

**IMPAIRMENT IN THE WORKPLACE**

Department	Administration	Policy No.	0340_70_75
Section	Human Resources	Date Approved by Board	September 27, 2018
Replaces		Board Resolution #	RD/18/09/17(27)

Amended		Date Approved by Board	
		Board Resolution #	
Repealed		Date Approved by Board	
		Board Resolution #	

1. Purpose

It is the Peace River Regional Districts expectation that all employees report fit for duty. Employees who use or are impaired by drugs or alcohol while at work endanger not only themselves but others. This organization recognizes that addiction to drugs or alcohol is a serious health problem. The intent of this Policy is to accomplish the health and safety goal in a manner that is fair and consistent with employees' accommodation rights under discrimination laws. The ultimate goal is not to punish but help employees identify and get help for their substance abuse so that everyone can be healthy, safe and productive at work.

2. Definitions

2.1 Fit for Duty: Physical and mental state that allows individuals to perform their job safely and effectively. Not under the influence of any illicit drug, alcohol, cannabis or medication that will hinder job performance or compromise the safety of the employee or others.

2.2 Safety Sensitive Job: A position that has a direct and substantial impact on the health and safety of the employee, other workers, customers, visitors, the public, property and/or the environment. This includes jobs that require the employee to operate motorized vehicles, equipment, machinery or handle any material as determined by this organization.

2.3 Scope: This Policy applies to all individuals that are employed by this organization, including but not limited to full-time, part-time, temporary, seasonal, contractors, union employees and volunteers.

2.4 Drugs: This term includes narcotics and illegal drugs, cannabis whether used or obtained legally or illegally, legal prescriptions, over-the-counter medications and drugs that cause or have the potential to cause impairment and render an employee not fit for duty.

2.5 Legal Cannabis: All employees must understand that cannabis can be an impairing drug even if it is legal and that using it at work or coming to work while under the influence of or intoxicated by cannabis renders them not fit for duty in violation of this policy.



3. Policy

- 3.1 Employees shall report fit for duty for scheduled and unscheduled work.
- 3.2 The management team shall assist and accommodate employees who voluntarily disclose substance dependence.
- 3.3 Employees needing rehabilitation for substance abuse shall be encouraged to seek professional care and support through the Employee Assistance Program or similar programs available.
- 3.4 Employees shall advise their supervisors or managers whenever they witness concerns about a co-worker's fitness for duty.
- 3.5 Employees who attend not fit for work due to use of drugs or alcohol shall be asked by their supervisor to leave the workplace. Safe transportation options will be available for any individual unfit for operating a vehicle on their own. The incident shall be reported to the management team immediately.
- 3.6 Employees who refuse to co-operate in rehabilitation and/or who continue to present as safety risks to themselves and others shall be subject to disciplinary action up to and including termination in accordance with the Employee Relations established procedures.
- 3.7 The possession, use, distribution or sale of drugs, alcohol and paraphernalia on any workplace premises or during employer sponsored activities is prohibited. –Note: Addressed in Events Policy

Disciplinary investigations may be opened at any time to check whether an employee is engaged in substance abuse or otherwise in violation of his/her fitness for duty obligations under this policy in response to:

- Complaints or concerns by co-workers, supervisors, customers or the public.
- Involvement in safety incidents including near misses.
- Arrests for impaired driving, drug offences and similar violations.
- Other indications that the employee has substance abuse issues or is otherwise not fit for duty.

Affiliated Procedure	None.
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