

## **POLICY GBEB– Employee Use of Prescription and Non-Prescription Drugs That Cause Impairment**

**PWPSD recognizes that employees have a right to use a prescription or non-prescription drug for its intended purpose and in the manner directed by the employee’s physician, pharmacist or healthcare provider. PWPSD expects the use of the prescription or non-prescription drug will not adversely affect the employee's ability to safely perform their duties and that the employee takes reasonable care to protect their own health and safety and the health and safety of other individuals. In addition, PWPSD is committed to protect confidentiality.**

### **PURPOSE**

To provide guidelines and procedures around the use of prescription and non-prescription drugs that cause impairment by employees.

### **DEFINITIONS**

#### **Health Care Provider**

“Health provider” means a member of a body that regulates a health profession or health discipline pursuant to an enactment, and includes any other person designated in the regulations as a health provider; (*Alberta Health Act*).

#### **Safety-Sensitive Position**

A safety-sensitive position is one in which incapacity due to drug or alcohol impairment could result in direct and significant risk of injury to the employee, others or the environment. Whether a job can be categorized as safety-sensitive must be considered within the context of the industry, the particular workplace, and an employee’s direct involvement in a high-risk operation. Within PWPSD, safety-sensitive jobs include:

- adults supervising students
- employees driving students or staff
- employees operating power tools or equipment

Any definition must take into account the role of properly trained supervisors and the checks and balances present in the workplace.

### **GUIDELINES & PROCEDURES**

1. Self-Reporting Requirement and Safety Sensitive Positions
  - a) If an employee is in a safety-sensitive position and uses any substance at any time that can cause any impairment while working, then the employee shall report that use to their supervisor before the employee begins work to determine if any accommodation is required. The Division shall not discipline the employee for the fact alone that the employee advised the Division that he or she uses a substance that can cause impairment.
  - b) An employee who is undergoing prescribed medical treatment with drugs that could impair their performance, must report this treatment immediately to their supervisor to determine if any immediate accommodation is required. The

- employee will also be required to contact the Director of Human Resources. Failure to report may result in disciplinary action up to and including termination.
- c) If the employee works in a safety-sensitive area, the Director of HR may request confirmation from the employee's health care provider that the employee can safely carry out their duties while under the influence of the drug (Exhibit 1).
  - d) In the event the employee cannot safely complete their duties, the supervisor will work with the employee and the Director of Human Resources to identify possible alternative duties.
  - e) If an employee is under the influence of alcohol or drugs and is contacted by the Division to perform unscheduled services, the employee must decline the work request. There will not be any adverse consequences to the employee.
2. Accommodation
- a) The Director of HR, along with the employee's direct supervisor and the employee are expected to:
    - i) identify necessary accommodations for the employee. This may include:
      - (1) a private area or an area away from PWPSD grounds, staff and students where an individual can consume their prescription;
      - (2) modified duties;
      - (3) modified work schedule;
      - (4) leave of absence.
  - b) The Board recognizes alcoholism and other drug abuses as a treatable health problem covered under regular sickness benefits. Employees affected are expected to seek treatment as they would for any other illness which impairs performance of their work. If the employee fails to respond to treatment, and as a result their work performance deteriorates, the Board may terminate their employment.

## **REFERENCES**

### **Cross References:**

[\*Exhibit 1 – Medical Document Form\*](#)  
*Policy GGG – Personnel Policy*  
*Policy GBKB – Employee Inappropriate Substance Use*

### **Legal References:**

[National Safety Code](#)

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