

**OCCUPATIONAL HEALTH AND SAFETY SYSTEM**

OHS Section: BEE

REV 3.1.3

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SUBSTANCES ABUSE POLICY**Distribution**

Project OHS File, Site Agent / Manager, Contracts Director, OHS Officer, Contractors

SUBSTANCES ABUSE POLICY

NATURE OF OFFENCE	CATEGORY	GUIDELINES WITH REGARD TO ACTION STEPS OF EMPLOYER		
		FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE
1. Possession of illegal drugs and/ or substances while on duty	SERIOUS	Final written warning/ hearing	Hearing	
2. Reporting for duty while under the influence of liquor, narcotics or the use of alcohol narcotics while on duty	SERIOUS	Written warning/ Final written warning/ hearing	Final written warning/ hearing	Hearing
DEFENDING ON MARITS				

OCCUPATIONAL HEALTH & SAFETY OFFENCES

NATURE OF OFFENCE	CATEGORY	GUIDELINES WITH REGARD TO ACTION STEPS OF EMPLOYER		
		FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE
1. International or reckless interference with health and safety measures or the serious abuse of health and safety equipment	SERIOUS	Final written warning/ hearing	Hearing	
2. Negligence regarding health and safety, noncompliance with a safety or health measure or with lawful instruction regarding health and safety or failure to report an incident or unsafe situation	LESS SERIOUS	Written warning	Final written warning	Hearing

NOTE: The disciplinary code and action steps to be taken, as well as the categorization of offences above, are merely guidelines and may in its application differ due to the merits and circumstances of each individual case.

Next review date: January 2026