

## **Rural Municipality of Rosemount No. 378**

### **Policy No. 20**

#### **Alcohol and Drug Policy**

##### **Policy:**

The RM of Rosemount No. 378 is committed to ensuring a Drug and Alcohol free workplace.

##### **Purpose:**

To ensure that all employees are in an alcohol and drug free work environment. This policy also ensures that the public, fellow workers and the environment shall not be harmed due to any incidents caused by the RM of Rosemount employees and the use, misuse, sale, distribution or possession of alcohol or drugs.

##### **Guidelines:**

There is zero tolerance for the use of Alcohol or Drugs while on RM of Rosemount work sites or doing work for the RM of Rosemount No. 378. This includes but is not limited to the;

- a) Misuse of drug(s) that have been acquired through prescription;
- b) Use of drugs that have not been prescribed to the person(s) using the drug(s);
- c) Possession of alcohol and/or drugs in any quantity;
- d) Sale or distribution of drugs and/or alcohol in any quantity;
- e) Intoxication due to drugs and/or drug use;
- f) Negative after effects of alcohol or drugs.

##### **Responsibility:**

Management will enforce the Alcohol and Drug policy by ensuring the disciplinary action be taken towards violators of this policy and that any infraction will be deemed serious and dealt with accordingly. Disciplinary action may range from a verbal warning, to days off or even possible termination. Legal action may also be considered depending on the severity of the situation. Lease operators will be responsible, as set forth in their agreements with the RM of Rosemount No. 378 to ensure that they do not have persons on site who are in violation with any part of this policy. Any lease operator or lease operator employee who is found to be in violation of this policy will be immediately be removed from doing work for or representing the RM of Rosemount No. 378.

Treatment options through the province of Saskatchewan Health Care System shall be made available to the worker; and upon the employees request they shall be permitted to return, once proving they are not in violation of this policy and have a clean return to work test.

All visitors are expected to ensure they are not under the influence of alcohol or drugs, or the after effects of alcohol or drugs.

**Post-Accident Testing** – This drug and/or alcohol test is required when an accident occurs and it is reasonable to think that there may be impairment on the part of the employee. Post-accident drug

tests must be completed as soon as practical, but within 3-4 hours after the accident, and documentation must begin after 8 hours. Post-accident alcohol tests must also be completed as soon as possible, but within 8 hours after the accident, and documentation must begin after 2 hours. Management shall decide whether an incident is “reportable” and therefore requires post-accident testing.

**Pre-Employment Testing** – This term refers to a mandatory drug and optional alcohol testing at the time of hiring or at the time of assignment from non-safety sensitive duties to safety sensitive duties that must be passed before a worker can take on safety sensitive duties. This refers to drug and/or alcohol testing that is administered to a candidate as a condition of his/her employment or to an existing employee prior to a placement, in order to determine his/her suitability for a certain safety sensitive position.

**Reasonable Cause Testing/Reasonable Suspicion Testing** – In a work place setting, this is a drug and/or alcohol test that is conducted when there is reasonable cause to believe that a worker is under the influence of drugs and/or alcohol while performing his/her duties.

**Return to Duty Testing** – A drug and/or alcohol test required as a condition of a worker’s return to safety sensitive duties after the worker previously tested positive for drugs and/or alcohol. The worker must test negative on the return to duty test prior to resuming safety sensitive work.

**REPORTING:**

All employees are expected to report to the Administrator or Council any instances of non-compliance with regards to the guideline subject above.

The Administrator shall report to Council and Council shall respond accordingly.

**Corrective Actions:**

Non-compliance with regards to the alcohol and drug policy shall result in immediate action on behalf of the RM of Rosemount No. 378.

Any employee found to be non-compliant shall be immediately removed from the work site and may be subject to any of the following, in no specific order:

- a) Termination of employment;
- b) Days off without pay;
- c) Change of status within the RM of Rosemount, resulting in decrease in wages.

Any person(s) who are found to be in non-compliance will be held responsible for any financial burdens that are incurred due to the act of non-compliance, in regards to the guide-lines set out above. Also any person(s) may also be held legally responsible dependent on circumstances.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Date