



CONSIDERATIONS WHEN EVALUATING AN ALCOHOL AND DRUG PROGRAM

While the Canadian Model Policy, Version 6.0 is designed to assist organizations implementing an alcohol and drug policy, many stakeholders find themselves responsible for evaluating existing programs.

Below is a list of questions that may be helpful as part of these evaluations or as part of a validation process:

- 1) Does your organization conduct testing for the following?
 - a) Pre-employment / post-offer
 - b) Post-incident
 - c) Property damage
 - d) Near miss
 - e) Reasonable cause
- 2) Does your organization retain the services of a third-party testing agency?
 - a) What is the name and contact information for this agency?
 - b) Is there a contract or service agreement that sets performance expectations on the testing agency (e.g. procedure for testing, how test results are handled, billing)?
 - c) What is the name and contact information of the MRO that services this organization?
- 3) Is there an agreement with the testing agency which specifies testing is conducted:
 - a) In compliance with the Canadian Model Policy, Version 6?
 - b) Compliant with the substance panel provided within the Canadian Model Policy? (Provide a summary of the panel of substances for which testing is conducted)
 - c) To include alcohol testing? (Provide summary of how alcohol testing is conducted)
- 4) Has your organization assigned responsibility to manage communication with the testing agency and MRO such as a DER?
 - a) Does this person book testing appointments?
 - b) Does this person receive confidential results from the testing agency or MRO?
- 5) Does your policy trigger documented actions that result from testing results? For example:
 - a) Clear pre-employment test - proceed with hire
 - b) Positive pre-employment test - do not proceed with hire
 - c) Positive screening test - remove from safety sensitive position
 - d) Positive lab result - action required

- 6) Can the organization provide evidence of training for workers, supervisors and managers compliant with USDOT requirements?
 - a) Is the curriculum managed in house or by a third party?
 - b) If third party, who is the provider?

- 7) Does the organization record and evaluate each quarter:
 - a) Total recordable injuries
 - b) Alcohol and drug tests conducted resulting from a recordable incident
 - i. And resulting post incident positive rate
 - c) Alcohol and drug tests conducted resulting from reasonable cause investigations
 - i. And rate of positive tests per total reasonable cause tests
 - d) Alcohol and drug tests conducted resulting from screening of new employees
 - e) Alcohol and drug tests conducted resulting from pre-access requirements