

## **Workplace Impairment Policy:**

This policy requires that all employees adhere to safe work practices and procedures in accordance with The Workplace Safety and Health Act and ensure that the workplace is not only safe for themselves, but for their co-workers and the general public.

### **Practices**

All employees must attend to the performance of their related duties in a fit condition free from impairment and be able to perform their duties safely and to established standards. Employees must also be presentable (i.e., must not smell of alcohol or cannabis) and must conduct themselves in a manner that upholds public trust and is consistent with established ethical standards.

The employer reserves the right to assess if an employee should remain at the workplace or perform work whenever there is reasonable cause to believe that they are impaired. The employee's fitness for work, the safety and well-being of others, and whether the employee is presentable or otherwise conducting themselves appropriately must be considered.

### **Medication**

Employees may possess and personally use prescribed and over-the-counter medication while in the workplace but must advise management where use of such substances may cause impairment.

Employees who are required to take prescription or over-the-counter medication must consult with their physician or pharmacist to determine if use of the medication will impair their ability to perform their assigned duties safely and effectively.

Where such impairment may occur, the employee must immediately advise their appropriate supervisor. In the event of such impairment, the employer will consider whether there may be a need for accommodation and, if so, whether it can accommodate the employee up to the point of undue hardship.

## Roles and Responsibilities:

### Employees

- Attend work fit, able and presentable in order to perform the duties and tasks assigned to them in a productive, safe, and healthy manner.
- Consult with their physician or pharmacist about possible side effects of using prescribed or over-the-counter medication.
- Advise their supervisor if they have been made aware of possible impairment as a side effect of medication, or if they feel impaired by medication that may affect their judgement, performance, or ability to work in a safe and healthy manner.
- Advise their supervisor if they reasonably believe that another employee may be a safety and health risk to themselves or others due to possible impairment.
- Advise their supervisor if they suffer from an addiction which may require accommodation. Such accommodation does not relieve the employee from their duty to attend work fit, able and presentable to perform their duties as outlined above.

### Managers

- Ensure that all of their employees work in a productive, safe, and healthy environment.
- Take immediate and appropriate action in the event an employee contravenes this policy.
- Consult with HR and Chief Executive Officer on options to consider regarding suspected or reported allegations of impairment.
- Ensure all employees within their area of responsibility have been provided with education and resources as required (e.g., EAP).

**Important: This policy Contains information from the Manitoba government, licensed under the OpenMB Information and Data Use Licence ([Manitoba.ca/OpenMB](https://www.manitoba.ca/OpenMB)).**

Link: [Civil Service Commission | Policy | Workplace Impairment \(manitoba.ca\)](#)

### Important References link:

- Link for Reference from Government of Canada website: [Workplace impairment questions and answers - Canada.ca](#)
- [Civil Service Commission | Policy | Workplace Impairment \(manitoba.ca\)](#)
- Link for Canadian Human Rights Commission : [Human Rights in Canada \(chrc-ccdp.gc.ca\)](#)
- Link for Internal Complaint Resolution Process: [Internal complaint resolution process -Canada.ca](#)
- Link for refuse dangerous work details: [Right to refuse dangerous work - Canada.ca](#)