



## ***Procedure***

Procedure Name	<b><i>Impairment</i></b>		
Procedure #	HS 2.1	Parent Policy	HS 2.0 Impairment Policy
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	December 16, 2022
Procedure Owner	Associate Vice President, Campus Services	Next Review Date	December 16, 2027
Approved by	Associate Vice President, Campus Services	Approval Date	December 16, 2022

### **1.0 Purpose/ Background**

NAIT is responsible for ensuring members of the NAIT community are fit to work/learn and are committed to responding to suspected incidents of impairment. Raising awareness of substance misuse that may impact health and safety and promoting health literacy are important elements of NAIT’s responsibility when addressing impairment. NAIT recognizes that impairment can be caused by various factors and situations.

### **2.0 Definitions**

Term	Definition
Disability	Any previous or existing mental or physical disability and includes disfigurement and previous or existing dependence on alcohol or a drug (Canadian Human Rights Act, 1985, cited in CCHOS, White paper, Workplace Strategies: Risk of Impairment from Cannabis, p. 2, June 2017).
Fit to work/learn	Refers to an ability to maintain a physical, mental, and emotional state that enables members of the NAIT community to perform the physical and mental demands of their job, duties and/or program safely, effectively, and in a manner that does not increase the risk to themselves and others. This includes being free from impairment by alcohol or drugs, the misuse of and/or failure to take medications as prescribed, and/or any condition that could impair a person’s ability to work/learn safely.
Impairment	<p>Impairment can be characterized as something that affects a worker’s ability to safely perform their assigned work and creates risk to themselves or others, such as diminished attention, decision-making or reflexes and can be caused by a variety of physical and psychological factors, for example, substance use (both legal and illegal), fatigue or medical conditions.</p> <p>An individual may be deemed to be impaired for the purposes of this policy, when 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.</p>

NAIT Community	Refers to the Board of Governors, management, employees, contractors, vendors, volunteers, students, and visitors while on NAIT property.
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### 3.0 Procedures

#### 3.1. Support for the NAIT Community in addressing suspected impairment

- 3.1.1. The NAIT community will have access to resources such as the [NAIT Impairment Procedure Tool Kit](#), which supports a student’s or employee’s ability to rely on observation to identify impairment and determine how to address suspected impairment.
- 3.1.2. Where a member of the NAIT community is aware they are not fit for work/learning, they must disclose this to their supervisor or instructor. This includes occasions where the use of over-the-counter or prescription drugs could reasonably be expected to cause impairment during work/learning time.
- 3.1.3. In situations where temporary modified duties/learning activities or a permanent accommodation may be needed due to a diagnosed medical condition or disability, individuals must provide sufficient information and documentation to Ability Management, Human Resources or Student Learning and Development to validate limitations and restrictions.
- 3.1.4. Members of the NAIT community who disclose that they are not fit for work/learning due to impairment may be assigned alternate duties/responsibilities or temporarily removed from the work/learning environment to ensure the health and safety of themselves or others.

#### 3.2. Immediate response when impairment is suspected

- 3.2.1. Members of the NAIT community are encouraged to address suspected impairment when they have a reasonable suspicion, based on observed behaviour and actions, of possible impairment.

##### 3.2.1.1. Students:

If a student is believed to be impaired in a classroom, lab, or shop (in-person), the instructor/employee must be notified. The instructor/employee is responsible for talking to the student or contacting NAIT Protective Services (NPS) to gather more information and assess whether further action is necessary. Employees are required to notify direct leadership of the incident, and the [Student Resolution Office](#) should be notified.

Cases of student impairment reported to the Student Resolution Office will be addressed in accordance with the [SR 1.0 Student Rights and Responsibilities Policy](#) and related procedures.

##### 3.2.1.2. Employees:

If an employee is believed to be impaired in the workplace, a supervisor is to be notified along with their Human Resources Consultant (HRC). The supervisor and/or HRC are responsible for talking to the employee to gather more information and assess whether further action is necessary.

Further action may be necessary based on the possible risk of injury, illness, incident, or disruption to the work/learning environment.

### 3.3. When further action and support are necessary

- 3.3.1. Persons whose suspected impairment is reasonably believed to pose a risk of injury to themselves or others, incident, or disruption to the learning/work environment may be directed to leave the learning or work environment.
- 3.3.2. If a person is removed from the learning/work environment, the Supervisor and/or Instructor might arrange or request support for transportation to allow for safe travel to their home or other reasonable location at the cost of the impaired person.
- 3.3.3. If there is a known or perceived risk to life or serious injury, Emergency Medical Services, Protective Services, or Edmonton Police Service will be contacted.

## 4.0 Exceptions to the Procedure

4.1. Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed

## 5.0 Related Documentation

- 5.1. Criminal Code of Canada
- 5.2. Alberta Human Rights Act
- 5.3. Alberta OHS Act, Regulation, Code
- 5.4. [FO 10.0 Liquor Sale, Service and Consumption Policy](#)
- 5.5. [HR 6.0 Respectful Workplace Policy](#)
- 5.6. [HR 1.18 Workplace Accommodation Procedure](#)
- 5.7. [HS 5.0 Smoke- and Smokeless Tobacco-Free Campus Policy](#)
- 5.8. [SR 1.0 Student Rights and Responsibilities Policy](#)
- 5.9. [SR 1.2 Alternative Resolution Procedure](#)
- 5.10. [NAIT Impairment Procedure Tool Kit](#)
- 5.11. [Emergency Event Instructions](#)

### Document History

Date	Action/Change
October 15, 2018	New. Approved by AVP- FMD (J. Engleder)
September 6, 2022	The policy has been revamped and transferred from the VP Academic to the VP Administration and CFO. Removed General Principles and incorporated them into the Policy and Procedure. Remove duplicated and not applicable definitions. Added link to the Impairment tool kit. Streamlined the response and notification process. Moved the confidentiality section to the Policy. Added a reference to the HR 1.18 Workplace Accommodation Procedure.
November 21, 2024	Minor revision to change the title of Executive Director, RMS, to Associate Vice President of Campus Services.