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**Name:** HPEI Drug, Alcohol and Medication Policy

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## Policy and Procedures Manual

### DRUG, ALCOHOL AND MEDICATION POLICY

<b>Health PEI – Human Resources</b>		<b>POLICY &amp; PROCEDURES</b>
<b>Applies To:</b>	All Healthcare Workers	
<b>Monitoring:</b>	Executive Director, Human Resources	
<b>Approving Authority:</b>	Executive Leadership Team	
<b>Date:</b>	Effective: October 1, 2018 Next Review: <b>October 1, 2022</b>	
<p><b>This is a CONTROLLED document. Any copies of this document appearing in paper form should always be checked against the electronic version prior to use.</b></p>		

#### 1.0 POLICY

- 1.1 Health PEI, as the Employer, is committed to providing all healthcare workers with a safe and healthy work environment, and to protecting healthcare workers, patients/residents/clients, and the public from the potential adverse effects of the inappropriate use of alcohol, drugs or medication by healthcare workers in the delivery of care and services within Health PEI facilities and in Health PEI programs.
- 1.2 All healthcare workers are expected to report to perform their assigned duties safely and acceptably without any limitations due to the inappropriate use or after-effects of use of alcohol, drugs, or medications (whether prescribed, non-prescribed, or over the counter), including cannabis, as reporting to work while impaired or not fit for work can pose a serious health and safety risk to patients, the public and other persons in the workplace.
- 1.3 The Employer has adopted this Drug, Alcohol and Medication Policy (the “policy”) to communicate that reporting for work, while not fit for work, is not acceptable or appropriate. This policy outlines the Employer’s expectations and guidelines surrounding the use, misuse and abuse of drugs and alcohol. This policy also communicates the Employer’s expectations and guidelines surrounding the use of medications that may cause impairment and have the potential to pose a health and safety risk to persons in the workplace.

#### 2.0 DEFINITIONS

<b>Alcohol:</b>	Refers to beer, wine, distilled spirits, and other intoxicating beverages.
<b>Drug or Drugs:</b>	A chemical substance that affects the processes of the mind or body, whether stimulating or depressing, and that can be habituating or addictive. For further clarity, where used in this policy, drug refers to a substance used recreationally for its effects on the central nervous system or for non-medicinal purposes, and includes substances obtained lawfully or unlawfully, including cannabis.
<b>Employer:</b>	Health PEI

<b>Fit for Work or Fitness for Work:</b>	<p>Means an employee is able to perform the duties of their job with competence and in a safe and acceptable manner as compared to reasonable and/or established performance standards, and without impairment or incapacity due to the use of alter-effects of use of alcohol, drugs or medications.</p> <p>Fitness for work shall be determined solely by the Employer.</p>
<b>Healthcare Worker:</b>	<p>A personal involved in providing care and/or services within Health PEI facilities and programs. This includes all employees (i.e., casual, permanent, temporary, full-time and part-time employees), physicians (salaried, fee for service, contract or locum), students, volunteers and contract workers.</p>
<b>Impaired or Impairment:</b>	<p>When used in this policy, includes being adversely affected or intoxicated by drugs, alcohol or medication.</p>
<b>Incident:</b>	<p>Any event, circumstance, condition or accident that caused or had the potential to cause:</p> <ul style="list-style-type: none"> <li>– Injury to and/or significant risk to the health, safety, or security of a healthcare worker, patient/resident/client, or any other person; or</li> <li>– damage affecting the Employer’s reputation, its property, the public and/or the environment.</li> </ul> <p>Any incident can include any near miss situation where there was a potential for injury or damage.</p>
<b>Medication or Medications:</b>	<p>A chemical substance used for medical purposes to treat a disease, illness or injury. For the purpose of this policy, medication includes both prescription and non-prescription medicines, including over the counter medications, that are lawfully or unlawfully obtained.</p> <p>For greater clarity, this policy applies to both the proper use of medication for its intended purpose, and the misuse of medication (e.g., using medication other than as prescribed or combining medication and alcohol against direction).</p>

<p><b>Safety-Sensitive Positions:</b></p>	<p>A position where a healthcare worker’s impairment or incapacity, due to drug, alcohol or medication use during the performance of their work, has the potential to cause an incident and/or could result in significant risk to the health, safety or security of the healthcare worker others, or the environment. Whether a position is a safety-sensitive position depends on the nature of the duties assigned to that position, the particulars of the workplace, and the position’s direct involvement in any high-risk activities or operations.</p> <p>Examples of safety-sensitive positions with the Employer include, but are not limited to, those positions that:</p> <ul style="list-style-type: none"> <li>– provide direct patient and/or clinical care and support;</li> <li>– operate motorized equipment and machinery as a regular function of their position;</li> <li>– are required to operate motorized equipment, machinery and/or a motor vehicle in relation to their employment; and</li> <li>– require work to be performed in close proximity to construction areas.</li> <li>– This definition also applies to all healthcare workers who are: <ul style="list-style-type: none"> <li>– - required to rotate through or regularly relieve in safety-sensitive positions;</li> <li>– - supervisors and managers who directly supervise healthcare workers in safety-sensitive positions;</li> <li>– - supervisors and managers who may perform the same duties or exercise the same responsibilities as healthcare workers in safety-sensitive positions; and</li> <li>– - those who perform the same duties or exercise the same responsibilities as healthcare workers in safety-sensitive positions</li> </ul> </li> </ul>
<p><b>Substance Use Disorder:</b></p>	<p>A condition which the recurrent use of one or more substances, including drugs, alcohol, and/or medication, causes clinically and/or functionally significant impairment.</p> <p>For greater clarity, when used in this policy, substance use disorder means a drug, alcohol, and/or medication addiction, dependency or abuse problem.</p>
<p><b>Workplace or Worksite:</b></p>	<p>Includes all property owned and/or occupied by the Employer, and every location where the Employer maintains an office or facilities or otherwise assigns healthcare workers to perform regular duties of their position, including when in transit between one or more workplaces.</p>

**3.0 PURPOSE/SCOPE**

3.1 The purpose of this policy is to:

- (a) Promote, establish and maintain a healthy, safe and productive work environment;
- (b) Ensure that all healthcare workers report to work in a condition that is fit for work, including that they are able to carry out their duties without being a health and safety risk to themselves, others or the environment; and

- (c) Encourage employees to seek assistance to address any known or suspected drug, alcohol or medication abuse or dependency issues, or substance use disorder.
- 3.2 This policy is established by the Employer to set out expectations and clear guidelines for appropriate behaviour in accordance with this policy and to provide the consequences for non-compliance.
- 3.3 Healthcare workers who have a known or emerging drug, alcohol or medication abuse or dependency issue, or substance use disorder are encouraged to access assistance through the Employee Assistance Program (EAP), a primary care provider, or appropriate community services before their job performance is affected or violation(s) of this policy occur.
- 3.4 Healthcare workers who suspect or recognize a substance use disorder or emerging problem in others have a duty to report such concerns to their manager or supervisor before workplace or personal safety is compromised or violation(s) of this policy occur.
- 3.5 Health PEI acknowledges that its safety practices must be consistent with Human Rights Legislation and not discriminate on the basis of a prohibited ground.
- 3.6 Healthcare workers are required to report unsafe acts and illegal activities to their manager or supervisor.
- 3.7 This policy also prohibits healthcare workers from possessing drugs or alcohol in the workplace, and prohibits healthcare workers from unlawfully selling or dispensing drugs, alcohol and/or medication in the workplace.
- 3.8 Violation of this policy is grounds for progressive disciplinary action, up to and including dismissal from employment.

#### **4.0 APPLICATION**

- 4.1 This policy applies to all healthcare workers while:
  - (a) Engaged in or assigned to do work for the Employer at any workplace; and
  - (b) Operating any vehicle, motorized equipment or machinery in the course of their employment or in the course of providing services for the Employer.
- 4.2 This policy may apply to a healthcare worker during their personal time if they are on the Employer's premises, operating an Employer's vehicle, motorized equipment or machinery, or are otherwise engaging the legitimate interests of the Employer.

#### **5.0 ROLES AND RESPONSIBILITIES**

##### **5.1 Fitness for Work:**

- (a) All healthcare workers must be fit for work during the performance of their duties for the Employer, and at all times when healthcare workers are on scheduled stand-by or on-call, or otherwise anticipate being called back to work.
- (b) For greater clarity, all healthcare workers are prohibited from reporting to work while impaired or incapacitated by drugs, alcohol or medication.

##### **5.2 Healthcare Worker Responsibilities:**

- (a) Reading, understanding and complying with the standards and responsibilities outlined in this policy;
- (b) Reporting to work and any workplace fit for work, and remaining fit for work at all times while at work and/or in the workplace;

- (c) Performing their job in a safe and appropriate manner and taking responsibility to ensure their own safety and the safety of patients/residents/clients, the public, and others in the workplace;
- (d) Being compliant with this policy when on scheduled stand-by and if called into work outside of their regularly scheduled work hours;
- (e) Refusing unscheduled shifts if impaired or incapacitated by drugs, alcohol or medication;
- (f) Refraining from the use, possession, or distribution of drugs or alcohol during their work shift and/or in the workplace. This includes, refraining from the use of or consumption of alcohol or drugs during scheduled shift breaks;
- (g) Using medications (prescription and non-prescription) responsibly, being aware of any potential side effects of the medications, and notifying their manager or supervisor before starting work of any potentially unsafe side effects of medications that could negatively impact safety and performance;
- (h) In accordance with the *Occupational Health and Safety Act*, Section 16(a), take every reasonable precaution to protect the worker's own occupational health and safety and that of other person's at or near the workplace and section 16 (b), cooperate with the employer and with other workers to protect the worker's own occupational health and safety and that of other person at or near the workplace;
- (i) Taking action, as appropriate, when they observe or suspect someone in the workplace has violated this policy;
- (j) In the interest of safety, immediately notifying a supervisor or manager if they believe another healthcare worker, or other person in the workplace, is not fit for work and poses a safety risk for others in the workplace as a result of being impaired or incapacitated by drugs, alcohol or medication;
- (k) Reporting their involvement in any incident as soon as possible, and cooperating and participating fully in any subsequent investigation into the incident;
- (l) Cooperating with supervisors and managers in the implementation of this policy; and
- (m) Cooperating and participating fully with the Employer in relation to any investigation under this policy.

### 5.3 Management Responsibilities

In addition to their responsibilities as a healthcare worker, all managers and supervisors are also responsible for:

- (a) Becoming fully informed of the provisions of this policy, and administering this policy;
- (b) Participating in training related to this policy as may be required by the Employer from time to time;
- (c) Being knowledgeable about, and being able to recognize the signs and symptoms of impairment and potential drug, alcohol or medication abuse problems, or inappropriate use, in accordance with this policy;
- (d) Offering guidance to any healthcare worker who has questions in relation to this policy;

- (e) Responding to and providing appropriate supports to any healthcare worker who discloses a known, emerging or suspected substance use disorder in accordance with this policy;
- (f) Where a healthcare worker discloses potentially unsafe side effects of medication, assisting with any reasonable and necessary modifications to the healthcare worker's job or duties;
- (g) Advising Human Resources if a healthcare worker discloses a known, emerging or suspected substance use disorder;
- (h) Responding to any reported or suspected violations of this policy in a timely manner;
- (i) Immediately contacting Human Resources if a healthcare worker is suspected of being not fit for work while in the workplace or at the time of or immediately following an incident;
- (j) Where reasonable grounds exist, removing the healthcare worker from the immediate worksite to a safe and private place;
- (k) Assisting Human Resources in investigating any alleged violation of this policy; and
- (l) Maintaining appropriate documentation with regard to any instances of actual or suspected violations of this policy, and actions and interactions with healthcare workers with regard to matters covered by this policy.
- (m) There shall be no retaliation against healthcare workers for exercising rights under this policy.

#### 5.4 **Safety-Sensitive Positions:**

In addition to the responsibilities set out in 5.2 and 5.3 (as applicable), all healthcare workers working in safety-sensitive positions are required to inform their manager or supervisor as soon as reasonably practical and unless not reasonably possible, in advance of using medications, whenever they are taking any prescription or non-prescription medications that have the potential to cause impairment and/or pose a safety risk.

#### 5.5 **Loss of License/Impaired Driving:**

All healthcare workers who are regularly or periodically required to operate any motor vehicle (including motorized equipment or machinery) on behalf of the Employer, whether owned by the healthcare worker or Employer, must:

- (a) Immediately report to their manager or supervisor any suspension or revocation of their driver's license; and
- (b) Inform their manager or supervisor if they have been charged with an impaired driving offence.

#### 5.6 **Employer Social Functions:**

The Employer recognizes that alcohol may be served in certain business settings or at certain Employer social events. In these circumstances, the responsible use of alcohol is permitted. At any Employer function or event at which alcohol will be served or consumed, it is the responsibility of the individual(s) organizing the function or event to ensure that all applicable permits and approvals have been obtained with respect to serving and consuming alcohol.

## 6.0 PROCEDURES

### 6.1 Voluntary Disclosure

- (a) Healthcare workers who voluntarily disclose a known or emerging substance use disorder, or any inappropriate drug, alcohol, and/or medication use which may lead to a healthcare worker being impaired and/or not fit for work, prior to any incident, will not be subject to progressive disciplinary action in relation to such disclosure.
- (b) The Employer recognizes and acknowledges its duty to accommodate healthcare workers with disabilities to the point of undue hardship. Where a healthcare worker voluntarily discloses a disability, prior to any incident, the Employer will make reasonable and practical efforts to accommodate the healthcare worker up to the point of undue hardship.
- (c) Healthcare workers, who suspect they have a substance use disorder, or an emerging problem, are strongly encouraged to seek advice and treatment promptly, and to advise the Employer before job safety and/or job performance are affected or any Incidents or violations of this policy occur.
- (d) The Employer will make reasonable and practical efforts to assist a healthcare worker who voluntarily discloses a known or emerging substance use disorder to seek appropriate treatment, access the Employee Assistance Program, and/or access the appropriate leave as provided for under the applicable collective agreement.
- (e) In accordance with sections 5.2(g) and 5.4, healthcare workers who are directed by a physician to use a medication (prescription or non-prescription), or have self-prescribed medication (non-prescription or over the counter), that may cause impairment or adversely affect their job performance, are required to disclose this information to the Employer, which will then be considered by the Employer in view of the employee's duties and the safety and health of the workplace.

### 6.2 Reasonable Grounds

- (a) Reasonable grounds or reasonable suspicion that a healthcare worker is not fit for work due to impairment or incapacity from the use of or after-effects of the use of alcohol, drugs or medications may be based on a number of observations or indicators, including but not limited to:
  - unexplained changes in behaviour
  - Observed dizziness or drowsiness;
  - Confusion or disturbances in attention or concentration;
  - Slurred speech;
  - Observed impairment of motor skills, or
  - An odour indicative of recent drug or alcohol use (e.g., alcohol or cannabis/cannabis).

A breathalyzer or other substance abuse test (e.g., blood, urine and saliva tests) is not required for the Employer to determine that a healthcare worker is not fit for work.

- (b) In all situations, whether an incident has occurred or not, where a manager or supervisor has grounds to believe that a healthcare worker is not fit for work, the manager or supervisor shall:

- If possible, seek another manager’s or supervisor’s opinion to confirm that there are reasonable grounds to believe that the healthcare worker is not fit for work;
  - Remove the healthcare worker from the immediate worksite to a safe and private place and refer the healthcare worker for medical attention, if there appears to be an immediate medical concern;
  - Where appropriate, advise the healthcare worker of their right to union representation;
  - Consult privately with the healthcare worker to inquire into the observed behaviours or conduct that gave rise to the belief that the healthcare worker was not fit for work, and provide the healthcare worker with a full opportunity to explain, including the opportunity to respond to whether they are impaired or incapacitated from the use of any alcohol, drugs, or medications;
  - Make a determination as to whether the healthcare worker’s explanation is reasonable in the circumstances, and/or whether the employer continues to believe the healthcare worker is impaired or incapacitated from the use of alcohol, drugs, or medications and therefore not fit for work; and
  - Take appropriate action to address the situation based on the determination made in accordance with the preceding statement; and
  - Document observations and actions taken as soon as possible (i.e., at the time of observation or immediately following).
- (c) If, after speaking with the healthcare worker, the Employer continues to believe the healthcare worker is not fit for work, the Employer may:
- Refer the healthcare worker for medical attention if there appears to be an immediate medical concern;
  - Arrange for the healthcare worker’s transportation home and advise the healthcare worker that the police will be notified if the healthcare worker refuses the arranged transportation and attempts to drive a vehicle;
  - Place the healthcare worker on administrative leave with pay, or temporarily reassign the healthcare worker to other duties, pending completion of an investigation.

### 6.3 Return to Work

- (a) The Employer will make reasonable and practical efforts to support a healthcare worker to safely return to work following any absence from the workplace due to alcohol, drug or medication use.
- (b) The Employer may require health assessments or testing to confirm that a healthcare worker is able to safely return to work, to identify any limitations/restrictions that may require temporary modification of duties or accommodation under Human Rights legislation, or as part of a comprehensive monitoring program which makes such testing or assessment a condition of continued employment, where the healthcare worker:
- Has undergone treatment for a known or emerging substance use disorder; or
  - Has violated this policy.
- (c) Any decision to conduct testing as part of a healthcare worker’s return to work will be determined on a case by case basis. The decision will take into account the

healthcare worker’s privacy rights and the Employer’s obligation to ensure a safe and healthy work environment.

#### 6.4 Confidentiality

- (a) Managers, supervisors, human resources, and investigators keep the details of any reported issue confidential to the best of their ability; however, confidentiality does not mean anonymity. The name of a complainant, alleged respondent, or the circumstances related to the issue, will only be disclosed where necessary to investigate, take and defend corrective action, or as required by law.

Confidentiality is subject to the following:

- A supervisor or manager is responsible for addressing every reported issue.
- The person/respondent alleged to have acted inappropriately (i.e., unfit for work) must be informed of the allegations made against them in sufficient detail to allow them to make a full answer and defense, which may include identifying the name of the complainant.
- If the situation results in progressive discipline, the employee may have the right to grieve under a collective agreement. This can result in an arbitration hearing in which the employer presents its case through witnesses, including the complainant, to establish there was just cause for the progressive discipline imposed.

#### 7.0 Policy Violations and Consequences

- 7.1 In keeping with the Employer’s commitment to a safe and healthy work environment, any healthcare worker who violates this policy will be subject to progressive disciplinary action, as appropriate, up to and including termination of their employment.

- 7.2 The following is a non-exhaustive list of policy violations that may be subject to progressive disciplinary action:

- (a) Attending work in a condition that is not fit for work;
- (b) Being not fit for work while on standby or on-call;
- (c) Failing to report an incident in a timely manner, or at all;
- (d) Failing to report the suspension or revocation of one’s driver’s license or charge of an impaired driving offence;
- (e) Failing to meet safety and performance standards as a result of impairment from alcohol, drugs or medications; and
- (f) Possessing drugs or alcohol in the workplace, or unlawfully selling or dispensing drugs, alcohol and/or medication in the workplace.

- 7.3 Notwithstanding the above, where a healthcare worker is involved in an incident and it is determined that they were not fit for work at the time of the incident, and failed to notify the Employer that they were not fit for work prior to the incident, the following actions may apply:

- (a) If the healthcare worker is employed by Health PEI, their employment will be terminated, unless termination would be unjust in all of the circumstances;
- (b) If the healthcare worker is not employed by Health PEI, their access to and/or privileges in relation to any Health PEI facility or program shall be suspended pending further decision by Health PEI; or

- (c) If the healthcare worker is a member of a regulated profession, Health PEI will report the matter to the appropriate regulatory authority.

**8.0 MONITORING**

The Executive Director of Human Resources is responsible for ensuring that this policy is reviewed every three years as per Health PEI’s Policy review cycle and standards.

**9.0 REFERENCES**

**Related Documents**

*Occupational Health and Safety Act*  
*Human Rights Act*

**References**

N/A

**Appendices**

Appendix A - Reasonable Cause Checklist  
Appendix B - Policy Receipt Acknowledgment for Drug, Alcohol and Medication Policy: Safety-Sensitive Positions  
Appendix C - Policy Receipt Acknowledgment for Drug, Alcohol and Medication Policy: Non- Safety Sensitive Positions

**10.0 STAKEHOLDER REVIEW**

<b>Group/Committee</b>	<b>Dates of Review</b>
<i>Human Resources Managers</i>	<i>January 2018</i>
<i>Cox and Palmer, Labour Relations Counsel</i>	<i>January 2018</i>
<i>Cannabis Legalization Working Group</i>	<i>June 2018</i>
<i>Wellness &amp; Safety Manager</i>	<i>May 2019</i>
<i>HR Managers</i>	<i>July 2019</i>

**11.0 REVIEW HISTORY**

**Review Dates:**

_____	_____	_____
_____	_____	_____

## Appendix A – Reasonable Cause Checklist

### REASONABLE CAUSE CHECKLIST

Employee Name:		
Department:	Division:	Location:
Date of Incident/Concern:		
Description of Incident/Concern:		
Type of Incident		
<input type="checkbox"/> Post Incident		
<input type="checkbox"/> Reasonable Cause		

#### Reasonable Cause:

In any situation when an Employee appears, or is reported to appear, not fit for Work, a Manager/Supervisor of that Employee must investigate the situation. Complete the attached checklist and place check marks against the phrases that best describe the Employee's behavior. **Include as much information as you can** that may assist in clarifying the situation, as well as any witnesses to the behavior you are describing. This checklist must be completed in collaboration with another Manager or Supervisor.

	Date (s)	Description/Comments
<b>1. General Appearance</b>		
<input type="checkbox"/> Drowsiness		
<input type="checkbox"/> Tremors		
<input type="checkbox"/> Nervousness		
<input type="checkbox"/> Highly excited		
<input type="checkbox"/> Signs of intoxication (smell of alcohol or cannabis, slurred speech, inarticulate speech, confusion, uncoordinated, observed use of a substance)		
<input type="checkbox"/> Impaired mobility (falling, staggering, unsteady gait, stumbling, or needs support)		
<input type="checkbox"/> Other (please specify): _____		
<input type="checkbox"/> Sweating		
<input type="checkbox"/> Bloodshot eyes		
<input type="checkbox"/> Dilated pupils		

<p><b>2. Workplace Behaviour</b></p> <p><input type="checkbox"/> Interrupts others at work</p> <p><input type="checkbox"/> Inflexible about procedures</p> <p><input type="checkbox"/> Argumentative</p> <p><input type="checkbox"/> Unusual or inappropriate emotional outbursts</p> <p><input type="checkbox"/> Physically threatening</p> <p><input type="checkbox"/> Alcohol or drug consumption observed</p> <p><input type="checkbox"/> Other (please specify): _____</p>		
<p><b>3. Temperament at Work</b></p> <p><input type="checkbox"/> Withdrawn much more than usual</p> <p><input type="checkbox"/> Easily upset by everyday events</p> <p><input type="checkbox"/> Agitated and on edge</p> <p><input type="checkbox"/> Excessively worried or fearful</p> <p><input type="checkbox"/> Extreme variations of mood</p> <p><input type="checkbox"/> Other (please specify): _____</p>		
<p><b>4. Job Performance</b></p> <p><input type="checkbox"/> instructions Forgets normal</p> <p><input type="checkbox"/> procedures Works</p> <p><input type="checkbox"/> abnormally slowly Erratic</p> <p><input type="checkbox"/> productivity</p> <p><input type="checkbox"/> Missed deadlines</p> <p><input type="checkbox"/> Poor judgment</p> <p><input type="checkbox"/> Fails to wear safety equipment</p> <p><input type="checkbox"/> Other (please specify): _____</p>		

<p><b>5. Relationship with co-workers</b></p> <p><input type="checkbox"/> Abnormal reaction to criticism</p> <p><input type="checkbox"/> Imagines criticism where there is none</p> <p><input type="checkbox"/> Complaint received from co-worker</p> <p><input type="checkbox"/> Other (please specify): _____</p>		
<p><b>6. Absenteeism</b></p> <p><input type="checkbox"/> Excessive absence</p> <p><input type="checkbox"/> Unlikely excuses for absence</p> <p><input type="checkbox"/> Excuse for absence proven false</p> <p><input type="checkbox"/> Absences follow a pattern</p> <p><input type="checkbox"/> Frequently late returning from breaks</p> <p><input type="checkbox"/> Excessive absence from workstation</p> <p><input type="checkbox"/> Other (please specify): _____</p>		
<p><b>7. Further observations or comments:</b></p>		
<p><b>8. Witness/Other Employees Involved:</b></p>		
<p><b>9. Manager/Supervisor Actions:</b></p>		
<p><b>10. Consequence:</b></p>		
<p><b>11. Planned follow up:</b></p>		
<p><b>12. Signature:</b></p> <p>Name of manager/Supervisor who has completed this checklist:</p> <p>Supervisor/Manager: _____  (Print Name and Position)</p> <p>Signature: _____ Date: _____</p>		

Adapted from the Canadian Centre for Occupational Health and Safety's  
*"Workplace Strategies: Risk for Impairment from Cannabis"*

## Appendix B – Policy Receipt Acknowledgment for Drug, Alcohol and Medication Policy: Safety Sensitive Positions

### Policy Receipt Acknowledgment for Drug, Alcohol and Medication Policy: Safety-Sensitive Positions

PLEASE READ THE DRUG, ALCOHOL AND MEDICATION POLICY CAREFULLY TO ENSURE THAT YOU UNDERSTAND THE POLICY BEFORE SIGNING THIS DOCUMENT.

I, \_\_\_\_\_, hereby confirm that I have reviewed the content, requirements, and expectations of the Drug, Alcohol, and Medication Policy for employees of Health PEI.

I understand that if I have questions, at any time, regarding the Drug, Alcohol and Medication Policy, I will consult with my immediate Supervisor, Manager or a Human Resource representative.

I am aware that I am in a Safety-Sensitive Position: Y \_\_\_\_ N \_\_\_\_

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Facility/Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Signed before (name): \_\_\_\_\_

Signed before (signature): \_\_\_\_\_

*Please return to your HR representative for the personnel file.*

## Appendix C – Policy Receipt Acknowledgement for Drug, Alcohol and Medication Policy: Non-Safety Sensitive Positions

### Policy Receipt Acknowledgment for Drug, Alcohol and Medication Policy: Non-Safety Sensitive Positions

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I understand that if I have questions, at any time, regarding the Drug, Alcohol and Medication Policy, I will consult with my immediate Supervisor, Manager or a Human Resource representative.

Employee Signature: \_\_\_\_\_  
Employee Printed Name: \_\_\_\_\_  
Facility/Unit: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signed before (name): \_\_\_\_\_  
Signed before (signature): \_\_\_\_\_

*Please return to your HR representative for the personnel file.*