



**LIMPOPO**

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
ROADS AND TRANSPORT**

**SUBSTANCE ABUSE POLICY**

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## GLOSSARY

**EAP Professional** – a person who is a qualified social worker and registered with the South African Council for Social Services professional as a practicing member and employed as an EAP official.

**EAP Coordinator** – a person who assists with non-professional matters of EAP and who is not necessarily a professional or trained as such.

**Rehabilitation**- reform or help to change from one behavior to the other through professional interventions.

**Rehabilitation Centre** – an institution which is officially registered to offer rehabilitation services to individuals.

**Employee Assistance Programme (EAP)** – a work-site programme which is aimed at assisting employees and their immediate members to deal with challenges that have adverse effects on work performance and social functioning of individuals.

**DSM** – a scientific diagnostic manual which assists in the psycho-social and mental diagnosis of individual for the purpose of professional interventions.

**Substance abuse** – the over use of a substance to the detriment of one's and others' health and interference with one's normal functioning and work performance.

## **1. PREAMBLE**

The Department of Roads and Transport acknowledges that substance abuse such as alcohol and other drugs, is a major problem in the society hence it is crucial to manage this problem in a work situation. Substance abuse refers to abuse of alcohol, legal and illegal drugs such as cocaine and tranquillisers. Substance abuse is a serious problem in the work environment but to a certain degree, it is treatable through Employee Assistance Programme.

## **2. PURPOSE**

The purpose of this policy is to provide guidelines for the department to manage substance use and abuse effectively in the workplace, that is, to treat or prevent the development of this problem.

## **3. LEGAL FRAMEWORK**

- 3.1 The General Administration Regulation, 1996 of the Occupational Health and Safety Act, 1993 states that no person shall be allowed to enter or remain in the workplace under the influence of intoxicating liquor or drugs.
- 3.2 The Public Service Regulations, 2000 (Chapter 2, part C.5.2) require an employee to act responsibly as far as the use of alcohol beverages or any other substance with an intoxicating effect is concerned.
- 3.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) places specific obligations on the employer in regard to the health and safety of employees.
- 3.4 Schedule 8 of the Labour Relations Act, 1995 (Act No. 66 of 1995) places certain obligations on the employer on how to handle alcoholism.



#### **4. SCOPE OF APPLICATION**

This policy is applicable to all employees of the department and their immediate families with regard to counseling or advising.

#### **5. POLICY PRINCIPLES**

5.1 Accessibility: Assistance with regard to substance abuse problems will be open to all employees and their immediate family members.

5.2 Confidentiality: All information will be dealt with as confidential. Any information disclosed during counseling shall not be disclosed to anyone including management without the employee's written consent.

#### **6. DEFINITION**

According to Diagnostic and Statistical Manual of Mental Disorder 3d ed. (DSM-III), substance abuse is an "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".

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 resulting in risks to self and others e.g. accidents.

#### **7. INSTITUTIONAL ARRANGEMENTS**

7.1 The role of departmental supervisors should be to manage the employees' job performance and discuss substance abuse when it occurs on the job. Identified employees should be referred as soon as is practicably possible to Employee Assistance Programme for professional intervention.

7.2 Employees referred to rehabilitation centres for treatment shall pay for their treatment if they have medical aid which pays for the treatment. The cost of rehabilitation for employees who are without medical aid will be carried by the department through Employee Health and Wellness Programme. Family members need to make their own financial

arrangements for rehabilitation.

- 7.3 Rehabilitation is voluntary and subject to the consent of the employee concerned. However, employees who refuse to undergo rehabilitation but still continue with the behaviour will be informed about the possible ramifications in terms of labour relations processes and referred to Labour Relations Directorate for further management.
- 7.4 Employees should be willing and allowed to go for after-care service after rehabilitation. The department should provide for transport to and from aftercare facilities. However the employee should be responsible for his/her own transport during weekend-leaves that are given by the rehabilitation centers.
- 7.5 The EAP professional should 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 EAP practitioner regardless of who is providing the after-care services should always provide follow-up services.
- 7.6 If the department has paid for the treatment, and the employee does not maintain sobriety within the period of two years, he or she shall be instructed to repay the treatment costs. Furthermore if the department is paying for the treatment, this will only be done once.
- 7.7 The Human resource manager and the employee's supervisor should be informed when there is an employee who is going for rehabilitation to ensure that special leave arrangements are made.

## **8. MONITORING AND EVALUATION**

- 8.1. Monitoring and evaluation of the programme will be a continuous process by the EAP unit.
- 8.2 The EAP Unit in the Office of the Premier will also monitor and evaluate the effectiveness of the programme.

**9. POLICY REVIEW**

9.1 The policy shall be reviewed when the need arises.

**Recommended / Not Recommended**

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Auhle  
**ACCOUNTING OFFICER**

18/02/2011  
**Date**

**Approved / Not Approved**

Approved

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Bekana  
**EXECUTING AUTHORITY**

06/03/2011  
**Date**