



Policy Name	SUBSTANCE USE			<i>Revised</i>
Policy Number	HR-09	Category	Human Resources	
Policy Authority	Director, Human Resources	Approval Date	August 7, 2024	
Executive Sponsor	Vice-President, Administration and Finance	Next Review Date	August 7, 2029	
Approved By	President and CEO	Frequency of Review	every 5 years	

1. OBJECTIVE

This policy, in conjunction with legislative requirements and other college policies, establishes a framework for managing substance use in work and learning environments including disclosure, reporting, risk mitigation, and workplace testing where appropriate.

2. SCOPE

This policy applies to all members of the college community while working or learning at MHC facilities and while representing MHC at other locations and events.

Students are required to comply with this policy, substance use issues and/or violations are subject to the provisions of SD-04 Student Non-Academic Misconduct policy and PR-SD-04-01 Student Non-Academic Misconduct procedure.

3. DEFINITIONS

- **College Community** includes but is not limited to:
 - (a) Employee: any person who is employed by MHC or who provides services to MHC under an employment contract.
 - (b) Student: any person enrolled in study at MHC.
 - (c) Volunteer: any person performing work for MHC in an unpaid capacity.
 - (d) Contractor/Tenant: an individual or company (and their employees) who provides services to MHC under a service contract.
 - (e) Community Member: any person working in collaboration with MHC for a business or academic purpose, or a visitor to campus.
- **Fit to Work/Learn:** the ability to maintain a physical, mental, and emotional state that enables employees and students to perform the physical and mental demands of their job, duties and/or program safely, effectively, and in a manner that does not increase the risk to themselves and others. This includes being free from impairment by alcohol or drugs, the misuse of and/or failure to take medications as prescribed, and/or any condition that could impair a person’s ability to work or learn safely.
- **Impairment:** the reduction of an individual’s physical or mental effectiveness due to influences that are not normally present. Impairment may be caused by a variety of situations (e.g. alcohol, drug use, fatigue, medical condition or treatment).
- **Safety Sensitive Roles or Activities:** roles or activities which require the employee or student to be alert and physically coordinated, and where impairment could adversely affect job performance, the activity, the health, safety, or security of the MHC community, property, or the environment.

- **Substance:** any drug (legal or illegal), alcohol, cannabis (including medicinal), and medications.

4. PRINCIPLES

- 4.1 MHC is committed to maintaining an environment that supports the health, safety, and well-being of our community, addressing potentially unsafe conditions, and supporting employees and students ensuring they are fit to work and learn, consistent with Alberta Occupational Health and Safety (OHS) requirements.
- 4.2 MHC recognizes that education, deterrence, and early intervention may help prevent dependency and other issues. Resources are available to support employees and students with substance use concerns.
- 4.3 MHC is committed to respecting the confidentiality and privacy of individuals reporting, experiencing, and disclosing impairment and dependency.

5. DIRECTIVES

- 5.1 The use of any substance that may jeopardize job safety and performance, learning, the wellbeing of the college community, the environment and MHC's reputation is strictly prohibited.
- 5.2 Members of the college community are encouraged to disclose, using the appropriate reporting process, any situation that may compromise their safety or the safety of others. Reports are protected under the OHS Act and reprisal against anyone who, in good faith, makes a report or is a witness to a report will not be tolerated. Malicious, frivolous, fraudulent, or vexatious reports may result in corrective or disciplinary action, up to and including termination for cause.
- 5.3 The confidentiality and privacy of individuals will be respected, except where the disclosure of any such information is necessary for related health and safety concerns, or as legally required.
- 5.4 The sale and distribution of any substance is not permitted on MHC premises including student residence, in MHC fleet vehicles, or on premises where MHC work is being performed (except alcohol, which is permitted in licensed facilities).
- 5.5 Failure to comply with this policy may result in corrective or disciplinary action, up to and including termination for cause or appropriate student sanctions defined within the relevant policy.
- 5.6 Employees
 - 5.6.1 Employees are expected to arrive fit to work, able to perform their duties safely and to standard without limitation due to the use of or aftereffects of substances. They must remain fit to work for the duration of their shift, including callback if required.
 - 5.6.2 Employees in safety sensitive roles or activities are required to disclose any substances being taken that will affect their ability to safely perform their job duties to their supervisor. The supervisor has the authorization to remove the employee from the role or activity if they believe it cannot be carried out safely.
 - 5.6.3 Testing may be required post incident or if the college has reasonable cause to believe that the actions, appearance, or conduct of an employee while on duty are indicative of substance use.

Reasonable cause includes but is not limited to the following:

- (a) observed use of a substance as defined in this policy;
- (b) smell of alcohol or other substance;
- (c) slurred speech pattern;
- (d) tremors or unsteadiness in walking/standing;
- (e) repeated errors or other unexplained changes in job performance and/or behaviours (eg absenteeism, lateness);
- (f) disoriented behaviour or drowsiness;
- (g) erratic or unusual behaviour;
- (h) unsafe or careless conduct; and
- (i) possession of alcohol or drugs on college premises.

5.7 Students

5.7.1 Students are expected to arrive fit to learn, able to participate safely and without limitation due to the use of or aftereffects of substances.

5.7.2 Students are required to disclose any substance use that may affect their ability to safely participate in the educational activity to their instructor. If an instructor believes the personal safety of the student or the safety of others is compromised, they may remove the student from the activity in a safe and supported manner.

6. RESPONSIBILITIES

6.1 **Employees** are responsible for:

- (a) understanding and complying with this policy as part of their obligation to perform work activities in a safe manner;
- (b) reporting any concerns or violations of this policy to their supervisor; and
- (c) co-operating with any investigations into violations of this policy.

6.2 **Students** are responsible for:

- (a) understanding and complying with the applicable sections of this policy; and
- (b) reporting any substance related situations that may compromise their safety or the safety of others to their instructor or dean as appropriate.

6.3 **Supervisors** are responsible for:

- (a) effectively communicating this policy to employees;
- (b) applying this policy in a consistent manner;
- (c) addressing and resolving any identified or reported health and safety concerns related to impairment in a timely manner as outlined in the Occupational Health and Safety Management System (OHSMS); and
- (d) guiding employees who seek assistance to the Employee Assistance Program, while maintaining confidentiality.

6.4 **MHC** is responsible for:

- (a) providing a safe work environment for all members of the college community;
- (b) ensuring effective employee assistance programs are available to employees; and
- (c) ensuring all employees understand the content of the Substance Use policy as part of the employee orientation process.

7. APPLICABLE LEGISLATION/REGULATIONS

Occupational Health and Safety Act

Tobacco Reduction Act (Alberta) and guidelines

Medicine Hat Bylaw 4136 – Prohibition of Smoking in Outdoor Places
Brooks Smoking Bylaw 18/05

8. RELATED POLICIES

- AC-07 Field Trip
- GA-04 Freedom of Information and Protection of Privacy
- HS-01 Occupational Health and Safety
- HS-02 Smoke Free Environment
- HS-03 Alcohol Management
- HR-10 Code of Conduct
- SD-03 Student Non-Academic Misconduct
- 3.8 Vehicle Use for College Business
- 4.16 International Travel

9. RELATED PROCEDURES

- PR-HR-09-01 Substance Use Management
- PR-AC-07-01 Field Trip
- PR-GR-04-01 Freedom of Information and Protection of Privacy
- PR-SD-03-01 Student Non-Academic Misconduct

10. ADDITIONAL INFORMATION

- MHC Occupational Health and Safety Management System

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: August 7, 2024

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and Finance

Date: August 7, 2024

DOCUMENT HISTORY

October 2018	Policy approved
August 2024	Revised policy approved