

## AU0200 – SUBSTANCE USE DISORDER

### 1.0 PURPOSE

To assist in protecting patients/residents/clients, employees, medical staff, volunteers, students and the public from the potential adverse effects of the inappropriate use of alcohol and drugs.

To encourage and support employees to take steps to resolve their medical or health conditions that might put those in the workplace at risk.

To enable employees with substance use disorders to get well. Interior Health values its employees and is committed to building an inclusive, welcoming, and accepting work environment. Interior Health supports the rehabilitation and return to work of employees and medical staff who are experiencing difficulties with severe substance use disorder (also known as substance dependence).

### 2.0 DEFINITIONS

TERM	DEFINITION
<b>Alcohol</b>	The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including but not limited to beer, wine and distilled spirits.
<b>Contractors</b>	Any persons providing services to Interior Health under a service contract or other agreement and not paid through the Interior Health payroll system.
<b>Drug</b>	Alcohol, cannabis, illicit drugs, medications, solvents, inhalants or other substances that act on the central nervous system to change or adversely affect the way a person thinks, feels or acts. For purposes of this policy, drugs of concern are those that affect an individual's potential or ability to perform their job safely and productively.
<b>Employees</b>	All persons who have an employment relationship with Interior Health and who are compensated through the Interior Health payroll system including employees, Supervisors, Managers, Directors, Executive Directors, Vice Presidents and the President and Chief Executive Officer.
<b>Enabling</b>	An act of commission or omission that prevents the person with a substance use disorder from experiencing the natural consequences of their behaviour. It consists of ideas, feelings, attitudes and behaviours that unwittingly allow or encourage substance use disorders to continue to worsen.
<b>Fit for Duty</b>	Capable of performing the duties of the job with competence and in a safe manner in accordance with established performance standards. The person's ability to work is not impaired by alcohol, a drug or other substance so as to endanger the person or anyone else.
<b>Illegal Activities</b>	Any unlawful behaviour. Some examples include driving while impaired by a mood altering substance, trafficking in illicit or prescription drugs or theft of drugs from Interior Health or any source.
<b>Illegal Drug</b>	Any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (i.e. "street drugs" such as cocaine and crystal methamphetamine).
<b>Impaired</b>	The inability to perform job duties in a safe and competent manner due to the influence of fatigue or any other cause, substance or matter, including but not limited to drugs and alcohol.

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<b>Individuals</b>	All persons under the scope of this policy including those who carry out business for or on behalf of Interior Health including employees, medical staff, volunteers, students, contractors and employees of contractors.
<b>Interior Health Premises</b>	All land, property, structures, facilities, vehicles and equipment owned, leased, operated or otherwise controlled by Interior Health.
<b>Medication</b>	A drug obtained legally either over-the-counter or through doctor's prescription.
<b>Misuse</b>	The intentional or reckless use of a prescribed and/or over-the-counter medication in a way that was not intended or under circumstances that may pose a danger to the employee, co-workers, patients, public, medical staff, volunteers, students, contractors or their employees and/or the workplace.
<b>Mood Altering Substance</b>	A psychoactive substance which may potentially have a negative impact on the health or safety of an individual including but not limited to alcohol, cannabis, illicit drugs, prescription psychoactive medicine, inhalants and steroids.
<b>Relapse</b>	The recurrence of the use of mood altering substances following a period of abstinence.
<b>Safety Sensitive Positions</b>	Positions that Interior Health determines have a role in the operation where impaired performance could result in: i) a significant incident affecting the health and safety of employees, patients, public, medical staff, volunteers, students, contractors or their employees; ii) damage affecting the reputation of Interior Health, property or the environment. This includes all employees who are required to rotate through or regularly relieve in safety sensitive positions. Supervisors and Managers who directly supervise employees in safety sensitive positions or who may perform the same duties or exercise the same responsibilities are considered to be in safety sensitive positions.
<b>Severe Substance Use Disorder</b>	Diagnosis of a substance use disorder that meets the level of severity based on the specified criteria of the DSM-5 (also known as substance dependence).
<b>Substance</b>	Alcohol and/or drugs as defined under this policy.
<b>Substance Use Disorder</b>	The essential feature of a Substance Use Disorder is a cluster of cognitive, behavioral and physiological symptoms indicating that the individual continues using the substance despite significant substance-related problems. Substance use disorders occur in a broad range of severity, from mild to severe, with severity based on the number of symptom criteria endorsed. As a general estimate of severity, a mild substance use disorder has 2-3 symptoms, moderate 4-5 symptoms, and severe 6 or more symptoms (DSM-5 edition).
<b>Treatment</b>	Recovery related activities.
<b>Unsafe Acts</b>	A task or activity that subjects self and/or others to potential harm or danger.

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### 3.0 POLICY

Based on an understanding of the current literature, it is Interior Health's belief that substance use disorder is a treatable disease and Interior Health promotes self-awareness and voluntary referral for assistance. Interior Health recognizes that prevention and early intervention improves the probability of lasting recovery and to that end will provide education on early detection, intervention and rehabilitation initiatives.

#### 3.1 Substance Free Workplaces

1. All individuals who are employed by or carry out business for or on behalf of Interior Health are expected to arrive at work fit for duty and perform their assigned duties safely and responsibly without any limitations due to the inappropriate use or after-effects of use of alcohol, cannabis, illegal drugs, medications or any other mood altering substances that may endanger their health and safety or that of any other person (WorkSafe BC Regulation, Part 4, 4.20(1)(2)(3)). Interior Health will facilitate the removal from the premises of any individual it reasonably suspects is impaired by alcohol, a drug or other substance.
2. Interior Health does not tolerate the use of alcohol, cannabis, illegal drugs and other non-prescription mood altering substances or the misuse of medications by any individual engaged in Interior Health business or working on Interior Health premises, and it is the responsibility of every individual to comply with this expectation. Moderate, responsible consumption of alcohol is permitted at social functions off IH premises where attendance is required for IH business, provided there is no severe substance use disorder/substance dependence.
3. Other than the handling of these substances as required in an individual's normal course of duties, Interior Health prohibits the possession, distribution, storage, offering or sale of illegal drugs, alcohol, cannabis, prescription medications and mood altering substances by any individual engaged in Interior Health business or working on Interior Health premises. Exceptions to this policy are the possession, storage and offering of unopened bottles of alcohol for the purpose of the exchange of hospitality between persons doing business together; a token of appreciation to persons presenting at public functions; and the normal exchange of gifts between friends.
4. It is a condition of employment that employees in safety sensitive positions disclose to Interior Health any current severe substance use disorder/substance dependence diagnosis as well as past severe substance use disorder/substance dependence diagnosis within the past six years. In this context, "past severe substance use disorder/substance dependence diagnosis" means having been diagnosed by qualified persons and has triggered a treatment program that has been successful to the point that the severe substance use disorder/substance dependence has gone into remission. Current severe substance use disorder/substance dependence diagnosis must be disclosed to an Interior Health Disability Management Professional (DMP) to ensure that the safety aspects of Interior Health's operations are addressed. Past severe substance use disorder/substance dependence diagnosis that are acknowledged to have been in remission for up to six years, must be disclosed by the employee directly to the DMP or another Interior Health designated medical authority, so that the implications of the past diagnosis and the possibility of a relapse can be assessed and accommodated. Interior Health recognizes the confidentiality of medical information that is provided to Disability Management, including, but not limited to, diagnosis and treatment information. Such medical information is maintained as confidential and not disclosed outside of Disability Management except in accordance with law or with the employee's written authorization. Work related restrictions or limitations on an employee's ability to carry out her/his job duties identified by an appropriately qualified medical professional may be shared with the Manager and HRBP as reasonably necessary to ensure that the employees can safely and appropriately perform those duties.
5. Employees who are placed on call are responsible for remaining fit for duty. When unexpected emergencies arise, employees who are not on call may be requested to perform unscheduled work for the employer. If an employee who is not on call is unfit for work due to the influence of alcohol

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and/or drugs it is the employee's responsibility to refuse the request and ask that the call to work be directed to another employee. The inability of an employee who is not on call to accept a work assignment in these circumstances will not result in any disciplinary action.

6. Contractors, volunteers, medical staff and students are expected to perform their duties in a manner consistent with the Substance Use Disorder policy.

### 3.2 Employee Support and Assistance

1. Individuals who believe they have a developing alcohol and/or drug problem are expected to assume responsibility and seek assistance from their personal physician(s) and or appropriate community resources before their job performance is affected or violations of this policy and related guidelines occur (WorkSafe BC Regulation, Part 4; 4.19(1)). Regular Interior Health employees and their immediate families may access the Employee Family Assistance Program. Employees may also seek assistance from the Workplace Health & Safety Disability Management department and/or their Manager. Physicians may access the Physician's Health Program (College of Physicians and Surgeons).
2. All employees are required to use medications responsibly, both prescribed and over-the-counter. Employees are expected to consult with their physician or pharmacist to determine if the medication used will have any potential negative effect on job performance. Employees, who believe that their use of prescribed medications may have an adverse effect on their performance including safety issues, are required to report this in confidence to the a DMP who will assist with facilitating any necessary accommodations to their jobs such as modified hours and duties or sick absence as defined by their benefit plan.

### 3.3 Reporting Substance Use and Unsafe Acts

1. Individuals who suspect, recognize or are advised of an alcohol or drug problem in others in the workplace must advise their Manager or designate or Physician Leader before worksite or personal safety is compromised. Where there is a report involving an employee, the Manager or designate will promptly notify a DMP within Disability Management.
2. Appropriate parties (Manager, Human Resource Business Partners (HRBP), DMP) may be informed on a need-to-know basis when an employee in a safety sensitive position has a suspected or a confirmed severe substance use disorder/substance dependence, so that appropriate action can occur.
3. All employees in safety sensitive positions will be subject to reasonable cause testing and/or post incident testing for substance use, or substance use disorder when the circumstances warrant it.
4. Individuals are required to report unsafe acts and illegal activities to their Manager or designate or the appropriate Physician Leader.

### 3.4 Compliance with Policy

1. Violation of this policy and related guidelines may result in disciplinary action up to and including termination of employment, suspension or removal of privileges for medical staff or termination of the contract for those under a service contract.

## 4.0 PROCEDURES

The Substance Use Disorder Procedural Guidelines provide direction to managers, employees, contractors, medical staff, volunteers and students on how to respond to situations where fitness for work may be impacted by the effects of misuse of alcohol and/or drugs.

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### 4.1 Specific Responsibilities

#### Senior Executive

In the implementation of this Policy, Senior Executive will:

- a) Provide awareness of this policy and consequences for violation.
- b) Provide a safe work environment for staff, patients and public.
- c) Emphasize the importance of managing performance on the job.
- d) Maintain confidentiality, as required.

#### Directors, Managers, Supervisors, Physician Leaders

In the implementation of this Policy, Management will:

- a) Assume responsibility for communication, implementation and monitoring of this policy and the related guidelines.
- b) Manage performance, behavioral, attendance and safety issues for their jurisdiction.
- c) Where appropriate, work with employees, on an individual basis, with recognition and acceptance of their individual circumstances, in supporting return to work.
- e) If appropriate, provide support and accommodation to employees with severe substance use disorder/substance dependence that has undergone suitable treatment.
- f) Collaborate with the DMP, HRBP, Union and employee to develop a formal Return to Work or Last Chance agreement, if appropriate.
- g) Provide for the safe removal from work of an employee who may be impaired when required.
- h) Understand legislative obligations under the Health Professions Act and others, regarding duty to report to relevant regulatory or licensing bodies.
- i) Manage reports of non-compliance with the terms of a written Return to Work or Last Chance Agreement in consultation with the DMP and HRBP.
- j) Liaise with licensing bodies, as required under the *Health Professions Act*.
- k) Maintain confidentiality, as required.

#### Disability Management Professional (DMP)

In the implementation of this Policy, the Disability Management Professional will:

- a) Liaise with appropriate resources to facilitate employee's access to assessment and to explore available treatment options, including seeking information from the employee's health care providers, as appropriate.
- b) The Disability Management Professional (DMP) may, in consultation with the Manager, and HRBP, where appropriate, recommend and coordinate a comprehensive independent assessment, with an appropriately qualified specialist, of an employee to determine if the employee has a severe substance use disorder. The DMP will coordinate with the employee and their union representative as appropriate in identifying an appropriate specialist.
- c) Based upon individualized medical treatment recommendations from a qualified medical expert, collaborate with Manager, HRBP, Union and employee to develop a formal Return to Work or Last Chance agreement, as appropriate.
- d) Facilitate and support the employee's re-entry to the workplace through regular follow-up.
- e) Liaise with monitoring provider and advise Manager and HRBP regarding non-compliance.
- f) Liaise with licensing bodies, as required.
- g) Maintain confidentiality, as required.

#### Human Resources Business Partner (HRBP)

In the implementation of this Policy, the Human Resource Business Partner will:

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- a) Guide managers through the application of the Substance Use Disorder policy and guidelines.
- b) Collaborate with Manager, DMP, Union and employee to develop a formal Return to Work or Last Chance agreement, as appropriate.
- c) Maintain confidentiality, as required.

### **Employees, Contractors, Volunteers, Medical Staff, Students**

Understand and abide by this policy along with the related procedures and guidelines.

### **5.0 REFERENCES**

- 1. Health Professionals Act [RSBC 1996] Chapter 183
- 2. WorkSafe BC (April 15, 1998). Occupational Health & Safety Regulation
- 3. Procedural Guidelines for Policy AU0200 - Substance Use Disorder
- 4. Cannabis Control and Licensing Act, S.B.C. 2018, c. 29

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