

Workplace Impairment Policy

(Example)

POLICY STATEMENT:

Management at _____ (company) is committed to providing a safe workplace. This duty includes addressing any issues that may impair people's ability to perform their work functions safely. To that end, we have put in place rules and procedures with respect to workplace impairment. These rules and procedures will help protect everyone at our workplace.

RULES:

- Individuals must NOT work if they are impaired
- Being impaired means being mentally or physically unable to perform assigned work functions safely due to the use or after-effects of alcohol, cannabis, illegal drugs, prescription drugs, or over-the-counter medications, or any other issue that may impair judgment or performance
- Individuals must inform their supervisor if their ability to safely perform assigned work is impaired for any reason
- Individuals must inform their supervisor if they have concerns about a co-worker's fitness to safely perform assigned work functions
- Use of a substance at the work place and related sites or during work hours is prohibited
- Policy violations will result in _____ (for example, discipline up to and including dismissal)
- Voluntary disclosure will result in _____ (for example, non-disciplinary reassignment, when appropriate, and the availability of an employee assistance program providing support and assistance for individuals with impairment issues).

PROCEDURES:

- Employees who are taking medications of any kind, whether prescribed or self-administered, are responsible for taking steps to ascertain whether the medications are capable of causing any impairment to their ability to carry out their job duties safely and efficiently, and where this is the case, to report without delay to the Employer the facts and associated use of the medications.
- Upon being informed of an employee's use of medications, the Employer shall consult with the affected employee and his/her physician to determine if a any accommodation of the employee is required.
- Where an employee has reason to believe that he/she has a substance abuse problem, whether or not the substance abuse problem results in a violation of this policy, the employee is obligated to report the fact and circumstances of the potential substance abuse problem to the Employer.