

## SUBSTANCE USE PROCEDURE

Procedure Section & Number:			Effective Date:	October 17, 2018
Policy Owner:	Executive Director, Human Resources		Last Revised:	April 13, 2021
Policy Administrator:	HR Coordinator		Review Scheduled:	April 13, 2025
Approver:	Executive Committee			
The official controlled version of this document is held with the Policy & Procedure Coordinator.				

### A. PROCEDURES

1. **Disclosure for safety sensitive positions and scheduled educational activities:**

Step	Action	Responsibility
1.	Report use of prescription or over the counter medication to supervisor or instructor.	Employee/Student
2.	Complete Substance Disclosure Form (Attachment A or B) and submit to Health Services.	Employee/student
3.	Conduct an initial risk assessment to determine immediate need for temporary accommodation.	Health Services Supervisor/Instructor
5.	Determine if additional medical information is required to determine accommodation.	Health Services Supervisor/Instructor
6.	Develop risk mitigation and/or reasonable accommodation.	Health Services Supervisor/Instructor
  
2. **Suspicion of employment impairment:**

Step	Action	Responsibility
1.	Enact if there is <i>reasonable cause</i> that an employee is impaired at work.	Supervisor
2.	Seek another opinion to confirm initial observations about employee's status.	Supervisor/Dean/Director (as appropriate) and Human Resources
3.	Consult privately with the employee to determine cause of observation.	Supervisor/Dean/Director (as appropriate)

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| 4. | If employee is considered allegedly impaired and deemed “unfit for work” transportation will be provided for the employee to their home address. | Supervisor/Dean/Director in consultation Human Resources (as appropriate) |
| 5. | Schedule meeting as soon as reasonable to review the incident and determine a course of action.  | Supervisor/Dean/Director in consultation Human Resources (as appropriate) |

**3. Accommodation for medicinal cannabis:**

Step	Action	Responsibility
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|----|---|--|
| 1. | Declare use of medicinal cannabis and request accommodation.  | Employee or student.                     |
| 2. | Provide medical practitioner documentation.   | Employee or student.                     |
| 3. | Discuss suitable accommodation.   | Employee/Student and HR/Health Services. |
| 4. | Provide additional supporting medical documentation to assist with accommodation discussions if required. | Employee or student.                     |

**4. Additional Information.**

Attachment A – Employee Substance Disclosure form

Attachment B – Student Substance Disclosure form

**B. DEFINITIONS**

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|-----|-------------------------|---|
| (1) | <b>Procedure:</b>       | means the Substance Use Procedure   |
| (2) | <b>College:</b>         | means Keyano College  |
| (3) | <b>Accommodation:</b>   | making of adjustments or alternative arrangements in the workplace to eliminate a discriminatory effect upon an employee or student with a documented disability<br>employees must be able to safely perform assigned duties and responsibilities without any impairment due to the influence of, or after effects, of any substance as defined in the policy, that |
| (4) | <b>Fit for Duty</b>     | 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   |
| (5) | <b>Fit for Learning</b> | students must be able to meaningfully and safely participate in scheduled educational activities, without any impairment due to   |

the influence, or after effects, of any substance as defined in the policy, that may hinder or compromise the safety or educational experience of the student or others.

includes but is not limited to the following:

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|--|--|
| <p><b>(6) Reasonable Cause</b></p>                     | <ul style="list-style-type: none"> <li>a) observed use of a substance as defined in this policy;</li> <li>b) smell of alcohol;</li> <li>c) smell of cannabis;</li> <li>d) slurred speech pattern;</li> <li>e) tremors or unsteadiness in walking/standing;</li> <li>f) repeated errors or other unexplained changes in job performance and/or behaviours (eg absenteeism, lateness);</li> <li>g) disoriented behaviour or drowsiness;</li> <li>h) erratic or unusual behaviour;</li> <li>i) unsafe or careless conduct; and</li> <li>j) possession of alcohol or drugs on college premises.</li> </ul> |
| <p><b>(7) Safety Sensitive Roles or Activities</b></p> | <p>roles or activities which require the employee or learner to be alert, to be physically coordinated, and to exercise good judgement, and where impairment could adversely affect job performance, the activity, the health, safety or security of the Keyano College Community, property or the environment.</p>  |
| <p><b>(8) Substance</b></p>                            | <p>for the purpose of this policy a substance means any drug (legal or illegal), alcohol, cannabis (including medicinal) and medications.</p>  |
| <p><b>(9) Testing</b></p>                              | <p>a process for determining potential impairment where there is reasonable cause.</p>   |

## C. RELATED POLICIES

- Respectful Workplace Policy
- Code of Conduct Policy
- Progressive Discipline Policy

## D. RELATED LEGISLATION

- *Alberta Cannabis Framework*
- *Bill C-45 Cannabis Act*
- *RMWB Smoking and Vaping Bylaw*

## E. RELATED DOCUMENTS

- CUPE Local 2157 Collective Agreement
- KCFA Collective Agreement

**F. REVISION HISTORY**

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
04/13/2021	Converted into new format	Whole policy	HR Coordinator	Executive Director, Human Resources