

GUIDELINES

FOR

**REACTION FORMS AT HELICOPTER
TERMINALS WHEN SUSPECTING INFLUENCE
OR POSSESSION OF INTOXICATING
SUBSTANCES**

No. 98



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1 Introduction

These guidelines have been drawn up to be used at helicopter terminals when flying to the Norwegian Continental Shelf. They describe the recommended practice for handling travellers when there are irregularities in connection with alcohol, illegal narcotic substances and intoxicating medication. Employees who are under the influence of alcohol or narcotic substances will be refused transportation to the Shelf.

With this recommendation, we wish to provide practical guidance within the framework of applicable laws.

Scope

The guidelines describe handling of the travellers from the time there is a possible identification of substances, paraphernalia or there is suspicion of intoxication and up to when the employee is formally handed over to his or her own employer for further follow-up. The guidelines include all passengers departing and arriving at the helicopter terminals.

These guidelines will contribute to compliance with the alcohol and substance policy of the Norwegian Oil Industry Association (OLF) and the Norwegian Shipowners' Association (NR). The goal is for all travellers to receive the same and fair treatment, in accordance with applicable laws and regulations, when possible irregularities are identified.

Reference [1] describes the security check at the helicopter terminal. Reference [2] describes guidelines for alcohol and drug testing. Reference [3] describes handling of substance issues in member companies.

2 Responsibilities

It is the responsibility of the operating company's representative at the helicopter terminal to handle travellers in accordance with these guidelines, should the need arise.

All irregularities related to these guidelines are to be documented in a report to the security company operating the helicopter terminal.

3 Suspicion of influence or possession of substances

Testing requires that the conditions in the Working Environment Act Section 9-4 are met. The employer can only demand medical testing:

- when so required by legislation or regulation,
- for positions involving special risk,
- when the employer deems it necessary to protect life or health.

The Ministry can provide regulations on the conditions for demanding medical testing under this section.

3.1 Suspicion of alcohol intoxication

When there is suspicion of substance influence, the passenger is first to be offered an Alco meter test as described in [1], Chapters 6.4.2 and 6.2.5. The operating company's representative is to be contacted:

- If the test shows a blood/alcohol level higher than in the provisions of the Road Traffic Act
- If the traveller refuses to be tested, or
- If the test is negative, and there is still suspicion of intoxication

If the test shows that the allowed blood/alcohol level has been exceeded, or if the traveller refuses to be tested, the traveller is to be refused outbound transportation. Repeated tests are not to be carried out. The operating company's representative at the helicopter terminal is to inform the traveller's supervisor at the destination and employer without delay.

The responsibility for possible further follow-up of the traveller lies with the traveller's immediate supervisor. Such follow-up should be conducted in accordance with the recommendations in [1].

If the test is negative, but the suspicion of intoxication remains, the traveller is to be refused outbound transportation, and be considered in relation to a suspicion of intake of drugs or intoxicating medication.

3.2 Suspicion of influence of substances or intoxicating medication

When there is reason to suspect intoxication which is not related to alcohol, the operating company's representative and the representative of the security company can jointly consider if there is reason to request a drug or intoxicating medication test of the traveller.

If a specially trained dog indicates during security inspection, this is reason for suspecting the influence of drugs , even if no substances are found.

Testing can only be conducted when the conditions under the Working Environment Act are met as described in Section 3, and requires that the traveller has accepted testing through an agreement with his or her employer, and that informed, written consent has been collected. Consent means the traveller has been informed of the consequences of a positive test, refusing to be tested as described in staff regulations or in agreements between the traveller and the employer.

If the traveller accepts being tested, this shall be carried out in accordance with the operating company's guidelines for testing. See also [2].

The submitted urine sample is to be handled as described in [2]. The result of the test is to be handled with confidentiality by the operating company and the traveller's employer, and in other respects in accordance with the internal guidelines of the respective companies.

If the traveller refuses to provide a urine sample, the traveller is to be refused outbound transportation and be ordered to have a talk with the representative of the operating company as soon as practically possible. The traveller is to be notified that he or she can be assisted by a trade union representative during this talk.

The operating company's representative at the helicopter terminal shall, without delay, inform the supervisor at the traveller's destination, the traveller's line manager, or – if the traveller is the employee of a subcontractor – the contact person for the traveller's employer.

The responsibility for possible further follow-up of the traveller lies with the traveller's immediate supervisors. Such follow-up should be conducted in accordance with the recommendations in [3].

3.3 Discovery of narcotic substances or undeclared intoxicating medication

Following the seizure or identification of drugs or undeclared intoxicating substances, the traveller is to be refused outbound transportation. If medication which the traveller according to his or her own statement intended to declare, or wishes to declare following identification, declaration is to take place. If the traveller refuses to declare the medication, or when drugs are seized or identified, local police authorities or possibly customs officers, are to be contacted.

The operating company's representative at the helicopter terminal shall, without delay, inform the supervisor at the traveller's destination, the traveller's line manager, or – if the traveller is the employee of a subcontractor – the contact person for the traveller's employer.

The responsibility for possible further follow-up of the traveller lies with the traveller's immediate supervisors. Such follow-up should be conducted in accordance with the recommendations in [3].

3.4 Discovery of paraphernalia

When discovering paraphernalia, the traveller is to be refused outbound transportation.

The operating company's representative at the helicopter terminal shall, without delay, inform the supervisor at the traveller's destination, the traveller's line manager, or – if the traveller is the employee of a subcontractor – the contact person for the traveller's employer.

The responsibility for possible further follow-up of the traveller lies with the traveller's immediate supervisors. Such follow-up should be conducted in accordance with recommendations in [3].

4 References

[1] "OLF Guidelines for security checks at helicopter terminals", No 003.

[2] "OLF Guidelines for alcohol and drug testing", No 099.

[3] "OLF Guidelines for handling alcohol and substance abuse", No 097.