

## TITLE

**ALCOHOL AND DRUGS: CONTRACTORS, STUDENTS AND VOLUNTEERS**

## SCOPE

Provincial

## DOCUMENT #

HCS-232-01

## APPROVAL AUTHORITY

People Executive Committee

## INITIAL EFFECTIVE DATE

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## SPONSOR

Workplace Health and Safety

## REVISION EFFECTIVE DATE

April 1, 2020

## PARENT DOCUMENT TITLE, TYPE, AND NUMBER

Alcohol and Drugs Policy (#HCS-232)

## SCHEDULED REVIEW DATE

April 1, 2021

**NOTE:** The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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**OBJECTIVES**

- To support the Alberta Health Services (AHS) Our People Strategy by providing direction to ensure that AHS **contractors, students, and volunteers** are fit and safe to work, and that **alcohol** and/or **drugs** must not impact the safe performance of their duties.
- To communicate AHS' commitment to providing a safe and healthy work environment.
- To provide direction when **substance use** by contractors, students, or volunteers impacts **AHS business**.

**APPLICABILITY**

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

**ELEMENTS****1. Points of Emphasis**

- 1.1 This procedure applies to all contractors, students, and volunteers at all times when they are engaged in AHS business while in an **AHS setting**. Failure to comply may result in removal from an AHS setting and may lead to discipline or termination of affiliation with AHS.
- 1.2 Accessing assistance or declaring a problem with substance use or an alcohol and drug dependency does not eliminate the requirement for maintenance of safe and acceptable performance levels and compliance with the AHS *Alcohol and Drugs Policy*.

## 2. Fit for AHS Business

- 2.1 When there is reason to believe a contractor, student, or volunteer is not **fit for AHS business** for reasons that are reasonably believed to be related to the consumption or use of alcohol or drugs, the contractor, student, or volunteer shall be taken to a safe location.
- a) When there is reason to believe a contractor is not fit for AHS business, the AHS **Manager** or **Supervisor** shall contact the contractor's main contact and arrange safe transportation for the contractor from the AHS setting. The appropriate steps shall be taken as determined by the contractor's main contact, Manager, or Supervisor.
  - b) When there is reason to believe a student is not fit for AHS business, the AHS Manager or Supervisor shall notify the student's academic institution or the student's instructor, and shall arrange safe transportation for the student from the AHS setting. The student's academic institution or the student's instructor shall take the appropriate steps as determined by the academic institution.
  - c) When there is reason to believe a volunteer is not fit for AHS business, the Manager or Supervisor shall notify Volunteer Resources and arrange safe transportation for the volunteer from the AHS setting. Volunteer Resources shall determine and carry out the appropriate steps.

## 3. Consequences of Violating the AHS *Alcohol and Drugs Policy*

- 3.1 Contractors, students, and volunteers shall be accountable for their actions. If a contractor, student, or volunteer is in violation of the *AHS Alcohol and Drugs Policy*, AHS may prevent the contractor, student, or volunteer from returning to AHS business in their role as a contractor, student, or volunteer.

### DEFINITIONS

**Alberta Health Services (AHS) business** means all business activities undertaken in the course of operations that are conducted in an AHS setting.

**Alberta Health Services (AHS) setting** means, for the purposes of this procedure, any environment where treatment/procedures and other health services are delivered by, on behalf of, or in conjunction with, Alberta Health Services. This includes but is not necessarily restricted to all land, facilities, affiliated sites, mobile equipment and vehicles owned, leased, or rented, and AHS corporate offices for the purpose of conducting AHS business.

**Alcohol** means a substance containing ethyl alcohol (ethanol) such as beer, wine, and distilled spirits, and includes alcohol found in medicines or other products.

**Contractor** means any person or entity, including their employees, officers, directors, agents, subsidiaries, and affiliates, that has been contracted, sub-contracted, or otherwise provides

services or attends an AHS setting and is not an AHS employee, and for the purposes of this procedure, is actively engaged in delivering goods or services.

**Drug** means any substance, the use of which has the potential to change or adversely affect the way a person thinks, feels, or acts. For the purposes of this procedure, drugs of concern are those that inhibit an individual's ability to perform AHS business safely and productively. Drug includes but is not limited to:

- Illicit drugs -any substance which is not legally obtained and whose access, use, sale, possession, purchase, or transfer is controlled, restricted, or prohibited by law (e.g., street drugs such as cocaine and methamphetamine). This includes but is not restricted to medications or legal drugs obtained illegally.
- Mood-altering substances - any substance that is not alcohol, an illicit drug, or medication, whose use results in cognitive or physical limitations that do or may negatively impact AHS business. It includes (but is not limited to) any product containing cannabis including inhaled products or consumables, synthetic cannabis, "bath salts", and doda solvents. It also includes (but is not limited to) natural products considered as alternatives to medication. It further includes (but is not limited to) substances used in a manner not intended by the manufacturer of the substance (e.g., glue sniffing, gasoline sniffing).
- Medication - any substance or mixture of substances manufactured, sold, or represented for use in the diagnosis, treatment, mitigation, or prevention of a disease, disorder, or abnormal physical state, or its symptoms, in human beings, and restoring, correcting, or modifying organic functions in human beings. For the purposes of this procedure, this includes cannabis for medical purposes that is authorized in accordance with Part 14 of the *Cannabis Regulation (Canada)*.

**Fit for AHS business** means being able to safely and acceptably perform assigned duties without any limitations associated with the use or after-effects of alcohol or drugs while on AHS business.

**Manager** means the individual(s) who has the delegated human resources authority for directly planning, monitoring, and supervising direct (employee) reports.

**Student** means an individual registered in an educational program participating in an AHS placement, and excludes post-graduate medical residents, fellows, or any other student who receives a wage or salary directly from AHS.

**Substance use** means consumption of alcohol and drugs for medicinal or non-medicinal purposes and may be done legally or illegally. It occurs along a continuum from experimental use to harmful use and dependence.

**Supervisor** means a person, whether unionized or non-unionized, who has charge of a work site or authority over an AHS representative.

**Volunteer(s)** means an individual, including patient advisors, who freely provide their time to support AHS activities.

## REFERENCES

- Alberta Health Services Governance Documents:
  - *Alcohol and Drugs Policy (#HCS-232)*
  - *Code of Conduct*
  - *Volunteer Resources Policy (#1128)*
- Alberta Health Services Resources:
  - *Volunteer Handbook*

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