



## **Substance Impairment in the Workplace**

Created: October 22, 2018

Reference: Occupation Health and Safety Act, Human Rights Act

Date approved by Board of Directors: October 22, 2018

Policy Committee Member: Chris Eggers

### **Purpose:**

Orde Day Care is accountable to create a safe environment for the children, families, staff, students and volunteers. This duty includes ensuring there is no use of illegal substances in the workplace or misuse of legal substances, including prescribed medications, before or during work hours that may impair an employee, student or volunteer to perform their work, placement of volunteer duties responsibly.

### **Policy:**

All staff, placement students and volunteers working at Orde Day Care are expected to report **fit for duty** for scheduled work and be able to perform the assigned duties safely and acceptably, with out any limitations due to the use of after effects of alcohol, cannabis, illicit drugs, prescribed medications or any other substance that may impair judgement or performance.

“Fit for duty” means a staff member can perform the duties of the job in a safe, effective and predictable manner. Fitness can be affected by intoxicants such as alcohol and drugs (illegal/legal, prescription, or over-the-counter), as well as illness, emotional/personal issues, fatigue, and environmental factors. It is important to note that some intoxicants have a lingering effect, so that fitness for duty may be questionable for a period after consumption/ingestion.

The Province of Ontario currently has strict rules in place to make sure workplaces are safe. Consuming recreational cannabis, just like alcohol in the workplace is illegal and against Orde policy, and will continue to be after legalization.

Orde Day Care has taken the position that staff should not be in the possession of alcohol, illegal drugs or cannabis and its derivatives in the workplace or any off-site work location i.e. workshop, conference.

Illegal/illicit drugs are not allowed anywhere on premise. The centre supervisor will notify the police if we find illegal drugs, or suspect that someone is under the influence of illegal drugs.

### **Procedures:**

Supervisor and Executive Director are to identify and handle all situations promptly where there are concerns about an individual's ability to perform his or her job safely. Supervisor will not permit others to work under the influence or suffer the after effects of alcohol, medication or illicit/legal drugs, or permit anyone else to bring, alcohol or any illicit or legal drugs into any location of Orde Day Care.

Staff are advised to report to your supervisor if you or others may be impaired, or feel/suspect that they are still under the influence of a legal or illegal substance. Below is a list of behaviours that may constitute impairment. **This is a partial list, discretion is up to the supervisor if they suspect impairment.**



<b>Physical Signs</b>	<b>Psychosocial Signs</b>	<b>Work Performance Signs</b>
-odour of alcohol or drugs - glassy or red eyes -difficulties with balance -difficulties with speech -poor coordination -slow or delayed reaction times -dizziness, drowsiness, sweaty -tremors, restlessness	-personality changes -erratic behaviour -ambivalence, disinterest -aggression, irritability -inappropriate verbal or emotional response -confusion, disorientation -isolation from colleagues	-lateness, absenteeism -reduced productivity, quality of work -inability to concentrate, make decisions -forgetfulness -working in an unsafe manner

Staff, placement students or volunteers who are assessed and suspected to be impaired while at work will be removed from their duties immediately. Supervisors will advise the individual of their immediate safety concerns and obtain their input. If there is an emergency health situation or threats of violence the Supervisor will call 911. Supervisors will send then individual home, but will not allow them to drive. The Supervisor will be responsible for documenting any incidents of suspected impairment.

Staff, placement students and volunteers are encouraged to inform their supervisor or Executive Director about the use of medication or prescription drugs that may compromise their safety or the safety of others or impair their performance.

### **Accommodation**

Self reporting will assist Orde Day Care in providing appropriate accommodation to a staff member should it be required. If a staff has a disability under the Human Rights Code (e.g. Substance use disorder) or require the therapeutic use of a substance that can cause impairment, employment accommodation may be required.

The use of medical cannabis to treat a disability may be permissible, subject to certain laws, regulations, and individual restrictions. Staff must provide written proof of authorization and a review of supporting medical documentation, to be maintained in confidence. This documentation may be necessary to confirm the staff's continued ability to safely perform their job duties while taking medical cannabis, and to determine an appropriate workplace accommodation. Accommodation is provided to employees with a disability to help the individual independently perform their job duties safely and with dignity.

The Supervisor and Executive Director will meet with staff member, placement student or volunteer upon return to the workplace, to discuss the incident and any follow up measures that may be required.

It is all staff's responsibility to adhere to the Orde Day Care's policies and procedures.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:



