

## Drug and Alcohol Standard

### 1.0 PURPOSE

This Standard supports the SaskPower Hazard/Aspect and Risk Assessment Policy and establishes the requirements to prevent and/or address situations where employees and contractors could be affected by the inappropriate use of drugs and/or alcohol.

SaskPower is committed to the health, safety and well-being of its employees, contractors and those exposed to our facilities, and the protection of the environment. We are all responsible for protecting the health and safety of people and the environment.

### 2.0 DEFINITIONS

#### 2.1 Alcohol

Alcohol is the intoxicating agent in beverage alcohol, ethyl alcohol or other molecular weight alcohol including methyl and isopropyl alcohol. Beverage alcohol refers to wine, beer, distilled spirits and similar products.

#### 2.2 Contractor

A person, partnership or group of people (independent from SaskPower and retained by SaskPower under contract) that directs the activities of one or more employees (of the contractor or of SaskPower, or both) or self-employed people involved in providing SaskPower with contracted Services.

#### 2.3 Contract Administrator

The person designated by SaskPower to manage the terms of the contract. The Contract administrator can be part of one or more of the following roles: contract owner, contract requisitioners, project managers, contract specialists, construction managers, procurement buyers/purchasing agents and any designates that are representing SaskPower with the contractor.

#### 2.4 Drug

Any substance, including but not limited to Alcohol, Legal or Illegal Drugs, Prescription Medication, Over the Counter Medication, or other mood altering substances, the use of which has the potential to alter or adversely affect the way a person thinks, feels or acts. For the purpose of the SaskPower Drug and Alcohol Standard, drugs of concern are those that cause impairment such that the worker is not fit for duty/work.

#### 2.5 Safety Sensitive Position

Safety Sensitive positions are positions which SaskPower has determined to have a key and direct role and where impaired performance could result in a significant incident affecting the health and safety of our employees, customers, the public, property or the environment. This includes those persons in a managerial or supervisory position who either oversee workers in Safety-Sensitive Positions, or are responsible for, or

actually perform the same duties as, workers in Safety-Sensitive Positions. The positions which SaskPower deems Safety Sensitive Positions are listed in the SaskPower Drug and Alcohol Process. This list is subject to review and updating to keep current with classifications.

### **3.1 METHOD / PRACTICE**

- An employee or contractor shall not use, distribute, or offer for sale, alcohol and/or drugs while at SaskPower.
- An employee or contractor shall ensure they are fit for duty/work in accordance with this Standard.
- All employees shall report known or suspected drug and/or alcohol use to the appropriate person of authority in accordance with the SaskPower Code of Conduct Policy.
- Contractors shall meet or exceed the requirements of the current version of the SaskPower Drug and Alcohol Program and the Construction Opportunities Development Council (CODC) program.
- Appropriate measures shall be taken to respond to situations where there are reasonable grounds to believe that the actions of an employee or contractor are indicative of the use of drugs and/or alcohol at a SaskPower site.
- Any employee in a safety sensitive position shall be drug and alcohol tested as soon as possible following a critical health, safety or environment incident in accordance with the SaskPower Incident Management Process.
- For other investigations, drug and/or alcohol testing shall take place where there are reasonable grounds to believe that an incident occurred as a result of the use of drugs and/or alcohol by an employee or contractor.
- All employees shall be provided with access to appropriate professional services and support. This shall include ongoing access to the Employee and Family Assistance Program (EFAP), Return to Work personnel and the SaskPower Health and Wellness Program. This shall also include educational and awareness initiatives intended to promote understanding and prevention of drug and/or alcohol related incidents.
- When planning for SaskPower social or celebratory events, the organizer(s) shall incorporate controls into the event to lessen the likelihood of safety incidents. This may include provision of safe transportation and limits on the amount of alcohol that can be consumed by individuals.
- All employees shall participate in Drug and Alcohol Program awareness and training when required, testing shall be conducted by an approved third party service provider in accordance with the Drug and Alcohol Process using an approved industry testing standard/model.

### **4.0 REFERENCES**

- Saskatchewan
  - The Occupational Health and Safety Regulations, 1996
- SaskPower (located on SafetyNet)
  - Hazard /Aspect and Risk Assessment Policy and Standard
  - Health and Wellness Standard
  - Drug and Alcohol Process
  - Contractor Health, Safety and Environment Contractor Management Standard

- Incident Management Process
- HR Policies: Code of Conduct, EFAP, Employee Performance, Privacy, Return to Work
- Third Party
  - Construction Opportunities Development Council, Drug and Alcohol Policy, 2018