

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>DRUG FREE WORKPLACE</b>	Original Issue Date: 2/23/76	Policy # <b>508</b>
	Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: Office of Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:  (Signature on File) Chief Medical Officer  (Signature on File) Chief Executive Officer

## PURPOSE

To provide a safe, healthful workplace and to protect the safety and health of the public we serve.

## POLICY

- The abuse of drugs, including alcohol, by employees or contract personnel is prohibited because it adversely affects the health, security, and productivity of the employee, as well as the public's confidence and trust.
- Possessing, selling, or being under the influence of illegal drugs is unlawful, dangerous, and is prohibited at the workplace.
- The use of alcohol in the workplace or the misuse of prescribed drugs to any extent that impairs safe and effective job performance shall also be prohibited.

## PROCEDURE

Employees shall report to their immediate supervisors any employee who appears intoxicated. Such evidence may include characteristics of the employee's appearance, behavior, mannerisms, speech, equilibrium, or odors of intoxicants. Appropriate action shall be taken to assure the safety of patients and employees.

A supervisor who suspects an employee to be under the influence of a substance (alcohol or drugs) shall initiate the Reasonable Suspicion process, for which the Onsite Human Resources office is available for consultation and assistance.

Under no circumstances shall the employee be allowed to leave the Medical Center facility premises unescorted.

For incidents occurring during evenings, nights, weekends, or holidays, the Reasonable Suspicion process should still be initiated and executed (on-site testing is available 24 hours a day/7 days a week).

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Refer to attached DHS Policy No. 747.200 and Los Angeles County Drug Free Workplace Policy: Reasonable Suspicion.

**RESPONSIBILITY**

Senior Executive Council  
Administrators  
Department Managers  
Office of Public Safety/County Police  
Office of Human Resources  
All Employees

**REFERENCES**

Federal Drug Enforcement Policy  
DHS Policy No. 747.200  
Los Angeles County Drug Free Workplace Policy: Reasonable Suspicion  
Joint Commission Standards (Management of Human Resources)

**REVISION DATES**

August 1, 1994; October 20, 1998; April 9, 2002; April 19, 2005; September 29, 2008;  
May 13, 2014; May 9, 2017; November 16, 2020