



# Vale Alcohol and Drug Instruction

## Expectations for Contractors

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**Ontario Operations**

# VALE ALCOHOL AND DRUG INSTRUCTION

We expect that contract company, employees, subcontractors, and agents will comply with these minimum requirements when:

- Engaged in Vale business,
- At all times when on Vale premises and property including when operating vehicles and equipment

Violations will result in removal from site access privileges and up to termination of contract



# Contract Employee Responsibilities

- Report fit for duty, and remain fit throughout their work day or shift,
- Adhere to the fitness for duty standards that have been set out by Vale
- Maintain a valid drivers license if it is a condition of work and report any loss of license immediately (no later than 24 hours after losing the license),
- Conduct themselves in an appropriate manner while on Vale business, premises, and property; and
- Co-operate with an investigation into an Instruction violation including any testing requirements.
- If unexpected circumstances arise where a contract worker is requested to perform services (i.e. unexpected call in) if the individual is under the influence of alcohol or other drugs that could impact safe operations, it is the responsibility of that individual to inform the Contractor or a Vale representative that he or she cannot accept that assignment..

## **STANDARDS: Alcohol: Prohibited on company business, premises & property**



- Use, possession (i.e. on your person or in your vehicle on company property), distribution, offering or sale of beverage alcohol;
- Reporting for work or remaining at work under the influence of alcohol (from any source);
- Consumption of any product containing alcohol when on duty including during meals or breaks;
- Returning to work or reporting for work after a social event where alcohol was consumed;
- A positive alcohol test as determined through the testing program;
- Refusal to submit to an alcohol test.

## **STANDARDS: Illicit Drugs/Paraphernalia Prohibited on Company business, premises & property**



- Use, possession, cultivation, manufacture, distribution, offering or sale;
- Reporting for work or being at work under the influence of illicit drugs;
- A positive drug test result as determined through the testing program;
- Confirmed tampering of the drug testing sample;
- Refusal to submit to a drug test.

## STANDARDS: MEDICATIONS

- Contract workers are expected to responsibly use prescribed and over the counter medications.
- They should investigate (through their doctor or pharmacist) whether a medication can affect safe operation, and take appropriate steps to minimize associated risk.
- Medical Marijuana: Fresh or dried marijuana or cannabis oil are NOT approved prescription drugs in Canada. In accordance with OHSA Reg 854, anyone who has been authorized to use marijuana for medical purposes is prohibited from working on any Vale properties.

### **The following are prohibited while on Vale business, premises, and property:**

- The possession of prescribed medications or narcotic substance without a legally obtained prescription
- Distribution, offering or sale of prescription medications (trafficking)
- The intentional misuse of medications (e.g. using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction)

# RISK MANAGEMENT INVESTIGATIONS



## 1. Possession of Banned substances

- If suspicion or if confirmed possession of a banned substance the contract company must notify Vale contract contacts or Vale security who will advise senior management of any concern.
- Senior management will determine whether and how to initiate an investigation, including whether to involve law enforcement.
- A contract worker, who refuses to submit to an investigation requested by a Vale representative, will be removed from the premises. Confirmed possession of substances or paraphernalia may result in alcohol and drug testing.

## 2. Unfit for Work Investigations:

- Vale reserves the right to require a Contractor to fully investigate a possible Instruction violation, including the requirement for a reasonable cause test.

# RISK MANAGEMENT INVESTIGATIONS



## 3. Impaired Driving Situations:

- If required to operate any company vehicle on behalf of Vale, contract workers are expected to report the loss of their driver's license.
- They are required to immediately report receipt of an impaired driving charge to their contract manager or supervisor if it is received while operating a vehicle on behalf of Vale, and to comply with all investigation procedures and consequences.

## 4. Incident Investigations:

- Vale reserves the right to require a contract worker to be tested for alcohol and drugs as part of an investigation into a serious or potentially serious incident.
- The decision to refer someone for a test will be made by the Vale representative investigating the incident in conjunction with the Contractor supervisor, if available.



# TESTING PROGRAM

All test decisions involve consultation with the contractor supervisor or management representative (if available) and Vale management.

All persons on premises are subject to testing in the following select circumstances:

**1. Reasonable Cause:** Testing will be conducted when there is reasonable grounds to believe alcohol or other drug use is a factor in an unfit for work investigation; Testing is initiated based on direct observations.

**2. Post Incident:** Testing will be conducted as part of an investigation into a serious or potentially serious work-related incident; examples include:

- a fatality or serious injury to any individual; a serious environmental incident with adverse effects; significant loss or damage to property, equipment or vehicles; significant loss of Company or client revenues; a near miss with significant potential for serious consequences.

- All tests are conducted through the Vale program at Vale discretion

# CONSEQUENCES OF A VIOLATION

- Additionally, failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the Vale Program Administrator or a confirmed attempt to tamper with a test sample, or failure to report an incident which may require testing, are a violation of this Instruction.
- Following any confirmed violations of the Instruction, the contract employee site access will be suspended indefinitely.



## SUMMARY

### Vale places high priority on safety and health in the workplace.

Everyone is expected to comply with the Vale Alcohol and Drug Instruction and associated standards.

**CARE:** Care about your own well being and others.

**PLAN:** To come in fit for work every rotation and remain fit.

**ACCEPT:** The standards of this instruction and comply with them

**LEAD:** Get help if you need it before it creates a health and safety problem for you and the worksite. Set a good example of being fit and remaining fit at work at all times.

## GET HOME SAFE!

# Thank you!

For any concerns or questions, please contact:

Keith Hanson, Disability Management Specialist

Occupational Medicine Department

705.682.8408

## Heat Stress Awareness

Recording Instruction: Auto-Recorded in VES for single users. [Group Training Form](#) to [ldtraindoc@vale.com](mailto:ldtraindoc@vale.com) for group learning events. VESID: [SSF371](#)

### CONTEXT

- Work conducted in hot, high temperature environments must be managed in such a way that it does not compromise the health and safety of any employee, contractor or visitor.

### PURPOSE

- To ensure that all personnel can identify signs/symptoms of heat stress, evaluate hot temperatures and implement controls to manage heat in the workplace.

### ROLES AND RESPONSIBILITIES

#### Employee

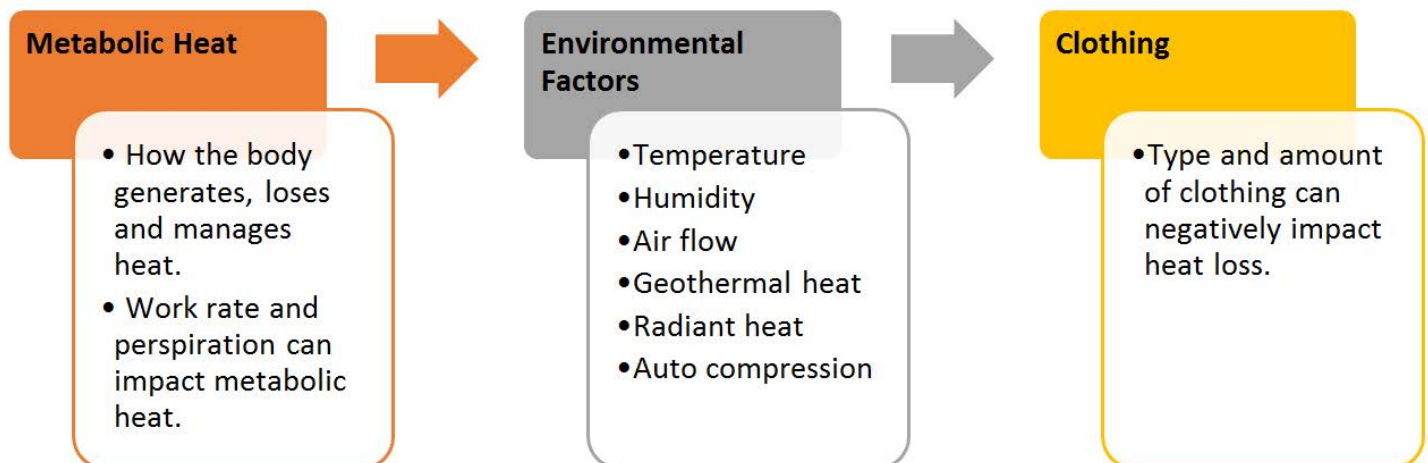
- Be familiar with the hazards associated with working in heat and high temperature environments;
- Understand the effects of lifestyle on the ability to cope in heat and high temperature environments;
- Report any known or suspected heat related incidents.

#### Supervisor

- Be knowledgeable about heat hazards in the workplace and the procedures to manage high temperature environments;
- Provide the education and training requirements to ensure employee safety while working in high temperature environments;
- Contact other service departments such as Occupational Health to further evaluate and assist with heat related issues;
- Report heat illness or injuries and refer employees to first aid for treatment.

### WHAT IS HEAT STRESS?

Heat Stress is the heat load on your body from the combination of:



## WHAT CAN I DO TO CONTROL THE RISK FROM HEAT STRESS?

### On The Job:

- Communicate with your supervisor about heat stress hazards,
- Follow the heat stress control procedures for the facility or task,
- Drink about a cup of water every 20 minutes, and
- Take frequent recovery breaks.

### Off The Job:

- Avoid heat stress exposures immediately before work,
- Maintain adequate sleep and eat a balanced diet, and
- Avoid alcohol and drug abuse.



**QUESTION:** Should I be drinking water or sports drinks while at work?

**ANSWER:** Water should be your primary source of fluid replacement and is adequate to replace lost fluids, as long as it is consumed in sufficient quantities. Most people are able to restore electrolyte levels through normal meals and snacks. Heat stress research supports that eating regular meals as part of a balanced diet is sufficient to replace electrolytes lost during sweating. In extreme conditions or when lack of food is consumed, sports drinks (e.g. Gatorade) contain low levels of sodium and potassium that can assist in restoring electrolytic balance.

## SIGNS AND SYMPTOMS OF HEAT STRESS

Heat illness can advance very quickly. It is essential to recognize signs and symptoms and act promptly.

Signs & Symptoms	Action
Painful cramps in arms, legs or stomach that occur suddenly at work or later at home	Move to a cool area; Loosen/remove excess clothing; and Report to your Supervisor and to First Aid
Feeling tired, weak or faint; Nausea and/or Vomiting; Very thirsty; Rapid Breathing; Blurred vision; or Weak pulse	Call First Aid without delay; Move to a cool area; Loosen/remove excess clothing; Drink cool water; Fan and spray with cool water; Notify your Supervisor
Confused, upset or strange behavior; Hot, dry, red skin; Fast pulse; Headache and/or dizziness; Unconsciousness; or Convulsions	<b>Immediate Medical Emergency</b> <b>Call First Aid Immediately</b> Remove excess clothing; Spray with cool water; Offer sips of cool water if the person is conscious

## SEEK MEDICAL ADVICE

Seek medical advice about working in hot temperature environments or potential heat stress conditions if you:

- take prescription medication
- have a medical condition or history that may reduce heat stress tolerance
- are ill or are recovering from illness
- abuse or are recovering from abuse of alcohol or other intoxicants

*The health and well-being of our people is fundamental to the success of our organization. The process of identifying, assessing, evaluating and controlling occupational health hazards such as Heat or Extreme Temperatures is important to reduce the risk of exposure.*

**Contact your Occupational Health representative for more information.**

## Cold Stress Awareness

Recording Instruction: Auto-Recorded in VES for single users. [Group Training Form](#) to [ldtraindoc@vale.com](mailto:ldtraindoc@vale.com) for group learning events. VESID: [SSF600.1](#)

### CONTEXT

- Work conducted in cold or wet environments must be managed in such a way that it does not compromise the health and safety of any employee, contractor or visitor. Workers who are exposed to extreme cold or work in cold or wet environments may be at risk of cold stress, including those working outdoors or in an area that is poorly insulated or without shelter. High wind or immersion of body parts water can increase risk.

### PURPOSE

- To provide all employees with the potential risks associated with working in cold or wet environments, the early identification of the signs or symptoms from exposure and first aid responses.

### ROLES AND RESPONSIBILITIES

#### Employee

- Be familiar with the hazards associated with working in cold or wet environments;
- Understand the physical effects that can result from working in cold workplace environments;
- Follow safe work practices and attend any required training provided for working in cold or wet environments;
- Report to First Aid with any known or suspected cold related incidents or injuries.

#### Supervisor

- Identify employees at risk from the hazards presented by working in low temperatures;
- Be knowledgeable of cold hazards in the workplace and implement/monitor safe work procedures to manage low temperature environments;
- Provide the training required to ensure employee safety while working in low temperature environments;
- Contact other service departments such as Occupational Health to further evaluate and assist with cold related issues;
- Report cold stress illness or injuries and refer employees to first aid for treatment.

### WHAT IS COLD STRESS?

- Cold Stress is the body's response to cold temperatures or wet conditions and includes lowering of the normal body core temperature of 37°C (98.6°F).
- Responses will vary between individuals due to different body size and shape, metabolic rate, fitness level, hydration, acclimatization, age and medical conditions.
- To conserve heat, blood flow is decreased to the skin and extremities (ears, nose, hands, feet, arms, and legs).
- Under cold conditions the body begins to lose heat to the surroundings and shivering will start to attempt to increase heat production.
- Extreme cases of cold stress can lead to serious injuries and death.

### TYPES OF COLD STRESS?

#### Skin Effects

- Frost Bite
- Trench Foot (Immersion Foot)
- Chillblains

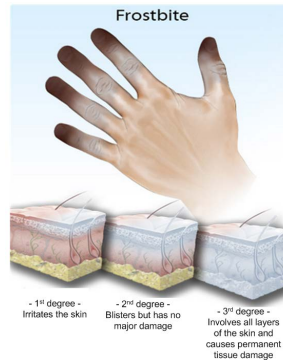
#### Core Temperature Effects

- Hypothermia

**Frost Bite:** An injury to the body that is caused by freezing. Most often affects the nose, ears, cheeks, fingers and/or toes.

### Effects

- Swelling, tingling, burning, aching, numbness.
- Skin initially turns red, then purple and becomes pale or white.
- Skin appears waxy or hard; cracked & blistered in extreme cases.
- Continued freezing can effect muscles, tendons, blood vessels and nerves.
- Can result in the loss of fingers, toes, tips of ears and nose.



### First Aid Treatment

- Move to a warm, dry area. Remove wet or tight clothing.
- Immerse in warm water (105°F max). Do **not** pour hot water on the area.
- Do **not** rub the area. Wrap with a sterile dressing, keeping fingers and toes separated.
- Get medical attention as soon as possible.

**NOTE:** Do not thaw if chance of re-freezing.

**Trench Foot:** An injury of the feet resulting from the prolonged exposure to wet and cold conditions.

### Effects

- Symptoms may begin within several hours or days after exposure.
- Symptoms consist of tingling, itching or burning sensation and may be accompanied with possible blistering.



### First Aid Treatment

- Soak feet in warm water, dry feet gently and then wrap with dry, cloth bandages.

**Chillblains:** Ulcers form by damaged small blood vessels in the skin caused by the repeated exposure of skin to cold temperatures.

### Effects

- Skin appears red & swollen; skin is tender, hot to the touch and may itch.
- Symptoms can worsen to an aching, "pins & needles" sensation and numbness.

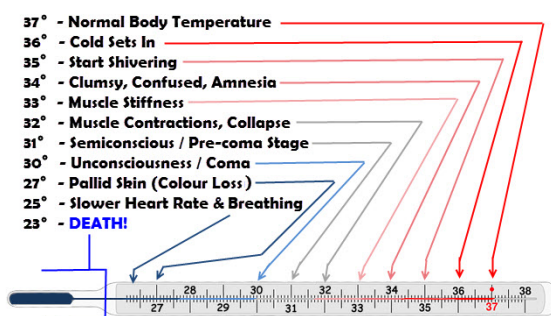


### First Aid Treatment

- Stop exposure to cold.
- Remove any wet or constrictive clothing.
- Gently wash and then thoroughly dry the area.
- Cover with layers of loose warm cloths and allow the area to re-warm.

**Hypothermia:** A condition in which the body uses up its stored energy and can no longer produce heat. The condition often occurs after a prolonged exposure to cold temperature and usually occurs gradually. Because it happens slowly, workers may not realize they are in danger until it's too late. Feeling cold is the most important warning sign to note.

### HYPOTHERMIA Symptoms



### First Aid Treatment

- **Mild:** Move to warm area. Remove wet clothes/replace with warm, dry covers. Cover the head. Promote the metabolism - stay active & drink warm, *not hot*, sugary drinks.
- **Moderate:** Same as mild but contact emergency personnel. Place warm objects in key areas (i.e. head/neck/chest/groin). Do **not** rub the person or place them in warm water (may stop their heart). Only have them drink warm liquids if conscious.
- **Severe:** Handle person very gently as sudden movement and/or rough handling can upset heart rhythm. Do **not** apply external heat to re-warm. **Hospital treatment is required.**



## PERSONAL RISK FACTORS.

**Personal health conditions can increase the risk of cold injury (check with your doctor about extra precautions):**

- Heart Disease
- High Blood Pressure
- Diabetes
- Asthma/Bronchitis
- Vibration/White Finger Disease
- Previous Cold Injuries

**Note:** Certain medications may prevent the body from generating heat normally. Check with your pharmacist to learn about adverse reactions the medications may have when working in cold and wet conditions.  
Smoking may also prevent the body from generating heat normally.

## WHAT CAN I DO TO REDUCE THE RISK FROM COLD STRESS?

**There are three main ways to reduce your risk of cold stress:**

1. Wear appropriate clothing:
  - Layering provides better insulation, so wear several layers of loose clothing. Protect your ears, face, hands, and feet.
2. Try to limit time outside on extremely cold days:
  - Move into warm locations during work breaks, and, if possible, reschedule outdoor tasks to a warmer time or a different day.
3. Monitor your physical condition and that of your co-workers.
  - Remember that a very low body temperature affects the brain, making it difficult to think clearly or move well.

*The health and well-being of our people is fundamental to the success of our organization. The process of identifying, assessing, evaluating and controlling occupational health hazards, including hazards created by a cold and wet environment, is important to reduce the risk of Cold Stress.*

**Contact your Occupational Health representative for more information.**