**Title**: **4240 Employee Safety and Health**

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|  | **4240 Employee Safety and Health**  **4240.1 Safety and Health Responsibilities**  Employee safety and health are vital concerns. In keeping with this concern and to insure a safe and health workplace for all employees, workplace compliance with all requirements of state and federal regulations is mandatory. Employees are expected to share in the responsibility for their safety and to advise management of any unsafe situation or working condition. Each employee is asked to maintain a hazard-free work area and to clean up in such common areas as employee dining areas, lounges, rest rooms, and kitchens. Employee violations of a safety rule of major significance may result in corrective action up to and including termination.  **4240.2 Smoking**  To provide a health work environment and to be in compliance with state and local ordinances, smoking is not permitted in any workplace. An outside area should be designated for smoking as long as non-smoking employees and others will not normally come into contact with second-hand smoke.  **4240.3 Drug and Alcohol/Substance Abuse**  The Diocese of Altoona-Johnstown is committed to maintaining a safe and healthy work environment which enhances the welfare and security of their employees. A drug and alcohol-free workplace, one which prohibits the unlawful manufacture, distribution, sale, purchase, possession, impaired influence, or use of a controlled substance during work hours, is a mandatory condition to provide a safe environment for employees. “Controlled substance” refers to narcotics or any other mind-altering substances, including any other substances prohibited by law. Any person accepting or continuing employment with the Diocese gives consent to the testing set forth in this guideline and procedure.  Alcohol and/or drug dependency is recognized as an illness requiring appropriate intervention and treatment. Employees with such dependencies are encourages to seek treatment before a problem interferes with job performance either from the Employ Assistant Program (EAP), or a private provider.  The Diocese may require any employee to submit to a drug or alcohol screening when there is reasonable suspicion that the employee is under the influence of alcohol or a controlled substance. Any employee found to be under the influence of alcohol or controlled substance during working hours, whether on company premises or on company business at another work site, will be subject to corrective action up to and including termination.  The consumption of alcohol on occasion may be appropriate in connection with the performance of an employee’s duties on behalf of the diocese. Possession or use of alcoholic beverages on diocesan or parish property is only permitted in connection with officially-sanctioned functions and with the approval of the Bishop.  The use of marijuana has been recognized and approved for medicinal purposes. However, employees are prohibited from consuming, smoking, or otherwise ingesting marijuana during work hours. Where there is reasonable suspicion that an employee is under the influence of marijuana during work hours, the employee may be sent home until recovered. Repeated violations will result in the employee being directed to submit a drug screening. A positive result may result in disciplinary action up to and including termination.  If an employee is suspected of the sale or distribution, while on the job or on the property, of alcohol, illegal drugs and /or other controlled substances, Human Resources will conduct a full investigation. Employees who are found to be in violation of this policy guideline will be subject to corrective action up to and including termination.  Any illegal substance found will be turned over to the appropriate law enforcement agency. |