



PERSONAL ATTENDANT CARE INC.
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Operational Procedure Number 6:18
Page 1 of 2

DEPARTMENT		Human Resources
SUBJECT		Alcohol / Drug Abuse
APPROVED BY (Signature)	CHIEF EXECUTIVE OFFICER	<i>N. Carter</i>
APPROVED DATE		
REVIEWED BY (Title & Signature)		Pamela DeRaaf CHRP, Human Resource Manager
REVIEW DATE		September 2009

OPERATIONAL PROCEDURES

Preamble

The Occupational Health and Safety Act places a general duty on employees to take reasonable care of their own health and safety and any other person that may be affected by acts or omissions while at work. Personal Attendant Care Inc. recognizes that this can be put at risk by those who misuse alcohol or substances to such an extent that it may affect their health, performance, conduct and may jeopardize the safety of other employees, clients and the community.

Procedures

To ensure safety, no person will enter or remain on Personal Attendant Care Inc.'s premises and places of business while the person's ability to work is affected by alcohol or any other substance as to endanger the health and safety of that worker or any other person. Consumption of alcohol or any other substance is prohibited.

1. Any employee who observes another employee with alcohol or other drugs should contact their immediate Supervisor/Manager or designate.
2. An employee who experiences a problem with alcohol and other drugs may contact the Human Resource Manager for confidential assistance or referral to appropriate resources.
3. Employees using prescription drugs or over the counter drugs that could adversely affect work performance should consult with their prescribing physician or other health care professional regarding appropriate precautions to be taken in the workplace (e.g. patient care). This information is reported to the Human Resource Manager immediately for accommodation purposes.

	Operational Procedure Number 6:18
	Page 2 of 2
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4. Employees are prohibited from reporting to or remaining at work impaired by or under the influence of alcohol or other drugs.
5. Any employee who is deemed impaired will be sent home and asked to report to their Supervisor/Manager the next working day.
6. Impaired employees should not be allowed to drive on their own. The employee must be asked to be picked up by a family member, friend or associate and / or asked to take a taxi. If the employee leaves the premises without abiding by these requests, and the Supervisor/ Manager feels that they may be a risk to the public or themselves, they must contact the police immediately.
7. Personal Attendant Care Inc. will make every reasonable attempt to assist the employee back to normal health and job performance. Information of alcohol and substance use/abuse, the Employee Assistance Program and other organizations providing services for alcoholism and substance abuse is provided by the Human Resources Department upon request.