



# **SAFETY MANUAL**

## **RECORDS & STATISTICS POLICY & PROCEDURE**

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### **POLICY**

Electric Motor Service Limited will collect and maintain records and use the records to generate safety statistics that will guide continual improvement.

### **PROCEDURE**

Both leading and lagging indicators are used to assess the effectiveness of the safety management system. Leading indicators provide advanced warning of developing weaknesses before losses occur. Lagging indicators are used to measure the final outcome of the work activities.

The following examples of leading indicators are used to track ongoing activities by month:

- Formal inspections
- Specific safety training delivered
- Near Miss/Hazardous Conditions Reports
- Safety Committee Meetings
- Toolbox Meetings

The following examples of lagging indicators are used to measure the end result of EMSL's processes, policies and procedures:

- Fatalities
- Injury Frequency (number of incidents)
- Injury Severity (lost workdays, modified work)
- Asset/Property Damage
- Chemical Releases/Environmental Spills
- Vehicle Accidents
- Occupational Health and Safety Citations
- Workers' Compensation Board claims

The following types of incidents are to be reported and tracked (for both our company and our subcontractors):

- All injuries
- All incidents that cause property damage or interrupt operations
- Incidents, called "near misses," that had the potential to result in the above
- All incidents that, by regulation, must be reported to OH&S, WCB, or other regulatory agencies.

Incidents are tracked in the following categories:

1. Near-miss incidents
2. Injuries
  - a. First aid
  - b. Medical Aid
  - c. Modified duties



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- d. Lost Time
  - e. Fatality
3. Incident
- a. Property damage
  - b. Vehicle damage

Monthly and yearly statistics will be kept in accordance with industry practice. Along with the incidents that are tracked, the company also tracks the amount of person-hours that the company works and the total kilometers driven by company employees.

The Safety Administrator is responsible for maintaining master employee files. These are maintained in a secure (locked) location on the U: drive and are saved as long as the employee is working for the company. These include but are not limited to:

- New Employee Orientation/Employee Re-Orientation
- Performance Reviews/Disciplinary Actions
- Training Records

The Safety Administrator is also responsible for maintaining records other than personnel records. These include but are not limited to:

- Health and Safety Committee Meeting Minutes
- Safety Corrective Action Reports
- Copies of Inspections
- First Aid Reports
- Incident Reports and Investigations
- Maintenance Information
- Health and Safety Audits (internal and external)
- Hazard Assessments
- Toolbox Meeting Minutes
- Occupational Health and Safety Reports

These records are to be kept for seven years and will be saved on a secure (locked) location on the U: drive. Copies of documents that do not contain confidential information may be released or posted, but the master must remain secure.

President

Date:

AUG 19/19

CFO

Date:

AUG 19/19



## Drug & Alcohol Policy

### **SCOPE AND PURPOSE**

Electric Motor Service Limited (EMSL) is committed to providing a safe work environment for its employees and for those whose safety may be affected by its employees. EMSL recognizes that the use of Drugs and Alcohol can adversely impact a safe work environment. This Policy and Supporting Standards are aimed at ensuring a safe work environment and outline specific responsibilities, requirements and expectations to adequately mitigate the workplace risks associated with Drugs and Alcohol.

The purpose of this Policy is to address and minimize the risks in the workplace associated with Drug and Alcohols and to ensure that all employees are Fit for Duty. This Policy outlines the expectations regarding Fitness for Duty, and the prohibitions against the use and possession of Drugs and Alcohol. This Policy is only one facet of an overall approach to risk mitigation and safety.

### **GUIDANCE AND STANDARDS**

This Policy applies to all Electric Motor Service Limited and Electric Motor Service (Fort McMurray) Ltd employees.

In addition to the obligations set out in this Policy and the Supporting Standards, all employees must comply with any additional Site Specific Standards.

#### **1. RESPONSIBILITIES**

- a. **EMPLOYEES** will perform their job safely and responsibly, and in all ways consistent with established company practices. In addition, all employees will:
  - i. Report Fit for Duty for all scheduled or unscheduled duties and remain Fit for Duty while on company business and company premises;
  - ii. Read, understand and abide by this Policy and the Supporting Standards, as well as their responsibilities under it;
  - iii. Seek advice and follow appropriate treatment if they have a current or emerging problem, and follow recommended monitoring programs after attending treatment;
  - iv. Co-operate with any work modification related to safety concerns;
  - v. Notify their leader if they believe a co-worker, contract worker or visitor is not Fit for Duty on the job; and
  - vi. Co-operate as required with an investigation into a violation of this Policy or the Supporting Standards, including any request to participate in the testing program if and when required to do so.
- b. **EMSL IS RESPONSIBLE FOR:**
  - i. Ongoing leadership and supervision to ensure safe operations and effectiveness of the Policy;
  - ii. Determining and providing appropriate levels of training for employees;
  - iii. Provide training to supervisors on recognition of impairment and appropriate response procedures;
  - iv. Guiding employees who voluntarily seek assistance for a personal problem to appropriate resources (e.g. EFAP and/or other local resources) while maintaining confidentiality in accordance with Section 10 of this Policy;
  - v. Making arrangements for an assessment if, in the course of any performance-related discussion, an



## Drug & Alcohol Policy

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- employee states they have a problem with Alcohol or Drugs;
- vi. Implementing the requirements of this Policy and the Supporting Standards.

### 2. DEFINITIONS

For the purposes of this Policy the following terms shall have the following meaning;

- a. **AFFILIATES:** shall mean a corporation or partnership that is affiliated with EMSL, and, for the purpose of this definition, a corporation or partnership is affiliated with EMSL if EMSL controls sufficient votes to elect a majority of the directors or if EMSL owns more than 50% interest in the partnership or acts as the sole general partner of the partnership.
- b. **ALCOHOL:** refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.
- c. **BAC:** means blood alcohol concentration.
- d. **COMPANY:** means Electric Motor Service Limited and its affiliates.
- e. **COMPANY BUSINESS:** refers to all business activities undertaken by employees in the course of the company's operations regardless of where the activities are conducted.
- f. **COMPANY PREMISES:** includes but is not restricted to all land, aerodromes, facilities, operations, equipment and worksites used for the purpose of performing company business. Worksites include any work location to which employees have been assigned including any offsite work location.
- g. **DRUG:** means any substance, including Illicit Drugs and Medication, when used has the potential to change or adversely affect the way a person thinks, feels or acts.
- h. **DRUG PARAPHERNALIA:** means any equipment, product or material intended for the use in manufacturing, compounding, converting, concealing, processing, preparing or introducing Illicit Drugs or Alcohol into the human body. This also refers to any product or device that may be used to attempt to mask, tamper with or adulterate a Drug and Alcohol testing sample.
- i. **EMPLOYEE(S):** means all regular full time, part time, temporary, casual and seasonal employees on the company payroll and, subject to the terms of any applicable agreement,
- j. **EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP):** means an employer-sponsored benefit that provides confidential, professional counselling and advisory services for employees and immediate family members. The program provides access to services provided by a variety of professionals including psychologists, social workers, and addiction specialists.
- k. **EQUIPMENT:** includes all vehicles, machinery and equipment which are owned, leased or otherwise controlled by the company. This also includes company provided transportation.
- l. **FAILURE TO TEST:** includes the failure to report directly for a test, refusal to submit to a test, or refusal to agree to disclosure of a test result to the company program coordinator. A failure to test will also include inability to provide sufficient quantities of breath or urine fluid to be tested without a valid medical explanation.
- m. **FITNESS FOR DUTY OR FIT FOR DUTY:** means the ability to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of Alcohol or Drugs.
- n. **ILLICIT DRUGS:** means any controlled substance or drug, illegal to possess, cultivate or traffic pursuant to the Controlled Drugs and Substances Act, the Criminal Code of Canada, or any other applicable legislation or regulation. For greater certainty Illicit Drugs does not include Medication.



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- o. **LEADER(S):** refers to an employee accountable for a particular work area or shift of employees, including leaders, managers, directors and others in supervisory positions that are directly responsible for the performance of others.
- p. **MEDICAL REVIEW OFFICER:** means a properly qualified independent physician who validates Drug and Alcohol test results.
- q. **MEDICATION:** means a Drug obtained (i) over-the-counter, or (ii) by the employee through a doctor's prescription, or (iii) through a Health Canada authorization.
- r. **POLICY OR DRUG AND ALCOHOL POLICY:** means this Drug and Alcohol policy.
- s. **PROGRAM:** means this Policy and The Supporting Standards.
- t. **PROGRAM COORDINATOR:** refers to the company Drug and Alcohol program coordinator.
- u. **SAFETY-SENSITIVE POSITION:** means a position in which employees have a key or direct role in an operation where if actions or decision are not carried out properly could result in;
  - i. A serious incident affecting the health or safety of employees, contractors, customers, the public, the environment; or
  - ii. An inappropriate response or failure to respond to an emergency or operational situation.Employees who are required to temporarily relieve in a Safety-Sensitive Position and Leaders who directly supervise the Safety-Sensitive Positions and who may perform the same duties or exercise the same responsibilities are deemed to hold Safety-Sensitive Positions.
- v. **SPECIFIED POSITION:** means an executive position that the company designates as having significant and ongoing responsibilities for decisions or actions that are likely to affect the safe operations of the company.
- w. **SUBSTANCE ABUSE ASSESSMENT:** means an assessment conducted by a Substance Abuse Professional to determine whether an Employee has a substance dependence disorder.
- x. **SUBSTANCE ABUSE PROFESSIONAL:** means an individual with knowledge of and clinical experience in the diagnosis and treatment of Drug and Alcohol related issues.
- y. **SUPPORTING STANDARDS:** means those standards adopted in furtherance of this Policy including, without limitation, those standards listed at the end of this Policy and otherwise as may be adopted or amended from time to time.

### 3. REQUIREMENTS AND PROHIBITIONS

- a. The following are prohibited while on Company Business or at Company Premises.
  - i. The use, possession, cultivation, manufacture, storage, distribution, offering or sale of Alcohol, Illicit Drugs or Drug Paraphernalia:
  - ii. The possession, storage or use of prescription Medications prescribed for another individual or the possession, storage or use of prescription Medications without being able to produce a legally, medically obtained prescription;
  - iii. The distribution, offering or sale of Medications;
  - iv. Reporting to work or being at work while not Fit for Duty; and
  - v. The consumption of Alcohol or Illicit Drugs or the consumption of any product containing Alcohol while on duty including during meals or breaks unless otherwise permitted in accordance with the Social and Business Hosting Standard.
- b. Employees must comply with the following requirements:



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- i. Report Fit for Duty and remain Fit for Duty while at work;
- ii. Report for testing and participate in testing as required and promote the integrity of the testing process without tampering, adulterating or interfering with testing (e.g. masking agents, diluting, etc.);
- iii. Use Medications responsibly and seek appropriate guidance regarding Medications that may impact safe work performance. Medications of concern are those that inhibit or may inhibit an employee's ability to perform their job safely. More details are found in the Medication Standard.
- iv. When designated "on call", employees must remain Fit for Duty to respond to a call and be in compliance with this Policy and the Supporting Standards.
- v. If an employee is under the influence of Alcohol or Drugs and is contacted by the company to perform unscheduled services, employees must decline the work request without any adverse consequences to the employee;
- vi. Employees must advise a Leader if a person may not be Fit for Duty, may be under the influence of Alcohol or Drugs, or may otherwise be in violation of this Policy and the Supporting Standards. Reports must be made as soon as possible.
- vii. Subject always to an obligation to be Fit for Duty, an employee must also refrain from the use of Alcohol or Drugs (other than Medications used in accordance with the medication standard) after being involved in or observing an incident until the earlier of (i) the employee has been tested, or (ii) the employee has been advised by the company that they will not be tested, or (iii) 32 hours have elapsed since the incident; and
- viii. Employees must, when requested, participate fully in any investigation under this Policy and the Supporting Standards.

#### 4. PREVENTION, ASSISTANCE, REHABILITATION, AFTERCARE

- a. **PREVENTION:** This Policy and Supporting Standards stress the importance of prevention and early identification of potential Alcohol or Drug abuse. The Company will provide ongoing education and make information available on health and safety issue associated with Drug and Alcohol use and abuse. Employees are encouraged to access assistance through EFAP, Health and Wellness, their personal physician and the appropriate leader or community service for help with any Alcohol or Drug use or abuse that has the potential to affect their safe work performance.

In addition, the normal process of job performance monitoring will continue to be emphasized. Where appropriate, employees with performance problems may be reminded that they can access assistance through EFAP, their personal physician, or appropriate community services.

- b. **REQUEST FOR ASSISTANCE:** The company recognizes that Drug and Alcohol dependencies are treatable illnesses and that early intervention improves the probability of a lasting recovery. Anyone who suspects they have a substance dependency or emerging Alcohol or Drug problem is encouraged to seek immediate advice and to follow appropriate treatment.



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Employees may request help with an Alcohol or Drug problem through their Leader or human resources advisor or EFAP. In appropriate cases, the employee may be recommended to a Substance Abuse Professional for a Substance Abuse Assessment. Employees will be supported through any recommended treatment and aftercare program consistent with the Substance Abuse Professional's recommendations and within the bounds of the company benefit plan. The substance Abuse Professional will assess if the Employee has an Alcohol or Drug dependency, make work monitoring program including unannounced follow-up testing as appropriate.

Accessing assistance or declaring a problem does not eliminate the requirement for maintenance of safe and acceptable performance levels and, for greater certainty, compliance with this Policy and the Supporting Standards including, without limitation, the requirement to be Fit for Duty.

- c. **AFTERCARE:** All employees who complete primary treatment (e.g. residential or out-patient treatment) for Alcohol or Drug problems as a result of a performance-related referral or request for assistance as provided for in this Policy may be required to participate in an aftercare program when returning to work. They may also be required to enter into a written agreement which will outline the conditions governing their return to work, and the consequences for failing to meet those conditions.
- d. **RETURN TO WORK RESTRICTIONS:** As part of an employee's return to work, where a medical professional, Substance Abuse Professional, EFAP professional, other counselling professional advises that there may be a risk that would prevent an employee from doing their job safely, a work modification may, in appropriate cases, be issued. Employees may be assigned alternate duties if available and at the discretion of the company.

### 5. INVESTIGATION

The company will investigate any violations or suspected violations of the Policy and the Supporting Standards including but not limited to in the following situations:

- a. **UNFIT FOR DUTY SITUATIONS:** In all situations when an employee may be unfit to be on company premises or to perform their duties, the employee will be escorted by a leader to a private place, interviewed, and given an opportunity to explain why they do not appear Fit for Duty. The employee will be given an opportunity to provide a reasonable explanation for their behaviour or condition, and the Leader will take action appropriate to the situation.

If the explanation is not reasonable, and/or the Leader conducting the interview still believes the employee is not Fit for Duty, the Leader may take any of the following actions;

- i. Referral for medical attention if there are immediate medical concerns (e.g. a health center, local hospital or clinic); and/or
- ii. Referral for a Drug and Alcohol test if there is reasonable cause.

The employee will be provided with transportation and escorted to the collection site or hospital/clinic depending on the circumstances, and then transported to their local place of residence or the care of



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another adult person. At no time is the employee to operate equipment until the matter has been resolved, the employee may be temporarily removed from their duties or reassigned pending completion of any investigation.

- b. **SUSPECTED PRESENCE OF ALCOHOL, DRUGS OR DRUG PARAPHERNALIA:** The company reserves the right to investigate any situation where there are reasonable grounds to believe that Alcohol, Drugs, or Drug Paraphernalia are present on any company premises in violation of this Policy and the Supporting Standards. Leaders are responsible for identifying situations where an investigation is justified based on a combination of indicators which could include behaviour, odour, or presence of Alcohol, Drugs or Drug Paraphernalia. Leaders will be responsible for advising their manager of the situation, who, after consultation, will make the final decision as to whether and how to initiate an investigation.

### 6. TESTING

- a. **DRUG AND ALCOHOL TESTING:** Further information on Drug and Alcohol testing is found in the Drug and Alcohol Testing Standard. All employees are subject to the following Drug and Alcohol Testing:
- i. Post Incident
  - ii. Reasonable Cause
  - iii. Return to duty – post violation
  - iv. Return to duty – post treatment
  - v. Certification (Employees in Safety-Sensitive Positions)

Additional forms of Drug and Alcohol testing may be required on a site-specific basis.

### 7. EQUIPMENT OPERATION

**LOSS OF LICENSE/IMPAIRED DRIVING CHARGE/SUSPENSION:** If an employee has been charged with an impaired driving-related offense or has received an administrative temporary license suspension as a result of impaired driving, then, prior to operating any equipment, an employee must advise their leader accordingly. Impaired driving includes, but is not restricted to, testing over the legal BAC in that jurisdiction, driving while impaired, refusal to blow into a breath analyzer or refusal to provide a sample for testing. This may result in not being able to operate equipment until the suspension is complete and the employee has no further restrictions on their driver's license.

### 8. SOCIAL SITUATIONS

In the case of any company social event, appropriate regard will be taken for the safety and well-being of the individuals present and the community. Subject to any site specific limitations, responsible Alcohol use may be permitted at company sponsored social functions with appropriate prior approval. Alternative transportation arrangements will be made available when possible.

Consistent with the above, if alcohol is made available to company guests in the course of conducting company





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business (e.g. restaurant meetings), employees are expected to use reasonable judgement and be responsible in hosting others, and remain in compliance with the Policy and the Supporting Standards.

Procedures for hosting events are set out in the Social and Business Hosting Standard.

### 9. CONSEQUENCES OF A POLICY VIOLATION

- a. **GENERAL REQUIREMENTS:** Any violation of this Policy and the Supporting Standards may result in discipline up to and including termination of employment. In all situations, an investigation will be conducted to verify that a Policy or Standard violation has occurred. The appropriate discipline in a particular case depends on the nature of the Policy or Standard violation and the circumstances surrounding the situation. The severity of the violation will warrant entering the discipline process at different levels. General violations of the Policy include:
  - i. Failure to comply with the Policy and the Supporting Standards;
  - ii. A positive Drug or Alcohol test (refer to the Drug and Alcohol Testing Standard); or
  - iii. A failure to test.
- b. **REFERRAL FOR ASSESSMENT:** After any confirmed positive Drug and Alcohol test, an employee may be referred to a Substance Abuse Professional for a Substance Abuse Assessment (refer to the Substance Abuse Assessment Standard). Failing to meet with the Substance Abuse Professional or attend a scheduled Substance Abuse Assessment is a violation of this Policy.
- c. **CONDITIONS FOR CONTINUED EMPLOYMENT:** Should the company determine that employment will be continued after a violation of the Policy or the Supporting Standards, the employee will be required to enter into an agreement governing their continued employment which may require any or all of the following actions, or any other condition appropriate to the situation:
  - i. Temporary removal from their position;
  - ii. Adherence to any recommended treatment and aftercare program;
  - iii. Successful completion of a return to work Drug and Alcohol test;
  - iv. Ongoing unannounced follow-up Drug and Alcohol testing for the duration of their agreement;
  - v. Adherence to any ongoing rehabilitation conditions or requirements; and
  - vi. No further Policy or Standard violations during the monitoring period.

Failure to meet the requirements of the agreement will be grounds for discipline up to and including termination.

### 10. CONFIDENTIALITY

Confidentiality will be maintained to the greatest extent possible and disclosure will be restricted to where it is necessary for related health and safety concerns. Only information relating to the level of functionality (e.g. Fitness for Duty and any restrictions that may apply) may be shared with Leaders and for the sole purpose of determining Fitness for Duty, appropriate work accommodations, and/or work re-entry initiatives.



# Drug & Alcohol Policy

## 11. SAFETY-SENSITIVE POSITIONS

Because of the greater risk involved in performing certain functions, some positions may be designated as Safety-Sensitive Positions. Employees holding Safety-Sensitive Positions may be subject to additional requirements.

## 12. REVIEW AND AMENDMENTS

The Policy and Supporting Standards are subject to ongoing review and modifications as may be necessary from time to time.

## 13. SITE SPECIFIC STANDARDS

This Policy sets out requirements which may be enhanced or modified by any facility, site or business unit where justified. Any enhancements or modifications must be in the form of a site specific Supporting Standards that is supported by justification and brought forward for approval by the corporate vice president environment health & safety in consultation with the executive leader of the site, vice president or senior vice president as appropriate prior to implementation.

### EXCEPTIONS

*Exceptions for Alcohol Possession: Subject to any site specific requirements unopened Alcohol containers may be stored locked in the trunk of personal vehicles parked outside secured areas at Company Premises provided such vehicles are not being used for company business.*

### REFERENCES TO RELATED DOCUMENTS

- Drug and Alcohol Testing Standard
- Medication Standard
- Social and Business Hosting Standard
- Substance Abuse Assessment Standard

President

Date:

Mar 6/20

CFO

Date:

03/06/20



## Medication Standard

### SCOPE AND PURPOSE

Electric Motor Service Limited (EMSL) is committed to providing a safe work environment for its employees and for those whose safety may be affected by its employees. EMSL recognizes that the use of Drugs and Alcohol can adversely impact a safe work environment. The Drug and Alcohol Policy, this Medication Standard (the "Standard"), and Supporting Standards are aimed at ensuring a safe work environment and outlining specific responsibilities, requirements and expectations to adequately mitigate the workplace risks associated with Drugs and Alcohol.

The purpose of this Standard is to address and minimize the risks in the workplace associated with Drugs and Alcohol and to ensure that all Employees are Fit for Duty. This Standard supports the Environmental Health and Safety Policy and is only one facet of an overall approach to risk mitigation and safety.

### GUIDANCE & STANDARDS

This Policy applies to all Electric Motor Service Limited and Electric Motor Service (Fort McMurray) Ltd employees.

In addition to the obligations set out in this Policy and Supporting Standards, all employees must comply with any additional Site Specific Standards.

1. In the interest of health and safety, employees who require the use of a Medication which may result in their not being Fit for Duty shall:
  - a. Investigate where appropriate (through their medical professional) whether the Medication can negatively impact their ability to safely and acceptably perform assigned duties.
  - b. Advise Leaders in all cases where the Medication could impact their ability to perform their duties safely.
  - c. Act responsibly and use a safe alternative Medication when available (e.g. non-drowsy)
  - d. Ensure all prescription and non-prescription Medications are kept in the original container, clearly labelled with the Medication name, dose and employee name for prescription Medication other than pursuant to an exemption in writing issued by the Safety Coordinator.

When the Safety Coordinator, a medical professional, Substance Abuse Professional, or other counselling professional advises that a Medication, or the underlying condition that the Medication is being used for, has potential to cause a safety risk in the workplace the employee will be referred for a health assessment. The assessment may result in a medical clearance, work modification or absence as per the process.

EMSL reserves the right to confirm the nature and duration of any required work modification with the treating physician.

The following are prohibited while on company business:

- a. The intentional misuse of Medications both prescription and non-prescription (e.g. not using the Medication as it has been prescribed or directed by the treating physician, combining Medication and Alcohol use against direction; or
  - b. Using Medication that could impact the employee's safe work performance without investigating the potential safety impacts and implementing appropriate work restrictions when applicable, as required by this Standard.
2. The following are examples of Medications which may impact the safe performance of job duties. They are provided



## Medication Standard

only as a guideline to employees in assessing their own situation. The list is not exhaustive; there are numerous other Medications and substances which may impact negatively on safe work performance.

- a. Antihistamines/Decongestants (e.g. Allegra, Benadryl) – used to alleviate symptoms related to allergies, colds and flu. Potential side effects may include drowsiness.
- b. Cold Tablets/Cough Mixtures (e.g. Sinutab, Contac, Tiaminic, Tussionex and preparations containing dextromethorphan (DM) or codeine) – Potential side effects, in particular with night time remedies, may include drowsiness.
- c. Motion Sickness Drugs (e.g. Gravol, Dramamine) – used to prevent and treat motion sickness and nausea. Potential side effects may include drowsiness.
- d. Sedatives/Antidepressants/Anti-anxiety Medications (e.g. Imovane Paxil, Ativan) – used to treat sleep disorders, depression, anxiety. Potential side effects may include mild to severe sedation, hypnotic state, dizziness, or impaired judgement and motor skills.
- e. Narcotic Analgesics (e.g. Demerol, Codeine, OcyContin, Percocet) – often found in combination Medications such as 222s or 292s or Tylenol 1,2,3s. Potential side effects may include sedation, dizziness, light-headedness and impaired judgement/motor skills.
- f. Stimulants (amphetamines, Ritalin) – used for central nervous system stimulation and can produce sensations of well-being which may have an adverse effect on judgement, mood and behaviour. Potential side effects may include increased heart rate, nausea and vomiting, anxiety, and insomnia.
- g. Anabolic Steroids – Potential side effects include aggressive behaviour.
- h. Anticonvulsants (e.g. Dilantin) – used to prevent seizures typical of epilepsy. Potential side effects may include drowsiness, dizziness, and decreased alertness.
- i. Muscle Relaxants (e.g. Flexeril, Robaxial) – used to treat muscle spasm and pain resulting from injury or neuromuscular disease. Potential side effects may include sedation, drowsiness, and blurred vision.
- j. Medical Marijuana – prescribed for severe nausea, severe pain, and spasms relating to cancer, spinal cord injury, multiple sclerosis, and HIV/AIDS.
- k. Other – herbal Medications, supplements and other mood altering substances which may alone or in combination with Medications have an adverse effect on safe work performance.

### **EXCEPTIONS**

None

### **REFERENCES TO RELATED DOCUMENTS**

Drug and Alcohol Policy

Drug and Alcohol Testing Standard

Social and Business Hosting Standard

Substance Abuse Assessment Standard



# Substance Abuse Assessment Standards

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## SCOPE AND PURPOSE

Electric Motor Service Limited (EMSL) is committed to providing a safe work environment for its employees and for those whose safety may be affected by its employees. EMSL recognizes that the use of Drugs and Alcohol can adversely impact a safe work environment. The Drug and Alcohol Policy, this Substance Abuse Assessment Standard (the "Standard"), and Supporting Standards are aimed at ensuring a safe work environment and outlining specific responsibilities, requirements and expectations to adequately mitigate the workplace risks associated with Drugs and Alcohol.

The purpose of this Standard is to address and minimize the risks in the workplace associated with Drugs and Alcohol and to ensure that all Employees are Fit for Duty. This Standard supports the Environmental Health and Safety Policy and is only one facet of an overall approach to risk mitigation and safety.

## GUIDANCE & STANDARDS

This Policy applies to all Electric Motor Service Limited and Electric Motor Service (Fort McMurray) Ltd employees.

In addition to the obligations set out in this Policy and Supporting Standards, all employees must comply with any additional Site Specific Standards.

EMSL has contracted with qualified Substance Abuse Professionals to provide services.

### 1. SUBSTANCE ABUSE ASSESSMENT

The focus of the Substance Abuse Assessment is to determine if an employee has a Drug or Alcohol dependency. In appropriate cases, if an employee has a dependency, a Substance Abuse Professional will recommend appropriate treatment and any required aftercare program.

### 2. RESPONSIBILITIES OF THE SUBSTANCE ABUSE PROFESSIONAL

- a. The function of the Substance Abuse Professional is separate from the Employee and Family Assistance Program. The following are the key responsibilities of a Substance Abuse Professional:
  - i. Provide a comprehensive Substance Abuse Assessment to determine if there is a dependency and, if so, what level of assistance an employee needs.
  - ii. Recommend a course of treatment.
  - iii. Serve as a referral source to assist the employee's entry into an acceptable program of treatment, if required.
  - iv. Have a face-to-face follow-up evaluation with the employee attending treatment prior to the employee's return to work to determine if the employee has demonstrated successful compliance with recommendations of the initial evaluation. The Substance Abuse Professional, in consultation with the Integrated Disability Management (IDM) team, will confirm that the individual has made appropriate progress sufficient to return to work and is Fit for Duty.
  - v. Develop and recommend an unannounced follow-up testing program which may include testing for additional drugs not normally part of the Drug and Alcohol testing program if it is concluded that other drugs are a factor in the employee's dependency problem.
  - vi. Provide recommendations for aftercare.



## Substance Abuse Assessment Standards

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### 3. **REFERRAL SITUATIONS**

An employee may be referred to a Substance Abuse Professional for a Substance Abuse Assessment in the following situations:

- a. In appropriate cases, after failing a Drug and Alcohol test there will be a referral to the Substance Abuse Professional;
- b. If an employee requests help for a Drug or Alcohol problem;
  - i. Through their leader, human resources, or any other office, the employee may be referred to a Substance Abuse Professional;
  - ii. Through the Employee and Family Assistance Program, then, in appropriate cases there may be a referral to a Substance Abuse Professional

### 4. **ASSESSMENT RESULTS**

The Substance Abuse Assessment will result in 1 of possible outcomes:

1. The employee is determined to be non-dependent; or
2. The employee is determined to have a dependency.

### 5. **TREATMENT**

Following the Substance Abuse Assessment, where an employee has an Alcohol and/or Drug dependency, in appropriate cases, a treatment program will be recommended by the Substance Abuse Professional. Treatment will be determined on a case-by-case basis and may include (but is not limited to): In-patient treatment, partial in-patient treatment, out-patient treatment, counselling, information sessions. The employee will be required to follow and comply with the requirements of the treatment program.

In support of the company's values and commitment to the care and concern for employees ensuring a safe workplace, costs for the Substance Abuse Professional recommended treatment program will, in appropriate cases, be covered by the company.

### 6. **RETURN TO WORK**

Following treatment for an Alcohol and/or Drug dependency, when it is determined that an employee is cleared to return to work, there will be terms and conditions set out for the employee with regards to aftercare monitoring. Prior to returning to work, employees will be required to enter into agreements governing their return and any ongoing requirements related to their dependency.

Failure to adhere to any agreements governing an employee's return to work may result in discipline up to and including termination.

### **EXCEPTIONS**



## Substance Abuse Assessment Standards

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*None*

### **REFERENCES TO RELATED DOCUMENTS**

- Drug and Alcohol Policy
- Drug and Alcohol Testing Standard
- Medication Standard

