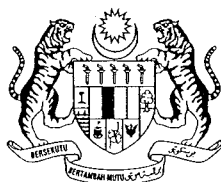


Code of Practice
on Prevention and Eradication
of Drug, Alcohol and Substance
Abuse in the Workplace



Department of Occupational Safety and Health
Ministry of Human Resources

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FOREWORD

Drug abuse, especially heroine, morphine, and cannabis has very negative and devastating effects on the society. For many years, Malaysia has relentlessly put up efforts to eradicate this menace in schools and the community.

The Malaysian Government is committed to combat drug problems and in 1998 endorsed a strategic plan to create a drug-free country by the year 2015. The National Anti Drug Agency, Ministry of Internal Security statistics indicate that 80% of arrested drug addicts are in employment. Therefore, the workplace would seem a strategic avenue for addressing this issue.

Drug, alcohol and substance abuse at work poses a hazard because it affects a person's ability to work safely. The use of drug, alcohol and substance become an occupational safety and health issue if a person's ability to exercise judgement, coordination, motor control, concentration and alertness is affected at the workplace, leading to an increased risk of injury or illness. An employee affected by drug, alcohol or substance may present a hazard in the workplace, causing injury to him and others. Section 24, of the Occupational Safety and Health Act 1994 spell out the responsibility of employee not to endanger himself or others. Drug, alcohol and substance abuse can cause a range of problems for employer. In some cases, their use may lead to loss of life, injury, illnesses, addiction damage to properties and negative publicity for the business. Drug and alcohol abuse have been found to contribute to absenteeism, poor productivity, high staff turnover and criminal involvement.

Hence the abuse of drug, alcohol and substance is clearly a major occupational safety and health problem. Early treatment interventions supported by employer for the affected employee has not only shown to produce a higher recovery success rate but also the lowest relapse rate. Investing in strategies to prevent and respond to drug, alcohol and substance problems in the workplace is consistent with the Government's anti-drug strategy and will result in a safer and more productive workplace.

The purpose of this Code of Practice is to assist employer and employee to fulfil his obligation under the Occupational Safety and Health Act 1994, in addressing drug, alcohol and substance abuse problems in the workplace. Employer, under Section 15 has the duty to ensure safety, health and welfare at work of his entire employee. Employee, under Section 24(1), of Occupational Safety and Health Act 1994, has the obligation to take reasonable care of his own safety and health and other persons who may be affected by his actions at work. Therefore, employee should not indulge in drug, alcohol and substance abuse. The Code highlights the key principles in effective management of drug, alcohol and substance abuse at workplace.

Employers, employees and their respective organisation are strongly encouraged to use this code to develop, implement and continually refine their policies on drug, alcohol and substance abuse to suit the need of their workplace.

Minister of Human Resources
Malaysia.

GLOSSARY

Alcohol is distilled or fermented spirit which contain ethanol or methanol and contain in drinks such as beer, wine and spirits.

Drug(s) can be classified into the following categories:-

- a. Opiates – includes opium, heroin, morphine, codeine, pethidine and methadone etc;
- b. Cannabis – includes ganja, hashish and marijuana etc;
- c. Depressants - includes sedative hypnotic type of barbiturate and tranquilliser etc;
- d. Stimulants – includes amphetamine and cocaine etc;
- e. Hallucinogen – includes Lysergic Acid Diethyl amide (LSD), Mescaline and psilocybin; and
- f. Designer drug(s) are analog group of chemicals, which have pharmacological effects eg. Ecstasy (MDMA), MDM, Adam etc.

Drug(s), alcohol and substance abuse means any use of drug, alcohol and substance that causes physical, psychological, legal or social harm to the individual user or to others affected by the drug, alcohol and substance abuser's behavior.

Employer includes self-employed person.

Grievance means a complaint or cause to complaint where a person has been unfairly treated.

Responsible person means a person authorized by his employer to carry out duties specified in this code.

Substance means inhalants or other substances that are classify as central nervous system depressants such as butane gas, thinner, petrol and ethyl alcohol.

Tunnel awareness is when a person focuses his awareness on one thing only.

Training refers to in-house or external training.

1.0 OBJECTIVE

The objective of this Code of Practice is to provide guidelines to employers and employees on the establishment of an in-house programme to prevent and eradicate drug, alcohol and substance abuse in the workplace.

2.0 SCOPE OF APPLICATION

This Code of Practice applies to employers, employees and any other persons in the workplace.

3.0 DUTIES AND RESPONSIBILITIES OF AN EMPLOYER

- 3.1 An employer is required, under section 16 of Occupational Safety and Health Act 1994, to establish a written policy on safety and health of his employees. In line with this requirement, an employer should establish a policy on drug, alcohol and substance abuse to safeguard the safety and health of his employees.
- 3.2 An employer should establish an effective prevention programme on drug, alcohol and substance abuse to ensure that the policy is implemented effectively.

4.0 DUTIES AND RESPONSIBILITIES OF AN EMPLOYEE

- 4.1 Under section 24 of the Occupational Safety and Health Act 1994, an employee has a duty to work safely and not to endanger himself or other persons at work. The employee should fulfil this duty in support of the employer's duty to ensure the safety and health of his employees by not abusing drug, alcohol and substance at the workplace.
- 4.2 An employee duties while at work also include, but not be limited to, the following:
 - 4.2.1 An employee should co-operate and participate in the prevention of drug, alcohol and substance abuse programme organised by the employer.
 - 4.2.2 An employee should ensure that the impact of his activities when not at work would not affect his ability to perform his work safely when at his workplace.
 - 4.2.3 An employee who is present for work should remain fit for work.
 - 4.2.4 An employee should avoid consuming alcohol during social functions organised by the employer or any other person that can adversely affect the safety and health of himself and other persons at the workplace.
 - 4.2.5 An employee should report to the employer if he is aware of any other fellow employee who is unable to work safely due to impairment by drug, alcohol or substance use.

5.0 DEVELOPMENT OF POLICY

5.1 General

- 5.1.1 An employer should develop a policy on drug, alcohol and substance abuse to demonstrate his commitment to ensure a safe and healthy workplace.
- 5.1.2 The policy should provide an opportunity for the employer to develop management strategies dealing with a range of drug, alcohol and substance abuse related problems such as absenteeism, violence at work, low productivity and accident.
- 5.1.3 The policy should provide a means of informing the employees and other persons at the workplace regarding the unacceptable behaviour related to drug, alcohol and substance abuse.
- 5.1.4 An employer should develop a policy on drug, alcohol and substance abuse based on the severity of hazard and the specific workplace requirement.
- 5.1.5 It is preferable for an employer to develop a policy on drug, alcohol and substance abuse even though the problem does not pose current risk at his workplace.
- 5.1.6 An employer should establish an effective communication strategy to ensure that feedbacks are received for consideration from persons who are affected by the policy.

5.2 Establishing A Committee

- 5.2.1 An employer should form a committee comprising of management and employee representatives to formulate the drug, alcohol and substance abuse policy. The committee as a whole or a member of the committee designated as responsible person should be responsible to monitor and oversee the implementation of the prevention and eradication programme on drug, alcohol and substance abuse at the work place.
- 5.2.2 An employer may use the existing safety and health committee or form a separate working group to develop the policy. The employer should give the committee a clear mandate to carry out its tasks and provide the committee with adequate resources to enable the policy to be implemented.
- 5.2.3 An employer should ensure that the policy is developed through an open and participatory process.

5.3 Identification and Assessment of Risk Factors

- 5.3.1 An employer should ensure that the policy is applicable to the organisation and appropriate to its size and the nature of its activity.
- 5.3.2 An employer should identify and assess the risk associated with drug, alcohol and substance abuse in the workplace in the same way as any other occupational safety and health hazard.
- 5.3.3 An employer should consider the following factors in the identification and assessment of the risk:
 - i. Drug, alcohol and substance abuse in the community
 - ii. Availability of drug, alcohol and substance
 - iii. Low job satisfaction and poor working conditions
 - iv. Long hours and shift work
 - v. Boring and monotonous jobs
 - vi. Low levels or poor supervision
 - vii. Workplace culture
 - viii. Isolation from family and friends
 - ix. Stressful jobs

5.4 Content of Policy

- 5.4.1 An employer should ensure that a drug, alcohol and substance abuse policy is simple and easily understood.
- 5.4.2 The policy should include but not limited to information on the following areas:

- a. **Rationale**

The employer should explain the necessity for the implementation of the programme on drug, alcohol and substance abuse at the workplace and its relationship with his duty to ensure a safe and healthy workplace under the Occupational Safety and Health Act 1994. Hazards posed by drug, alcohol and substance abuse is considered as safety and health hazards.

- b. **Objectives**

The objectives of the policy are:

- i. To prevent abuse of drug, alcohol and substance and the use of alcohol in the workplace.
- ii. To prohibit working under the influence of drug, alcohol and substance while at work.
- iii. To deal with occurrences of drug, alcohol and substance abuse in the workplace and the rehabilitation programme.
- iv. To foster and maintain a safe and healthy working environment.

c. Scope

- i. The employer should outline the application of the policy and the prevention and eradication programme.
- ii. The policy should apply to the employer, the employees and every person entering the workplace.

d. Infringement of the Policy

- i. The employer should specify the infringements of the policy such as under influence of drug while at work and refusal to undertake a test.
- ii. The employer should provide criteria regarding unacceptable behaviour in relation to drug, alcohol and substance abuse at the workplace.
- iii. The employer should include in the policy the disciplinary rules and consequences based on the severity of the violation. The disciplinary actions should conform to the provisions of the prevailing laws and agreements such as Employment Act 1957 or the collective agreement.
- iv. The employer should specify penalties in relation to infringement of the policy.

e. Implementation of Policy

The employer should spell out the mechanism to ensure effectiveness in the implementation of the policy and the programme.

f. Grievance

- i. The employer should provide mechanism so that an employee can make a complaint on any drug, alcohol and substance abuse issues relate to the implementation of the policy; and
- ii. The employer should take necessary action to any complaints and grievances received accordingly.

g. Confidentiality

The employer should classify all information related to the implementation of the policy as confidential.

Note: Example of Policy Statement is shown in Appendix 1.

6.0 PREVENTION PROGRAMME

6.1 An employer should develop a preventive and management programme to meet its policy.

6.2 An employer should include the following strategies in the programme:

6.2.1 Identifying Persons Impaired by Drug, Alcohol and Substance.

The employer should establish clear criteria to identify persons impaired by drug, alcohol or substance abuse. Some of the behaviour that a person demonstrate while under influence of drug, alcohol and substance are slurred speech, reduced or loss of coordination, nervousness, vomiting, shallow breathing, tunnel awareness, repeated absence and poor work performance.

6.2.2 Dealing With Persons Impaired By Drug, Alcohol And Substance.

- a. The employer should establish procedures for managing persons affected by drug, alcohol or substance abuse at the workplace;
- b. The employer and the employee should take appropriate action according to the procedure if any person at a workplace appears to be impaired by drug, alcohol or substance.
- c. The employer should identify responsible person to deal with any person impaired by drug, alcohol and substance.
- d. The responsible person should approach the impaired person. If the impaired person is aggressive or appear unpredictable, more than one person should be involved in the initial approach. The approach should be quietly assertive but not aggressive, argumentative or threatening.

Note: Detailed procedures for dealing with a person impaired by drug, alcohol or substance abuse are provided in Appendix 2.

6.2.3 Testing

- a. The employer should establish a written procedure for drug and alcohol testing.
- b. The employer should develop the procedures through a consultative process and should communicate to everyone at the workplace.
- c. The employer should ensure the aim of drug and alcohol testing is to help identify and assist people into rehabilitation.
- d. The employer should clearly state and communicate the rationale for drug and alcohol testing to the employees.
- e. The employer should clearly state the follow up action and outcomes from positive test result in the testing procedures.

Note: Example of testing procedure for drug is shown in the Appendix 3.

6.2.4 Information, Training and Awareness Programme

- a. The employer should establish an effective communication system to ensure everyone at the workplace is aware of the existence and contents of the drug, alcohol and substance abuse policy.
- b. The employer should make available the information on drug, alcohol and substance abuse to all employees at the workplace.
- c. The employer should conduct induction programmes to ensure new employees are aware of and understand the policy and procedures in relation to drug, alcohol and substance issues at the workplace;
- d. The employer should ensure the line leader, supervisor, manager, safety and health officer, nurse, paramedic staff and responsible person should be given adequate training. The training should include but not limited to:
 - i. Relationship between drug, alcohol and substance abuse and performance management
 - ii. The rationale and procedures involved in the drug, alcohol and substance policy
 - iii. Referral to internal and external services
 - iv. The relevant legislation and laws regarding drug use, possession and trafficking
 - v. Recognising, identifying and approaching a person impaired by drug, alcohol and substance.
- e. The employer should provide information about services, programmes and assistance available either at the workplace or by external agencies, for any employee seeking support.
- f. The employer may provide appropriate guidance to assist employee to identify and respond to hazardous behaviour by his co-employee.
- g. The employer should provide refresher training for existing employee.
- h. The employer may organise awareness campaign in the workplace.

For further information on drug, alcohol and substance, an employer is advise to contact the agencies listed in the Appendix 4.

6.2.5 Trafficking Drug At The Workplace

- a. The employer should make known to all employees and other person at work that trafficking of drug is prohibited by the law at this country and a mandatory death penalty is imposed on those convicted of drug trafficking.
- b. The employer should prohibit any activities of drug trafficking at the workplace and report such activities to the police.

6.2.6 Work Sponsored Functions

- a. The employer should not allow consumption of alcohol at work-sponsored function unless means are provided to ensure:
 - i. The employee is fit to return to work, or
 - ii. The employee impaired by alcohol does not return to work and gets home safely.
- b. The employer should take steps to minimise the risk of alcohol related problems at such functions by:
 - i. Providing low alcohol beer, and/or
 - ii. Providing a choice of beverages of non-alcoholic drinks.

6.2.7 Drug, Alcohol And Substance Dependent

- a. The employer should encourage employee to own up and confess that he is drug, alcohol or substance dependent.
- b. The employer should outline procedure to deal with drug, alcohol or substance dependents.
- c. The employer should ensure that the procedure is in line with the requirement of prevailing laws and agreements, such as Drug Dependents Act, 1983 and Dangerous Drug Act, 1952.

6.2.8 Rehabilitation And Counselling

- a. The employer may provide Employee Assistance Programmes (EAPs), counselling or other rehabilitation services at the workplace for those tested positive under sub-paragraph 6.2.3 and the drug, alcohol or substance dependents that have own up and confess under sub-paragraph 6.2.7.
- b. The employer should encourage his employees to seek professional counselling in relation to drug, alcohol or substance related problems.
- c. The employer should allow employee caught by the authorities for abusing drug to undergo rehabilitation programme organised by government or any other recognised agencies.

6.2.9 Infringement of Policy

The employer should outline procedures dealing with infringement of policy on drug, alcohol and substance abuse.

6.2.10 Grievance

- a. The employer should outline procedures dealing with grievances related to implementation of drug, alcohol and substance abuse policy. Examples of grievances are the verification or challenge to the integrity of any drug test result, or dissatisfaction with co-worker behaviour on any matter related to drug, alcohol and substance abuse.
- b. The employer should provide measures to protect victims from further embarrassment in the course of reporting and investigation into their grievances.
- c. The grievance procedure should contain at least the following elements:
 - i. A step-by-step procedure for reporting and processing of a grievance with suitable time limit for each step.
 - ii. An investigation procedure.

7.0 IMPLEMENTATION

7.1 General

An employer should ensure that the policy and the programme are implemented effectively. The following elements need to be considered during implementation of the policy.

7.2 Organisation

7.2.1 The responsible person nominated under subsection 5.2.1 should assist the employer in implementation of the policy and programme. The identity of the responsible person should be made known to all employees. The duties of the responsible person should include but not necessarily be limited to:

- i. Coordinating and monitoring the implementation of the programmes.
- ii. To be the resource person for education and training and any other workplace programme related to drug, alcohol and substance.
- iii. To be the workplace counsellor if he/she is suitably qualified.
- iv. Maintaining confidentiality of the identity of drug-positive and drug/alcohol/substance dependents.
- v. Evaluate and report the progress of the implementation to the employer at a regular basis.

7.2.2 An employer should encourage the committee formed under subsection 5.2 to assist the employer in implementing the policy and programme. In order for the committee to perform its duties, members of the committee should be trained.

7.3 Evaluations And Review

7.3.1 An employer should evaluate and review the policy as and when it is necessary.

7.3.2 An employer should provide a mechanism including a time frame and criteria for the evaluation and review of the policy.

7.4 Confidentiality

An employer should outline the procedures dealing with confidential information related to drug, alcohol and substance abuse issues. Examples of confidential information are test results and identity of person who voluntarily own up as drug dependent.

8.0 BENEFIT OF PROGRAMME AT WORKPLACE

- 8.1 An employer should realise that developing and implementing policy and programme on prevention of drug, alcohol or substance abuse will help in reducing accidents, absenteeism, high staff turnover and criminal involvement amongst his employees. This will enhance the quality of products and services produced as well as will increase productivity.
- 8.2 An employer should realise that his workplace form an integral part of the local community and as such it has a significant role to play in the wider struggles to eradicate drug, alcohol and substance abuse in the community.

REFERENCES

- a. Occupational Safety and Health Act 1994.
- b. ILO Guideline On Managing Drug And Alcohol In The Workplace.
- c. Enforcement of drug laws in Malaysia-Narcotics Department Royal Malaysia Police.
- d. UNDP-Guidelines on preventing and responding to drug and alcohol problems in the workplace.

A SAMPLE CORPORATE POLICY STATEMENT ON THE PREVENTION AND ERADICATION OF DRUG, ALCOHOL AND SUBSTANCE ABUSE AT THE PLACE OF WORK

ABCD Sdn. Bhd.

ABCD Sdn. Bhd. is committed to providing a safe work environment and to fostering the well being and health of its employee. That commitment is jeopardized when any ABCD Sdn. Bhd's employee uses illegal drugs or abuse the use of alcohol and other illegal drugs or abuse the usages of alcohol and other legal substances on the job, comes to work with illegal substances present in his body, or possesses, distributes, or sells illegal drugs in the workplace. ABCD Sdn. Bhd has established the following policy with regards to drug, alcohol and substances abuse to ensure that we can meet our obligations to our employee, shareholders, customers, and the public.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and healthy working environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that illegal drug use, alcohol and substance abuse are incompatible with working at ABCD Sdn. Bhd..

1. It is a violation of our policy for any employee to possesses, sell, trade or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol and abuse other substance while at work.
2. It is a violation of our policy for anyone to report to work under the influence of illegal drugs or alcohol.
3. It is a violation of our policy for anyone to use prescription drugs illegally. (It is not a violation of our policy for an employee to use legally prescribed medications, but the employee should notify his supervisor if the prescribed medication would effect his ability to perform his duty)
4. Violations of this policy are subject to disciplinary action ranging from a letter of reprimand, to suspension from work without pay, up to and including dismissal.

It is the responsibility of our supervisors to counsel employee whenever they see changes in performance or behaviour that suggest that an employee have an alcohol, drug or other substance abuse problem. Although it is not the supervisor's job to diagnose the employee's problem, the supervisor should encourage such an employee to seek help and tell him about available resources for getting help. Because all employees are expected to be concerned in working in a safe and healthy environment, they also should encourage his fellow employee who may have drug, alcohol and substance, abuse problem to seek help.

Employer Signature

Date

DEALING WITH DRUG, ALCOHOL AND SUBSTANCE IMPAIRED PEOPLE IN THE WORKPLACE**a. When dealing with substance-impaired persons in the workplace**

- i. Avoid using terms such as “You’re drunk”;
- ii. Be brief, firm and calm. Use the affected person’s name. If necessary, repeat your message (“I am instructing you to stop work for the day. Arrangements will be made for you to go home. Before you go I will arrange for you to see the medical officer”);
- iii. Do not argue or debate; simply repeat your message;
- iv. Make suitable arrangements to ensure the impaired person gets home safely;
- v. Try to persuade him not to drive his own vehicle.

b. If the impaired person refuses to cooperate:

- i. Contact persons specified in the policy or procedures which may include the employer or other person specified in the policy;
- ii. Assess dangers; and
- iii. Evacuate all surrounding people at risk from the location of the impaired person or isolate the impaired person.

c. After the incident and the employee returns to the workplace not impaired by drug and/or alcohol:

An investigation should be instigated, using procedures outlined in the policy and appropriate processes implemented. These may include:

- i. Discipline
- ii. Sick leave, special leave or referral to rehabilitation
- iii. The policy regarding further incidents should be made clear to the employee, but the normal procedures concerning failure to perform should apply

Information and advice about drug abuse, assessment and rehabilitation should be provided.

d. Further incidents:

If further incidents of being impaired by drug or alcohol occur by the same employee:

- i. Repeat the above procedure;
- ii. Follow disciplinary procedure outlined in the drug and alcohol policy or other written procedures;
- iii. Keep all relevant parties informed; and
- iv. Encourage the impaired person to seek information and counselling and treatment if appropriate.

e. Self-assessment by the employee

The policy should state that employee is not to present himself for work if he has consumed drug or alcohol as these can affect his ability to work safely. The policy should also state that employee should not remain at the workplace if they become affected by drug or alcohol.

The chances of a person recognising that they are impaired will be improved if they are informed and educated about the effects of drug and alcohol on his ability to work safely.

Simple self-assessment may also be useful in assisting persons in assessing his own problems. For example, some employer have provided the opportunity for employee to self-test for alcohol by providing access to breathalysers. Someone who identifies that he is impaired then voluntarily takes leave (sick leave or unpaid leave). Of course, there are always limits to the number of occasions this can occur, and such limits are stated in the policy.

Education, training and healthy lifestyle programs can also have a positive impact on a person’s behaviour and educate them about the safety and health risks of drug and alcohol use.

TESTING PROCEDURE

A DRUG TESTING PROCEDURE

Urine Testing Process

- 1 Establish the identity of the employee by some form of positive identification prior to commencing the procedure
- 2 Label a specimen bottle with the employee
NAME:
DATE AND TIME OF COLLECTION:
The same details should be entered on to the chain of custody form.
- 3 Employee should also enter details of any medicines or drugs they may taking or have been prescribed including name of drug/medicine and doses taken.
- 4 Under supervision, the employee should remove excess clothes, bags etc and wash and dry hands.
- 5 Employee should be escorted to the toilet. Tester should wait outside toilet. No one else should be allowed in the area
- 6 Employee is asked to void into the specimen jar and fill it to half to three quarters full.
- 7 As soon as the specimen jar is filled it should be handed to the tester. (Tester should wear new disposable surgical gloves for each employee tested)
- 8 The temperature of the urine should be measured within four minutes. This should be noted in the chain of custody form.
- 9 With the employee watching then pour half of the sample into another jar for employee's use if employee so desires. Screening Drug Test Procedure to be performed now on 1st jar.
- 10 If the screening drug test is positive, then ensure the lid is screwed on tightly and then tape in place by running a security tape from the top of the jar down the side, under the jar and then up the other side again to overlap the start of the tape again. The same procedure will apply to the employee's jar obtained as per point 9.
- 11 The tester should then again sign his name on one side of the jar over the tape and also complete the collection details section on the chain of custody form.
- 12 The employee should sign the other side of the tape and complete the consent detail of the chain of custody form. Note: The tester should not lose sight of the urine specimen at any time after receiving it from the employee.
- 13 Chain of custody form and jar should be placed into a biological hazard bag and sealed.
- 14 The specimen bag should be placed in the locked drug test fridge for collection by pathology courier.
- 15 The specimens should be signed over to courier.
- 16 If a positive occurs with these tests they must be confirmed by laboratory testing before a positive result is recorded against an employee.

B ALCOHOL BREATHE TESTING PROCESS

1. Employee should be asked to blow into the screening unit.
 - If negative, inform the result to the employee and allow to return to work
 - If positive, inform the result to the employee and perform confirmation breath test after 30 minutes.

2. If confirmation test is performed:
 - If negative, inform the result to the employee and allow to return to work
 - If positive, inform the result to the employee and record it in employee's file. Employee is taken home

FURTHER INFORMATION

Further information on drug and alcohol responses in the workplaces may be available from the following agencies:

Department of Occupational Safety and Health
Ministry of Human Resources
ARAS 2,3 & 4 Block D3
Parcel D
Pusat Pentadbiran Kerajaan Persekutuan
62502 Putrajaya
Tel: 03 88865329
[website: www.mohr.gov.my](http://www.mohr.gov.my)

National Drug Agency
Ministry of Internal Security
Aras 5 & 6 Block D1
Parcel D
Pusat Pentadbiran Kerajaan Persekutuan
62502 Putrajaya
Tel: 03 88868000
[website: www.adk.gov.my](http://www.adk.gov.my)

Narcotics Department
Polis Diraja Malaysia
Bukit Aman
50560 Kuala Lumpur
Tel: 03 22626222
[website: www.rmp.gov.my](http://www.rmp.gov.my)

Occupational Health Unit
Disease Control Division
Ministry of Health, Malaysia
3rd Floor Offices Complex
Jalan Cenderasari
50590 Kuala Lumpur
Tel: 03 26946601
[website](#)

Persatuan Menencegah Dadah Malaysia (PEMADAM)
No 8, Jalan Ledang
50480 Kuala Lumpur
Tel: 03 20941187
[website: www.pemadam.org.my](http://www.pemadam.org.my)

Malaysian Employer Federation
3A06-3A07, Block A
Pusat Dagangan Phileo Damansara II
No 15 Jalan 16/11
46350 Petaling Jaya
Selangor Darul Ehsan
Tel: 03 79557778
website: www.mef.org.my

Malaysian Trades Union Congress
OSH Department
Wisma MTUC
10-5 Julan USJ9/5T
47620 Subang Jaya
Tel: 03 80233954