

CORPORATE POLICY, STANDARDS and PROCEDURE

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<u>POLICY TITLE</u> ALCOHOL AND DRUG USE		<u>NUMBER</u> 02-716
<u>AUTHORIZATION</u> Vice President, Employee Experience	<u>DATE APPROVED</u> September 2007	<u>CURRENT VERSION DATE</u> October 2018

DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments / Changes
1.0	September 2007	Initial Policy
2.0	January 2014	Policy was Revised – Definitions were placed as an Appendix, a Table of Contents and a Decision Matrix were added.
3.0	March, 2017	Updated Decision Matrix added.
4.0	October, 2018	Updated to incorporate legalization of cannabis

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INTENT / PURPOSE

This Policy applies to all Fraser Health employees, physicians, volunteers, students, contractors and all others who carry out business for Fraser Health working in risk sensitive positions. An individual who self discloses a substance use disorder and is working in a non-risk sensitive job position, will be advised of this policy. Should this individual request assistance / support from Fraser Health, this policy will apply.

Fraser Health is committed to protecting patients/residents/clients, employees, physicians, volunteers, students and the public from the potential adverse effects of the inappropriate use of alcohol and drugs. Fraser Health and its employees have a responsibility to ensure the workplace remains free from adverse health effects.

Fraser Health believes that substance use disorder is a treatable disease and will promote self-awareness and voluntary referral for assistance to enable employees with substance use illnesses to get well. Fraser Health will support the rehabilitation and return to work of employees and physicians who are experiencing difficulties with substance use disorder.

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Fraser Health recognizes that prevention and early intervention improves the probability of lasting recovery. Fraser Health will provide education on early detection, intervention and rehabilitation initiatives.

POLICY

All individuals who are employed by or carry out business for Fraser Health are expected to report to perform their assigned duties safely and acceptably without any limitations due to the inappropriate use or after-effects of use of alcohol, cannabis, illegal drugs, medications or any other mood altering substances that may endanger their health and safety or that of any other person (WorkSafeBC Regulation, Part 4, 4.20(1) (2) (3)). Fraser Health will facilitate the removal from the premises of any individual it suspects is impaired by alcohol, a drug or other substance.

Fraser Health does not tolerate the use of alcohol, cannabis, illegal drugs and other mood altering substances or the misuse of medications by any individual engaged in Fraser Health business or working on Fraser Health premises. Fraser Health prohibits the possession, distribution, storage, offering or sale of illegal drugs, alcohol, cannabis, medications and mood altering substances by any individual engaged in Fraser Health business or working on Fraser Health premises.

Individuals who believe they have a developing alcohol and/or drug problem are expected to assume responsibility and seek assistance from their personal physician(s) and or appropriate community resources before their job performance is affected or violations of this policy and related guidelines occur (WorkSafeBC Regulation, Part 4; 4.19(1)). Fraser Health regular status employees may access the Employee & Family Assistance Program. Employees may also seek assistance from a Fraser Health Disability Management Client Partner (DMCP) within Workplace Health. Physicians may access the Physicians' Health Program (College of Physicians and Surgeons). Other individuals should refer to Appendix 2 – Substance Abuse Resources for assistance.

Individuals who suspect or recognize a substance use disorder or emerging alcohol or drug problem in others should seek advice from their Manager or designate or Physician Leader before worksite or personal safety is compromised or violation of this policy and guidelines occur. Individuals are required to report unsafe acts and illegal activities to their Manager or designate or Physician Leader.

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Risk Sensitive Positions

All those that Fraser Health determines have a key and direct role in the provision of any clinical or support service where impaired performance could result in (i) a significant incident affecting the health and safety of employees, patients, public, physicians, volunteers, students, contractors or their employees; (ii) damage affecting the reputation of Fraser Health, property or the environment. This includes all employees who are required to rotate through or regularly relieve in risk sensitive positions. Supervisors and Managers who directly supervise employees in risk sensitive positions or who may perform the same duties or exercise the same responsibilities are considered to be in risk sensitive positions.

Risk sensitive positions are formally designated through a collaborative process involving the Manager, the HR Client Partner and the Disability Management Client Partner using a standardized risk assessment matrix. Safety sensitive positions are automatically designated as risk sensitive. A safety-sensitive job is a risk sensitive- position 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. Any definition must take into account the role of properly trained supervisors and the checks and balances present in the workplace.

Fraser Health reserves the right to revise the list of risk sensitive work tasks and/or positions as required.

Safety concerns are paramount in risk sensitive positions. The risk sensitive designation may determine the degree of urgency for intervention and will affect decisions in determining fitness to return to work. Health professionals must be informed that the employee being assisted or treated is in a risk sensitive position as the standard of care and monitoring must be higher in these situations. Negligent care of these cases carries greater potential liability for health professionals. Prior to returning to a risk sensitive position from an absence related to addiction issues, an employee's fitness to work will be determined by an addiction specialist.

The following occupations are determined to be risk sensitive under this policy and guidelines. Occupations are not limited to the following listed examples:

- Any position that has direct interaction with patients/residents/clients (i.e. Registered Nurses, Registered Psychiatric Nurses, Licensed Practical Nurses, Physicians, Care Aides,

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Community Health Workers, Respiratory Therapists, Physiotherapists, Occupational Therapists, Imaging Technologists, Laboratory Technologists).

- Any position that has indirect interaction with patients/residents/clients and whose work is directly related to patient care (i.e. Pharmacists, Pharmacy Technicians, Social Workers, Medical Stenographers).
- Any position not covered by the above which has a role in an emergency situation or is placed on-call (i.e. Engineers, Electricians, Maintenance Workers, Switchboard Operators, Managers, Directors, Admin-On-Call).
- Any position not covered by the above which operates potentially hazardous equipment or is required to operate a motor vehicle in the ordinary performance of the work (i.e. Fork Lift Operators, Sterile Processing Staff, Licensing Officers).
- Any position not covered by the above which has significant, ongoing responsibility for decisions or actions likely to affect the safe operations, finances or reputation of Fraser Health but does not have the same direct impact on immediate physical loss (i.e. President and Chief Executive Officer, Vice Presidents, Executive Directors, Internal Auditors).

Prescription Medications

All employees are required to use medications responsibly, both prescribed and over-the-counter. Employees are expected to consult with their physician or pharmacist to determine if the medication used will have any potential negative effect on attendance, behaviour, job performance and safety. A medical assessment may be required by the DMCP to determine fitness for work while taking psychoactive medication.

Employees, who believe that their use of prescribed medications may have an adverse effect on their performance including safety issues, are required to report this to their Manager who may consult with the DMCP to assist with any necessary accommodations to their jobs such as modified hours or duties.

Social Events and Hosting

Alcohol and cannabis consumption is not permitted at any Fraser Health sanctioned social functions, unless an exception to the policy is granted by a member of the FHA executive.

Driving Limitations/Restrictions

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Employees who drive a Fraser Health owned vehicle **or** are required to maintain a valid driver's license to fulfill their employment responsibilities must report any license suspension, driving prohibition or restriction that will interfere with his/her ability to do the job.

Impaired Driving Charge:

1. Employee who has received a roadside motor vehicle license suspension under the Motor Vehicle Act must inform his/her Manager or designate the next working day if the suspension interferes with his/her ability to do the job.
2. Manager will refer employee to the DMCP.
3. If employee retains his/her license pending a hearing date the DMCP will seek medical confirmation from the employee's physician that the employee is fit to drive. If there is a question about safety the employee will not be permitted to drive on behalf of Fraser Health until the limitation is lifted.
4. Employee may be assigned alternative duties if available and appropriate.
5. Employee who fails to report an impaired driving charge that interferes with his/her ability to do the job will be subject to discipline up to and including dismissal.

Impaired Driving Conviction:

1. Employee who loses his/her driver's license as a result of a conviction for an impaired driving offense or there is a court order prohibiting the employee from operating a motor vehicle may be accommodated in another position for which he/she is capable and qualified.
2. Employee will be referred to a substance abuse professional for an assessment to determine if a structured assistance program is required.
3. Employee will be provided with time off for treatment and rehabilitation if required and supported through the return to work process.
4. Employee who fails to report an impaired driving conviction will be subject to discipline up to and including dismissal.

On Call

Employees who are placed on call are responsible for remaining fit for duty. When unexpected emergencies arise, employees who are not on call may be requested to perform unscheduled work for the employer. If an employee is unfit for work due to the influence of alcohol and/or drugs it is the employee's responsibility to refuse the request and ask that the call to work be

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directed to another employee. The inability of an employee to accept a work assignment in these circumstances will not result in any disciplinary action.

Violations of this policy and related guidelines may result in disciplinary action up to and including termination of employment, suspension or removal of privileges for physicians or termination of the contract for those under a service contract.

ROLES AND RESPONSIBILITIES

Employees, Physicians, Volunteers, Students

- Understand and abide by this policy and related guidelines.
- Do not consume during work or report to work under the influence of alcohol, cannabis illegal drugs, mood altering substances or misuse of medications.
- Decline unscheduled shifts if impaired.
- Seek advice. Any employee deciding to utilize the resources available through Fraser Health to medically assess and/or treat substance use disorder, must also then agree to comply fully with all requirements of this policy, including treatment recommendations made by an addiction specialist, participation in medical assessments, return-to-work evaluations, and a Return to Work Agreement with mandatory monitoring requirements.
- Employees in non-risk sensitive positions who self-disclose a substance use disorder and participate in a program that is not supported/funded by FH, may not be required to sign a Return to Work Agreement
- All Employees participating in the Fraser Health program must follow all recommendations made by an addiction specialist which may include monitoring or relapse prevention strategies after primary treatment for alcohol or drug dependency.
- Report unsafe and questionable actions to Manager or designate. Ask a Human Resources Client Partner (HRCP) or Disability Management Client Partner (DMCP) for assistance if the unsafe or questionable actions involve the Manager or designate.
- Consult with the Program, Division or Department Head for assistance if the unsafe or questionable actions involve a physician.
- Practice confidentiality.

Executive, Physician Leaders

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- Provide awareness of this policy and consequences for violation.
- Provide a process that supports voluntary treatment for substance use disorder.
- Provide a safe work environment for staff, patients and public.
- Emphasize the importance of managing performance on the job.
- Practice confidentiality.

Directors, Supervisors, Managers

- Play a key role in the communication, implementation and monitoring of this policy and related guidelines.
- Manage performance, behavioural, attendance and safety issues.
- Provide support and accommodation to employees with substance use disorders.
- Collaborate with the HRCP and DMCP in identifying risk sensitive job positions within the department/program
- Collaborate with the DMCP, HRCP, Union and employee to develop a return to work plan.
- Provide for the safe removal from work of an impaired employee or an employee who is not medically fit to work when required.
- Understand obligations in the Health Professions Act regarding duty to report. This will include regular reporting as outlined by the Return to Work Agreement.
- Manage non-compliance of return to work agreement in consultation with the DMCP and HRCP.
- Practice confidentiality.

Disability Management Client Partner

- Maintain custody of disability management case files, which include all employee case-specific medical documents that are kept separate from a personnel file.
- Liaise with appropriate resources including the Union to facilitate employees' access to assessment and treatment.
- Collaborate with the HRCP and Manager in identifying risk sensitive job positions within the department/program.
- Collaborate with Manager, HRCP, Union and employee to develop a return to work plan.

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- Facilitate and support the employee's re-entry to the workplace through monitoring of progress from a health perspective.
- Liaise with monitoring provider and advise HRCP and the Union regarding gross non-compliance.
- Participate in the development and delivery of staff education programs.
- Practice confidentiality.

Human Resources Client Partners

- Guide managers through the application of the policy and guidelines
- Collaborate with the HRCP and Manager in identifying risk sensitive job positions within the department/program
- Collaborate with Manager, DMCP, Union and employee to develop a return to work plan.
- Participate in the development and delivery of staff education programs.
- Practice confidentiality.

Union

- Promote early, voluntary referrals.
- Work with management to advise employees of options.
- Collaborate with Manager, DMCP, HRCP and employee to develop a return to work plan.
- Support and assist the employee during return to work.
- Participate in the development and delivery of staff education programs.
- Practice confidentiality.

Fraser Health Contract Managers and Contractors

- Understand the requirements of this policy and guidelines applicable to contractors.
- Fraser Health Contract Managers will ensure contractors understand the obligation of the individuals providing service to conduct themselves in accordance with this policy and the guidelines applicable to contractors.
- Practice confidentiality.

POLICY IMPLEMENTATION GUIDELINES

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1) FOR EMPLOYEES

Fraser Health will deal with employees with substance use disorders in the same manner as other diseases which can negatively affect safety, attendance, performance and behaviour. It is not Fraser Health's responsibility to diagnose but rather to intervene in a timely way to reduce risk of unsafe acts and to offer referral to counseling, assessment, assistance and ongoing support for recovery.

Undiagnosed, untreated and/or under-treated substance abuse presents an extraordinary level of risk since these disorders are generally progressive in nature. The workplace is an effective venue for early detection and treatment referrals. It is important to avoid making the kinds of adjustments and compromises that will enable the continuation of problematic behaviours and interfere with employees getting timely assistance. Individuals are encouraged to approach co-workers, if substance misuse or dependency is suspected, to express concern regarding their health and encourage them to seek assistance.

A change in attendance is often the first sign of a problem. Other indicators are tardiness, declining performance, mood fluctuations, accidents, injuries and preferring to work alone.

These guidelines will provide direction to managers and employees on how to deal with situations where fitness for work may be impacted by the effects of misuse of alcohol and/or drugs.

Adverse Change In Performance Where Substance Abuse is Suspected

Process for intervening with an employee who is exhibiting a decline in attendance, performance, behaviour or a combination thereof which is impacting on his/her ability to do the job safely and effectively:

1. Early intervention is important. Do not ignore the problem.
2. Treat the employee fairly, confidentially and respectfully.
3. Do not accuse the employee of being an alcoholic or having a drug problem.
4. Manager or designate will meet with employee and union representative to outline the employee's work performance problems.

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5. Ask the employee if there may be a medical problem.

If employee acknowledges there is a medical problem:

- a) Advise employee that confidential assistance is available through Workplace Health.
- b) Inform employee that he/she may be entitled to paid sick leave benefits and/or unpaid Leave of Absence if time off is required to participate in treatment. Advise employee that proof of participation in a treatment program may be required.
- c) Inform employee that he/she will be required to provide proof of illness to the DMCP to facilitate recovery and RTW efforts. Employee may be reinstated to work following the sick leave/leave of absence upon presenting DMCP with medical documentation from an appropriate medical professional stating that employee is fit to return to work and detailing any accommodation issues that should be taken into account.
- d) If the medical problem is not related to alcohol or drug use, the employee may still be referred to DMCP for assistance.

If employee denies there is a medical problem:

- a) Advise employee that attendance/performance/behaviour needs to improve otherwise will be subject to progressive discipline. Consult with an HRCP.
- b) Remind employee that the aforementioned services and resources are available.

Suspicion An Employee May Be Impaired At Work

Process for intervening with an employee when a Manager or designate observes physical, behavioural and work performance indicators that suggest that an employee is not fit for duty:

1. Manager or designate will investigate to determine if the employee is fit for duty. Attempt to contact a union representative and include, if available. May consult with HRCP and/or DMCP regarding process if the incident occurs during regular business hours.
2. If employee is not fit for duty the HRCP will arrange for employee to be removed from the work site. Call Security and/or police in situations where employee is uncooperative and/or acting out inappropriately.
3. Manager or designate will arrange paid transportation for the employee to his/her residence or to the care of another person and will determine if employee needs to

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be accompanied. When there is concern for the employee's immediate health status, arrange for transport to medical assistance.

4. Manager or designate will document observations and actions taken as soon as possible following incident.
5. Manager or designate will notify HRCP, DMCP and the Union on the next regular business day that the employee was not fit for work and the subsequent action that was taken.

NOTE: After regular business hours the person designated in charge of a department will follow the above process. If required, he/she may contact the appropriate administrative person on call for the department to seek advice and assistance. Forward documented observations and actions taken to department Manager or designate at the end of shift.

6. Employee will remain off with pay pending further investigation.
7. The Manager or designate will contact the employee the next business day following the incident to arrange a meeting. Employee and union representative will be required to meet with the Manager or designate before returning to work.

Access To Assistance

Employees may access assistance to deal with substance use disorder (their own or that of colleagues) by:

- Contacting a Disability Management Client Partner (DMCP);
- Seeking advice from their Union representatives.
- Contacting appropriate resources within the community;
- Consulting their personal physicians;
- Seeking information on resources from their managers

Fraser Health will make information on resources available via a variety of means (i.e. pamphlets, posters and intranet) to enable employees to self-refer. DMCP will collaborate with Union representatives to inform employees about the available options for assessment, treatment, rehabilitation and return to work.

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Fraser Health will ensure that employees are given adequate time off for assessment, treatment and rehabilitation and that they may access any benefits to which they are entitled. During the return to work phase Fraser Health will collaborate with the employee and union representative to accommodate attendance at monitoring sessions, physician appointments related to substance use disorder and/or support group meetings with minimal disruption to the department’s work flow and scheduling.

Return To Work

Emphasis will be on fitness for work and supportive reintegration into the workplace (Refer to Fraser Health’s Respectful Workplace Policy). Employees will be expected to provide medical documentation from a physician specializing in addiction medicine declaring their fitness for work and detailing any limitations/restrictions that may require temporary modification of their duties or permanent accommodation under Human Rights legislation. Employees are expected to comply with reasonable accommodation provided by Fraser Health.

Return To Work Agreement (Sample Document – Refer to Appendix 3)

Return to work agreements communicate the employer’s expectations with respect to attendance, performance, behaviour and safe work practices following the employees’ return to work. They are intended to assist employees in remaining alcohol/drug free and committed to their recovery programs and safe work performance.

Employees who work in risk sensitive positions **or** employees who do not work in risk sensitive positions but have exhibited attendance, performance, behavioural and/or safety problems will require a return to work agreement. Employees who do not work in risk sensitive positions, and who have received assistance/support from Fraser Health, will require a return to work agreement. The written return to work agreement documents the expectations agreed upon by Fraser Health, the employee and his/her union representative. The return to work agreement will include but not be limited to:

- Agreement to participate in the relapse prevention agreement prescribed by the addiction specialist.
- Agreement to be monitored for compliance with the relapse prevention agreement by a monitor acceptable to Fraser Health. The Monitor will verify through regular visits and random biological testing that the employee is compliant with the relapse

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prevention agreement and will report compliance and/or non-compliance to Fraser Health.

- Upon reasonable suspicion of a relapse Fraser Health may request the Monitor to arrange applicable biological tests within 24 hours and report whether employee is compliant or non-compliant to the DMCP.
- Notification of gross non-compliance will be reported immediately to the DMCP by the monitor. The DMCP will notify the HRCP and Manager that the employee is not medically fit for work pending medical assessment. The employee will not be permitted to work until a medical assessment by an addiction specialist has taken place and fitness for work recommendations have been received by Fraser Health. The HRCP will advise the Union when employees are removed from work due to medical fitness concerns.
- Consequences for non-compliance with the Return to Work Agreement.
- Duration of the Return to Work Agreement.

While the nature of addictions tend to be characterized by relapses and the return to work agreement deals with relapses, Fraser Health will tolerate relapses only up to the point of undue hardship which will be assessed on an individual basis.

2) FOR CONTRACTORS

Contractors must ensure individuals providing services to Fraser Health conduct themselves in a manner consistent with this policy. In order to provide a safe work environment Fraser Health will take reasonable steps to ensure contractors enforce the provisions of the Alcohol and Drug Use Policy with their employees, sub-contractors and agencies. Appropriate requirements will be built into all requests for proposals and contracts. Any contravention of the policy will be considered a breach of contract which may result in penalties, suspension or expulsion of the individual involved or termination of the contract.

If there is any reason to suspect a contravention of the policy:

- The contractor and site contract manager will be notified.
- Security will be notified if required.

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- Any individual suspected of impairment from alcohol or drugs will be respectfully removed from the premises and safe transport will be arranged at the contractor's expense.
- The contractor and Fraser Health will investigate the situation to determine if further action is required.
- The individual will not be permitted to return to their contracted position without written permission from the site contract manager.

3) FOR VOLUNTEERS

Volunteers are expected to perform their assignments in a safe manner consistent with this policy.

Fraser Health will ensure volunteers become aware of this policy within their orientation process. Copies of this policy will be accessible for volunteers either by hard copy or intranet access. Any contravention of this policy will be considered grounds for immediate dismissal.

If a volunteer contravenes this policy:

- The Manager, Volunteer Resources will be notified.
- The volunteer will be immediately and respectfully removed her/his assignment and may be removed from the premises by security staff who may arrange safe transport from the facility.
- The Manager Volunteer Resources will investigate the situation and determine what action is required.
- The volunteer will not be permitted to return to their volunteer position without written permission from the Manager Volunteer Resources.

4) FOR PHYSICIANS

Physicians are expected to provide patient care in a safe manner consistent with this policy.

Fraser Health will ensure physicians become aware of this policy during their orientation process. Copies of this policy will be accessible for physicians either by hard copy or

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intranet access. Any contravention of this policy will be considered grounds for either suspension or termination of privileges as outlined in the Medical Staff By-Laws.

If a Physician contravenes this policy:

- Either the Vice President, Medicine or appropriate Program Medical Director will be immediately notified and will then take all necessary steps to ensure continuity of patient care and safety.
- The physician will be immediately and respectfully removed from all patient care responsibilities and may be removed from the premises by security staff who may arrange safe transport from the facility.
- The Vice President, Medicine or appropriate Program Medical Director may temporarily restrict or suspend the physician's privileges and will notify the College of Physicians and Surgeons of B.C. as required by the Hospital Act and Medical Practitioners Act. If appropriate, the physician will be referred to the Physicians' Health Program (College of Physicians and Surgeons of B.C.).
- The Vice President, Medicine or appropriate Program Medical Director will investigate the situation, liaise with the Vice President, Clinical Operations and if required, refer the matter to Fraser Health's Health Authority Medical Advisory Committee (HAMAC).
- If the situation is referred to HAMAC, it will review the matter and if appropriate will make recommendations to Fraser Health's Board of Directors with respect to cancellation, suspension, restriction or non-renewal of privileges (Medical Staff By-Laws 11.2.1.6).
- Fraser Health's Board of Directors will make a final determination as to whether HAMAC's recommendations should be implemented.
- Return of the physician to practice will be decided collectively by the Vice President, Medicine or appropriate Program Medical Director, and, where appropriate, in consultation with the Vice President, Clinical Operations, the College of Physicians and Surgeons and the physician's treating MD.

5) FOR STUDENTS

Students are expected to perform their assignments in a safe manner consistent with the Policy.

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Fraser Health will ensure students are made aware of this policy within their orientation process. Copies of this policy will be accessible for students either by hard copy or intranet access. Any contravention of this policy will be considered grounds for immediate termination of their placement.

If a student contravenes this policy:

- The Manager of the unit where the placement is situated, the preceptor, the instructor and the Program Head of the educational facility will be notified.
- The student will be immediately and respectfully removed her/his assignment and may be removed from the premises by security staff who may arrange safe transport from the facility.
- The student will not be permitted to return to a placement within Fraser Health without demonstrating proof of treatment and satisfactory outcomes.

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APPENDIX 1

**DEFINITIONS AS USED IN THE CONTEXT OF THIS POLICY
AND RELATED GUIDELINES**

<i>Addiction (Substance Use Disorder)</i>	Refers to a maladaptive pattern of substance use leading to clinically significant impairment or distress as identified by the diagnostic criteria published by the American Psychiatric Association in the current issue of the Diagnostic and Statistical Manual.
<i>Addiction Specialist</i>	Refers to a physician certified in the specialty of addiction medicine.
<i>Alcohol</i>	Refers to the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol. Beverage alcohol includes but is not limited to beer, wine and distilled spirits.
<i>Contractors</i>	Refers to any persons providing services to Fraser Health under a service contract or other agreement and not paid through the Fraser Health payroll system.
<i>Dependency</i>	A primary, progressive, chronic and often fatal disease characterized by compulsive, obsessive use of drugs or alcohol or both. Dependency is characterized by a preoccupation with the drugs or alcohol, loss of control, increased tolerance, harmful consequences in one or more major life areas, denial and delusion.
<i>Drug Psychoactive</i>	A class of chemical substances that act on the central nervous system causing changes in behaviour, mood, perception, consciousness and cognition (the way a person acts, feels, and thinks). Psychoactive drugs can be classified into four broad categories: sedatives & hypnotics; stimulants; opiates; and hallucinogens & psychedelics. Includes alcohol, cannabis, illicit drugs, medications (including but not limited to narcotics, opioids, anxiolytics, sedatives), solvents, and inhalants. For purposes of this policy, drugs of concern are those that affect an individual's potential or ability to perform their job safely and productively.

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<i>Employees</i>	All persons who have an employment relationship with Fraser Health and who are compensated through the Fraser Health payroll system including Supervisors, Managers, Directors, Executive Directors, Vice Presidents and the President and Chief Executive Officer.
<i>Enabling</i>	Enabling, in this context, is a negative activity that prevents the drug or alcohol dependent person from experiencing the natural consequences of their behaviour. It consists of ideas, feelings, attitudes and behaviours that unwittingly allow or encourage alcohol and drug problems to continue to worsen.
<i>Fit for Work</i>	Means an employee is able to perform the duties of the job with competence and in a safe manner as compared to established performance standards.
<i>Fraser Health Business</i>	Refers to all activities undertaken by any individual in pursuit of Fraser Health objectives, whether conducted on or off Fraser Health premises. This includes all situations when an individual is representing Fraser Health or is performing services under contract to Fraser Health.
<i>Fraser Health Premises</i>	Includes all land, property, structures, facilities, vehicles and equipment owned, leased, operated or otherwise controlled by Fraser Health.
<i>Illegal Activities</i>	Any behaviour considered unlawful. Some examples include driving while under the influence of any mood altering substance, selling illicit or prescription drugs or theft of drugs from Fraser Health.
<i>Illicit Drug</i>	Refers to any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (i.e. "street drugs" such as marijuana, cocaine and crystal methamphetamine).
<i>Impaired</i>	Being unable to perform job duties in a safe and competent manner due to a functional limitation.
<i>Individuals</i>	Refers to all persons under the scope of this policy who carry out business for Fraser Health including employees, physicians, volunteers, students, contactors and employees of contractors.
<i>Medication</i>	Refers to a drug obtained legally either over-the-counter or through doctor's prescription.

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<i>Misuse</i>	Means the intentional use of a prescribed and/or over-the-counter medication in a way that was not intended or under circumstances that pose a danger to the employee, his/her co-workers and/or the workplace.
<i>Monitor</i>	A health professional who has received training in both the management of individuals with substance abuse disorders and in the monitoring process. The monitor verifies, through face to face visits and random biological testing, that the employee is compliant with all aspects of the relapse prevention agreement and reports compliance or non-compliance to the employer.
<i>Mood Altering Substance</i>	A psychoactive substance which may impair health or safety including but not limited to alcohol, illicit drugs, prescription psychoactive medicine, inhalants and steroids.
<i>Non-Compliance</i>	Failure to comply with any or all aspects of the outlined post-treatment long-term recovery plan as outlined by the Addiction Specialist
<i>Relapse</i>	The recurrence of using mood altering substances and engaging in old behaviours following a period of improvement.
<i>Risk Sensitive Positions</i>	Are those that Fraser Health determines have a key and direct role in the provision of any clinical or support service where impaired performance could result in i) a significant incident affecting the health and safety of employees, patients, public, physicians, volunteers, students, contractors or their employees; ii) damage affecting the reputation of Fraser Health, property or the environment. This includes all employees who are required to rotate through or regularly relieve in risk sensitive positions. Supervisors and Managers who directly supervise employees in risk sensitive positions or who may perform the same duties or exercise the same responsibilities are considered to be in risk sensitive positions. Risk sensitive positions are formally designated through a collaborative process involving the Manager, the HR Consultant and the Disability Management Consultant.

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<i>Safety Sensitive Position</i>	A safety-sensitive job is a risk sensitive- position 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. Any definition must take into account the role of properly trained supervisors and the checks and balances present in the workplace.
<i>Treatment</i>	Recovery related activities as recommended by a physician specializing in addiction medicine.
<i>Unsafe Acts</i>	Performing a task or carrying out any activity that subjects self and/or others to harm or danger.

APPENDIX 2

Substance Abuse Resources

For All

- Fraser Health Addictions Services brochure – very thorough listing of resources available in Fraser Health and beyond.
<http://fhaweb/HR+Online/People+and+Organization+Development/Workplace+Health/Health+and+Wellness/Alcohol+and+Drug+Use+Policy.htm>
- B.C. Partners for Mental Health and Addictions Information – General Information and free resources available. Phone: 1-800-661-2121
<http://www.heretohelp.bc.ca/tellmeabout/alcoholdrugs.shtml>

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- Problem Substance Use Workbook – Information and Resources for Effective Self-Management of Problem Substance Use
<http://www.heretohelp.bc.ca/publications/toolkits/psuworkbook.pdf>
- Alcohol and Drug Education Services – free material and resources available.
<http://www.ades.bc.ca>
- Canadian Mental Health Association <http://cmha.ca/bins/index.asp>

For Regular Fraser Health Employees

- Employee Family Assistant Program
1-800- 505-4929

For Fraser Health Physicians

- Physician Health Program of B.C.
604-742-0747 or 1-800-663-6729
www.physicianhealth.com

For Students

BCIT

- Counseling and Student Development - 604-432-8608
- After Hours - Alcohol and Drug Information and Referral Service
1-800-663-1441

Trinity Western University (TWU)

- To access counseling go to the TWU web site to complete on-line intake
<http://www.twu.ca/life/wellness/default.html>

Douglas College

- For appointment contact:
New Westminster Campus – 604-527-5486
David Lam Campus – 604 –777-6185

Kwantlen University College

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- For appointment contact:
Surrey Campus - 604-599-2044
Richmond Campus- 604-599-2600
Langley Campus – 604-599-3213
Newton Campus – 604-599-2900
- After hours emergency contact: South Fraser Regional Crisis Line
604-951-8855

University of the Fraser Valley (UFV)

<http://www.ufv.ca/home.htm>

- For appointment contact:
Abbotsford Campus – 604-854-4528
Chilliwack Campus – 604-795-2808
 - After hours emergency contact: Crisis Line – 604-820-1166

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APPENDIX 3

Sample - Return to Work Agreement

Between

Fraser Health Authority (*Insert Name of Site or Community Program*) (The Employer)

And

(*Insert Name of Union*) (The Union)

And

(*Insert Name of Employee*) (The Employee)

The Employer and the Employee (referred to as the Parties) enter into this Return to Work Agreement in good faith. The purpose of the Agreement is to support the Employee's rehabilitation and to establish a safe return to work plan (*consistent with the recommendations of the specialist*) while at the same time re-establishing a positive and productive employment relationship.

The Employer is committed to protecting employees, patients/residents/clients, physicians, volunteers, students and the public from the potential adverse effects of the inappropriate use of alcohol and drugs. The Employer has legal and ethical obligations to ensure its patients/residents/clients receive competent care.

The Employee understands that regular attendance, satisfactory job performance, appropriate behaviour and safe work practices are standard expectations following the Employee's return to work.

The Parties agree to the following terms and conditions:

- 1) The Employee has provided a letter from Dr. (*name of addictions specialist*) dated (*date of letter*) advising that the employee is ready to return to work. The Parties therefore agree that the Employee will return to work commencing the week of (*date*).
- 2) The Employee will remain abstinent from opiates, alcohol and all other mind and mood-altering drugs unless prescribed by a physician who is knowledgeable about his/her chemical dependency and who has first consulted Dr. (*name of addictions specialist*).

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- 3) The Employee agrees to participate in and comply with the relapse prevention agreement prescribed by Dr. (*name of addictions specialist*).
- 4) The Employee will provide Dr. (*name of addictions specialist*) with a copy of this Return to Work Agreement.
- 5) The Employee agrees to be monitored for compliance with the relapse prevention agreement by (*name of monitor*). The Employee agrees to provide his/her consent to (*name of monitor*) to immediately report to the Workplace Health Disability Management Consultant (DMCP) any positive laboratory screen results or other evidence of a relapse.
- 6) At the Employer's request upon reasonable suspicion of a relapse, the Employee will submit a urine sample and/or blood specimen within 24 hours for a drug screening test and a report of compliance or non-compliance will be forwarded by (*name of monitor*) to the DMCP and Dr. (*name of addictions specialist*).
- 7) The Employee:
 - a) Will arrange for regular meetings with the manager (or delegate*) at his/her place of employment (delegate may not be an included member*) (Reports will be submitted to the appropriate regulatory body, if applicable, every three (3) months by the manager (or delegate). A copy of the report will be provided to the Employee);
 - b) Gives consent to the DMCP to report to the Employee's manager compliance or gross non-compliance with his/her Return to Work Agreement.
 - c) Agrees to participate and comply with the conditions and undertakings of the professional regulatory body, where applicable;
 - d) Provides the professional regulatory body, with a copy of this agreement, where applicable;
 - e) Provides professional regulatory body with authorization through a signed copy of this agreement that permits it to immediately contact the Employer (DMCP) if the Employee has breached any of his/her undertakings agreement with the professional regulatory body.
- 8) The Employee, in case of relapse, will immediately inform his/her manager and apply for a sick leave, report the relapse to Dr. (*name of addictions specialist*) and not return to work without the approval of Dr. (*name of addictions specialist*).
- 9) The Employee will return to work in accordance with the recommendation of Dr. (*name of addictions specialist*) in his/her letter dated (*date*).

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- 10) The Employee will start the return to work plan following the guidelines advised by Dr. *(name of addictions specialist)*
(Insert schedule as agreed upon by the manager, union and employee)

SAMPLE:

- a) Week 1 4 hours X 4 days
 - b) Week 2 7.2 hours X 2 days
 - c) Week 3 7.2 hours X 1 day; 12 hours X 1 day
 - d) Week 4 12 hours X 2 days
 - e) Week 5 12 hours X 3 days
 - f) Week 6 commences regular rotation of 12 hours per day
- 11) The term of this Return to Work Agreement is two (2) years from the date of execution *(or the date that corresponds with the relapse prevention agreement as prescribed by Dr. (name of addictions specialist))*. If the Employee is absent from work for longer than one month during this time the period of absence will be added to the term of this Agreement.
- Any breach of this Agreement may be constituted by the Employer as grounds for discipline or termination.
- 12) All references to Dr. *(name of addictions specialist)* in this Agreement can be varied to insert another physician's name that is approved by the Employer.
- 13) All references to *(name of monitor)* in this Agreement can be varied to insert another monitor's name that is approved by the Employer.
- 14) Following the expiration of the term of this Agreement, it will be removed from the Employee's personnel file. Please note – the Agreement becomes part of the permanent Employee Health record in Workplace Health.
- 15) The contents of this Agreement are mutually agreed upon and may be modified only by the agreement of the parties.

Signed and Dated on

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Name of Employee (please print)

Signature

Name of Manager (please print)

Signature

Name of HR Consultant (please print)

Signature

Name of Union Representative (please print)

Signature

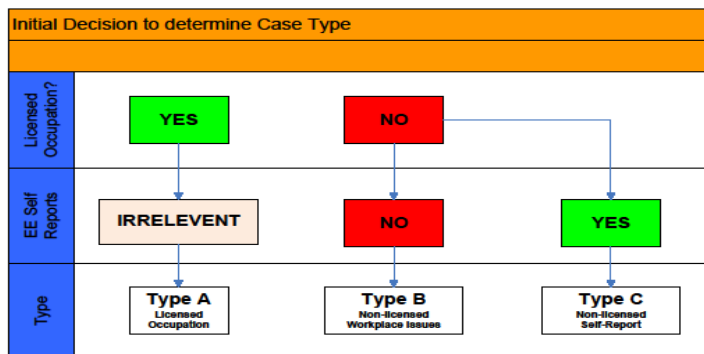
Name of Union (please print)

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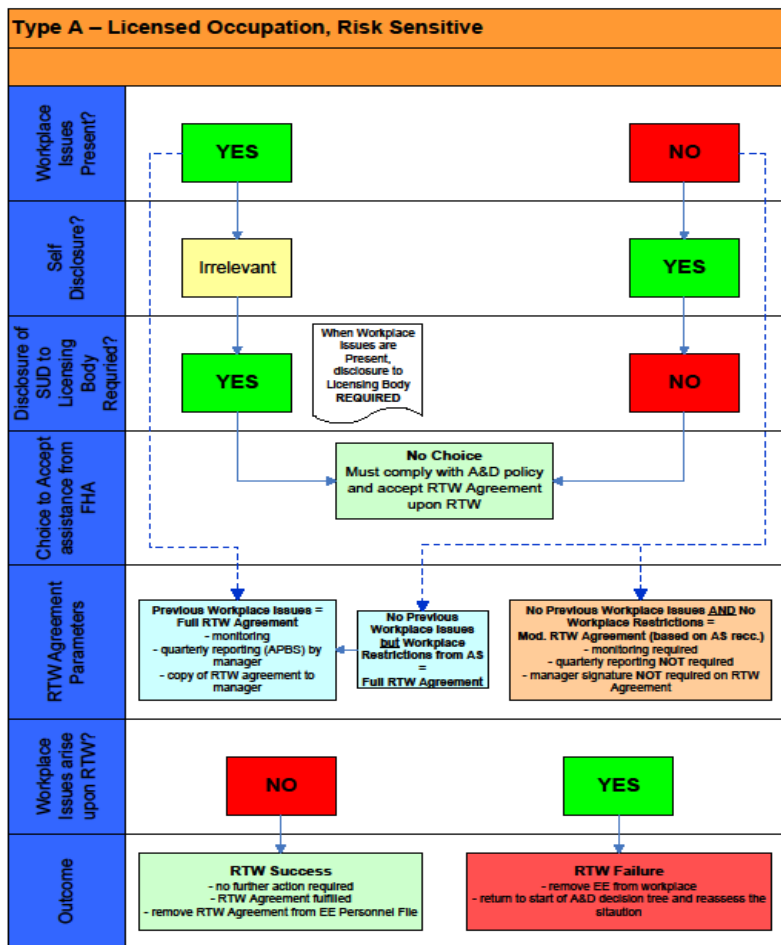
Appendix 4 – Flowchart – Implementation Decision Tree

Fraser Health Alcohol and Drug Use Policy Policy Implementation Decision Tree



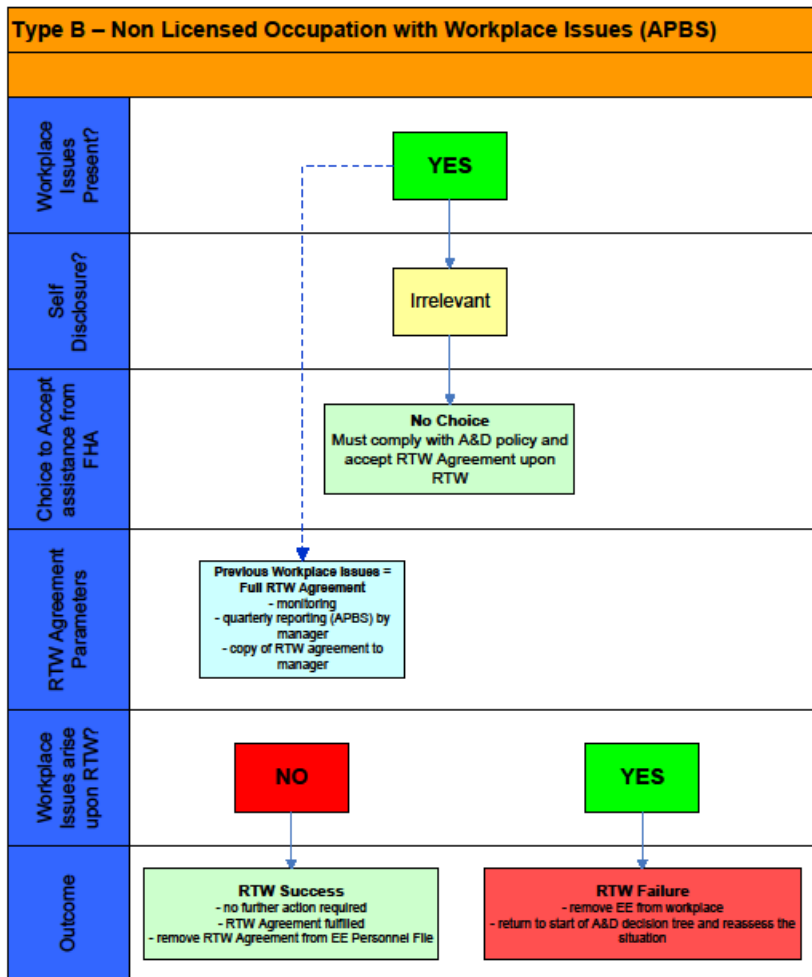
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