

<b>TALISMAN</b> E N E R G Y	<b>OCCUPATIONAL HEALTH PROCEDURE</b>
<b>Subject: FITNESS FOR WORK (SUBSTANCE ABUSE)</b>	No : OHM-PRO-TLM-026
	Rev :1
	Date : 03.07.07

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## 1 INTRODUCTION

Talisman is committed to providing a safe environment for all Individuals working at or visiting our premises. We recognise substance abuse may:

- a) Impair performance;
- b) Compromise health and safety; and/or
- c) Constitute criminal conduct.

This procedure forms part of our overall commitment to safety, good employee relations and the promotion of good health at work. Through this procedure we aim to:

- a) Educate and inform the workforce of the effects of substance abuse;
- b) Contribute to the promotion of a healthy and safe working environment;
- c) Prevent substance abuse and related work impairment; and
- d) Encourage those with potential substance abuse problems to seek help at an early stage.

## 2 APPLICATION

This procedure applies to all Individuals (as defined below).

## 3 GENERAL POLICY

We are committed to providing a safe working environment at all our Worksites. In order to achieve this:

- 3.1 The use, possession, concealment, distribution or sale of a Prohibited Substance is prohibited at all Worksites or when otherwise engaged on Talisman business.
- 3.2 All Individuals should be in a fit state and not in a condition which could endanger themselves or others while at, or travelling to, any Worksite. In this context "***in a fit state***" means not under the influence of a Prohibited Substance. Any individual who is found to be under the influence of a Prohibited Substance while at work or when reporting for work (including when checking in for travel to a Worksite) will commit a breach of this **procedure**.
- 3.3 It is the responsibility of each Individual to advise their doctor and/or pharmacist of the nature of their job and to ascertain in so far as possible whether, as a result of taking prescribed or over the counter medication, there could be side effects which may affect work performance or health and safety. If so, the Individual will inform their supervisor of the situation. The Talisman Medical Adviser should also be consulted. Individuals travelling offshore are required to disclose all medication at the heliport.

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#### 4 DEFINITIONS

**"In a fit state"** means not under the influence of a Prohibited Substance.

**"Individual"** means any Talisman employee and any other person working for or providing services to Talisman, including, but not limited to, contractors, vendors, service companies and all other visitors to Talisman Worksites.

**"Positive or Non-Negative Test"** means, in relation to alcohol, where levels are at or above the current UK driving limit (35 micrograms of alcohol in 100mls of breath) or the detection of a Prohibited Substance.

**"Prohibited Substance"** means:

- any alcoholic beverage or other product containing alcohol;
- those controlled drugs defined in Section 2 and Schedule 2 of the Misuse of Drugs Act 1971 (as amended); and/or
- any other legal but unlawfully used substance including, but not limited to, prescription drugs, obtained or used without permission or for a purpose not originally intended.

**"Talisman Medical Adviser"** means the Medical Adviser, or company of medical advisers, appointed by Talisman from time to time.

**"Under the influence"** means, in relation to a Prohibited Substance, where a Positive Test or Non-negative Test is obtained in accordance with the testing procedure set out below or where, in the reasonable assessment of the Individual's supervisor, the Individual is incapable of carrying out his or her duties due to being under the influence of a Prohibited Substance or where in the opinion of check-in or security personnel, the Individual's behaviour is sufficiently erratic or of a nature, for whatever reason, that it is likely to endanger themselves or other passengers.

**"Worksite"** means all property owned, operated, leased by or otherwise under the control of Talisman, whether onshore or offshore, including but not limited to all offices, terminals, offshore installations and designated check-in points.

#### 5 EDUCATION

We recognise the importance of educating the workforce on the dangers and problems resulting from substance abuse, both at home and at work. We promote health in a variety of ways including health fairs, the company intranet, notice boards and Medical Advisor / Medic presentations. Managers and supervisors who have responsibilities within this **procedure** are given further education on the topic of substance abuse.

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## 6 PROCEDURE

### 6.1 Testing

We reserve the right to test any Individual for the presence of Prohibited Substances at any time. However, as a general guide, testing will normally take place in the following situations:

- As part of a pre-employment or subsequent medical examination;
- With cause e.g. where there is a reasonable suspicion that the Individual is under the influence of a Prohibited Substance in violation of this procedure, or where there is excessive absenteeism or unexplained poor performance;
- Following an accident or “near miss”; or
- Randomly, to ensure compliance with this **procedure**.

Testing for alcohol will normally be by breathalyser, testing for other Prohibited Substances will normally be by way of a saliva test. However, Talisman reserves the right to use other forms of testing where deemed necessary, including testing by blood analysis or urinalysis.

### 6.2 Refusal to undergo testing

Where an Individual refuses to undergo testing this refusal will normally be treated in the same way as a Positive Test.

### 6.3 Search

At any time, Individuals may be subject to a search of their person and/or property while in transit to or from, or actually on a Worksite and any Prohibited Substance found will be confiscated.

Talisman shall additionally have the right to search work areas at Worksites, and (in the case of any terminal or offshore installation) to search the accommodation area of any Individual for Prohibited Substances or any evidence thereof e.g. paraphernalia associated with drug use.

Searches may, where appropriate, include use of contracted security personnel and drug detection dogs.

Packages for delivery to a Worksite may be opened and searched to confirm they do not contain Prohibited Substances.

### 6.4 Offshore – specific provisions

Individuals travelling offshore must be fit to work from the point of arrival for check-in at the heliport. Any Individual arriving at a heliport for travel offshore who, in the opinion of check-in or security personnel, is, or appears to be, under the influence of a Prohibited Substance may be required to undergo a test to determine the presence of any Prohibited Substance. In such a case, the helicopter operator security staff will normally administer the test. A Positive/Non-Negative Test will result in refusal of admission to the flight and notification to the employer.

Notwithstanding the result of any test for Prohibited Substances, if, in the opinion of the helicopter operator, the Individual's behaviour is sufficiently erratic or of such a nature, for whatever reason, that it is likely to endanger themselves or other passengers, the Individual will not be admitted to the flight.

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Individuals travelling offshore or arriving at a terminal will be subject to personal and baggage searches. Any medicines (or similar substances) must be declared at baggage searches.

## **7 BREACH OF PROCEDURE**

### 7.1 Disciplinary procedure

Any violation of this **procedure** will be treated as very serious and will result in disciplinary action up to and including summary dismissal. The normal sanction for a breach of this **procedure** will be summary dismissal.

### 7.2 Non-employees

Any violation by an Individual who is not a Talisman employee will result in that person being removed from the Worksite and reported to his or her own employer in order that appropriate disciplinary action can be taken.

### 7.3 Criminal matters

All personnel are reminded that it is a criminal offence for any person to supply, offer or be in possession of illegal drugs or prescribed medication other than in accordance with the direction of a registered medical practitioner. We are required to report any potentially criminal matter to the police. Where such a report is made, we will comply fully with any police investigation, including a police search at any Worksite. In those circumstances the police will be entitled to use, at their discretion, appropriate measures for the detection of controlled drugs, including the use of drug detection dogs.

## **8 EMPLOYEE ASSISTANCE**

Any employee, of Talisman or its contractors, who feels they have a substance abuse problem is strongly encouraged to seek help before the consequences of their substance abuse lead to disciplinary action. Help can be sought through the Talisman Medical Advisor or through the Employee Assistance Programme (EAP). Further details of this programme can be obtained on the **Talisman** intranet.

Individual treatment can be confidential though it would be advantageous, in rehabilitation terms, for the employee's supervisor to be aware of such treatment. Absence from work resulting from treatment will normally be managed under the Sickness Absence **procedure**.

During and following any rehabilitation programme the employee may be required to undergo regular testing to confirm maintenance of a Prohibited Substance free status.

Although our intention is to help employees with substance abuse problems, employees remain subject to the terms of this **procedure**, and any breach will render the employee liable to disciplinary action.

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## APPENDIX:

### Recommended approach for testing and searching for drugs/equipment

- 1 Nurses from the Talisman Medical Adviser company to be mobilised to conduct drugs screening of all POB utilising POB listing to ensure all Individuals at the Worksite are tested. Talisman Medical Adviser company procedure for testing to be followed. The Sick bay is the most suitable area for testing.
- 2 All Individuals on the Worksite to be assembled by the OIM and told testing is going to take place. No one to be allowed to leave the assembly area until tested.
- 3 In the event that a search is to be carried out,
  - a Cabin, locker and searches on the person are to be conducted by OIM and Medic (see police advice below)
  - b Individual's employer to be alerted via Talisman HR focal point
  - c Individual to be requested to provide a signed statement to the OIM
  - d Arrangements to be made to demobilise individual from site
  - e Employer may wish to meet Individual at heliport
  - f Police to be advised that Prohibited Substance found and details of Individual's flight time etc.
  - g Police will advise on process for submitting the Prohibited Substance to them for testing
  - h Depending on results, police will then follow up with the Individual and take necessary action.
- 4 In the event that substances or equipment are found in the cabin/locker/on the person the following police advice should be followed,
  - Witness to the search to be present at all times – (OIM or Medic)
  - Notes to be taken on reason for search and actions taken during search
  - **Nitrile** gloves or similar to be worn during search
  - **WARNING** – Caution to be taken during search in case of uncovering any needles
  - Any substance or suspicious objects to be placed in a sealed, clear polythene bag, labelled, signed by both witnesses with date and time. Similarly the equipment found previously should also be handled in this fashion.
  - Description of what has been found to be noted /photographed.