

MUNICIPALITY OF BIFROST-RIVERTON

POLICY & PROCEDURES MANUAL

DRUG & ALCOHOL POLICY

Reference/Title:	Drug & Alcohol
Policy Number:	2018-01
DATE ADOPTED:	September 6, 2018
ADOPTED BY:	Council Resolution # 8
Pages:	3
Date of Revision/Review	

BACKGROUND

The Municipality of Bifrost-Riverton is committed to providing a safe working environment for all employees, contractors and our residents/ratepayers. Being impaired at work is an extremely serious matter that affects the health and safety of Municipal employees and others. Impairment at work may have a negative impact and contribute to lost productivity, reduced work performance, and may increase the risk of workplace injuries, particularly when carrying out safety-sensitive duties. Further, any activity related to any drug or alcohol that is contrary to any applicable law and that occurs in a work-related setting may cause damage to the Municipality of Bifrost-Riverton. This policy sets out the Municipality of Bifrost-Riverton's and its employees' respective responsibilities regarding alcohol and drugs in a work-related setting.

POLICY

Municipality of Bifrost-Riverton prohibits:

- (a) the use of alcohol, or any drug that results in an employee being impaired; and
- (b) the sale, use, provision, possession of, or any other activity related to, any drug or alcohol that is contrary to any applicable law

While the employee is on Municipality of Bifrost-Riverton's premises, or while performing job functions or otherwise acting on behalf of the Municipality of Bifrost-Riverton.

Definitions

"Drug" means (a) drugs that have been legally obtained by a prescription issued by a person authorized to issue the prescription; (b) over-the-counter medication; (c) drugs which cannot legally be possessed in Canada; and (d) any other substance capability of causing a person to be impaired.

"Impaired" means an employee's ability to carry out the employee's job functions in a safe, efficient, or competent manner is negatively affected.

"Safety-Sensitive Duty" means an employment-related duty requiring the employee to operate motorized vehicles, trucks, heavy equipment, or machinery, or other duty defined by Municipality of Bifrost-Riverton or the applicable industry as safety-sensitive.

Employee Responsibilities

As a condition of employment, all employees are required to comply with the following while on Municipality of Bifrost-Riverton's premises, or while performing the employee's job functions or otherwise acting on behalf of the Municipality of Bifrost-Riverton:

- Not breach any applicable law related to any drug or alcohol;
- Not be impaired;
- Determine, with the employee's licensed doctor or pharmacist, whether any prescribed or over-the-counter drug the employee is taking may cause the employee to be impaired;
- Employees required to perform any safety-sensitive duty must inform the Chief Administrative Officer about the employee's use of any drug or alcohol that may cause them to be impaired;
- Advise their immediate supervisor whenever they believe another employee is impaired.

Dependence on Drugs or Alcohol

Accommodation

An employee who has a drug or alcohol dependency and is impaired at work has a responsibility to communicate their need for any accommodation to the Municipality of Bifrost-Riverton and co-operate with the accommodation and rehabilitation efforts. Self-disclosure is encouraged.

Municipality of Bifrost-Riverton will assist and accommodate employees who voluntarily disclose a dependence on drugs or alcohol, which causes or is likely to cause the employee to be impaired. Assistance and accommodation will be coordinated with the Chief Administrative Officer. Employees who require rehabilitation for drug or alcohol dependency will be encouraged to seek professional care and support through their health care professional. Employees also have an obligation to participate in accommodation efforts.

Consequences

Employees who present themselves as impaired will be asked by the Chief Administrative Officer or Public Works Manager to leave the workplace while they are impaired. The incident shall be documented and presented to the Chief Administrative Officer of the Municipality of Bifrost-Riverton. Please follow the chain of command below in case the Chief Administrative Officer is absent:

1. Assistant Chief Administrative Officer
2. Executive Assistant

Employees who fail to comply with this policy, refuse to cooperate in rehabilitation or accommodation, or who continue to present themselves as a safety risk to themselves or others may be subject to disciplinary action, up to and including termination of employment, and may also be subject to legal proceedings.

An employee who carries out safety-sensitive duties and who is involved in a safety-related incident before informing the Municipality of Bifrost-Riverton of the employee's dependency on drugs or alcohol which may cause impairment may be terminated immediately for cause.

Fire Departments

Volunteer Firefighter positions are held accountable to the contents of this policy. Fire department members are not to attend an emergency response call if they are impaired. It is the responsibility of the Fire Chief or Deputy Fire Chief to ask fire department members who present themselves as impaired to leave the work site while they are impaired.