**Policy/procedure template**

**Impairment policy**

**Disclaimer**

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**Instructions**

This template is intended to help you build an impairment policy that’s right for your organization and employees. Save the template to your device. Think about the situations and impairment risks your employees encounter. Edit the template so it explains what your organization expects its employees to do / not do. Replace items ***written in orange*** with your own information. Delete “Policy/procedures template”, the disclaimer, and these instructions when done.

***[Organization]* impairment policy**

**Why we have this policy**

*[Organization]*is committed to health and safety in the workplace. Our managers, supervisors, and employees are committed to upholding this policy, working together to control impairment-related risks in the workplace, and obeying all laws and regulations prohibiting impaired driving.

**Who needs to follow this policy**

This policy applies to all our employees**.** [*Note any exceptions, special applications].*All employees are required to commit to this policy, and to review and renew their commitment to this policy every *[Insert frequency – an annual review is recommended]*.

**Employer responsibilities**

As part of our overall responsibility to ensure the health and safety of our employees, ***[Organization]*** acknowledges our role in preventing impairment in the workplace. We will apply, advocate, and support implementation and maintenance of this policy and supporting procedures. We will ensure that employees have the information and support they need to comply with this policy.

**Manager and supervisor responsibilities**

Managers and supervisors are responsible for ensuring that employees know and follow this policy, and that they have the information, training and support they need to do that.

Werequire managers and supervisors to:

* Provide employees who report to them with a copy of this policy, explain and/or demonstrate it, and answer questions so that each employee understands what they’re required to do
* Periodically check to see that employees continue to correctly apply this policy
* Take timely and diligent action to investigate and manage all incidents of impairment reported to them or observed by them
* Not assign work to any employee if they believe the employee is impaired, and engaging in such work may create an undue risk to the employee or anyone else
* Not permit a person to remain at our workplace while the person's ability to work is affected by impairment in ways that endanger the person or anyone else

**Employee responsibilities**

Employees are obligated to take reasonable care to protect their own health and safety as well as the health and safety of others who may be affected by their acts or omissions at work.

We require employees to:

* Report for work in fit for duty condition
* Not report for work or remain at work if they are mentally or physically impaired and may be unable to safely perform assigned work
* Immediately inform their supervisor of any physical or mental impairment that may affect their ability to safely perform their assigned work
* Not report for work or remain at the workplace if their ability to work is affected by alcohol, drugs, or other substances or cause, in ways that would endanger themselves or anyone else
* Not unlawfully manufacture, distribute, possess, transfer, store, conceal, transport, promote or sell alcohol, drugs (prescription ort otherwise) and/or related paraphernalia at the workplace

**Roles and responsibilities of other workplace parties**

*(If applicable, identify specific roles and responsibilities of others to whom the policy applies (e.g., multi-employer worksites, owners, sub-contractors, dependant contractors, visitors, volunteers, etc.).*

**Our workplace approach to impairment**

We take a fitness-for-duty approach to workplace health and safety. People working at *[Organization]*are expected to be fit for duty when reporting to work and must be capable of safely performing their work.

**Definitions used in our policy**

Impairment can have many causes including, but not limited to, substance use, fatigue, medical conditions, medications, and psychological factors. These may affect an employee’s ability to safely perform their assigned work duties. Impairment that creates a health and safety risk to the employee or anyone else must be identified and controlled.

*Define key terms as applied in your policy, such as:*

* *Fit for duty - means being in a physical, mental and emotional state that allows the individual to perform assigned tasks competently and in a manner that does not compromise or threaten the safety or health of that individual or others*
* *Impairment - the condition of having reduced ability to do their work; circumstances in which a worker’s mental and/or physical ability to safely perform job-related tasks is negatively affected. Impairment causes include drugs (prescription, over-the-counter, or illicit), alcohol, fatigue and others.*
* *Substance, accommodation, etc.*
* *Accommodation*

**Education**

*[Organization]* will provide appropriate education and training to employees, supervisors, and managers so that each party understands this policy, the requirements that apply to them, and their role in implementing this policy. For example, such training and education will explain:

* What impairment is, its common causes, and how impairment impacts a person’s mental and physical abilities to safely do their work
* Our policy and program
* Individual roles, responsibilities, and requirements
* Confidential reporting process
* Process for assessing fitness for duty
* The investigation process
* Measures the employer will use to satisfy duty to accommodate requirements
* Support mechanisms such as employee and family assistance programs.

**Disclosure and reporting**

Every employee must work in compliance with this policy and supporting procedures. An employee with a physical or mental impairment that may affect their ability to safely perform assigned work must inform their supervisor or employer. Employees must also report to their supervisor if they have reason to believe that a co-worker may be impaired and unable to perform assigned work functions safely, or if they become aware of an unsafe work situation. Employees do not need to disclose to their supervisor the cause of the impairment.

If a supervisor becomes aware of an employee showing signs they may be impaired and their ability to perform their job safely is at risk, the supervisor will take action and handle the situation promptly. Our procedures in this situation begin with:

1. Immediately removing the employee from the workplace to ensure that neither the employee nor any other person is subject to undue risk
2. Directing the employee to not operate any vehicle
3. Providing the impaired employee with a safe means of transport to their home or other safe location
4. Documenting occasions when an employee has been determined to not be fit for duty, and steps taken by our organization to respond to the situation

Employees who report health and safety concerns are protected under the *Workers Compensation Act*. This does not eliminate our ability to manage the performance of our employees*.*

*[Organization]*is committed to ensuring any personal information received is kept in confidence. The privacy of the individual reporting suspected workplace impairment and the individual who is experiencing the impairment will be respected.

*[Include references to / relevant details about the organization’s privacy/confidential policy. Protections for confidential information must comply with privacy and human rights laws.]*

**Employee support**

*[Organization]*has the following services available to employees [*if applicable, list support resources or services provided to employees*)**.** We encourage employees to request help without discipline prior to any non-compliance with this policy or compromised job performance. We are committed to ensuring compliance with applicable employment and labour laws. This policy does not discourage any employee from exercising their rights.

**Incident investigation**

*[Organization]*will investigate all occurrences in which an employee is observed or reported to be impaired at work. Where the investigation determines that this policy has been violated, we will implement appropriate actions.

**Corrective actions**

A violation of this policy by an employee may be the basis for *[Organization]*to impose corrective actions. Violations include, but are not limited to, actions prohibited by this policy and failure to comply with the duties prescribed in this policy (e.g., reporting obligations). Corrective actions may include, but are not limited to:

* Requiring the employee to successfully complete prescribed education and/or training
* Requiring the employee to participate in an assessment by a health care provider to determine fitness for duty
* Requiring the employee to successfully complete a monitored treatment program as a condition of continued employment
* Discipline up to and including termination of employment or contract

*[Include information related to privacy, accommodation, internal human resources policy, employee assistance program services and other support processes, and disability management referrals.]*

**Policy posting and review**

This policy will be posted at *[list places such as lunchroom, online, etc.]* and a copy will be given to each employee as part of their orientation. The policy will be reviewed with others (e.g., visitors, volunteers, contractors) during their site orientation.

This policy will be periodically reviewed every *[insert frequency. An annual review is recommended]* and any changes will be communicated to all affected worksite parties.

**Employee acknowledgment**

Your signature below certifies that you agree to comply with this policy. Non-compliance is a serious matter and may subject you to disciplinary action.

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Employee signature Date

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Employee name (print)

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Supervisor signature Date

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Supervisor name (print)