

Drug and Alcohol

Policy Number: #HR.5-02-001

Sub-Topic: Employee Performance

Topic: Health, Safety and Wellness

Applies to: All Employees

Purpose

This procedure supports the Drug and Alcohol Policy HR.5-02. It outlines the steps for an employee and the employer to take when an employee may be impaired due to drugs, alcohol and/or any other substance.

Procedure

Employee Responsibilities

- 1) Report any suspected impairment of another employee due to alcohol, drugs (whether legal or illegal), or any other substance to their immediate supervisor and to Human Resources immediately.
- 2) While on “standby” or “on-call” duty, they will not respond to work if there is any doubt as to impairment. They will advise their immediate supervisor on being called to work and will be relieved from “standby” or “on-call” duty on that occasion.
- 3) When required to take drugs or medications, whether prescribed by a physician or over-the-counter, they shall carefully consider whether their ability to operate any vehicle or other motorized equipment may be impaired as a result, and will consult with their immediate supervisor before reporting to work or continuing to work if already on duty. Where an employee believes their consumption of prescription or over-the-counter drugs has affected their ability to operate a personal or Town vehicle, or to conduct other work safely and productively, they will report their concern to their immediate supervisor.
- 4) Voluntarily seek treatment through the Town’s Employee and Family Assistance Program (EFAP) by calling 1-800-363-3396 if they think they may have an alcohol and/or drug abuse/addiction problem. Participation is always confidential unless the employee chooses to make it otherwise. Information concerning this program is also available from Human Resources or through pamphlets available within each Department.
- 5) Work in compliance with the requirements of this policy and in a manner that does not endanger themselves or others.
- 6) Support efforts in the workplace to identify concerns about alcohol and substance abuse in the workplace which may endanger employees and/or the public.

Employer Responsibilities

Managers/Supervisors:

- 1) Send employees home by taxi or other means of transportation who present themselves to the workplace impaired by alcohol or any performance-impairing drug

(whether illegal or legal). The employee will be subject to all the regular provisions of the Town's Progressive Discipline Policy No. 4-01 unless otherwise provided for under Human Rights Legislation.

- 2) Take appropriate action to ensure a safe work environment, consult with Human Resources regarding progressive discipline, and treat such notification and action in confidence.
- 3) Take appropriate measures based on information provided by the employee, appraisal of the potential risks, and other factors deemed relevant. The employee may be asked to consult with a doctor or pharmacist concerning the extent of the risk. Where the supervisor considers there to be a risk, the employee shall be accommodated by being assigned to alternate duties where such risks are eliminated or safely reduced. If this is impossible, the employee will be relieved of their duties and deemed to be on sick leave until capable of returning to their duties.
- 4) Ensure employees are made aware of the workplace policy and requirements.
- 5) Ensure employees work in a manner that protects the safety of themselves and others.
- 6) Take appropriate action which may include disciplinary action, as circumstances are identified or brought to their attention.

Human Resources Department:

- 1) Provide consultation and advice to employees on the interpretation of this Policy, and assistance to resolve issues regarding compliance with provincial legislation.
- 2) Investigate incidents of employee non-compliance and recommend resolutions to management.
- 3) Ensure that employee information and the investigation related to non-compliance of this Policy is handled discretely and confidentially, respecting the privacy of all parties as much as possible.

Cross-References

Corporate Policy:

- Drug and Alcohol HR.5-02
- Employee Code of Conduct CAO.3-01
- Progressive Discipline Policy HR.4-01
- Return to Work Policy HR.8-06
- Return to Work Program Managers Guideline
- Sick Leave Policy HR.11-04
- Stand By/On Call Duty HR.2-03
- Violence Free Workplace Policy HR.13-03
- Wearing Apparel HR.7-01

Other Government Legislation:

- Cannabis Act (Canada)
- Cannabis Act, 2017 (Ontario)
- Employment Standards Act
- Occupational Health and Safety Act and Regulations
- Ontario Cannabis Retail Corporation Act (OCRCA)
- Ontario Human Rights Code
- Smoke-Free Ontario Act, 2017

Contact

Human Resources Department or at hr@newmarket.ca

Details

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