

Title: Drug, Alcohol, and Cannabis Use

Resolution: 309-2014, 2018-0267

Special Notes/Cross Reference:

Revised:

Oct 22, 2018

Next Review Date:

POLICY STATEMENT: The Town of Westlock is committed to the health and safety of its employees and the members of the public. The Town of Westlock recognizes and accepts the responsibility to provide its employees with a safe, healthy and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. The use of illegal drugs, improper use of prescription medication and the use of alcohol and cannabis can have serious adverse effects on the safety of the workplace and the public at large.

PURPOSE : To establish the Town of Westlock expectations for appropriate behavior, the consequences for non-compliance and to provide consistent guidelines for all employees.

GUIDELINES / PROCEDURES / RESPONSIBILITIES

DEFINITIONS

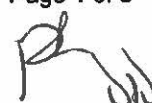
"Under the influence" of drugs, including prescription drugs, alcohol, cannabis, or any controlled substance for the purpose of this policy is defined as the use of one or more of these substances to an extent that an employee is:

- Unable to perform in a productive manner;
- In a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, or the property of the Town of Westlock or any member of the public;
- Displaying signs or symptoms of substance abuse such as smell of alcohol or cannabis on breath or clothing, slurred speech, and atypical behavior.

TREATMENT AND ACCOMMODATION

Any employee suffering from a drug or alcohol addiction is strongly encouraged to disclose the addiction to the CAO or Department Head. The Town of Westlock recognizes its responsibility to assist and accommodate employees suffering from an illness/addiction due to alcohol or drugs to the extent reasonably possible without suffering undue hardship.

Further, employees who are concerned that a fellow employee may be suffering from a drug or alcohol addiction are strongly encouraged to report their concerns to the CAO or Department Head.



DRUGS, ALCOHOL, AND CANNABIS

While on the Town of Westlock premises and/or while conducting Town of Westlock related activities off its premises, no employee may use, possess, distribute, sell or be under the influence of illegal drugs, alcohol, or cannabis. This includes meal periods and scheduled breaks.

The legal use of prescribed drugs is permitted at work only if it does not impair the employee's ability to perform their work effectively and in a safe manner. Employees are required to disclose to the Department Head the use of prescription drugs, which may affect their work performance or the safe execution of their duties. The Employer is committed to accommodating an employee's necessary use of prescription drugs to the extent reasonably possible without suffering undue hardship.

- (a) No employee shall consume drugs, alcohol or cannabis while in charge of any Town of Westlock vehicle or equipment.
- (b) No employee shall be under the influence of drugs, alcohol, or cannabis during their regular working hours, including meal periods, scheduled breaks, or while assigned on-call.
- (c) If an employee is called back after regular working hours to perform work related duties and has been consuming alcohol or using drugs or cannabis, it is the employees responsibility to:
 - Notify an authorized person of the circumstances immediately;
 - Under no circumstances shall an employee operate a motor vehicle while under the influence of alcohol, drugs or cannabis; and
 - Obtain assistance from a responsible employee, not under the influence of alcohol, drugs or cannabis to perform the required task.

REASONABLE CAUSE TESTING

- (a) The Town of Westlock reserves the right to conduct testing for the presence of alcohol, drugs, or cannabis when it has reasonable cause to believe that the actions, appearance or conduct of an employee while on duty is indicative of the use of drugs, alcohol, or cannabis.
- (b) The basis for the decision to test will be documented as soon as possible after the action has taken place. The referral for the test will be based on specific, personal observations resulting from, but not limited to:
 - Observed use or evidence of use of drugs, alcohol, or cannabis (e.g. smell of alcohol or cannabis);
 - Erratic or atypical behaviour of the employee;
 - Changes in physical appearance of the employee;
 - Changes in behaviour of the employee;
 - Changes in speech patterns of the employee.
- (c) In all situations where the Town of Westlock believes an employee is unfit to be at the workplace, a responsible escort will be used to escort the employee home.
- (d) Where reasonably possible, such tests shall be conducted respectfully and, in a manner, to minimize the intrusive nature of the tests.



(e) For testing contact Dynacare Kasper Medical Labs at 200-10150-102 Street, Edmonton. Tel: 780-451-3702 or www.dkml.com.

DISCIPLINE RELATING TO DRUGS, ALCOHOL AND CANNABIS

- (a) The Town of Westlock views the rules contained in this policy to be of the utmost importance. Any deviation from the above terms will result in disciplinary action that may include immediate dismissal. All employees will be handed a copy of this policy as notification that any resulting dismissal will be considered as "dismissal with cause" and not subject to notice or remuneration in lieu.
- (b) Any employee suffering from a drug, alcohol, or cannabis addiction is strongly encouraged to disclose the addiction to their supervisor. The Town of Westlock recognizes its responsibility to assist and accommodate employees suffering from an illness/addiction due to drugs, alcohol or cannabis. However, if an employee neglects or refuses to disclose such a condition to the Town of Westlock, the Town of Westlock will be forced to deal with breaches of this policy assuming that the employee is not suffering from an addiction or illness related to drugs, alcohol or cannabis but has simply disregarded the policy, in which case immediate and strict disciplinary action will be taken.
- (c) Seeking voluntary assistance for drug, alcohol, or cannabis addiction will not jeopardize an employee's employment with the Employer, so long as the employee continues to co-operate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a return to work within the reasonably foreseeable future.
- (d) Employees suffering from drugs, alcohol or cannabis addiction/illness, who fail to co-operate with assistance or treatment programs and/or engage in repeated infractions of this policy, will be subject to the normal disciplinary sanctions, including immediate termination for just cause.



Mayor Ralph Leriger



CAO Dwight Dibben