

# Alcohol and Drug Policy

**Date Issued:** January 18, 2017

**Prepared By:** Vice President, Human Resources

## INTRODUCTION

The Calgary Airport Authority is responsible for providing a safe and healthy workplace and for the provision of safe and reliable services. In this context the Authority is concerned for the health, safety and productivity of the organization and its Contractors/Sub-Contractors/Agents and recognizes that the performance of each individual directly affects the operations of the airport.

The use and misuse of alcohol and drugs, including medications, can adversely affect job performance, the work environment and the well being of others. It can also place the integrity and safety of airport operations at risk.

This policy is intended to promote and ensure the safest possible working environment, free of any negative impacts of drug and alcohol use, as part of our overall obligation to provide a safe and healthy workplace.

## ABBREVIATIONS

the Airport	Calgary International Airport
the Authority	The Calgary Airport Authority
AVOP	Airside Vehicle Operating Permit
BAC	Blood Alcohol Content
DHHS	US Department of Health & Human Services
SAP	Substance Abuse Professional

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## Contractors/Sub-Contractors/Agents Policy

### SCOPE

This policy applies to all Contractors/Sub-Contractors/Agents of the Authority, while engaged in Airport business, working on Airport premises.

All contractors providing services to the Authority are required to implement and follow an Alcohol and Drug policy substantially similar to the Authority Policy. If a contractor does not have in place an Alcohol and Drug policy meeting this requirement, it will be expected to understand, follow and enforce the requirements of The Calgary Airport Authority Alcohol and Drug Policy in relation to its employees, sub-contractors and agents. Any contravention of this policy will be considered a breach of contract.

Details on the standards, procedures, responsibilities and definitions of terms are found in the following sections of the Policy. The Policy is subject to ongoing review and evaluation, and modifications will be made as necessary to respond to current circumstances and evolving needs.

### DEFINITIONS

**Airport Business** refers to all business activities related to airport operations.

**Airport Premises** includes, but is not restricted to, all land, property, structures, installations, vehicles and equipment owned, leased, operated or otherwise directly controlled by the Authority for the purpose of conducting Airport business.

**Alcohol** means the intoxicating agent in beverage alcohol (beer, wine and distilled spirits), ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

**Contractor** refers to any person or entity, including their employees, which has been contracted, subcontracted, or otherwise engaged to provide services to or on behalf of the Authority, and includes the employees of that person or entity.

**Drug** means any substance, including illicit drugs, medications, and herbal preparations, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this policy, drugs of concern are those that may affect or inhibit an individual's ability to perform his or her job safely and productively.

**Fitness for Work/Duty** refers to being able to safely, legally and acceptably perform all assigned duties without any limitations due to the use or after-effects of alcohol, illicit drugs or medications.

**Illicit Drug** means any drug or substance which is not legally obtainable and the use, sale, possession, purchase or transfer of which is restricted or prohibited by law (e.g. street drugs such as marijuana and cocaine).

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**Medication** refers to a drug obtained legally, either over-the-counter or through a doctor’s prescription.

**Safety-Sensitive Position** is an identified position whereby impaired performance could result in a serious accident/incident or an inadequate response in an emergency situation. Where one or more of the following criteria form part of a position’s **regular job duties**, the position should be deemed **safety sensitive**:

- AVOP holder
- Drives/operates motorized equipment (i.e. fork lift, VAMMAS)
- Enters confined spaces
- Works with high voltage equipment
- Uses tradesperson’s machines, tools and equipment
- Handles hazardous substances
- Works from elevated structures
- Visits construction sites

**Supervisor** refers to the individual accountable for the work and actions of designated Contractors/Sub-Contractors/Agents.

### RESPONSIBILITIES

**Contractors/Sub-Contractors/Agents** are responsible for:

- Maintaining and enforcing this policy to ensure the health, safety and productivity of their organization and its Contractors/Sub-Contractors/Agents;
- Actively promoting a safe and healthy work environment that strives to eliminate any negative effects due to the inappropriate use of alcohol or other drugs;
- Understanding and complying with this Policy, and placing a priority on workplace safety in their attitudes, performance and practices;
- Taking appropriate action if a contract worker appears to be in an unfit condition at work that may endanger themselves or others;
- Providing the Airport Authority with a written report in the event that an alcohol/drug test has been requested as part of this Policy.

### POLICY

To minimize the risk arising from the use or after-effects of alcohol, drugs or medications in the workplace, Contractors/Sub-Contractors/Agents are required to meet the following standards.

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### **Fitness for Duty:**

Required to report fit for duty and remain fit when working on Airport premises or engaged in Airport business.

### **Illicit Drugs:** Contractors/Sub-Contractors/Agents are prohibited from:

- Using, possessing, distributing, offering for sale or selling illicit drugs or illicit drug paraphernalia on Airport premises;
- Reporting to work or being at work while under the influence of illicit drugs.

### **Alcohol:** Contractors/Sub-Contractors/Agents are prohibited from:

- Using, possessing, distributing, offering for sale or selling alcohol on Airport premises, except for corporate approved social functions in designated areas, appropriate business functions, or at a licensed facility;
- Using or possessing alcohol when on the airfield restricted area at all times;
- Reporting to work or being at work with a prohibited blood alcohol level;
- Using alcohol prior to reporting for work or consuming any product containing alcohol during working hours (including meals and breaks), when occupying a **safety sensitive** position.

### **Blood Alcohol Levels:**

Contractors/Sub-Contractors/Agents are prohibited from having a blood alcohol concentration at or above the cut-off level set by this policy. For Contractors/Sub-Contractors/Agents in safety sensitive positions, the cut-off is .02 BAC (i.e. the amount that may show on a breath test as a result of natural fermentation of food in the body; it is equivalent to “no alcohol” in the body). For all other Contractors/Sub-Contractors/Agents, a blood alcohol concentration sufficient to impair the employee’s fitness for work/duty is prohibited.

### **Medications:** Contractors/Sub-Contractors/Agents are prohibited from:

- Intentionally misusing medications in a manner that may affect the ability to safely carry out their duties (e.g. failing to follow directions for use; combining medication and alcohol use against direction);
- Possessing or using prescribed medications without a legally obtained prescription;
- Distributing, offering for sale or selling prescription medications (trafficking).

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Contractors/Sub-Contractors/Agents are expected to responsibly use prescribed and over-the-counter medications (including herbal preparations). Many medications may affect or inhibit ability to perform their job safely and productively (see *Appendix I, Guideline on Medications*). In the interest of safety, Contractors/Sub-Contractors/Agents who require the use of medication are expected to:

- Investigate (through their doctor or pharmacist) whether a prescribed or over-the-counter medication can affect the ability to perform required work duties safely;
- Advise their supervisor if they are taking prescribed or over-the-counter medication that may affect their ability to perform required work duties safely;
- Where available, choose a safe alternative medication (e.g. non-drowsy) in preference to a medication that may affect performance.

### ALCOHOL AND DRUG TESTING

**Reasonable Cause:** Where there are reasonable grounds to believe that the actions, appearance or conduct of an individual while on duty are indicative of the use of alcohol, drugs, a full investigation will take place. Examples of reasonable grounds may include, but are not limited to:

- Direct visual observation of a policy violation;
- Discovery of alcohol or illicit drugs in a company vehicle or on company premises that can reasonably be associated with a particular employee;
- Direct visual observation of physical or behavioural signs (e.g. difficulty in maintaining coordination, slurred speech, smell of alcohol on breath, extreme drowsiness);
- Pattern of near misses, incidents or unexplained failure to follow safety rules or operating procedures.

**Post Incident:** Where a Contractor/Sub-Contractor/Agent has been involved in a work-related **serious incident**, a full investigation will occur.

A **serious incident** is defined as:

- A runway incursion
- An occurrence that caused or had the potential to cause:
  - A fatality;
  - A serious injury;
  - Significant loss or damage to property, equipment, or vehicles;
  - Significant loss or damage to security or the environment;
  - Significant damage to the Airport's reputation.

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### CONSEQUENCES OF A POLICY VIOLATION

If a Contractor/Sub-Contractor/Agent violates the provisions of this Policy or does not meet satisfactory standards of work performance as a result of alcohol or drug use, disciplinary action will be taken up to and including termination of employment. In all situations, an investigation will be conducted to verify that a Policy violation has occurred and that disciplinary action is appropriate and warranted before such action is taken. The appropriate discipline in a particular case depends on the nature of the Policy violation and the circumstances surrounding the situation.

Some violations are considered sufficiently serious that just cause termination is warranted on a first occurrence. Violations within this category include, but are not necessarily limited to:

- Selling (trafficking), possession or use of drugs on Airport premises in violation of this Policy;
- Unauthorized use of alcohol on Airport premises in violation of the Policy;
- Operating a vehicle on behalf of the Authority while impaired;
- Failure to report loss of license resulting from an impaired driving conviction where the Contractor/Sub-Contractor/Agent is required to operate a vehicle on behalf of the Authority;
- Failure to report for a test within the designated timeframe;
- Refusing to submit to a test or allow test results to be reported to the Authority;
- Tampering with or attempting to substitute a drug or alcohol test sample;
- Failing to report a serious incident or near miss to avoid testing.

### PRIVACY

The Authority will collect, use, disclose and retain personal information in accordance with all requirements of applicable privacy legislation and *The Calgary Airport Authority Privacy Policy*.

Confidentiality will be maintained except where limited disclosure is necessary for related health and safety concerns (i.e. there is deemed to be a potential risk to self, others or the Company).

### INQUIRIES

Additional information or questions pertaining to this policy should be addressed to the Safety Department.

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## Contractors/Sub-Contractors/Agents Policy

### APPENDIX I GUIDELINE ON MEDICATIONS

Contractors/Sub-Contractors/Agents are expected to manage potential impairment during working hours due to the legitimate use of medications. The following drug categories have been associated with performance impairment and are provided as a guideline in assessing the situation. The list is not exhaustive; there are numerous other over-the-counter and prescription drugs which when taken may impact negatively on performance.

Contractors/Sub-Contractors/Agents are required to consult with their personal physician, pharmacist or a health care professional to determine if use of the medication will have any potential negative impact on job performance and take appropriate steps to minimize associated risk by advising their supervisor of any need for modified duties.

- a. Antihistamines - are widely prescribed for hay fever and other allergies (e.g. Allegra, Dimetane). They are also found in many cold medications.
- b. Motion Sickness Drugs - are used to prevent motion sickness and nausea (e.g. Gravol, Antivert).
- c. Barbiturates, Sedatives, Hypnotics, Tranquilizers, Antidepressants - (e.g. Ativan, Imovane, Paxil)
- d. Narcotics - (e.g. Demerol, Codeine). Codeine is often found in combination drugs such as 222s or 292s or Tylenol 1,2,3s.
- e. Stimulants - Medication used for central nervous system stimulation and for appetite suppression can produce sensations of well-being which may have an adverse effect on judgment, mood and behaviour (e.g. amphetamines or medications sold as "diet pills").
- f. Anticonvulsants - are used to control epileptic seizures and can cause drowsiness in some patients (e.g. Dilantin).
- g. Muscle Relaxants - (e.g. Flexeril, Robaxial).
- h. Cold Tablets/Cough mixtures - (e.g. Sinutab, Contac, Triaminic, Tussionex and preparations containing dextromethorphan (DM) or codeine).

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### APPENDIX II ALCOHOL AND DRUG TESTING PROCEDURES

Sample collection, testing and reporting of results will be conducted consistent with standards established by the U.S. Department of Health and Human Services and accepted in Canada, in order to ensure the accuracy and integrity of results. The following procedures are followed:

- Testing will be conducted in those circumstances outlined under the Company policy to determine the presence of cannabinoids, amphetamine/ methamphetamine, cocaine, opiates, phencyclidine and alcohol. The testing program will cover alcohol and the specified drugs only; it will not include testing for other substances or medical conditions except on the advice of medical or Substance Abuse Professionals in a post treatment situation.
- Alcohol tests will be administered by a calibrated breathalyzer with a printout of test results. Drug tests will be administered by urinalysis, or by collection of a saliva sample for analysis in the laboratory. In certain situations, a “point of collection” (quick test) urine drug screening test may be administered with appropriate adulterant checks; any result that is not negative will be sent to the laboratory for confirmation analysis.
- Collection of urine or saliva specimens and administration of alcohol tests will be performed by trained nurses or trained collection agents at Company-designated collection sites. In post accident and reasonable cause testing situations, samples will be collected as soon as possible after the triggering incident, but collection attempts will end eight (8) hours after the incident for an alcohol test, and thirty-two (32) hours after the incident for a drug test.
- All who are tested are required to sign a form to acknowledge the accuracy of the employee and Company information and authenticity of the specimen(s). They will be given a copy of the Drug Testing Custody and Control Form and the Breath Alcohol Testing Form for their records.
- Urine samples will be analyzed by a fully qualified and accredited laboratory using a two-step process with initial screening by immunoassay and all confirmations being performed by gas chromatography/mass spectrometry. If a point of collection screening device is used, any non-negative result will be forwarded to a laboratory for confirmation analysis.
- Confirmed positive test results will be reviewed by a qualified Medical Review Officer who will discuss the result with the employee in an effort to determine whether a positive test could have resulted from the legitimate use of medications or other medical explanations. The employee concerned will be given an opportunity to explain the finding to the MRO who will then determine whether the result will be reported to the Company as a negative or a verified positive, a tampered or a substituted result.

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- For the purpose of this policy, a positive alcohol test will be one in which the blood alcohol concentration is sufficient to impair the employee's fitness for work. However, for all individuals in a safety-sensitive position, and in those instances where an employee is subject to an unannounced testing program on return to duty after a policy violation or treatment, a positive test will be one in which the blood alcohol concentration is .02BAC or higher.
- A positive drug test is one in which the amount of drug in the sample identified by the confirmation test is at or exceeds the cut-off levels established by the U.S. Department of Health and Human Services for workplace testing programs throughout North America as noted below:

Drug	Initial Test Levels (ng/ml)*	Confirmation Test Levels(ng/ml)*
Marijuana	50	15
Cocaine	150	100
6-Monoacetylmorphine Heroin	10	10
Opiates Morphine Codeine	2,000	2,000 2,000
Phencyclidine (PCP)	25	25
Amphetamines Methamphetamine Ecstasy (MDMA, MDA & MDEA)	500	250 250 250

\* ng/ml means nanograms per millilitre. A nanogram is one billionth of a gram. A millilitre is one thousandth of a litre.

- In the case of a verified positive test result of a urine test conducted in accordance with this policy, the person who has been tested may request the MRO to direct the split sample to be tested within seventy-two (72) hours of receiving their results. Where split samples are not collected, the employee may request that the original sample be reanalyzed. If a second confirmed positive test is reported, the person who requested the second analysis is responsible for reimbursing the Company for the associated costs.
- All test results will be reported directly to the Authority's Human Resource Department or designate, who will then be in touch with the contract supervisor. Except for the release of information in accordance with this policy and in situations affecting the health and safety of workers and the public, results of all testing will be kept confidential.

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