Governance Executive Summary
Advice, Discussion, Information Item

Agenda Title: Workplace Impairment Policy

Item

<table>
<thead>
<tr>
<th>Proposed by</th>
<th>Provost and Vice-President (Academic) and Vice-President Finance and Administration</th>
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<tbody>
<tr>
<td>Presenter</td>
<td>Wayne Patterson, Vice-Provost and Associate Vice-President (Human Resources)</td>
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Details

<table>
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<tr>
<th>Responsibility</th>
<th>Human Resource Services</th>
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<td>The Purpose of the Proposal is (please be specific)</td>
<td>The proposal is before the committee for early consultation to share the purpose of the proposed policy and procedures, hear concerns and questions, and solicit insights.</td>
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| Executive Summary (outline the specific item— and remember your audience) | To provide a safe, healthy and productive work environment for all faculty, staff, postdoctoral fellows and students and to mitigate risks that the inappropriate use of alcohol, cannabis, medications, substances¹ and other workplace impairments could have on staff, property, research and reputation, PEC-O approved the development of a Workplace Impairment Policy in March 2018. Human Resource Services (HRS) is leading a working group in the development of this policy framework, expected for completion later this year. The lack of a comprehensive Workplace Impairment Policy framework creates risks and liabilities that must be considered including:  
  - impaired performance and/or productivity, workplace accidents and impaired decision-making which could affect an individual, co-workers, the public, equipment and infrastructure, finances and reputation;  
  - absenteeism, workers’ compensation costs and disability health benefits costs; and  
  - legal liability and associated costs.  
  The new Workplace Impairment Policy will include:  
  - expectations for attending work fit for duty and free from the influence of alcohol or illicit drugs;  
  - restrictions and/or prohibition on the possession, distribution, or sale of illicit drugs or related paraphernalia;  
  - expectations for employees to use medications responsibly which includes assessing whether a medication may inhibit the ability to perform work safely and productively with their physician and/or |

¹ Substances of concern include: illicit drugs, medications (prescribed or over the counter), solvents, inhalants or any other substance that may change or adversely affect the way a person thinks, feels, acts, or otherwise has the potential to impair an individual’s ability to perform their job safely and productively.
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| pharmacist;  
- expectations for employees that need to work on call to restrict impairment when reporting to work;  
- restrictions on the consumption of impairment causing substances while at work;  
- Identification of safety sensitive positions and the process for impairment testing if necessary;  
- Identification of corrective actions appropriate for addressing workplace impairment; and  
- Identification of protections for individuals that are seeking treatment for addiction. |

**Supplementary Notes and context**

**Engagement and Routing (Include proposed plan)**

**Consultation and Stakeholder Participation**

- Key stakeholders were consulted throughout the information gathering and policy development phases.  
- Stakeholders included: AASUA, NASA, Postdoctoral Fellows Association, Graduate Students Association, University Protective Services, Human Resource Services, Environmental Health & Safety, Dean of Students, Deans, Directors, Chairs and Managers/Supervisors from all faculties and departments on all campuses, in particular those where safety-sensitive work is prevalent.  
- Proposed routing through GFC Exec, GFC, BHRCC, BSHEC, BOG

**Strategic Alignment**

<table>
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<th>Alignment with <strong>For the Public Good</strong></th>
<th>Objective 19, Strategy iii - “Endorse a strong culture of safety awareness, knowledge, planning, and practice…”</th>
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<tr>
<td>Alignment with Institutional Risk Indicator</td>
<td>Reputation, infrastructure, education/research, human resources, safety/security</td>
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| Legislative Compliance and jurisdiction | Occupational Health and Safety Act  
Cannabis Act |

**Attachments**

1. Briefing Note (page(s) 1 - 2)

*Prepared by: <Marj Cayford, Senior Human Resources Partner, marj.cayford@ualberta.ca>*
Many aspects of our workplace require mental and physical alertness, accurate and quick reflexes along with sound judgment and decision making. Impairment to these abilities can introduce unnecessary workplace hazards and create health and safety risk that can easily lead to critical workplace incidents with severe consequences. The legalization of recreational cannabis on October 17, 2018 further elevates concerns related to workplace impairment.

To provide a safe, healthy and productive work environment for all faculty, staff, postdoctoral fellows and students and to mitigate risks that the inappropriate use of alcohol, cannabis, medications, substances\(^1\) and other workplace impairments could have on staff, property, research and reputation, PEC-O approved the development of a Workplace Impairment Policy in March 2018. Human Resource Services (HRS) is leading a working group in the development of this policy framework, expected for completion later this year.

The lack of a comprehensive Workplace Impairment Policy framework creates risks and liabilities that must be considered including:

- impaired performance and/or productivity, workplace accidents and impaired decision-making which could affect an individual, co-workers, the public, equipment and infrastructure, finances and reputation;
- absenteeism, workers’ compensation costs and disability health benefits costs; and
- legal liability and associated costs.

The new Workplace Impairment Policy will include:

- expectations for attending work fit for duty and free from the negative effects of alcohol and other drugs, the misuse of and/or failure to take medications as prescribed, excessive stress, and/or extreme fatigue;
- set out all standards and expectations around alcohol and drug use in the workplace, and the procedures that will be followed to investigate possible violations of these standards;
- reinforce the University’s commitment to ensure that faculty and staff with alcohol and/or drug dependency or other disabilities are provided with assistance and appropriate accommodation in employment in accordance with applicable policy and human rights legislation;
- guide the management of risks associated with impairment in the workplace

In consideration of the extensive consultation completed with internal and external stakeholders, a working group with membership in key areas across the University is currently completing the drafts of the policy framework for governance review during the November/December schedule. Governance review includes: GFC Exec (Nov 19), GFC (Nov 26), BHRCC (Nov 27), BSHEC (Nov 28), BOG (Dec 14). The targeted implementation date for the new policy suite is January/February 2019.

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\(^1\) Substances of concern include: illicit drugs, medications (prescribed or over the counter), solvents, inhalants or any other substance that may change or adversely affect the way a person thinks, feels, acts, or otherwise has the potential to impair an individual’s ability to perform their job safely and productively.
Stakeholder Consultation:

- Key stakeholders were consulted throughout the information gathering and policy development phases.
- Stakeholders included: AASUA, NASA, Postdoctoral Fellows Association, Graduate Students Association, University Protective Services, Human Resource Services, Environmental Health & Safety, Dean of Students, Deans, Directors, Chairs and Managers/Supervisors from all faculties and departments on all campuses, in particular those where safety-sensitive work is prevalent.
- Stakeholders will have opportunity to provide feedback on the final policy and procedures following legal review.

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