

Great Plains College

PERSONNEL

EMC Reviewed: September 25, 2018
Policy Council Reviewed: via email September 27, 2018
EMC Final review and Approval: October 9, 2018
Approved by Board: BM #

NAME: Fit for Duty Policy

REFERENCES: Canadian Human Rights Act
Saskatchewan Human Rights Code Regulations
Occupational Health and Safety Act
Workplace Accommodations Procedure

PURPOSE

Great Plains College is committed to the health and safety of its employees. The college has adopted this policy to establish a consistent framework to prevent and/or address situations where individuals, while on College business or properties, are affected by the inappropriate use of drugs, alcohol, medication or any other substance that may jeopardize the safety of themselves, their co-workers or members of the public. The College expects that all employees and contractors report fit for duty. The College is committed to assist and accommodate employees who seek supportive rehabilitation for substance abuse, wherever possible.

SCOPE

This policy applies to all employees, volunteers, contractors, service providers, management and the Board of Governors while on College business or properties.

DEFINITIONS

Fit for Duty not under the influence of any drugs, alcohol, medication or any other substance that will hinder job performance or compromise the safety to the employee or others.

Safety Sensitive Job a job requiring the employee to operate motorized vehicles, trucks, heavy equipment or machinery, or other job so defined by the College.

POLICY

To help ensure a safe and healthy workplace, Great Plains College reserves the right to prohibit certain items and substances from being on college property.

The college policy is that:

- Employees and contractors shall ensure they are fit for duty and shall remain fit for duty for the duration of their shift.
- Employees are prohibited from reporting to work while under the influence of recreational substances that may impair their performance or compromise safety to themselves or others.
- Employees on medically approved substances that may impair their performance or compromise safety to themselves or others, must inform their direct supervisor or Human Resources. Proof of medical authorization may be required.
- Employees shall advise their supervisor when they witness concerns about a co-worker's fitness for duty.
- The supervisor works in conjunction with Human Resources to coordinate assistance and accommodation, as required.

- Employees who present as unfit for duty will be sent home via safe transportation with further follow-up required.
- The incident shall be reported to the out-of-scope supervisor as well as Human Resources.
- The College reserves the right to declare certain jobs safety sensitive.
- Drug and/or alcohol testing shall take place where there are reasonable grounds to believe that an incident or a near-miss accident occurred as a result of the use of drugs and/or alcohol by an employee or contractor.
- The possession, use, distribution and sale of drugs, alcohol and drug paraphernalia on College property is prohibited.
- Employees are expected to abide by all governing legislation pertaining to the possession and use of drugs and alcohol.
- The College will support employees to access confidential assessment, counseling, treatment and after-care services. Employees who have substance dependency are strongly encouraged to seek assistance through the confidential Employee Family Assistance Program.

DISCIPLINARY ACTION

Employees may be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy and corresponding procedures.