

**DRUG AND ALCOHOL  
RISK REDUCTION PILOT PROJECT PRINCIPLES  
(DARRPP)**

# **DRUG AND ALCOHOL RISK REDUCTION PILOT PROJECT (DARRPP)**

## **Preface**

The Drug and Alcohol Risk Reduction Pilot Project (DARRPP) has been established to investigate a new approach to reduce safety risks related to the use of alcohol and other drugs in Alberta's oil sands operations and maintenance, industrial construction and maintenance, and related industries. The pilot project was developed by owner, contractor and labour representatives of the industries covered by the pilot, through discussions facilitated by Alberta Employment and Immigration.

This pilot project offers important value in the ongoing efforts of finding increasingly effective methods to improve workplace health and safety. In addition to aiming for improvements in workplace health and safety, the pilot aims to ensure that workplace drug and alcohol testing policies are designed in a manner that respects human rights and protects the privacy and personal information of individuals.

## **Section 1: Purpose of the pilot project:**

- 1.1 The viability of industrial environments is dependent upon maintaining safe and reliable operations. It is imperative that organizations seek to implement comprehensive safety and risk management programs, suited to their specific circumstances, with the objective of protecting workers, the public and the environment.
- 1.2 The use of illicit drugs, and the inappropriate use of alcohol, medications or other substances, can have serious adverse effects on the safety and well-being of workers, the public or the environment. Therefore, a comprehensive alcohol & drug program, including random testing, has been proposed to form an additional part of the suite of safety and risk management programs implemented in the workplace.
- 1.3 It is acknowledged that organizations currently have the ability to establish and implement alcohol & drug programs tailored to the needs of their work environment. The purpose of the Drug and Alcohol Risk Reduction Pilot Project ("DARRPP") is to bring labour and industry together to collaboratively manage and evaluate, in compliance with relevant legal requirements, the risks associated with alcohol and inappropriate drug use in the workplace.
- 1.4 The pilot's goals and objectives are to investigate a newly enhanced and coordinated industry approach to reduce safety risks related to the use of alcohol and other drugs in the oil sands operations and maintenance, industrial construction, industrial construction and maintenance, and related industries.
- 1.5 Participation in the pilot project does not preclude an organization from independently managing their own alcohol & drug program during, or potentially upon conclusion of, the pilot. Participation in the pilot signals a unified commitment to reducing the risks associated with alcohol and inappropriate drug use in the workplace, and demonstrates a commitment to share specific data that validates this approach, including random alcohol & drug testing. Upon evaluation, the success of the pilot may give rise to ongoing collaborative support from the parties noted above to continue to manage such programs.
- 1.6 The pilot project will run from April 1, 2012 through to Dec 31, 2014 and primarily focuses on Oil Sands operations, industrial maintenance and industrial construction in northern Alberta.

## **Section 2: participation in the pilot project:**

- 2.1 The pilot participants, including owners, employers and labour unions and labour providers are solely responsible for the management of, and liabilities associated with, their own alcohol and drug programs. No indemnification is provided for implementing an alcohol & drug program, including random testing, under the umbrella of this pilot program. It is expected that the pilot participants manage their respective programs within all relevant legal requirements.
- 2.2 To participate in the pilot program, the pilot participants must demonstrate the existence, or pending implementation, of a comprehensive alcohol & drug program including random testing. This alcohol & drug program must form a part of the suite of safety and risk management programs implemented in the workplace.
- 2.3 The pilot participants must be committed to providing specific data to the pilot Project Administrator, which will be used to evaluate the impact of appropriate alcohol and drug programs, including random testing. The primary objective is to reduce the safety risks associated with alcohol and inappropriate drug use in the workplace. For this reason, participation in this pilot project is encouraged.
- 2.4 To register as a participant of the pilot, organizations must submit application (*attachment 1*) to the pilot project administrator. Application may be made by an owner, employer, labour union or labour provider. The applicant will define the scope of participation in the pilot (e.g. an entire worksite or defined project within a worksite) and describe the key components of their alcohol and drug program.

### **Section 3: components of a comprehensive alcohol & drug program:**

- 3.1 Participation in the pilot project is dependent on an organization being able to demonstrate that it currently administers, or has intention to administer, the *Canadian Model*<sup>1</sup> or a policy that meets or exceeds the standards of the *Canadian Model*. The policy must include random testing.
- 3.2 The organization must be committed to adhering to all relevant legal requirements associated with the implementation and administration of an alcohol & drug program.
- 3.3 The design and administration of an organization's testing program should be tied to defensible standards that are tailored to the environment in which the testing will occur.
- 3.4 Application of a random testing program should be limited to those incumbents occupying positions designated as safety-sensitive. The definition of safety-sensitive may vary between organizations; however, at its core, a safety-sensitive position is defined as one where there is an elevated level of risk inherent to the position and the working environment. This elevated level of risk requires additional management controls within the context of a comprehensive alcohol & drug program to deter the use of alcohol, drugs, and other substances where such use may negatively affect work performance and safety. The pilot project will not prescribe how this risk is to be evaluated, or the specific positions that should be defined to be safety-sensitive; however, participation in the pilot is dependent on an organization demonstrating a reasonable approach in this evaluation process.

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<sup>1</sup> "Canadian Model" refers to the "Canadian Model for Providing a Safe Workplace, A best practice of the Construction Owners Association of Alberta", *Alcohol and Drug Guidelines and Work Rule* October 2005 - Version 2 – Effective October 1, 2010

#### **Section 4: evaluation of the pilot project:**

- 4.1 The DARRPP board, consisting of the primary stakeholders of the pilot project, is responsible for evaluating the effectiveness of the pilot project.
- 4.2 Organizations participating in the pilot project will be asked to share specific data (*attachment 2*) with the pilot project administrator, as defined by the DARRPP board, in an aggregate form to respect the privacy of individuals, to assist in the evaluation of the pilot.
- 4.3 The pilot project evaluation reports will be developed by the DARRPP Program Administrator in July, 2013 and July, 2014 for the labour and industry members of the DARRPP board.
- 4.4 The results from the evaluation will be shared with government and participants of the pilot project.

## **Section 5: references:**

- 5.1 The following references may be helpful to an organization in the development of and alcohol and drug program consistent with the intent of this pilot project:

*Canadian Model for Providing a Safe Workplace, A best practice of the Construction Owners Association of Alberta, Alcohol and Drug Guidelines and Work Rule*, Construction Owners Association of Alberta, October 2005. – Version 2 – Effective October 1, 2010  
<http://www.coaa.ab.ca/>

*Drug and Alcohol dependencies in Alberta Workplaces*, Alberta Human Rights and Citizenship Commission, February 2009  
[http://www.albertahumanrights.ab.ca/DrugAlcoholDependencies\\_PW.pdf](http://www.albertahumanrights.ab.ca/DrugAlcoholDependencies_PW.pdf)

*Duty to Accommodate*, Alberta Human Rights and Citizenship Commission, May 2002  
[http://www.albertahumanrights.ab.ca/Bull\\_DutytoAccom.pdf](http://www.albertahumanrights.ab.ca/Bull_DutytoAccom.pdf)

*Obtaining and Responding to Medical Information in the Workplace*, Alberta Human Rights Commission, October 2009  
[http://www.albertahumanrights.ab.ca/Bull\\_Obtaining\\_med\\_info\\_in\\_workplace\\_PW.pdf](http://www.albertahumanrights.ab.ca/Bull_Obtaining_med_info_in_workplace_PW.pdf)

*Personal Information Protection Act (PIPA), A PIPA Guide for Organizations: Understanding the Role of OIPC*, Office of the Information and Privacy Commissioner of Alberta, Revised September 2004  
[http://www.oipc.ab.ca/Content\\_Files/Files/Publications/PIPA\\_Guide\\_Organizations\\_2007.pdf](http://www.oipc.ab.ca/Content_Files/Files/Publications/PIPA_Guide_Organizations_2007.pdf)

## **Attachment 1**

### **APPLICATION FORM -INSTRUCTIONS FOR COMPLETING**

*The opportunity to participate in this pilot project is available to all owners, employers, employer associations and labour providers in the oil sands operations and maintenance, industrial construction and maintenance, and related industries in Alberta that choose to participate. Complete form on-line at [www.darrpp.ca](http://www.darrpp.ca). If you have questions please contact Pat Atkins at [pmatkins@shaw.ca](mailto:pmatkins@shaw.ca) or 403-466-8090.*

#### **Contact Information:**

Contact information should be provided for the individual(s) who will be responsible for oversight of the organizations A&D program. This person will be contacted for information regarding the application, ongoing data collection and evaluation and audit questions, as the pilot progresses.

#### **Scope of participation:**

Indicate what sites or locations, in your Canadian operations, will be included in the pilot. Some organizations may choose to include only their employees/operations in Alberta or in a particular region.

#### **Key components of your policy:**

Provide a brief description of the key components of your A&D policy. Just a paragraph or two is enough, then attach a copy of your policy. The key aspects you should describe are: A&D testing that you do and under what circumstances, who is covered by your policy, outcomes of various testing results.

#### **Positions to be included:**

Indicate which positions will be included in the random testing component of your policy. This could include management positions as well as safety sensitive positions. Please indicate the actual or approximate numbers of people you expect will be included and a description of the types of positions to be included (eg. all trades and operations, managers and up, all supervisors of safety sensitive employees). There is a separate question regarding contractors, so you can provide that information as part of that question.

#### **Testing process:**

Describe the testing process and device you will use (oral fluid, urine), the drugs and cut-offs tested for, and whether testing will be done by a third party (and which company) or internally.

#### **Assessment, case management and return to work:**

Describe the process you will use to assess workers with confirmed positive tests to determine if they have a disability or not, and who will do the assessments. Indicate your case management process – including what you will do with workers with a confirmed disability in terms of treatment, follow-up, return to work and who will handle these processes.

#### **EAP and treatment program:**

Indicate who your EAP provider is and what services are provided regarding assistance with A&D issues and treatment for employees who seek assistance on their own or who are referred. Specifically describe what occurs regarding treatment for workers who test positive at work.

#### **Privacy controls:**

Describe who has access to A&D testing information, and what controls you have in place to ensure that access to A&D program info is limited. Also indicate what controls are in place to ensure your employees do not have access to contractor A&D testing information.

#### **Contractors:**

Describe your plans relative to contractors. It is assumed that owner companies will require contractors to implement the pilot for workers on their site – please indicate if this is the case, and if not, what you do plan to do.



Date of application: \_\_\_\_\_

**Business contact information**

Name of contact: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, Province, postal code: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

**Scope of participation**

The scope of our participation in the pilot project is limited to the following worksites:

*attach additional page(s) if necessary – additional page attached: [ ] Yes [ ] No*

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**Please describe the key components of your A&D policy & process that you will have in place as part of this pilot and attach a copy of your policy. If you use the COAA Guidelines as your policy, please indicate this and do not attach.**

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**Safety sensitive and specified management position definitions and how they will be applied, including types and number of positions to be included:**

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**Testing process and details:**

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**Assessment, case management and return to work process for workers who have a positive confirmed test:**

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**EAP & treatment program in place:**

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**Privacy controls regarding A&D information:**

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**If owner company, indicate what you will require of your contractors:**

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**Name**

**Signature**

**Date**

**Signature indicating that the participant organization is aware of and compliant with the DARRPP guidance and/or principles documents for purposes of this pilot and agrees to provide data, and participate in evaluation and audit processes.**

<b>For administration use:</b>
Date of application:
Date application approved:

## **Attachment 2**

The following provides a high-level summary of the type of data participating organizations will be required to submit as part of the evaluation process for the pilot project. The data will be required for the calendar year prior to the pilot as well as for the period of involvement in the pilot project, and pertains to those workers that fall under the scope of the respective random testing programs:

- Number of workers in random testing program
- Number of work hours for this group of workers
- Number tests performed (site access/new hire, reasonable cause, post-incident, random, follow-up)
- Test results (positive - for each test type and substance, negative, tampered, refused, )
- Number of referrals for assessment among workers who test positive/breach policy separated by workers in random program or not
- Number of workers who attended an assessment among workers who test positive/breach policy separated by workers in random program or not
- Number of dependency diagnoses among workers who test positive/breach policy separated by workers in random program or not
- Number of workers on follow-up programs
- Number of workers redeployed on return to work agreements among workers who test positive/breach policy separated by workers in random program or not
- EAP data for self- referrals – number of workers who seek advice, assistance, or treatment regarding A&D (aggregate data only – may need to come from EAP provider)
- Injury and incident rates – overall and among workers in random testing