

MAY 27, 2019

**SUBSTANCE USE POLICY - STAFF**  
**for**  
**PENELAKUT ISLAND LEARNING CENTRE**



## **Purpose of this Policy**

Penelakut Island Learning Centre is committed to the health and safety of its employees and students. The School recognizes that the use of drugs or alcohol, the use of certain medications, and impairment generally can have serious effects on School employees, students, the learning and work environments, and the public. Accordingly, the School is committed to preventing substance use and impairment in the workplace and during an employee's working hours.

## **Scope of this Policy**

This Policy applies to all employees of Penelakut Island Learning Centre.

## **The Policy**

The School strictly prohibits employees from possessing, manufacturing, offering for sale, selling, distributing, consuming, or using drugs or alcohol during working hours, and on school property.

Employees are responsible for their consumption or use of legal substances (including medications, cannabis, or alcohol) preceding a work shift and must allow sufficient time for any legal substances consumed to be fully metabolized, and for the impairing effects of those substances to have fully resolved. The School strictly prohibits employees from consuming or using drugs or alcohol, such that the employee is impaired by drugs or alcohol during their working hours. Employees are expected to arrive to work fit for duty and be able to perform their duties safely and to standard by being unimpaired by any substance. Employees must remain unimpaired at all times during working hours.

Employees who are impaired for any reason, including but not limited to the ingestion of legal substances, must disclose the fact they are impaired to a School Administrator, prior to commencing work. Where the employee becomes impaired during working hours, they must not return to work or must immediately cease working, and must disclose the fact they are impaired to a School Administrator.

If an employee uses drugs or alcohol in breach of this policy, they may be subject to discipline up to and including termination of employment as set out in *section 7. Disciplinary Actions (staff) of the Penelakut Tribe Administration Policy and Procedural Manual*.

## **Responsibilities**

### **Employees**

- i. Employees must abide by the provisions of this Policy and be aware of their responsibilities under it.
- ii. If an employee becomes aware of conduct contrary to this Policy by another person (including another employee) that endangers the person, a student, or anyone else, the employee must immediately inform a School Administrator.
- iii. All Penelakut Tribe staff are expected to adhere to and model appropriate behaviour as indicated in the *Penelakut Tribe Administrative Policy and Procedural Manual* under section 5. *Code of Ethics*

### **School Administrators**

- i. School Administrators must not knowingly permit an employee to remain at the workplace if he/she has reasonable cause to believe that the employee's work performance may be affected by the use of drugs or alcohol, or that the employee is impaired for any reason.
- ii. If a School Administrator has reasonable cause to believe that an employee's work performance may be affected by the use of drugs or alcohol, or that the employee is impaired for any reason, the School Administrator must immediately remove the employee from the performance of their duties and document the circumstances, observations, and details forming the basis of the Administrator's belief.

## **Definitions**

**Drug(s):** includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include medications taken pursuant to a valid prescription, and in accordance with a physician's directions.

**Impaired or Impairment:** a deterioration or diminishment of an individual's physiological ability, functioning, judgment, or condition, and includes but is not limited to being unable to function as that individual does under normal or usual conditions, or safely because of intoxication by any substance.

**Safety Sensitive:** a characteristic of operations where error could result in serious harm to a person, property, or the environment.

**Significant Incident:** means an incident or accident involving one or more of the following occurrences:

- a) A fatality or fatalities, or near miss of a fatality or fatalities, to an employee or any other person;
- b) An injury, or near miss of an injury, to an employee or any other person;
- c) Damage and/or unusual circumstances leading to damage, or near miss of damage, to property of the School, a contractor, an employee, a student, or a member of the public; or
- d) Environmental damage and/or unusual circumstances leading to environmental damage, or near miss of environmental damage.

**Substance Use Disorder:** means a condition in which the recurrent use of alcohol, drugs, medication, or any other substance causes impairment of daily life, such as health problems, disability, and failure to meet responsibilities at work, school, or home, and includes the conditions classified as substance use disorders in the Diagnostic And Statistical Manual Of Mental Disorders, Fifth Edition, as amended.

**School Property:** includes but is not limited to all real or personal property, facilities, land, buildings, parking lots, equipment, and vehicles, whether owned, leased or used by the School and wherever located.

**Working Hours:** means the hours of the day when the School is open to students, whether or not classes are in session, or the hours an employee works, is scheduled to work, is called in, or otherwise requested or required to work during a day, and includes but is not limited to paid and unpaid breaks, and any overtime hours the employee is required to, offers to, or does work. Working hours also includes any time an employee is away from the School on a School organized trip, including but not limited to times when an employee is not actively participating in activities or pursuits organized by the School but is otherwise away from their normal residence due to their involvement in the School organized trip.