perform the required testing procedure with test results forwarded to the Medical Review Officer (MRO) following proper chain of custody procedures.
4. The employee will be suspended from work pending the results of his/her drug and/or alcohol tests.
5. A report must be completed for all Drug and Alcohol test requests including refusals, negative tests, and positive tests.

REFUSAL OF TESTING

FLINT Energy Services may discipline or terminate for cause the employment of an employee who fails to comply with the drug and alcohol work rule. An employee who refuses to submit to a required test, who tampers with a test sample, or obstructs the testing process, will be considered to have had a positive test result.

RESULTS OF TESTING

1. Results of breath alcohol tests will take approximately 30 minutes. Lab screening and Medical Review Officer (MRO) process can take 3-5 business days.
2. **Negative test** – No alcohol or drugs present. Employee will be reinstated and any wages lost, or costs incurred, will be paid by FLINT Energy Services.
3. **Non-Negative test** – Alcohol or drugs may be present. Employee will be suspended until results from the Lab are received, Negative results from the lab will result in the worker being reinstated and any wages lost, or costs incurred, will be paid by FLINT Energy Services.
4. **Positive Test** – Alcohol or drugs present.
5. Employees who test positive for alcohol or drug tests as reported by the Medical Review Officer (MRO) will be immediately terminated. They will not be considered eligible for employment with FLINT Energy Services.
6. Supervisors of employees who test positive will be required to assess the quality of all work completed by the employee for the previous shift cycle. (One week)

16.5 CONFIDENTIALITY

All drug and alcohol test results are confidential and are only released by the Medical Review Officer to the designated company representative or alternate. FLINT Energy Services representative or alternate may release relevant information to company decision makers as required.

16.6 ADMINISTRATION

The Industrial Drug and Alcohol program is administered by:
SUREHIRE Occupational Testing – 1-866-944-4473

ATTACHMENTS:

[Form 16A- Post Incident Alcohol & Drug Testing](#)

[Form 16B- Reasonable Grounds Alcohol & Drug Testing](#)

[Standard for Random Testing](#)

[Canadian Model Version 6.0](#)