



Policy Code: HS - 001

# Drug & Alcohol Policy

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REVISION RECORD

Date	Version	Revision description
December 17 <sup>th</sup> 2020	1	Original Drug & Alcohol Policy

**1. TITLE:**

**1.1 Drug & Alcohol Policy**

**2. POLICY STATEMENT:**

- 2.1 Workers must ensure they are fit for duty and can perform their duties in a safe manner. Suspected alcohol and/or drug use, or incidents contributed with alcohol and/or drug use must be reported. All workers must submit to required alcohol and/or drug testing.**

**3. PURPOSE:**

- 3.1 The Village of Heisler recognizes that the use of illegal drugs and the misuse of alcohol, medications, and legal drugs can limit a worker's ability to properly do his/her job in a safe manner and can negatively impact the health and safety of themselves and others. The purpose of this policy is to ensure that workers are safely performing their duties and not incompetent due to illegal drugs, alcohol, legal drugs or misuse of medications as well as outline drug testing protocol and reporting.**

**4. SCOPE:**

- 4.1 The scope of this policy includes all workers, council members and contractors when engaged in company business on behalf of the Village of Heisler.**

**5. OBJECTIVES:**

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

**6. POLICY DETAILS:**

- 6.1 All workers must be competent and physically capable to complete their assigned job.**
- 6.1.1 To reduce the risk of unsafe or unsatisfactory performance due to the influence of drugs or alcohol, all workers must report for duty and remain fit for duty throughout their workday, shift, or when on-call.**
- 6.1.2 No worker shall report for, or be at work, having present in their bodies any illegal drugs.**

- 6.1.3 No worker shall report for, or be at work, with a blood alcohol level of anything but zero.
      - 6.1.4 No worker shall misuse prescription drugs or over the counter drugs while at work. If a worker is taking a prescription or over the counter drug which has the potential to affect his/her ability to be fit for duty, he/she has an obligation to report it to their Foreman and the CAO.
      - 6.1.5 Prescription Cannabis must be reported to their Foreman and CAO with proof from a doctor of prescription and note of competency to perform job description.
      - 6.1.6 No worker shall report for, or be at work, with any recreational Cannabis in their body.
    - 6.2 The possession of and/or consumption of alcohol, illegal drugs and the misuse of medication is strictly prohibited on any location where the Village of Heisler conducts its business. This includes all vehicles and equipment operated on behalf of the Village of Heisler.
    - 6.3 All Village of Heisler staff will comply with requirements for drug and alcohol testing and will submit to any testing requirements deemed necessary.
      - 6.3.1 Testing of job applicants for drugs and alcohol may be conducted pre-employment, to send worker to a specific job site, when there is reasonable suspicion of drug or alcohol use, or in case that a worker has been involved in an incident causing injury, a property damage incident or a near miss where it is reasonable to believe that the use of alcohol and/or drugs were a contributing factor to the incident.
      - 6.3.2 Post incident testing will be conducted as soon as possible, and no later than 12 hours after the incident. Arrangements will be made by the Village of Heisler to transport the worker to the collection site; the affected worker will not be allowed to proceed alone to or from the collection site.
    - 6.4 If a worker refuses to submit to an alcohol and/or drug test in accordance with this policy or who attempts to interfere with or tamper with a sample for testing may be disciplined, up to and

including termination.

- 6.5 All incidents involving drugs or alcohol shall be recorded appropriately and reviewed by the Foreman & CAO. Corrective actions are to be carried out within 30 days.**
- 6.6 If anyone notices that another worker appears not to be fit for duty he/she must inform their superior as soon as possible.**
  - 6.6.1 Any actions or decisions are the responsibility of the superior to carry out.**
- 6.7 All information regarding drug and/or alcohol related matters are to be treated as highly confidential**
  - 6.7.1 Worker's prescription medications are to be confidential and shared only with their Foreman and CAO.**
  - 6.7.2 Drug and/or alcohol testing results are confidential and shared only with the workers being tested, their Foreman, and the CAO unless drug test is required for another business.**
  - 6.7.3 Incidents involving drugs and/or alcohol are to be confidential. Witnesses and workers are not to speak about the matter with anyone who is not involved with the incident investigation or involved with the process of reporting an incident.**

## **7. ROLES AND RESPONSIBILITIES**

- 7.1 The CAO responsibilities include following this policy and acting to instate it in the work environment. This includes the following tasks:**
  - 7.1.1 Provide necessary resources to ensure compliance with this policy.**
  - 7.1.2 Provide training to workers with respect to this policy.**
  - 7.1.3 Monitor workers' performance and address situation where performance consistently or sporadically falls below the expected level of performance.**
  - 7.1.4 Ensure workers meet the Fit for Duty requirement as part of their responsibility to perform their work-related activities in**

an effective and safe manner.

**7.1.5 Act on reported or suspected alcohol or drug use by workers**

- 7.2 The responsibilities of the Foreman include following this policy, training in respect to this policy, monitoring work performance, and acting on suspected alcohol or drug use.**
- 7.3 It is the responsibility of all workers to follow this policy and contribute to a safe working environment. This includes reporting suspected use of alcohol and/or drugs.**
- 7.4 All workers must ensure they are fit for duty as part of their obligation to perform work activities in a safe manner.**
- 7.5 All workers must submit samples for alcohol and/or drug testing as required.**
- 7.6 All workers must use medication responsibly, be aware of potential side effects and notify their foreman & CAO.**
- 7.7 All workers must report incidents and report if alcohol and/or drugs may have contributed to the incident.**
- 7.8 All workers must follow confidentiality outlined in this policy.**

**7. MONITORING, EVALUATION AND REVIEW**

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.**

**8. DEFINITIONS AND ABBREVIATIONS**

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26**

**9. ASSOCIATED DOCUMENTS**



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Council Approved: December 17<sup>th</sup> 2020

Responsibility: Administration

Next Review Date: December 17<sup>th</sup>, 2023

Motion # \_\_\_\_\_