



## **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, a 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 charge will be made if the Employee Assistance Program Counselor is contacted within five (5) days.