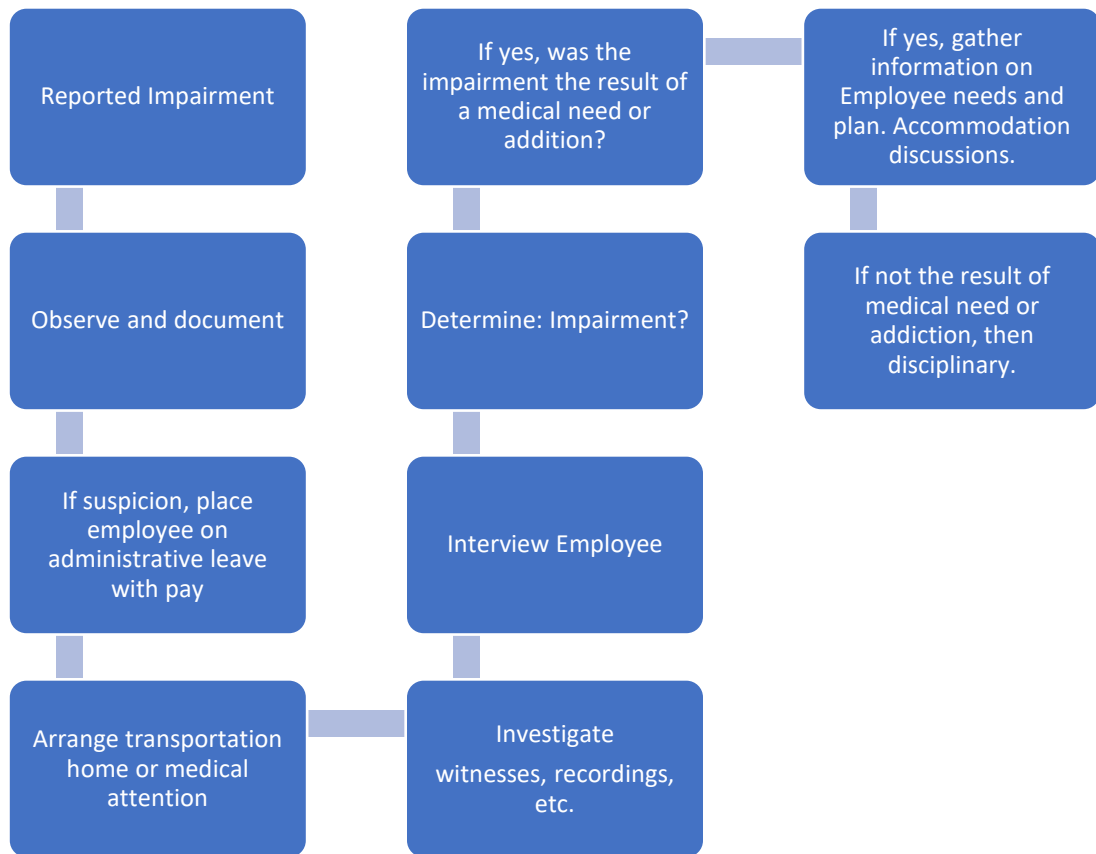


Navigating Drug and Alcohol Issues: “How to” Guide



Situation #1: Employee advises they use Medical Marijuana or Prescription Drug that Impact Abilities:

- Meet with Employee to better understand that nature of their condition and the prescription
- Request Employee provide their treating physician with “Medical Drug Information Request Letter” – See Form
 - This will help you better understand how the prescribed medication is to be used and may impact the employee
- Upon review of information provided, see if Employee is fit or safe to complete their normal duties.
- If not, then what duties can be assigned or bundled that would fit into the Employee’s abilities?
- Follow up routinely to ensure up to date info on file.

Situation #2: Employee suspected of attending work under the influence of drugs or alcohol

- Document what the observed symptoms are suggesting impairment.
- Ask employee if they have consumed alcohol or drugs
- If still believe they have or appear impaired then:
 - Send them home from work and arrange transportation;
 - If need medical attention, arrange accordingly.
- Employee placed on administrative leave with pay, pending investigation.
- Begin investigation and interview relevant witnesses.
- Interview employee to discuss the concerns and events.
- Make a finding of what occurred.
- If found that the person was impaired, then the outcome is either:
 - 1) Disciplinary Incident; or
 - 2) Addiction or Issue and requires accommodation

Myth #1 Marijuana is legal. Employees will be able to smoke or consume it at work or come to work impaired.

No. Yes it is legal. However, so is alcohol and employees cannot come to work impaired or drink in the workplace. Marijuana will be treated similarly. The only exception will be those prescribed medical marijuana and then the Employer needs to review the situation, its operations and see what accommodations can be considered.

Myth #2 If an employee has an addiction, they can attend work intoxicated.

No. Employer have an obligation to accommodate and assist an employee who has an addiction, meaning that they do not terminate them on the first occurrence. Employees have an obligation to seek assistance/ treatment for their issues and to comply with the policies of the workplace. If an employee with an alcohol or drug addiction continues to attend work under the influence it may become disciplinary and could lead to termination for cause.

Myth #3 I can smoke Marijuana at work, if a I have a Medical Marijuana prescription.

Not necessarily. Each case must be review on its facts. Employers have an obligation to accommodate the medical needs of its employees. However, this also must be balanced with the safety needs of the job, co-workers and the workplace. For instance, some positions are so safety sensitive (fishing, driving, etc), that an employer may not be able to accommodate a employee to consume medical marijuana at work.

If an employee is going to consume Marijuana in the workplace, then the Employer should have a good handle on the specifics of the prescribed amount and usage, and prescribed method (smoking, edibles, etc.). If being smoked, then need to see if this can be done in an area that will not impact other employees, clients or customers, etc.