



Drug and Alcohol Policy

Effective Date: March 01, 2019

Revised Date: March 20, 2023

CAO Signature:

Policy Statement

1. The City of Pitt Meadows will maintain a healthy and safe work environment by ensuring a workplace free from the adverse effects of drug and alcohol use.

Purpose

2. The purpose of this Policy is to promote the health, safety and well-being of all City of Pitt Meadows employees and the public.
3. The impact of impairment in the workplace from the use or after-effects of using drugs and alcohol is a serious occupational health and safety issue that poses a potential risk to the physical and mental health and safety of employees and the public. In keeping with its commitment to workplace safety, the City has established the following rules regarding drugs and alcohol for employees.

Scope

4. This Policy applies to all City employees, contractors and volunteers.
5. This Policy applies to use of any substance that may impair performance, safety at work or the ability to drive safely, including but not limited to:
 - (a) Drugs, whether legal or illegal;
 - (b) Alcohol;
 - (c) Prescription medications; and
 - (d) Over the counter medications.

Definitions

6. In this policy,
- (a) **Alcohol** means any alcoholic beverage including but not limited to beers, wines or liquors.
 - (b) **Drugs** means any substance (other than alcohol) which has the potential to compromise an individual's cognitive or motor skills including the categories outlined below:
 - (i) **Cannabis**: means cannabis lawfully obtained and lawfully used including cannabis products such as edibles, teas, oils and creams. This does not include cannabis authorized for medical purposes under the Cannabis Regulations and used in accordance with that authorization.
 - (ii) **Illicit Drug**: means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is illegal (e.g., street drugs such as cocaine and heroin), and including illegally obtained medication or prescription drugs.
 - (iii) **Medication**: refers to a drug obtained legally, either over-the-counter or by a prescription or authorization from a licensed medical practitioner. This includes cannabis authorized for medical purposes under the Cannabis Regulations and used in accordance with that authorization.
 - (c) **Fit for Duty** means a condition in which an employee's physical, physiological and psychological state enables them to continuously perform assigned tasks safely.
 - (d) **Impairment or the state of being impaired** means a physical or mental state which may affect the employee's ability to safely perform assigned work. An impaired employee is not fit for duty.
 - (e) **Safety-Sensitive** means a characteristic of work/duties in which an employee enters into situations or has control of processes or equipment that could pose a significant hazard to themselves, their co-workers and / or the general public in the event of error or oversight.
 - (f) **City-Sanctioned** event means any gathering hosted by the City or City department where the purpose is business or social and may include staff or volunteer appreciation, recognition or celebration.

Roles and Responsibilities

7. All City employees, volunteers and contractors are to familiarize themselves with this Policy and adhere to it. Specific responsibilities include:
- (a) Abstain from the use or consumption of any substance prior to or during working hours, including paid or unpaid breaks, and/or while holding a pager for the city that could impair their ability to safety and efficiently perform their duties.
 - (b) Any consumption preceding a work shift must be followed by sufficient time for any alcohol, drugs or substance consumed to be fully metabolized, and for the impairing effects of those substances to have fully resolved.
 - (c) Employees when on City business may use alcohol and cannabis responsibly and only as legally permissible: after work when on travel status, at the conclusion of a training event/seminar, when attending or hosting an event which involves alcohol and cannabis, or in other similar situations when appropriate, provided the employee is not also on duty, or on call; the formal business of the day has been fully completed, and alcohol and/or cannabis is not consumed to the point of impairment.
 - (d) Report to work fit for duty and remain fit for duty while on City business or on City worksites, and remain fit for duty while on-call;
 - (e) Perform the duties of the job in a safe manner without risk to coworkers, public or the environment; and without any limitations arising from substance use or the after-effects of substance use.
 - (f) Disclose a current alcohol or drug dependency problem if working in safety-sensitive position;
 - (g) Understand that the self-disclosure of an alcohol or drug dependency problem and the seeking of assistance for the problem do not eliminate the need to maintain satisfactory job performance and to be fit for duty while at work;
 - (h) Report use of medication that may affect the employee's ability to safely perform duties of the job before starting the shift;
 - (i) Seek counselling and accept the necessary treatment as prescribed for an emerging alcohol or drug dependency problem before the problem adversely impacts job performance or fit for duty;
 - (j) Fully comply with any recommended assessment or follow-up program as part of rehabilitation from alcohol or drug dependency;



- (k) Advise a supervisor or manager as soon as possible if they have reason to believe another person may not be fit for duty, may be impaired by the use, or after effects of using drugs or alcohol, including medication, or may otherwise be in violation of this Policy;
 - (l) Cooperate fully and honestly with any investigations related to this Policy; and
 - (m) Participate in any work modification related to safety concerns made pursuant to this Policy.
 - (n) Report in confidence to their manager or Director of any impaired driving charge or conviction prior to or immediately upon returning to work for those who are expected to operate City vehicles/equipment.
8. Management will:
- (a) Understand and communicate this Policy to all City employees;
 - (b) Implement as appropriate an education program regarding the effects of using or abusing drugs or alcohol;
 - (c) Train supervisors to recognize and address performance problems caused by drug or alcohol use;
 - (d) Ensure that impaired employees, including as a result of alcohol or drugs, are not permitted to continue to work, and do not remain at the workplace while impaired;
 - (e) Deal promptly with an actual or perceived alcohol or drug dependency in consultation with Human Resources;
 - (f) Make reasonable effort to ensure an employee arriving at the workplace and appearing to be impaired, including as a result of alcohol or drugs, returns home safely;
 - (g) Refer employees affected by substance (including alcohol or drugs) abuse for counselling and treatment in an appropriate manner;
 - (h) Monitor performance after an employee returns to work from drug and/or alcohol treatment, assisting the employee as necessary;
 - (i) Conduct reasonable alcohol and drug testing of employees in accordance with the procedures set out in this Policy;
 - (j) In so far as it is reasonable, and as required by law, protect the confidentiality and privacy of an employee taking steps to deal with an alcohol or drug dependency issue;



- (k) Will make all reasonable efforts to ensure attendees at a City sponsored function (where alcohol is served) return home safely; and
- (l) Comply with any applicable duty to accommodate under the Human Rights Code.

9. Supervisors will:

- (a) Attend training and awareness programs as directed by the City;
- (b) Ensure that all individuals under their direction and supervision understand this Policy and comply with its requirements;
- (c) Identify unsatisfactory or deteriorating level of work performance, discuss with employee, and if necessary together with Human Resources initiate corrective action;
- (d) Actively monitor employees for fitness for duty, including documenting evidence of drug or alcohol use and / or impairment;
- (e) Take immediate action to remove from work any employee appearing to be impaired; Impairment is to be judged by a supervisor on the behavior or performance of an employee that suggests consumption and/or impairment by alcohol or drugs;
- (f) Upon removing an employee from work in connection with impairment and/or use of alcohol or drugs, arrange to transport the employee home safely;
- (g) Guide workers who voluntarily seek assistance for alcohol or drugs related treatment to available resources in consultation with Human Resources; and
- (h) Take positive steps to inquire into and investigate any possible violation of this Policy in consultation with Human Resources.

Confidentiality

10. All medical information regarding an employee's drug or alcohol use, including alcohol and drug test results collected by the City of Pitt Meadows under this Policy will be handled in a confidential manner. Such information will only be used or disclosed to the extent necessary to address health and safety concerns or as required by law; or where the City determines that there is a serious risk to the health or safety of the employee or others.

11. Medical information about an employee's limitations and / or restrictions may be shared with those individuals who have a need to know the information for purposes of a return to work or other accommodation under the Human Rights Code.
12. Supervisors must submit any medical information they receive to Human Resources. All records and copies of such medical information will be stored away safely as appropriate.

Policy Violation

13. Except where expressly permitted or otherwise addressed in this Policy, the following are strictly prohibited while conducting City business, while in or operating a vehicle of the City or while on City premises:
 - (a) The consumption, possession, use, distribution, dispensation, sale or manufacture of alcohol or drugs other than medication; and
 - (b) Reporting for duty or being on duty when not fit for duty for any reason including while impaired by alcohol or drugs (including medication), or the after effects of using alcohol or drugs.
14. Designated on-call employees must be able to respond to an incident and must remain fit for duty while on call. If an employee, such as a non-designated on-call employee, is requested to perform unscheduled service or to respond to an incident while not fit for duty, that employee must decline.
15. **Medications:** Employees using prescribed or over the counter medications are expected to use such medications responsibly, and in accordance with the directions of their licensed medical practitioner. An employee performing safety-sensitive work must confirm through a licensed medical practitioner that the medication prescribed or authorized, will not negatively affect the safe performance of their duties. If the medication may negatively affect an employee's cognitive and/or motor skills, they must take appropriate steps including notifying their Supervisor or Human Resources, before starting work of any kind, of the need for a modified work assignment. Failing to do so is a violation of this Policy.
16. The City may then investigate whether and how the employee's medication use can be accommodated. The intentional misuse (e.g. using medication other than as prescribed or combining medication and alcohol against direction), sale or

distribution of medication is prohibited while conducting City business, while in or operating a vehicle of the City or while on City premises.

17. **Exemption for Possession of Sealed Alcohol:** Employees may possess sealed alcohol while on City premises provided the alcohol is stored in a secure location such as the trunk of a personal vehicle. All alcohol, including sealed alcohol, is prohibited at all times in City vehicles.

Policy Enforcement

Education and Training

18. The City is committed to informing employees of the risks associated with the use of alcohol and drugs and advising of available assistance to deal with an emerging or existing substance dependency. The City will provide supervisors with periodic training to assist supervisors in identifying an alcohol or drug problem.
19. The Director, Corporate Services shall be responsible for the communication, coordination and administration of the program and awareness training under this Policy.

Investigation

20. The City reserves the right to enquire into or investigate any situation in which there are reasonable grounds to believe any aspect of this Policy may have been violated.
21. Where the City has reasonable cause to believe that drugs or alcohol are present on City premises in violation of this Policy, it may conduct a search of all areas, property and equipment in which the City maintains control.
22. Searches involving an employee's personal property that is on City premises will be limited to circumstances in which the City has reasonable cause to believe that the employee is in possession of alcohol or drugs in contravention of this Policy. A written report describing the grounds for the search will be completed and made available to the affected employee and Union (if applicable).
23. Employee personal property that may be searched on City premises include but are not limited to, bags, backpacks, personal vehicles on City premises as well

as desks and lockers on City premises (i.e. an Employee may be required to empty his or her pockets as part of a search).

24. The City must balance its legitimate business interest against the employee's rights to privacy and the facts of each situation must establish adequate reasonable cause to justify any search of person or their personal property. Prior to conducting any such search of personal property, City representatives must carefully explore less invasive actions and must ensure reasonable steps are taken to ensure that affected employee(s) and Union (if applicable) are notified of the search and provided reasonable opportunity to be present. The City will conduct all searches in a systematic and non-discriminatory manner.
25. Refusal by an employee to permit access to such area, property or equipment to enable an inspection when requested by the City constitutes a violation of this Policy.

Alcohol and Drug Testing

26. The City of Pitt Meadows may undertake alcohol and drug testing of employees in the following circumstances, considered on a case by case basis having regard to the circumstances of the individual and the work assignment in question:
 - (a) Reasonable Cause Testing
 - (i) An employee may be required to undergo drug and alcohol testing where there is reasonable cause. "Reasonable Cause" will exist where there are reasonable grounds to believe that an employee is impaired, including based on observation of the employee's conduct or other indicators such as possession and/or scent of alcohol or drugs.
 - (ii) A supervisor or manager who has reasonable cause to believe that an employee is or may be unfit for duty because of the use of alcohol or drugs must contact the next level of management and / or Human Resources. Subsequently, the supervisor or manager must ask the employee to submit to an alcohol or drug test and explain to the employee why this request has been made.
 - (iii) A written report describing the employee's behavior and cause for testing will be completed. A copy of the report dated and signed



by the supervisor or manager will subsequently be made available to the employee.

(b) Post-Incident Testing

(i) The City may require an employee in a safety-sensitive position or performing a safety-sensitive task to undergo a drug and alcohol test as part of the investigation into a serious incident, including a near-miss. The purpose of the testing is to rule out impairment by drugs or alcohol as a contributing cause of the serious incident.

(ii) A "Serious Incident" is one that results in:

(1) a fatality;

(2) a serious personal injury to an employee, a member of the public or any other individual;

(3) an act of violence;

(4) an environmental incident with significant consequences;

(5) a significant loss or damage to property or equipment;

(6) a motor vehicle accident involving a City vehicle or rental vehicle paid for by the City, or a motor vehicle accident on City property; or

(7) a near miss such that had the event not been avoided, it could reasonably have resulted in a serious incident.

(iii) An employee who is involved in a serious incident must report that event to their Supervisor as soon as possible, and must remain available for testing. Employees must not consume any alcohol or drugs after the serious incident until testing is complete.

(c) Follow-Up Testing

(i) An employee who is returning to work following a leave of absence to seek treatment for alcohol or drug dependency or a substance use disorder may be required to enter into a return to work agreement regarding his or her continued employment, with the involvement of the Union where applicable. The terms of any such agreement will be determined on a case by case basis and may

include unannounced drug or alcohol testing among other requirements as determined by an expert with knowledge and clinical experience in the diagnosis and treatment of drug and alcohol related issues. Whether such testing will be required will depend on the particular circumstances including any recommendation(s) from substance abuse professional(s) involved.

(d) Return to Work Testing

- (i) The City may require an employee who has been, due to a breach of this Policy, removed from a City worksite, suspended, dismissed, or held out of service, to undergo drug and alcohol testing and to have a confirmed negative test result prior to returning to safety-sensitive work.
- (ii) The City will conduct alcohol and drug testing in accordance with recognized practices and standards.

27. The City has the right to change this Policy including with respect to the drugs tested, the cut-off levels, and the analysis procedures as new legal standards, methods, or technology in drug and alcohol testing warrant.

Failure to Comply with Policy

28. A violation of this Policy may be grounds for disciplinary action up to and including termination of employment for cause, depending on the particular circumstances. .
29. Some of the factors that will be considered include the nature of violation; the existence of prior violations; the response to prior treatment or corrective programs and the seriousness of the violation.
30. Policy violations by Contractors may be subject to termination of their contract.
31. Policy violations by contractors, volunteers and others not employed by the City of Pitt Meadows will be referred to the responsible organization, if applicable, and may be terminated from their voluntary assignment.
32. Employees who are in safety sensitive positions are additionally responsible for understanding that more significant consequences may result from their

contravention of this policy, as impaired performance creates more serious safety risks for themselves and others.

33. An employee in a Safety-Sensitive position with alcohol or drug dependency must be required to notify their supervisor or Human Resources immediately and, in any event, prior to violating this Policy or putting their safety and the safety of other employees, the public and the environment in jeopardy. The purpose of this requirement is to protect the health and safety of all employees in the workplace. When an employee discloses an alcohol or drug dependency disorder prior to breaching this Policy, the City will investigate whether and how the employee can be accommodated and the employee's fitness to work.
34. The City may at its discretion refer an employee who has violated this Policy for assessment by an appropriate substance use expert.

Assistance and Accommodation

35. An undiagnosed, untreated, and/or under-treated alcohol or drug dependency or substance use disorder presents an extraordinary level of safety risk in the workplace.
36. The City will make information on resources available to employees via a variety of means (such as pamphlets, posters and Policy discussions) to enable employees to access supports and services available to them and to self-refer.
37. Employees who believe they may have developed an alcohol or drug dependency or substance use disorder, are encouraged to seek assistance from their supervisor and/or from Human Resources. The Employee is also encouraged to seek confidential assistance through the City's EAP. The City will support the rehabilitation and safe return to work of employees who disclose they are experiencing difficulties with alcohol or substance use or dependency.
38. Individuals are encouraged to approach co-workers if alcohol or substance use or dependency is suspected, to express concern regarding their health and encourage them to seek assistance.
39. The City will make reasonable efforts to accommodate an employee with an alcohol or drug dependency or substance use disorder. Such efforts may include professional assessments, counselling, EAP referral, and supporting the employee to undertake a program of residential or other recommended treatment. Employees seeking accommodation for alcohol or drug dependency

or substance use disorder have a positive duty to facilitate the accommodation process.

40. Each situation is reviewed on a case-by-case basis.

City-Sanctioned Social Events

41. At all City-sanctioned social events, appropriate regard must be taken for the safety and well-being of all individuals present and the community. All of the rules and requirements set out in the Policy apply to City-sanctioned social events except as otherwise prescribed by this section.
- (a) The serving of alcohol at any City-sanctioned social event requires prior approval of the CAO. At any City-sanctioned social event where alcohol is served, there must be a designated host (supervisor or HR representative) with responsibility for meeting legal and regulatory requirements and managing the event in a way that avoids the potential for harm. This includes the identification and elimination of potentially harmful situations and ensuring appropriate controls are in place to minimize risk associated with the use of alcohol.
 - (b) The City's policies continue to apply during any City-sanctioned social events. Alcohol consumption is expected to be done responsibly and in moderation. Employees are responsible for their actions and conduct arising from the consumption of alcohol.
 - (c) Alternate safe transportation for employees who have consumed alcohol at City-sponsored events should be arranged in advance of any alcohol consumption by an individual. If assistance is needed at any time, an employee should speak with a supervisor or manager.
 - (d) An employee, who is no longer fit for duty following a social event, shall not report back to work until he or she is fit for duty.
42. The use, possession, distribution or offering for sale of drugs at City-sanctioned social events is strictly prohibited, except that employees may use medication as otherwise contemplated by this Policy.

Policy Review and Update

43. This Policy shall be reviewed periodically and modified where necessary to reflect the current circumstances and evolving needs.