



WRHA VOLUNTEER SERVICES GOOD PRACTICE GUIDELINE MANUAL

Good Practice Guideline: Use of Alcohol and Drugs in the Workplace – Direct Service and Collaborative Volunteers	Reference # 4.1	Page 1 of 2
	Approved: J.Edwards	Date: 15/09/04 Reviewed/Revised: November 2011

GOOD PRACTICE DESIRED OUTCOME:

Direction will be clear in appropriately managing volunteers in the event of alcohol and/or drug use in the workplace by volunteers.

DEFINITIONS:

Drugs includes prescription, non-prescription and illegal drugs.

Under the Influence: The term “under the influence” refers to the presence of any alcohol or other drugs in the bloodstream in any detectable manner. The presence is not confined to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance and may be established by observation or a scientifically valid test.

Alcohol: Any beverage which contains ethyl alcohol, including beer, wine, liqueurs, and spirits. Low alcohol products (e.g. beer with 0.5% alcohol by volume) are included in this definition.

Illegal Drugs: Drugs which cannot be legally possessed under any law in Canada, including a wide range of street drugs (e.g. marijuana, cocaine, heroin) and prescription drugs that are improperly obtained, including but not limited to those obtained without a physician’s prescription.

Prescription Drugs: Drugs which have been legally obtained with a physician’s script and are being used for the purpose for which same were prescribed or manufactured.



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GOOD PRACTICE GUIDELINES:

Volunteers may not report for their assignment while under the influence of alcohol or illegal drugs.

Volunteers may not report for their assignment while under the influence of prescription or non-prescription drugs, which may affect their ability to perform their duties safely.

Any individual who has reasonable belief that a volunteer is in violation of this policy will report the incident to the volunteer’s placement supervisor.

The volunteer’s placement supervisor will document the incident and ensure the volunteer’s safety. The volunteer will be removed from their volunteer work immediately. This may include arranging safe transportation at the employer’s expense, if necessary.

The volunteer’s placement supervisor will immediately report the incident to the WRHA Manager of Volunteer Services. The Manager will investigate and take any additional appropriate measures immediately.

The volunteer’s placement supervisor will document any violation of this policy. A copy of this documentation will be forwarded to the Manager of Volunteer Services and a copy will be provided to the volunteer. In the event that the volunteer has come through a collaborative/sponsoring organization, a copy of the violation will be provided to the organization as well.

Source: New

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