



الشركة العمانية للغاز الطبيعي المسال ش.م.م.
Oman LNG L.L.C.

OLNG ALCOHOL & DRUG GUIDELINE

This document contains 13 pages

Documents Classification:-

By default all documents will be categorised as (Non-Critical / Non-Confidential unless otherwise specified

Risk Classification

Non-Critical

Security Classification

Non-Confidential

Document No:	NG-P036	Page	1 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



Table of Contents

1. INTRODUCTION	4
2. KEY ELEMENTS OF THE POLICY	4
2.1 FITNESS TO WORK AWARENESS	4
2.2 CONTROLS ON IMPAIRMENT	4
2.3 EMPLOYEES RESPONSIBILITIES, AVAILABLE ASSISTANCE.	5
2.4 RESPONSIBILITIES OF THE LINE AND COLLEAGUES.	6
3. APPENDICES	7
APPENDIX 1 "WITH CAUSE" BREATHALYSER TEST PROCEDURE FOR ALCOHOL	7
APPENDIX 2- MANAGEMENT REQUEST FOR ALCOHOL TEST	8
APPENDIX 3-OMAN LNG INFORMED CONSENT FORM	9
APPENDIX 4-GUIDANCE ON DISCUSSIONS WITH EMPLOYEES	10
1. During the first Conversation:	10
2. Subsequent Discussion	12
APPENDIX 5-CHECKLIST FOR SIGNALS INDICATING ALCOHOL & DRUG USE PROBLEMS	13

Document No:	NG-P036	Page	2 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



ISSUE HISTORY

Changes from previous issue are indicated in the table below

Issue	Description	Date
0	Original for approval	30/03/2005
1	Approved for issue	30/04/2005
2	Update the Alcohol & Drug abuse document	19/07/2010
3	Procedure review. No updates.	22/02/2016

Distribution:	This document is accessible though EDMS Controlled Documents Pyramid (CDP)		
Custodian/Author	QHSE/3	Date:	Signature:
Comments Received:			
Approval		Date: 27/01/2016	Signature:
Authorisation		Date: 22/02/2016	Signature

Document No:	NG-P036	Page	3 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



1. INTRODUCTION

Oman LNG conducts its business against high standards of safety, care for the environment and the health of its employees and is committed to providing a safe workplace for its employees and contractors.

The effects of consumption of alcohol or the use of illegal or legal drugs in the workplace can be a serious threat to safety, health, environment and productivity. Oman LNG pursues the reduction of this risk and is committed to maintaining a safe, healthy and productive workplace.

This document explains the Company's approach in managing alcohol and drug issues.

2. KEY ELEMENTS OF THE POLICY

2.1 Fitness to work awareness

- ◆ OLNG wants all its employees to be fit to undertake their assigned duties. The effects of consumption of alcohol, use of illegal or of legal drugs in the workplace can undermine this fitness to work. Employees therefore need to be aware of the risks of alcohol or drug use in the workplace. The major risks are as follows:

- **Impairment :**

The consumption of (small amounts) of alcohol and some drugs (prescribed or illicit) can impair the fitness to work. Amongst the effects are a lack of co-ordination, slower reaction times, impaired eyesight and/or other senses and impaired judgement and/or concentration. This increases the risk of a direct (HSE) accident to self or colleagues or could lead to accidents at a later time as a result of wrong decisions being made whilst impaired.

- **Relationships and Behaviour :**

Chronic (ab) use of alcohol and drugs can affect behaviour and lead to tension and frustrations. Misuse of alcohol and drugs can result in absenteeism. Relationships can be adversely affected causing problems with family, friends and work colleagues. This in turn may limit the prospects for promotion and could even put the individual's job directly at risk.

- **Damage to Health:**

(Chronic) alcohol and drugs use can cause addiction, liver damage, brain damage, stomach disorders, high blood pressure, sexual problems, sudden death, and many more health problems.

2.2 Controls on impairment

- ◆ It is the employee's responsibility to be fit for work.

Document No:	NG-P036	Page	4 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



- ◆ Because of the (acute) impairment effects employees are prohibited from being at work while under the influence of alcohol or drugs. Employees are also prohibited to bring alcohol or illicit drugs into the work place.
- ◆ In case the employee uses prescription drugs he or she is required to inform the Company Medical Officer to assess if these drugs could affect fitness to work and to comply with the instructions provided by the CMO.
- ◆ When an employee is observed to behave abnormally at work or when there is a reasonable suspicion that impairment may have been contributory to a work related incident, testing for alcohol or drugs use will be conducted. This is known as “**with cause**” testing (Appendix 1).
 - ◆ Staff who do not consent to the alcohol testing by Oman LNG will be referred to the Royal Oman Police (ROP) (Appendix 3).
 - ◆ Drug testing in Oman is performed by Royal Oman Police (ROP) only. If there is reasonable suspicion that the use of illegal or prescription drugs is involved the case will be referred to ROP.
 - ◆ Oman LNG will follow the local legislation for Royal Oman Police regarding the cut-off value for alcohol which is Zero tolerance.’
- ◆ In case the result of the alcohol or drugs test is positive (i.e. evidence of recent and significant drug or alcohol consumption is found) this is regarded as a case of serious misconduct and disciplinary action will be taken. This could lead to dismissal of the employee.
- ◆ In all cases where there is damage to public property or personal injury and in all road traffic incidents on public roads, the Royal Oman Police will be responsible for the conduct of tests and to decide on consequential action.

2.3 Employees responsibilities, available assistance.

It is the employee’s responsibility to be fit for work.

- ◆ Employees who feel that they have become or are at the risk of becoming dependent on alcohol or drugs have the option to discuss their concerns with the Company Medical Officer. The CMO will treat all such information as strictly confidential and personal. Employees who seek help will not jeopardise their employment although alternative work may be considered (temporarily). If they wish employees can request to participate in the ‘Employee Assistance Program’ to help them.
- ◆ Employees discovered by means other than self-disclosure to have an alcohol or drugs dependency will be required to cooperate in the Employee Assistance Program. Refusal to cooperate will lead to a disciplinary hearing which could lead to dismissal.
- ◆ The same considerations as to those having an illness will be given to employees with alcohol or drug dependence, with the objective of minimising risks safety of self and colleagues, to job performance, health and environment. The CMO will arrange for necessary treatment and periods of absence to undergo such treatment, which will be registered as normal sick leave.

Document No:	NG-P036	Page	5 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



- ◆ The '**Employee Assistance Programme**' is an individually tailored treatment plan determined by the CMO with one or more of the following elements:
- ◆ Working with the CMO as a counsellor
- ◆ Taking part in an education programme on alcohol/drug dependency
- ◆ Professional treatment for the dependence including hospitalisation (e.g. base country for expatriate, University hospital for the National employees)

Participating in the assistance programme does not provide an excuse for misconduct, which will be regarded as a disciplinary matter.

2.4 Responsibilities of the line and colleagues.

Supervisors and colleagues have an important role to play in helping an employee to recognise symptoms of dependence and stimulating them to seek help and treatment as required.

Line Managers and supervisors have the responsibility for the health, safety and welfare of their employees and contractors and are required to:

- ◆ Raise and maintain staff and contractor awareness of this guideline.
- ◆ Manage employees and contractors who are not fit for work, including intervening to protect H&S of all involved.
- ◆ Facilitate a climate in the workplace that is supportive to people with an alcohol or drug problem to seek help.

Alcohol and drug problems are difficult to recognise. If left unattended, the problems deteriorate for the employee, his colleagues, the organisation and also for the line manager. A number of signals and symptoms may help recognise the problem, but these are indications only. Some of the more obvious signals are:

- ◆ Frequent sick leave or the employee is regularly absent without reason
- ◆ The quality of work and productivity decreases and the atmosphere at work deteriorates.
- ◆ The employee comes to work smelling of alcohol or disoriented
- ◆ "Accidents" happen without a clear explanation
- ◆ A person has recently had a ticket for driving under the influence of alcohol
- ◆ The relationship with colleagues deteriorates

When you notice one or more of these symptoms and suspect alcohol/drug to be a cause you have to speak with the person involved. This should be done before it is too late. Appendix 5 provides some further information to help recognise symptoms.

Document No:	NG-P036	Page	6 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



Appendix 4 gives some guidance on how to approach the discussion with an employee.

Line managers and supervisors may also want to discuss the issue with the CMO.

3. Appendices

APPENDIX 1 "WITH CAUSE" BREATHALYSER TEST PROCEDURE FOR ALCOHOL

1. The "with cause" breathalyser procedure is only to be invoked by the OLNG supervisor at the work site.

"With Cause" in this instance refers to abnormal behaviour on the part of an individual or group of individuals, or the discovery of evidence of alcohol use on site, or suspicion of misuse such that in the supervisor's view operational safety is being compromised.

2. The OLNG supervisor requesting the test is to complete the "Request for Alcohol Test" (Appendix 2). The site Doctor/ nurse assigned to conduct the test should be informed and given the completed (Appendix 2) form.
3. During normal working hours, the employee suspected of alcohol use is to be taken to the site clinic accompanied by the supervisor for a breathalyser test. The screening test will be conducted in the clinic by the Doctor/Nurse witnessed by a representative from the HR Department and if result is positive the case will be referred to ROP for confirmation. In cases where the suspected incident occurs outside working hours, the case will be immediately referred to ROP via Company security after taking approval from the Site Duty Manager.
4. Calibration and controlled maintenance of the breathalysers is under the responsibility of the **Head of Medical Services**. Testing is done either by the doctor or the site Nurses. There must be an interval of at least 15 minutes after alcohol has been consumed, in order to avoid the false measurements as the actual residues in the mouth would lead to wrong readings. There must be an interval of at least 2 minutes after smoking as the tobacco smoke in the expired air may damage the measuring system.
5. The individuals must be informed of the circumstances and the reasons for the breathalyser testing. Their co-operation must be requested and agreed to by the suspected candidate. A test cannot be carried out on anyone who refuses. However, staff should be reminded that failure to participation in a breathalyser test "With Cause" will result in the case being referred to ROP and the individual will be suspended until a final outcome by the authorities has been pronounced.
6. Confirmed positive tests by ROP will be regarded as serious misconduct and will result in disciplinary action up to and including dismissal.

Document No:	NG-P036	Page	7 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



APPENDIX 2- MANAGEMENT REQUEST FOR ALCOHOL TEST

I,, hereby request the Site Doctor / Nurse to administer a
(*requesting supervisor*)

Breathalyser test to:

Name of the employee being tested:.....**Ref Indicator:**

in accordance with the Company's Alcohol & Drugs Policy.

NAME OF THE REQUESTING SUPERVISOR / MANAGER.....

REF. IND.....

TEL. NO.....

SIGNED.....

DATE

Document No:	NG-P036	Page	8 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



APPENDIX 3-OMAN LNG INFORMED CONSENT FORM

INFORMATION FOR EMPLOYEE TO BE TESTED

1. The breath-analyser test will be used for testing for the presence of alcohol.
2. The test should be carried out by the Company Doctor / Nurse. Failure to co-operate will be reported to management and ROP will be called to do the test.
3. If the result of the screening test is positive the case will be referred to ROP for confirmation.
4. You will be given an opportunity to ask any questions that you wish about the procedure.

Full Name:.....

Ref Ind.:

I give my informed consent for testing for alcohol by the breathalyser test.

NAME*

Signature:.....

WITNESSED BY*
(NGH/4 – Head of Employee Relations)

Signature:.....

Date:

TEST RESULT:

TEST DONE BY
(Head of Medical Services / Nurse)

Signature:.....

Date:

Document No:	NG-P036	Page	9 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



APPENDIX 4-Guidance on discussions with Employees

- ◆ It is in the interest of the people with a dependency problem to draw attention to their behaviour and performance timely and frankly.
- ◆ The performance or behaviour of an employee should be the starting point for action.
- ◆ You tell your employee what struck you about their behaviour. You indicate that this performance should improve within a certain period of time. You tell him/her that you suspect the use of alcohol or drug to play a role and offer help from the Company doctor. This method is called "constructive confrontation". In fact you follow two tracks; on the one side you confront the employee with their bad performance and you point out that this should improve within a certain period of time, on the other side you offer support to help solve the hidden problem.
- ◆ You should be aware of regulations and procedures handled by the Company in case of alcohol or drug misuse by employees
- ◆ Keep note of the deterioration in a person's performance (a survey of facts and incidents that occurred. Name date, place and how you noticed).

1. During the first Conversation:

- Express your worry and try to find out what is wrong.
- Discuss performance.
- Make clear to the employee how the company does expect him/her to behave.
- If necessary, inform the employee about the Company's alcohol and drug policy. Offer help and assure him or her that any information as to background problems will remain confidential. Make clear that eventually the person involved, is and will be fully accountable for his behaviour.
- Set apart enough time and space. Make sure that you can speak undisturbed and privately.
- When in doubt ask the Company's Employee Relation (NGH/4) or Company Doctor for advice.
- Be prepared that the employee may confront you with the following :

- ***It is a private matter!***

Excessive use of alcohol outside office hours or the use of illicit drugs or the misuse of prescribed drugs may influence your employee's work and performance. From that point of view, it is also a matter for the Company and manager to raise the question of alcohol or drug-use.

- ***I have been drinking for years and nothing ever happened!***

Remain calm, persistent and clear. Point out that the performance should improve. You have collected facts and examples of unacceptable events. Luckily, so far

Document No:	NG-P036	Page	10 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



nothing serious has happened. And this should remain so for the future. That is why you have this conversation.

- ***This is gossip only. They want to get at me. I am not performing badly at all!***

The starting point for action is and will be the performance. However, from a personal point of view, you can express your worries. Draw your employee's attention to the Company's alcohol and drug policy and tell him where to go for further information.

- ***I am sure you want to get rid of me!***

Your attitude is very important. Show your employee how much you care. Take him or her seriously. Make clear that it is not your intention to get rid of the employee. Emphasize his or her value for the Company in the past and the present.

- ***"I do not drink much at all" or "I only use drugs on the weekend"***

Do not be tempted to a discussion on the use of alcohol or drugs.

Whether an employee drinks little or uses illicit drugs on occasions: you notice a bad performance.

It is not the number of drinks; it is the safety, health, the productivity and quality of the job and atmosphere at work that count.

Be honest and open.

Give concrete facts.

Do not moralise, do not raise your finger, but explain the risks you see for the work situation.

- Round off the conversation with clear commitments on:

- what should improve
- when this improvement should be reached
- a possible reference to employee relations and the Company doctor (who contacts who and when)
- set dates for a follow-up

- Make a report of commitments and dates and file this. Explain that this file is important to determine possible improvements.

- If necessary, explain that you may want to consult the employee relations or company doctor

- End the conversation in a positive way. Emphasize that it is certainly not the intention to get rid of the employee. Indicate that you would like to see him or her perform well again.

- ◆ One important aspect to keep in mind is that you are not a therapist. Yours is a managerial task and you should not "take over" the employee's problem. Limit your contribution to his performance, fitness for work and well-being and leave the acceptance and responsibility to the employee himself.

Document No:	NG-P036	Page	11 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



2. Subsequent Discussion

- ◆ Start every next conversation with a recapitulation of the set commitments and indicate what the results are.
- ◆ Your experiences in the past should lead you to make new commitments. If necessary you follow the track of "constructive confrontation": you warn that (new) disciplinary actions may follow if the performance does not improve within the set term.
- ◆ Keep mentioning the possibilities for help. Emphasise its importance but leave the ultimate choice to the employee. Performance and fitness for work should be the key-issues.
- ◆ File the commitments. It might be an idea to describe the experiences in such a way that they can serve for a possible future confrontation with alcohol and drug problems.
- ◆ Your conversations may lead to improved performance from the employee. It is also possible; however, that he or she has to be treated internally or externally for alcohol or drug problems.
- ◆ To follow the progress by having regular consultations with the Company doctor or Employee Relations.

It should be realised that alcohol and drug problems are often the result of established and excessive use. Therefore, it cannot be expected that these problems will be solved in a short period of time. There should be a plan to handle employees return after the treatment.

One should also be aware and make clear commitments with the employee and the personnel department about the consequences of a possible relapse into the old behaviour.

Document No:	NG-P036	Page	12 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	



Appendix 5-CHECKLIST FOR SIGNALS INDICATING ALCOHOL & DRUG USE PROBLEMS

1.	Absence	More frequent sick-leave, especially short-term leave often late for work, , Frequent absence without authorisation Odd and improbable excuses for absence.
2	Absence during work-hours	Extra long breaks, Frequent toilet visits Physical presence, but unable to perform
3	Loss of concentration	Work takes more time and trouble than it used to be Problems to memorise instructions Unable to resolve problems with complex actions
4	Accidents:	Involved in (near) accidents more often than others
5	Varying working-pattern	Period of high and low productivity Increasing unreliability Unpredictable reactions
6	Distinctive external Characteristics	Obviously under the influence of alcohol Smells of alcohol, shaking hands, red, puffy face Increasingly untidy outer appearance Searching for reasons to drink Needle marks Drowsiness or hyperactivity
7	Diminishing efficiency	Unable to finish orders in time Mistakes, waste of materials Complaints of clients Unable to take decisions
8	Disturbed relations with colleagues	Fierce reactions to complaints or remarks Bad mood or suspicious behaviour Trying to borrow money Avoiding the manager or audits

The indications may differ from person to person at different workplaces. It is often a combination of various indications and signals that point to a problematic use of alcohol/drugs.

Document No:	NG-P036	Page	13 of 13
Issue No:	3	Print Date:	
Issue Date:	22/02/2016	Hard copy only valid on print date.	