Title: Drug and Alcohol Free Workplace	
Department: Organizational Health	**Section:** Organizational Health
Issuing Authority: Chief Human Resources Officer	**Review Cycle:** Annual
Date Issued: November 2018	**Date Revised:** May 2023
Reviewing Authority: Organizational Health	**Report Version:** N/A

PURPOSE:
The process and criteria outlining the Drug-Alcohol Free Workplace

POLICY STATEMENT:
Brant Community Healthcare System is committed to protecting the safety, health and well-being of all employees, physicians and volunteers in our work place. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a Drug-Alcohol free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug free environment.

Brant Community Healthcare System recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on safety, productivity and morale.

Brant Community Healthcare System encourages employees to voluntarily seek help with drug and alcohol problems.

PROCEDURE:
Covered Workers: Any individual who conducts business for Brant Community Healthcare System is covered by our Drug-Alcohol free workplace policy. Our policy includes but is not limited to CEO, executive management, managers, supervisors, and full time employees, part time employees, off site employees, professional staff and volunteers.

Applicability: Our Drug-Alcohol free workplace policy is intended to apply whenever anyone is representing or conducting business for Brant Community Healthcare System. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby, and while on organization property.

Assistance: Brant Community Healthcare System recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our Drug-Alcohol free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

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- Ensures the availability of a current list of qualified community professionals
- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP)

Treatment for alcoholism and /or other drug disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Prohibited Behaviour: It is in violation of our Drug-Alcohol free workplace policy, College professional practice standards, Nursing Act, and the Criminal Code of Canada to use, possess, sell, trade and/or offer for sale alcohol and drugs.

Consuming alcohol, drugs or recreational cannabis in the workplace, any public places and in motorized vehicles while working is prohibited.

Consequences: One of the goals of our Drug-Alcohol free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates this policy, the consequences are serious. If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations (example, code of conduct violations) and/or performance problems.

Return to Work Agreements: Following a violation of the Drug-Alcohol free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-work agreement as a condition of continued employment.

Confidentiality: All information received by Brant Community Healthcare System through the Drug-Alcohol free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility: A safe and productive Drug-Alcohol free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on or off duty use of alcohol, drugs, recreation and medicinal cannabis.

Employees are encouraged to:

- Be concerned about working in a safe environment
- Support fellow workers in seeking help
- Use the Employee Assistance Program
- Report dangerous behaviour to their group leader

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Managers/Supervisors are responsible to:

- Inform employees of the Drug-Alcohol free workplace policy
- Observe employees performance
- Investigate reports of dangerous practices
- Document negative changes and problems in performance
- Counsel employees as to expected performance improvement
- Clearly state consequences of policy violations
- Notify Organizational Health Services of suspicions of drug/alcohol abuse
- Report to designated college when there are reasonable grounds to believe the individual is incapacitated.
- If the manager concludes that a staff member is in a condition unfit for normal work, they may refer for medical attention if immediate medical concerns exist

Organizational Health will

- Make an initial assessment whether the impairment will jeopardize the safety of the employee, co-worker or public
- May require an employee who is using prescription medication, over the counter medication, including medical marijuana to provide proof, reasonable to the circumstances, that such use is necessary and recommended by a qualified practitioner for the treatment of a medical condition or disability
- May refer the employee for alcohol and drug testing in instances where there has been a significant incident or near miss in the work place, where there is reasonable cause for testing
- May require employee who is using prescription medication, over the counter medication, including medical marijuana to be assessed by a qualified medical practitioner in order to determine the expected level of impairment and to advise Organizational health of any accommodation that may be required.

An employee who suffers from a drug and/or alcohol dependency is expected to disclose proactively to the Organizational Health department so that rehabilitation assistance is provided. Such disclosure will not result in discipline. Rehabilitation, and return to work accommodations and contracts will be put into place to assist the employee (Contract A & B attached).
Employee who do not disclose until after an incident, may not be shielded from discipline or termination.

Communication: Communicating our Drug-Alcohol free workplace policy to both leaders and employees is critical to our success. To ensure all employees are aware of their role in supporting our Drug-Alcohol free workplace program:

- The policy will be reviewed in orientation sessions with new employees
- Posters and brochures will be available at all locations

DEFINITION (S):
None.

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PROCEDURE:
None.

RELATED PRACTICES AND / OR LEGISLATIONS:
Policy, Confidentiality-Organizational Health

REFERENCES:
Occupational Health and Safety Act (Ontario)
Smoke free Ontario 2017
Cannabis Legislation: https://www.ontario.ca/page/cannabis-legalization

APPENDICES:
Return to Work Chemical Dependency Contract A
Return to Work Chemical Dependency Contract B

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