

# **MUMBAI PORT AUTHORITY**

## **मुंबई पत्तन प्राधिकरण**



## **Policy for Monitoring of Consumption of Alcohol at Workplace**

**July 2023**

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## Policy for Monitoring of Consumption of Alcohol at Workplace

### I) Purpose

In compliance with the 117 of the Dock Workers' (Safety, Health & Welfare) Regulations, 1990 to provide a safe work environment, the alcohol and drug misuse can endanger life, safety and health of the dock workers. Hence, Mumbai Port is committed for elimination of drug and alcohol misuse in the workplace.

### II) Scope

This policy applies to every individual, who are entering at any workplace of Mumbai Port Authority, where dock work is carried out i. e. Docks, Container Frigate Stations, Railway Operations, Bunders, Outlying areas, Jawahar Dweep, Pir Pau, On-board Crafts, Roads, Vehicles or Similar workplaces.

The Traffic department is responsible for administration of this policy.

### III) Work Rules

1. Whenever any dock worker is carrying out dock work or operating any vehicle / craft / engine / lifting appliance / machinery in premises or is conducting any inspection / survey or providing any service; are prohibited from:

- a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug
- b. Being under the influence of alcohol or an illegal drug.
- c. Possessing or consuming alcohol.

2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in body system, while performing any work is prohibited.

3. It's mandatory for all individuals to report to management if any violation is observed against this Policy.

### IV) Required Testing other than Periodic Testing

#### Reasonable suspicion

Dock workers are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment *by at least two officers*. Management to use the reasonable suspicion observation checklist to document specific observations and behaviours that create a reasonable suspicion that dock worker is under the influence of illegal drugs or alcohol. Examples include:

- Odours (smell of alcohol, body odour or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).

- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, officer will meet with dock worker to explain the observations and the requirement to undergo alcohol test within one hour.

**Post-accident**

Dock workers are subject to testing, when they cause or contribute to accidents / incident that damage vehicle, machinery, equipment or property or that result in an injury to themselves or another person requiring medical attention. Checking of alcohol consumption of all persons involved in accident will be carried out by the in-charge of the work place i. e. officer or supervisor. In such cases, prime importance should be given to render first aid to the victim or injured person and to send him for further medical treatment.

**V) Collection and Testing Procedures**

Dock workers subject to alcohol testing are directed to provide breath specimens. Breath specimens will be tested by breath analyser equipment that identify if dock workers breath alcohol content (BAC) limit is 0.03% or 30 mg alcohol in 100 ml blood. If positive, then second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. The positive test results generated on breath analyser will be considered as work rule violations and his / her will be stopped thereat.

**VI) Periodic Checks :**

- i) Every Week, Sectional officer will carry out checks in their jurisdiction for detection of any cases of alcohol consumption and to submit monthly report of such checks to their HoD.
- ii) Every Fortnight, a team comprising of officials from Traffic, CISF, Security Division and Safety Management Cell will carry random checks in the MbPA premises for detection of cases of alcohol consumption.  
To conduct said visit, officer of Traffic department will be nominated, who will coordinate with other sections for visit and for further procedure after detection of alcohol.

**VII) SOP (Standard Operating Procedure) for Testing of Serum Alcohol**

Sr. No.	ACTIVITY	RESPONSIBILITY
1	After detection of positive display result on breath analyser the person should be stopped thereat.	Concerned Supervisor or Officer of the area.
2	Immediately or within one hour person detected for positive result should be send to Port Trust Hospital, Wadala for testing of serum alcohol level with letter (Format attached as Annexure - A) with one person accompanying him. Further, for escorting these persons from workplace to Wadala Hospital, one CISF guard will be taken. For Port Users requisite charges will be collected from the Agency who has issued DEP to that person	Concerned Supervisor or Officer of the area.
3	At hospital on casualty medical officer will collect the sample and will send to forensic lab within 24 hours for testing.	Medical Department

4	After collection of sample, a person will be counsel for alcohol de-addiction and alcohol withdrawal symptoms at hospital.	Medical Social Worker
5	After receipt of report from the forensic lab after 3 weeks by the hospital, it will be send to the concern section / department from where the letter for testing is received by the Medical Department and a copy will be given to the Safety Management Cell	Medical Department
6	If the test report is more than the prescribed limit of Serum Alcohol in blood sample, the sectional officer will initiate disciplinary proceeding against defaulter employees as per the prevailing rules. In case of Port Users employee, the person detected positive will be blacklisted by DEP Section as per the prevailing policy and their employer will be cautioned. In case of defaulter is in tender working, then action will be initiated as per the tender condition. If such tender condition do not exist, then such condition shall be added by the concerned department.	Concerned Authorities

**VIII) Equipment for testing at workplace**

The specification for the breath analyser is attached as Annexure B. All departments will assess their requirement within one month to carry out checks and will place the indent with MM by following requisite procurement procedure

**IX) Consequences**

Any person who refuses to cooperate in required test either breath analyser or blood test will be treated as a positive test result and will result in further course of disciplinary action.

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Any dock worker, who leave the scene of an accident without justifiable ground prior to submission to alcohol testing will also be considered to have refused to cooperate and will automatically be subject to action

**X) Confidentiality**

Information and records relating to positive test results will be kept confidential to the extent possible. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge is raised by the applicant.

## **ANNEXURE - A**

### **Format of Letter for sending a person to the Mumbai Port Hospital, Wadala for Serum Alcohol testing**

No. \_\_\_\_\_

To  
The Chief Medical Officer,  
Mumbai Port Hospital,  
Wadala, Mumbai

Sub: Testing of Serum Alcohol in blood

During testing of breath sample at (-----location) on (-----date) at (-----time) hrs., the breath analyser result of following person is found Positive. Therefore, it is requested to carry out the testing of Serum Alcohol in his/her blood. The details of person is as follows:

- i) Name of the person –
- ii) Name of the employer -
- iii) Department / Section –
- iv) DEP taken for defaulter by -
- v) DEP No. / Identity Card No. –
- vi) Name of the Supervisor / Tendering Executing Authority –
- vii) Name of the accompanying person –

Signature with date

Name –  
Designation –  
Department / Section -  
Contact number -

## **ANNEXURE – B**

### **SPECIFICATIONS OF BREATH ANALYSER EQUIPMENT**

1. Fuel cell technology based incorporating integrated analysis and not peak analysis.
2. LED display with high visibility.
3. Audible tone to support displayed messaging system.
4. Minimum test memory of 1000 plus, with a facility of last test recall.
5. Automatic ejection system of mouth piece without requiring manual handling for hygiene reason.
6. Capable of being connected with printer by interface cable for utmost security of data transmission or download to PC.
7. one way check valve mouth piece to eliminate the possibility of suck back of atmospheric air during sample capture.
8. Radio Frequency Interference (RFI) detector.
9. Temperature compensation for proper accuracy under all temperature conditions.
10. Protection from heating of fuel cell or any other components that would affect battery life.
11. Capable of redirecting subject breath at a right angle from the subject and away from the operator.
12. Capable to show quantity of breath sample exhaled and time duration of sample given.
13. Capable of functioning automatically during sampling without any manual intervention.
14. Capable of operating over a wide ambient temperature range.

Ref: Office of Director General Civil Aviation, Technical Centre, New Delhi. CIVIL AVIATION REQUIREMENTS SECTION 5 – AIR SAFETY SERIES 'F' PART III 13TH NOVEMBER 2009