



BRACEBRIDGE LIBRARY POLICIES

Policy Number: OP-48
Title: Substance Use
Board Approval Date: February 2024

Category: Operational
Policy Replacing: N/A
Year of next review: 2027

PURPOSE:

To ensure that all employees are fit to carry out their assigned duties in a safe and effective manner; are not under the influence of any substance; and are not experiencing any hangover or carryover effects of any substance; and that, when an employee is not fit to perform their assigned duties in a safe and effective manner they are immediately removed from the workplace.

POLICY STATEMENT:

- 1.1. The Bracebridge Library (the "Library") is committed to the protection of its employees and property from accidental loss, by providing a safe and healthy work environment. The Library recognizes the use of alcohol, illegal drugs or prescribed or other medications (substances) can have serious adverse effects on the safety of its employees and the work environment.
- 1.2. The Library and its employees share the responsibility of maintaining a healthy and safe work environment. The Library expects all employees to arrive at work fit to carry out their assigned duties, conduct themselves in a safe and lawful manner while at work or on Library premises, and to comply at all times with the rules of conduct set out in this policy.

DEFINITIONS:

- 1.3. **Substance:** Any substance that is ingested, consumed, or otherwise taken, including but not limited to alcohol, illegal drugs, prescribed or non-prescribed medication.
- 1.4. **Alcohol:** Includes wine, beer, distilled spirits, and any liquid containing ethyl alcohol, whether or not intended as a beverage.
- 1.5. **Illegal Drug:** Includes any substance, other than alcohol, for which the possession, use, or sale is prohibited, restricted, or controlled by law, and that, if present in the body, may adversely affect work performance. Illegal drugs may include but are not limited to opiates, phencyclidine (PCP), amphetamines, cocaine, or metabolite.
- 1.6. **Prescribed or Non-Prescribed Medication:** Includes any drug that is intended by the manufacturer or a medical practitioner to be used for the treatment of a physical or mental condition, whether or not the drug is prescribed by a medical practitioner. Such medications may include but are not limited to barbiturates (phenobarbital); sedatives, hypnotics, tranquilizers (e.g., valium, benzodiazepine, Librium); antidepressants (Elavil, Anafranil); and narcotic analgesics, e.g., Demerol, codeine, certain types of Tylenol).
- 1.7. **Work and Assigned Duties:** Includes reporting to and performing work for the Library, including but not limited to:

- 1.7.1. Scheduled work;
 - 1.7.2. Unscheduled (call-in) work;
 - 1.7.3. Work performed at a location owned by the Library;
 - 1.7.4. Work performed at a location not owned by the Library;
 - 1.7.5. Work performed using company-provided or other transportation or equipment, including during breaks and any period during which an employee is "on call" or "on stand-by" to report to work.
- 1.8. **Significant Event:** Includes an incident or accident involving a fatality or fatalities; injury to an employee, patron, contractor, or member of the public; damage to Library property; significant environmental damage; and/or an act of omission which causes or contributes to the aforementioned events.

APPLICATION:

- 1.1. The Library requires all employees to:
- 1.1.1. Arrive at work fit to carry out their assigned duties;
 - 1.1.2. Conduct themselves in a safe and lawful manner while at work or on Library property;
 - 1.1.3. Keep all forms of prescribed medication in a safe, contained environment such as a locker, personal desk drawer or personal bag, so as to ensure that the medication will not be lost or be consumed by accident by another employee;
 - 1.1.4. Disclose to a supervisor or manager the use of any substance that may affect the employee while at work. Employees will be provided with modifications at work if possible and depending on the substance of use;
 - 1.1.5. Ensure that they do not report for work, or become during their workday, under the influence of any substance; and
 - 1.1.6. Disclose if they are, or potentially are, unfit to work prior to undertaking any work for the Library.
- 1.2. The supervisor shall be responsible for ensuring that any employee who reports for work and appears to be unfit for work due to being or appearing to be under the influence of any substance is not permitted to carry out their assigned duties, and shall:
- 1.2.1. Advise the employee that they appear to be unfit for work;
 - 1.2.2. Remove the employee from the work area and accompany them to a suitable location such as an office, meeting room, or quiet lunchroom;
 - 1.2.3. Provide the employee with a taxi or other form of transportation to their place of residence or other location, if they are to be removed from the workplace; and
 - 1.2.4. Contact the respective Manager and CEO and Chief Librarian to advise them of the situation.
- 1.3. All employees have a duty to disclose to their supervisor the apparent use of any

substance in the workplace, or the suspicion that a co-worker is under the influence of any substance in the workplace that impairs their ability to work in a safe and effective manner.

- 1.4. Failure to follow this policy by any party, whether or not a significant event occurs by failing to follow this policy, shall be regarded as a serious offence and may result in disciplinary action being taken, up to and including termination.

ADMINISTRATION:

- 1.5. The Library will assist its employees with problems of abuse, dependency, or addiction associated with any substance. The Library, through its Employee Assistance Program (EAP), will provide access to counselling and treatment-related resources to its employees and will encourage employee participation in effective prevention and rehabilitation programs where appropriate.
- 1.6. No employee with a substance dependency or addiction will be disciplined or involuntarily terminated because of the employee's involvement in a rehabilitation program or for voluntarily requesting rehabilitative help in overcoming the problem.
- 1.7. Involvement in a rehabilitation program or actions to seek rehabilitation assistance for an abuse, dependency or other addiction problem after a significant event has occurred will not prevent an employee from being disciplined or terminated.
- 1.8. An employee's use of the Library's EAP or other rehabilitation efforts does not eliminate the requirement of meeting satisfactory performance levels or compliance with this policy.

RELATED DOCUMENTATION:

Employee Assistance Program
OP-38 Employee and Volunteer Code of Conduct
OP-24 Prevention of Workplace Violence
OP-25 Discrimination and/or Harassment Prevention
OP-47 Health and Safety Policy Statement
FN-01 Vision, Mission, and Values
The Occupational Health and Safety Act

PREVIOUS VERSIONS: non