



Policy and Procedure Manual

Manual	5.0 Operational Policies
Policy Section	5.4 Health and Safety
Policy Number and Title	5.4.7 Substance (Drugs and Alcohol) Use Policy
Refer to OCA Standards	•
Related Legislation	•
Other Resources and Policies	• https://www.publichealthontario.ca/en/health-topics/health-promotion/substance-use
Related Forms (for specific documentation requirements)	•
Approvals	•
Date First Issued	• Was in Staff Handbook, November 2023
Date(s) Revised	•
To be reviewed	• At least every 3 years
Policy Owner	• Board

PURPOSE

SLMC is committed to the health and safety of its staff and volunteers and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

DEFINITIONS

Drug: Any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This could include recreational cannabis (in any form), cocaine, opiates, and amphetamines.

Drug paraphernalia: Material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

Medication: Includes a drug obtained legally, either over the counter or through a prescription issued by an authorized medical practitioner. For this policy, medications of concern are those that inhibit a worker's ability to perform their job safely and productively.

Alcohol: Any beverage containing any quantity of alcohol, including, beer, wine, and distilled spirits.

POLICY

Staff under the influence of drugs or alcohol at camp can pose serious health and safety risks to themselves, their fellow staff, volunteers and children in their care. To help ensure a safe and healthy workplace, SLMC reserves the right to prohibit certain items and substances from being brought on to or present on SLMC premises. Therefore, SLMC prohibits any drugs or alcohol from being brought to camp except in extremely rare occurrences when a liquor license has been obtained with prior knowledge of a Director (i.e. for a wedding). SLMC strongly discourages consumption of drugs or alcohol while performing work duties but not on SLMC premises. See the Staff Manual section 3.7 for a full description of expectations and requirements regarding substance and alcohol use.



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Expectations

The following expectations apply to all staff and volunteers while conducting work on behalf of SLMC, whether on or off SLMC property:

- Staff are expected to arrive to work fit for duty and able to perform their duties safely and to expectations;
- Staff must remain fit for duty at all times;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, or on camp property is strictly prohibited;
- Staff are prohibited from reporting to work while under the influence of recreational cannabis (whether ingested or used topically) and any other non-prescribed substances;
- Use and possession of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of SLMC policies and all applicable legislation;
- Staffs on medically approved medication must communicate to their supervisor any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Staffs are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

PROCEDURE

SLMC will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse in the staff manual, on hire and in staff orientation;
- Maintain a program of staff health and awareness;
- Provide a safe work environment; and
- Review and update this policy regularly.
- Identify any situations that may cause concern regarding a staff's ability to safely perform their job functions;
- Ensure that any staff who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and staff privacy.

Staff must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain so for the duration of their shift;
- Perform work safely in accordance with established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on SLMC property and during working hours (even if off property);
- Report limitations and required modifications as a result of prescription medication;
- Report staff under the influence of drugs or alcohol to a Director;
- Seek advice and appropriate treatment, where required;
- Communicate dependency or emerging dependency to a director;



Suspicion of Impairment

This procedure may be enacted if there is reasonable belief that a staff or volunteer is impaired:

1. If possible, the staff's supervisor will first seek a Director's opinion to confirm the suspicion.
2. Next, the supervisor will consult with the staff to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of a staff's ability to function safely may be based on specific personal observations. If the staff exhibits unusual behaviour including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol, the staff should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other staff or campers and visitors.
3. If a staff is considered impaired and deemed "unfit for work," this decision is made based on the best judgement of two Directors and DOES NOT require a breathalyser or blood test. The staff may be advised that SLMC has arranged transportation to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The staff may be accompanied if necessary.
4. An impaired staff will not be allowed to drive. The staff should be advised if they choose to refuse a SLMC-organized transportation and decide to drive their personal vehicle, the company is obligated to and will contact the police to make them aware of the situation.
5. A meeting may be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

Possession at Work: Possession of alcohol, drugs, and drug paraphernalia on SLMC property is prohibited. SLMC property encompasses all property used by staff, campers, volunteers, or friends of SLMC. Possession of alcohol, drugs, and drug paraphernalia is also prohibited while staff are acting on behalf of SLMC off of premises. This includes attending events as a SLMC representative.

Substance Dependency: Individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Staffs are not excused from duties as a result. SLMC promotes early diagnosis and encourages staff to seek treatment promptly. SLMC will work with the individual who requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable, up to the point of undue hardship. Staff are encouraged to communicate any need for accommodation to their supervisor, and to work with them to address concern.

Voluntary Identification: Staff are encouraged to communicate that they have a dependency or have had a dependency so that they can be accommodated. Staff will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort. All medical information will be kept confidential by SLMC unless otherwise authorized by law.

Medical Cannabis: Where a staff uses medical cannabis, SLMC expects that they provide a copy of their medical documentation and abide by the accommodation policy.

Agreement for the Continuation of Employment: SLMC reserves the right to invoke an agreement for the continuation of employment in accordance with a staff's commitment to become and remain alcohol- and drug-free. The agreement will outline the conditions governing the staff's return to the job and the consequences for failing to meet the conditions. An agreement for the continuation of employment may include a requirement for drug or alcohol testing.



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Disciplinary Action: Staffs may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to failure to meet prescribed safety standards as a result of impairment from alcohol or drugs; and engaging in illegal activities (for example, possessing or selling drugs or alcohol while on SLMC premises).