

<b>IDENTIFICATION CODE</b>
----------------------------

<b>POL18-247</b>
------------------

**TITLE : POLICY ON THE USE OF ALCOHOL, DRUGS AND MEDICATION IN THE WORKPLACE**

<b>EFFECTIVE DATE</b>	<b>APPROVAL REQUIRED</b>	<b>RESPONSIBILITY FOR FOLLOW-UP</b>
<b>December 11, 2018</b>	<b>Administrator</b>	<b>Human Resources</b>

**ROADMAP**

	<b>DATE</b>	<b>ORDINANCE</b>
<b>ADOPTION</b>	<b>December 11, 2018</b>	<b>Human Resources</b>

## Table of Contents

1. Introduction.....	1
2. Objectives.....	1
3. Legal framework.....	1
4. Field of application.....	2
5. Definitions.....	2
6. Rules of conduct.....	3
7. Means of intervention.....	4
8. Administering a screening test.....	4
9. Investigation.....	4
10. Responsibilities.....	4
11. Exceptions where alcohol consumption is permitted.....	5
12. Employee Prevention.....	5
13. Prevention with CSL's third-party service providers.....	6
14. Entry into force.....	6
APPENDIX 1.....	7

## 1. Introduction

The Commission scolaire du Littoral (CSL) is committed to provide a healthy, safe and conducive environment for the best educational services for all students and employees.

In this respect, the purpose of this policy is to establish and standardize the prevention, monitoring and the application of the norms for all CSL employees. This policy hereby establishes the orientation of the CSL with respect to drug use and possession, alcohol and medication at work. It also aims to ensure that CSL employees provide a work performance free from the influence of alcohol, drugs and medication that can affect their safety or the safety of others as well as the image of the CSL.

Since the use of alcohol, drugs and medication may compromise the achievement of this objective and since many employees perform high-risk duties, the CSL believes it is its responsibility to implement such a policy. It is understood that the pursuit of this objective is carried out in particular in accordance with a person's rights and freedoms as provided for in the Charter of Human Rights and Freedoms and the Civil Code of Québec.

## 2. Objectives

Under this policy, the CSL intends to:

- 2.1. Specify clear and common rules of conduct regarding alcohol, drugs and medication and the consequences of violating these rules;
- 2.2. Inform employees of the consequences of non-compliance with this policy regarding the purchase, distribution, sale, consumption or possession of alcohol, drugs and medication on or at work;
- 2.3. To ensure the health and safety of employees, students and the general public and to provide quality services by taking the necessary preventive and corrective measures in this regard;
- 2.4. Reiterate the importance given to the prevention of alcohol, drug and medication dependency problems by promoting the assistance tools available to employees;
- 2.5. Ensure that the image of the CSL is not in any way compromised or tarnished as a result of any alcohol, drug or medication use.

## 3. Legal framework

This policy is based in particular on the following elements:

- The Education Act (R.S.Q., c. I-13.3);
- Laws and regulations pertaining to occupational health and safety;
- The Charter of Human Rights and Freedoms (R.S.Q., c. C-12);
- Criminal Code (R.S., 1985, C-46);
- The Civil Code of Quebec (S.Q., 1991, c. 64);
- Controlled Drugs and Substances Act (S.C., 1996, c. 19);
- Collective agreements;
- Policies and regulations of the CSL;
- Other laws and regulations with regard to the possession, sale and consumption of alcohol, drugs and medicines.

#### **4. Field of application**

This policy applies to all CSL employees, regardless of their position or status, in order to include all employees who are governed by the collective agreements in effect between CSL and the various unions involved, as well as managers or interns.

#### **5. Definitions**

In this policy, the following definitions apply:

##### **Alcohol**

Any drink containing any degree of alcohol.

##### **Drugs**

Any substance whose use may alter the way people think, perceive or behave, thereby reducing their ability to do their job.

##### **Medication**

Any substance or composition presented as having curative or preventive properties against human diseases and any product that may be administered for the purpose of making a medical diagnosis or restoring, correcting or modifying its organic functions, no distinction shall be made between prescription and non-prescription drugs.

##### **Employee**

Any person with an employment-related connection to the CSL, including managers and employees covered or not by a collective agreement.

##### **Impaired driving**

The capacity diminished by the effect of drugs, alcohol or medication causing the person:

- a) in a physical or psychological condition poses a risk to the safety or well-being of the individual, other employees, students or the general public or to the safety of the property of CSL, or;
- b) shows signs of an inability to function safely and productively, or;
- c) has a blood alcohol level of 80 mg or more per 100 ml of blood.

##### **High risk function**

A high-risk job is any job in which any impaired ability, no matter how minor, due to the use of alcohol, drugs or medication could pose a significant risk of an accident to the employee or any other person in his or her presence. This includes in particular:

- Work in the presence of minors;
- Student activities and field trips involving minors, whether during or outside the work week or during the work week, in or outside the workplace;
- Work carried out with tools or machines;
- Handling chemicals or dangerous products;
- Work in a workshop, laboratory or kitchen;
- Work in confined spaces (crawl space, etc.) and work from high places;
- Driving a vehicle or equipment;
- Work in a gymnasium or on sports facilities (swimming pools, fitness rooms, ski slopes, etc.);
- Construction, physical maintenance, housekeeping, landscaping and renovation work;

- Handling heavy loads with or without equipment;
- The administration of personal care;
- Emergency or crisis monitoring and response.

### **CSL Premises**

All land, buildings and facilities owned, leased or used by CSL, including vehicles.

### **Refusal**

Meaning of non-consent by an employee to give a sample or samples, as requested, either by the expression of will or by actions.

### **Screening test**

A test administered by a health care professional, using a sample of saliva, breath, urine or blood, to determine the presence of alcohol, drugs or medication in a person.

## **6. Rules of conduct**

The CSL expects that all employees will be able, at all times, during their working hours or during the opportunities provided for in this policy, to perform their duties normally and effectively. They must not endanger their health or safety, or that of CSL employees, students or the public in general;

### **6.1. Alcohol and drugs**

- 6.1.1. All employees are required to report to the CSL and perform their duties without being impaired by alcohol or drugs;
- 6.1.2. The purchase, distribution, sale, consumption or possession of alcohol or drugs during working hours (including breaks, waiting time, etc.) on the premises of the CSL is prohibited in any form, regardless of the job occupied;

### **6.2. Medication**

- 6.2.1. All employees are required to report to the CSL and perform their duties without being impaired by excessive medication;
- 6.2.2. All employees are required to use any medication responsibly, whether over-the-counter or prescription;
- 6.2.3. It is the responsibility of every employee to seek advice from a health care professional about the effects of any medication. In the event that a medication is likely to prevent the employee from normally performing his or her duties effectively, the employee must immediately notify a CSL manager;
- 6.2.4. The purchase, distribution or sale of medication during working hours (including breaks, waiting time, etc.) on CSL premises is prohibited in any form whatsoever, regardless of the job occupied, it being understood that consumption and possession for personal purposes are permitted;

### **6.3. Performing high-risk duties**

- 6.3.1. Notwithstanding the provisions of sections 6.1 and 6.2 above, an employee performing a high-risk function may not perform his duties under conditions in which his faculties show any impairment, however minor, attributable to the consumption of alcohol, drugs or medication.

### **6.4. Consequences in the event of non-compliance**

- 6.4.1. Failure to comply with this policy may result in disciplinary action up to and

including termination of the offending employee.

## **7. Means of intervention**

- 7.1. If the CSL has reasonable grounds to believe that an employee performing a high-risk function is on the CSL's premises while impaired, he or she may be required to be immediately tested for alcohol, drugs and medication:
  - 7.1.1. In the event of a positive test result or refusal to take a test, the employee will be asked to leave the CSL premises immediately and a manager will ensure that he or she is able to return home safely;
  - 7.1.2. Following this test or the refusal to submit to it, the employee will be subject to an administrative suspension for investigation purposes;
- 7.2. CSL may also test an employee for alcohol, drugs and medication:
  - 7.2.1. When a work accident or serious incident has occurred or has been prevented and in which the employee has been directly involved; or;
  - 7.2.2. In the context of an employee's return to work following a violation of this policy;
- 7.3. If CSL has reasonable grounds to believe that an employee is in violation of this policy, the employee may be subject to administrative suspension for investigation purposes;
- 7.4. The manager present on the premises of CSL in a case covered by sections 7.1 and 7.3 above may use the evaluation grid appended to this policy to assess whether there are reasonable grounds.

## **8. Administering a screening test**

- 8.1. All alcohol, drug and medication testing will be performed by an independent health professional. All testing for alcohol, drugs and medication under this policy is conducted in accordance with medical and regulatory standards. Its objective is to be as non-intrusive as possible for the employee;
- 8.2. Refusal of an employee to be tested in the circumstances described in section 7 exposes the employee to administrative or disciplinary action;
- 8.3. The employee who has undergone a screening test will obtain the results of that test.

## **9. Investigation**

- 9.1. Any investigation conducted in accordance with this policy may be conducted as follows:
  - 9.1.1. It will be initiated when CSL has reasonable grounds to believe that there has been or is being in violation of this policy;
  - 9.1.2. It will be headed by the Human Resources Department in any situation involving an employee or will be under the responsibility of CSL's administrator in any situation involving a manager;
  - 9.1.3. It will be conducted with great discretion and diligence.

## **10. Responsibilities**

### **10.1. Employee**

- 10.1.1. They must read and follow this policy and all other related documentation, including administrative guidelines and procedures for alcohol, drugs and

medication intervention;

10.1.2. Must notify a CSL manager when he or she becomes aware of a violation of this policy;

10.1.3. They must seek help from a CSL manager or any recognized organization in the event of problems related to the use of alcohol, drugs and medication.

## **10.2. Manager**

10.2.1. In addition to the responsibilities set out in sections 10.1.1 and 10.1.3, he or she must immediately notify a representative of the CSL Human Resources Department when he or she becomes aware of a violation of this policy.

## **10.3. Human Resources Service**

10.3.1. It is responsible for updating and disseminating this policy and all other related documentation, including administrative directives and intervention procedures for alcohol, drugs and medication;

10.3.2. It supports managers in the implementation of this policy.

## **11. Exceptions where alcohol consumption is permitted**

11.1. Exceptionally, moderate alcohol consumption may be tolerated during specific social, cultural, sporting, promotional or fundraising events. In such a case, the following criteria must be met:

11.1.1. The event was authorized in advance by the management of the establishment or service unit;

11.1.2. No alcohol is served to minors;

11.1.3. Minors who are not accompanied by a relative or a person in their place are not admitted unless their presence is expressly required;

11.1.4. The alcohol service is provided by adults;

11.1.5. The alcohol made available is in compliance with the laws and regulations in force;

11.1.6. The event is held outside of a normal working day except for certain extraordinary situations authorized in writing by CSL's administrator;

11.1.7. At all times, all alcohol must be stored discreetly and under lock and key on CSL premises;

11.2. Notwithstanding the provisions of Article 11.1, any employee who is required to drive a motor vehicle in which students are seated must abstain from all alcohol consumption;

11.3. Given the nature of CSL's activities, employees must be aware of and concerned about the image they project when they consume alcohol at certain one-time social, cultural, sporting, promotional or fundraising events.

## **12. Employee Prevention**

12.1. CSL promotes and supports a preventive approach to alcohol, drug and medication use by its employees;

12.2. CSL recognizes that dependence on alcohol, drugs and medication are health conditions that can be successfully treated and strongly encourages its employees to seek help and advice;

- 12.3. To this end, CSL offers its employees the Employee Assistance Program service, in accordance with the terms and conditions of this program.

### **13. Prevention with CSL's third-party service providers**

- 13.1. This policy applies, with necessary modifications, to all partners, subcontractors or service providers of CSL ("third party service providers");
- 13.2. It is the duty of every CSL manager to inform third party service providers of CSL's requirements and expectations regarding alcohol, drugs and medication;
- 13.3. Third party service providers are expected to require and ensure that persons under their care behave in accordance with this policy;
- 13.4. Any person working for a third party service provider who is caught in violation of this policy will be denounced. In such a case, CSL may require a third party service provider to temporarily or permanently exclude that person from the CSL premises depending on the nature and severity of the contravention.

### **14. Entry into force**

This policy comes into effect on the day of its adoption.





Procedure for intervention in response to events associated with alcohol or drug use

SECTION I: Identification			
Last Name:			
First name:		School/Centre	
<b>SYMPTOM TEST:</b>			
Difficulty speaking :	Normal voice <input type="checkbox"/>	Balance :	Possible <input type="checkbox"/>
	Pasty voice <input type="checkbox"/>		Difficult <input type="checkbox"/>
	Intelligible voice <input type="checkbox"/>		Impossible <input type="checkbox"/>
Speech rate:	Normal <input type="checkbox"/>	Steps :	Normale <input type="checkbox"/>
	Slow <input type="checkbox"/>		Staggering <input type="checkbox"/>
	Rapid <input type="checkbox"/>		Impossible <input type="checkbox"/>
Inconsistent language:	Clear explanations <input type="checkbox"/>	Walks in a straight line:	Possible <input type="checkbox"/>
	Confusing explanations <input type="checkbox"/>		Difficult <input type="checkbox"/>
	Incoherent explanations <input type="checkbox"/>		Impossible <input type="checkbox"/>
Disorientation/ incoherence	Yes <input type="checkbox"/>	Agitation:	Yes <input type="checkbox"/>
Confusion:	No <input type="checkbox"/>		No <input type="checkbox"/>
Aggressive:	Yes <input type="checkbox"/>	General behaviour:	Normal <input type="checkbox"/>
	No <input type="checkbox"/>		Slow <input type="checkbox"/>
			Agitated <input type="checkbox"/>
			Violant <input type="checkbox"/>
Alcoholic breath:	Alcohol odour not perceived <input type="checkbox"/>	Drowsiness:	Yes <input type="checkbox"/>
	Perceptible alcohol odour <input type="checkbox"/>		No <input type="checkbox"/>
	Undeniable alcohol smell <input type="checkbox"/>		
Eyes:	Watery <input type="checkbox"/>		
	Red <input type="checkbox"/>		
	Injected with blood <input type="checkbox"/>		
Inaccurate actions:	Yes <input type="checkbox"/>	Striking CONSUMPTION:	Yes <input type="checkbox"/> Alcohol <input type="checkbox"/>
	No <input type="checkbox"/>		No <input type="checkbox"/> Drug <input type="checkbox"/>
Specify the behaviours or incidents observed:			
SECTION III: CERTIFICATION			
Observation made :			
On (date/time/minutes):			
Location: (specify):			
By (name/first name/function):			
Witness(es) (name/first name/function):			
SECTION IV: CONTACT			
Contact at Human Resources Service:	Name:	Time:	
<b>SUPPORT:</b>			
<input type="checkbox"/> Maintaining the person in their functions			
<input type="checkbox"/> Action			
<input type="checkbox"/> return home		<input type="checkbox"/> family	
<input type="checkbox"/> a personal companion, according to the employee's choice			
<input type="checkbox"/> union			
<input type="checkbox"/> to a health facility		<input type="checkbox"/> ambulance	
<input type="checkbox"/> other identify:			
OTHER ACTIONS TAKEN:			
WITNESSES	1.	2.	3.
SECTION V: Forward this form to the Human Resources Service by e-mail <a href="mailto:srh@csdulittoral.qc.ca">srh@csdulittoral.qc.ca</a>			
Signature			Date