



SUBSTANCE ABUSE POLICY

It has long been recognized that the use or abuse of drugs, alcohol, medications and other substances can significantly impair a person's ability to work in a safe manner. It is therefore the intent of this policy to identify acceptable safe job performance and outline our position on the use and/or possession of illegal drugs, alcohol, medications and other substances that impair one's performance while at work.

We will not randomly test for drugs and/or alcohol but advise you that the use and/or possession of these substances while at work or prior to your reporting for work or being unfit for work due to the use of these substances, is a major breach of the company's policy and is ground for immediate dismissal.

The company will not condone the following behavior by its employees:

- Use or consumption of any form of alcohol at work at any time.
- Sale, purchase, transfers, offering a drug on company property or at a site where the company is engaged.
- Arrival at or being at work under the influence of alcohol or drugs.

This policy is designed to ensure the safety of you and your fellow workers. Although this may seem intrusive to some, it is our moral and legislated responsibility to ensure your safety, and we take this responsibility very seriously when dealing with bona fide safety concerns involving substance abuse.

Definitions:

Drugs

- Illegal, prescription and non-prescription

Illegal drugs are those, which if you were found in possession of, would violate the Criminal Code of Canada. These are classified in the following categories; Amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone,

methaqualone, opiates, phencyclidine or propoxyphene. Possession and/or use of any of these substances are considered ground for immediate dismissal.

Amphetamines and Amphetamine Related Drugs

- Are central nervous system stimulants whose actions resemble those of adrenaline, one of the body's natural hormones. (*i.e. speed, bennies and uppers*).

Antidepressants

- The sedative effect of some antidepressants can impair vigilance, significantly decrease reaction time, and seriously affect a person's ability to handle any motorized vehicle or equipment (*i.e. Elavil, Tofranil, Sinequan*).

Barbiturates

- Are powerful depressants that slow down the central nervous system and affect the ability to make decisions and think clearly. Alcohol is the most prominent member. (*i.e. downers or barbs*).

Benzodiazepines

- Are medications that are frequently prescribed for the symptomatic treatment of anxiety and sleep disorders (*i.e. valium, Ativan, and Xanax*).

Cannabis

- Alters mood and perception, impairs concentration, short term memory, logical thinking and the ability to safely perform such complex tasks as operating a motor vehicle. A hallucinogen. (*i.e. marijuana, hashish, hashish oil*).

Cocaine

- A powerful central nervous system stimulant that heightens alertness, inhibits appetite and the need for sleep.

LSD

- (*Lysergic Acid Diethylamide*) is the most powerful known hallucinogen. A drug that radically changes a person's mental state by distorting the perception of reality to the point where, at high doses, hallucinations occur (*commonly called "acid"*).

Narcotics

- Relieve pain and induce sleep (*i.e. heroin, morphine, codeine, and synthetic drugs such as demurral and methadone*).

Prescription Drugs

Are those prescribed by a doctor. The misuse of these drugs can involve taking:

- i. Amounts that exceed the prescribed amount.
- ii. The medication improperly (*i.e. with alcohol*).
- iii. Other person(s) medication.
- iv. Medication for reasons other than for the intended purpose.
- v. Non-prescription drugs and other substance items such as; intentional inhalation of gasoline, solvents, paint thinners, adhesives, aerosols, etc. for the purpose of creating a psychoactive effect (*to get high*).

Policy Violations

General:

Any of the above misuses will be grounds for immediate dismissal. If taking prescription medication, it may be in your best interest to inform your supervisor. This way, we can provide your doctor with MSDS for the substances that you use, or if an injury occurs, inform the medical treatment facility of what you are using.

If your immediate supervisor has a reason to believe that you are under the influence of drugs and/or alcohol, or you are in an unfit state to perform your work assignments in a safe manner, you will be asked to stop working immediately and may be required to submit to a drug and alcohol test prior to your return to work. Any actions will be discussed with the person violating the policy, the supervisor, a member of the senior management, if the worker is represented by a trade union, a representative of the union, prior to deciding a course of action. If the worker is represented by a trade union, a representative of the union will be invited to attend

this process. Any test must be conducted as soon as possible after the alleged violation.

If a drug and/or alcohol test confirms the presence of any illegal drugs, your employment will be terminated immediately. If the test shows a blood alcohol level that exceeds 0.4% (40 mg/dl) your services will be terminated immediately. Any other substances uncovered by the test, which exceeded accepted levels, will result in further medical inquiries. Re-employment with our firm will depend on a person's ability to demonstrate that they can comply with this policy.

Any person who requests professional assistance for a problem with drugs, alcohol, medications or substance abuse will be directed to a facility that specializes in the problem area. Educational programs are available from a variety of sources including the Addiction Research Foundation (416) 595-6000 and the Infrastructure Health & Safety Association (905) 674-2726

Our primary medical service provider is;

McMaster University Health Sciences

McMaster Family Practice
690 Main Street West
Hamilton, ON L8S 1A4

Telephone: (905) 525-9140

Non-prescription Drug Control Policy Statement

The drug control policy applies to all employees. We, as your employer, will not condone the following behavior by any employee:

- Use of illicit drugs.
- Abuse of legal or prescription drugs.
- Sale, purchase, transfer, offering, use or possession of illicit drugs or drugs obtained illegally.
- Arrival at or being at work under the influence of illicit drugs or alcohol.
- Off the job drug use which may affect future work performance (*an employee who is convicted or pleads guilty because of off the job drug or alcohol related activities, may be in violation of this policy*).

Drugs

Any drug that changes your mood or the way you see and feel about the world around you will affect your ability to perform your job. Some drugs that your doctor may prescribe for you and some over-the-counter drugs can also impair your work performance. Here are some points to remember:

- If you use prescription medicines or get allergy shots, ask your doctor about side effects such as dizziness, blurred vision, nausea or drowsiness that could affect your work performance.
- Read the information on the package of any over-the-counter medicines you take. Any stimulant, diet pill, tranquilizer or sedative may affect your work performance. Even allergies and cold remedies may have ingredients that could affect your performance.
- Drugs and alcohol together can have dangerous effects, even several days after you have taken the drug. Do not take a chance. Ask your doctor or pharmacist.

Drugs and the Law

Amphetamines and Barbiturates are controlled drugs under Schedule G of Canada's Food & Drug Act and are legally available only on prescription. Anyone convicted of trafficking these drugs or possessing them for the purpose of trafficking is guilty of an offence that, if tried by indictment, carries a maximum penalty of 10 years imprisonment. Benzodiazepines are prescription drugs that are legally available to the public only through a physicians' prescription. Cannabis and Cocaine are governed by Canada's Narcotic Control Act. A first offence for possession carries a maximum penalty of a \$1000 fine and 6 months imprisonment. Importing, exporting, trafficking, and possession for the purpose of trafficking are all indictable offences and carry a maximum penalty of life imprisonment. LSD is classified as a restricted drug under Schedule H of Canada's Food and Drug Act. It is illegal for anyone but the police to be in possession of the drug. The first offender charged with possession faces a maximum penalty of \$1000 and 6 months' imprisonment.

We reserve the right, as permitted by the current Human Rights Act or any provincial legislation, to have a company physician determine if a prescription drug or medication produces hazardous effects and to take the steps necessary for the protection of the user, co-workers and the public. The company also reserves the right to collect and administer drug tests of those working in a safety sensitive area,

after an accident, upon offer of employment/contract, or when management is informed of a problem in a particular area.

Alcohol

Alcohol – The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

This refers to beverages regulated by the Liquor Control Boards legislation and includes beer, wine and spirits. Other products such as mouthwash, cough syrups, etc., may also contain alcohol base, and caution should be used when taking any medication in combination with these other products. Alcohol adversely affects coordination and judgement, and inappropriate use will jeopardize the health and safety of the user, co-worker and the public, particularly if the user is involved in safety sensitive operations or equipment. Alcohol is a drug, a “depressant” that can impair your ability to think, make decisions and perform tasks.

Alcohol and the Law

The federal criminal law sets out a range of drinking and driving offences. It is illegal, for example, to operate a motor vehicle (*car, forklift, truck, hydraulic access lift, etc.*), boat, or aircraft while impaired by alcohol or other drugs. The manner, in which one drives, slurred speech or physical incoordination, and the smell of alcohol, may all be used as evidence of a person’s impairment. If you kill or injure someone because of impaired driving, you can be charged with the more serious crime of impaired driving causing death or bodily harm. It is a criminal offence to drive with a blood alcohol concentration above 0.08% (*which means with more than 80mg of alcohol in each 100ml of blood in your bloodstream*). The penalties for violating any of these federal drinking and driving laws can be severe. Any person who drives a vehicle in Ontario with a blood alcohol concentration of 0.08% or more can be arrested, fined and lose their license for up to one year. Clearly, the statement being made is that impaired driving is socially and economically unacceptable. Not only that, but it is also criminal behavior.

It is the amount of alcohol that you consume, not the type of drink that affects you. A standard drink is defined as 12oz/341ml of regular strength beer or 5oz/142ml of wine or 1.5oz/42.6ml of liquor. The amounts of alcohol in each of these beverages all have about the same content as pure alcohol.

Employer Responsibilities

We, as our employer, have legal duties and responsibilities to; take every reasonable precaution in the circumstances for the protection of a worker. We are obligated to ensure that alcohol abuse in any way connected with work does not occur.

The employer will review this policy on a regular basis and implement changes as necessary.

Supervisor Responsibilities

The supervisor should advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware and takes every precaution reasonably in the circumstances for the protection of a worker.

Reason to Believe

All reasons to believe will be investigated as per our policy above to determine the causation. Can include but is not limited to:

1. Visual confirmation by one or more witnesses that drugs and/or alcohol are being used contrary to this policy.
2. The discovery of drugs, alcohol, drug paraphernalia or non-prescribed drugs in an area that can be associated with an individual(s).
3. Character of personality changes observed by one or more witnesses such as slurred speech, balance problems, the smell of alcohol on someone's breath, extreme drowsiness, incoherent responses to questions, the arrest and conviction of a person for drug or alcohol related offences while on company premises, disruptive behavior or horseplay.
4. Failure to observe safe work practices on a repeated basis.

Removal from Site

Our supervisors and management have the responsibility to safely remove from the job site anyone they reasonably suspect is under the influence of alcohol or drugs, and to start disciplinary procedures against that worker. Failure to do so by any supervisor could constitute a contravention of legal duties and may be subject to persecution.

The supervisor will take reasonable precautions to ensure those removed are done so in such a manner.

1. Call and pay for a taxi.
2. Ensure the worker does not pose a risk to himself or herself or the public after they leave the worksite.
3. Including calling the police if the effected person attempts to drive.

Employee Responsibilities

Employees are required to understand the intent of this policy and to work in accordance with the provision of this policy, i.e. every worker shall; use or operate any equipment, machine, device, and thing or work in a manner that will not endanger himself or any other worker.

Employees are required to report to their supervisors any misuse of prescription and illegal drugs.

Employees are required to report to their supervisors any condition that may affect their job and safety performance and that may be attributed to use of any drugs including alcohol if they become aware of it.

Employees are required to report to their supervisor any worker or condition that they become aware of and that may be attributed to substance abuse by any worker and that may endanger himself or herself or that worker.

Employees are required to follow their supervisors' instructions when they are advised by their supervisors that they are under the influence of a substance.

Conclusion

The sole purpose of this policy is to protect the safety and well-being of all employees. Drug and alcohol abuse and misuse continue to be a cause of accidents in our industry. We recognize that we have no authority to tell you how to live your life while off work. We do, however, as stated, have a vest interest in this area while you are at work. We look forward to your input and co-operation in this matter.