



POLICY – SA 28

IMPAIREMENT

APPROVAL DATE:	2022-09-26	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2027

POLICY STATEMENT

To establish the rules and processes governing the use of drugs and/or alcohol while employed by the Village of Marwayne.

BACKGROUND

The Village of Marwayne is committed health and safety in the workplace. Impairment has multiple causes ranging from substance use, fatigue, medical conditions, medications, psychological factors, etc. that may affect a workers ability to safely perform their assigned duties. Impairment that creates a health and safety risk to the Employee or anyone else in the workplace must be identified and controlled.

OBJECTIVE

To ensure that Village of Marwayne Employees are fit for work and not impaired by the use of drugs and/or alcohol.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Fit for Duty means that an Employee is not impaired when reporting to work or during working hours.

Impaired/Impairment means the state of being impaired resulting from, but not limited to, substance use, drugs, alcohol, fatigue, medical conditions, medications, and/or psychological factors.

Village is the Village of Marwayne in the Province of Alberta.

Working Hours means regular business hours, overtime hours and on-call hours while employed and on-shift performing an Employee's assigned duties for the Village of Marwayne.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- All individuals employed by the Village of Marwayne are expected to be fit for duty when reporting to work as well as during work hours so as to be able to perform their assigned duties safely.
- Under the Alberta Occupational Health and Safety Act, all Employees must take reasonable care to protect the health and safety of themselves and of others at or in the vicinity of the work site while the Employee is working.
- The Village of Marwayne requires Employees to refrain from performing their assigned work duties and/or report or disclose to their supervisor when there is a risk of impairment that may adversely affect the health



and/or safety of themselves, their fellow Employees or any other persons at or in the vicinity of the work site.

- The Village of Marwayne requires Employees to report and/or disclose if they suspect a fellow Employee or any other person at or in the vicinity of the work site may be impaired or if they become aware of an unsafe work situation.
- If a supervisor and/or the Chief Administrative Officer becomes aware of an Employee or any other persons at or in the vicinity of the work site, the supervisor and/or the Chief Administrative Officer shall take action and handle the situation promptly.
- Employees involved in an incident during working hours may be required to provide proof that they were not impaired at the time of the incident through the provision of a drug and/or alcohol screen. The screen must be conducted by a third-party company with the results becoming the immediate property of the Village of Marwayne. The Village of Marwayne shall advise the Employee of the drug and/or alcohol screen results and a copy will be placed in the Employee's personnel file, in conjunction with the incident reporting form.
- The Village of Marwayne reserves the right to carry out disciplinary action, up to and including termination, should an Employee not be fit for duty when reporting to work or during working hours.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant



EXEMPTIONS

If an Employee requires resources and/or treatment for substance abuse, the Village of Marwayne shall ensure that the necessary information is provided to the Employee as is required under the Alberta Occupational Health and Safety Act.