

Cannabis – Do you know your workplace roles and responsibilities?

Even though people aren't allowed to use cannabis at work, it's a potential hazard your workforce has to deal with. Ensure everyone at your workplace knows their roles and responsibilities.



Employers

The key responsibility employers must fulfill is their commitment to health and safety.

They're responsible for:

- Providing a safe workplace
- Identifying safety-sensitive positions, tasks, and work areas
- Developing and implementing a Drug and Alcohol Policy, and drug and alcohol use prevention programs that focus on awareness, education, and training
- Training all employees on the Drug and Alcohol Policy and related procedures
- Ensuring that alcohol and drug testing is performed according to the procedures laid out in the policy
- Reviewing and amending the policy as required (e.g., after an incident to add key learnings or if legislation changes)
- Communicating the policy and any changes made to it on a regular basis

Managers

Managers direct and supervise the work being done. They're essential to ensuring a safe workplace because they not only enforce safe behaviours, but they model them, too. When managers are competent, they're able to complete tasks safely and effectively, and provide onsite coaching for their teams.

They're responsible for:

- Knowing and understanding the Drug and Alcohol Policy
- Implementing the drug and alcohol guidelines and rules within their teams
- Complying with the policy, guidelines, and rules as part of their responsibility to perform work activities in an effective and safe manner
- Being fully trained and competent in the effects of drugs and alcohol, and able to identify symptoms of impairment
- Ensuring that employees understand the Drug and Alcohol Policy, guidelines, and rules, including the consequence for breaching the policy
- Acting on performance deviations, and on reported or suspected alcohol or drug use by employees
- Holding safety meetings (including pre-job and ongoing safety meetings)
- Ensuring employees comply with the Drug and Alcohol Policy, guidelines, and rules

Employees and contractors

Employees are the frontline of safety on the job. Their choices and behaviours affect their coworkers, departments, and the safety culture of their company. By providing employees with the right resources and support, they can create an effective safety culture.

They're responsible for:

- Participating in drug and alcohol training
- Knowing, understanding, and complying with the Drug and Alcohol Policy, guidelines, and rules
- Being sober and unimpaired at work
- Keeping any impairing substances (such as alcohol, cannabis, or any other mood-altering drugs) they have away from the workplace
- Not consuming any impairing substances (such as alcohol, cannabis, or any other mood-altering drugs), prior to reporting to work, while on work property, during work time, or when representing their workplace
- Participating in reasonable workplace impairment testing
- Complying with any appropriate return to work processes, as defined by the employer
- Using medications responsibly by being aware of their potential impairing side effects and notifying their manager of them, and by complying with the employer's requests for confirmation of their accommodation requirements, related to any medication in the work area
- Alerting their managers when they recognize a breach or a potential breach of the policy, guidelines, or rules

Everyone has responsibilities. Make sure you know yours.