



**POLICY  
SUBJECT:**

**GBEB  
EMPLOYEE HEALTH AND SAFETY  
USE OF CHEMICAL SUBSTANCES**

**APPROVAL DATE:**

September 12, 1995

**REVISION DATE:**

**PAGE:**

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## **1. GENERAL**

1.1 The Winnipeg School Division recognizes that substance abuse is a danger to the health and safety of its employees, the students in its charge and the public visiting Division facilities.

## **2. POSSESSION**

2.1 The possession of alcohol or any illegal substance, mood or mind altering drug, by an employee will not be permitted in the workplace.

2.2 When an employee is taking a medication prescribed by a physician the employee will notify the supervisor of any possible side effects which may put the safety of the employee or students at risk or impair the employee's ability to perform his/her job.

## **3. USE**

3.1 The ingestion or use of alcohol or any illegal substance, mood or mind altering drug, in the workplace is not permitted.

3.2 Employees who report to work smelling of alcohol or under the influence of alcohol or drugs will be requested to leave the workplace immediately.

3.3 Employees who, during their work time, are found to be using alcohol or any illegal substance will be removed from the workplace immediately.

## **4. COMPLIANCE**

4.1 All individual employees working in Division buildings or on Division grounds or operating Division vehicles, shall be required to comply with this policy.

4.2 All individuals using School Division buildings shall be required to comply with this policy unless they have a permit which allows the serving of alcohol.

## **5. POLICY DISSEMINATION**

5.1 All employees shall be provided with a copy of this policy.

5.2 A clause regarding the Division's policy on the use of chemical substances shall be included in the regulations governing community and joint use of Division buildings and facilities.

## **6. RESPONSIBILITY**

6.1 The Chief Superintendent will be responsible for the development of procedures for the implementation of this policy and may appoint a designee.

6.2 Superintendents, Department Directors, School Administrators, Supervisors, and Building Managers shall be responsible for the implementation and ongoing administration of this policy with regard to employees in their section, department or building.



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## **7. CONSEQUENCES**

7.1 In accordance with Policy GCP - Discipline and Discharge, the Division may take disciplinary action including but not restricted to the following:

- (a) verbal warning
- (b) written warning included in the employee's file
- (c) suspension with or without pay
- (d) dismissal