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Team Lead: VP–Human Resources	Program Area: Human Resources
Approved by: VP-Human Resources	Policy Section: General
Issue Date: February 19, 2016 Review Date:	Subject: Chemical Impairment
Revision Date:	

POLICY SUBJECT:

Chemical Impairment

PURPOSE:

To eliminate the risks that are present to patients, residents and others by staff who are chemically impaired in the workplace.

BOARD POLICY REFERENCE:

Executive Limitation (EL1) Global Executive Restraint & Risk Management
 Executive Limitation (EL2) Treatment of Clients
 Executive Limitation (EL3) Treatment of Staff

POLICY:

It is the responsibility of all staff within Southern Health–Santé Sud to promote and ensure a safe workplace. Southern Health-Santé Sud views any staff who attempts to perform his/her duties while chemically impaired to be a safety risk to patients, residents, other staff and themselves. Southern Health-Santé Sud prohibits any staff from entering or remaining in the workplace while chemically impaired or perceived to be chemically impaired.

DEFINITIONS:

Staff: All persons employed or individuals contracted by Southern Health-Santé Sud as well as members of the medical staff and Placement Participants.

Chemical Impairment: When the individual is unable to meet the requirements of their position because of cognitive, interpersonal or psychomotor skills are affected by conditions of the individual in interaction with the environment. These factors may include excessive alcohol or drug use, or addiction.

Conduct or conditions indicative of chemical impairment may include, but are not limited to, the following: disruptive behavior that could threaten the staff's own safety or the safety of others, smell of liquor, glue, solvents or marijuana, euphoria, hyperactivity, combativeness, confusion, hallucinations, aggression, mania, lack of coordination, belligerency or uninhibited behavior, fatigue, agitation, impatience, uneasiness, inability to undertake or understand instructions, inflamed eyes and shaking hands, unsteady gait or slurred speech.

IMPORTANT POINTS TO CONSIDER:

Staff who acknowledge that they have an addiction, with appropriate medical documentation, may require accommodation under the respective Collective Agreements and the Manitoba Human Rights Code.

PROCEDURE:

1. If it is believed that a staff is chemically impaired and in violation of this policy, it is the manager/supervisor's responsibility to advise the staff they are required to leave the workplace as per policy.
2. Prior to speaking with the staff, the manager/supervisor in charge of the area should contact the immediate supervisor so they are aware of the situation. If after hours, the manager/supervisor in charge of the area should contact the Senior Leader On-Call.
3. The staff suspected of being chemically impaired will be interviewed by their manager/supervisor in the presence of a third party, another manager or Human Resources, and their union representative. The manager/supervisor shall inform the staff why they believe she/he is in violation of the policy. The manager/supervisor will advise the staff that they have two options for leaving the workplace:
 - 3.1. The manager/supervisor will call a taxi for the staff or
 - 3.2. The manager/supervisor will call a family member or another party who is able to pick up the staff at the worksite.
4. The staff will be directed to leave the workplace and not return until contacted by management. If the staff is so impaired that management perceives the verbal direction may not be understood, management may contact the staff at a later time to ensure understanding of why they were sent out of the workplace.
5. A staff removed from the workplace for violating this policy will not be paid for the remainder of the shift.
6. Prior to the end of the shift the management/supervisor shall document the situation and contact Human Resources accordingly. In addition, should the situation involve substantial risk to other employees, medical staff, volunteers, students, visitors and other associated with the organization or to reputation, security or property damage of a financial loss greater than \$5,000 an Occurrence Report is also to be completed.
7. The Director in consultation with Human Resources, if appropriate, will review and discuss the situation with the staff before returning to the workplace.
8. Based on the results of the meeting(s), the staff may be encouraged to participate in a recognized treatment program or counseling program. They may also receive discipline as a result of their actions.

REFERENCES:

Manitoba Human Rights Commission