

COMPANYNAME

Drug and Alcohol Policy

Policy Statement

COMPANYNAME is committed to preventing the harms associated with alcohol and drugs in the workplace including those under the influence. The inappropriate use of alcohol and drugs can have serious adverse effects on the safety and well-being of workers. In developing this alcohol and drug policy COMPANYNAME promotes the safety of its workers, their families, the environment, and the public.

Purpose

This policy establishes expectations and consequences for reasonable behavior as it relates to the use of drugs and alcohol that could impact a worker's or contractor's ability to perform their duties safely, competently, and efficiently. The goals of this policy include but are not limited to:

- Decreasing risks associated with alcohol and drug use in the workplace to workers and the public
- Reducing damage to equipment, property, and materials
- Improving productivity and worker morale
- Ensure all workers are treated fairly with dignity and respect

Scope

This policy applies equally to all workers and contractors in the employ of COMPANYNAME. Staff at all levels of employment are accountable for the health and safety of themselves and others in the workplace.

Roles and Responsibilities

Worker:

- Read, understand, sign off on and comply with this policy
- Arrive and remain fit for work throughout their shift
- Perform their job in a safe manner at all times being responsible for their own safety as well as the safety of other workers, the public, materials, and equipment.
- Must not use recreational drugs or alcohol in the workplace
- Report to management or their supervisor any impairment or suspected impairment of a co-worker or a supervisor
- Disclose to management or their supervisor any prescription medication use that may affect their performance and use those medications responsibly
- Co-operate with any investigations involving drugs or alcohol in the workplace

Supervisor/Foreman:

- Comply with the aforementioned roles and responsibilities that apply to workers

- Be knowledgeable of and comply with COMPANYNAME drug and alcohol policy and procedures
- Attend training and educational programs as directed by COMPANYNAME regarding alcohol and drugs in the workplace
- Be knowledgeable of and recognize signs of performance deviation due to drug or alcohol impairment in workers and take-action, documenting any evidence
- Intervene in a timely manner when they suspect an employee is under the influence of alcohol or drugs or not fit for duty.

Owner/Employer:

- Communicate this policy to all staff and management of COMPANYNAME
- Provide training to supervisors to recognize and handle performance problems pertaining to alcohol and drugs
- Promptly address any alcohol or drug issues that may arise in the course of work
- Identify safety sensitive positions for the purpose of this policy
- Follow up on any reported or suspected alcohol or drug use in the workplace and act where necessary
- If any worker should arrive or be found impaired as a result of alcohol or drugs remove them from the worksite and arrange transportation
- Apply this policy in a fair and consistent manner to all workers and take appropriate action as outlined by this policy
- Protect the confidentiality and privacy of any worker currently seeking or in treatment for drug and/or alcohol use as well as those self-reporting or reporting another for drug or alcohol use in the workplace
- Offer support when possible to employees struggling with a substance abuse issue.

Contractor/Subcontractor:

- Read, understand, and comply with this policy at all times while under they employ of COMPANYNAME

Policy details

Fit for work – workers under the employ of COMPANYNAME are expected to arrive and remain fit for work at all times throughout their shift. This is defined as a state which enables the workers to perform the essential tasks of his or her work assignment in a manner which does not threaten the safety or health of oneself, co-workers, property, or the public while under the influence of drugs or alcohol. If a worker’s fitness for work should change during the course of their work they must immediately notify their supervisor or management.

Use, possession and distribution – The use, possession and distribution of drugs or alcohol on COMPANYNAME premises or during business hours is strictly prohibited.

Impairment during work – A worker be found unfit for work by a supervisor or management will immediately be removed from the worksite. This will include the arrangement of safe transportation to the workers residence by their supervisor. An investigation will then be conducted by their supervisor

where, if found to be at fault, the worker will be disciplined accordingly.

Education and training – COMPANYNAME is committed to informing and educating workers on the rules regarding hazards associated with drug and alcohol use in the workplace. COMPANYNAME is responsible for providing periodic training to staff on the identification, detection, handling, and assistance for drug and alcohol related in the workplace.

“Safety - sensitive position” – a position in which performance impaired by alcohol or drugs has the potential to result in direct risk of injury or harm to workers, contractors, property, materials, equipment, the public, and the environment. These positions are to be identified by management in co-operation with supervisors or COMPANYNAME.

Prescription medications/Over-the-counter drugs – Workers must be aware that prescription medications/over-the-counter drugs can affect their performance and therefore the health and safety of themselves and others on the worksite. It is the responsibility of the worker to disclose to their supervisor or management at COMPANYNAME if they are taking any medications that may inhibit their ability to perform their regular duties in a safe manner. Workers who cannot perform their regular duties due to the effects of prescription medications may be reassigned to alternative duties or tasks in a non-safety sensitive position. Any information regarding a worker’s prescription medications, medical condition, or other sensitive information is to be kept strictly confidential between the worker, their supervisor, and management.

Employee assistance – COMPANYNAME encourages workers to seek assistance if they know or suspect they may have an alcohol or drug dependency issue. COMPANYNAME understands these are sensitive matters therefore any worker seeking assistance through COMPANYNAME will have their information remain confidential. Workers who believe they may not be able to fully comply with this policy and wish to voluntarily seek assistance before violating this policy will not be disciplined for requesting help. An employee who receives treatment must comply with the terms of any program established to assist with a dependency.

Approved functions and events – COMPANYNAME may host events or functions, on or off company premises, in which alcohol may be served. All functions where alcohol may be served or present are to be approved by COMPANYNAME management in advance. Workers and guests are to express sound judgement when attending approved functions, being respectful to others, and representative of COMPANYNAME. A worker or guest who consumes or is suspected of consuming alcohol beyond legal limits is to arrange transportation. If appropriate COMPANYNAME will arrange safe transportation home for affected workers and guests.

Substance Dependency

COMPANYNAME understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. COMPANYNAME promotes early diagnosis. Any worker who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly. It is not the job of COMPANYNAME to diagnose an employee with a dependency, but instead, it is the responsibility of a medical professional. Workers suspected of a substance dependency should be directed to the appropriate health care professionals for assistance.

Self-Declaring a Substance Abuse Issue

Workers 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. Workers will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

Accommodation

COMPANYNAME will provide reasonable accommodation as appropriate using a consultative approach that involves COMPANYNAME, the individual, and as appropriate, any healthcare professionals and other third parties that are required to assist in the accommodation process. Accommodation may be temporary or permanent, based on the medical requirements of the individual.

Return to Work Agreement

COMPANYNAME reserves the right to invoke a Return to Work Agreement in accordance with a worker'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. The Return to Work Agreement may include a requirement for drug and alcohol testing.

Policy Enforcement and Discipline

Any workers found to be in violation of this policy will be subject to disciplinary action up to and including termination of employment. The determination of the appropriate measures will be handled on a case by case basis dependent upon the severity of the violation, prior violations, and the response measures taken.

Policy Review

This policy is subject to review by management at least once every three years or should there be the need for any significant revisions or changes.

The information in this policy does not take precedence over applicable government legislation with which all workers should be familiar.

Managementname

Date