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| **INSERT YOUR LOGO HERE** |

**CHECKLIST FOR HANDLING A CASE OF PRESUMED INTOXICATION**

**NAME: ............................. DEPARTMENT: ............................ EMPLOYEE NO: ...............**

**NOTE: SECURITY DEPARTMENT**

If a person is presumed to be under the influence of intoxicating liquor or drugs and if his/her presence may constitute a threat to safety, he/she may not be allowed on the company’s premises in terms of the Occupational Health and Safety Act 85 of 1993. The Act applies to the company from the main gate and pedestrian gate. The assessment in respect of a person who appears intoxicated will take place at the security office where the security identification cards are given to all employees. An employee will be taken as reporting for duty when he/she takes the security identification card from the security officer in the security office.

**Step 1: Preliminary test**

Should any employee appear to be under the influence of intoxicating liquor or drugs to a security officer at the point of reporting for duty, such security officer will confirm his/her first impressions by application of a preliminary test based on the following three physical observations:

**NOTE**:
The security officer must complete this section

Look at suspect employee, observe carefully, and indicate your observations by marking with an “X” in the applicable blocks below:

1. **SMELL**
	* 1. Does the employee smell of alcohol? Yes / No
2. **SPEECH**

2.1 Does the employee talk excessively? Yes / No

2.2 Is the employee’s speech affected? Yes / No

2.3 Does the employee use foul or abusive language? Yes / No

3. **APPEARANCE**

3.1 Is the employee’s clothing neat? Yes / No

3.2 Are his/her eyes red? Yes / No

3.3 Is the employee steady on his/her feet? Yes / No

4. In your opinion is there a reasonable possibility that the employee (on the balance of the above-mentioned questions), is apparently under the influence of liquor or any other substance?

Yes / No

**NOTE:**

If the answer to question 4 is “NO”, an employee may be allowed on premises.

If answer is “YES”, proceed to steps two and three.

**Step two:**

1. The security officer will ensure that the concerned employee’s line supervisor (or other management representative) is present. The employee must also be allowed to have a representative present, should it be required.
2. A test executed by means of the voice analyzer will be done by a security officer licensed to execute the test in the presence of the employee’s representative (if relevant) and the relevant supervisor (or nominee). This test will be done by asking the employee to state the following details into the analyzer:

My full name is ..........................................................................................................................

I work for (company’s name) as ...................................................................................................

My direct supervisor is ..........................................................................................................

1. Should the employee refuse to do the required test by refusal to make the said statement (or any other statement), he/she will be presumed to be under the influence of intoxicating liquor.
2. Should the voice analyser test be positive, the employee will be presumed to be under the influence of intoxicating liquor. The printout of the anlyser will be signed by the security officer and the supervisor (or nominee) involved in the matter.
3. In the event of the voice analyser test being negative, the employee will be assumed not to be under the influence of intoxicating liquor, but he/she may be subjected to further observation as set out in step three hereunder, at the discretion of the relevant supervisor (or nominee).

**NOTE:**

If the voice analyzer test is not available, a breathalyzer or alcometer may be used.

**Step three: Physical observations**

**NOTE:**

Irrespective of the outcome of step two, this section must be completed by the supervisor (or nominee) in

the presence of the security officer and representative (if applicable)

Look at suspect employee, observe carefully, and indicate your observations by marking with an “X” in the applicable blocks below:

1. Are the employee’s eyes red? Yes / No

2. Is the employee acting aggressively? Yes / No

1. Does the employee still smell of alcohol? Yes / No
2. Are the movements of the employee uncoordinated and/or slow? Yes / No
3. Is the employee’s speech effected? Yes / No
4. Is the employee using foul language? Yes / No
5. Does the employee talk a lot? Yes / No
6. Does the employee sweat excessively? Yes / No
7. Memory. Can the employee answer simple questions? Yes / No
8. Is the employee, in your opinion, under the influence of liquor? Yes / No

............................................................. ......................... .....................

Signed by supervisor Time Date

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Signed by security officer Time Date

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Signed by representative Time Date