

**SUBSTANCE USE**

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COMMITTEE:	Strategic Leadership Team	PASSED:	23 July 2015;
TOPIC:	Occupational Health and Safety	AMENDED:	10 March 2021
		REVIEW PERIOD:	As required.

**MANAGEMENT GUIDELINE**

The Library is required to provide a workplace that promotes a safe and productive work environment for all employees.

The Library prohibits employees from consuming or using drugs, alcohol, or medication at a time, whether on or off duty, such that the employee is impaired during their working hours. Additionally, the Library strictly prohibits employees from the possession of drugs (including but not limited to cannabis) on or off Library property during working hours.

**PROCEDURE**

Under Section 4.20 of the Occupational Health and Safety Regulation, employees must not enter or remain at any workplace where their impairment may endanger themselves or anyone else. The Employer has an obligation to ensure that workers whose impairment endangers the worker or anyone else, do not remain in the workplace. This also applies to independent contractors and members of the public.

No person will be allowed to remain at a Library worksite, or to continue working, where upon reasonable grounds it is believed that the person has consumed alcohol, drugs or medication causing impairment, or has otherwise breached this policy.

Where there are reasonable grounds to believe an employee is impaired, the Library shall arrange safe transportation away from the worksite for the affected employee.

The Library shall inform workers and supervisors about the ‘Substance Use’ policy and their respective responsibilities.

**ACCOMMODATION**

Employees required to use medication (including but not limited to medical cannabis) pursuant to a valid prescription and in accordance with a physician’s directions, at a time, whether on or off of Library property, that could cause them to be impaired during working hours are required to notify their Manager or Human Resources immediately, and prior to breaching this policy.

Where an employee has or suspects they may have a substance use disorder, they are required to notify their Manager or Human Resources immediately, and prior to breaching this policy.

Where an employee discloses a need to use medication that could cause impairment or discloses a substance use disorder, Human Resources will work with that individual (and their union where applicable) to determine if reasonable accommodation can be made or whether additional action is required. In addressing these issues, the Library will take reasonable steps to balance the employee's right to privacy with the requirement to maintain a safe working environment.

## **DISCIPLINARY ACTION**

Violation of this policy will attract disciplinary action appropriate to the circumstances, up to and including termination. Additionally, for those employees required to operate a motorized vehicle in the course of Library employment, the possession and/or use of alcohol or prohibited substances, or willful improper use of pharmaceuticals while on duty (including rest and lunch breaks) and/or on Library's premises, including motorized vehicles/equipment, may result in termination.

Employees who fail to disclose they suffer from a substance use disorder, or fail to disclose a need to use medication that could cause impairment, prior to breaching this policy, will be subject to disciplinary action up to and including termination of employment.

Where a breach of this policy relates to illegal drugs, the Authorities may be notified.

## **DEFINITIONS:**

**Drug(s):** includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include medications taken pursuant to a valid prescription, and in accordance with a physician's directions.

**Impaired or Impairment:** a deterioration or diminishment of an individual's physiological ability, functioning, judgment, or condition, and includes but is not limited to being unable to function as that individual does under normal or usual conditions, or safely because of intoxication by any substance.

**Substance Use Disorder:** means a condition in which the recurrent use of alcohol, drugs, medication, or any other substance causes impairment of daily life, such as health problems, disability, and failure to meet responsibilities at work or home, and includes the conditions classified as substance use disorders in the Diagnostic and Statistical Manual Of Mental Disorders, Fifth Edition, as amended.

**Library Property:** includes but is not limited to all real or personal property, facilities, land, buildings, parking lots, equipment, and vehicles, whether owned, leased or used by the Library and wherever located.

**Working Hours:** means the hours an employee works, is scheduled to work, is called in, or otherwise requested or required to work during a day, and includes but is not limited to stand-by hours, paid and unpaid breaks, and any overtime hours the employee is required to, offers to, or does work.

#### RELATED POLICIES

- **DISABILITY MANAGEMENT POLICY (MG-OHS-01.2)**