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|  | <b>Title</b>    | Impairment & Fit for Duty   | <b>Section</b>  | Policies | <b>Author</b>  | K.G.        |
|                                                                                   | <b>Category</b> | Health, Safety, Environment | <b>Policy #</b> | 2.4      | <b>Revised</b> | 05 Jan 2026 |

## 1. Policy Statement

Arrive safe, work safe, go home safe. Being fit for duty is a non-negotiable requirement for entering our worksites.

Artistic Stairs is committed to a safe work environment free from the risks associated with impairment. We have a zero-tolerance approach to impairment caused by alcohol or illegal drugs, and we are committed to managing the risks of fatigue and medical conditions to ensure every worker is physically and mentally capable of performing their duties safely.

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## 2. Purpose & Scope

- **Purpose:** To establish clear standards regarding fitness for duty, including the management of alcohol, drugs, medications, and fatigue, in compliance with the *Alberta Occupational Health and Safety Act*.
  - **Scope:** Applies to all employees, contractors, and visitors. Specific testing requirements apply to positions designated as "Safety-Sensitive" (see Section 4.1). This policy aligns with the COAA Canadian Model for Providing a Safe Workplace (Version 6.1).
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## 3. Roles & Responsibilities

- **Management:**
  - Provide education to workers on the risks of impairment and fatigue.
  - Support supervisors in making difficult decisions regarding removing workers from the site.
  - Maintain confidentiality regarding any medical information disclosed by workers.
- **Supervisors:**
  - Monitor workers for signs of impairment (e.g., smell of alcohol, erratic behavior, extreme fatigue).
  - Immediately remove any worker from the worksite who appears unfit for duty.
  - Ensure no worker operates equipment if their ability is impaired for *any* reason.
- **Workers:**
  - Report to work fit for duty and remain fit for the duration of the shift.

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- o Abstain from the use, possession, or distribution of alcohol and illegal drugs on Company premises.
- o Disclosure: Inform a supervisor immediately if taking prescription or over-the-counter medication that may affect the ability to work safely (e.g., drowsiness).
- o Self-Disclosure: Workers with a dependency or addiction are encouraged to voluntarily disclose this to Management before a disciplinary event (e.g., incident or test request) occurs. Disclosure effectively freezes disciplinary action to allow for medical assessment and accommodation.
- o Manage personal fatigue and report if they are too tired to work safely.

## 4. Procedures & Standards

### *Definitions*

- **Safety-Sensitive Position:** A position where impaired performance could result in a significant incident affecting the health and safety of the worker, others, the public, or the environment (e.g., equipment operators, drivers, mechanics, working at heights).
- **Fit for Duty:** Being physically and mentally capable of performing work tasks safely and effectively, with a Blood Alcohol Concentration (BAC) of 0.00 (Zero Tolerance) or less than 0.040 (Risk Threshold) depending on client requirements.

### *1) Alcohol & Drugs (Zero Tolerance)*

- **Prohibition:** The use, possession, distribution, or sale of illegal drugs or alcohol on Company property or worksites is strictly prohibited.
- **Impairment:** No worker shall enter or remain at a worksite while their ability to work is impaired by alcohol, drugs (legal or illegal), or any other substance.
- **Cut-Off Limits:** Our organization adopts the COAA Canadian Model cut-off levels. A violation occurs if a worker confirms positive for:
  - o **Alcohol:** BAC of 0.040 or greater. (Note: 0.020–0.039 is considered a safety advisory requiring removal from duty).
  - o **Drugs:** Any "non-negative" result exceeding the screening levels for Cannabis (THC), Cocaine, Opioids, Amphetamines, or PCP.
- **Company Events:** Alcohol may only be consumed at Company-sanctioned events with prior senior management approval, provided safe transportation is arranged.

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## 2) Medications (Prescription & Over-the-Counter)

- Workers legally using prescription or non-prescription drugs must ensure they are aware of potential side effects (e.g., dizziness, slow reaction time).
- If a medication warns against operating heavy machinery or driving, the worker must notify their supervisor *before* starting work. Work duties may be modified to ensure safety.

## 3) Fatigue Management

- Self-Assessment:** Workers are expected to arrive rested. If a worker feels they are too fatigued to operate safely (e.g., "nodding off"), they must report this to their supervisor.
- Maximum Hours:** Our team will monitor shift schedules to prevent excessive fatigue. Workers should not generally work more than 14 hours in a 24-hour period unless critical for emergency response.

## 4) Testing Standards (Triggers)

Testing is conducted by a third-party provider using Lab-Based Urine or Lab-Based Oral Fluid (Saliva) analysis, as appropriate.

- I. **Pre-Access / Pre-Employment:** Required for Safety-Sensitive positions as a condition of site access.
- II. **Reasonable Cause:** Required when a supervisor has reasonable grounds to believe a worker is impaired based on specific, contemporaneous observations (e.g., smell of alcohol, slurred speech). Observations must be documented immediately.
- III. **Post-Incident:** Required after a significant incident (Injury, Property Damage >\$500, or Near Miss) unless human error can be clearly ruled out.
- IV. **Time Limits:** Alcohol testing must occur within 8 hours; Drug testing within 32 hours.
- V. **Refusal to Test:** Refusing to submit to a test, tampering with a sample, or failing to report to the collection site immediately is considered a Positive Result.

## 5) Disciplinary Action

- Violation of this policy is considered a major safety breach.
- Consequences may include immediate removal from site, mandatory substance abuse assessment, or termination of employment (as per Policy 1.3).

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## 5. References & Legislation

- Alberta OHS Act:** Section 5(1) (Worker obligation to refrain from causing danger)
- Alberta OHS Code:** Part 1 (Definitions - "Competent")

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- **Related Forms:**

- o Reasonable Suspicion Checklist
- o Disciplinary Action Form