
 <b>HAWAII HEALTH SYSTEMS CORPORATION</b> <i>Quality Healthcare for All</i>  <b>POLICY</b>	<b>Department:</b>  <b>Human Resources</b>	<b>Policy No.</b>  <b>HR 0026A</b>
		<b>Supersedes Policy No.</b>
<b>Subject:</b>  <b>ALCOHOL-FREE AND DRUG-FREE WORK ENVIRONMENT AND CAMPUS</b>	<b>Approved By:</b>  HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	<b>Approved Date:</b>  November 18, 2021
		<b>Last Reviewed:</b>  July, 2021

## I. PURPOSE:

Hawaii Health Systems Corporation ("HHSC") prohibits the use of Alcohol and Illegal Drugs by all individuals (i.e., including visitors and patients) at the HHSC Corporate office and the Regional facilities. Illegal Drug use, which includes Alcohol abuse and prescription drug abuse, may lead to workplace problems such as injuries to employees, poor patient care or abuse, property damage, and work performance deterioration. Substance abuse has also been associated with incidents of workplace violence. To help ensure a safer workplace for HHSC employees, patients, staff, and the general public, HHSC has established this alcohol-free and illegal drug-free work environment policy. This policy applies to all HHSC employees, contracted workers, and all applicants who are selected to fill HHSC job openings, and visitors and patients at all HHSC facilities.

## II. DEFINITIONS:

For purposes of this policy, the following definitions apply:

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl alcohol and isopropyl alcohol.

"Illegal Drug or Substance" means any drug or substance (1) not legally obtainable or (2) legally obtainable but not legally obtained or used. The term includes prescription drugs obtained illegally and/or prescription drugs not being used for prescribed purposes or in a prescribed manner.

"Under the Influence" means being in a physical or mental condition as a result of Illegal Drug or Substance use that affects work in any way, including but limited to creating a potential risk to the safety and well-being of the individual, co-workers, patients, staff, the general public, and property.

"Drug Paraphernalia" means any material or equipment used, intended for use or designed for use in testing, packaging, storing, injecting, ingesting, inhaling, or otherwise introducing into the human body any Illegal Drug or Substance covered by this policy.

"Detectable Level" means having a measurable limit of any Alcohol or Illegal Drug or Substance in the body that results in a positive test for Illegal Drug Substance use testing.

Such limits are based on the U.S. Department of Transportation, or the State Department of Health standards, or negotiated standards through collective bargaining.

"Safety Sensitive Position" means a position in which the employee's job performance impacts the safety or well-being of the individual, co-workers, patients, staff, the general public, and property.

### **III. POLICY:**

HHSC strives for an Alcohol-free and Illegal Drug or Substance-free environment for all employees, contract workers, patients, and visitors at the HHSC Corporate office and the Regional facilities. Individuals (including contracted employees), are prohibited from reporting for duty with any Detectable Level of Alcohol or Illegal Drug or Substance, or both, in their bodies or reporting to work while under the influence of Alcohol or Illegal Drug or Substance or both. Individuals in Safety Sensitive Positions who are on a prescribed medication containing narcotics and who report to work shall inform their appropriate supervisor of such prescriptions, as the medication may reasonably be expected to affect the individual's ability to perform the essential functions of their job. The individual's supervisor with guidance from their Human Resources Department shall evaluate the nature of the individual's job functions and the possible risks to the safety and well-being of the individual, co-workers, patients, and visitors. Based on such factors, the Corporate management or Regional management, as the case may be, shall make a decision as to whether the individual should remain at work or be sent home on authorized sick leave.

HHSC prohibits any employee (including contracted employees), patient, or visitor from consuming, using, selling, receiving, transporting, manufacturing, or possessing Alcohol, Illegal Drugs or Substances, and/or Drug Paraphernalia during working and non-working hours on its property, facilities, and vehicles.

Applicants who receive a conditional offer of employment with HHSC (including applicants provided through an agency for temporary work) shall not be using or abusing any Illegal Drugs or Substances. All such applicants in Safety Sensitive Positions shall pass a pre-employment drug test and those applicants testing positive at the Detectable Level for any Illegal Drug or Substance shall have their job offer withdrawn. Refusal to submit to drug testing shall be deemed to be a voluntary withdrawal of the application for employment. If an applicant refuses to be tested or tests positive at the Detectable Level for any Illegal Drug or Substance, the applicant shall be considered ineligible for employment with HHSC for a period of three (3) years following the refusal action or the positive test results.

### **IV. AUTHORITY:**

- Chapter 323F, Hawaii Revised Statutes ("HRS");
- Union Collective Bargaining Agreements
- Chapter 89, HRS

### **V. RELATED PROCEDURE(S):**

HR 0026B

### **VI. REFERENCE(S):**

None