

SUBSTANCE USE POLICY

Policy Section:	People & Culture	Effective Date:	December 3, 2025
Policy Owner:	Director, People & Culture	Last Revised:	November 27, 2025
Policy Administrator:	Manager, Health Services	Review Scheduled:	Every 4 years
Approver:	Executive Committee		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. POLICY STATEMENT

Keyano College has a duty under the Occupational Health & Safety Act, SA 2020, c O-2.2 to provide a safe workplace and to take all reasonable precautions to protect the health and safety of its employees and others present in the work environment. To meet this obligation, employees must be capable of performing their duties in a safe, secure, and effective manner that does not compromise their own health and safety or that of others.

The purpose of this Policy is to outline the systems, controls, and procedures in place to ensure employees are Fit for Duty and able to carry out their assigned work safely, responsibly, and effectively.

1. Guiding Principles

- 1.1 Keyano College employees are encouraged to be active participants in their own health, safety and well-being and have a responsibility to ensure they are fit for duty during the time they are at work.
- 1.2 Keyano College employees are encouraged to disclose, using the appropriate reporting process (see Substance Use Procedure section 1.1), any situation that may compromise their safety or the safety of others.
- 1.3 To ensure safe and sustainable conduct, the misuse of any substance, including legal or illegal drugs, alcohol, cannabis (including for medical purposes), and medications, in the work or learning environment is strictly prohibited. Any violations of this policy will be addressed in accordance with the CUPE and KCFA collective agreements when applicable and may result in disciplinary action, up to and including dismissal for just cause.

- 1.4 Consistent with legislation legalizing cannabis products it is a priority for the College to protect members of the public and students who are under the age of 18. Therefore, the recreational consumption and use of cannabis on College property is prohibited.
- 1.5 Keyano College recognizes that education, deterrence and early intervention may help prevent problems and dependencies in employees or support their rehabilitation.
- 1.6 In addition, the following are strictly prohibited:
 - a. to consume alcohol, use illegal drugs or other controlled substances (including cannabis), or to misuse prescription or over-the-counter medications while on duty or during the performance of any College-related responsibilities;
 - b. To report for work or be present on duty while under the influence of drugs or alcohol, including any detectable impairment that may affect the employee's performance, safety, or conduct;
 - c. to possess, distribute, sell, or offer for sale alcohol outside licensed areas on any College-owned, leased, or controlled property including student residences, College fleet vehicles, or any location where College-related activities or work are being conducted
 - d. to possess, distribute, sell, or offer for sale illegal drugs, controlled substances, or drug paraphernalia; or to unlawfully possess, distribute or offer for sale prescription or over-the counter medications on any College-owned, leased, or controlled property including student residences, College fleet vehicles, or any location where College-related activities or work are being conducted; and,
 - e. to fail to submit to tests required pursuant to section 1.8 of this policy.
- 1.7 The work or activity supervisor or instructor has the authorization to remove a person from the activity if they have reasonable grounds to believe that a person appears not to be able to participate in the activity safely.
- 1.8 Testing may be required following an incident or when the College has reasonable grounds to suspect that an employee's actions, appearance, or conduct while on duty indicate impairment or use of alcohol or drugs. Where applicable, a Union or Association representative will be notified and be available to attend all meetings with the employee pursuant to this. Delay in testing would not be unreasonably incurred based on unavailability of union representation as testing is time sensitive.
- 1.9 Failure to comply with this policy including a refusal to test, may result in disciplinary action up to and including dismissal for cause or appropriate student sanctions.

- 1.10 Medical or testing information obtained under this policy will be treated as strictly confidential, stored separately from personnel files, and managed through Health Services and/or People and Culture.

B. DEFINITIONS

(1)	Alcohol:	means beer, wine, and distilled spirits, and includes the intoxicating agent found in medicines and other products.
(2)	BAC:	means blood alcohol concentration.
(3)	College:	Means Keyano College.
(4)	College Business:	Means all business activities undertaken by employees in the course of their employment with the College regardless of where the activities are conducted.
(5)	College Community:	means all academic staff and colleagues, administrators, support staff and excluded staff. As well as third party contractors, visiting speakers, volunteers, professors, all students and visitors.
(6)	College Property:	means (but not restricted to) all land, facilities, operations, equipment, work premises, worksites, and any other location used for the purpose of performing College business, including, but not limited to, worksites owned, leased, or otherwise controlled by the College
(7)	Drug:	means any substance, including cannabis in any form, and medications, the use of which has the potential to change or adversely affect judgement, alertness, perception, balance, condition, or motor skills.
(8)	Drug Paraphernalia	means any equipment, product, or material intended or designed for use in manufacturing, compounding, converting, concealing, processing, preparing, or introducing Alcohol or a Drug into the human body, and includes any product or device that may be used to attempt to mask, tamper with, or adulterate an Alcohol and Drug testing sample.
(9)	Employee:	means individuals engaged to perform a service at Keyano College in accordance with existing terms and conditions of employment, employment contracts or collective agreements.
(10)	Equipment:	means all vehicles, machinery, and equipment, which are owned, leased, or otherwise controlled by the College, and includes Keyano-provided transportation.
(11)	Failure to Test:	means: <ul style="list-style-type: none"> a. failure to report directly for a test, b. refusal to submit to a test, or c. refusal to agree to disclosure of a test result to the College, and

		Includes the inability to provide sufficient quantities of breath or urine fluid to be tested without a valid medical explanation acceptable to the college.
(12)	Fit for Duty:	means employees must be able to safely perform assigned duties and responsibilities without any impairment due to the influence of, or aftereffects, of any substance as defined in the policy, that may hinder performance or compromise the safety of the employee, learners or others within the context of the job duties or participation in Keyano College sponsored learning programs or events.
(13)	Medical Cannabis:	means Cannabis that is authorized for use by physicians for medical purposes and includes cannabidiols.
(14)	Medication:	means a legally obtained Drug, either: <ul style="list-style-type: none"> a. over-the-counter, b. by the Employee through a valid doctor's prescription, or through a Health Canada authorization.
(15)	Misuse:	means use of a substance in a manner inconsistent with legal or medical guidelines. It often involves the improper, non-medical, or excessive use of substances in a way that impairs the normal functioning of an individual.
(16)	Policy:	Means the Substance Use Policy.
(17)	Reasonable Grounds:	means but is not limited to the following: <ul style="list-style-type: none"> a. observed use of a substance as defined in this policy; b. smell of alcohol; c. smell of cannabis; d. slurred speech pattern; e. tremors or unsteadiness in walking/standing; f. repeated errors or other unexplained changes in job performance and/or behaviours (eg: bursts of anger, increased absenteeism, lateness); g. disoriented behaviour or drowsiness; h. erratic or unusual behaviour; i. unsafe or careless conduct; and j. possession of alcohol or drugs on college premises.
(18)	Substance:	means any drug (legal or illegal), alcohol, cannabis (including medicinal) and medications (for the use within this Policy).
(19)	Testing:	means a process for determining potential impairment where there is reasonable grounds. A test that examines

		a person's blood, urine, saliva, or other sample to determine the presence of impairing substances in the body.
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C. RELATED POLICIES

- Code of Conduct Policy
- Liquor Consumption on College Premises
- Smoking, vaping, cannabis and tobacco use policy
- Progressive Discipling Policy
- Respectful Workplace Policy

D. RELATED LEGISLATION

- *Access to Information Act*
- *Cannabis Act*
- *Gaming, Liquor and Cannabis Act*
- *Protection of Privacy Act*
- *RMWB Smoking and Vaping Bylaw No. 18/022*

E. RELATED DOCUMENTS

- CUPE Local 2157 Collective Agreement
- KCFA Collective Agreement

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
10/17/2018	New Policy		HR Coordinator	Executive Director, Human Resources
04/13/2021	Conversion into new template.	All	HR Coordinator	Executive Director, Human Resources
11/27/2025	Full revision of the Policy, reformatting. New effective date to be set.	All	Manager, Health Services & Manager, People & Culture	Director, People & Culture