



Safety Administrative Policy

Fit For Duty

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Approved by: Jim Toye, City Manager

Signature:  **Policy No:** 2

Effective: February 25, 2019 **Replaces:** N/A

Policy:

The City of Prince Albert is committed to the health, safety and wellness of its employees. The use of illegal drugs and the inappropriate use of alcohol, mood altering substances, or medications can have serious adverse impacts in the workplace, whether the alcohol or drugs are used by employees or contractors, who have access to a city building or worksite.

To minimize the risk of unsafe and unsatisfactory performance due to the use of alcohol, drugs, or other mood altering substances, all employees are expected to report fit for duty and remain fit for duty throughout the entirety of their shift.

Purpose:

The City of Prince Albert recognizes that the use of illegal drugs, other mood altering substances, and the inappropriate use of alcohol and medications can have severe adverse effects upon performance and ultimately the safety and well-being of employees, contractors, the public and the environment. This policy is intended to outline and clarify the standards and expectations associated with alcohol and drug use.

This Safety Administrative Policy and associated procedures are administered jointly by the Coordinator Health Safety and Environment and Human Resources.

Scope:

This policy applies to all employees, while engaged in city business, working on city premises or worksites, and operating vehicles or equipment for city business. The City also requires contractors excluding prime contractors, to maintain the same, or higher, standards with respect to drugs and alcohol, when performing work for the City, or when accessing a city building or site. Due to higher risks, certain positions have been identified as either Safety Sensitive Position (SSP) or Specified Management Positions (SMP). Individuals in either of these types of positions will be held to a higher standard under this policy.

Responsibility:

1. Employees:

All employees are expected to perform their job duties in a safe, productive, and consistent manner with established City policy, procedures, training, and practices. In addition, it is expected that all employees will:

- Read, understand and comply with this policy and their respective responsibilities;
- Report fit for duty for any and all scheduled or unscheduled shifts and remain fit for duty while conducting city business;
- Report the use of any drugs or alcohol, including prescription, non-prescription, or authorized drugs, to the City, where the use may affect the employee's ability to work safely or may negatively affect their job duties or performance.
- Seek advice and appropriate treatment for any current or emerging drug or alcohol problem and follow the recommended monitoring program(s) after treatment;
- Cooperate with any work accommodation related to safety concerns;
- Advise their manager immediately if they have been charged with an impaired driving offence or have received a suspension of driving privileges for any reason, if any part of their duties involve the operation of vehicles or mobile equipment while on city business;
- Advise their manager if they believe another employee, contractor, or visitor is on a job site in an unfit or otherwise impaired condition; and,
- Cooperate with an investigation into any violation of this policy including any request to participate in the testing program as required under this policy.

2. Supervisors/Foreman:

In addition to the responsibilities for all employees listed above, all supervisors are expected to:

- Supervise employee performance to ensure safe operations and effectiveness of the program and report deviations from expectations to the manager;
- Guide employees who voluntarily seek assistance for a personal problem to their manager or Human Resources so that appropriate resources can be made available in a confidential manner;
- In the instance an employee appears to be not fit for duty, the supervisor is to prohibit the employee from working, immediately contact the manager, and document the incident in detail;
- Follow up on all concerns brought to their attention;
- Advise their manager of any potential violation of the policy; and,
- Cooperate with the accommodation of any employee under this policy.

3. **Managers:**

In addition to the duties listed above for employees and supervisors, managers are also expected to:

- Refer issue to Human Resources for an assessment if in the course of any performance related discussion an employee discloses that they may have a problem with drugs or alcohol;
- Take appropriate steps to investigate any possible violation of this policy;
- Consult with the Coordinator Health Safety and Environment during the incident investigation process;
- Refer employees for an alcohol or drug test in a post incident or reasonable cause situation as and when required to do so after consultation with Human Resources or the Coordinator Health Safety and Environment;
- Refuse to allow any employee to operate vehicles and power mobile equipment or perform other safety sensitive duties if it is suspected that they may be impaired or affected by drugs, alcohol or medication;
- Ensure contractors are compliant with the provisions of this policy; and,
- Accommodate employees that are affected by prescription/non-prescription medication wherever possible. If duties cannot be located within the normal work unit, consult with the Coordinator Health Safety and Environment for other possible assignments.

4. **Human Resources:**

Human Resources and the Coordinator - Health Safety and Environment will cooperate in the administration of this policy. Specific duties assigned to Human Resources include:

- Assisting managers in investigating and appropriately documenting violations of this policy;
- Providing advice to managers with respect to testing provisions and procedures when applicable;
- Assisting managers in obtaining professional assessments of an employee that has disclosed a drug or alcohol problem and determining appropriate steps for the management of that case; and,
- Maintaining a listing of qualified professionals that can perform drug and alcohol testing/counselling within Prince Albert and make arrangements as necessary for testing and/or counselling.

5. **Coordinator Health Safety and Environment:**

Human Resources and the Coordinator - Health Safety and Environment will cooperate in the administration of this policy. Specific duties assigned to the Coordinator Health Safety and Environment includes:

- Assisting managers in post incident investigations and provide advice when testing would apply in consideration of this policy;
- Assisting managers in determining safety sensitive positions and duties;
- Supporting supervisors and managers in meeting their responsibilities under this policy; and,
- Assisting managers in determining appropriate modified work duties as required.

Definitions:

1. **City business** refers to all business activities undertaken by employees, contractors, or members of Council whether conducted on or off city premises.
2. **City premises** includes but is not limited to all land, facilities, work sites, lockers, vehicles, and equipment owned, leased or otherwise controlled by the City of Prince Albert for the purpose of conducting City business.
3. **Contractor** refers to any person or entity and their employees that are performing duties on behalf of the City of Prince Albert under a contract or agreement and includes consultants.
4. **Drug** means any substance including but not limited to alcohol, illegal drugs, medications or other mood altering substances the use of which has the potential to change or adversely affect the way a person thinks, feels, or acts including changing their physiological or psychological state. For the purpose of this policy, drugs of concern are those that inhibit a worker's ability to perform his or her job duties safely and productively. Specifically:
 - a. **Alcohol** refers to beer, wine and distilled spirits and includes the intoxicating agent found in medicines or other products;
 - b. **Illegal drug** any drug or substance which is not legally obtainable and whose use, sale, possession, purchase, or transfer is restricted or prohibited by law;
 - c. **Medication** refers to a drug legally obtained either through a prescription or over the counter;
 - d. **Mood altering substance** refers to any other product that is legally obtained and used which may result in cognitive or physical limitations that negatively affect performance on the job; and,
 - e. **Cannabis (Marijuana)** refers to any Cannabis related product including derivatives.
5. **Fitness for Duty / Fit for Duty** the ability to perform their job safely and productively without any limitations due to the use or effects of alcohol, illegal drugs, medications, or other mood altering substances.
6. **Safety Sensitive** means a position, work environment, or task in which a state of incapacity due to Alcohol and/or Drug impairment could result in direct and significant risk of injury to the incapacitated employee, others, City property and/or the environment. These positions, environments, and tasks depend on alertness, quickness of response, soundness of judgment, and/or accuracy of coordination of multiple muscle functions and have a direct role in an operation where inappropriate performance of the

task could result in harm to oneself, coworkers, invitees, property, or the environment. This definition includes all employees who are required to rotate through or within a safety-sensitive area.

7. **Safety Sensitive Position (SSP)** means a position with the City that is Safety Sensitive.

All employees, including managers and supervisors, who may be required to perform safety sensitive duties from time to time, or to temporarily relieve in a safety sensitive position are included in the category.

8. **Safety Sensitive Environment** means an environment at a work site, facility, or other work location that is Safety Sensitive.

9. **Safety Sensitive Task** means a task that is safety sensitive.

10. **Significant Incident** includes:

- A fatality;
- Serious personal injury to a worker, a member of the public, or any other person requiring medical attention away from the site;
- Significant loss or damage to property, equipment, or vehicles;
- An environmental incident that causes or has the potential to cause adverse effects; and,
- A near miss incident considered to have had significant potential for more serious consequences.

11. **Specified Management Position (SMP)** is considered risk sensitive as the holder has significant involvement in decisions or actions which could adversely affect safe operations requiring them to be alert and to exercise good judgement at all times. This includes all individuals who directly supervise individuals who hold a safety sensitive position.

References and Related Statements of Policy and Procedure:

- Progressive Discipline Policy