

**Original Approval Date: June 14, 2019**

**Effective Date: September 1, 2019**

**Parent Policy: Workplace Impairment Policy**

## **Managing Impairment in Safety-Sensitive Positions Procedure**

<b>Office of Accountability:</b>	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with this University policy extends to all academic, support and excluded staff, post-doctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); academically employed graduate students; third party contractors; and volunteers.

### **Overview**

**Safety sensitive positions** are particularly susceptible to increased risk due to **impairment** in the **workplace**. It is important to properly define and identify safety-sensitive positions and ensure **employees** are educated, trained, and aware of their responsibilities related to being **fit for work** and reporting workplace impairment.

### **Purpose**

The purpose of this procedure is to outline the requirements for managing impairment in safety-sensitive positions and for safety-sensitive duties. This includes identifying safety-sensitive positions as well as educating and training employees on dangers of impairment when performing safety-sensitive work.

### **PROCEDURE**

#### **1. IDENTIFICATION OF SAFETY-SENSITIVE POSITIONS AND DUTIES**

**Managers/supervisors** of each department/unit must identify positions and duties that are considered safety-sensitive. In order to be considered safety-sensitive, the position or duties must meet any one of criteria outlined below.

In some cases a position may not be considered safety-sensitive (e.g. office work) but may have certain duties which are safety-sensitive, such as occasionally driving a motor vehicle. These duties must be identified as safety-sensitive, and for purposes of this procedure make the position a safety-sensitive position.

The criteria for identification of safety-sensitive positions and duties include:

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- a. Use and maintenance of equipment, machinery, or powered tools (e.g. chainsaw, pneumatic-actuated tools, welding equipment).
- b. Transport, handling or use of hazardous materials including, but not limited to: flammable, corrosive, dangerously reactive, toxic, biological materials, radioactive materials, designated equipment.
- c. Work in high hazard areas (e.g. work at heights, confined spaces, rigging, working near heavy equipment, high pressure systems, high voltage, or high vehicle traffic areas).
- d. Working in potentially dangerous environments (e.g. working alone, field work, remote locations, laboratories).
- e. Positions or duties in which there is a reasonable expectation for duty of care to students, staff, the general public, or animals (some examples include aquatics, first aiders, peace officers, first responders, volunteer coordinators, summer camp leaders, physicians, nurses, psychologists, dentists, pharmacists, veterinarians, animal technicians).
- f. Operation of motorized equipment (e.g. driving a vehicle, or operating heavy machinery).
- g. Decision-critical positions or duties related to health and safety in which critical decisions could affect the safe operation of the University (e.g. installation, maintenance or monitoring of life safety systems such as fire alarm systems, supervisors of safety-sensitive positions. operation and care of utilities).

### 2. NOTIFICATION OF SAFETY SENSITIVE DUTIES

Employees in safety-sensitive positions must be made aware that their position or specific duties are considered safety-sensitive, either through verbal notification and explanation or through appropriate notation on the job fact sheet/position description, or both. Whether an employee has been told their position is safety-sensitive is not by itself determinative of whether they know or ought to know that it is.

### 3. EDUCATE EMPLOYEES ON THEIR RESPONSIBILITIES

Managers and supervisors must take reasonable steps to ensure employees in safety-sensitive positions or with safety-sensitive duties have adequate education, training, and awareness of their responsibilities related to being fit for work and reporting workplace impairment in accordance with University policies and procedures.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document and its related policies and procedures only with no implied or intended institution-wide use. [▲Top](#)

<b>Drug</b>	Any substance, including but not limited to alcohol, cannabis, illicit drugs or medications (prescribed or over-the-counter), or other mood-altering substance, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this policy, drugs of concern are those that affect whether an employee is fit for work.  <u>Alcohol</u> refers to beer, wine and distilled spirits, and includes the
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	<p>alcohol found in medicines or other products.</p> <p><u>Cannabis</u> refers to a cannabis plant or bi-product of a cannabis plant obtained legally for recreational use or medicinal use.</p> <p><u>Illicit Drug</u> means any drug or substance whose; use, sale, possession, purchase or transfer is restricted or prohibited by law.</p> <p><u>Medication</u> refers to a drug obtained legally, either over-the-counter or through a doctor's prescription or appropriate authorization, designed to remedy, control, or prevent illness. For clarity, in the case of medicinal cannabis, the employee must have an authorization for use to the extent such authorization is required by law for medicinal use.</p>
<b>Employee</b>	Includes academic staff, support staff, excluded staff, management, administrators, student staff, post-doctoral fellows, volunteers, contractors, or other staff.
<b>Fit for Work</b>	Refers to an employee's ability to maintain a physical, mental and emotional state that enables them to perform the physical and mental demands of their job and/or duties safely, effectively, and in a manner that does not increase risk to themselves and others or the University. This includes being free from impairment by alcohol or <b>drugs</b> , the misuse of and/or failure to take medications as prescribed, and/or any condition that could impair a person's ability to work safely.
<b>Impairment</b>	The state of being unable to perform work-safely and productively, including not being fit for work because of intoxication by alcohol or drugs.
<b>Manager/Supervisor</b>	A person who has charge of a workplace or authority over a worker.
<b>Safety-Sensitive Position</b>	Position where some or all of the work duties and operational processes have the potential, if performed improperly, for a <b>serious incident or near miss</b> . A safety-sensitive position includes positions where only certain duties are safety-sensitive.
<b>Serious Incident or Near Miss</b>	Refers to an unplanned event, circumstance or condition that caused or had a high likelihood to cause damage or injury to person, property, reputation, security or the environment, and/or would result in a report to a municipal, provincial, or federal regulator.
<b>Work time</b>	The period of time when the employee is expected to perform or be ready to perform any duties of their position. This includes all breaks, both scheduled and unscheduled time, and generally any time that the employee is engaged in work, activity or travel in their capacity as a University of Alberta employee.

<b>Workplace</b>	Any place where employees, volunteers, or contractors of the University of Alberta perform work as part of their assigned responsibilities.
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**RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲Top](#)

[Occupational Health and Safety Act](#)

[Workplace Impairment Policy](#)

[Workplace Impairment Disclosure and Reporting Procedure](#)

[Drug Testing Procedure](#)