



POLICY 5.5 SUBSTANCE ABUSE

Department: Personnel

Date Approved: March 15, 2019

Rescinds:

Board Res. No: 923/03/15/19

PURPOSE:

To communicate the expectations and guidelines of the Peace Regional Waste Management Company surrounding substance use, misuse and abuse.

SCOPE:

This policy applies to all employees of the Peace Regional Waste Management Company.

GUIDELINES:

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, the Peace Regional Waste Management Company, reserves the right to prohibit certain items and substances from being brought on to, or present on the Peace Regional Waste Management Company premises.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the Peace Regional Waste Management Company, whether on or off Peace Regional Waste Management Company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift;
- Distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Possession of non-prescribed drugs during working hours is strictly prohibited;
- Use and possession of medically prescribed drugs is permitted during working hours, subject to the expectations in this policy and all applicable legislation;
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs, alcohol, or recreational cannabis;
- Employees on prescription medication or medically approved substances must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment;

- Where an employee uses medical cannabis, it is expected they provide a copy of their medical license to use cannabis to the Peace Regional Waste Management Company; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

Roles and Responsibilities

The Peace Regional Waste Management Company will:

- Clearly communicate expectations surrounding alcohol, drug, and recreational cannabis use, misuse and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy on a regular basis.

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;
- Perform work in a safe manner in accordance with the Peace Regional Waste Management Company established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on Peace Regional Waste Management Company property and during working hours (even if off Peace Regional Waste Management Company property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication, which includes medically approved cannabis use;
- Report unfit co-workers to management;
- Seek advice and/or appropriate treatment, where required;
- Communicate dependency or emerging dependency;
- Follow the after-care program, where established; and
- Abide by all governing legislation pertaining to the possession and use of prescribed or illegal drugs or alcohol.

Suspicion of Impairment

The following procedure will be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager/supervisor will first seek another manager/supervisor's opinion to confirm the employee's status (assumed impairment).
2. Next, the manager/supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behavior that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or there is an odor of alcohol or cannabis, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work" testing will be arranged for. If the testing is to be done at a location other than the workplace, the employee will be advised that the Peace Regional Waste Management Company has arranged transportation to the place of testing. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse the Peace Regional Waste Management Company organized transportation and make the decision to drive their personal vehicle, the Peace Regional Waste Management Company is obligated to and will contact the police to make them aware of the situation.
4. A meeting will be scheduled to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

Substance Dependency

The Peace Regional Waste Management Company understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. The Peace Regional Waste Management Company promotes early diagnosis, therefore, any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by the Peace Regional Waste Management Company, unless otherwise authorized by law.

Agreement for the Continuation of Employment


The Peace Regional Waste Management Company reserves the right to invoke an *Agreement for the Continuation of Employment* in accordance with an employee's commitment to become, and remain, alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An Agreement for the Continuation of Employment may include a requirement for drug and alcohol testing.

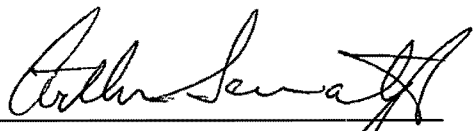
Disciplinary Action

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities including the consumption, possession, sale, or distribution of drugs or alcohol on the Peace Regional Waste Management Company property and during working hours (even if off Peace Regional Waste Management Company property).



Chair – Dan Boisvert



General Manager – Art Sawatzky