

PROCEDURE TITLE	PROCEDURE ON DRUG AND ALCOHOL TESTING OF EMPLOYEES
Executive Sponsor	Vice-Principal (Administration and Finance) Provost and Vice Principal (Academic)
Initial Approval Date	October 31, 2019
Date of Last Review	N/A

Related Documents	POLICY CONCERNING ALCOHOL, CANNABIS AND OTHER DRUGS
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PART I – PURPOSE AND SCOPE

The Policy concerning Alcohol, Cannabis and Other Drugs outlines the rules and framework applicable to alcohol, cannabis and other drugs on campus.

The purpose of this Procedure is to establish guidelines regarding the administration of drug and alcohol tests.

The procedure is to be read in conjunction with the Policy. All items identified in this Procedure shall have the meaning given to them in the Policy.

The procedure shall apply to Employees.

PART II – PROCEDURE PROVISIONS

1. Employees may be required to undergo drug and/or alcohol testing in the following circumstances:
 - a) Reasonable Grounds

When there are Reasonable Grounds to believe that an Employee is not Fit for Work due to being Under the Influence, the Employee will be escorted to a safe place and given opportunity to explain why he or she does not appear to be Fit for Work. If the manager or supervisor conducting the interview still believes that the Employee is not Fit for Work, one or more of the following steps may be taken:

- i) The Employee may be referred for medical attention if there are immediate medical concerns;
- ii) The Employee may be reassigned or placed on a leave of absence until the Employee provides documentation from a qualified medical practitioner certifying that the Employee is Fit for Work;
- iii) The Employee may be subject to testing in accordance with this Procedure.

b) Post Incident or Near Miss

For the purposes of this Procedure, an “Incident” is one causing:

- A fatality or a personal injury to the Employee, a Member of the University Community or a member of the public;
- Loss or damage to property; or
- Damage to the environment.

A “Near Miss” is an event which does not cause an injury to the Employee, a Member of the University Community or a member of the public, or damage to the environment or property, but had the potential to do so.

Following an Incident or Near Miss, an Employee who was directly involved in the chain of acts or omissions leading up to the Incident or Near Miss will be escorted to a safe place and given opportunity to explain the circumstances of the Incident or Near Miss. If the manager or supervisor conducting the interview believes, based on an assessment of the situation including the Employee’s explanations, that the Incident or Near Miss may have occurred due to the Employee being Under the Influence, one or more of the following steps may be taken:

- i) The Employee may be referred for medical attention if there are immediate medical concerns;
- ii) The Employee may be reassigned or placed on a leave of absence until the Employee provides documentation from a qualified medical practitioner certifying that the Employee is Fit for Work;
- iii) The Employee may be subject to testing in accordance with this Procedure. A test will not be required if there is clear evidence that the cause of the Incident or Near Miss is unrelated to the Employee’s fitness (for example, where the Incident or Near Miss was caused by a structural or mechanical failure).

c) Post-Treatment

An Employee who returns to work following treatment for alcohol or drug dependency may be subject to random and unannounced alcohol and/or drug testing where such testing forms part of rehabilitation and support of an Employee who has been identified as having an alcohol or drug dependency.

The request for post-treatment testing is subject to a prior return-to-work agreement between the University, the Employee and, if the Employee is Unionized, the Union. The Employee and/or the Union’s refusal to agree to a return-to-work agreement does not prevent the University from exercising its management rights, including termination of employment.

d) Pre-Employment

The University may require pre-employment drug and/or alcohol testing for Employees or candidates applying on a Safety-Sensitive Position.

2. An Employee subject to post Incident or Near Miss or Reasonable Grounds testing will be provided with transportation to the collection site or clinic and then to the Employee's place of residence or to the care of another person.
3. Failure to report promptly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the University, tampering or attempted tampering with a test sample constitute violations of this Procedure.
4. The University will conduct an investigation into any suspected violation of this Procedure.
5. An Employee may be placed on leave of absence or temporarily reassigned pending completion of any investigation.
6. All information received by the University through this Procedure is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and regulations.