



Policy

Section: 3.0 Human Resources

Policy: Employee Protection Resources Policy

By-Law: 2022-137 Schedule E

Date: 8 August 2022

Revision: May 29, 2024

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

The Township is committed to protecting employees, and volunteers from potential hazards in the workplace. This policy provides guidance and resources for specific hazards and opportunities such as firearms in the workplace, fitness for duty, bio-hazard issues in agriculture and volunteer opportunities.

Legislative Authority:

Occupational Health & Safety Act

Accessibility for Ontarians with Disabilities Act

Ontario Human Rights Code

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Township of Huron-Kinloss

Employee Protection Resources Policy

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1.0 Firearms Policy

The Township of Huron-Kinloss shall not permit the use or storage of firearms by employees, while on Township business.

The Township does not permit the use of firearms during Township business.

Firearms shall not be stored in Township owned property or on Township premises.

Firearms shall not be stored in personal property while on Township business.

Any employee with a firearm in their possession while performing Township business shall be subject to disciplinary action in accordance with the Termination Policy.

2.0 Fit for Duty & Substance Abuse Policy

Legislative Authority: Occupational Health & Safety Act; Accessibility for Ontarians with Disabilities Act; Ontario Human Rights Code

The Township of Huron-Kinloss expects that all employees and volunteers report fit for duty. The Township is committed to providing a safe and healthy work environment for all employees and volunteers and recognizes that impairment caused by fatigue, stress, alcohol, drugs, or medication use or abuse can adversely affect workplace safety and job performance. In order to support this objective, employees and volunteers are required to come to work free from the effects of alcohol and/or drugs and in a condition fit for duty, with the ability to perform their job duties safely, effectively and efficiently. The Township has a zero tolerance for alcohol and substance abuse at the workplace.

Definitions

Alcohol: All substances defined as liquor in the *Liquor License Act*

Fit for Duty: Is a state of physical and mental ability that allows an individual to perform their duties safely and effectively without impairment due to the use of or after-effects of alcohol, illicit drugs, legal medications, or other health conditions.

Medication: Includes all prescription or non-prescription over the counter medications

Safety Sensitive Positions: All positions that meet the following criteria:

- Some or all of the job duties have a likelihood of being immediately dangerous to life and health to self, employees or member of the public.
- Some or all of the job duties require the operation of high cost, high risk or complex equipment; and/or.
- Some or all of the job duties require the use or handling of materials that are high costs or high risk.

Substance Abuse: The use of alcohol, illicit drugs, medications, and other substances that can impair a person's judgment, clarity and functioning and render them not fit for duty.

Use or Abuse of Drugs: The non-medical use and/or abuse of controlled or restricted drugs including the following:

- All substances that are listed in the *Controlled Drugs and Substances Act*.

- All controlled drugs and restricted drugs as defined and listed in the *Food and Drugs Acts*.
- All non-prescription use of medical drugs which are available by prescription.
- All abnormal use or abuse of prescribed drugs

The following expectations apply to all employees and volunteers while conducting work on behalf of the Township, whether on or off Township property.

- You are expected to report to work fit for duty and be able to perform your duties safely and to standard; employees must remain fit for duty for the duration of their shift.
- You shall advise your supervisor in the event that you have concerns about a co-worker's fitness for duty.
- You are encouraged to inform your supervisor about the use of medications, prescription drugs, other substances or personal circumstances that may impair performance or compromise safety.
- Accommodation shall be coordinated with the Chief Administrative Officer in accordance with the Integrated Accessibility Policy.
- Employees needing rehabilitation shall be encouraged to seek professional care and support through their personal health care professional.
- Individuals who present unfit for duty could be asked by their supervisor to leave the workplace in accordance with the Fit for Duty procedure.
- Employees who refuse to cooperate in rehabilitation and/or who continue to present as a safety risk to themselves or others shall be subject to discipline in accordance with the Termination Policy.
- The use, distribution, display and sale of illicit drugs, alcohol and/or drug paraphernalia is prohibited while conducting work on behalf of the Township whether on or off Township property.
- All drivers of Township vehicles must comply with the provincial legislation.

The Township does not engage in pre-employment or random drug and alcohol screening, however, drug and alcohol testing which falls within legal parameters may be required under the following circumstances:

- Post-accident (incident), where recordable losses have occurred and/or where there is suspicion that drug or alcohol use may have been a factor.
- Where there is evidence of drug or alcohol use contrary to this policy; and/or
- Where an employee's acknowledged substance abuse has led to a last chance agreement, which includes post rehabilitation monitoring.

Under certain conditions (e.g., conferences, dinner meetings, social events) where employees are representing the Township, it is acceptable to consume alcohol. However, it is the expectation of the Township that employees involved in the consumption of alcohol under these circumstances do so in a socially responsible manner and follow all legal requirements.

Employees with a medical prescription for a substance that may affect their job performance have a duty to disclose and may be accommodated in accordance with the Integrated Accessibility Policy. The confidential nature of medical records of individuals who have disclosed their information will be preserved as per the *Municipal Freedom of Information and Privacy Act*.

Employees that do not adhere to this policy shall be subject to the Township's Termination Policy, By-Law 2019-168, as amended.

Individuals with questions related to this policy or who have issues related to substance abuse in the workplace may raise their concerns with the Chief Administrative Officer.

2.0 Farm Bio-Hazard Policy

Employees of the Township shall follow safe protocol practices for the control of contagious animal diseases.

The Township of Huron-Kinloss staff shall respect any protocol, signs, or barriers to contagious disease at the facility and only park in authorized areas away from ventilation outlets or inlets.

Before entering, the employee shall request authorization from the owner or manager.

The employee shall use clean rubber boots or disposable plastic boots, clean laundered coveralls and other protective clothing provided by the facility, if available.

Inside the facility, the employee shall only enter livestock areas where necessary and stay on alleyways and sidewalks, as much as possible.

When exiting the facility proper cleaning, disposal and disinfection procedures for any personal protective equipment shall occur.

3.0 Take Our Kids to Work Policy

All Township employees may bring a Grade 9 student to work with them on the designated day, provided the work that the employee is involved in does not put the student at risk.

Employee Responsibilities:

- The employee shall complete a parental permission form (see Schedule "A" attached) and submit it to the Chief Administrative Officer for approval prior to the designated day.
- The employee shall ensure the student is aware of all Health and Safety Policies and Procedures relating to the work.
- The student shall be fully supervised at all times.
- The student shall not be exposed or have access to sensitive or confidential information.

Student Responsibilities:

- The student shall follow the corporate Health and Safety Policies and Procedures at all times.
- The student shall wear any personal protective equipment that is required for the employee (i.e., ear plugs, safety glasses, etc.).
- The student shall dress appropriately for the assigned area.

Schedule "A"

Township of Huron-Kinloss
TAKE OUR KIDS TO WORK PROGRAM
PARENTAL/GUARDIAN PERMISSION FORM

Employee Name: _____
Occupation: _____
Department: _____
Work Location: _____
Relationship to Student: _____

The student will be present at my workplace between the hours of _____ on the following date: _____.

I (parent/guardian) agree to comply with the Township of Huron-Kinloss' *Take Our Kids to Work Policy*. I will discuss the policy with my student and ensure that they are properly supervised at all times. I understand that students are not permitted to operate any motorized vehicle or equipment, including but not limited to automobiles, tractors, snow vehicles or all-terrain vehicles. I understand that students are not permitted to enter confined spaces, trenches, or construction sites. The student will not have contact with hazardous materials.

Parent/Guardian
Signature: _____ Date: _____

I (student) have read the *Take Our Kids to Work Policy* and agree to comply with them. If I have any questions or concerns, I will discuss this with my workplace host.

Student
Name: _____

Student
Signature: _____ Date: _____