

## **Operation RedBlock Mark-off Procedures**

The following procedures are approved by your organization and will be supported by the carrier.

If you are called to work and have been using alcohol or drugs, tell the carrier that you need to mark-off OPERATION REDBLOCK. DO NOT USE ANY OTHER REASON TO MARK-OFF. The failure to properly identify the reason as Operation RedBlock could result in disciplinary action.

If you are on duty or going on duty and discover that your co-worker has been using alcohol or drugs (whether impaired or not) immediately stop what you are doing and tell you co-worker that you cannot work with him/her. Advise your co-worker that you must mark him/her off Operation RedBlock. A call must be made to a division supervisor. When you tell the supervisor that you have a REDBLOCK situation, he/she will assist when necessary in getting your co-worker off duty and safely off the property. No discipline will be administered and no records will be kept. Once the incident is over and the employee is off duty, notify a RedBlock team member of the incident so that help can be offered confidentially to the employee.

Should the impaired employee be uncooperative, the co-worker can use the CO-WORKER BYPASS AGREEMENT and request the help of a supervisor. In these cases, the supervisor will come out to assist the co-worker in removing the employee and getting him/her home. NO RULE G charges will be made if the Employee Assistance Program Counselor is contacted within five (5) days.

## **Operation RedBlock Mark-off Guidelines**

For an On Call, On Duty, or Away from Home Terminal, an employee will be allowed to mark off Operation RedBlock 3 times within a year.

First time - Team Captain contacts employee, discusses with him/her facts of mark-off, and offers whatever assistance is necessary. Reminds employee of his/her working responsibility.

Second time- Team Captain contacts employee, discusses facts of the mark-off, educates employee on guidelines for Operation RedBlock program, and their work responsibility. If mark-off happens again, employee could be referred to the Employee Assistance Program Counselor in accordance with the Co-Worker Bypass Agreement. The employee's Local Chairman will be consulted.

Third time - Team Captain contacts employee and discusses the mark-off. The ORB Coordinator will counsel with the Team Captain, Local Chairman, and General Chairman of situation. If all agree, employee will be instructed to contact company Employee Assistance Counselor within (5) days as per the Co-Worker Bypass Agreement. The ORB Coordinator will then contact management as per Co-Worker Bypass Agreement.

\*An Employee can be referred to the EAP at any time based on individual situations\*

# Operation RedBlock Mark-off Cycle

