



SUBJECT: FITNESS FOR DUTY POLICY

POLICY-

1. Electric Production will not tolerate the use of any intoxicants (drugs or alcohol) during working hours, or any employee being on the job while under the influence of intoxicants.
2. The illegal use, sale, or possession of narcotics, drugs, or controlled substances while on the job or on Company property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
3. Off-the-job illegal drug use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or Company equipment is proper cause for administrative or disciplinary action up to and including termination of employment.
4. Employees who are arrested for off-the-job drug activity may be considered to be in violation of this policy and could be subject to disciplinary action. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the Company and other factors relative to the impact of the employee's arrest upon the conduct of Company business.
5. Some of the drugs which are illegal under Federal, State, or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and stimulants not prescribed for current personal treatment by an accredited physician.

Date Issued: 2/12/85

Signed: *O. R. Lee* 1/21/85

Effective Date: 2/1/85

O. R. Lee  
Vice President  
Electric Production

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Page One of Two

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SUBJECT: FITNESS FOR DUTY POLICY

POLICY (continued)

6. Personnel granted access to protected areas at Fort St. Vrain must also be mentally and physically fit to perform work as assigned. Management personnel have the responsibility to ensure all personnel are free from impairments that could affect their ability or result in endangering the health and safety of the public.
7. Employees undergoing prescribed medical treatment with a controlled substance must report this treatment to their supervisor in accordance with the Manual of Safe Practices, Section 103.02(f). The use of controlled substances as a part of a prescribed medical treatment program is naturally not grounds for disciplinary action, although it is important for the Company to know such use is occurring, and to know if such use may be causing you some problems in the normal performance of your work duties.
8. Although this policy is directed primarily to Public Service Company employees, the policy shall be applicable to contractor personnel and temporary personnel who are utilized to perform work at a nuclear facility.

OBJECTIVES

To provide a safe work place for the employees, protect the health and safety of the public, protect Company equipment and promote high standards of employee health.



18-1

SUBJECT: GUIDELINES FITNESS FOR DUTY

REFERENCE: FITNESS FOR DUTY POLICY

RESPONSIBILITIES AND REQUIREMENTS

The Manager, Nuclear Production, is responsible to make all employees, contractor personnel, and temporary personnel assigned or performing work activities at a nuclear facility aware of the fitness for duty policies. Informational and/or educational programs shall be established at each nuclear facility either as a part of general employee training, departmental training, or as a part of the plant safety program.

Managers and supervisors are responsible for enforcing the policy and providing employee assistance.

All employees are responsible for compliance.

POLICY IMPLEMENTATION

The Manager, Nuclear Production, working through the Departmental Managers, Superintendents, and Supervisors, and with the assistance of the Training Department shall implement a program as part of general employee training to inform all personnel assigned work activities at a nuclear facility of the fitness for duty policy.

Training and informational programs shall be established for supervisory personnel supplemented by general informational programs for the employees.

Managers and supervisors should be cognizant of potential problems and should be prepared to enforce the policy in terms of disciplinary action or other corrective measures as may be required.

Consistent with the Employee Assistance Program, Managers and Supervisors shall provide assistance to employees in entering any rehabilitation programs and for monitoring the results of such programs.

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