

LIMPOPO

PROVINCIAL GOVERNMENT

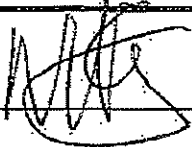

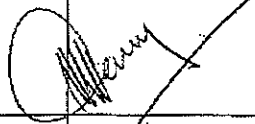
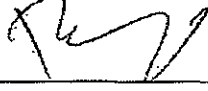

REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER

SUBSTANCE ABUSE

Document Approval Page

SUBSTANCE ABUSE POLICY

	Person	Signature	Date
Director General	Mr N.S Nchabeleng		30/6/2017
Acting Deputy Director- General Administration Support	Mr. E Managa		29/06/17
Chief Director- Corporate Services	Mr. A. E Managa		28/06/17
Director- HRD, PMDS & EHWP	Mr. M.P. Ramavhoya		21/6/17
Deputy Director – EHWP	Ms. Asnath Mashela		2017-06-21

DOCUMENT DISTRIBUTION LIST

Document ID			
Document Title	SUBSTANCE ABUSE		
Revision			
Revision date	FEBRUARY 2016		
Distribution	Copy No	Signature	Date
Master Copy	1	Office of the Premier – EHWP	
Strategic Management and policy	2		
Registry	3		
Copy	4		
Copy	5		
Copy	6		
Copy	7		
Copy	8		

DOCUMENT CHANGE INDEX

Document Change Record - Printed Documents			
Rev. No.	Pages Affected	DCP No.	Revision Date
1		002	

Document Change Record - Electronic Media		
File Name	Description	Software Package
SUBSTANCE ABUSE		

TABLE OF CONTENT

1	INTRODUCTION.....	7
2	PURPOSE.....	7
3	LEGISLATIVE MANDATE.....	7
4	SCOPE OF APPLICATION.....	7
5	DEFINITION.....	7
6	POLICY PRONOUNCEMENTS.....	8-9
7	INCEPTION DATE.....	9
8	TERMINATION AND REVIEW CONDITIONS.....	9
9	ENQUIRIES.....	9
10	MONITORING AND EVALUATION.....	9

ACRONYMS AND ABBREVIATIONS

EHWP	Employee Health and Wellness Programs
HR	Human Resource
OTP	Office of the Premier
EA	Executive Authority
AO	Accounting Officer

1 INTRODUCTION

Office of the Premier acknowledges that substance abuse such as alcohol and other drugs are major problem in the society, it also recognize that substance abuse affect employees' job performance hence it is crucial to manage this problem in a work situation. Substance abuse refers to abuse of alcohol and illegal and legal drugs such as cocaine and tranquillizers. Substance abuse is a serious problem in a work environment but treatable through Employee Health and Wellness Programme.

2 PURPOSE

The purpose of this policy is to enable the Office of the Premier to manage substance abuse cases effectively in the workplace, that is, to treat or prevent the effects of this problem.

3 LEGISLATIVE MANDATE

- 3.1 The General Administration Regulation, 1996 of the Occupational health and Safety Act, 1993.
- 3.2 The Public Service Regulations, 2016
- 3.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- 3.4 Schedule 8 of the Labour Relations Act, 1995 (Act No. 66 of 1995).

4 SCOPE OF APPLICATION

This policy is applicable to all employees in the Office of the Premier as contemplated in the Public Service Regulations, 2016.

5 DEFINITION

According to Diagnostic and Statistical Manual of Mental Disorder 3rd ed. (DSM-III), "abuse of or dependence on all substances that modify mood or behaviour including alcohol, sedatives, hypnotics, opioids, cocaine, amphetamine-like drugs, hallucinogens, cannabis, phencyclidine and even tobacco".

6.1 The role of supervisors shall be to manage the employees' job performance and discuss substance abuse when it occurs on the job.

6.2 Identified employees shall be formally referred as soon as is practically possible to Employee Health and Wellness unit for therapeutic treatment.

6.3 Employees shall be subjected to drug or alcohol testing should the supervisor suspect that an employee is abusing any substance while at work or reporting on duty while under the influence of alcohol or drugs.

6.4 The Office shall pay for employees referred to Rehabilitation centres for treatment through the Employee Health and Wellness programme budget.

6.5 Employees who successfully complete the rehabilitation process shall be allowed to go for after-care service after rehabilitation.

6.6 The EH&W practitioner shall provide constant after-care service for 12 months to the recovering employee, unless the rehabilitation centre provides such services or the employee has joined an Alcohol Anonymous group. The EH&W practitioner regardless of who is providing the after-care services shall always provide follow-up services.

6 POLICY PRONOUNCEMENTS

- A loss of productivity
- High absenteeism
- Personnel turnover
- Workplace accidents
- Disciplinary actions
- Possible damage to property

terms of:-

An employee's occupational functioning may deteriorate due to intoxication at work caused by the abuse of or dependency on any of the said substances. His or her social functioning may be impaired. The harmful effects of the different substances used in the workplace extend beyond simply the negative health consequences; they also have serious repercussions for employers in

6.7 If the Office has paid the treatment, and the employee does not maintain sobriety within the period of two years, he shall be instructed to repay the treatment costs.

6.8 The Human Resources manager and the employee's supervisor shall be informed when an employee is going for rehabilitation to ensure that special leave arrangements are made in advance.

6.9 The Office shall be responsible for transportation of an employee to and from the rehabilitation. The employee shall be responsible for his/her own transport during weekend-leaves given by the rehabilitation centers.

7. INCEPTION DATE

The inception date for this policy will be after approval by the Accounting and Executive Authority.

8. TERMINATION AND REVIEW CONDITIONS

This policy shall remain in force unless withdrawn or amended by the Executive Authority or the Head of Department and shall be reviewed by bi-annually or whenever a need arises

9. ENQUIRIES

All enquiries can be directed to the Employee Health and Wellness Programme Sub-Directorate

10. MONITORING AND EVALUATION

The Office shall:

- ensure that the implementation of the policy is monitored quarterly.
- evaluate the achievements of policy objectives at least once every two years.