



<b>Category:</b> Human Resources	<b>Responsible Owner:</b> Human Resources	<b>Effective Date:</b> August 2019
<b>Policy/Form Number:</b> 5.8	<b>Approval Body:</b> Board of Governors	<b>Policy/Form Name:</b> Impairment Policy for Society Members, Contractors, Guests and Visitors

**A. POLICY:**

Columbia College is committed to the health, safety and well-being of employees, visitors, contractors and members of the public who are present on College Campuses and Properties and who participate in College-sponsored activities. It is recognized that the use of alcohol and other Drugs or substances, including Recreational Marijuana/Cannabis, illegal substances, prescribed and over-the-counter Medications (including Medical Marijuana/Cannabis) may have serious adverse effects on an individuals’ safety and performance and/or negatively affect people around them.

**PURPOSE/COMMITMENT:**

The Impairment Policy addresses the use of all substances that may cause physical and/or behavioral changes that affect an individual’s ability to perform their normally expected duties at the College.

**SCOPE:**

This policy applies to all Society members, contractors and other individuals who work or carry out services for the College, and to guests and visitors, while on College Campuses and Properties.

**DEFINITIONS:**

1. **College:** Columbia College
2. **College Campuses and Properties:** includes any building, structure, parking lot, space or land controlled, owned, leased and/or occupied by the College.
3. **Drugs:** includes but is not limited to any substance which affects a person’s physical or mental capacity or functioning which causes a marked change in consciousness, or has a physiological effect when ingested or otherwise introduced into the body and includes both legal and illegal forms of substances.
4. **Fit for Duty:** not under the influence of any legal or illegal Drug, alcohol, Medication or other impairing substance or a condition that disrupts the College’s working environment or compromises the safety of the individual or others.
5. **Impaired or Impairment:** a deterioration or diminishment of an individual’s physiological ability, functioning, judgement, or condition and includes but is not limited to being unable to function as that individual does under normal or usual conditions because of intoxication by a substance.
6. **Medical Marijuana/Cannabis:** a controlled substance obtained at the advice of a physician and requires a prescription or similar medical certificate.
7. **Medication:** a substance obtained legally, either over-the-counter or through a doctor’s prescription that is taken in accordance with a doctor’s directions or, over the counter, taken in accordance with the directions of the manufacturer.
8. **Recreational Marijuana/Cannabis:** cannabis products, including vaporizers, tinctures and edible cannabis product for personal use that does not require a prescription or similar medical certificate.

9. **Supervisor:** a person, not necessarily an Administrative or Department/Division Head, who has been assigned or delegated supervisory responsibility for others working or studying at the College.

#### **WHEN TO USE THE POLICY:**

#### **B. PROCEDURES:**

All employees are expected to be Fit for Duty when reporting to work and remain Fit for Duty for the duration of their workday. If an employee is required to take Medication or Medical Marijuana/Cannabis, the employee cannot be inhibited in their ability to proficiently or safely perform their job functions.

Employees and contractors are required to notify their Supervisor if they know or suspect that their ability to perform their work safely is Impaired for any reason, and to not knowingly work when their Impairment may create a risk to themselves or others while on College Campuses and Properties.

Employees are required to notify their Supervisor if they see someone who appears to be Impaired on College Campuses and Properties.

Any person on College Campuses and Properties or at a College-sponsored activity must not be Impaired by alcohol, Drugs or Medication. A person will not be permitted to remain on College Campuses and Properties while the individual is affected by alcohol, Drugs or Medication so as to endanger the person or negatively affect others.

Illegal Drugs may not be brought onto or kept on any College Campuses and Properties.

Supervisors must not assign Impaired employees or contractors to activities where their Impairment may create a risk to the worker or anyone else and must ensure to the best of their ability that employees or contractors whose Impairment endangers the workers or anyone else do not remain at the workplace.

Employees who use alcohol, Drugs or Medication on College Campuses and Properties or report to work Impaired may be disciplined up to and including dismissal.

Contractors who use alcohol, Drugs or Medication on College Campuses and Properties or report to work Impaired may have their contracts terminated.

#### Alcohol, Recreational Marijuana/Cannabis and illegal Drugs

1. Possession, consumption, use, or selling of alcohol, Recreational Marijuana/Cannabis products, illegal Drugs or related paraphernalia on College Campuses and Property or at College functions is strictly prohibited, except under the condition described in 2. below.
2. Use of alcohol for social functions at the College may be permitted when approved by the College. Approval must be obtained from the College Principal to ensure the use of alcohol does not contravene the intent of this policy. At this time, the use of Recreational Marijuana/Cannabis at social functions at the College is not permitted.

#### Use of Prescription Drugs, over-the-counter Drugs and Medical Marijuana/Cannabis:

Employees and contractors who are under medical direction to use prescription Drugs, over-the-counter Drugs and/or Medical Marijuana/Cannabis for health treatment are responsible for determining with their physician or

health professional whether these substances may significantly Impair their job performance and must inform their Supervisor if they are experiencing or at risk of experiencing Impairment.

Employees and Supervisors need to consider the effects of prescription Drugs, over-the-counter Drugs and Medical Marijuana/Cannabis as potential sources of Impairment. The Human Resources Manager should be informed of potential Impairment in order to ensure that adequate supervision of work is provided.to ensure all employees and contractors remain Fit for Duty while on College Campuses and Properties.

Medical Marijuana/Cannabis may not be considered a health treatment unless prescribed under a doctor's orders. Self-dosing (i.e. using Recreational Marijuana/Cannabis allegedly for medical purposes without medical supervision) is not permitted under this policy.

### Medical Accommodation

The College recognizes that dependence on alcohol or Drugs is a medical issue and employees or contactors with a substance abuse problem or addiction may require reasonable accommodations in accordance with the BC Human Rights Code and the College's Accommodation Policy for Employees.

Employees who would like to request a medical accommodation related to a dependency on alcohol or Drugs while on College Campuses and Properties can contact the Human Resources department and request a meeting. Documented medical need will be assessed and reasonable accommodation made if Columbia College can do so without undue hardship, taking into account that at all times the safety of the employee and persons our employee comes in contact with while on College Campuses and Properties must not be compromised.

### **Legislative and Collective Agreement References**

Statutes of Canada 2018, Chapter 16 (Bill C-45)

<http://www.parl.ca/DocumentViewer/en/42-1/bill/C-45/royal-assent>

Occupational Health and Safety Regulation Part 4 General Conditions, Impairment, Subsection 4.19 and 4.20.

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.19>

### **Links to Other Related Policies, Documents and Websites**

Employment Assistance Program: <https://columbiacollege.lifeworks.com/life/employee-assistance>

Diagnostic and Statistical Manual of Mental Disorders (DSM-5)

### **LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

Accommodation Policy for Employees

Smoke – Free Campuses Policy

### **REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

**REFERENCE TO BYLAWS:**

**RELATED ACTS AND REGULATIONS:**

**RELATED POLICIES:**

- **APPROVALS:**

**IF APPLICABLE:**

<b>Chair, Academic Board</b>	<b>Date:</b>
------------------------------	--------------

**APPROVAL FOR ALL POLICIES:**

<b>Responsible Owner:</b>	<b>Date:</b>
<b>Principal or Designate:</b>	<b>Date:</b>
<b>Chair, Board of Governors:</b>	<b>Date:</b>

<b>Proposed Review Date:</b>	<b>Dates(s) revised:</b>	<b>Replaces Policy/Form Number:</b>
------------------------------	--------------------------	-------------------------------------