

FIT TO WORK FIT TO LEARN POLICY			
Effective Date	October 17, 2018	Policy Type	Administrative and Academic
Responsibility	Director, Human Resources / Director, Student Experience	Cross-Reference	1. Cannabis Use Policy 2. Liquor Policy 3. Clean Air Policy 4. Health and Safety Policy
Approver	Executive Council	Appendices	
Review Schedule	Every 5 years		

**1. Policy Statement**

1.1. Northwestern Polytechnic (“NWP” or “the Polytechnic”) is committed to providing a safe and healthy environment for students, staff, contractors, volunteers, and visitors. We are also committed to student and staff success and well-being. Impairment, however caused, has the potential to compromise and impact safety, a healthy environment, and one’s success. NWP is committed to monitoring and addressing potentially unsafe conditions and providing support to employees and students, ensuring they are fit to work and fit to learn.

**2. Background**

2.1. NWP recognizes that the inappropriate use of alcohol, illicit drugs, cannabis, and over the counter medications may have adverse effects on the safety and well-being of the Polytechnic Community. This policy will:

- 2.1.1. minimize the risk of impaired performance and the costs of accidental injury and property damage associated with substance use and,
- 2.1.2. comply with regulatory requirements and develop health and safety standards that are in the best interest of Polytechnic Community that attend the Polytechnic.

**3. Policy Objective**

3.1. To ensure a safe and healthy environment at NWP.

**4. Scope**

4.1. This policy applies to all individuals entering NWP premises, as well as anyone operating mobile equipment, stationery equipment, or personal vehicles, as well as drivers and passengers of Polytechnic fleet vehicles on Polytechnic premises or during Polytechnic related endeavors.

**5. Definitions**

5.1. **“Fit to Work”** means that an individual is in a physical, mental and emotional state which enables the individual to perform the essential tasks of their work successfully or in a manner which does not threaten the safety or health of oneself, co-workers, property, or the public at large. This also includes practicum, clinical, and lab/shop learning environments where the safety of others is emphasized and that impairment in these settings is not just about being fit to work but also fit to practice.

- 5.2. **"Fit to Learn"** means that an individual is not under the influence of any legal or illegal drug, alcohol, medication or other impairing substance or condition that will disrupt the learning experience or compromise the safety of the individual or others. This also includes practicum, clinical, and lab/shop learning environments where the safety of others is emphasized and that impairment in these settings is not just about being fit to learn but also fit to practice.
- 5.3. **"Polytechnic Community"** means all employees, students, volunteers, contractors, visitors and other individuals who work, study, conduct research or otherwise carry on the business of the Polytechnic.
- 5.4. **"Impairment"** could be caused by a variety of factors, for example, substance use (both legal and illegal), fatigue or illness and may potentially result in diminished attention, decision-making or reflexes. For the purposes of this policy and any related policies and procedures, in the case of impairment resulting from substance use, an individual may be considered to be impaired within the meaning of this policy if the individual is under the influence of alcohol, cannabis, or another substance, irrespective of whether the level of such influence would constitute impairment under the *Criminal Code* of Canada or any other legal doctrine.
- 5.5. **"Premises"** means Polytechnic campus, grounds, and buildings that are owned, leased, or operated by the Polytechnic.

## 6. Guiding Principles

- 6.1. Fit to Work and Fit to Learn:
- 6.2. Individuals are required to be Fit to Work at all times during the work day and any other occasion while representing the Polytechnic in a work capacity.
- 6.3. Students shall be Fit to Learn when in a Polytechnic learning environment, whether at the Polytechnic or at another offsite location as a student of the Polytechnic.
  - 6.3.1. Disruptive, unsafe and dangerous behavior will not be tolerated.
- 6.4. Students and staff have the right to a safe and healthy learning and working environment, free from hazards related to the impairment of members of the community. In alignment with Alberta Occupational Health and Safety expectation, NWP is committed to maintaining a high standard of health and safety.
- 6.5. All members of the NWP community (staff and students) are encouraged to be active participants and stewards of health, safety and well-being at NWP. They have a responsibility to ensure their own and their peers' experiences at NWP are not subject to inappropriate interference or undue risk resulting from impairment.
- 6.6. All members of the NWP community (staff and students) are encouraged to disclose any situation of impairment that may compromise their safety or the safety of others.

- 6.7. Awareness raising efforts regarding impairment prevention resulting from substance use are most effective when emphasizing harm reduction and empathetic treatment.
- 6.8. NWP will:
  - 6.8.1. Take appropriate action when impairment is suspected.
- 6.9. Educate staff to recognize the signs of impairment and appropriate response, as well as the potential health and safety risks and NWP's expectations.
- 6.10. Educate students about potential health and safety risks, NWP's expectations and industry expectations regarding work safety.
- 6.11. Where impairment arises from a diagnosed medical condition or disability, duty to accommodate must be attempted without discrimination. This includes accommodating those who disclose a substance dependence disability.

**7. Roles and Responsibilities**

Stakeholder	Responsibilities
Academic Council/Executive Council	<ul style="list-style-type: none"> <li>• Approve and formally support this policy.</li> </ul>
Director, Human Resources/Director, Student Experience	<ul style="list-style-type: none"> <li>• Review and formally support this policy.</li> <li>• Follow up on disclosures of impairment through internal processes, agreements, and policies</li> </ul>
Members of the Polytechnic Community	<ul style="list-style-type: none"> <li>• Be active participants and stewards of health, safety and well-being</li> <li>• Disclose any situation that may compromise their safety or the safety of others</li> </ul>

**8. Exceptions to the Policy**

- 8.1. There are no exceptions to this policy.

**9. Inquiries**

- 9.1. Inquiries regarding this policy can be directed to the Director, Human Resources or the Director, Student Experience.

**10. Amendments (Revision History)**

- 10.1. Amendments to this policy will be published from time to time and circulated to the Polytechnic community.