Village of Hay Lakes

Policy 03-2021

Drug & Alcohol Policy

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## **PURPOSE of ALCOHOL & DRUG POLICY**

* 1. The Village of Hay Lakes is committed to providing our employees, contract workers and residents with a safe, healthy and productive village. The Village recognizes that the use of illicit drugs and the inappropriate use of alcohol, medications or other substances can place at risk not only the safety and well being of employees and contractors but also the safety and well being of the public and the environment. Therefore, the implementation of this policy is intended to enhance our overall safety program by providing a means of managing substance abuse to minimize the risk of impaired performance in the workplace and the Village overall.

## **SCOPE and APPLICATION of the ALCOHOL & DRUG POLICY**

* 1. This policy applies to all employees while engaged in Village business or working on Village property. Violation of this policy is grounds for disciplinary action and/or dismissal from employment.
  2. This policy applies to all contractors and their employees while providing services to the Village. Any contravention will be considered a breach of contract and may result in a termination of contract services. (See appendix - definition)

## **ALCOHOL & DRUG POLICY STANDARDS**

* 1. To ensure a safe, secure and productive environment for all individuals, all Village employees must comply with the following standards; to report Fit for Duty and to remain Fit for Duty throughout their work shift. These standards apply to all Village Business, Village Premises and Village worksites, including when operating Village equipment and vehicles.

**3.1.1 Alcohol, Drugs and Other Mood-Altering Substances**

The following are prohibited:

**Alcohol:**

* the use, consumption, possession, distribution, offering or sale of beverage Alcohol on Village premises, worksites and or Village vehicles;
* reporting for work or remaining at work under the influence or after effects of Alcohol from any source;
* consumption of any alcohol during work shift, including meals and breaks;

The following are prohibited:

**Illegal Drugs:**

* the use, consumption, possession, distribution, offering or sale of Illegal Drugs and Mood-Altering Substances and related Drug Paraphernalia at any time;
* reporting for work or remaining at work when not Fit for Duty due to influence of Illegal Drugs;
* a positive Drug test result as determined through the testing program set out in this policy;

**Legal Drugs:**

* substance misuse, which means taking a Mood-Altering Substance or performance enhancing substance for a non-therapeutic or non-medical effect. This includes inappropriate use of prescription or over the counter Drugs and legal recreational Drugs (i.e. cannabis);
* the use, consumption, possession, distribution, offering or sale of legal Drugs and Mood-Altering Substances and related Drug Paraphernalia on Village premises and when operating Village owned vehicles and equipment. Any possession of these Drugs and/or Mood-Altering Substances on Village premises is a violation of this policy, regardless of whether possession is inadvertent or unintentional;
* use or consumption of legal Drugs or Mood-Altering substances during the work shift, including meals and breaks. This includes training events, travel status and or similar business-related situations;
* reporting for work or remaining at work when not Fit for Duty due to the influence of legal Drugs or Mood-Altering Substances;

## **ALCOHOL & DRUG TESTING**

* 1. Pre-Access A&D testing for all new employees and contractors may be conducted upon employment and also on a reasonable cause and post incident basis. Both Village employees and support workers will be tested.
  2. Reasonable cause testing will be required where reasonable cause exists to suspect alcohol or drug use in violation of this policy. Reasonable cause includes, but is not limited to:
* Instances where alcohol, drugs or drug paraphernalia have been detected on a Village worksite in a location which can be reasonably associated with a particular employee or contractor
* Where there are observable physical signs of impairment of a worker’s ability to perform
* Where grounds exist to suspect the involvement of alcohol or drugs in an incident.
  1. Post incident testing shall be conducted after all significant incidents resulting in a lost time injury or reportable property damage. Testing may also be required for near misses or less serious incidents if they are considered to have the potential for more serious consequences. The primary purpose for this type of testing is to determine whether

substance abuse was a possible contributing factor for an incident. Because post incident testing is an investigative procedure, testing is required even in the absence of direct evidence for suspicion of alcohol or drug misuse.

* 1. Substance abuse testing must be completed by a qualified laboratory. Substance abuse testing will be completed in conformance with Standards Council of Canada’s “Guidelines for the Accreditation of Substance Abuse Laboratories”. Should the need arise for post incident or reasonable cause testing, a qualified testing facility shall be contacted to arrange testing.

ICON Safety Consulting

5610 – 48 Avenue

Camrose, AB, T4V 0K1

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* 1. Substances to be tested for and the corresponding Positive Cutoff Levels are as follows:

|  |  |  |
| --- | --- | --- |
| Substance | Positive Cutoff Level | |
|  | Screen | Confirmation |
| Alcohol (Breath) | 0.04% | 0.04% |
| Amphetamines | 1000 ng/ml | 500 ng/ml |
| Cocaine | 300 ng/ml | 150 ng/ml |
| Cannabinoids | 20 ng/ml | 15 ng/ml |
| Opiates | 300 ng/ml | 300 ng/ml |
| Phencyclidine | 25 ng/ml | 25 ng/ml |
| Barbiturates | 200 ng/ml | 200 ng/ml |
| Benzodiazepines | 200 ng/ml | 200 ng/ml |
| Methaqualone | 300 ng/ml | 100 ng/ml |
| Methadone | 300 ng/ml | 200 ng/ml |
| Propoxyphene | 300 ng/ml | 300 ng/ml |

* 1. A properly qualified Medical Review Officer (MRO) shall make a final review of all non-negative test results. The MRO will verify the test results and discuss them with the individual to determine if there is substance abuse and if further testing or other action is required.
  2. In the event that testing is not completed within four (4) hours of an incident or the determination of reasonable cause, an explanation of the delay shall be documented in writing.
  3. Refusal to test will result in disciplinary action consistent with a non- negative test result.
  4. Employees with a non-negative test will not be permitted on construction sites or will be removed in a reasonable manner.

## **PREVENTION, ASSESMENT and REHABILITATION**

* 1. The Village will support any employee or contractor who seeks assistance with an alcohol or drug problem prior to a violation of this policy by arranging for any required absence from work.
  2. All employees and contractors functioning as supervisors or managers will assess worksites for drug and alcohol abuse on an ongoing basis.
  3. Employees or contractors concerned about an alcohol or drug problem are encouraged to seek professional assistance. Possible sources for professional assistance include:

Alberta Alcohol and Drug Abuse Commission (AADAC)

10010 - 102A Avenue

Edmonton, Alberta

(780) 427-2736

Drug Awareness Officers

Edmonton Regional RCMP Headquarters

(780) 412-5461

ClearPoint Benefit Solutions

#707, 10339 – 124 Street

Edmonton, Alberta

T5N 3W1

(780) 822-1722

## **POLICY VIOLATION**

* 1. Violation of this policy is grounds for disciplinary action up to and including termination.
  2. The Village maintains the right to remove from any worksite an employee or contractor whom the Village has reasonable cause to suspect is in contravention of this policy. Any employee or contractor so removed from a worksite will be considered for return to work at the discretion of the Village if the employee or contractor is able to demonstrate compliance with this policy (i.e. negative drug test).
  3. A non-negative test result on any alcohol or drug test required under this policy, refusal to be tested or contravention of standards 3.1 will result in immediate removal from Village worksites and is grounds for termination.
  4. Employees or contractors who violate standards 3.1 may be considered for return to work at the discretion of the Village.

## **PROCEDURES**

* 1. *Escort from Village Worksite:*
     1. Any employee or contractor whom the Village has reasonable cause to suspect is in violation of this policy will be escorted from Village property and taken to their place of residence.
  2. *Searches:*
     1. The Village reserves the right to conduct searches of Village property, Village worksites and Village vehicles and equipment in cases where there is reasonable cause to suspect the presence of banned substances.
  3. *Hosting:*
     1. Senior management must authorize all Village hosted functions where alcohol is available in advance. Pre-authorized functions are the only permissible exception to standards 3.1.
     2. Village representatives shall arrange safe transportation for guests following a hosted function.

#### Appendix - *Definitions:*

#### The Village: refers to The Village of Hay Lakes

Village Business: refers to any time or place when an employee or contractor represents the or is conducting business for or on behalf of the Village.

Village Worksite: includes but is not necessarily restricted to, all land, property, structures, installation, vehicles and equipment owned, leased, operated or in any manner being used by the Village or a representative of the Village.

Contractor: refers to any person or entity contracted or engaged to provide services to the Village.

Drug: means any substance, including alcohol, illicit drugs, medications, solvents or inhalants, the use of which can negatively change or affect the way a person thinks, feels or acts. For the purposes of this policy, drugs of concern are those that inhibit a workers’ ability to perform his or her job safely and productively.

Illicit Drug: means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as Marijuana & Cocaine).

Alcohol: refers to beer, wine and distilled spirits.

Employee: includes all regular full time, part time, seasonal, temporary and casual employees when on Village business or working on a Village worksite.

Fitness for Work/Duty: in the context of this policy means being able to safely and acceptably perform assigned duties without limitations due to the use or after-effects of alcohol, illicit drugs or medications.

Reasonable Cause: includes but is not limited to, instances where alcohol, drugs, or drug paraphernalia have been detected on a Village worksite in a location that can be reasonably associated with a particular employee or contractor, where there are observable physical signs of impairment of a worker’s ability to perform or where reasonable grounds exist to suspect the involvement of alcohol or drugs in an incident.

Employee & Family Assistance Program: Services that are designed to help employees and their families who are experiencing personal problems such as alcohol and drug abuse.

Safety Sensitive Position (SSP): a position in which individuals have a key and direct role in the operation where performance impacted by the use of drugs and/or alcohol could result in:

* An incident affecting the health or safety of employees, contractors, customers, the public or the environment.
* Any employee(s) designated as performing the duties associated with SSP should be made aware that they are working in a SSP and that they must abide by the provisions of this policy accordingly.
* All Village personnel(s) working in the shop, field or safety related roles are considered safety sensitive position.
* SSP shall include the operation of Village owned equipment, motorized equipment, Village owned vehicles and/or electrical powered equipment.

Prescription Drugs: a drug that can be obtained only by means of a physician’s prescription

Non-Prescription Drugs: a drug that is capable of being bought without a doctor’s prescription.

Impairment: the state of being diminished, weakened, or damaged, either mentally or physically.

Substance Abuse: long-term, pathological use of alcohol or drugs, characterized by daily intoxication, inability to reduce consumption, and impairment in social or occupational functioning; broadly, alcohol or drug addiction.

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# Acknowledgement

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I hereby acknowledge that I have received a copy of the Village of Hay Lakes Alcohol and Drug Policy.

I fully understand that it is my responsibility to read the policy and ensure that I am both familiar and comfortable with it.

My signing this acknowledgement will be considered as my agreement to abide by this Alcohol and Drug Policy.

\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_K. Shannon Yearwood\_\_\_\_\_\_

Employee Name (Print Clearly Supervisor’s Name (Print Clearly)

**Review Date: July 2026**

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Employee’s Signature Supervisor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Note: Once completed, this document will be retained in the employee’s personnel file