



SHEQ SYSTEM

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DOC NO	SHEQ-INS-0102	REV	4.0	PAGE	1	OF	1
TITLE	NECSA ALCOHOL AND DRUG POLICY						

1 PURPOSE AND SCOPE

The purpose of this document is to establish an alcohol and drug policy for Necsa that applies to all employees, tenants and visitors on the Necsa site.

2 REFERENCES

This document refers to the following:

- OHSAct (Act 85 of 1993)
 - General Safety Regulation 2A

3 REVISION HISTORY

- Revision 0 – 2002/12/06 – First issue (A C van der Bijl)
- Revision A – 2005/11/16 – Document revised to change HSE to SHEQ, the OHSAct reference and other minor changes in text (A C van der Bijl)
- Revision B – 2006/08/11 – Minor changes in text (A C van der Bijl)
- Revision 3 – 20/02/2012 – Document title and format changed (F Mtsila)
- Revision 4.0 – Document revised. Paragraph 4 (Responsibility) included, as well as the policy number on the Exhibit (C Williams)

4 RESPONSIBILITY

It is the responsibility of all Necsa personnel and subsidiaries to comply to this policy. Management will ensure that this Policy is visible at all buildings and is communicated to and understood by all personnel.

5 NECSA ALCOHOL AND DRUG POLICY

Necsa's alcohol and drug policy is attached as Exhibit 1.

6 RECORDS

No records are generated by this document.

	NAME	SIGNATURE	DATE
PREPARED	C Williams ST: NLM		2013/04/10
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APPROVED	GP Tshelane CEO		13/05/2013
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NECSA ALCOHOL AND DRUG POLICY

To give effect to General Safety Regulation 2A of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) Necsa management, employees and private tenants shall implement the following policy i.r.o. alcohol and drugs:

- 1 The area inside the primary security fence of the Necsa sites shall be deemed an alcohol and drug free zone. No intoxicating drugs or alcohol shall be brought into this area, be in possession of any person, or be offered to any person. No person who is, or appears to be, under the influence of alcohol or drugs shall be allowed access to the site or to remain on site.
- 2 Persons taking intoxicating medicines shall be obliged to report the use thereof to their supervisors/managers. For managers or supervisors to comply with the requirements of General Safety Regulation 2A of the OHSAct viz: such a person is not allowed "to perform duties at the workplace if the side effects of such medicine constitute a threat to the health or safety of the person concerned or other persons at such workplace".
- 3 To enforce the policy, a procedure for the random testing of persons entering site may be developed and implemented after consultation and acceptance by the Central Labour Forum.
- 4 Recreation site facilities are still available for occasions where alcohol may be consumed. Access may, however, not be gained to the workplace directly after any consumption of alcohol. The same will apply to entertainment of clients, etc. at off-site venues other than the recreation site.
- 5 The disciplinary code will be applied to any persons contravening the policy. Private tenants will be notified of contravention in accordance with lease contract agreements.
- 6 The above policy is applicable to all employees of Necsa and its subsidiaries. The policy is also included in the standard lease agreement and applies to all tenants.





GP Tshelane
CHIEF EXECUTIVE OFFICER

06/06/2013

DATE: