

MUNICIPALITY OF SIOUX LOOKOUT  
ADMINISTRATIVE PROCEDURE NO. 3-49

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SUBJECT:           **Alcohol and Drug Policy**

SECTION:           Personnel

APPLIES TO:       All Regular Employees

EFFECTIVE:         June 1, 2009

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49.1    **PREAMBLE**

The Municipality of Sioux Lookout is committed to providing all employees with a safe place to work. To emphasize this, the Municipality has developed the requirements within sections 49.2 and 49.3 for all employees, and those within sections 49.4 through 49.6 for employees of the Sioux Lookout Airport only.

49.2    **POLICY**

In order to minimize the risk of impaired performance due to substance use, the following are strictly prohibited for all employees of the Municipality of Sioux Lookout while at work:

- (a) Use, possession, offering or sale of illicit drugs, illicit drug paraphernalia, or unprescribed drugs for which a prescription is legally required in Canada.
- (b) Presence in the body of illicit drugs or unprescribed drugs, or their metabolites, for which a prescription is legally required in Canada.
- (c) Use, possession, distribution, offering or sale of alcoholic beverages.
- (d) Having a blood alcohol concentration above 0.0%.
- (e) Consuming alcoholic beverages during their working hours, whether at or away from the work place. Employees are also required to limit their consumption of alcohol prior to working hours so that there is no alcohol in the body while at work.
- (f) Intentional misuse of prescribed medications, over-the-counter medications or other substances.
- (g) Being unfit for work due to the use or after-effects of alcohol, illicit drugs, unprescribed drugs for which a prescription is legally required in Canada, or the intentional misuse of medications.
- (h) Being unfit for work due to the effects of the legitimate use of prescription or over-the-counter medications. It is the responsibility of the employee to learn and understand the possible effects of prescription or over-the-counter drugs, and to report any possible impairment effects of these drugs to the employer. Refer to the "What to Watch For" Table in Appendix "A" of this policy for more information.
- (i) Failure to inform the employer of the legitimate use of any prescription or over-the-counter drugs during work hours which may affect the employee's alertness or cause drowsiness or impairment.

**49.3 COMPLIANCE AND ENFORCEMENT**

Violation of this policy will be addressed through Municipal Policy 3-13 *Progressive Disciplinary Action*. Other corrective actions such as counseling, treatment or training may also be prescribed as a result of a violation of this policy.

**49.4 SUBSTANCE ABUSE TESTING**

The following substance abuse testing requirements apply to all employees of the Sioux Lookout Airport:

	<b>Pre-Access</b>	<b>Reasonable Cause</b>	<b>Post-Incident</b>	<b>Random</b>
<b>Required – Y / N</b> - Drug Testing - Alcohol Testing (See definitions)	N Y	Y Y	Y Y	N Y

- (a) Reasonable Cause testing will be conducted as soon as possible once the determination has been made that reasonable cause exists. Further clarification of Reasonable Cause is included in the definitions section of this Policy.
- (b) Post Incident testing may also be required for near misses or less serious incidents if they are considered to have had significant potential for more serious consequences. Because testing is an investigative procedure, testing is required even in the absence of direct evidence or suspicion of alcohol or drug misuse.
- (c) Post-Incident testing will be conducted as soon as possible after the occurrence of a Significant Incident.

**49.5 TESTING STANDARDS**

Any Required tests will be conducted by Driver Check officials based on the standards set out on the following table.

<b>Type of Test</b>	<b>Substances tested for</b>
<b>Pre-Access; Random</b>	(Refer to Required Testing table, page 2. Only Required tests will be conducted.) Alcohol, Amphetamines, Cocaine, Cannabinoids, Opiates, Phencyclidine
<b>Post-Incident; Reasonable Cause</b>	Alcohol, Amphetamines, Cocaine, Cannabinoids, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Propoxyphene

**Positive Cutoff Levels:**

<b>Substance</b>	<b>Examples / Common Uses</b>	<b>Screen</b>	<b>Confirmation</b>
Alcohol (breath)	Alcoholic beverages, cough syrup	.0% (0 mg/dl)	.0% (0 mg/dl)
Amphetamines	Ritalin, diet pills, <i>speed</i>	1000 ng/ml	500 ng/ml
Cocaine	Cocaine	300 ng/ml	150 ng/ml
Cannabinoids	THC – Marijuana, hash, etc	20 ng/ml	15 ng/ml
Opiates	Very Common! Narcotic Analgesics – codine, morphine, demorol, meperidine, oxycodone (eg Tylenols)	300 ng/ml	300 ng/ml
Phencyclidine	Illegal drugs – ie PCP	25 ng/ml	25 ng/ml
Barbiturates	Can be used for epileptic patients	200 ng/ml	200 ng/ml
Benzodiazepines	Sleep aids, anxiety agents, hypnotics – eg valium, adivan (by prescription)	200 ng/ml	200 ng/ml
Methaqualone		300 ng/ml	100 ng/ml
Methadone	By prescription – for heroin addicts, terminally ill pain relief	300 ng/ml	200 ng/ml
Propoxyphene	An opiate / narcotic (see above)	300 ng/ml	300 ng/ml

49.6 **DEFINITIONS**

- (a) **Pre-Access:** airport employees may not be permitted to work unless they can demonstrate that they have passed an alcohol and / or drug test within the twelve-month period immediately prior to the commencement of work with the airport.
- (b) **Reasonable Cause:** the airport may require drug and alcohol tests to be performed, and to have an employee removed from work where reasonable cause exists to suspect alcohol or drug use in violation of this policy. Reasonable cause includes, but is not limited to:
- instances where alcohol, drugs or drug paraphernalia have been detected at the workplace, either in the employee's possession or in a location which can be reasonably associated with that employee;
  - where there are observable physical signs of impairment of an employee's ability to perform; and
  - where reasonable grounds exist to suspect the involvement of alcohol or drugs in an incident.
- (c) **Post-Incident:** If a Significant Incident (see definition (f)) occurs, employees involved in the incident will be subjected to drug and alcohol testing.
- (d) **Random:** unannounced alcohol and/or drug testing
- (e) **Required:** Four categories of substance abuse testing are identified in this policy. The policy outlines which categories are required, and those which are not required. Tests required for drugs and alcohol may change over time depending on Imperial Oil standards for Contractors and Associates.
- (f) **Significant Incident:** A Significant Incident is defined as a work-related accident which has caused any of the following:
- i. a fatality or serious personal injury to an employee or member of the public;

- ii. a spill or abnormal discharge of gaseous, liquid or solid material which causes any of the following:
- iii. a high probability of measurable long-term health effects on employees or members of the public;
- iv. a public evacuation;
- v. serious environmental damage.
- vi. Loss or damage to property, equipment or vehicles in excess of **\$10,000**.
- vii. Loss of revenue to the airport or Imperial Oil in excess of **\$500,000**.

**APPENDIX "A"****WHAT TO WATCH FOR  
PRESCRIPTION DRUGS & OVER THE COUNTER MEDICATION**

The information listed below is for information purposes only, to help clarify what is meant by "Being unfit for work due to the effects of the legitimate use of prescription or over-the-counter medications." This is not intended as a complete or comprehensive list.

**Cold & Allergy & Sleep Remedies:** Some of the most common drugs to watch for which may cause drowsiness or impairment are listed below.

Diphenhydramine (eg Nytol, SleepzD, Benadril)

Chlorpheniramine (eg Chlor Tripolon, many other antihistamines)

Also: Brompheniramine; Pheniramine; Doxylamine

**Muscle Relaxants** can also cause drowsiness. One common example is Robaxacet, which contains Methocarbamol.

**Anti-Nausea** drugs can cause drowsiness – eg Gravol contains Dimenhydrinate.

**Many Other Prescription & OTC Products** can cause drowsiness or impairment. Check with your doctor or pharmacist, and read the label before using any medications before or at work.