**\_\_\_\_\_\_\_\_\_\_\_\_ COUNTY ROAD COMMISSION**

**OVER-THE-COUNTER AND PRESCRIPTION DRUG POLICY**

A. Policy

The following behaviors are prohibited:

1. Using a prescription (Rx) medication that is not legally prescribed for the employee;

2. Using an Rx or over-the-counter medication (OTC) in excess of the prescribed dosage;

3. Using any medication that contains alcohol within four (4) hours before performing safety-sensitive functions; and,

4. Using any medication that adversely impacts the employee’s ability to safely perform his/her safety-sensitive job functions.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Road Commission requires that all safety-sensitive employees obtain a completed form from their physician for each Rx medication prescribed for use while in working status indicating whether they should be medically disqualified from performing safety-sensitive functions during the duration of the treatment. Employees in possession of a form disqualifying them from performing safety-sensitive duties are to convey the form to their immediate supervisor. Employees released to work while taking a prescribed medication may report to work without further notice as long as they have the form from their physician so indicating on their person.

It is the responsibility of safety-sensitive employees when selecting an over-the-counter medication to read all warning labels before selecting it for use while working. Medications whose labels indicate they may affect mental functioning, motor skills or judgment should not be selected. If no alternate medication is available for the condition, employees should seek professional assistance from their physician.

Employees have the personal responsibility to assess their fitness for duty while using an Rx or OTC medication. They should not report for, or remain on, duty while being adversely affected by a medication even if they have a release to work from the prescribing physician or if the OTC medication being taken has no warning label.

B. Prescription Medications

The employee is responsible for providing the prescribing physician with the appropriate Road Commission form. The “Employee’s Section” is to be completed before giving the form to the physician. Additionally, the employee shall directly advise the physician if he/she drives a vehicle, operates a vehicle, or performs other safety-sensitive duties. The employee is responsible for discussing the potential side effects of any prescription medication with the prescribing physician, including its potential to impair mental functioning, motor skills or judgment, as well as any adverse impact on the safe performance of his/her safety-sensitive job duties. The employee is encouraged to ask his/her physician for alternative treatments that do not have performance altering side effects.

An employee will be medically disqualified from the performance of safety-sensitive functions if the physician determines that the employee’s medical history, current condition, side effects of the medication being prescribed and other indications pose a potential threat to the safety of coworkers, the public and/or the employee. The Road Commission will make a form available to employees for the guidance of their prescribing physician and his/her communication with the Road Commission. No other form is acceptable under this policy. Ultimately, the employee may be the best judge of how a substance is impacting him/her. As such, the employee has the responsibility to inform the prescribing physician of performance altering side effects and request medical disqualification from performance of safety-sensitive duties, as needed.

C. Over-the-Counter Medications.

It is the responsibility of safety-sensitive employees, when selecting an over-the-counter medication, to read all warning labels before selecting it for use while in working status. Medications whose labels indicate they may affect mental functioning, motor skills or judgment should not be selected. The advice of a pharmacist, if available at the purchase site, may be helpful in making a selection appropriate to the employee’s job duties. If no alternate medication is available for the condition, employees should seek professional assistance from their pharmacist or physician. If the physician determines that an over-the-counter medication with potentially negative impact is the preferred choice for treatment, he/she can use the Employer’s form to withhold the employee from work, as needed. As with a prescription medication, employees are to provide the Employer’s form to their physician for this purpose and then convey it to their supervisor if they are disqualified from performing safety-sensitive functions.

Ultimately, the employee may be the best judge of how a substance is impacting him/her. As such, the employee has the responsibility to refrain from using any over-the-counter medication that causes performance altering side effects, whether or not the label warns of them. As needed, the at-work employee is to contact his/her supervisor for relief from safety-sensitive duties and seek the assistance of his/her physician in selecting an alternative treatment.

D. Discipline

A safety-sensitive employee who violates this policy is to be removed from duty immediately. Violation of this policy will subject an employee to disciplinary action up to and including termination of employment. Once removed from duty, an employee may not be returned to safety-sensitive duties until evaluated and released by a physician appointed by the Road Commission.