

Policy Number:	8006
Policy Title:	Substance Use
Approved by:	President
Approval date:	August 24, 2020
Effective date:	August 24, 2020
Review date:	June 30, 2020
Next review date:	June 2025

Policy Statement

University Canada West (the “**University**”) is committed to establishing a work environment that is healthy, safe and free from danger associated with workplace impairment. The University acknowledges its legal duty to ensure the health and safety of its Workers and any Workers present at a Workplace where the University’s work is being performed, including the duty to prevent any person from entering or remaining at a Workplace while the person’s ability to work is affected by alcohol, a drug or any other substance so as to endanger that person or anyone else.

Purpose

The purpose of this Substance Use Policy (this “**Policy**”) is to outline the duties and responsibilities of the University, and its Supervisors and Workers, in circumstances where Workplace Impairment may affect the maintenance of a healthy and safe work environment.

This Policy has been developed in compliance with the University’s legal obligations under the British Columbia *Workers Compensation Act* (the “**WCA**”), the *Occupational Health and Safety Regulation* (the “**Regulation**”), and the policies and directives of WorkSafeBC, as amended from time to time, relating to workplace Impairment.

Nothing in this Policy should be interpreted as limiting or restricting any of the University’s rights or obligations under the WCA, the Regulation, the policies and directives of WorkSafeBC, or any other applicable legislation.

Scope

This Policy applies to all Workers performing work for the University at a Workplace, including employees of the University (administrators, faculty and staff), as well as contractors.

Definitions

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
Drug or Drugs	Means any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances.
Impaired or Impairment	Means a deterioration or diminishment of a person's physiological ability, functioning, judgement, or condition, and includes, but is not limited to, being unable to function as that person does under normal or usual conditions, or safely, because of intoxication by any substance.
Medication	Means a substance obtained legally, either over-the-counter or through a doctor's prescription, that is taken in accordance with a doctor's directions or, if over-the-counter, taken in accordance with the directions of the manufacturer.
Significant Incident	Means an incident or accident involving one or more of the following occurrences: <ul style="list-style-type: none"> • A fatality or fatalities, or near miss of a fatality or fatalities, to a person; • An injury, or near miss of an injury, to a person; • Damage, or near miss of damage, to University Property, or the property of a contractor, an employee, or a member of the public; or • Environmental damage and/or unusual circumstances leading to environmental damage, or near miss of environmental damage.
Safety Sensitive	Means a characteristic of operations where error could result in serious harm to a person, property, or the environment.
Substance Use Disorder	Means a condition in which the recurrent use of alcohol, Drugs, Medication, or any other substance causes Impairment of daily life, such as health problems, disability, and failure to meet responsibilities at work or home, and includes the conditions classified as Substance Use Disorders in the <i>Diagnostic And Statistical Manual Of Mental Disorders</i> , Fifth Edition, as amended from time to time.
Supervisor	Shall have the meaning as defined in the Regulation, as amended from time to time.
University Property	Includes, but is not limited to, all real or personal property, facilities, land, buildings, parking lots, equipment, and vehicles, whether owned, leased or used by the University and wherever located.
Worker	Shall have the meaning as defined in the WCA.
Working Hours	Means the hours an employee of the University or other Worker works, is scheduled to work, is called in, or otherwise requested or required to work during a day, and includes, but is not limited to, paid and unpaid breaks, and any overtime hours the employee or Worker works.

Workplace	Means any place where business or work-related activities of the University are being performed.
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Applicable legislation

- Workers Compensation Act (WCA)
- Occupational Health and Safety Regulation
- WorkSafe BC Policies

Related policies

Policy Number	Policy Title
8003	Standard of Conduct
8005	Occupational Health and Safety

Associated procedure

Procedure Number	Procedure Title
8006p	Substance Use

Responsibility

The Director, People & Culture (Human Resources) has responsibility for the decisions related to this policy.