

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**



SUBJECT: DESIGN/CONSTRUCTION AND MAINTENANCE RISK ASSESSMENT:
POLICIES AND PROCEDURES
DRUG FREE WORKPLACE POLICY

**POLICY
NO.:** 918.1

PURPOSE: To define the County of Los Angeles Department of Health Services' herein known as (DHS) policy prohibiting the use of drugs and alcohol by all contractors, including, but not limited to independent contractors, sub-contractors, consultants, engineers, architects, vendors, inspectors and their employees and agents herein known as (CONTRACTORS) while performing services at Department of Health Services facilities.

POLICY: All contractors, including, but not limited to independent contractors, sub-contractors, consultants, engineers, architects, vendors, inspectors and their employees and agents herein known as (CONTRACTORS) while performing services at the County of Los Angeles Department of Health Services herein known as (DHS) facilities, are required to comply with all federal and State laws and regulations governing prohibition of the use of drugs and alcohol at the workplace as well as other requirements stipulated herein.

PROCEDURE:

- I. CONTRACTORS are required to complete, sign and submit the attached Drug-Free Workplace Certification forms to the DHS facility Project Manager prior to accessing the facility.
- II. The CONTRACTOR'S adherence to the Drug-Free Workplace Policy shall be monitored by the County Contract Administrator. Any violations shall be reported immediately to the DHS facility Project Manager and the Safety Officer.

APPROVED BY:

EFFECTIVE DATE: February 16, 2004

SUPERSEDES:

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DRUG-FREE WORKPLACE CERTIFICATION

It is the policy of the County of Los Angeles Department of Health Services herein known as (DHS) that the abuse of drugs, including alcohol, by all contractors, including, but not limited to independent contractors, sub-contractors, consultants, engineers, architects, vendors, inspectors and their employees and agents herein known as (CONTRACTORS) while performing services at DHS facilities is unacceptable because it adversely affects the health, safety, security, and productivity of persons performing services at DHS facilities workplace, and also adversely affects the health, safety and security of patients staff and the public.

I, the undersigned, while performing services at DHS facilities under the County Of Los Angeles Agreement No. _____ hereby declare, state and certify to all of the following:

1. I am authorized to certify, and do certify, on behalf of CONTRACTORS that a drug free environment at DHS facilities workplace will be provided by CONTRACTORS by doing all of the following:
 - A. Publishing and posting a statement at appropriate visually accessible worksite locations notifying those persons performing services under the Agreement that the use of drugs and alcohol at the workplace or the misuse of alcohol or prescription drugs impairs or damages the safe and effective performance of those persons and is prohibited.
 - B. Publishing and posting a statement at appropriate visually accessible worksite locations notifying CONTRACTORS's employees and agents that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at the DHS' facilities job site and specifying actions which will be taken against persons in violation of the prohibition.
 - C. Establishing a drug-free awareness program to inform CONTRACTORS's employees and agents about all of the following:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) CONTRACTORS's policy of maintaining a drug-free workplace;
 - (iii) The availability of drug counseling, rehabilitation and employees and agents assistance programs; and
 - (iv) The penalties that may be imposed upon employees and agents for drug abuse violations;
 - D. Requiring that each CONTRACTORS's employee and agent engaged in the performance of the County of Los Angeles Agreement to be given a copy of the statement required by subdivisions (A) and (B), above, and that as a condition of employment by CONTRACTORS in connection with the performance under the County of Los Angeles Agreement, the employee and agent agrees to abide by the terms of the statement.
 - E. CONTRACTORS agrees to fulfill and discharge all of CONTRACTORS's obligations

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under the terms and requirements of California Government Code § 8355 by, publishing a statement notifying employees and agents concerning: (a) The prohibition of use of alcohol at the workplace (b) the prohibition of any controlled substance in the workplace, (c) establishing a drug-free awareness program, and (d) requiring that each employee and agent engaged in the performance of the Work of the contract be given a copy of the statement required by California Government Code § 8355(a) and requiring that the employee and agent agree to abide by the terms of that statement.

F. CONTRACTORS understands that if the DHS determines that CONTRACTORS has either: (a) made a false certification or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code § 8355, the Agreement awarded herein is subject to termination, suspension of payments, or both.

G. CONTRACTORS acknowledges that CONTRACTORS is aware of the provisions of California Government Code § 8355, et seq. and hereby certifies that CONTRACTORS will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Executed at _____ this _____ day of _____, 20____.
(City and State)

(Print Name)

(Signature)