



AP 1-801 – SUBSTANCE USE

Western School Division has the responsibility to ensure a safe and healthy environment for students, staff, visitors, and users of the facilities, and strives to be a positive role model. Therefore, in an effort to promote a positive and healthy lifestyle, and ensure safety, Western School Division prohibits the use, possession, display, and/or sale of:

- Tobacco
- Electronic cigarettes / e-liquid
- Cannabis
- Illegal Drugs
- Opioids
- Alcohol

or any products related to the above-noted, at or around Division property, which includes, but is not limited to:

- School buildings
- Division vehicles
- Outdoor spaces (e.g. playgrounds, classrooms).

This procedure is also applicable to events and third-party spaces sanctioned by the Division, including but not limited to:

- Field trips
- Sporting events and facilities
- Extra-curricular events and facilities

DEFINITIONS

Cannabis	Also referred to as marijuana, weed, pot, grass, and many other terms, is a tobacco-like greenish or brownish material consisting of the dried flowering, fruiting tops, and leaves of plants from the <i>Cannabis</i> family. Forms may include, but are not limited to: shatter, hash, edibles (such as cooking oils, drinks, muffins, honey, spreads), oil, cigarettes, water pipes, vaping
Impairment	A deterioration (weakened, diminished, or relaxed) of an individual's judgment and decrease in his or her physical ability below their normal level
Opioid	Drugs that dull a person's perception of pain. Prescribed opioid medications are available in various forms: tablets, capsules, syrups, liquids for injection, nose sprays, skin patches, and suppositories. Examples of opioids include codeine, morphine, oxycodone, hydromorphone, fentanyl, and heroin (non-medicinal opioid).
Paraphernalia	Any equipment, supplies, or bits and pieces that generally accompany the smoking or chewing of tobacco. This would include, but not limited to, lighters, matches, rolling paper, and cigarette packages.



Smoking Using a cigarette, cigar, pipe, electronic cigarette, or any other device designed to allow the user to inhale substances including but not limited to tobacco, nicotine, cannabis, or any illegal drug

Tobacco Use includes smoking, chewing, dipping, or any other use of tobacco products.

EXPECTATIONS AND REQUIREMENTS

The following expectations apply to employees, supervisors, management, and administrators alike while conducting work on behalf of the Division, whether on or off Division property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift
- Employees do not have the right to come to work impaired
- Employees must take responsibility to ensure their own safety and the safety of others
- Employees are prohibited to operate a motor vehicles, including but not limited to automobiles, buses, forklifts, and riding mowers if they are impaired

IMPAIRMENT

Being impaired diminishes a person’s mental or physical functions or abilities, which may affect their safety and the safety of others.

There are many different sources of impairment, including but not limited to drugs (legal or illegal), alcohol, fatigue, medical conditions, medications (used legally or illegally), AND cannabis (recreational or therapeutic).

It is important to recognize the signs and symptoms of impairment so that situations can be identified and addressed. The following are possible characteristics of impairment:

Physical	Psychosocial	Workplace Performance and Professional Image
<ul style="list-style-type: none"> • Deterioration in appearance and/or personal hygiene • Unexplained bruises • Odour of alcohol or drugs • Glassy, red or watery eyes • Dilated pupils • Increased heart rate / sweating • Slurred or incoherent speech • Rapid weight loss • Poor co-ordination / unsteady gait • Runny nose • Skin rash 	<ul style="list-style-type: none"> • personality changes / mood fluctuations • Irritability • Inappropriate verbal or emotional response • Confusion or memory lapses • Lack of focus / concentration • Increased use of masking products – breath mints, gum, mouthwash, cologne, eye drops 	<ul style="list-style-type: none"> • Consistent lateness • Absenteeism • Reduced productivity • Deterioration in performance • Changes in work quality • Moving to a position where there is less visibility or supervision • Errors in judgement • Non-compliance with policies • Extended breaks; sometimes without telling colleagues they are leaving



The following are signs and symptoms of opioid overdose:

- Lips turning blue or bluish
- Pinpoint pupils (that may later become large)
- Slowed breathing (or no breathing)
- Drowsiness / decreased level of consciousness
- Slow heart rate and low blood pressure

REPORTING SUSPECTED IMPAIRMENT

If anyone suspects impairment in others, or wishes to self-report their own inability to work safely, this concern must be reported to their supervisor immediately.

PROCEDURES AND ENFORCEMENT

In the event of contravention of this procedure, the following progressive action will be taken:

Staff

Employees suspected of being impaired at work will be required to meet with their supervisor immediately to evaluate and determine what actions will be taken to ensure the safety of all persons. Employees found in violation of this procedure may be subject to disciplinary action, up to and including dismissal. Where applicable, the Division may also take legal action in accordance with the law.

Students

Students will be dealt with in accordance with this procedure and their school's code of conduct

Visitors

Persons or groups using the buildings or grounds of Western School Division and found to be in violation of this procedure will:

Upon First Occurrence be asked to leave the facility/premise and will receive a letter reminding them of the procedure and advising that a second violation will result in expulsion.

Upon Subsequent Occurrence(s) receive a letter reminding them of the procedure and advising them that they have lost their privileges of use for the remainder of the school year. Further action, up to and including permanent expulsion from divisional facilities will be considered.

ASSISTANCE

The use of any substance (controlled or uncontrolled) may have negative side effects with serious health conditions, including but not limited to memory loss, aggression, psychotic behavior, and potential heart and brain damage.

The Division will make available information regarding services (Employee Assistant Programs, community supports) which may be of assistance to persons experiencing issues relating to substance use, abuse, and/or dependency, and may want to reach out and obtain assistance.



Should the Division observe changes in an employee's attendance, performance, or behavior that may indicate possible substance dependence, the Division is legally obligated to initiate a discussion with the employee.

ACCOMMODATION

Requests for accommodation under this procedure will be considered as per the spirit of *The Human Rights Code* (Manitoba), and, as per SAFE Manitoba, alternatives shall be sought that do not cause impairment.

Reference:

- Canadian Centre for Occupational Health and Safety
- Morden Police Service
- SAFE Work Manitoba
- Workplace Safety and Health Act* (Manitoba)
- Workplace Health & Safety Procedures
- AP 4-204 Smoking by Students
- AP 2-333 Administration of Medication
- AP 2-334 Authorization to Administer Prescribed Medication
- AP 2-335 Administration of Prescribed Medication Record
- AP 2-336 Authorization to Self-Administer Prescribed Medication
- AP 2-401 No Smoking Procedure

Adopted: October 2018