

Are your employees fit for work?

What to do if they are not

All employees are expected to be fit for work. This means they are able to safely and acceptably perform their assigned duties without any physical and/or mental health limitations. This includes risks that arise from using a substance including alcohol, illicit drugs, medications (both prescription or over-the-counter) and cannabis.

You might suspect an employee to be under the influence of a substance because you notice one or more of these signs:

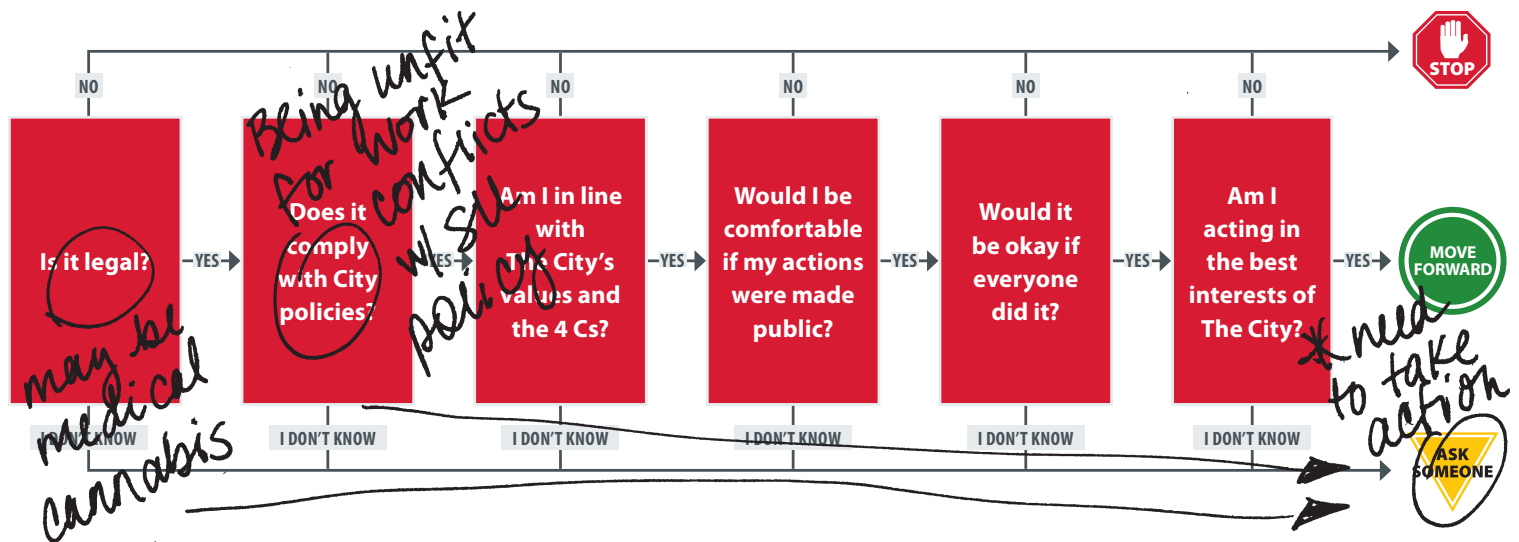
Sudden changes in physical appearance or odours

- Puffy or red face, broken blood vessels
- Signs of fatigue or sleepiness on the job
- Red, watery eyes or dilated pupils
- Shaky (tremors) hands or when walking
- Smells of cannabis or alcohol or attempt to cover scent (i.e. after shave, perfume)

Changes in behaviour or speech

- Withdrawal or excessive talkativeness
- Slurred or excessively slow speech
- Rapid or rambling speech
- Irrational or risky behaviour
- Deteriorating relationships or a change in friends
- Show reaction time, slower movements
- Suspicious attitude toward others

Let's say you suspect one of your employees of being under the influence of cannabis while at work. Should you take action about your observations? Let's review our Code decision guide:



How do you take action with an employee you suspect is not fit for work as a result of a substance?

- 1. Take your employee into a private room.** Tell them to wait there as you need to speak to them before they return to work. Ensure there is another manager, supervisor, leader or Corporate Security representative (available 24/7) in the room with you to witness the discussion and provide a second opinion.
- 2. Initiate a conversation with the employee to determine fitness for work.** Remember not to jump to conclusions as there are medical conditions that mirror the signs of substance use. During the conversation:
 - Ask the employee if they have consumed anything at work or prior to work that would impact their abilities to perform their duties safely.
 - Give him or her a chance to explain the strange behaviour.
 - Avoid making comments that are speculative.
 - Base statements on observable facts.
 - Avoid putting the employee on the defensive.
- 3. After that conversation, take the following steps:**
 - Get a second opinion. Consult with the other person who was in the room with you during the interview about their observations. Speak outside of the room.
 - If you agree this employee is **not under the influence** of a substance but you still have concerns about fitness for work contact your HR Business Partner or Corporate Health Consultant. If outside of 8 to 4:30, arrange for the employee to get home safely. You do not need to proceed through steps below.
 - If you both agree the employee **appears to be under the influence**, transport them to Lifemark by company vehicle or taxi. A supervisor must remain with the employee at all times. If you have questions about this, contact your HR Business Partner or Corporate Health Consultant or Corporate Security to discuss it further.
 - Call ahead to Lifemark to let them know you are on your way.
During regular office hours, Mon. – Fri. 8 a.m. to 4:30 p.m., call 403-219-5768.
If there is no response, call reception at 403-297-9500.
After hours, weekends and holidays call 403-219-5768 or 403-604-4831 (mobile).
 - Notify the applicable union that you are taking an employee for a test. A union representative has up to one hour to attend the testing facility; do not delay testing to wait for the union rep's attendance.

NOTE: If the employee refuses to be tested, tell him/her that this will be treated as a positive result. Then contact your business unit's Human Resource Business Partner and Corporate Health Consultant through HR Support Services at 403-268-5800.
 - After the test, regardless of whether it was positive or negative, arrange for transportation of the employee to their home.
- 4. Once results are received:**
 - Contact your Corporate Health Consultant and request they meet with the employee.
 - Ensure your employee meets with Corporate Health Consultant.

The Corporate Health Consultant will review the results and perform an assessment to determine next steps. Recommendations from the Health Assessment will be provided to your BAS Human Resources Business Partner and to you, the supervisor.

Refer to the Substance Use Guidelines for detailed steps. For fitness for work questions unrelated to substance use (e.g. mental or physical health), contact your BAS Human Resources Business Partner. If you don't know who that is, call HR Support Services at 403-268-5800.