

# Alcohol and the Workplace Toolkit





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## Dear Workplace Health Champion:

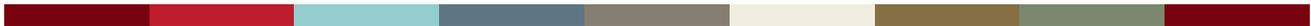
Welcome to the *Alcohol and the Workplace Toolkit*. This toolkit was designed to provide you with information and tools to assist you in improving employee health and wellness. You will discover information to help you raise awareness about the risks associated with alcohol use, enhance the skills of supervisors and employees in dealing with concerns about alcohol use, tips on how to create a supportive environment, and how to develop a workplace policy on alcohol use.

Research has linked alcohol and other drugs to a variety of problems in the workplace. These include absenteeism, poor decision making, unsafe work practices, and decreased productivity and conflicts among employees. In a report by Rehm et. al., "The costs of substance abuse in Canada, 2002," it was found that productivity losses cost workplaces \$24.3 billion.<sup>1</sup> Clearly, alcohol use should be an issue of concern for workplaces.

The KFL&A Public Health Workplace Wellness Program specializes in helping workplaces protect and enhance employee health. To learn more about this workplace toolkit or how to support employee health, contact KFL&A Public Health's Living Well Line at 613-549-1232 or 1-800-267-7875, ext. 1180 or e-mail [workplacewellness@kflapublichealth.ca](mailto:workplacewellness@kflapublichealth.ca).

Wishing good health to you and your workplace,  
Workplace Wellness Program  
KFL&A Public Health

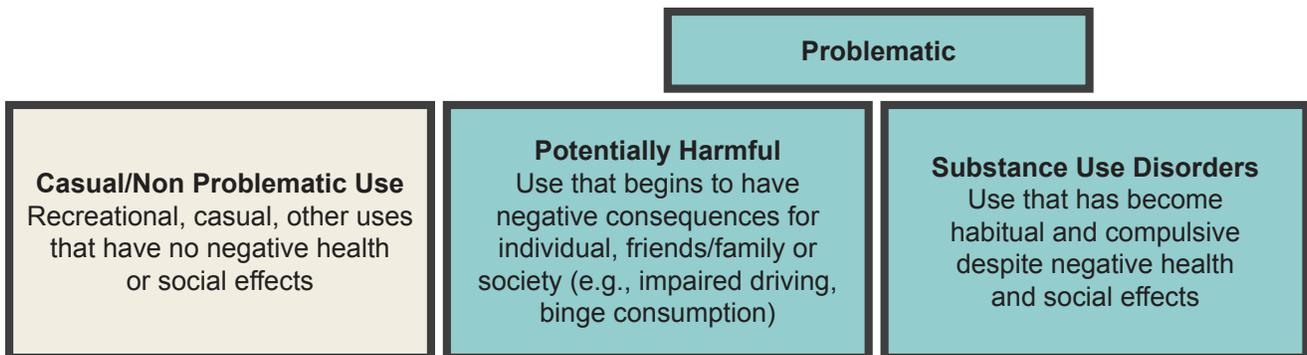




# Alcohol Use

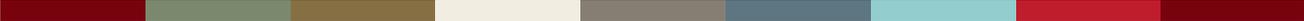
## What is Problematic Alcohol Use?

Although alcohol may come in many different forms such as beer, wine, coolers, hard liquor, and spirits, it all has the same effect.<sup>2</sup> It is a depressant drug that slows down the parts of your brain that control your thinking, behaviour, breathing, and heart rate.



**Fig. 1: The Spectrum of Substance Use and Behaviours<sup>2</sup>**

Used with permission from "Problematic Substance Use That Impacts the Workplace." Atlantic Canada Council on Addiction (2011).



Alcohol is a  
depressant  
drug that slows  
down the parts  
of your brain  
that control  
your thinking,  
behaviour,  
breathing, and  
heart rate.

### Casual/Non Problematic Alcohol Use

This refers to the use of alcohol that is not excessive but is recreational and casual. The individual does not experience any negative health or social effects based on their alcohol consumption.

### Problematic Alcohol Use

Problematic alcohol can be broken down into two categories:

#### 1. Potentially Harmful Alcohol Use

This refers to alcohol use which causes problems for the individual, their friends and family, and/or society. This use can be considered either dependent or recreational because it is not necessarily the frequency of alcohol use that is the primary “problem” but it is the effects alcohol use has on the user’s life. The user may experience social, financial, psychological, physical or legal problems as a result of his/her drinking.<sup>3</sup> For example, problematic use could lead to decreased productivity at work, family violence, harm to others, and/or relationship and financial problems.<sup>4</sup>

#### 2. Substance Use Disorders

Alcohol addiction is a disorder where alcohol seems to be the dominant influence on the individual’s behaviour and in which the person is dependent both physically and/or psychologically on alcohol in order to function normally.

## Canada's First National Low-Risk Alcohol Drinking Guidelines

On November 25, 2011, Canada's first national Low-Risk Alcohol Drinking Guidelines were released. The goal is to help reduce the risk of alcohol-related harms, which cost Canadians \$14.6 billion each year.<sup>1</sup> This is the first time that Canada has had one set of guidelines that has been approved across the country.

**Canada's Low-Risk Alcohol Drinking Guidelines** are based on the most current research available. Studies indicate that approximately half of the total harm and costs of alcohol come from people who drink beyond the guidelines occasionally, and half come from those who do so more regularly. People who binge drink occasionally are individually less likely to experience alcohol-related problems than those who consume in regular heavy patterns. However, they are responsible for approximately the same amount of harm as regular heavy drinkers because they make up a much greater portion of the population. Individuals who binge drink only occasionally are also at an increased risk for chronic diseases including some cancers, cardiovascular disease, liver disease, and mental health problems. Their drinking can also lead to alcohol, related crashes, other injuries, and alcohol-involved violence.



**Fig. 2: Standard Size Drinks<sup>5</sup>**

The new Guidelines suggest limits to reduce both short and long term alcohol-related harms.



### To prevent chronic disease:

Women should not drink more than 2 drinks a day and no more than 10 drinks a week.<sup>5</sup>

Men should not drink more than 3 drinks a day and no more than 15 drinks a week.<sup>5</sup>

Men and women should have non-drinking days to ensure that they are not developing a habit.<sup>5</sup>

### To reduce the risk of injury and harm:

Women should not drink more than 3 drinks on any occasion.<sup>5</sup>

Men should not drink more than 4 drinks on any occasion.<sup>5</sup>

The guidelines also highlight situations where alcohol should be avoided altogether, such as when pregnant, taking medication or driving. For more information and to obtain resources to promote Canada's Low-Risk Alcohol Drinking Guidelines, go to <http://www.ccsa.ca/>



# How Alcohol Use Impacts Workplaces in Canada

In 2010, 77% of Canadian adults reported drinking within the past year.<sup>2</sup>

Alcohol is the second leading risk factor for death, disease, and disability. In 2002, 3.8% of deaths in Canada could be attributed to alcohol use.<sup>2</sup> In Ontario alone, alcohol plays a role in approximately 2,400 deaths per year with 70% of these due to cancer, alcohol dependence syndrome, alcoholic liver cirrhosis, motor vehicle crashes, falls, suicide, and self-inflicted injury.<sup>3</sup>

In 2002, the estimated overall direct and indirect cost of alcohol in Canada was 14.6 billion dollars; 7.1 billion dollars in indirect costs from losses in productivity, 3.3 billion dollars in direct costs to health care, and 3.1 billion dollars in direct costs to law enforcement.<sup>4</sup>

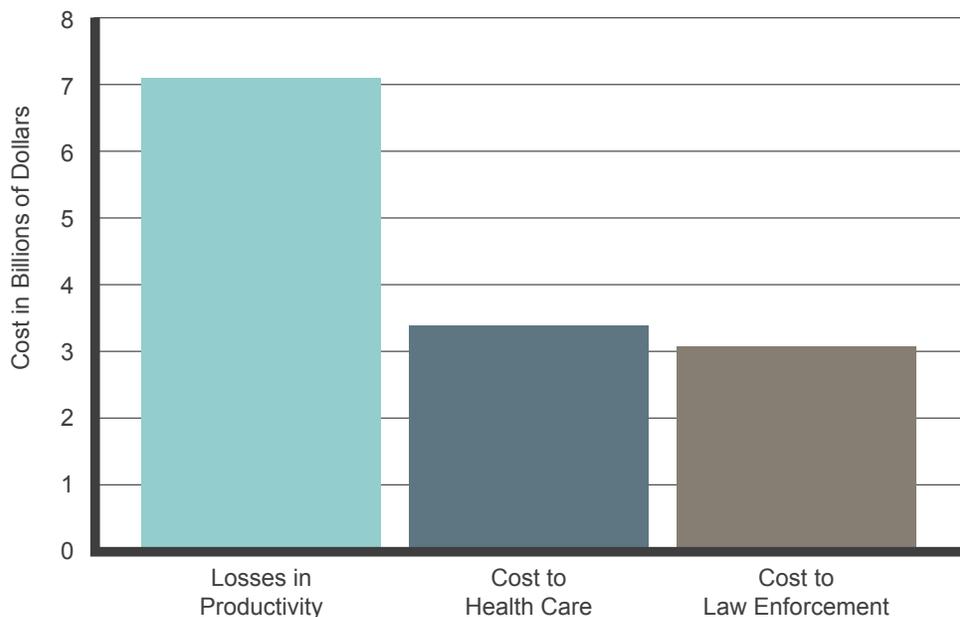


Fig. 3: Alcohol use creates significant health and social costs for the Canadian economy.<sup>2</sup>



## Alcohol and other drugs may have a negative impact on performance in the workplace.

Research has linked alcohol and other drugs to a variety of problems such as absenteeism, poor decision making, unsafe work practices, decreased productivity, and conflicts among employees.

In a report by Rehm et. al., “The costs of substance abuse in Canada, 2002,” it was found that productivity losses cost workplaces \$24.3 billion.<sup>1</sup> Clearly, this should be an issue of concern for workplaces.

### Alcohol can be costly to a workplace in a number of ways. Its use can lead to:

- » tardiness, absenteeism, increased sick days,
- » poor decision-making,
- » errors in production or service delivery,
- » unsafe work practices,
- » decreased productivity or increased need for overtime,
- » conflicts among employees,
- » low morale amongst staff,
- » high turnover of employees,
- » early retirements and loss of experience and knowledge,
- » an increase in grievances, arbitration, and disciplinary actions,
- » inappropriate or extended use of supervisor’s time or attention,
- » preventable injuries on and off the job involving both workers and the general public,
- » theft, fraud or embezzlement,
- » damage to the organization’s public image, and
- » an increased vulnerability to lawsuits.

Workplaces have a role to play in encouraging staff to follow Canada’s Low-Risk Alcohol Drinking Guidelines.

A workplace policy can also address concerns regarding alcohol use and the workplace specifically.



# Taking a Comprehensive Approach to Alcohol in the Workplace

Healthy workplaces consist of both physical and social environments that support individual as well as organizational health.<sup>6</sup>

## Comprehensive Workplace Health Promotion (CWHP)

CWHP is a process in which the workplace protects and enhances the health of its employees. Workplace health interventions can be categorized under the three following topics:

- 1 Voluntary Health Practices**  
Include lifestyle behaviours such as the use of alcohol, tobacco and other drugs, physical activity, nutrition, work stress, and the balance established between life and work.<sup>2</sup>
- 2 Occupational Health and Safety**  
Includes the reduction of hazards (both chemical and physical), ergonomics, injury prevention, and management of disability cases.
- 3 Organizational Culture**  
Includes leadership style, management practices, social supports, employee autonomy and control, and work organization.



Fig. 4: Comprehensive Workplace Wellness<sup>6</sup>

When health is promoted in the workplace:

**Employers** can look forward to less absenteeism, lower turnover rates in staff, and increased productivity and job satisfaction.<sup>6</sup>

**Employees** will experience improved health, reduced work-related stress and illness, and an improved balance between their work and family obligations.<sup>6</sup>

## Steps For Creating Your Workplace Alcohol Awareness Campaign

1

### Obtaining Management Support

Having management involved shows that this is an important issue and that the workplace is serious in its commitment to health. Gaining support could include writing a proposal, making a business case or presenting the facts on alcohol use and its impact on the workplace to management and staff.



2

### Establish a Committee

A committee can address the need for alcohol awareness at your workplace. This could be a combined health and safety committee or a workplace health committee. Ensure representation from all sectors of the workplace.



3

### Take Stock

What is the environment currently like at your workplace? Take a survey to identify your workplace's strengths, challenges, and opportunities for improvement regarding alcohol awareness.



4

### Take Action

Using the information gathered from taking stock, develop a plan for your workplace by reviewing the Alcohol and the Workplace Toolkit and deciding which activities will work best for you. For your campaign to be effective it is important to look at addressing alcohol awareness as a component of workplace health rather than from a disciplinary perspective (when possible). It is also important to inform all employees of your workplace's alcohol policy.

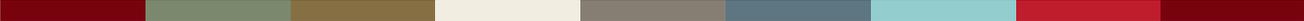


5

### Evaluate and maintain momentum

Ask employees what they thought about your alcohol awareness campaign and make improvements to your next campaign based on the feedback you receive.





# Taking Stock

Prior to developing your plan of action to address alcohol use in your workplace it is important to “take stock” of the nature and scope of alcohol use at your workplace. Collecting relevant information will help ensure that your plan of action meets the needs of your employees and the organization as a whole.

## Take Stock of the Situation

**Workplace records** – Human Resources may be able to tell you the frequency of alcohol-related incidents at or involving your workplace. For example, the number of incidents of drinking while on the job, on company property or at sponsored events; the number of documented periods of absenteeism or lateness due to alcohol use; and the frequency with which disciplinary action had to be taken in situations where alcohol played a factor (e.g., suspension).

**Employees** – Employees are often a great source of information about what is happening in the workplace. Their opinions and feedback can be taken via surveys, meetings or discussions. All of these methods have both positive and negative aspects to them, therefore it is important to select a method that will ensure that you are being sensitive to the needs of your employees (e.g., maintaining confidentiality and being conscious of literacy levels).

**Key individuals** – This may include supervisors, union representatives, human resources employees, and employee assistance program representatives. Talking to these individuals will give you some insight about alcohol-related problems in your workplace.

## The Alcohol Policy Network Tool

“Are these problems in your workplace?” is a tool created by the Alcohol Policy Network (APN) that enables you to take stock of alcohol use in your workplace. It can either be used on an individual basis, filled out by employees or it can be used as a comprehensive tool by your workplace wellness committee.

## The Alcohol Policy Network Tool

The intent of this checklist is to encourage critical appraisal of some standard alcohol and drug issues which may be present in your workplace environment.

Answering **yes** to any of these questions would add rationale to introducing a workplace alcohol policy.

Are these problems in your workplace?			
	YES	NO	UNSURE
Drinking before coming to work.			
Drinking at breaks or lunch.			
Bringing alcohol to work.			
Coming to work drunk.			
Coming to work hung over.			
Doing a lot of "team building" in bars.			
Drinking too much when out with friends from work.			
Made to feel embarrassed if one stops at one or two drinks or doesn't drink at all.			
Calling in sick or missing work because of drinking or hangover.			
Not doing job because of drinking.			
Problems at work because family members abusing alcohol.			
Getting into fights/altercations because of alcohol.			
Posing a risk to self or others because of alcohol.			
Being injured because of own or other's drinking.			
Drinking and driving to/from work or company events.			
Rowdy, inappropriate behaviour at work-related events where alcohol is served.			
Living/working in a community where alcohol is readily available and widely promoted.			
Managers/supervisors unsupportive of workers experiencing problems related to alcohol/other drugs.			
Unclear, unfair, or no policies on alcohol/ drugs in the workplace.			

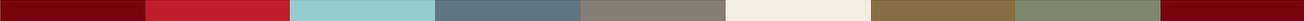


# Planning a Program for your Workplace

After taking stock of the situation at your workplace, it is important to develop a plan of action that suits your individual workplace needs. This toolkit gives you the tools you will need to take action.

Check it out and you will find tools to:

- help raise awareness,
- build skills of supervisors and employees,
- create a supportive work environment,
- develop an alcohol policy for your workplace, and
- evaluate your program.



# Raising Awareness

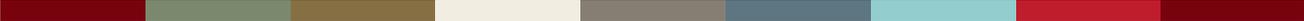
Raising awareness is an important first step in influencing attitudes, behaviours, and beliefs. This awareness and knowledge is the foundation for new behaviours. The following awareness-raising tools will help you promote awareness about alcohol use to your employees:

## Awareness Raising Tools Included:

- Newsletter Articles ([Appendix 1](#))
- Online Survey ([Appendix 2](#))
- Brochures ([Appendix 3](#))
- Websites ([Appendix 4](#))
- Banner ([Appendix 5](#))
- Sample Posters ([Appendix 6](#))
- Crossword Puzzle ([Appendix 7](#))
- Pay Cheque Inserts and e-Notifications ([Appendix 8](#))
- Table Tent Cards ([Appendix 9](#))

You can also check out resources on our website at this link  
<http://www.kflpublichealth.ca/Content.aspx?Id=62>.

The Middlesex-London Health Unit (MLHU) have made the Low-Risk Alcohol Drinking Guidelines easy to understand with the video, “Understanding Canada’s Low-Risk Alcohol Drinking Guidelines.” Check it out at,  
<http://www.youtube.com/watch?v=NbpdMFE-AIE>.



# Skill Building

## Employee Education

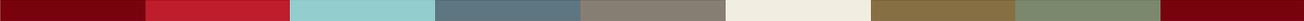
Employees are much more likely to incorporate new knowledge into their lives and change behaviour if they have the skills that are needed to support a new behaviour. It is important to tailor the information to the audience. Education should be focused on:

- prevention of problematic alcohol use,
- provision of general information about alcohol use,
- the impact of alcohol use on health, safety, personal life, and work performance,
- how to report a co-worker if they are exhibiting signs of being under the influence of alcohol at work or showing signs of problematic alcohol use, and
- help and supports available to employees and their families.  
(Appendix 12, Where To Go for Help)

## Supervisor Education

Supervisors are often responsible for implementing policies and programs and are therefore key in addressing problematic substance abuse that impacts the workplace. Supervisor training should focus on:

- the workplace's alcohol policy,
- legalities (e.g., employee confidentiality and union contracts),
- how to recognize signs and symptoms of potential alcohol abuse,
- how to handle a crisis situation,
- how to act when alcohol use is detected in the workplace,
- knowledge of and appropriate referral to programs/supports in your community, and
- ways to reintegrate the employee upon return to the workplace.



## When supervisors are speaking with an employee suspected of having an alcohol use problem remember these tips:

**Do** emphasize that your main concern is work performance or employee conduct at work.

**Do** have documentation of the employee's work performance when you talk to them.

**Do** keep in mind that problems often get worse if assistance is not sought or offered.

**Do** emphasize that the workplace Employee Assistance Program (EAP) is confidential.

**Do** explain that the EAP, if applicable, is voluntary and in place to help employees.

**Do** call the EAP to determine how to make a referral.

**Don't** try to diagnose the problem.

**Don't** moralize. Keep comments limited to job performance and/or issues of conduct while at work.

**Don't** discuss alcohol and drug use. Limit the topic of discussion to the employee's job performance.

**Don't** be misled by tactics used to evoke sympathy from you.

**Don't** cover up the problem. If you protect employees it enables them to stay the same.

**Don't** make threats that you will not carry out. If you threaten disciplinary action, you must follow through with it.



Supervisors should respond to a crisis situation by escorting the employee to a private area to discuss his/her behaviour.

## Educating Supervisors to Respond to Crisis Situations

If a supervisor comes upon an employee who is exhibiting signs of intoxication such as being disoriented, smelling of alcohol, slurred speech, unsteady gait or is using an inappropriate tone with co-workers he/she should respond by:

- » escorting the employee to a private area to discuss his/her behaviour,
- » asking another supervisor to serve as a reliable witness,
- » stating concerns to the employee and have them explain what is going on,
- » if applicable, notifying senior management and a union representative,
- » based on the employee's response, suspending the employee (with paid leave) until a formal investigation has been completed, and
- » having the employee escorted home (i.e., If he/she is not able to work due to suspected alcohol use, he/she is also not able to drive. Appropriate arrangements should be made to ensure employee safety.)

**Note:** If a crisis situation occurs, supervisors must ensure an incident report is completed to document:

- events preceding the incident,
- the identification of the employee's unsafe work practices,
- that the situation has been discussed with the employee,
- that management/union representatives have been notified, and
- any recommendations made to the employee.

See Appendix 10



# Building a Supportive Work Environment

Creating a supportive environment strengthens and enhances employees' abilities and opportunities to make the behaviour change. There are five main components that contribute to the development of a supportive work environment. They include:

- **Evaluation of the workplace's physical environment.**
  - Is the environment conducive to change? How does it look, feel, sound, and smell? Is it safe? Creating a healthy work environment addresses not only occupational health and safety issues but healthy lifestyle behaviours as well.
- **Creation of proactive workplace policies.**
  - Supportive workplace policies help create positive work environments and aid in the recruitment and retention of good employees. In the case of alcohol use, a proactive policy not only outlines prohibitive behaviours but details meaningful consequences as well.
- **Provision of consistent recognition and rewards for success.**
  - Celebrate achievements by drawing attention to them through praise, rewards, and incentives. It is especially important to remember mentors and role models.
- **Encouragement of managers to model and support healthy behaviour.**
  - If managers want employees to adopt the behaviours, they must adopt them as well. Allowing employees to attend/participate in activities while at work is one way that fosters a supportive work environment. For work-related social events where alcohol may be served, plan ahead. [See Appendix 12](#)
- **Development of an ongoing health promotion program.**
  - Utilize the comprehensive approach to workplace health. Promote your alcohol awareness campaign to not only new but existing staff as well. Make sure staff members know who to contact for further information.



Your alcohol policy should reflect your unique workplace culture and your values, if your workplace operates under a regulatory body and specific program needs.

# Developing a Workplace Policy

## Why should workplaces have an alcohol policy?

The development of an alcohol policy is beneficial to an employer because it demonstrates risk management, provides guidance to employees and managers, establishes good workplace relations, and protects employers from disputes. Your alcohol policy should reflect your unique workplace culture and your values, if your workplace operates under a regulatory body and specific program needs.

## Policy Development

### How to Avoid Common Pitfalls in Policy Development

#### **Don't copy someone else's policy.**

While it is okay to use another policy as a model, it is important to ensure the policy meets the specific needs of your workplace.

Developing your own policy helps to acquire buy-in and support, and is ultimately easier to explain and defend (if challenged).

#### **Don't keep your policy a secret.**

Inform your employees that a policy is in the works and invite their input.

Upon completion, ensure the policy is communicated in advance of its implementation and on an ongoing basis after implementation.

#### **Enforce your policy.**

Don't file your policy away; enforce it.

Once your policy is implemented, ensure it is closely and consistently applied and enforced.

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Developing a policy can be seen as an overwhelming task; however, this toolkit includes resources to help aid you in developing a comprehensive alcohol use policy that is exclusive to your workplace. By reviewing the sample policies ([see Appendix 14](#)) and following the instructions included with the attached tool, you will be well on your way to developing your own workplace alcohol policy.

Once you have drafted a preliminary policy:

- review it with management for feedback, input, and approval,
- communicate the policy to all employees, and
- review the policy each year and make necessary revisions.



# Employee Evaluation

**Your workplace has recently provided information to help raise awareness about the risks associated with alcohol use.**

Please complete this evaluation form in order to help your workplace create the best possible wellness programs and activities.

1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree	5 Not Sure
------------------------	---------------	------------	---------------------	---------------

The information provided me with new knowledge about the Low Risk Alcohol Drinking Guidelines.				
1	2	3	4	5
The information has influenced me to make healthier choices regarding alcohol use.				
1	2	3	4	5
It is important to share the information I learn with friends and family.				
1	2	3	4	5
It is important to share the information I learn with co-workers.				
1	2	3	4	5

The best/most helpful part of this workplace wellness activity was:

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The workplace wellness activity could be improved by:

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I learned about the Low Risk Alcohol Drinking Guidelines from: (check all that apply)

- Posters/flyers    Website    Co-worker    Staff Newsletter    Puzzle  
 E-mail    Magnets    Table Tents    Pay Cheque Inserts    Other

For future workplace wellness programs I am interested in the following: (check all that apply)

- Healthy Eating    Physical Activity    Living Tobacco-free    Stress Management    Other:

Please return this survey to: \_\_\_\_\_ by: \_\_\_\_\_





## References

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## Newsletter Article 1

# Alcohol Two Sides to the Story

People who choose not to drink should not be encouraged to do so based on the belief that there is a benefit to their health especially when other health choices, such as quitting smoking, and being physically active, can bring the same benefit.

“There are two sides to every story” and in the case of alcohol use, this old adage is also true. You have probably heard in the news that alcohol is good for your health but are also aware that it contributes to health problems, injuries, and death.

The media coverage of the research that first suggested there were heart health benefits associated with alcohol use was extensive and continues today; however, there was far less coverage of the fact that further analysis suggested the benefits were over-estimated and that other factors were at play. For example, moderate alcohol use is likely associated with other healthy living choices and these may contribute to better heart health and longevity. People who choose not to drink should not be encouraged to do so based on the belief that there is a benefit to their health especially when other health choices, such as quitting smoking and being physically active, can bring the same benefit. For those who choose to drink, it is important to know that the heart health benefits are experienced at middle age and onwards. Finally, the health benefits are greatest at less than one drink per day.

It is a complex issue and to help make sense of it all Canada’s first national Low-Risk Alcohol Drinking Guidelines were released in November 2011. These guidelines suggest limits to reduce both short-term and long-term consequences.

*continued*

## Newsletter Article 1 *continued*

*To prevent chronic diseases such as liver disease, some cancers, stroke and hypertension:*

- women should not drink more than **2 drinks a day** or **10 drinks a week**.
- men should not drink more than **3 drinks a day** or **15 drinks a week**.
- men and women should have **non-drinking days** to ensure that they are not developing a habit.

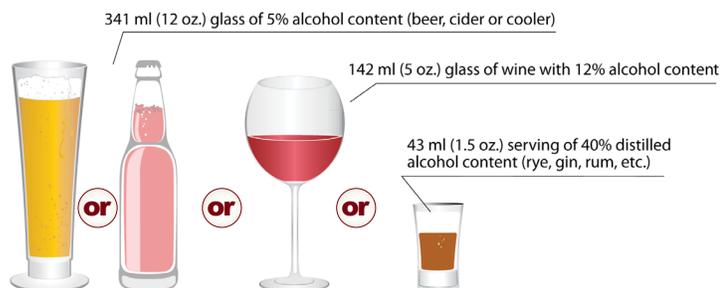
*To reduce the risk of injury and harm:*

- women should not drink more than **3 drinks on any single occasion**.
- men should not drink more than **4 drinks on any single occasion**.

The guidelines also highlight situations where alcohol should be avoided altogether, such as when pregnant, taking medication or driving. There is information to help you begin a conversation with teens about drinking. For example, if they start by saying that alcohol is good for their health, you can quickly counter that research has shown that the benefits are only shown for middle age and onwards. The risks to youth are significant and recent research has shown that drinking alcohol affects brain development. For more information go to [CCSA Low Risk Drinking Guidelines](#)

You can find out how alcohol may be affecting your life by trying the online self-assessment tool, [Check Your Drinking](#). This is an anonymous survey that calculates your answers and produces a personalized report. Go to the KFL&A Public Health website to access the survey.

For these guidelines, "a drink" means:



So, how much is “one drink?”

KFL&A Public Health now has a supply of **magnets** like these, depicting standard drink sizes. E-mail us [here](#) to order. Another useful tool is the **Home Bartending Challenge** created by the LCBO. Try your hand at pouring standard drinks in different sized glasses. Not as easy as it looks!

Finally, if you or someone you know is concerned about their drinking, or if you simply want to know how your drinking compares to others, **Check Your Drinking** and find out.

## Newsletter Article 2

# A drink is a drink is a drink. Or is it?

Alcohol is a big part of many social gatherings. Keeping track of how much you are drinking can sometimes be tricky especially if:

- you don't normally measure your drinks,
- you enjoy mixed drinks, or
- you choose beverages that come in larger size containers.

When it comes to alcohol content, all drinks are not created equal.

### How much is one drink?



341 ml (12 oz.)  
glass of 5%  
alcohol content  
(beer, cider or cooler)

or



142 ml (5 oz.)  
glass of wine  
with 12%  
alcohol content

or



43 ml (1.5 oz.)  
serving of 40% distilled  
alcohol content  
(rye, gin, rum, etc.)

© Canadian Centre on Substance Abuse 2012

**For your health, Canada's Low-Risk Alcohol Drinking Guidelines recommend:**  
 No more than **2/day** and **10/week** for women  
 No more than **3/day** and **15/week** for men

**Special Occasion? Stick to these limits:**  
**3** for women | **4** for men

[Canada's Low-Risk Alcohol Drinking Guidelines](#)





**For your health,  
Canada's  
Low-Risk  
Alcohol Drinking  
Guidelines  
recommend:**

### **Women**

No more than  
**2/day**  
and  
**10/week**

### **Men**

No more than  
**3/day**  
and  
**15/week**

**Special  
occasion?  
Stick to  
these limits:**

**3**  
for women

**4**  
for men

## Newsletter Article 3

# Why the Low-Risk Alcohol Drinking Guidelines are Different for Women

Men and women are equal in many things, but how they react to alcohol is not one of them. This is based on physiology.

Women, in general, feel the effects of alcohol faster than men for several reasons:

- On average, women weigh less than men. Generally, smaller people will reach higher blood alcohol levels than a larger person even if they drink the same amount.
- Pound for pound, women's bodies contain less water and more fat than men; less water means the alcohol is more concentrated.
- Women have less of an enzyme, gastric alcohol dehydrogenase, which metabolizes alcohol. This enzyme breaks down alcohol more effectively in the stomach before it reaches the blood stream where it impacts the alcohol concentration in the blood.
- Hormonal changes in women affect blood alcohol concentration. Women who take the pill or who are nearing their monthly period, may feel the effects of alcohol more quickly.

## How much is one drink?



341 ml (12 oz.)  
glass of 5%  
alcohol content  
(beer, cider or cooler)

or



142 ml (5 oz.)  
glass of wine  
with 12%  
alcohol content

or



43 ml (1.5 oz.)  
serving of 40% distilled  
alcohol content  
(rye, gin, rum, etc.)

# Check Your Drinking

This online survey tool has been designed to help you see how your drinking compares to others and to answer some questions about your drinking.

[www.checkyourdrinking.net](http://www.checkyourdrinking.net)



# Canada's Low-Risk Alcohol Drinking Guidelines

## Brochure 1

### Safer drinking tips

- Set limits for yourself and stick to them.
- Drink slowly. Have no more than 2 drinks in any 3 hours.
- For every drink of alcohol, have one non-alcoholic drink.
- Eat before and while you are drinking.
- Always consider your age, body weight and health problems that might suggest lower limits.
- While drinking may provide health benefits for certain groups of people, do not start to drink or increase your drinking for health benefits.

CCSA wishes to thank the partners who supported development of Canada's Low-Risk Alcohol Drinking Guidelines. For a complete list of the organizations supporting the guidelines, please visit [www.ccsa.ca/Eng/Priorities/Alcohol/Canada-Low-Risk-Alcohol-Drinking-Guidelines/Pages/default.aspx](http://www.ccsa.ca/Eng/Priorities/Alcohol/Canada-Low-Risk-Alcohol-Drinking-Guidelines/Pages/default.aspx).



Visit our website to find out more  
[www.ccsa.ca](http://www.ccsa.ca)

Reference:  
Burg, P., Belliveau, D., Williams, L., Parrella, C., & Scottsdale, T. (2011). Alcohol and health in Canada: A summary of evidence and guidance for low-risk drinking. Ottawa, ON: Canadian Centre on Substance Abuse.

### Canada's Low-Risk Alcohol Drinking Guidelines

Drinking is a personal choice. If you choose to drink, these guidelines can help you decide when, where, why and how.

The Canadian Centre on Substance Abuse changes lives by bringing people and knowledge together to reduce the harm of alcohol and other drugs on society. We partner with public, private and non-governmental organizations to improve the health and safety of Canadians.



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Tel: (613) 235-6046 | Fax: (613) 235-6171  
Chambre # 00282090000 | ISBN 978-1-55147-05-6  
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© Canadian Centre on Substance Abuse 2012  
Cette publication est également disponible en français.



Partnership. Knowledge. Change.  
Collaboration. Conscience. Changement.

## For these guidelines, "a drink" means:



<h3>Your limits</h3> <p>Reduce your long-term health risks by drinking no more than:</p> <ul style="list-style-type: none"> <li>• 10 drinks a week for women, with no more than 2 drinks a day most days</li> <li>• 15 drinks a week for men, with no more than 3 drinks a day most days</li> </ul> <p>Plan non-drinking days every week to avoid developing a habit.</p> <h3>Special occasions</h3> <p>Reduce your risk of injury and harm by drinking no more than 3 drinks (for women) or 4 drinks (for men) on any single occasion.</p> <p>Plan to drink in a safe environment. Stay within the weekly limits outlined above in <b>Your limits</b>.</p>	<h3>When zero's the limit</h3> <p>Do not drink when you are:</p> <ul style="list-style-type: none"> <li>• driving a vehicle or using machinery and tools</li> <li>• taking medicine or other drugs that interact with alcohol</li> <li>• doing any kind of dangerous physical activity</li> <li>• living with mental or physical health problems</li> <li>• living with alcohol dependence</li> <li>• pregnant or planning to be pregnant</li> <li>• responsible for the safety of others</li> <li>• making important decisions</li> </ul>	<h3>Pregnant? Zero is safest</h3> <p>If you are pregnant or planning to become pregnant, or about to breastfeed, the safest choice is to drink no alcohol at all.</p> <h3>Delay your drinking</h3> <p>Alcohol can harm the way the body and brain develop. Teens should speak with their parents about drinking. If they choose to drink, they should do so under parental guidance; never more than 1-2 drinks at a time, and never more than 1-2 times per week. They should plan ahead, follow local alcohol laws and consider the <b>Safer drinking tips</b> listed in this brochure.</p> <p>Youth in their late teens to age 24 years should never exceed the daily and weekly limits outlined in <b>Your limits</b>.</p>
---	--	--

<http://www.ccsa.ca/2012%20CCSA%20Documents/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Brochure-en.pdf>

Brochure 2

### Canadians' Alcohol Pattern of Use in 2010

**Canadians' Alcohol Pattern of Use in 2010**

Category	Percentage
Abstainer - never in life	12.2%
Former drinker - abstained in past year	17.2%
Light infrequent drinker	49.4%
Heavy infrequent drinker	12.2%
Very Heavy drinker	8.0%

**Canadians' Alcohol Pattern of Use in Men in 2010**

Category	Percentage
Abstainer - never in life	1.4%
Former drinker - abstained in past year	7.1%
Light infrequent drinker	48.9%
Heavy infrequent drinker	12.2%
Very Heavy drinker	28.4%

**Canadians' Alcohol Pattern of Use in Women in 2010**

Category	Percentage
Abstainer - never in life	25.0%
Former drinker - abstained in past year	1.8%
Light infrequent drinker	52.9%
Heavy infrequent drinker	15.2%
Very Heavy drinker	14.1%

Canadian Alcohol and Drug Use Monitoring Survey 2010

For more information visit these websites:

KFL&A Public Health  
[www.kflapublichealth.ca](http://www.kflapublichealth.ca)

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Canadian Centre on Substance Abuse  
[www.CCSA.ca](http://www.CCSA.ca)

---

Alcohol Help Center  
[www.alcoholhelpcenter.net](http://www.alcoholhelpcenter.net)

---

Centre for Addiction and Mental Health  
[www.camh.ca](http://www.camh.ca)

---

or call  
KFL&A Public Health  
221 Portsmouth Avenue  
Kingston, ON  
613-549-1232 or 1-800-267-7875, ext. 1180

### Evaluate your Drinking

### What was your drinking like in the past year?

List the number of drinks you would have per day in a typical week.

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>TOTAL</b>	

How much is one standard drink?

341 ml (12 oz) 5% alc/vol (10% alc by volume)  
142 ml (5 oz) 12% alc/vol (24% alc by volume)  
43 ml (1.5 oz) 40% alc/vol (80% alc by volume)

To reduce your risk of developing chronic diseases such as some cancers, cardiovascular disease, liver disease, and mental health problems the Low-Risk Drinking Guidelines recommend:

**Women**  
No more than **2/day** and **10/week**

**Men**  
No more than **3/day** and **15/week**

\* **Remember:** plan non-drinking days every week to avoid developing a habit.

**Do not drink if you are:**

- driving a vehicle or using machinery and tools.
- taking medicine or other drugs that interact with alcohol.
- doing any kind of dangerous physical activity.
- living with mental or physical health problems.
- living with alcohol dependence.
- pregnant or planning to become pregnant.
- responsible for the safety of others.
- making important decisions.

**Tip:** always eat **before** and **while** drinking

### How do you compare to others?

According to the 2010 Canadian and Alcohol Drug Use Monitoring Survey:

**88.9%**  
of Canadians aged 15 years and older had consumed alcohol in their lifetime.

**77%**  
of Canadians aged 15 years and older had consumed alcohol in the last year.

[www.checkyourdrinking.net](http://www.checkyourdrinking.net)

This online survey tool has been designed to help you see how your drinking compares to others and to answer some questions about your drinking.

# Websites

**Centre for Addiction and Mental Health (CAMH)**  
[www.camh.ca](http://www.camh.ca)

**Canadian Centre on Substance Abuse (CCSA)**  
[www.ccsa.ca](http://www.ccsa.ca)

**Health Canada**  
[www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)

**KFL&A Public Health**  
[www.kflapublichealth.ca](http://www.kflapublichealth.ca)

# Canada's Low-Risk Alcohol Drinking Guidelines Banner

Six foot banner, available to borrow from KFL&A Public Health.

Contact [resource.centre@kflpublichealth.ca](mailto:resource.centre@kflpublichealth.ca) or 613-549-1232, ext. 1274.

**Canada's Low-Risk Alcohol Drinking Guidelines**

If you choose to drink, follow Canada's Low-Risk Alcohol Drinking Guidelines.

For these guidelines, "a drink" means:

- 141 ml (5 oz) of beer, cider or cooler
- 142 ml (5 oz) glass of wine with 12% alcohol content
- 45 ml (1.5 oz) serving of 40% proof alcohol content (e.g. gin, rum, etc.)

**To prevent chronic disease such as some cancers and cardiovascular disease:**

- **Women**—no more than **2** drinks a day and **10** drinks a week.
- **Men**—no more than **3** drinks a day and **15** drinks a week.
- Plan non-drinking days every week to avoid developing a habit.

**To reduce the risk of injury and harm such as alcohol-related injuries and violence:**

- **Women**—no more than **3** drinks on any single occasion.
- **Men**—no more than **4** drinks on any single occasion.

**Driving? Zero is best.**

**Pregnant? Zero is safest.**

Public Health Canada

Banner # 14654

# Sample Poster 1 Also available as a banner (14376)

Click to open a printable PDF or call 613-549-1232 or 1-800-267-7875, ext.1180 or e-mail [workplacewellness@kflapublichealth.ca](mailto:workplacewellness@kflapublichealth.ca) to request a poster.

**W**ear Your Life Jacket  
**A**void Alcohol  
**T**ake an Approved Boating Course  
**E**xpect the Unexpected  
**R**educe Speed



## boat safe boat sober

**How can you be safe on the water?**

1. Boat Sober.
2. Always wear a life jacket.
3. Never allow a person under the influence of alcohol to operate your boat.
4. If you're planning on doing water sports, serve the alcohol after the activity.
5. Provide non-alcoholic drinks and food.
6. Take a course and get your pleasure craft operator card.

**Effects of alcohol on boaters:**

- Impairs judgement, balance, motor skills, and peripheral vision.
- Slows response time.
- Reduces depth perception and night vision.
- Increases your risk of hypothermia.

**What is boater fatigue?**  
 Boater fatigue is a combination of sun, wind, noise, vibration, and boat motion that can triple the effects of alcohol on boaters.

**More than 40% of recreational boating deaths in Canada are alcohol related.**

**Drowning is the second leading cause of accidental death in Canada, surpassed only by motor vehicle crashes and falls.**





GREATER KINGSTON AREA  
*Safe & Sober Community Alliance*

## Sample Poster 2 Also available as a banner (14376)

Click to open a printable PDF or call 613-549-1232 or 1-800-267-7875, ext.1180 or e-mail [workplacewellness@kflapublichealth.ca](mailto:workplacewellness@kflapublichealth.ca) to request a poster.

**R**educe Speed  
**O**ne Drink is Too Many  
**A**void Aggressive Driving  
**D**rive Sober  
**S**ave Lives



# drive safe

# drive sober

**Tips for making it home safely:**

- Plan ahead before you drink
- Drink responsibly
- Encourage designated drivers
- Call home for a ride
- Take a taxi
- Use public transit
- Stay overnight

*did you know*

**Most crashes** occur close to home

**Crashes happen** more often during the summer months.

Over two-thirds of **fatal crashes** occur on **Friday, Saturday and Sunday.**

Over **66%** of **impaired driving crashes** happen between **6 p.m. and 3 a.m.**

**Drinking and driving** is the **largest single criminal cause of death** in Canada.

**Remember when it comes to alcohol and driving...ONE drink is too many!**





GREATER KINGSTON AREA  
*Safe & Sober Community Alliance*

## Sample Poster 3 Also available as a banner (14376)

Click to open a printable PDF or call 613-549-1232 or 1-800-267-7875, ext.1180 or e-mail [workplacewellness@kflapublichealth.ca](mailto:workplacewellness@kflapublichealth.ca) to request a poster.



**T** Training  
**R** Reduce Speed  
**A** Avoid Alcohol  
**I** Ice Thickness  
**L** Leave Plenty of Room

### trails and cocktails don't mix

**Tips to stay safe while having fun:**

1. Ride Sober.
2. Slow down.
3. Avoid travelling over bodies of water of uncertain ice thickness.
4. Wear the gear including an approved helmet.
5. Wear layers of clothing.
6. Stay on marked trails.
7. Carry a first aid kit, flashlight, knife, rope, compass, map, water proof matches and a noise-making device.
8. Never travel alone.

**Drinking alcohol before snowmobiling or ATV riding, increases the risk of a crash.**

Effects of alcohol on snowmobilers and ATV users:

- Alcohol can impair your perceptions, slow your reaction time and limit your ability to control your vehicle.
- Operators who have been drinking alcohol often drive too fast.
- Alcohol can cause you to lose body heat and put you at risk for hypothermia.

**In Ontario, in 2002 – 2003, 25 people were killed in snowmobile crashes and 17 people were killed while operating an ATV.**

**Alcohol and speed were the two main contributing factors.**



GREATER KINGSTON AREA  
*Safe & Sober Community Alliance*

## Sample Poster 4 Also available as a banner (14376)

Click to open a printable PDF or call 613-549-1232 or 1-800-267-7875, ext.1180 or e-mail [workplacewellness@kflapublichealth.ca](mailto:workplacewellness@kflapublichealth.ca) to request a poster.

*Do the right thing*

A good host should always do the right thing. This means planning a safe party and taking all reasonable steps to protect your guests and the community from alcohol-related injuries and deaths.



your **party,**  
your **responsibility**

**Tips for a headache-free party**

1. Stay sober.
2. Make sure food is always available.
3. Have non-alcoholic drinks in a visible area.
4. Avoid an open bar—ask a sober friend you trust to bartend.
5. If you are serving alcohol, offer only regular-sized, standard drinks or smaller than standard size. Always use a shot glass to correctly measure drinks.
6. If outdoor activities are planned, serve alcohol only after activities are finished.
7. Plan ahead for rides home and be prepared for overnight guests.

**You could be liable if an alcohol-related injury results from any of the following situations:**

- **You host** a party in your home and provide alcohol to a guest who is obviously intoxicated, and who you know is planning to drive.
- **You organize** an alcohol-related function in a rented hall and do not ensure the safety of your guests while they are on the property.
- **You sign** a Special Occasion Permit for an event but do not ensure that alcohol is served responsibly, that the facility meets safety requirements, that the event is properly managed, or that staff is adequately trained.
- **You allow** your underage child to host a party where alcohol will be consumed in your home or elsewhere on your property.





GREATER KINGSTON AREA  
*Safe & Sober Community Alliance*

# Canada's Low-Risk Alcohol Drinking Guidelines Crossword Puzzle

## Canada's Low-Risk Alcohol Drinking Guidelines

**Across**

- Ⓐ Alcohol and other drugs may have a \_\_\_\_\_ impact on performance in the workplace.
- Ⓑ People who drink beyond the Low-Risk Alcohol Drinking Guidelines are at increased risk for many \_\_\_\_\_ diseases such as some cancers and cardiovascular disease.
- Ⓒ In 2002 the estimated overall direct and indirect cost of alcohol in Canada was 14.6 \_\_\_\_\_ dollars.
- Ⓓ The \_\_\_\_\_ choice in pregnancy is no alcohol at all.
- Ⓔ Women should have no more than \_\_\_\_\_ standard drinks per week.

**Down**

- Ⓘ \_\_\_\_\_ is the second leading risk factor for death, disease and disability.
- Ⓛ For people who choose to drink, it is important to know that the \_\_\_\_\_ health benefits are experienced at middle age and onwards.
- Ⓜ Men should have no more than \_\_\_\_\_ standard drinks per week.
- Ⓨ The health benefits are greatest at less than \_\_\_\_\_ drink per day.
- Ⓩ Twelve ounces of beer, 5 oz of wine and 1.5 oz rye, gin, vodka, or rum all contain the \_\_\_\_\_ amount of alcohol.
- ⓐ Men who choose to drink alcohol should have no more than \_\_\_\_\_ standard drinks per day.
- ⓑ Women who choose to drink alcohol should have no more than \_\_\_\_\_ standard drinks per day.

Across 1. Negative 2. Chronic 3. Binge 4. Slight 5. Fetal 6. Heart 7. One 8. Same 9. Three 10. Two

Down 1. Ten 2. Alcohol 3. Health 4. Heart 5. Fetal 6. Same 7. One 8. Same 9. Three 10. Two

# Pay Cheque Inserts and e-Notifications

Maximize life, minimize risk. Follow the Low-Risk Alcohol Drinking Guidelines.

*To prevent chronic diseases such as liver disease, some cancers, stroke, and hypertension:*

**women** should not drink more than  
**2 drinks a day or 10 drinks a week.**

**men** should not drink more than  
**3 drinks a day or 15 drinks a week.**

**men and women** should have  
**non-drinking days** to ensure that  
they are not developing a habit.

*To reduce the risk of injury and harm:*

**women** should not drink more than  
**3 drinks on any single occasion.**

**men** should not drink more than  
**4 drinks on any single occasion.**

PublicHealth

## Check Your Drinking



Check Your Drinking is an online, self-assessment tool. This is an anonymous survey that produces a personalized report.

[www.checkyourdrinking.net](http://www.checkyourdrinking.net)

PublicHealth



For those who choose to drink alcohol,  
the heart health benefits are experienced at middle age and onwards.  
The health benefits are greatest at **less than one** standard drink per day.

PublicHealth



Maximize life, minimize risk.  
Follow the Low-Risk Alcohol Drinking Guidelines.



Maximize life, minimize risk.  
Follow the Low-Risk Alcohol Drinking Guidelines.




For those who choose to drink alcohol, the heart health benefits are experienced at middle age and onwards.  
The health benefits are greatest at **less than one** standard drink per day.

	or		or		or	
341 ml (12 oz.) glass of 5% alcohol content (beer, cider or cooler)		341 ml (12 oz.) bottle of 5% alcohol content (beer, cider or cooler)		142 ml (5 oz.) glass of wine with 12% alcohol content		43 ml (1.5 oz.) serving of 40% distilled alcohol content (rye, gin, rum, etc.)



# Table Tent Cards

## Table Tent 1 True or False

**TRUE or FALSE**

- When planning a party, you should always include food.
- Serving alcohol to friends who are swimming or doing other physical activities can be dangerous.
- You can be held responsible for any injuries or damage that occur as a result of the alcohol you serve.
- Coffee can make you sober.
- Alcohol helps you relax and lowers your stress level.
- Alcohol is a depressant. Initially it may make you feel happier or more relaxed, but the more you drink, the more likely you are to have an unstable mood becoming easily angered or easily saddened.
- Coffee **cannot** sober someone who has had too much to drink. Only time sobers. It takes about one hour to metabolize each drink.
- Social hosts who continue to provide alcohol to a guest who is obviously intoxicated, and who they know will drive, may be held liable for any injuries resulting from a crash.
- Alcohol and physical activity don't mix. If outdoor activities are planned, **serve alcohol only after the activities are finished.**
- If guests are eating they are more likely to **drink less** and **drink more slowly** than they would on an empty stomach. Food in the stomach slows down how fast alcohol gets into the bloodstream.

## Table Tent 2 Canada's Low-Risk Drinking Guidelines

Canada's first national Low-Risk Alcohol Drinking Guidelines were released in 2011. These guidelines may surprise you but they are based on strong research linking alcohol use to chronic diseases including some cancers, cardiovascular disease, liver disease, and mental health problems, as well as to alcohol-related crashes, other injuries, and alcohol-involved violence.

For these guidelines, "a drink" means:

- 100% grape juice (150 mL)
- 100% fruit juice (150 mL)
- Beer (150 mL)
- Wine (150 mL)
- Distilled spirits (45 mL)

**Canada's Low-Risk Drinking Guidelines**

To prevent chronic disease:

- Women should not drink more than **2 drinks a day** and no more than **10 drinks a week**.
- Men should not drink more than **3 drinks a day** and no more than **15 drinks a week**.
- Men and women should have **non-drinking days** to ensure that they are not developing a habit.

To reduce the risk of injury and harm:

- Women should not drink more than **3 drinks** on any single occasion.
- Men should not drink more than **4 drinks** on any single occasion.

The guidelines also highlight situations where alcohol should be avoided altogether, such as when pregnant, taking medication or driving. The new guidelines have a specific message for young people. For more information and to obtain resources to promote Canada's Low-Risk Alcohol Drinking Guidelines go to <http://www.ccsa.ca/>.

# Skill Building Tools

# Sample Alcohol and Drugs Incident Report

## Alcohol and Drugs Incident Report

### Employee Information

Employee Name:	Employee Number:
Dept/Branch/Division:	Position:
Manager/Supervisor Name:	Union:

### Incident Information

Date and Time the Incident Took Place:
Location (be as specific as possible):

### Incident Description

<b>Observations:</b>					
<input type="checkbox"/> Alcohol on the breath	<input type="checkbox"/> Confused	<input type="checkbox"/> Insulting	<input type="checkbox"/> Slurred Speech	<input type="checkbox"/> Crying	<input type="checkbox"/> Stumbling
<input type="checkbox"/> Odour of marijuana	<input type="checkbox"/> Sleepy	<input type="checkbox"/> Combative	<input type="checkbox"/> Rambling Speech	<input type="checkbox"/> Sweating	<input type="checkbox"/> Quick Moving
<input type="checkbox"/> Bloodshot eyes	<input type="checkbox"/> Excited	<input type="checkbox"/> Quarrelsome	<input type="checkbox"/> Overly Talkative	<input type="checkbox"/> Tremors	<input type="checkbox"/> Other
<input type="checkbox"/> Dilated pupils		<input type="checkbox"/> Uncooperative	<input type="checkbox"/> Slow Reactions		

Describe the incident and record the names and statements of all eye witnesses or other individuals involved. Outline the observations or behaviours that indicated the employee appeared to be under the influence (e.g., alcohol on the breath, loss of balance, unusual behaviour, odour of marijuana, etc).

Attach any written statements by the supervisor or other individual.

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### Action Taken:

---



---



---

### Manager/Supervisor

Signature \_\_\_\_\_

Date \_\_\_\_\_

Copy to (1) Manager (2) Labour Relations

# Sample Referral to Occupational Health

## Referral to Occupational Health

Send completed form to Occupational Health Mail to:

Employee Name:	Employee Number:	
Job Title:	Dept.:	Branch:
Work Location:	Telephone (h):	(w):
Present Status: <input type="checkbox"/> At work <input type="checkbox"/> Off work <input type="checkbox"/> Date last worked:		

Please provide details of the discussion you had with the employee about the referral to Occupational Health.

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**Reason for the Referral**

Medical investigation pursuant to Collective Agreement Article # \_\_\_\_\_

Employee appears to be unfit for work. A separate consent form, completed by the employee, may be required if information about the workplace needs to be provided to the physician.

Employee has indicated they require professional help. Explain:  
\_\_\_\_\_

The employee has indicated they require a workplace accommodation. Explain:  
\_\_\_\_\_

Employee has been on sick leave over 10 days. Review options for return to work and review need for LTD.

Medical certificate. Elaborate and attach certificate in question.

Other (describe):  
\_\_\_\_\_  
\_\_\_\_\_

What information/action do you hope to receive from this referral?

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Referring Supervisor/Manager: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Date completed by Manager: \_\_\_\_\_ Date received by Occupational Health: \_\_\_\_\_

# Where to Go for Help

## Local alcohol and drug information



Where to go for help

Emergency 911

(ambulance, fire, police)



**Services:**

**Centre for Addiction and Mental Health**  
613-546-4266  
Mon-Fri 8:30a.m. - 4:30p.m.  
Information and assistance on issues related to addiction and mental health.  
[www.camh.net](http://www.camh.net)

**Kairos Counselling Services**  
613-542-6559  
Mon-Fri 8:30a.m. - 4:30p.m.  
Counselling for alcohol, drug, gambling and behaviour problems ages 12–25.

**Limestone Area of Narcotics Anonymous**  
[www.limestonena.com](http://www.limestonena.com)

**Frontenac Community Mental Health and Addictions Service—Options for Change**  
613-544-1356, ext. 4200  
Mon-Fri 8:30a.m. - 4:30p.m.  
(open till 8:00p.m. on Monday only)  
Treatment and counselling for gambling, alcohol and drug related problems.  
[www.fcmts.ca](http://www.fcmts.ca)

**Lennox & Addington Addiction and Community Mental Health Services**  
613-354-7521 or 1-800-267-7877  
Counselling for alcohol, drug abuse, gambling problems and mental health issues.

**Crisis Lines:**

**Alcoholics Anonymous Help Line**  
613-549-9380  
[www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org)  
[www.kingstonaa.org](http://www.kingstonaa.org)

**Al-Anon Family Groups**  
613-384-2134  
24 hour support group for 11-20 year olds who have a family member with alcohol addiction.  
[www.al-anon.alateen.on.ca](http://www.al-anon.alateen.on.ca)

**Crisis Line, Frontenac Community Mental Health Services**  
613-544-4229  
24 hour crisis line for mental health problems.  
[www.fcmts.ca](http://www.fcmts.ca)

**Lennox & Addington Crisis Line**  
613-354-7388

**Detox Centre, Hotel Dieu Hospital**  
613-549-6461  
24 hour crisis line for alcohol and/or drug addiction problems.

**Kids Help Phone**  
1-800-668-6868  
24 hour crisis and information line.  
[www.kidshelpphone.ca](http://www.kidshelpphone.ca)

**Telephone Aid Line Kingston (TALK)**  
613-544-1771  
Daily 7p.m. - 3a.m.  
A distress, crisis and befriending information line.  
[www.members.kingston.net/talk/](http://www.members.kingston.net/talk/)

**Greater Kingston Area Safe and Sober Community Alliance**

**C/O KFL&A Public Health**  
221 Portsmouth Ave. Kingston, ON. K7M 1V5  
Tel: 613-549-1232 or 1-800-267-7875, ext. 1508  
Fax: 613-549-7896.  
E-mail: [cathy.edwards@kflapublichealth.ca](mailto:cathy.edwards@kflapublichealth.ca)



Greater Kingston Area  
*Safe & Sober Community Alliance*

This project was made possible by a financial contribution from the Ontario Ministry of Health Promotion.

# Building Supportive Environment Tools

# Having a Work-Related Social Event?

## Do

Ensure organizers know about your company's alcohol policy and how it applies to work-related social events.

Review the special occasion permit package to ensure that you understand your legal obligations with regards to serving and selling alcohol responsibly, as well as the advertising and promotion of the event.

Walk through the venue and remove any potential safety hazards.

Provide food for guests during the event.

Utilize coasters, table tents, etc. to promote the national Low-Risk Drinking Guidelines.

Offer a variety of non-alcoholic as well as low-alcoholic content drinks.

Stop serving alcohol at least an hour before the end of the event.

Ensure bartenders/servers are trained in Smart-Serve.

Educate organizing staff on how to monitor drinking behaviour and how to intervene in a non-confrontational way if needed.

Provide a designated driver program, to ensure no one drives while under the influence of alcohol. (e.g., free taxi chits, sober volunteers).

## Don't

Make alcohol the main focus of the event.

Combine the service of alcohol with potentially dangerous recreational activities (e.g., four-wheeling, boating, swimming, skating, skiing, etc.).

Organize or promote drinking games. These can potentially encourage the consumption of large amounts of alcohol.

Provide unlimited, free alcohol.

Serve "doubles" or beverages with high alcohol content.

Have an unsupervised bar (e.g., self service).

Allow anyone to drink until intoxicated. As the organizer you are responsible for all persons at the event *and* their actions.

Promote the event as an opportunity to get drunk with co-workers.

# Developing a Workplace Policy

# Substance Use Policy Development Worksheet

Sample Worksheet page 1 of 17



## Substance Use Policy Development Worksheet

### Introduction

This worksheet will assist you and your colleagues to draft a substance use policy for your workplace. The wording under each policy component is drawn from various sample policies and based on employment law and human rights legislation.

A well developed and implemented policy will keep employees safe and productive; and reduce the risk of companies being sued and facing criminal charges.

**Name of Organization:** \_\_\_\_\_

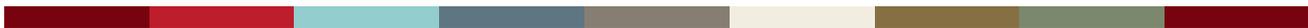
**Name of Person Completing the Worksheet:** \_\_\_\_\_

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

### WORKSHEET INSTRUCTIONS

1. Start by putting a checkmark beside those policy components. Use a **pencil** in case there are changes later on.
2. Put a checkmark in the boxes beside the procedures you want in your policy.
3. Or, in the space available, write the wording of additional or different procedures you want. Again, use a **pencil**.
4. When you have completed the worksheet, share it with staff to get their feedback and ideas. Make changes to the worksheet if necessary.
5. Prepare multiple copies of your staff policy. Review and discuss the staff policy with each employee.
6. Each year, review the policy with staff. Is it complete? Do new components and procedures need to be added? Do revisions or additions to existing components and procedures need to be made?

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Sample Worksheet page 2 of 17



**Substance Use Policy Development Worksheet**

**□ Introduction**

- xxxxxxx believes that it is in the best interest of their people, their families and the workplace to establish a Policy and Procedure which assists employees in dealing with substance use issues. This policy will ensure a safe work environment for all employees and help prevent the deterioration of Health, Family Life and Job Performance caused by substance use.
- Xxxxxxxx is committed to ensure a safe, healthy and productive workplace. Employee’s use of illicit drugs and/or inappropriate use of alcohol or medications can have serious adverse affects on the safety and well being of fellow employees, the community and the environment. This policy works to encourage mutual cooperation in addressing alcohol, medication and illicit drug use problems.
- It is essential to keep in mind at all times that the primary purpose of any substance abuse policy is to ensure a safe workplace and to provide employees with a substance abuse problem the opportunity to get well rather than to provide grounds for the employer to terminate the employee’s employment. Xxxxxxxx recognizes that the illicit or inappropriate use of drugs or alcohol can adversely affect:
  - employee job performance,
  - the work environment,
  - the integrity and safety of company operations, and
  - the well being of employees, their families and the public.
- This policy was developed by a Joint Committee consisting of Management, Union and the EFAP and was reviewed by legal counsel.
- In the matter of substance abuse, the only acceptable standard is complete freedom from any circumstances where job performance may be negatively affected. We recognize that awareness and education programs, early detection, and treatment for those in need, are necessary to maintain a safe and healthy workplace. The Substance Abuse Policy respects the dignity and privacy of individuals. It also places a priority on treatment, successful recovery and re-entry into the workplace of employees who have a dependency problem.

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## Sample Worksheet page 3 of 17

**Substance Use Policy Development Worksheet** **Objectives**

- To promote the health, wellness and safety of employees, co-workers, families and the surrounding community.
- To communicate to employees, xxxxxx's position on substance use.
- To provide a program of education and awareness on substance use and available treatment resources to employees, supervisors, managers and their families.
- To ensure confidentiality in all circumstances provided there is no danger of harm to other employees, family or oneself.
- To create a positive environment for each individual.
- To evaluate and recommend changes to the policy as required.
- To ensure consistency in how substance use issues are addressed.
- 
- 

 **Scope**

- This Substance Abuse Policy applies to all individuals who are working or engaged in business on xxxxxx's premises or affiliated sites. This includes employees, volunteers and contractors.
- These guidelines provide procedures that should help employees, contractors and volunteers understand and put into practice the policy provisions.
- Guidelines for hosting functions where alcohol is served are included in Appendix 1. If alcohol is made available in a business-hosting situation, employees, contractors and volunteers are expected to ensure their hosting practices do not cause subsequent risk to the individual or the community.
- 

 **Rules**

- No use, possession, distribution, offering or sale of illicit drugs, illicit drug paraphernalia or unprescribed drugs – for which a prescription is legally required in Canada –while on company business or property.
- No presence in the body of illicit drugs or unprescribed drugs that may cause impairment while on company business or property.
- No use, possession, distribution, offering for sale of alcoholic beverages on company premises, except for approved social functions or other exceptions as may be approved in advance by the company. When alcoholic beverages are served at company functions a licenced establishment will be used where the bartenders are trained in responsible service of alcohol. Taxi cabs or other forms of safe transportation will be made available by the company. Intoxication is not permitted at these functions.

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## Sample Worksheet page 4 of 17



### Substance Use Policy Development Worksheet

- No misuse of prescribed medications, over the counter medications or other substances while on company business or property. An employee who believes that his/her use of prescribed medication may have an adverse affect on his/her performance, including safety issues, is required to report this in confidence to his/her supervisor who, in consultation with union and management, will make the appropriate accommodation.
  - No one shall report unfit for work due to the after effects of alcohol, illicit drugs, unprescribed drugs or misuse of prescribed medications.
  - No alcoholic consumption during working hours, whether on or off company property. This provision applies to meal times, or other personal work breaks, whether or not they are considered to be paid time except for social functions as approved in advance by the Company.
  - No employee with an alcohol or drug problem will be disciplined for requesting help in overcoming the problem or because of involvement in a rehabilitation effort. However, if an employee violates the provisions of this policy, or as a result of substance use, does not meet satisfactory standards of safety or work performance, appropriate disciplinary action will be taken. Discipline cannot be avoided by a request at that time for rehabilitation, or disclosure that the individual is already involved in treatment. Such action will be applied equally to bargaining unit, staff and management employees covered by this policy. This policy does not require and should not result in any exemptions from normal job requirements.
  - If reasonable belief is established that an impaired employee's judgement makes for an unsafe situation, the employee will cease work immediately. A team of two trained designated representatives (one from management and one from union) will be called in to assess the situation and make an authoritative decision.
  - When negative changes in work performance are observed employees will be encouraged to seek confidential help through the Company EFAP Program or other appropriate Program as a first step towards a solution which will ultimately benefit employees, the employer and society. Employees can contact their Employee and Family Assistance Program at \_\_\_\_\_.
  - A first violation of this policy may result in immediate discharge, at the discretion of management. Such a discretionary choice may be conditioned upon the employee satisfactorily completing an approved drug or alcohol abuse rehabilitation program when recommended by the company. If an employee is not discharged for violation of this policy, the employee may receive a final written warning and/or immediate suspension without pay for a reasonable period.
  - Employees, volunteers and contractors are expect to be 'fit for work.' This means being able to perform assigned duties safely and acceptably without any limitations due to the
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## Sample Worksheet page 5 of 17

**Substance Use Policy Development Worksheet**

use or after-effects of alcohol, illicit drugs, medications or any other substance. Employees are encouraged not to consume alcohol or misuse drugs prior to reporting to work or during unpaid breaks.

- Employees are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to their leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment.
- Any individual who has a developing alcohol and/or drug problem is expected to assume ownership of that problem. The individual is expected to use the counseling and treatment services that are available through the company and/or community.
- All drivers are expected to report to their supervisor any impaired driving charge or conviction if expected to operate a company vehicle or drive on company business within three working days of receiving the charge or immediately if one's drivers license is suspended;
- 

**□ Policy Violations**

- This policy recognizes the fact that a certain percentage of any population may develop the disease of chemical dependence. This disease is characterized most notably by denial of the disease by those who suffer from it. It is a requirement of this policy to assess any employee found in violation of this policy for chemical dependence.
- In support of those who misuse alcohol or drugs and may have developed or are developing the disease of chemical dependence, all employers and contractors are required to document and report any violations of this policy. Any employee, co-worker, volunteer, contractor or supervisor not complying with this is enabling. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.
- Any violation of these provisions will be grounds for disciplinary action, up to and including termination of employment with Xxxxxxxx. As part of its responsibility, Xxxxxxxx will communicate this policy to all employees, contractors and volunteers with Xxxxxxxx. These individuals are responsible for understanding the policy application to themselves and others for whom they are responsible.
- Contractors will be advised of the applicable provisions of this policy, and in particular, the rules around fitness for duty, and alcohol and drug use or possession. Contractors will be expected to enforce these requirements for their employees, sub-contractors and agents.

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Sample Worksheet page 6 of 17



**Substance Use Policy Development Worksheet**

- If any individual violates the provisions of this policy or does not meet satisfactory standards of work performance as a result of alcohol or other drug use appropriate performance management steps will be taken. In all situations, an investigation must be conducted and documented to verify that a policy violation has occurred before disciplinary action is taken. Xxxxxxxx can suspend any employee, volunteer or contractor who they believe to be involved in an incident that could lead to disciplinary action pending the results of the investigation.
- Any violation of this policy by an employee, contractor or volunteer will be grounds for disciplinary action up to and including termination, unless there are mitigating circumstances that may reduce the degree of discipline. Any contravention of the policy by a contractor will be considered a breach of the contract. This may result in penalties, suspension or expulsion of the individual involved, or termination of the contract.
- 

**Procedures**

Procedure 1: For Xxxxxxxx employees, the following steps will be followed:

- there will be a full investigation, with involvement of Human Resources and the opportunity for involvement of a union or association representative on the individual's request;
- as a result of the investigation, a decision will be made regarding appropriate consequences, including disciplinary measures up to termination of employment;
- in those situations where the employee has been deemed to have violated this policy and will be allowed to return to duty, the following steps will be taken prior to the return to work:
- they will be referred to EFAP for an assessment and a determination of a course of treatment/action;
- they will be expected to follow the recommended course of treatment/ action that results from the assessment; and
- they must be assessed and cleared by EFAP as fit to return to work with either full or modified duties as appropriate.

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## Sample Worksheet page 7 of 17

**Substance Use Policy Development Worksheet**

- prior to returning to duty, the employee will be expected to review work expectations, as drafted by Human Resources.
- In addition to the above, for all employees, contractors and volunteers, XXXXXXXX will investigate any situation where off-the-job actions involving alcohol or drugs (e.g. impaired driving convictions, charge/conviction for trafficking, bootlegging, etc.) may have implications for the workplace, and will take appropriate action under the circumstances.
- Procedure 2
  - This policy consists of two sets of procedures when dealing with substance use:
    - A) Suspicion an employee is impaired or unfit for work
    - And
    - B) Negative change in work performance

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Sample Worksheet page 8 of 17



**Substance Use Policy Development Worksheet**

- Guidelines for both procedures:
  - Don't ignore the problem.
  - Treat the employee fairly, confidentially and with respect.
  - If you are concerned that someone has an addiction problem do not accuse them of being an alcoholic or having a drug problem. Ask them in a low key way if they have a problem. Make sure they understand you only want to help.
  - Document all observations.
- Procedure "A" – Suspicion A Worker Is Impaired At Work
  1. Play it Safe: Do not let the employee work or operate any machinery or equipment.
  2. Second Opinion: Two or more employees, one Management and one Union conduct an interview with the employee.
  3. Record Your Observations: Document what actions or behaviour make you think the employee is impaired and pass this information to the designated employee representative team.

**Role of Designated Employee Representative Team--**

- Assess the situation according to developed procedures.
  - Act on information and their reading of the situation.
  - Ensure that impaired employee returns to their home promptly and safely at company expense – the employee will be suspended with pay until follow-up action is initiated.
  - Immediately inform management and union of action taken.
  - Review information gathered and formulate recommendations for follow-up actions.
- Procedure "B" – Negative Change In Work Performance
    1. 1<sup>st</sup> Interview - Outline the employees work performance problem (i.e. deteriorated work performance and behaviour that has been documented).
    2. Assistance - Advise the employee that assistance is available through the EFAP program or other appropriate program to resolve problems affecting job performance. Assure confidentiality.
    3. Monitor - If job performance and behaviour improve – no

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## Sample Worksheet page 9 of 17

**Substance Use Policy Development Worksheet**

other meeting needed.

-If job performance/behaviour does not improve, the Company will take appropriate action, which may include disciplinary action up to and including termination of employment.

o Safe Transport of An Unfit Individual:

When behavior is noted that would give reason to question an individual's fitness for duty:

- o have the individual "stand down";
- o where possible, a second opinion should be sought to confirm concerns;
- o discuss the behavior with the individual in private (for union members, remind them of their union's role);
- o if deemed to be unfit, the employee will be removed from the work site and offered transportation to their residence, to the care of another person, or to medical treatment if there is an immediate need;
- o notify Management;
- o if the situation involves the use, possession or trafficking of illegal drugs or unauthorized medication, Corporate Security must be notified;
- o observations and actions taken are to be documented as soon as possible after the event; and
- o plan what follow up actions are required.
- o if an employee, contractor or volunteer believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their leader for an on-site assessment. The leader will then follow the procedures noted above.
- o

Roles & Responsibilities

o **Employees/Volunteers**

Employees and volunteers are expected to perform their job in a safe manner that is consistent with established XXXXXXX's practices. Employees and volunteers are encouraged to look out for others in terms of co-worker fitness for duty. If a co-worker, including a supervisor, is in a condition at work that may endanger themselves or others, employees and volunteers should take appropriate action. This may include contacting their leader or Corporate Security to deal with the situation. Alternatively, our union members may choose to discuss their concerns with a member of the executive of their local to seek advice as to how best to proceed.

o In addition, employees and volunteers are expected to:

- o read and understand the policy, and their responsibilities under it;

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## Sample Worksheet page 10 of 17

**Substance Use Policy Development Worksheet**

- report fit for duty for scheduled work, remain fit for duty while on XXXXXXXX's business or premises, and decline an unscheduled call-in if unfit;
- seek advice and follow treatment recommendations promptly if they suspect they may have a chemical dependency or an addiction;
- recognize that problems related to alcohol and drug use or dependency are not an excuse for poor or unsafe performance;
- follow any recommended monitoring or aftercare program after treatment;
- manage potential impairment due to the legitimate use of medications during working hours by contacting their personal physician or pharmacist to determine if the medication can have a negative effect on performance. If any concerns arise, they are required to report any limitations or restrictions to their leader to determine whether modification of duties or temporary reassignment is appropriate;
- report to their leader any impaired driving charge or conviction if expected to operate a company vehicle or drive on company business within three working days of receiving the charge or immediately if one's licence is suspended; and
- cooperate with any search of XXXXXXXX's premises as required by Corporate Security.
- **Supervisors/Managers**
  - Be aware that alcohol and drug dependency is a progressive and fatal disease. Supervisors/Managers will receive specific training on alcohol and other drug issues for their role under the policy. They will also play a key role in communicating to employees and in implementing this policy.
  - Supervisors/Managers are responsible for the early identification and handling of performance problems. However, no attempt should be made to diagnose a health problem or alcohol or drug dependency. If work performance has deteriorated to an unacceptable level or an individual's actions jeopardize the safety of themselves, others or the reputation of XXXXXXXX, then Supervisors/Managers are responsible for taking appropriate remedial action.
  - Remedial action may include a performance evaluation with the employee, along with documented details of events. It may also include a suggested or formal referral for an assessment to the Employee & Family Assistance Program (EFAP).
  - Supervisors/Managers are also expected to identify any situation in which they have concerns about an individual's immediate ability to perform their job, or where they have reasonable grounds to believe there has been a violation of the Substance Abuse Policy. Appropriate reporting and transport procedures must be followed.
  - When an individual comes forward, identifies that they have a substance abuse problem or requests assistance in this regard, the Supervisors/Managers will contact the internal Employee and Family Assistance Program (EFAP), arrange an appointment and provide the background of the request to the EFAP counsellor.

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## Sample Worksheet page 11 of 17

**Substance Use Policy Development Worksheet**

- In all cases, Supervisors/Managers must maintain privacy regarding an individual's involvement in treatment.
- In any situation where a search for alcohol, drugs or drug paraphernalia on XXXXXXX's premises may be justified, a leader will contact his/her superior and will also be responsible for contacting Corporate Security.
  
- **Contractors**
  - Because XXXXXXX is concerned about safety, certain policy provisions will apply to all contractors and their employees while they are providing services to XXXXXXX. XXXXXXX will take all reasonable steps to ensure that contractors enforce the provisions of this policy for their employees, sub-contractors and agents.
  - XXXXXXX expects all contractors to understand these requirements. Contractors must also ensure that the individuals providing the contractor's service conduct themselves in an appropriate manner while on company business or premises. If there is any reason to suspect a contravention of this policy:
    - the contractor and site liaison will be notified;
    - Corporate security will be notified, if required;
    - the individual will be removed from the premises and safe transport will be arranged at the contractor's expense;
    - the contractor and/or XXXXXXX will investigate the situation to determine if further action is needed; and
    - the individual will not be allowed to return to their contracted position without written permission of XXXXXXX contract leader.
  - The appropriate requirements will be built into all requests for proposals and contracts. Any contravention of the policy will be considered a breach of the contract, which may result in penalties, suspension or expulsion of the individual involved, or termination of the contract.
  
- **Employee & Family Assistance Program (EFAP)**
  - All employees of XXXXXXX can access the EFAP. Services include:
    - confidential assessment, counseling, referral and after care services for employees; and
    - guidance for managers and leaders about dealing with individuals who have performance problems including those related to misuse of alcohol or other drugs.

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## Sample Worksheet page 12 of 17

**Substance Use Policy Development Worksheet**

- **Corporate Security**
  - Corporate Security will be responsible for:
    - assisting in the safe transport where an employee, volunteer or other individual may present a safety risk; and
    - responding to all requests for a search of XXXXXXXX's premises when a leader/manager identifies reasonable grounds.
  
- **Unions and Associations**
  - In order to successfully address issues relating to substance abuse, a collaborative effort is best. Unions and Associations must be invited and encouraged to be active in all efforts taken to address these issues. Unions and Associations are encouraged to have their Executive, Officers and Stewards participate in education and training programs on this topic.
  - In a "proactive" sense, there are a number of areas where collaboration and partnership with a Union or Association could add significantly to the success of dealing with these matters. i.e.
    - participate in the development of "site specific" procedures that address how to deal with substance abuse concerns;
    - working with Leaders of work areas on concerns related to substance abuse brought forward by their members;
    - making referral to or involving appropriate resources to assist members who request assistance or display behavior consistent with a developing chemical dependency; or
    - provide input to communication, education and training materials.
  
- 
  
- **Prevention**
  - The Substance Abuse Policy stresses prevention and early identification of potential problem situations. XXXXXXXX supports this philosophy and will offer an alcohol and drug awareness program for employees and volunteers. The program will provide information about health and safety hazards, recognizing related performance deficiencies, how to access assistance, and the steps to take if a co-worker or other person may be unfit for duty.

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## Sample Worksheet page 13 of 17

**Substance Use Policy Development Worksheet**

- XXXXXXXX will also offer training programs that explain a Supervisor/Manager's specific responsibilities under this policy. The program will include information and tools to help with performance management procedures, making referrals and responding to a possible policy violation situation.
- The company recognizes that appropriate emphasis must be placed on the prevention of alcohol or drug abuse and dependency. Therefore, the company is committed to:
  - Clearly communicate its expectations with respect to employee substance use;
  - Maintain a program of employee health awareness;
  - Provide a program of education and training on substance use and available treatment resources to union stewards, supervisors and managers; and
  - Support employee efforts to maintain a safe work environment.
- 
- Assessment/Rehabilitation**
  - The EFAP can help employees access confidential assessment, counseling, treatment and aftercare services. Employees who suspect they have a chemical dependency can seek assistance voluntarily e.g. through the EFAP and/or community resources. Supervisors/Managers may also encourage an employee who is experiencing difficulty to seek assistance through EFAP.
  - An employee with an alcohol or drug problem will not be disciplined for voluntarily requesting help in overcoming their problem. However, full participation in appropriate treatment programs is expected. These may include pre-treatment, treatment and follow-up/aftercare activities. Participation does not remove the requirement for satisfactory performance.
  - If a Supervisor/Manager recognizes that an employee is experiencing difficulty that interferes with work performance, the leader will address those concerns with the employee. If the employee's performance continues to be unacceptable, a formal referral will be made at once to our internal EFAP.
  - In either situation (voluntary or formal referral) where in the opinion of a medical or counselling professional there is a risk that would prevent an individual from doing their job safely, work limitations or restrictions may be issued. The individual also may be accommodated by being provided with modified duties, assigned to alternate duties where possible, or placed on the appropriate leave.
  - The company acknowledges that alcohol and drug dependencies are treatable conditions and that early intervention greatly improves the probability of lasting recovery. The company will continue to provide confidential assessment, counseling, referral and aftercare service through its Employee and Family Assistance Program (EFAP). Employees who suspect they have a substance dependency or emerging alcohol or drug problem are encouraged to seek advice and to follow appropriate treatment promptly, before job performance is affected or violation of this policy occur. Any employee who follows approved treatment will receive disability and health insurance benefits in accordance with existing plans.

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## Sample Worksheet page 14 of 17

**Substance Use Policy Development Worksheet**

- At the discretion of a mutually agreed upon physician and with the informed consent of the employee, medical work limitations may be communicated to management, resulting in modified work, reassignment, or absence from work on disability benefits during treatment.
- Information concerning an employee's health status or involvement with EFAP will continue to be held in strictest confidence. Such information will not be disclosed except:
  - As authorized by the informed consent of the employee or;
  - As required by law.
- 

**□ Aftercare**

- All employees who complete primary treatment (e.g. residential or outpatient treatment) for alcohol or drug dependency will be encouraged to participate in an aftercare program for a minimum of two years.
- For formal referrals, a written return to work agreement will outline the conditions governing their return to the job and the consequences for failing to meet those conditions. This may include testing for drugs and/or alcohol post treatment for those involved in safety sensitive positions and where supervision is limited.

**□ Confidentiality & Privacy**

- XXXXXXXX is required to comply with the Freedom of Information and Protection of Privacy Act (FIPPA). This provincial legislation governs the use and disclosure of personal information such as an individual's health and health care history, including information about a physical or mental disability.
- No specific health information will be released to a manager or supervisor. The only health information that is shared with the manager or supervisor is that the person is 'fit for duty', or 'fit for duty with specific limitations or restrictions', or 'not fit for duty.' Information about individuals who attend counseling or provide health information is not shared with anyone without the individual's informed, voluntary and written consent, with the exceptions listed below.
- There are times, however, when information must be provided to others whether or not consent is given. For example, if a counselor assesses that a person poses a threat of serious injury to themselves or others. Also, a counselor is legally required to report suspicion of child abuse and to take action as required by law. The counselor will make a reasonable effort to advise the individual that this had been done.

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Sample Worksheet page 15 of 17



**Substance Use Policy Development Worksheet**

- The FIPPA Act also requires that Personal Information, including information about an individual's health, be protected by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or distribution.
- 

**POLICY EVALUATION**

- To ensure that this policy continues to meet the established objectives, and remains responsive to current circumstances as well as evolving needs, it will be monitored and evaluated at least every three years.
- I have read the policy, discussed it with the manager and agree to abide by the provisions contained in it.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Manager

Date

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## Sample Worksheet page 16 of 17

**Substance Use Policy Development Worksheet** **APPENDIX 1: GUIDELINES FOR THE HOSTING OF SOCIAL EVENTS**

The use of alcohol in conjunction with any company event, whether on or off company premises, or situation to which XXXXXXXX contributes financially, must adhere to the following guidelines:

- Wherever possible, trained (graduates of a certified program) servers will work at each event and/or will supervise the use of untrained servers.
- Each event will have a designated organizing committee with responsibility for:
  - obtaining appropriate permits;
  - operating in compliance with the Liquor Control Act;
  - establishing the general tone of the event;
  - acting as the sole contact with the servers during the function regarding opening and closing times, food and beverage arrangements, etc;
  - ensuring bars are attended at all times by a trained server;
  - ensuring alcohol is not served to individuals who appear to be intoxicated;
  - taking steps to prevent abusive or unsafe behavior;
  - taking steps to prevent an apparently intoxicated attendee from driving ;
  - providing safe transport; and
  - contacting the police if an incident occurs or an attendee disregards advice and attempts to drive in an unfit state.
- In all situations, events will be managed in a way that avoids the potential for accidents, including identifying and eliminating potentially harmful situations .
- Responsible serving practices will include providing food and non-alcoholic drinks, establishing a firm time to end the event, and stopping service of alcohol at least one hour prior to the event being over.
- Any hosting situation that results in inappropriate behavior or risk to health and safety of attendees or the community will result in a review and active steps taken to ensure the problems do not occur again.

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## Sample Worksheet page 17 of 17

**Substance Use Policy Development Worksheet** **APPENDIX II: REPORT OF MEDICATIONS**

- Employees are expected to manage potential impairment during working hours due to the use of medications. The following drug categories have been associated with performance impairment and are provided as a guideline. This is not exhaustive; there are numerous other over-the-counter and prescription drugs that may negatively affect performance.
- Employees are expected to consult with their physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to their manager/supervisor if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment.
  - Antihistamines - widely prescribed for hayfever and other allergies (e.g. Chlor-Triplon, Dimetane). They are also found in many cold medications.
  - Motion Sickness Drugs - are used to prevent motion sickness and nausea (e.g. Gravol, Antivert).
  - Barbiturates, Sedatives, Hypnotics, Tranquilizers, Benzodiazapanes, Antidepressants - (e.g. Phenobarbitol, Valium, Halcion, Librium, Elavil, Anafranil, Paxil, Prozac). Some of these ingredients are also found in medications taken for digestive and other disorders.
  - Narcotics - (e.g. Demerol, Codeine). Codeine is often found in combination drugs such as 222s or 292s or Tylenol 123s.
  - Stimulants - medication used for central nervous system stimulation and for appetite suppression can produce sensations of well being which have an adverse effect on judgement, mood and behavior (e.g. amphetamines or medications sold as "diet pills").
  - Anticonvulsants - used to control epileptic seizures and can cause drowsiness in some patients (e.g. Dilantin).
  - Analgesics (e.g. Darvon, Indocid).
  - Cold Tablets/Cough mixtures - (e.g. Sinutab, Contac, Triaminic, Tussionex and preparations containing dextromethorphan (DM) or codeine).
  - Muscle Relaxants - (e.g. Flexeril, Robaxisal).

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# Alcohol and Drug Abuse by Employees Policy

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Windsor-Essex Catholic District School Board

Section: **Human Resources**

Policy: **Alcohol and Drug Abuse by Employees H:11**

## POLICY

1. The Windsor-Essex Catholic District School Board shall support its Mission and Vision with the creation of an educational atmosphere that fosters a positive self-concept and provides opportunities for the academic, spiritual, social, aesthetic and physical growth of all students.
2. The Board recognizes that the consumption of alcohol and other drug use can impair an individual's well-being and interfere with his/her ability to function. In addition, the Board recognizes that all of its staff provide and set examples for the students within our school system.
3. Accordingly, the Board prohibits
  - a. The use of alcohol, illicit drugs or the abuse of prescriptive drugs during working hours or while operating any Board vehicles or equipment.
  - b. Reporting for work under the influence of alcohol or any illicit drug that impairs his/her ability to function.

## PROCEDURES

1. **Early Intervention into Alcohol and Drug Problems**
  - 1 Employees who think that they may have a drug or alcohol problem, which affects their employment or personal life, are urged to avail themselves of the Employee Wellness Program, Board Policy H:02 Employee Wellness.
2. **Alcohol and Drug Violation**
  - 1 In the event of a violation of Board Policy (3a or 3b), the Principal/Supervisor shall:
    - a. inform the employee that the behaviour is an infraction of Board policy;
    - b. report the information to the appropriate Superintendent or Manager of Human Resources immediately.
  2. Upon notification of any violation, the employee may be subject to disciplinary action that may include reprimand or suspension. Additionally, Senior

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**Policy: Alcohol and Drug Abuse by Employees**

**H:11**

Administration may recommend dismissal to the Board. Factors which will be considered in determining the degree of discipline may include the degree of intoxication, the repetition of the offence, involvement in an accident, the exposure to students or to the public and any other relevant facts.

Approved by the Board: January 11, 2000

Reviewed by the Board: March 8, 2005

Related Policy: H:02 Employee Wellness

Related Board Committee:

Policy Review Date: 2009

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