



Medicine Hat College Procedure SUBSTANCE USE MANAGEMENT

Procedure #: PR-HR-09-01
Procedure Authority: Director, Human Resources
Executive Sponsor: Vice-President, Administration and Finance
Approved by: Vice-President, Administration and Finance
Effective Date: October 17, 2018

1. PURPOSE

This procedure provides direction on Medicine Hat College's (MHC's) process in regard to managing substance use disclosure, accommodation and suspicion of impairment.

2. SUPPORTING

- HR-09 (the **Policy**)

3. DEFINITIONS

All terms used throughout these procedures that are not otherwise defined herein shall have the meanings ascribed to as such under the Policy.

4. PROCEDURE

4.1 Disclosure for safety sensitive positions.

Step	Action	Responsibility
1.	Report to supervisor, any substance use that could cause impairment.	Employee
2.	Complete Substance Disclosure form (Attachment A) and submit to supervisor.	Employee
3.	Conduct an initial risk assessment to determine immediate need for temporary accommodation.	Supervisor
4.	Submit Substance Disclosure form to Human Resources (HR).	Supervisor
5.	Determine if additional medical information is required to determine accommodation.	HR and OH&S
6.	Develop risk mitigation and/or reasonable accommodation.	Supervisor in consultation with OH&S

4.2 Suspicion of employee impairment.

Step	Action	Responsibility
1.	Enact if there is <i>reasonable cause</i> that an employee is impaired at work and if necessary, seek an opinion from another supervisor (if possible) to confirm initial observations about employee's status. NB: If employee impairment causes imminent danger, employee should be immediately removed from the situation.	Supervisor
2.	Consult privately with the employee to determine cause of observation.	Supervisor
3.	If employee is considered allegedly impaired and deemed "unfit for work" transportation will be provided for the employee to their home address.	Supervisor in consultation Human Resources
4.	Schedule meeting the following work day to review the incident and determine a course of action.	Supervisor and Human Resources

4.3 Student disclosure for educational activities.

Step	Action	Responsibility
1.	Report to instructor, any substance use that could cause impairment.	Student
2.	Conduct an initial risk assessment to determine immediate need for temporary accommodation.	Instructor
3.	Determine if additional medical information is required to determine accommodation. (Students requesting an accommodation must contact Accessibility Services).	Accessibility Services

4.4 Accommodation of medicinal cannabis

Step	Action	Responsibility
1.	Declare use of medicinal cannabis and request accommodation.	Employee or student
2.	Provide proof of medical requirement.	Employee or student
3.	Negotiate suitable accommodation.	Employee and HR/Student and Accessibility Services Coordinator
4.	Provide additional supporting medical documentation to assist with accommodation negotiations if required.	Employee or student

5. ADDITIONAL INFORMATION

Attachment A – Employee Substance Disclosure form

ORIGINAL COPY SIGNED

Carla Bennett
Interim Vice-President, Administration and Finance

Date: October 17, 2018

DOCUMENT HISTORY

October 2018 Procedure approved