

BOUCHER INSTITUTE

IMPAIRMENT POLICY

Policy Title: Impairment Policy

Date of Initial Approval: January 30, 2020

Person(s) Responsible for Implementation & Adherence: Managers, Supervisors, Department heads

Related Procedures: OH&S, Accommodation Policy, Respectful Working and Learning Environment Policy

Purpose and objectives:

Boucher Institute of Naturopathic Medicine (otherwise known as the "Institute") is committed to health and safety in the workplace.

Impairment has multiple causes, including, but not limited to, substance use, fatigue, a medical condition, medication, or psychological factors, and may affect an employee's ability to safely perform their assigned work duties. Impairment that creates a health and safety risk to the employee or anyone else in the workplace must be identified and controlled.

This policy will be published in the employee handbook, on the website and posted in all staff and faculty lunchrooms. A copy will be given to employees and will be reviewed during their site orientation. All employees are required to commit to this policy.

This policy applies to all staff, faculty, volunteers and contractors at Boucher Institute of Naturopathic Medicine who are expected to be "fit for duty" when reporting to work and must be able to perform their assigned duties safely.

Definitions

1. **Workplace impairment:** mentally or physically unable to perform assigned work functions safely due to the use of or after-effects of alcohol, cannabis, illegal drugs, prescription drugs, or over-the-counter medications, or any other issues that may impair judgment or performance.
2. **BINM Community:** All Institute employees, faculty members, contractors and volunteers and any other person who is under contract obligated to comply with this policy

Workplace approach to impairment

The Institute takes a fitness-to-work approach to health and safety in the workplace.

Roles and responsibilities

Employer

As per *WorkSafe BC*, BINM as the employer will ensure this policy and the supporting procedures are implemented and maintained.

The Institute will provide all workers and supervisors relevant information and instruction on the contents of the policy and procedures. The Institute cannot permit members of the Boucher

Community to remain on property while an individual's abilities to work safely are affected by alcohol, a drug or any other substance or condition.

The Institute also has the responsibility to ensure all BINM Members are aware of how to manage impairment responsibility including:

- Making sure their ability to work safely is not impaired by alcohol, drugs or other causes
- Not working if their impairment may endanger themselves or anyone else
- Notifying their supervisor if their ability to work safely is impaired for any reason
- Notifying their supervisor if they see someone who appears to be impaired.

Supervisor

Supervisors are responsible for ensuring that the Institute's workplace policies and procedures are followed and that employees have the information (relevant hazard information and controls) they require to protect themselves. Supervisors are required to effectively manage all reported or observed impairment with the Manager of Human Resources.

BINM Community

As per *WorkSafe BC*, all BINM Community members are obligated to take reasonable care to protect the health and safety of themselves and of others at or in the vicinity of the Boucher Institute. The Institute requires all Community members to refrain from performing their assigned work duties and report or disclose to their supervisor when there is a risk of impairment that may adversely affect the health and safety of themselves or any other persons at or in the vicinity of Boucher. As well each member has an obligation to notifying their supervisor if they see someone who appears to be impaired.

Education

BINM will provide appropriate education and training to supervisors and employees so that they understand and carry out their work according to BINM established policies, and procedures. This will include taking reasonable steps to inform workers of:

- workplace safety risks of impairment, including alcohol and drug use,
- company policy and programs, and
- employee (and family) assistance programs where applicable.

Disclosure and reporting

Every BINM Community Member at Boucher must work in compliance with this policy and the supporting procedures. Faculty and Staff are required to report or disclose to their supervisor if they are impaired, if they suspect that a co-worker may be impaired (e.g. because of behavioural cues or unsafe work practices), or if they become aware of an unsafe work situation. Community Members do not need to disclose to their supervisors the cause of the impairment.

BINM is committed to ensuring any personal information received is kept in confidence. The privacy of the individual reporting suspected workplace impairment and that of the individual who is experiencing the impairment will be respected.

Employee support

BINM encourages employees to request help without discipline prior to any non-compliance with this policy or compromised job performance. Employees are encouraged to speak with their supervisor or the HR manager regarding resources for support. For those under BINM's extended health plan, support is offered through Life Works the Employee assistance plan. For other assistance please speak to your Supervisor or Manager of Human Resources.

BINM is committed to ensuring compliance with *WorkSafe BC* regulations along with BINM's accommodation policy and procedures.

This impairment policy does not discourage any worker from exercising the worker's right under any other law, including those of *WorkSafe BC*

Incident investigation

BINM will investigate and take appropriate corrective actions, in accordance with the associated Impairment Procedure, to address all reported concerns or incidents arising from impairment-related hazards.

Signature: _____ Date: _____