

# **Alcohol and Drug Workplace Policy**

## **1.0 Policy Statement**

The City of Mount Pearl is committed to providing a safe, drug and alcohol-free workplace.

## **2.0 Scope**

This Policy applies to:

### **Employees**

All Employees while working on City business, when on City premises and worksites, and when driving a City vehicle or operating City equipment. All Employees scheduled on standby are expected to remain fit to respond to work and be in compliance with this Policy. If an Employee is under the influence of alcohol or drugs and is contacted by the Employer to perform work, it is the responsibility of the Employee to decline the call.

### **Contractors**

All Contractors performing work with the City will be advised of this Policy and the specific requirements for contractors as set out in the City of Mount Pearl's *Alcohol and Drug Policy Expectations for Contractors* (Appendix E). They are required to enforce these requirements for their employees, sub-contractors and agents. Any contravention of this Policy will be considered a breach of the contract.

## **3.0 Background**

The City of Mount Pearl is committed to ensuring a safe, healthy and productive workplace. The City recognizes that the use of illicit drugs, mood-altering substances, and the use of alcohol and medications can limit an Employee's ability to properly do their job and can have serious negative impacts on the health and safety of themselves and others. The City also recognizes the importance of supporting employees where substance use challenges exist.

## **4.0 Purpose**

This Policy is intended to create a working environment that is free from drugs and alcohol. It provides guidelines for dependency support and outlines the accommodation process and the City's expectations for all employees to ensure their fitness for work.

## 5.0 Definitions

**5.1 City Business** refers to all business activities undertaken by Employees in the course of City of Mount Pearl operations, whether conducted on or off City premises.

**5.2 City Premises** includes but is not restricted to all land, property, structures, installations, vehicles, and equipment owned, leased, operated or otherwise directly or indirectly controlled by the City of Mount Pearl.

**5.3 Drugs** refer to any substance, including alcohol, illicit drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this Policy, drugs of concern are those that may inhibit an Employee's ability to perform their job safely and productively.

- Alcohol/Beverage Alcohol refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.
- 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 cocaine).
- Medication refers to a drug obtained legally, either over-the-counter or through a doctor's prescription.
- Mood Altering Substance refers to any other product that is legally or illegally used, resulting in cognitive or physical limitations that negatively impacts performance on the job. (e.g. THC -marijuana, synthetic marijuana, cathinone "bath salts," glues, aerosols, and other similar products).
- **Cannabis:** Also known as--- marijuana, marihuana, weed, pot, reefer, ganja, etc. is derived from the flowering bud of the female cannabis plant. The cannabis plant, most commonly cannabis sativa, contains a family of chemically related 21 carbon alkaloids, which are termed cannabinoids. Cannabinoids are a class of chemical compounds that act on cell receptors in the brain and body. Delta-9-tetrahydrocannabinol (THC) is the most studied component of cannabis and is the chemical responsible for the psychoactive effect or "high".

Cannabis is most often inhaled as smoke as a dried herbal product, either alone or as a concentrate mixed with tobacco, but it can also be vaporized. The flower of the cannabis plant can be made into a variety of products, including:

- Dried herbal material (i.e., Marijuana),
- Oil (e.g., hash oil),
- Hash (i.e., compressed resin),
- Concentrates (e.g., shatter), or
- Foods and beverages containing extracts of cannabis.

Cannabis can also be ingested by pill form or in food, or absorbed through the skin via creams, salves, or skin patches.

- **Medical Usage:** Currently, cannabis is being used "medically" to treat a wide range of medical conditions. "Medical Marijuana" is available with a medical authorization form from a treating physician. The College of Family Physicians of Canada has no approved medications that use the delivery method of smoke. Therefore, even though

it is available with a medical authorization, medical marijuana is not a Health Canada approved prescription.

- **Recreational Usage:** Any use of cannabis for “non-medical” purposes and without “medical authorization” from a treating health care professional is considered recreational for the purpose of this policy. All recreational use of marijuana is strictly prohibited in the workplace.

- 5.4 Drug Paraphernalia** refers to any personal property that is associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful in Canada. This would also include any product or device that may be used to attempt to tamper with a testing sample.
- 5.5 Blood Alcohol Concentration (BAC)** levels represent the percent of a person’s blood that is concentrated with alcohol. A BAC of .10 means that .1% of one’s bloodstream is composed of alcohol.
- 5.6 Employees** refer to permanent, permanent part time, seasonal, part-time, temporary, casual, students, summer staff, and Council members that conduct work for the Employer.
- 5.7 Contractor** refers to any individual or a company including its employees, agents and representatives, providing goods and/or services to or on behalf of the Employer.
- 5.8 Employer** refers to the City of Mount Pearl.
- 5.9 Fitness for Work** means being able to safely and acceptably perform assigned duties without any limitations and/or impairment due to the use or after-effects of alcohol, illicit drugs, medications or other substances.
- 5.10 Refusal to Test** would include:
- failure of an Employee to report directly for a test, refusal to submit to a test;
  - failure to provide a valid specimen absent a documented medical condition;
  - a confirmed attempt to tamper with a test sample;
  - refusal to agree to disclosure of a test result to the City’s Human Resources Division;
  - attempting to avoid a test by failing to report involvement in an incident which may require testing or by avoiding management following involvement in an incident;
  - failure to advise of release from hospital if testing is delayed for medical reasons;
  - failing or refusing to attend a medical evaluation where required under the Policy;
  - any attempt to disrupt the testing process as described in the Policy.
- 5.11 Safety Sensitive Position** is a position where performance impacted by alcohol or drug use could result in a significant incident, or failure to adequately respond to a significant incident, and affect the health and safety of Employees, contractors, the public, property or the environment.
- 5.12 Serious Injury** as defined under the Occupational Health and Safety Act and Regulation means:

- a fracture of the leg, arm, skull, spine, pelvis, femur, humerus, fibula or tibia, or radius or ulna;
- an amputation of a major part of a hand or foot;
- the loss of sight of an eye;
- a serious internal hemorrhage or substantial loss of blood;
- a burn that requires medical attention;
- an injury caused directly or indirectly by explosives;
- an asphyxiation or poisoning by gas resulting in a partial or total loss of physical control;
- another injury likely to endanger life or cause permanent injury; or
- produces unconsciousness.

These do not include injuries to a worker of a nature that may be treated through first aid or medical treatment and the worker is able to return to their work either immediately after the treatment or at his or her next scheduled shift.

- 5.13 Substance Abuse Professional (SAP)** refers to an individual with knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and drug related disorders. The SAP will assess if the individual has an alcohol or drug dependency, make recommendations regarding education and treatment, and recommend a return to work monitoring program including unannounced testing.
- 5.14 Reasonable Cause Testing** when an Employee exhibits patterns of behaviour that suggests impairment from drug or alcohol use or when job performance or safety is affected. Any observed behaviour which reasonably suggests that the Employee is using drugs or is under the influence of alcohol may result in immediate action as outlined elsewhere in this Policy.
- 5.15 Post-Accident/Incident Testing** is conducted when an Employee has been involved in an on-the-job accident/incident.
- 5.16 Duty to Accommodate** requires the Employer to make every reasonable effort, short of undue hardship to the business, to accommodate an Employee with a disability within the workplace, and this includes both drug and alcohol dependency.
- 5.17 Substance Use Disorder:** As defined by the Diagnostic and Statistical Manual of Mental Disorders (DSM–5) and commonly referred to as “addiction”.

## 6.0 Standards

Employees are expected to comply with the following standards, and to report fit and remain fit for work throughout their work day or shift. Employees who use alcohol and/or drugs on their personal time have an obligation to be fit for work at their scheduled shift and/or during stand-by.

## 6.1 Illicit Drugs

The following are prohibited:

- the use, possession, cultivation, manufacture, distribution, offering or sale of illicit drugs or other mood-altering substances, or illicit drug paraphernalia;
- reporting to work or being at work while under the influence of illicit drugs or other mood-altering substances; and
- a positive drug test result as determined through the testing program.

## 6.2 Alcohol

Where permitted, Employees are expected to use alcohol responsibly. For all Employees, the following are prohibited:

- the, distribution, offering or sale of beverage alcohol, as well as the possession of open beverage alcohol (factory sealed containers must be appropriately secured); and
- transporting or storing containers of beverage alcohol in a City vehicle, except in accordance with Hosting guidelines as identified in the *Provision of Alcohol for City Social Events* (Appendix D).
- reporting for work or remaining at work under the influence of alcohol from any source;
- consuming any product containing alcohol (including beverage alcohol) when at work including during meals and breaks;
- returning to work, reporting for work, or operating a City vehicle after consuming alcohol;
- consuming alcohol after an incident until tested or advised by the Employer that a test is not required, and a positive alcohol result through the alcohol and drug program.

## 6.3 Exceptions Related to Alcohol Use and Storage

Alcohol Use After Working Hours (Travel Status, Training, etc.) - Employees may use alcohol after the workday, (e.g., when on travel status, a training event or seminar, or in any other similar business-related situation) provided the formal business has been completed, alcohol is used responsibly, and the employee is not expecting to return to work.

Sealed containers may be stored in personal vehicles parked on City premises provided the alcohol is locked in the trunk of the vehicle or otherwise appropriately secured.

Alcohol received as a gift may be temporarily stored on City premises, including in a personal vehicle, but must remain sealed and be removed at the earliest opportunity.

## 6.4 Medications (Prescription and Over-the-Counter)

Employees who require the use of a medication shall:

- explore with their doctor or pharmacist whether the medication can negatively affect safe work performance;
- act responsibly and use a safe alternative medication when available (e.g. non-drowsy) refer to *Appendix A for Guidelines on Medications*;
- advise their supervisor or Human Resources Department if the medication they are using has the potential to affect their ability to safely perform their duties;

- use prescription and over-the-counter medications as prescribed to them or directed by the pharmacy;
- not distribute, offer or sell prescription medications;
- not possess or take prescribed medications without a legally obtained prescription.

The Supervisor and Employee, in consultation with the Human Resources, will evaluate the need and availability of modified duties.

## 6.5 Policy Evaluation

This Policy is subject to ongoing review and evaluation and may be amended from time to time as deemed necessary to respond to current circumstances, evolving needs of the organization, standards and application improvements and legislation changes.

## 7.0 Unfit for Work Situations

In all situations when there are grounds to believe an Employee is unfit to be on the worksite, the Employee will be escorted by the supervisor to a safe/private place and will be given an opportunity to explain why they appear to be in a condition unfit for work. The supervisor will advise the Employee that they can request representation provided it does not unduly delay the investigation. If the supervisor conducting the interview still believes the Employee is in a condition unfit for normal work, and after consultation and agreement of a second supervisor or manager in person or by phone, they may take any of the following actions as appropriate:

- a. escort for medical attention if there are immediate medical concerns (hospital or clinic);
- b. remove from duty until an investigation is completed;
- c. transport or arrange for appropriate transportation of the employee to their residence or care of another adult;
- d. require an alcohol or drug test.

### 7.1 Alcohol and Drug Testing – All Employees

All Employees are subject to testing in the following circumstances. Information on the testing process is provided in the *Alcohol and Drug Guidelines (Appendix A)*.

- 1. Return to Work – Post Violation:** In those situations where employment is continued after a Policy violation, Employees shall be required to pass a return to work test and may be subject to unannounced testing as a condition of continued employment as set out by the employer.
- 2. Return to Work – Post Treatment:** Unannounced testing may be used as a monitoring tool as determined on a case by case basis to support the recovery of any Employee assuming duties after primary treatment for an alcohol or drug dependency.

### 7.2 Alcohol and Drug Testing – Safety Sensitive

Employees holding a safety sensitive or risk sensitive position are subject to testing in the following circumstances. A refusal to test is a violation of this Policy (refer to definition).



1. **Reasonable Cause:** Alcohol and drug testing will take place when the Employer has reasonable grounds to believe the actions, appearance or conduct of an individual while at work indicate the use of alcohol or drugs. The decision to test shall be made by a supervisor, in conjunction with a second person (e.g., another supervisor or manager) in person or by phone wherever possible. The decision will be based on specific, objective and documented observations resulting from, but not limited to:
  - a. observed use or evidence of use of a substance (e.g. smell of alcohol);
  - b. erratic or atypical behavior or changes in the behavior of the Employee;
  - c. unexplained changes in the physical appearance, speech pattern of the Employee; and/or
  - d. any other observations that suggest alcohol or drug use may be a factor.

Employees tested for reasonable cause will be removed from work until the investigation is complete. Depending on the circumstances or the test result, a fitness for work assessment may also be required before the Employee can return to work.

2. **Post Incident Testing:** Alcohol and drug testing is required after involvement in a work-related incident as part of an investigation into the circumstances unless there is immediate evidence that the acts or omissions by Employees could not have been a contributing factor (e.g. environmental factors, mechanical failure). The supervisor will advise the Employee that they can request representation provided it does not unduly delay the investigation. The supervisor investigating the incident, after consultation with a second person (e.g. another supervisor or manager) in person or by phone whenever possible will refer an Employee, or a group of Employees, for a test. Reasonable cause to believe alcohol or drug use was a factor is not required when deciding to test.

A significant work-related incident would be one causing:

- a. a fatality;
- b. serious injury as defined under the Occupational Health and Safety Act and Regulations (see definitions);
- c. significant damage to property or equipment;
- d. an environmental incident that causes or has potential to cause adverse effects; and/or
- e. possible exposure to legal action or liability.

In addition to the incidents listed above, at their discretion, management may require a post-incident test after any other significant work occurrence or a near miss considered to have had significant potential for more serious consequences as part of a complete investigation. Testing will also be required after any less significant occurrence if, as a result of the preliminary investigation, it is concluded that alcohol or drug use may have been a factor (e.g. reasonable cause situation).

**The following testing procedures apply:**

- a. the decision to test must be made as soon as possible after the triggering event, the arrangements for testing should be made immediately unless this is impossible because medical attention is required;
- b. the need for a test must be documented as part of the preliminary investigation as soon as practical after the triggering event;
- c. a test will not be necessary if there is clear evidence that the acts or omissions of Employees could not have been a contributing factor (e.g. structural or mechanical failure, or environmental factors);
- d. Employees referred for a test will only be those who are identified, with reasonable grounds, as having been directly involved in the chain of acts or omissions leading up to the event;
- e. should there be a delay in testing, Employees must not use alcohol or drugs after an incident until tested or advised by the Employer that a test is not required; and
- f. if there is any reason for delay, the supervisor will stop attempting collection at 8 hours for alcohol and 32 hours for drug testing.

## **8.0 Loss of License/Impaired Driving Charge or Suspension**

All Employees who require a valid driver's license to perform their job duties are required to adhere to the following conditions:

1. Any loss of license must be reported to their supervisor immediately. The individual will no longer be qualified to drive on behalf of the Employer; and
2. Employees must inform their supervisor immediately if they have been charged with an impaired driving offense under the Criminal Code or have received an administrative license suspension under provincial legislation when operating a City vehicle or driving on behalf of the City. Impaired driving would include but not be restricted to testing over the legal BAC in that jurisdiction, driving while impaired, or refusal to blow into a breath analyzer or provide a sample for testing. Receipt of a charge or suspension will result in a full investigation, and actions appropriate to the situation which may include an SAP assessment. Failure to report the charge or suspension will be grounds for discipline up to and including termination of employment.

## **9.0 Possession of Alcohol or Drugs**

The Employer reserves the right to investigate any situation where there are reasonable grounds to believe that alcohol, drugs or drug paraphernalia are present on City premises in violation of this Policy. Supervisors will identify situations when an investigation may be warranted and are expected to advise their manager of the situation.

Management, after appropriate consultation, will determine whether and how to initiate an investigation, which will be undertaken in cooperation with appropriate law enforcement agencies where required by law.



## **10.0 Policy Violations**

### **1. General Provisions:**

If an Employee violates the provisions of this Policy or does not meet the Employer's standards of satisfactory work performance as a result of alcohol or other drug use, disciplinary action will be taken, up to and including termination of employment.

In all situations, an investigation must be conducted and documented to verify that a Policy violation has occurred before disciplinary action is taken. Pending the results of an investigation, the Employer has the authority and discretion to indefinitely suspend an Employee who is believed to be involved in an incident that could lead to disciplinary action.

The imposition and degree of discipline will be determined on an individual, case by case basis, taking into account all relevant factors and circumstances, and principles of just cause. A positive drug test, an alcohol test result of .04 BAC or higher, and a refusal to test are all considered a violation of the Policy. Anyone who has an alcohol test result of .02 to .039 BAC will be removed from the workplace at least until their next shift and may be subject to progressive discipline.

After any confirmed violation, the Employee may be referred for an SAP assessment to determine whether there is a need for a structured treatment program.

### **2. Return to Duty After a Policy Violation**

Should the Employer determine that employment shall be continued in a specific circumstance, the individual would be required to comply with any conditions set out by the Employer to govern their continued employment which may require any or all of the following actions, or any other condition appropriate to the situation:

- a. adherence to any recommended treatment and aftercare program;
- b. maintenance of sobriety and satisfactory performance on return to work;
- c. successful completion of a return to work test;
- d. ongoing unannounced testing for a period determined on a case by case basis; and
- e. no further violations of the Policy.

These conditions will form part of an agreed return to work program with the Employer, the Employee and, where applicable, the CUPE union. Failure to comply with the conditions as set out may lead to further disciplinary action up to and including termination as set out in the agreement and in accordance with the collective agreement, as applicable.

### **3. Off Duty Activities**

In addition to the above, the Employer will investigate situations where off-the-job actions involving alcohol or drugs may have implications for the workplace and will take appropriate action under the circumstances.

#### **4. Consequences of Non-Compliance**

**4.1** Employees who violate this Policy may be subject to disciplinary action up to and including termination of employment.

**4.2** Contractors who are found in violation of this Policy may be subject to suspension or termination of the contract.

**4.3** All Policy violations will be investigated by the appropriate parties to determine the most suitable course of action.

### **11.0 Prevention, Assistance, Rehabilitation and Aftercare**

This Policy promotes safety and optimal work performance through increased awareness, early identification and prevention of potential problem situations related to alcohol and drugs. The City will provide education, awareness and information regarding the use and impact of alcohol and drugs. The City also provides confidential professional assistance through the Employee and Family Assistance Program (EFAP). Employees who suspect they have an alcohol or other drug dependency are encouraged to avail of confidential assistance through the Employee and Family Assistance Program (EFAP), their personal physician, community-based services or Human Resources.

**11.1 Prevention:** This City stresses the importance of prevention and early identification of potential problem situations. Human Resources will make information available on alcohol and drug support to Employees.

**11.2 Confidentiality:** Privacy will be maintained and respected always except where limited disclosure is needed to effectively manage health and safety concerns (e.g., there is a potential risk to self, others, or the City). The information shared will be limited to that which is relevant to the employee's fitness to work, and any restrictions related to the employee's fitness to work that could impact the employee's ability to satisfactorily perform their duties.

**11.3 Voluntary Assistance:** Employees are encouraged to access the Employee and Family Assistance Program (EFAP), their personal physician, or appropriate community services for help with alcohol or drug use, or any other problem that may be affecting work performance.

Through the EFAP, Employees are provided with access to confidential assessment, counseling, referral and aftercare through a variety of community-based assistance programs.

**11.4 Request for Assistance:** Employees who come forward voluntarily for help with alcohol or drug use through their supervisor, HR, OHS or the union, will be referred for a Substance Abuse Professional (SAP) assessment and will be supported through a treatment and aftercare program consistent with the SAP's recommendations and the applicable programming coverage.

**11.5 Responsibilities:** Employees should understand that accessing assistance or declaring use does not eliminate the requirement for maintenance of satisfactory performance levels and compliance with the fitness for duty requirements under this Policy. Discipline or testing cannot be avoided by a request for assistance with a problem or by disclosure that the individual is already involved in a treatment program.

**11.6 Work Modification:** Where in the opinion of a qualified SAP there is a risk that an Employee could not do their job safely, a medical work modification may be issued, and the Employer may assign the individual to alternate duties if available and appropriate. Employees holding designated Safety Sensitive Positions who have sought assistance and entered a treatment program will be removed from their Safety Sensitive Position until they are able to safely resume their regular duties.

**11.7 Treatment and Aftercare:** The cost of treatment and aftercare services will be covered in accordance with the Employer's benefits plan, as applicable. All Employees who complete primary treatment (e.g., residential or out-patient treatment) for alcohol or drug use under EFAP will be required to participate in an aftercare program when returning to duty. The aftercare program may include unannounced testing on grounds agreed to by the Employer, the Employee and where applicable the Employee's Union.

Refusal to agree to such testing may constitute a failure on the part of the Employee and/or the Employee's Union to provide necessary co-operation in the Employer's efforts to accommodate.

Prior to return to work, the Employer will review the recommended aftercare program to ensure it meets the health and safety concerns of the Employer considering the requirements of the Employee's job. In all cases, the Employee will be advised of the conditions governing their return to work and the consequences of their failing to meet those conditions.

## 12.0 Responsibilities

There is a shared responsibility for the success of this Policy. The Employer will provide access to assistance programs in a way that ensures confidentiality, fairness and respect for individuals. Any Employee who may have a dependency issue is expected to assume ownership of their situation and use the counseling and treatment services that are available through the Employer or community. All Employees are responsible for compliance with this Policy and are expected to place a priority on workplace health and safety.

- 12.1 Employees** are expected to perform their jobs in a safe manner and specifically are required to:
- read and understand the Policy and their responsibilities under it, and seek clarification from their supervisor if unclear on any point;
  - advise their supervisor if for any reason including medication that their ability to work safely could be impaired;
  - immediately report unsafe acts or conditions to a supervisor;
  - intervene as appropriate to encourage a co-worker to access assistance before a substance issue impacts performance or safety;

- report an incident to their immediate supervisor as soon as possible after an incident has occurred, and participate fully in any subsequent investigation;
- report fit for work for all scheduled work and remain fit for work while on City business, premises and worksites;
- seek advice and follow appropriate treatment if they have a current or emerging problem, and follow recommended monitoring programs after attending treatment;
- co-operate with any work modification related to safety concerns; and
- co-operate with an investigation into a violation of this Policy, including any requirement for testing.


In addition to the requirements of all employees, certain positions have specific responsibilities as outlined:

- 12.2 Supervisors** are expected to participate in any training on their roles and responsibilities under the Policy and are required to:
- read and understand the Policy and their responsibilities under it, and seek clarification from their supervisor if unclear on any point;
  - play a key role in communicating, implementing and monitoring the Policy;
  - ensure early identification and handling of all performance problems, including those which may be caused by alcohol or other drug use without attempting to diagnose a possible dependency;
  - guide or refer Employees to the Employee and Family Assistance Program (EFAP) when:
    - Employee seeks assistance for a personal problem;
    - there are grounds to believe performance problems may be health related;
    - an Employee self-discloses that they have a problem with alcohol or drugs;
  - take appropriate steps to investigate any violation of this Policy;
  - refer the employee for an alcohol and drug test in a post incident or reasonable cause situation as required under this Policy;
  - manage performance to ensure safe operations and effectiveness of the Policy;
  - ensure contracted service providers are informed of the requirements under the Policy; and
  - manage performance to ensure safe operations and effectiveness of the Policy.
- 12.3 The City** is responsible for the application and implementation of this Policy, and is required to:
- promote a safe and healthy working environment that strives to eliminate any negative effects due to the use of alcohol or drugs;
  - provide health promotion programs emphasizing awareness, prevention, education, training, and peer participation as reasonably requested by an Employee;
  - make every reasonable effort, short of undue hardship to City business, to accommodate an Employee with a disability within the workplace and this includes both drug and alcohol dependency;
  - provide access to confidential assessment, counseling, referral and aftercare services through EFAP;
  - take appropriate action if an Employee receives an impaired driving charge;
  - undertake alcohol and drug testing for Employees in specified circumstances as set out in this Policy.

**12.4 Corporate Services Department** will administer the Policy as follows:

- resolve questions of interpretation with due regard for the fair treatment of Employees;
- co-ordinate development and delivery of ongoing education programs on health awareness, substance use, and the availability of counseling and treatment resources;
- arrange fitness for work assessments and follow up with recommendations, which may include medical work modifications in conjunction with the supervisor if required;
- provide guidance and assistance to supervisors in dealing with Employee alcohol and drug related issues;
- arrange for a Substance Abuse Professional (SAP) assessment as required;
- review all return to duty monitoring programs to ensure they meet all appropriate health and safety requirements of the workplace.
- oversee the City Risk Management Program; and
- oversee this Program and arrange for the necessary services such as selection system, sample collection, laboratory analysis and medical review of results; and serve as the primary contact point for external service providers for the testing program and receive and maintain all testing records.

**13.0 Approvals**

  
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Steve Kent, Chief Administrative Officer

October 1, 2018  
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Date

## APPENDIX A

### Alcohol and Drug Testing Guidelines

The alcohol and drug testing process are based on collection, analysis and reporting procedures designed to ensure the accuracy and integrity of the results. Steps in the testing process are highlighted below.

1. Testing will be conducted in those circumstances outlined under the City Policy to determine the presence of six classes of drugs: cannabinoids, amphetamines/methamphetamine, cocaine, opiates, phencyclidine and alcohol. If the City concludes there is justification to include additional drugs in this list, employees will be advised of the change. Testing for additional drugs may also be required on an individualized basis on the advice of a treatment center or Substance Abuse Professional in a post-treatment situation.
2. Collection of specimens for drug testing and administration of alcohol tests shall be performed by trained collection agents. In post incident and reasonable cause testing situations, samples will be collected as soon as possible after the triggering incident, but collection attempts will end eight (8) hours after the incident for an alcohol test, and thirty-two (32) hours after the incident for a drug test.

All Employees who are tested are required to sign a form to acknowledge the accuracy of the Employee and collector information and authenticity of the specimen(s). The Employee shall be given a copy of the related forms for their records.

3. Alcohol tests will be administered by a calibrated evidential breath analyzer with a printout of test results. In the situation that a breath analyzer is not readily available, an alternative technology will be used. Drug tests shall be administered by urinalysis either using split sample collection for transfer to the laboratory or using a Point of Collection (quick test) urine drug screen at the collection site with confirmation testing at the lab should it be required. Laboratory analysis of oral fluid samples may also be a part of this program using parallel technology.
4. All laboratory testing shall be conducted by a fully qualified and accredited laboratory performing a confirmation test by gas chromatography/mass spectrometry (GC/MS).
5. Laboratory confirmed positive drug test results shall be reviewed by a qualified Medical Review Officer (MRO). This is an independent physician who shall endeavor to discuss the result with the Employee to determine whether a positive test could have resulted from the legitimate use of medications. The individual concerned shall be given an opportunity to explain the finding to the MRO who shall then determine whether the result shall be reported to the City's Human Resources division as a negative, or a verified positive, or a tampered or substituted specimen result.
6. In the case of a verified positive drug test result, or a tampered or substituted finding, the Employee may ask the MRO to require the split sample to be tested (or for single sample collection, their sample to be retested) within seventy-two (72) hours of receiving their



results. If a second confirmed positive test is reported, the person who requested the second analysis is responsible for reimbursing the City for the associated costs.

7. If the test is reported as dilute and negative, or cancelled because the specimen is invalid, the Employee shall be required to provide an additional specimen for testing as soon as possible.
8. All test results shall be reported directly to Human Resources or the immediate supervisor. Except for the release of information in accordance with this Policy and in situations affecting the health and safety of workers and the public, results of all testing shall be maintained by Human Resources and shall be kept confidential unless otherwise required by law or authorized by order of a tribunal or court.

## APPENDIX B

### ALCOHOL AND DRUG TESTING PROCEDURES PROGRAM ADMINISTRATOR/DESIGNATE (MANAGER OF HUMAN RESOURCES)

#### 1. Overview:

The City of Mount Pearl's alcohol and drug testing program follows a series of well-established steps in order to ensure the accuracy and integrity of results. Rigorous collection, storage, and chain-of-custody procedures are followed, and specimen analysis is conducted in accordance with the forensic quality assurance standards which have been widely used and accepted in Canada. This is supplemented by independent medical review of results as required.

#### 2. Role of Program Administrator/Designates:

- The Program Administrator (PA) is the Manager of Human Resources or their designate.
- Sets up and maintains the contract with Third Party Administrator (TPA); the PA will work directly with the TPA to ensure services are as required and specific program expectations are well understood (e.g. location of collection sites, drug slate, alcohol cut-off etc.). On an ongoing basis, the PA is the primary contact point for external service providers for the testing program. In particular:
  - with the Medical Review Officer (MRO) who will seek direction on dilute samples, adulteration, or other unusual issues that result from the lab analysis;
  - with the Third-Party Administrator (TPA) who will report directly all negative, positive, and tampered drug test results that required lab analysis, and will normally conduct the selection of test days for those on a follow-up testing program, and report this information through the PA; and
  - with the Substance Abuse Professional (SAP) who will be directed to conduct and report on a dependency assessment after a policy violation or any other referral and provide advice on treatment and appropriate follow-up programs including testing.
- Receives notification of when a test is done so that the City of Mount Pearl can then track the testing process to completion and ensure they receive the final results.
- Maintains all program (testing) records separately from personnel or medical files; must be confidential and have limited access; this would include documentation of reasons for a test referral and final results, as well as any follow-up action.
- Receives test results directly from the TPA and makes appropriate arrangements for next steps; e.g. fitness for work or medical assessment, SAP referral, notify appropriate offices responsible for corrective counseling/discipline as appropriate etc.
- Sets up the unannounced testing schedule with the TPA for each employee as required (post treatment or post violation situations).

- Makes arrangements for testing anyone in a return to work or follow-up testing situation (post violation or post treatment).
- Triggers initial and when appropriate, ongoing communication of the Policy and maintains a record of communications in case this is needed in a discipline setting.
- As required, will trigger an evaluation and modification to either testing program specifics or policy components as demanded through experience in implementation or a changing environment/ client requirement. Any changes to the policy or program must receive appropriate approvals.
- Ensures appropriate training of managers and supervisors is done with refreshers as required, (important to have a central record of training in case there is any challenge on a testing referral).
- Is a primary local resource to answer questions of interpretation and to ensure a consistent message is communicated.

### **3. Drugs Tested For**

- Testing will be conducted in those circumstances outlined under the City of Mount Pearl policy to determine the presence of six classes of drugs: cannabinoids, amphetamines (including methamphetamine and MDMA), cocaine, opiates (including oxycodone), phencyclidine and alcohol.
- If the City of Mount Pearl concludes there is justification to include additional drugs in this list, employees will be advised of the change.
- Testing for additional drugs may also be required on an individualized basis on the advice of medical or substance abuse professionals in a post-treatment situation.

### **4. Sample Collection**

- In reasonable cause and post incident situations, supervisors will make arrangements for testing directly with the Third-Party Administrator, for all required testing, and the employee will be escorted to a designated collection site. If testing is required on the property of the City of Mount Pearl, the trained collector of the TPA will conduct the collection.
- The Program Administrator will make an appointment for return to work and following up (unannounced) testing and the employee will report to a designated collection site at a pre-arranged time. If the employee does not report, it is a failure/refusal to test unless there is an acceptable reason.

### **5. Testing Procedures – Breath Alcohol Testing**

Specific training and quality control measures are used to ensure proper administration of the procedure and calibration of the device. Test results are displayed and printed using a calibrated U.S. Department of Transportation approved evidential breathalyzer with a printout of test results.

Collection is handled by a trained Breath Alcohol Technician (BAT). The process involves the following:

- if necessary, two tests are done at specific times apart to confirm the blood alcohol correlation;
- if the first test result is below the designated cut-off of .02 Blood Alcohol Content (BAC) the collection process is completed;
- if the first test result is at or above the designated cut-off level, a confirmation test will be done after at least a 15-minute waiting period but no later than 30 minutes following the first (screening) test to ensure the presence of mouth alcohol from recent use of food, tobacco or hygiene products does not artificially raise the test result;
- if the confirmation test is different from the initial test, the confirmation results will be considered the final test result (in other words if below the cut-off, it is a negative, if still above, it is a positive);
- the individual being tested is required to sign a form to acknowledge the accuracy of the employee and collector information and authenticity of the specimen, and will be given a copy of the Testing Form for their records;
- breath test results are reported directly to the PA who will have to provide direction to the employee if the result is above the cut-off level at the collection site (return to work/follow-up testing). In a post incident situation, the PA for the City of Mount Pearl will be advised that the result is negative or not and take appropriate action. In a reasonable cause situation, the PA will direct the Escort to ensure the employee has transportation home regardless of the result.

**Note:** In locations where a breath analyzer is not available, alcohol testing will be conducted using a saliva screen, followed by a second screen 15 minutes later, and only if the second screen is at or above the cut-off level would an oral fluid sample be collected for analysis in the laboratory.

## **6. Shy Lung Situations**

If after a reasonable number of attempts, the donor is unable to provide a sufficient sample to register a breath test result, the alcohol testing form will be completed noting "insufficient sample" and forwarded to the Program Administrator. The following happens:

- Arrangements will be made through the PA for a medical assessment to determine if there is a medical reason why the individual was unable to provide a sample for testing. If there is a medical reason the test will be cancelled.
- If it is a potential recurring medical situation, steps will be put in place for an alternative technology for testing (saliva screen/oral fluid); or
- If there is no medical reason, it will be considered a refusal to test. Failure to attend the scheduled medical assessment is considered a refusal to test.

Employees will be held out of service pending the results of the medical evaluation.

## 7. Cut-off Levels for Alcohol Testing

- Under the City of Mount Pearl Policy, a positive alcohol test will be one in which the blood alcohol concentration is at or above .04 BAC in a reasonable cause or post incident testing situation.
- anyone who has an alcohol test result of .02 to .039 BAC will be removed from duty until considered safe to return (at a minimum not before their next work day or shift).
- If an employee is subject to a return to work test, and an unannounced testing program after a policy violation or treatment, a positive test will be one in which the blood alcohol concentration is .02 BAC or more. This will be set out in their agreement with the City of Mount Pearl. This is consistent with the obligation for no alcohol in the individual's system as per their agreement.

## 8. Collection Procedures – Urine Drug Testing

There are three stages to the testing process: sample collection, laboratory analysis, and medical review and reporting of results. Collection will be performed by trained collection agents at designated collection sites.

### a. Practical Considerations Prior to Collection – reasonable cause/post incident

- Accompany the Individual: Once a decision to test is made, the employee should be accompanied always until the sample collection is completed. They should be escorted to the collection site and monitored until the collection process is complete. Should they need to go to their locker, that should be accommodated, but the person must be under the supervision of a manager or supervisor to prevent any attempts to tamper the sample.
- Dehydration: if someone is dehydrated and needs something to drink that should be accommodated, but in moderation. Whatever they drink should be provided by the City and should not come from their own bottle or something from their locker or a friend. The concern would be that they may be drinking a product that would mask presence of drugs in their sample. Although the lab may be able to identify the situation, that is not always possible, as there are always new products on the market that people will use to try to "beat the test". Therefore, it would be best to have them drink something provided by the PA or a manager or supervisor.

Any liquid provided should also be in moderation. Some people will drink a lot of liquids to try to dilute the presence of drugs in their system. If the sample is dilute and positive, it is reported as a positive test result. If the sample is dilute and negative, the employee will be expected to report for another test without prior warning and will be escorted. This will be arranged through the PA.

- Washroom Access: This should be arranged if required, but at a location where there is less likelihood for access to products that may tamper with the test sample. The employee must be told that they must produce a sufficient sample at the time of collection. Refer to shy bladder section for next steps.

- Ability to Eat: If there is a delay in the collection, the employee can have something to eat but again, not from their locker, lunch box or a friend to avoid possible tampering. Normal consumption of food will not impact the test result.
- b. Lab based Testing:** This will be used for all return to work and unannounced follow-up testing situations. It will also be used for applicant testing (new hire) and periodic unannounced testing situations.
  - The employee will be asked to provide a urine sample of no less than 45 ml at a collection site that has been properly secured to prevent adulteration or tampering. Therefore, there is no need for observation of the collection process.
  - Once the specimen is received by the collector, the collector will confirm the temperature is within range and that there are no obvious signs of adulteration; if there are any concerns with the specimen, the employee will be asked to provide a second specimen. Both specimens shall be processed, secured, and shipped to the laboratory for analysis under separate individual Specimen ID numbers, with subsequent MRO review as required.
  - Once satisfied with the validity of the specimen, the collector shall carry out a “split specimen” collection process, will pour it into two specimen bottles identified as “A” and “B”, with Bottle A receiving no less than 30 ml, and Bottle B receiving no less than 15 ml.
  - the individual being tested is required to sign a form to acknowledge the accuracy of the employee and collector information and authenticity of the specimen and will be given a copy of the *Drug Testing Custody and Control Form* for their records.
  - the specimens will be sealed and forwarded to the laboratory.
- c. Point of Collection Testing:** This will be used for reasonable cause/post incident testing:
  - the same collection procedures will be followed as noted in b.
  - the collector will determine from the sample cup if the sample is negative or non-negative (possible positive or tampered).
  - if it is not negative (inconclusive) the PA will be advised, and the sample will be sealed and forwarded to the laboratory for further analysis as above and the employee is held out of service pending the results.

## **9. Shy Bladder Situations**

Where an employee is unable to provide a sufficient volume specimen within four (4) minutes from the start of an initial specimen collection, this event is referred to as a “shy bladder” situation. The following should happen:

- The collector shall offer up to a total of 40 oz. of water or other suitable fluid to the donor to consume in amounts reasonably spaced over time during a 3 hour time period beginning immediately after the first failed attempt. Refusing to drink such fluids shall not be considered a refusal to test.



- If the employee is unable to provide a sufficient sample for testing after that 3 hour time period, the collection process will stop at this time, and the situation will be documented.
- Arrangements will be made through the Program Administrator for a medical assessment to determine if there is a valid medical reason why the individual was unable to provide a sample for testing. Situational anxiety shall not be a valid medical reason. If there is a valid medical reason the test will be cancelled.
- If it is a potential recurring medical situation, steps will be put in place for an alternative technology for testing (e.g., oral fluid) for all future testing situations.
- Failure to attend the scheduled medical assessment is considered a refusal to test.

Employees will be held out of service pending the results of the medical evaluation.

## **10. Collection Procedures – Oral Fluid Drug Testing**

When an oral fluid sample will be collected for analysis in the lab; there are three stages to the testing process: sample collection, laboratory analysis, and medical review and reporting of results. Collection will be performed by trained collection agents.

- The employee will be asked to provide an oral fluid sample in a collection device provided at the designated collection location.
- the individual being tested is required to sign a form to acknowledge the accuracy of the employee and collector information and authenticity of the specimen and will be given a copy of the *Drug Testing Custody and Control Form* for their records.
- the specimen will be sealed and forwarded to the laboratory for analysis.

## **11. Timeframe for Testing in Reasonable Cause and Post Incident Situations**

In a reasonable cause and post incident testing situation, the decision to test will be made as soon as possible after the event is identified, and not the next day. Specimens for testing will be collected as soon as possible after the decision to test is made. However, attempts to collect specimens for alcohol testing will cease 8 hours after the employee has been requested to submit for a test, and at 32 hours for drug testing. The supervisor will document why collection could not take place within these timeframes.

## **12. Laboratory Analysis of Urine**

- All specimens for drug testing will be analyzed by a fully qualified and accredited laboratory first carrying out an initial screening test performed by immunoassay technology, and then, if the immunoassay test is non-negative, a confirmation analysis performed by gas chromatography/mass spectrometry (GC/MS). The following are the cut-off levels for each drug tested.

Drug Class	Initial Test Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Marijuana	50	15
Cocaine	150	100
Opiates	2,000	
Morphine		2,000
Codeine		2,000
Oxycodone	100	100
6-acetylmorphine	10	10
Phencyclidine (PCP)	25	25
Amphetamines		
Amphetamine	500	250
Methamphetamine		250
MDMA (ecstasy)	500	250
MDA		250
MDEA		250

\* A ng/ml means nanograms per millilitre. A nanogram is one billionth of a gram.

A millilitre is one thousandth of a litre.

- In the case of both urine and oral fluid, a laboratory confirmed positive drug test is one in which the amount of drug or drug metabolite in the specimen identified by the confirmation test is at or exceeds the established cutoff levels for the program. The levels in the chart represent levels at or above which the specimen will be reported as positive by the laboratory to the Medical Review Officer for further assessment.

### 13. Laboratory Analysis of Oral Fluid

Drug Class	Initial Test Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Marijuana	4	2
Cocaine	20	8
Opiates	40	
Morphine		40
Codeine		40
Oxycodone	40	40
6-acetylmorphine	--	4
Phencyclidine (PCP)	10	10
Amphetamines	50	
Amphetamine		50
Methamphetamine		50
MDMA (ecstasy)		50
MDA		50
MDEA		50

\* A ng/ml means nanograms per millilitre. A nanogram is one billionth of a gram.

A millilitre is one thousandth of a litre.

### 14. Medical Review of Laboratory Results

Laboratory confirmed positive drug test results will be reviewed by a qualified Medical Review Officer (MRO) who will endeavour to discuss the result with the employee to determine whether a positive test could have resulted from the legitimate use of medications. The individual concerned will be given an opportunity to explain the finding to the MRO who will then determine whether the result will be reported to the Program Administrator as a negative, or a verified positive, cancelled, or a refusal to test (due to a tampered or substituted specimen result).

- If a urine specimen is reported as dilute and negative, the employee will be required to provide an additional specimen for testing as soon as possible.
- If a urine specimen is reported as cancelled because the specimen is invalid, the employee will be required to provide an additional specimen for testing as soon as possible with escort and no provision of fluids.

- If the drug test result is verified as positive, or identified as tampered or substituted, the person who has been tested may request the MRO to require the split of their specimen to be tested (Bottle B) within seventy-two (72) hours of receiving their results, or a retest of the sample if split sample testing was not conducted. Such testing/analysis shall be conducted using GC/MS confirmation technology only, and shall only be used to verify the presence of the substance confirmed positive on the first specimen testing event (cut-offs do not apply). If the employee requests analysis at another certified laboratory, those arrangements will be made.
- If a second confirmed positive test is reported, the person who requested the second analysis is responsible for reimbursing the City for the associated costs, including additional costs associated with transfer of the sample to another laboratory should that have been requested.

For the purpose of this section, retest means a reanalysis of the original sample as described within this paragraph above and does not mean the employee will provide a new specimen under a new testing event.

## **15. Contact with the Employee**

In the case of a sample forwarded to the lab for analysis (whether non-negative POCT or any split sample forwarded to the lab for analysis), the employee will provide a phone number where they can be reached if the MRO needs to make contact. On receipt of a positive result from the laboratory, the MRO will attempt to make contact with the donor employee. If they are unable to reach the donor employee, the MRO will contact the Program Administrator who will contact the employee and advise them to return the call as soon as possible.

The program requires contact within 24 hours, and the PA will monitor and confirm with the MRO/TPA that the donor did in fact call in. If they have not made contact, the MRO will report the lab result to the Program Administrator as a "non-contact positive".

If the donor can provide a reasonable explanation why contact could not be made, and the PA accepts the reason, the file can be reopened, and the donor will have a further opportunity to talk to the MRO about their result.

## **16. Reporting of Results**

All test results will be reported directly to the City of Mount Pearl's Program Administrator or designate who will initiate the appropriate next steps.

Except for the release of information in accordance with the City of Mount Pearl Policy and in situations affecting the health and safety of workers and the public, results of all testing will be maintained by the Program Administrator and will be kept confidential unless otherwise required by law or authorized by order of a tribunal or court.

Any positive alcohol test result or a verified positive drug test result will be considered a violation of the Alcohol and Drug Policy, whether or not the drugs or alcoholic beverage were consumed on City business or premises.

Refusal to test is a violation of the Policy. This would include:

- failure of an employee to report directly for a test, refusal to submit to a test,
- failure to provide a valid specimen absent a documented medical condition,
- a confirmed attempt to tamper with a test sample,
- refusal to agree to disclosure of a test result to the City Program Administrator,
- attempting to avoid a test by failing to report involvement in an incident which may require testing or by avoiding management following involvement in an incident,
- failure to report release from hospital if testing is delayed for medical reasons,
- failing or refusing to attend a medical evaluation where required under the Policy,
- any attempt to disrupt the testing process as described in the Policy.

## 17. Next Steps

In a Reasonable Cause test situation, the person will be held out of work until the final test results are received and the investigation is completed. In a Post Incident test situation, if both tests are negative at the collection site, the employee can return to work if cleared by Management and medically capable. In addition:

- in a reasonable cause situation, the employee must be provided with transportation to their local residence or by another responsible adult – they do not go back to work even if the results are negative at the collection site;
- in a post incident, situation, if either test is not negative, transportation should be arranged to their local residence or by another responsible adult;
- in a return to work or follow-up testing situation, if the breath test is not negative, the City must be notified and transportation should be arranged to their local residence or by another responsible adult.

In a return to work situation (post violation/post treatment), the person should not resume duties until the negative test results are known. In a follow-up testing situation (unannounced during the work day) if the breath test is negative and there is no reason to believe the person may be under the influence of drugs at the time of testing, they can return to work.

## APPENDIX C

### Guidelines on Medications

All Employees are expected to manage potential impairment during working hours due to the legitimate use of medications. The following drug categories have been associated with performance impairment and are provided as a guideline to Employees in assessing their own situation. The list is not exhaustive. There are numerous other over-the-counter and prescription drugs which when taken may impact negatively on overall safe performance.

Employees are expected to consult with their personal physician and/or pharmacist to determine if use of the medication shall have any potential negative impact on job performance. If advised the medication they are using shall affect their ability to perform safely, the Employee is expected to advise their supervisor of any need for modified work.

In this situation, a medical work modification may be issued, and the Employee may be assigned to alternate duties if available and at the discretion of the City. The City reserves the right to confirm the nature and duration of any required work modification with the treating physician and/or an independent occupational health physician without any breach of medical confidentiality or privacy laws.

1. **Antihistamines** - are widely prescribed for hay fever and other allergies (e.g., Allegra, Dimetane) they are also found in many cold medications. These medications may cause drowsiness.
2. **Motion Sickness Drugs** - are used to prevent motion sickness and nausea (e.g., Gravol, Antivert) side effects may include drowsiness.
3. **Barbiturates, Sedatives, Hypnotics, Tranquilizers, Antidepressants** - (e.g., Ativan, Imovane, Paxil) potential side effects may include mild sedation, hypnotic state, dizziness or drowsiness).
4. **Narcotics** - (e.g., Demerol, Codeine, OxyContin and Percocet) Codeine is often found in combination drugs such as 222s or 292s or Tylenol 1,2,3s. Drowsiness, dizziness, and light-headedness may be side effects.
5. **Stimulants** - Medication used for central nervous system stimulation and for appetite suppression can produce sensations of well-being which may have an adverse effect on judgment, mood and behaviour (e.g., amphetamines or medications sold as "diet pills").
6. **Anticonvulsants** - are used to control epileptic seizures and can cause drowsiness in some patients (e.g., Dilantin).
7. **Muscle Relaxants** - are used to treat musculoskeletal pain. Most common side effects are sedation and drowsiness (e.g., Flexeril, Robaxinal).
8. **Cold Tablets/Cough Elixirs** - in particular, nighttime remedies can cause drowsiness (e.g., Sinutab, Contac, Triaminic, Tussionex and preparations containing dextromethorphan (DM) or codeine).



- 9. Medical Marijuana** - Marijuana for Medical Purposes Regulations allow physicians to prescribe use of marijuana for treatment purposes. Typically, adverse effects of medical cannabis use are tiredness, dizziness, cardiovascular and psychoactive effects. Tolerance to these effects develops over a period of days or weeks. The amount of cannabis normally used for medicinal purposes is not believed to cause any permanent cognitive impairment in adults, though long-term treatment in adolescents should be weighed carefully as they are more susceptible to these impairments. Withdrawal symptoms are rarely a problem with controlled medical administration of cannabinoids. The ability to drive vehicle or operating machinery may be impaired.
- 10. Methadone Treatment** - Methadone is an opioid medication. An opioid is sometimes called a narcotic. Methadone reduces withdrawal symptoms in people addicted to heroin or other narcotic drugs without causing the "high" associated with the drug addiction. Methadone is used as a pain reliever and as part of drug addiction detoxification and maintenance programs. Dangerous side effects or death can occur when alcohol is combined with methadone. Check food and medicine labels to be sure these products do not contain alcohol. Methadone may impair your thinking or reactions. Avoid driving or operating machinery until you know how this medicine will affect you. Dizziness or severe drowsiness can cause falls or other accidents.
- 11. Suboxone Treatment** - Suboxone is used to treat narcotic (opiate) addiction. It is not for use as a pain medication. Suboxone contains a combination of buprenorphine and naloxone. Buprenorphine is an opioid medication. An opioid is sometimes called a narcotic. Naloxone blocks the effects of opioid medication, including pain relief or feelings of well-being that can lead to opioid abuse. Suboxone may be habit-forming, even at regular doses. Take this medicine exactly as prescribed by your doctor. Never share the medicine with another person. Misuse of narcotic pain medication can cause addiction, overdose, or death, especially in a person using the medicine without a prescription. Do not drink alcohol. Dangerous side effects or death can occur when alcohol is combined with Suboxone. Check your food and medicine labels to be sure these products do not contain alcohol. This medication may impair your thinking or reactions. Avoid driving or operating machinery until you know how this medicine will affect you. Dizziness or severe drowsiness can cause falls or other accidents.

## **APPENDIX D**

### **Provision of Alcohol for City Social and Business Hosting Event - Social Situations**

In the case of any City social event, appropriate regard will be taken for the safety and well-being of the individuals present and the community. Responsible alcohol use is permitted at City sponsored social functions which must have the prior approval of senior management and will be conducted in accordance with the City's hosting guidelines. Anyone who attends and consumes alcohol must not be returning to or going to work after the event or driving a City vehicle.

Consistent with the above, if alcohol is made available to guests in the course of conducting business (e.g. restaurant meeting), employees are expected to use judgment and be responsible in hosting others.

The City of Mount Pearl promotes the health and safety of all attendees at events held on City premises in accordance with the Safety Event Procedure and Plan. The following guidelines will be adhered to for Council, Employees and City sponsored events, on City premises, where alcohol is provided and a Special Event License is required:

1. Trained servers who have completed the 'Responsible Alcohol Servers' program will work at each event.
2. Events involving alcohol shall ensure that food and water is available.
3. Each event will have a designated "host/hostess" who has knowledge and understanding of the Liquor Control Act and regulations, and (with assistance from others) will be responsible to:
  - a. ensure events involving alcohol must have the prior written approval of the Chief Administrator Officer;
  - b. establish the general tone of the event;
  - c. be present throughout the event, or ensure a designate is on site;
  - d. ensure serving areas are attended at all times;
  - e. ensure alcohol is not served to individuals who are underage, or appear to be intoxicated;
  - f. contact the Royal Newfoundland Constabulary if an incident occurs or an attendee disregards advice and attempts to drive in an intoxicated state; and
  - g. exercise due care and training when serving alcohol.
4. In all situations, events will be managed in a way that avoids the potential for accidents, including identifying and eliminating potentially harmful situations.
5. Any hosting situation that results in inappropriate behaviour or risk to health and safety of attendees or the community will result in a review of these guidelines and active steps to ensure the problems do not occur again.

If alcohol is made available to guests in conducting business (e.g., client lunch or dinner, conference/seminar situation), City Employees and Council are expected to use sound judgment and be responsible in hosting others.

## APPENDIX E

### Alcohol and Drug Policy Expectations for Contractors

#### 1.0 PURPOSE

The City (herein known as the Employer) is committed to ensuring a safe and productive workplace. The use of illicit drugs or other mood-altering substances, and the inappropriate use of alcohol and medications can have serious adverse effects on job performance and can be a threat to the safety and well-being of employees, contractors and members of the public. The City's Alcohol and Drug Policy outlines the requirements and expectations associated with alcohol and other drug use and it is an important element in our commitment of achieving a safe and healthy work environment.

#### 2.0 POLICY STANDARDS

Contractors (including their employees, sub-contractors and agents) performing work with the City will be advised of this Policy as part of the Contractor Occupational Health and Safety Orientation and are expected to comply with the Policy standards in order to minimize the risk of unsafe and unsatisfactory performance due to the misuse of alcohol or drugs. While Contractors are encouraged to implement an Alcohol and Drug Policy of their own which meets or exceeds these requirements, having their own Policy is not obligatory.

#### 3.0 RESPONSIBILITIES

i) **Contractors** while working for or on behalf of the City of Mount Pearl are expected to:

- advise their representatives of the requirements of this Policy
- ensure that their representatives remain free from any adverse performance effects of alcohol or drugs in compliance with the Policy when working on City business, premises and worksites, including when operating vehicles and equipment in conjunction with City of Mount Pearl work.

ii) **Contract Workers** are expected to:

- report fit for duty, and to remain fit throughout their work day or shift,
- adhere to the fitness for duty standards,
- maintain a valid driver's license if it is a condition of work and report any loss of license immediately to their supervisor or to the City supervisor guiding their work (no later than 24 hours after losing the license),
- conduct themselves in an appropriate manner while on City business, premises, and worksites; and
- co-operate with an investigation into a Policy violation including any testing requirements if unexpected circumstances.

If unexpected circumstances arise where a contract worker is requested to perform services while under the influence of alcohol or drugs that could impact safe operations, it is the responsibility of that individual to inform the Contractor or a City representative that they cannot accept that assignment.

#### **4.0 INVESTIGATION**

The City reserves the right to investigate or require a Contractor to investigate any situation where there are reasonable grounds to believe that contract workers are at work in an unfit condition or if alcohol, drugs or drug paraphernalia are present on City premises/work sites. Such investigations may be undertaken in cooperation with law enforcement agencies.

#### **5.0 CONSEQUENCES OF A VIOLATION**

Any contravention of this Policy will be considered a breach of the contract and may result in triggering penalty clauses under the contract, or suspension or termination of the contract.