



# SASKPOWER

## FIT FOR DUTY POLICY



<b>Division</b>	Human Resources & Safety
<b>Policy Title</b>	Fit for Duty
<b>Issue Date</b>	9/1/2022
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## POLICY STATEMENT

The objective of this Policy is to provide standards and guidelines that support SaskPower’s commitment to maintain a safe and healthy workplace, free from the negative effects of alcohol, drug, or other substance use. SaskPower is committed to complying with health, safety and environmental policies of all relevant legislation including *The Saskatchewan Employment Act* and the accompanying regulations, and *The Saskatchewan Human Rights Code*.

Employees who may have drug or alcohol abuse problems are required to seek assistance with a goal to ensure they do not violate this Policy. SaskPower recognizes that a substance abuse disorder is a disability under *The Saskatchewan Human Rights Code*.

SaskPower is committed to protecting the health and safety of employees, contractors, customers, and the general public, both in the workplace and in the community in which we operate. The inappropriate use or abuse of drugs, alcohol and medications adversely affects workplace safety, and introduces unacceptable safety risks, as well as reducing productivity and impacting the well-being of employees, their families, customers, and the general public.

SaskPower’s goal is to reduce safety risks by addressing the inappropriate possession and use and abuse of drugs, alcohol, and medications in the workplace. SaskPower seeks to do this through increased employee awareness and an emphasis on individual responsibility. Clear communication of the Policy's objectives, assistance towards rehabilitation, and leading by example, will help SaskPower and its employees to create the safe and healthy work environment that is necessary for a high performing organization.

Employees affected by this Policy will receive:

- respectful and individual consideration;
- testing (where applicable) conducted in a discreet and private manner; and
- the highest level of confidentiality possible.

## APPLICABILITY

<b>Applies to:</b>	SaskPower employees and contractors.
<b>Limitations:</b>	Drug testing will only be required of those employees who work in, or apply for, Safety-Sensitive Positions as outlined in this Policy.

## REQUIREMENTS

### 1. EDUCATION

Employees will have an opportunity to learn about the Policy and the effects of drugs and alcohol in the workplace. Employees and contractors will be educated on their role and responsibilities in making this Policy successful.

Leaders will receive training on roles and responsibilities regarding:

- the testing process;
- reasonable grounds and signs and symptoms of drug and alcohol use;
- post-incident testing;
- human rights implications;
- intervention and dealing with an impaired employee; and
- privacy & confidentiality.

### 2. VIOLATION OF POLICY

Violation of this Policy will be grounds for intervention and may lead to disciplinary action up to and including dismissal for cause. Violations include but are not limited to:

- Reporting to work not Fit for Duty;
- Incident(s) involving impairment;
- Failing to disclose substance abuse as required by this Policy;
- The use, sale, purchase, possession, manufacture, or distribution of alcohol, cannabis or unlawful drugs or controlled substances while conducting SaskPower business or while on SaskPower worksites;
- Use of any product or device that could tamper with any sample for an alcohol or drug test;
- The use of a lawful substance or medication that may affect fitness for duty; and
- Refusing to submit to an alcohol and/or drug test as required by this Policy.

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### 3. RESPONSIBLE USE OF MEDICATION

Some medications may impair an employee's ability to be Fit for Duty. Employees must use medications in accordance with the instructions from their licensed medical professional and verify (through their physician, pharmacist, or another licensed medical professional) whether the medication may impact the safe and productive performance of their job duties. Employees must use a safe, non-impairing alternative to the medication when one is available. When working, or on SaskPower worksites, employees cannot:

- Misuse medications in a way that may negatively impact their Fitness for Duty;
- Possess medications that have not been prescribed to them; and/or
- Distribute, offer, or sell authorized or unauthorized medications.

#### A. DISCLOSURE OF MEDICATION

When a lawful substance is prescribed by a physician or when taking any over-the-counter medications, it is the responsibility of every employee to confirm with their physician or pharmacist that the use of the medication will not impair the safe and efficient performance of their job duties. If use of lawful substances may negatively impact an employee's fitness for duty, the employee must advise their manager prior to commencing work. Employees who fail to comply with this Policy will be subject to discipline up to and including dismissal.

#### B. WORK MODIFICATION

If an employee is taking medications that have the potential to negatively affect the safe and productive performance of their work, SaskPower may assign alternate duties, work modification (if available) or an accommodation.

### 4. SUBSTANCE ABUSE AND EFAP SUPPORT

An employee who requires an accommodation to perform their job has a responsibility to communicate the need for accommodation to SaskPower in sufficient detail to indicate the type and duration of the accommodation required and to cooperate with SaskPower's efforts to respond to the request.

Employees who may have substance abuse problems are encouraged to seek assistance prior to such problems affecting their job performance and the safety of their co-workers. An employee who self-reports a substance use concern before violating this Policy or other SaskPower policies will not be subject to disciplinary action for disclosing such concerns.

SaskPower provides an Employee and Family Assistance Program (EFAP) to assist its employees with various issues, including substance abuse. Employees who seek assistance should contact

the EFAP provider directly or through their manager (or immediate out of scope supervisor), Human Resources, or Health and Wellness Services.

Employees who decide to self-report and voluntarily participate in a treatment program may be granted leave to do so. Upon successful completion of a treatment plan determined by a Substance Abuse Professional, an employee will be returned to work under a Return-to-Work-Agreement. In any case where an employee self-reports a concern with substance use, SaskPower reserves the right to evaluate the employee's continued fitness for duty. This may include ongoing drug and alcohol testing at the recommendation of a Substance Abuse Professional.

## **5. ALCOHOLIC BEVERAGE SERVICE & CONSUMPTION**

At approved social functions in the workplace, or while attending a function off duty, employees may consume licensed alcohol that is provided and available. Employees are expected to consume responsibly and follow applicable laws. Organizers are expected to comply with applicable event guidelines. SaskPower will reimburse the reasonable cost of transportation home from a SaskPower event where alcohol is served.

## **6. AUTHORITY TO SEARCH**

If there is sufficient evidence to believe that an employee has breached this Policy, the employer may conduct searches and/or inspections of any worksites with the employee's work location(s), including, but not limited to lockers, desks, and company vehicles.

Without exception, such searches will be conducted by management and in the presence of a witness. If the situation involves a unionized employee, a union representative shall be present.

## **7. IMPAIRED DRIVING**

Any employee charged and/or convicted of an offence, under either *The Traffic Safety Act* or the *Criminal Code*, relating to the impaired operation of a motor vehicle while operating a SaskPower vehicle or equipment shall notify their Manager immediately. The Manager shall report the incident to Health & Wellness Services as soon as practicable.

Employees must immediately report impaired driving charges or convictions to their Manager when their job requires a valid driver's license.

Any Employee who operates a vehicle for the purpose of SaskPower business without holding the necessary driver's license(s) will be subject to discipline up to and including dismissal.

## **8. TYPES OF TESTING**

Employees who work in safety-sensitive positions will be subject to drug and alcohol testing as described below. The following types of testing are conducted as part of this Policy:

### **A. PRE-EMPLOYMENT TESTING**

SaskPower will require external applicants to Safety-Sensitive Positions undergo and successfully complete a drug & alcohol test, after being given a conditional offer of employment with SaskPower.

### **B. PRE-ACCESS TESTING**

Employees who are not in a Safety-Sensitive Position are required to successfully complete a drug and alcohol test prior to being appointed to a Safety-Sensitive Position. Failure to successfully complete the test will result in a referral to a Substance Abuse Professional through SaskPower Health & Wellness Services.

### **C. REASONABLE GROUNDS TESTING**

If it is believed that an employee in a Safety Sensitive Position may not be Fit for Duty, the “Reasonable Grounds & Testing Procedure” (Appendix A) will be employed. In most cases it will be difficult to discern whether an employee might be impaired by drugs, alcohol and/or for any other reason. As such, SaskPower will routinely test for both drugs and alcohol.

An employee who is asked to take a Reasonable Grounds Test will be temporarily considered unfit for work and will be placed on immediate suspension (with pay) pending the results of their test. If the test results are negative, the employee is otherwise Fit for Duty, and there are no other policy or work rule violations, the employee will be returned to work.

Examples of reasonable grounds to require an alcohol and drug test include:

- One or more signs that an Employee has reported to work not Fit for Duty (such as slurred speech, the smell of alcohol, bloodshot eyes, other signs of potential impairment);
- The discovery of drug paraphernalia in the possession of an individual;
- Reports from witnesses of drug or alcohol use in the conduct of SaskPower business or on a SaskPower worksite; and/or
- Any other evidence which indicates that an employee may not be Fit for Duty but has reported to work and/or is using alcohol or drugs in the conduct of SaskPower business or on a SaskPower worksite.

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#### **D. POST-INCIDENT TESTING**

As part of the investigation of an incident, post-incident testing will be required where the actions of an employee contributed to, or could have contributed to, the incident and the incident in question involved:

- A fatality;
- Personal injury resulting in lost time of one or more individuals;
- Significant damage to public or private property;
- A major environmental incident as a result of undue care and attention;
- An incident that results in an emergency shutdown or partial shutdown of a SaskPower or customer facility, or results in system energy alert 3; and/or
- Near miss that had a high potential to result in any of the above.

Testing will be conducted as soon as reasonably practical following the incident.

Post incident testing will not occur after any of the above listed occurrences unless a preliminary investigation has been undertaken, and established:

- A connection between the employee and the incident;
- That the employee's act or omission contributed to, or could have contributed to, the incident; and
- That a test would reasonably assist the overall investigation. For example, to rule out impairment as a contributing cause when other potential causes for the incident have been considered.

#### **E. RETURN-TO-DUTY TESTING**

SaskPower will require an employee who has received a positive test result, who has completed a treatment program for a substance abuse disorder (if applicable), and who has satisfied the recommendations of a Substance Abuse Professional to undergo a return-to-duty test for drugs and/or alcohol. Negative test results are required before the employee will be allowed to return to duty.

Employees who return to duty following negative return-to-duty tests will be subject to reasonable unannounced follow-up testing as recommended by the Substance Abuse Professional.

### **9. CONTRACTOR APPLICABILITY**

Contractors shall meet or exceed the requirements of the current version of the SaskPower Fit for Duty Policy.

## **10. REFUSALS AND PROHIBITIONS**

### **A. REFUSAL TO BE TESTED**

A refusal to take a drug and alcohol test is a violation of SaskPower Policy. Such a refusal will result in disciplinary action, up to and including dismissal. Examples of a refusal to test include, but are not limited to:

- Failing to provide an adequate specimen for a drug or alcohol test without a valid medical explanation;
- Failing to submit to a test when requested to do so; and/or
- Engaging in any conduct that obstructs the testing process, including but not limited to tampering or attempting to alter the specimen.

## **11. TESTING METHODOLOGY**

### **A. DRUG TESTING PROCEDURE**

All specimens will be collected in accordance with approved protocols of the Standards Council of Canada, or any industry standard testing deemed acceptable by SaskPower. Unless otherwise instructed, employees to be tested will immediately report and be escorted to the appropriate collection facility for collection of the specimen. Employees must not be left unattended at any time prior to the collection of the specimen.

### **B. ALCOHOL TESTING PROCEDURE**

Testing for alcohol will be conducted using a breath sample by a qualified Breath Alcohol Technician, or any industry standard testing deemed acceptable and reliable by SaskPower. Unless otherwise instructed, employees to be tested will immediately report and be escorted to the appropriate collection facility for collection of the specimen. Test results will be reported to SaskPower in a manner that ensures confidentiality of the information.

### **C. PROTECTION OF PRIVACY**

SaskPower will collect, use, and disclose all medical records in accordance with SaskPower's Privacy Policy, the Code of Conduct Policy and applicable legislation.

## **12. ACTION ON TEST RESULTS**

### **A. SUBSTANCE ABUSE PROFESSIONAL REFERRAL AND EVALUATION**

In any situation where employment is continued after a violation of this Policy, individuals will be required to pass testing for unauthorized and unlawful substances before returning to

work. In addition, the employee may be subject to unannounced testing for a period defined by a Substance Abuse Professional, under the terms of a Return-to-Work Agreement.

Where an employee has been treated for a substance abuse disorder and is returning to work after treatment upon approval from the treatment provider and Health & Wellness Services, their return will be subject to an aftercare program.

The aftercare program will be designed by a Substance Abuse Professional, in consultation with Health & Wellness Services and the employee, to support the employee as they work to successfully manage a substance abuse disorder after treatment. As part of this managed program, the employee may be subject to unannounced follow-up testing while being permitted to return to work. The duration of time when the employee may be subject to unannounced follow-up testing will be determined by a Substance Abuse Professional and will be documented in a Return-to-Work Agreement between the Company, the employee, and the union, where applicable.

### **13. GENERAL RESPONSIBILITIES**

SaskPower and employees covered by this Policy share a legal and ethical duty to ensure the safety and well-being of employees, contractors, and the public. This includes the duty to identify and report all safety issues and violations of the Policy to SaskPower.

#### **A. SASKPOWER RESPONSIBILITIES**

SaskPower is required by law to provide a safe workplace and safe systems of work, which includes the elimination of known hazards in the workplace. Part of that duty of care includes taking reasonable precautions to ensure that employees on SaskPower property are fit for duty to minimize risks to both themselves and others.

#### **B. DIRECTOR RESPONSIBILITIES**

Directors are responsible for ensuring the adoption and implementation of this Policy, including the provision of adequate resources for the education, training, etc.

#### **C. MANAGER RESPONSIBILITIES**

Managers are responsible for the health, safety, and welfare of employees in their area of responsibility. Specific responsibilities include:

- **Implementation of the Policy** - Managers are responsible for the effective implementation of the Policy at their respective sites including the briefing of employees, the provision of appropriate education and training resources, and the review of the Policy's application and effectiveness in their areas of responsibility. Managers may work with Human Resources to accomplish training and briefing of employees.

- **Adherence to the Policy** – Managers are responsible for ensuring that employees in their area of responsibility understand and comply with the requirements of this Policy.
- **Application of the Policy** - Managers are responsible for ensuring that the Policy is applied fairly and consistently and that employees are treated with respect. They will ensure that no employee who seeks assistance will be disadvantaged and that employment rights are safeguarded.
- **Assessment of Fitness for Duty** - Where appropriate and practical, Managers are responsible for assessing whether employees under their control are Fit for Duty at the start of, and throughout, each work period.
- **Action required when an employee is not Fit for Duty** - Managers are responsible for taking prompt and appropriate action whenever they have reasonable grounds to believe that an employee is not capable of working in a safe and effective manner (see Appendix A: Reasonable Grounds & Testing Procedures).
- **Ensuring confidentiality** - Communication of confidential information is on a “need to know” basis only. If Managers are in a position where they have knowledge of or are required to receive sensitive medical or other personal information about an employee of a confidential nature, then they are responsible for establishing and maintaining appropriate procedures and facilities to safeguard such information against unauthorized use or disclosure. Compliance with applicable privacy legislation is required.

#### **D. SUPERVISOR RESPONSIBILITIES**

- **Application of the Policy** – Supervisors are responsible for ensuring that the Policy is applied fairly and consistently and that employees are treated with respect. They will ensure that no employee who seeks assistance will be disadvantaged and that employment rights are safeguarded.
- **Assessment of Fitness for Duty** - Supervisors are responsible, where appropriate and practical, for assessing whether employees under their control are Fit for Duty at the start of, and throughout, each work period.
- **Action required when an employee is not Fit for Duty** - Supervisors are responsible for taking prompt and appropriate action whenever they have reasonable grounds to believe that an employee is not capable of working in a safe and effective manner (see Appendix A: Reasonable Grounds & Testing Procedures).
- **Ensuring confidentiality** - Communication of confidential information is on a “need to know” basis only. If supervisors are in a position where they have knowledge of or are required to receive sensitive medical or other personal information about an employee of a confidential nature, they are responsible for establishing and maintaining appropriate procedures and facilities to safeguard such information against unauthorized use or disclosure. Compliance with applicable privacy legislation is required.

## **E. EMPLOYEE RESPONSIBILITIES**

Employees have a duty to take reasonable care so as not to expose themselves, other employees, or the public to health or safety risks. An important part of this duty is ensuring that they are Fit for Duty at the start of, and throughout, each work period. To fulfill this responsibility, employees have the obligation to:

- **Report to work Fit for Duty** - Employees must present themselves for work in a physical, mental, and emotional state which enables the employee to perform the essential tasks of his or her work assignment in a manner which does not threaten the safety or health of oneself, co-workers, property, or the public at large. Fit for duty includes free of limitations due to the use of or after-effects of unauthorized/authorized substances and/or unlawful/lawful substances.
- **Notify their supervisor or Manager if they are not Fit for Duty** - SaskPower recognizes that there may be legitimate medical causes for a worker's physical or mental impairment, and that these causes may not violate SaskPower Policy. In such circumstances, employees must notify their supervisor or Manager of any concerns about their Fitness for Duty prior to reporting to work. The employee may be required to have their treating medical care professional discuss their circumstances with SaskPower Health and Wellness Services before they are permitted to return to work.
- **Properly used prescription drugs** - It is the responsibility of every employee when conducting SaskPower business or on a SaskPower worksite to ensure that prescription and legal non-prescription medications are safely stored, taken as prescribed and do not negatively impact their fitness for duty. This means that employees must discuss with their medical practitioner the nature of their work duties and find out any possible side effects of the prescribed or recommended medication that might impact their safety or job performance or the safety and job performance of others on SaskPower worksites. If the employee is in doubt about their ability to work safely and efficiently while taking such medication, it is their responsibility to immediately report that concern to their supervisor or Manager.
- **Disclose inability to report for unscheduled duty** - Employees who are contacted to report for work for emergency or other unscheduled reasons must not accept a work assignment if they have any reason to believe their ability to work safely and effectively may be compromised, including due to the use of alcohol or drugs.
- **Report concerns about co-workers' ability to work safely** - To ensure the safety of all people in a work environment, employees have a duty to report concerns to their supervisor or Manager if they have any reason to believe that those who work around them (including Contractors) may not be Fit for Duty for any reason, including but not limited to the use of drugs or alcohol.

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- If an employee believes that their supervisor may be in violation of the Policy, they shall immediately report the situation and/or their concerns to their:
    - Supervisor's Manager;
    - HR Business Partner;
    - Employee Relations; or
    - Safety Business Partner.
  
  - **Notification of violation of the Policy** - Employees must notify their supervisor or Manager, Human Resources Business Partner, Employee Relations, or Safety Business Partner of any Policy violation. All information reported will be held in confidence unless disclosure is required for the immediate protection of the health and safety of the employee in question or others in the vicinity, is mandated by law, or is required to fully and properly investigate the incident reported.
  
  - **Self-Disclose:** It is fundamental to ensuring the safety of the workplace that employees comply with this Policy and disclose substance abuse prior to violating this Policy. Failure to do so will result in dismissal.

**F. HUMAN RESOURCES AND SAFETY RESPONSIBILITIES:**

Human Resources Business Partners, Employee Relations Specialists and Safety Business Partners are responsible to assist in ensuring the adoption and implementation of this policy, including but not limited to the provision of training, and providing advise and guidance on the application and interpretation of the policy.

## DEFINITIONS

In this Policy, including the Appendices, the following terms have the meanings ascribed to them below:

**Accommodation:** means adjustments to the conditions of employment, as required by human rights law, in order to allow an employee with a disability, as defined by human rights law, to continue their employment.

**Alcohol:** any substance that may be consumed and that has an alcoholic content more than 0.5 percent by volume.

**Contractor:** refers to a person, partnership, or group of people (independent from SaskPower and retained by SaskPower under contract) that directs the activities of one or more employees (of the contractor or of SaskPower, or both) and self-employed people involved in providing SaskPower with contracted services.

**Drug:** means any substance, including but not limited to illicit drugs, cannabis, or other mood-altering substances the use of which has the potential to change or adversely affect the way a person thinks, feels, or acts. For purposes of this Policy, drugs of concern are those that impair a worker's ability to perform their job safely and productively.

Cannabis means the leaves, including dried leaves, and flowering tops of the pistillate hemp plant that yield THC, that may be processed in any manner that permits inhalation, injection, absorption, or consumption in any manner.

Illicit Drug means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase, or transfer is restricted or prohibited by law.

Mood Altering Substance refers to any other product that is legally or illegally used, resulting in cognitive or physical limitations that negatively impact performance on the job.

**Drug Paraphernalia:** refers to any personal property which is associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful in Canada. This would also include any product or device that may be used to attempt to tamper with a testing sample.

**Fit(ness) for Duty:** Employees must present themselves for work in a physical, mental, and emotional state which enables the employee to perform the essential tasks of his or her work assignment in a manner which does NOT threaten the safety or health of oneself, co-workers, property, or the public at large. Fit for duty includes free of limitations due to the use of or after-effects of unauthorized/authorized substances and/or unlawful/lawful substances.

For greater clarity, an employee is not Fit for Duty when they report to work or work with the presence of alcohol or drugs in their body, including but not limited to, breath, or urine, at or above the positive threshold levels stated in Appendix E.

**Lawful Substances:** means substances, which an individual may lawfully possess or use, but which can impair physical or mental capacity. These include over-the-counter medications, controlled substances (prescription medications) for which the individual has a valid prescription, cannabis, and alcoholic beverages.

**Positive Test Result:** means the detection of unlawful or unauthorized substance at or above the threshold level stated in Appendix E.

**Return to Work Agreement:** means an agreement between SaskPower, an employee, and the union (where applicable) which governs the terms under which an employee will return to work after a Policy violation and which includes provision for accommodation, where required.

**SaskPower Business:** refers to all business activities undertaken by employees in the course of SaskPower operations, whether conducted on or off SaskPower worksites.

**Safety Sensitive Position:** where job performance requires the employee to be alert, physically co-ordinated and exercising good judgement, with a significant involvement in any part of SaskPower operations where impaired job performance could affect the health, safety or security of the employee, other persons, property, or environment. The positions which SaskPower deems Safety Sensitive Positions are listed in Appendix D. This list is subject to review and updating to keep current with classifications.

**Substance Abuse:** the harmful or hazardous use of drugs or alcohol that has negative effects on an employee's health and life. Substance abuse can lead to a substance abuse disorder.

**Substance Abuse Disorder:** also known as addiction - means a primary, chronic, neurobiological disease with genetic, psychosocial, and environmental risk factors in its development and manifestations. It is characterized by behaviors that include one or more of the following: impaired control over substance use, compulsive use, continued use despite harm, craving and relapse. The diagnosis is made by Substance Abuse Professionals and not by Company personnel.

**Substance Abuse Professional:** means a licensed physician, licensed or certified psychologist, or licensed psychiatric nurse, with knowledge of and clinical experience in the diagnosis and treatment of Substance Abuse Disorder.

**Unauthorized Substances:** include the following:

1. Cannabis or alcohol on SaskPower property.
2. A lawful substance that is being abused or for which there is a pattern of improper use, e.g., misuse, excessive use, or recreational use of over-the-counter medication or prescription drugs.
3. A lawful substance that has been used in a proper manner, but has resulted, could result, or is likely to result in impairment of an individual's physical or mental capacity and create a threat to the health or safety of the employee or others.
4. Designer, synthetic or "look-alike" substance which, although derived from one or more lawful or unlawful substances, are manufactured, designed, or intended to resemble and/or mimic the effects of unauthorized substances or unlawful substances.

**Unlawful Substances:** means illegal drugs and any other substances or materials, the use, possession, consumption, delivery, distribution, exchange, manufacture, sale, purchase, or transfer or which are prohibited or restricted by applicable laws and regulations.

**Worksites:** includes, but is not necessarily restricted to all land, facilities, worksites, workplaces, and vehicles owned, leased, or otherwise controlled by SaskPower for the purpose of conducting SaskPower business and worksites where SaskPower business is being performed by an employee.

## RESOURCES

### Related Policies and Legislation:

The Saskatchewan Employment Act

Occupational Health and Safety Regulations, 1996

The Health Information Protection Act

The Freedom of Information and Protection of Privacy Act

Saskatchewan Human Rights Code

SaskPower Code of Conduct

SaskPower Privacy Policy

SaskPower Corrective Discipline Policy

SaskPower Contractor Health, Safety and Environment Contractor Management Standard

### Appendices

Appendix A: Reasonable Grounds & Testing Procedure

Appendix B: Reasonable Grounds Interview Guide

Appendix C: Reasonable Grounds Checklist

Appendix D: Listing of Safety-Sensitive Positions

Appendix E: Substance Testing Standards

### Ownership & Inquiries

<b>Position Owner</b>	Vice President
<b>Business Department</b>	Human Resources & Safety
<b>Contact Person</b>	<a href="#">Click here to enter text.</a>

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<b>Approved by</b>	Board of Directors
<b>Date</b>	Click here to enter a date.
<b>Contact Information</b>	Click here to enter text.

#### Document History

<b>Revised by</b>	<b>Revision Purpose</b>	<b>Date</b>
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## **APPENDIX A: REASONABLE GROUNDS PROCEDURE**

*NOTE: If there appears to be immediate medical concerns, ensure that the employee first receives the required medical attention in the most appropriate manner. This includes providing the employee with transportation and ensuring they are accompanied to the hospital/clinic, if required.*

Where unusual behaviour or actions is noted and/or the supervisor suspects an employee may not be Fit for Duty due to the use of drugs, alcohol, or some other cause, the employee will be provided with an opportunity to explain their behaviour.

### The supervisor shall:

- In an unobtrusive manner, remove the employee from their duties and take the employee to a private location (e.g., meeting room).
- Not leave the employee alone.
- Contact the Manager (or OOS designate) and advise them of the situation.
- Ensure a witness is present.
  - if the employee is in-scope, ensure there is a union representative present.
  - if the employee is out-of-scope, ensure there is another out-of-scope witness present.
- Explain the process to the employee and provide the employee with information about the steps that will take place.

### The Manager (or OOS designate) shall:

- Complete the “Reasonable Grounds Interview” (Appendix B).
- Complete the “Reasonable Grounds Checklist” (Appendix C) AFTER the Reasonable Grounds Interview.
  - If the employee admits to using drugs and/or alcohol, they shall be referred to Health & Wellness immediately and testing may not be required.
  - If the employee denies using drugs and/or alcohol but provides an explanation that may account for the signs and/or symptoms they are displaying (other cause), they shall be referred to Health & Wellness Services immediately.
- Accept or reject the employee’s explanation based on the evidence available at the time. If the Manager is unsure whether to accept or reject the employee’s explanation, they are to contact Health & Wellness Services.

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- Send the original forms to Health & Wellness. Copies are not to be retained by the business division or on-site.

**If Reasonable Grounds are Established:**

The Manager shall:

For employees who are not in a Safety Sensitive Position:

- Secure safe transportation home for the employee and refer to Health & Wellness Services. The employee will be provided a date and time to return to attend a meeting to discuss/investigate the matter.

For employees who are in a Safety Sensitive Position:

- Temporarily suspend the employee's driving privileges and/or contact local law enforcement (or the RCMP where applicable) should the employee attempt to operate a vehicle.
- Scan or email a copy of the Reasonable Grounds Interview checklist to Health & Wellness Services immediately.
- Email Health & Wellness Services to advise the date and time of the Reasonable Grounds Interview was sent. Confirmation will be sent back from Health & Wellness Services.
- Provide information regarding the testing process.
  - If the employee refuses testing, the Manager will explain that their decision is considered to be a contravention of this Policy and will work with Employee Relations to identify and implement the appropriate action under the SaskPower Corrective Discipline Policy.
- Direct the employee to participate in a drug and alcohol test.
  - Confirm the employee's intentions regarding participation.
  - If the employee consents to testing, the supervisor shall contact Health & Wellness Services to make arrangements with a testing provider. If Health & Wellness Services is unavailable (i.e., after regular business hours), the Manager shall contact the 24/7 Safety Care Line to make testing arrangements.
  - Provide safe transportation for the employee to and from the drug and alcohol test and do not leave the employee unattended.

Health & Wellness Services will determine whether an existing medical condition has been disclosed and is documented on file.

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## APPENDIX B: REASONABLE GROUNDS INTERVIEW

This form should be used by the Manager or out-of-scope designate to gather details concerning the incident and the employee's behaviour (prior to completing the Reasonable Grounds Checklist). Ensure both forms are signed when complete. Submit the original form, along with any supplementary notes to Health & Wellness Services.

A copy of the forms may be provided to the employee if requested. No copies should be kept on file or elsewhere. If the employee participates in the interview but refuses to sign the documents, please make sure to document the refusal including the date and time.

### Step One:

Record the details you know about the situation which would warrant this discussion. If a witness or a Third-Party Drug and Alcohol Testing Provider is involved, it is essential to document their observations. This form, along with supplementary notes, must be submitted to Health & Wellness Services.

### Step Two:

Ask the employee to explain, in their own words what is causing the symptoms or behaviour that has been observed.

Do not start a discussion during this step. You are simply recording the employee's explanation. Document their response (using their words) below. Attach additional pages if required.

Before completing the next section of this form please refer to, and complete, the Reasonable Grounds Checklist form. Check the box that applies:

I **accept** the explanation on the following basis:

- The employee provided a reasonable explanation for their behaviour/ actions. The checklist has been completed. There are no signs and symptoms to suggest the employee may not be Fit for Duty. For this reason, they have been advised to resume their work.
  
- The employee provided a reasonable explanation for their behaviour/actions. In the course of this interview, or when completing the checklist, the employee exhibited signs and symptoms that they may not be Fit for Duty. I will contact Health & Wellness Services to request further evaluation.



**APPENDIX C: REASONABLE GROUNDS CHECKLIST**

Complete this form **after** conducting a Reasonable Grounds Interview. Ensure this form is signed when complete. Submit the original form to Health & Wellness Services. No copies are to be kept on file elsewhere.

Employee Name and Number		Date/Time of Incident or Observation
Name of Reporting Supervisor		Telephone Number
Name of Manager		Telephone Number
<b>Physical Evidence</b>	<b>What was seen or found?</b>	
Presence of alcohol		
Presence of drugs		
Presence of drug paraphernalia		

Other Factors (check all that apply)	
<input type="checkbox"/>	The employee was directly observed using drugs and/or alcohol.
<input type="checkbox"/>	Advised by a co-worker or credible third party that: <ul style="list-style-type: none"> <li>a) the employee was observed using drugs and alcohol</li> <li>b) the employee's actions suggest they are not fit for duty, or</li> <li>c) drug paraphernalia was found.</li> </ul>

Behavioural Observations	
	Description
<input type="checkbox"/>	<b>Illicit behaviour:</b> observed or reported possession, use, or a transaction involving a prohibited substance.
<input type="checkbox"/>	<b>Erratic behaviour:</b> observed or reported abnormal or erratic behaviour.
<input type="checkbox"/>	<b>Other:</b> e.g., flagrant violation of safety or serious misconduct, incident or "near miss," fighting or argumentative, abusive language, unauthorized absence from the job.
<input type="checkbox"/>	<b>Speech behaviour:</b> verbally abusive, rambling, nonsensical.
<input type="checkbox"/>	<b>Physical Behaviour:</b> extreme aggressiveness, agitation, physical abusiveness.
<input type="checkbox"/>	<b>Attitude:</b> withdrawn, depressed, tearful, secretive, unresponsive.
<input type="checkbox"/>	<b>Other:</b> erratic or inappropriate behaviour (e.g., hallucinating, disoriented, excessive euphoria, talkative, confusion, frequent absences).

Signs of Potential Impairment	
<input type="checkbox"/> <b>Eyes:</b> red, dilated, pupils constricted.	<input type="checkbox"/> <b>Pulse Rate:</b> rapid, slow.
<input type="checkbox"/> <b>Nose:</b> runny, sores in nostrils, red and inflamed.	<input type="checkbox"/> <b>Physical Control:</b> walking unsteady, poor coordination, tremors, twitching.
<input type="checkbox"/> <b>Skin:</b> flushed and sweating, pale, blood spots or needle marks.	<input type="checkbox"/> <b>Muscle tone:</b> rigid, shakes or tremors, limp.
<input type="checkbox"/> <b>Salivation:</b> dry mouth, hyper salivation.	<input type="checkbox"/> <b>Speech:</b> rapid, slurred.
<input type="checkbox"/> <b>Breath:</b> odour of alcohol, solvents, marijuana.	<input type="checkbox"/> <b>Mental State:</b> confusion, hyperactive, lackadaisical.
<input type="checkbox"/> <b>Breathing rate:</b> rapid, shallow.	<input type="checkbox"/> <b>Other:</b>  <hr/>

<u>Signature of Supervisor</u>	<u>Date and Time</u>
<u>Signature of Manager</u>	<u>Date and Time</u>

## APPENDIX D: SAFETY-SENSITIVE POSITIONS

A Safety Sensitive Position is one in which job performance requires the employee to be alert, physically co-ordinated and exercising good judgement, with a significant involvement in any part of SaskPower operations where impaired job performance could affect the health, safety or security of the employee, other persons, property, or environment.

Managers and other employees responsible for directing the work of Safety Sensitive Positions are be considered “Safety Sensitive” for the purposes of this Policy. This Policy also extends to employees who work in non-safety sensitive positions but carry out safety sensitive activities.

Student Positions are considered Safety Sensitive Positions when work is done as part of a workgroup or crew involving other employees in Safety Sensitive positions and/or performing work which is safety sensitive.

The positions which SaskPower deems Safety Sensitive Positions, includes, but is not limited to, the following:

Personnel Area	Organizational Unit	Position
Asset Mgmt, Planning & Sustainability	Dam Safety	Eng, Sr Dam Safety
Asset Mgmt, Planning & Sustainability	Shand Greenhouse	Technician, Greenhouse
Asset Mgmt, Planning & Sustainability	Shand Greenhouse	Utility Worker, Labourer
Asset Mgmt, Planning & Sustainability	Shand Greenhouse	Utility Worker, Utility Person
Distribution & Customer Services	AMI Construction & Maintenance	Jtrade, Electrician - Metering
Distribution & Customer Services	AMI Construction & Maintenance	PowerLine Tech (Dist Construction)
Distribution & Customer Services	AMI Construction & Maintenance	Specialist, AMI Construction & Mtce
Distribution & Customer Services	Construction	App, PwrLine
Distribution & Customer Services	Construction	Supv, PwrLine (Dist Construction)
Distribution & Customer Services	Construction	Utility Worker, Labourer
Distribution & Customer Services	Construction	Operator, Equipment
Distribution & Customer Services	Construction	PowerLine Tech (Dist Construction)
Distribution & Customer Services	Distr Line Maint S Constr	PowerLine Tech (Dist Construction)
Distribution & Customer Services	Distr Line Maint S Constr	Supv, PwrLine (Dist Construction)
Distribution & Customer Services	Distr Line Maint S Constr	Supv, PwrLine Asst (Dist Construction)
Distribution & Customer Services	Distribution Control Centre	Supv, System Op Distribution
Distribution & Customer Services	Distribution Engineering Ops & Mtce	Technologist, Engineering
Distribution & Customer Services	Distribution Engineering Ops & Mtce	Technologist, Engineering (Electrical)
Distribution & Customer Services	Distribution Engineering Program Work	PowerLine Tech (Dist District)
Distribution & Customer Services	Distribution Maintenance Crew	App, PwrLine
Distribution & Customer Services	Distribution Maintenance Crew	PowerLine Tech (Dist District)
Distribution & Customer Services	Distribution Maintenance Crew	Supv, PwrLine (Dist District)
Distribution & Customer Services	Distribution Maintenance Crew	Utility Worker, Labourer
Distribution & Customer Services	Distribution Roving Crew	PowerLine Tech (Dist District)
Distribution & Customer Services	Distribution Roving Crew	Supv, PwrLine Tech (Dist District)
Distribution & Customer Services	Induction Apprentices	App, PwrLine
Distribution & Customer Services	Meter Reading	Supv, Meter Reader
Distribution & Customer Services	Meter Reading	Technician, Meter Reader
Distribution & Customer Services	Meter Reading	Utility Wrkr, Meter Reader

Distribution & Customer Services	Metering Operations	Jtrade, Electrician - Metering
Distribution & Customer Services	Metering Operations	Supv, Metering
Distribution & Customer Services	Moose Jaw Crew	App, PwrLine
Distribution & Customer Services	Moose Jaw Crew	PowerLine Tech (Dist District)
Distribution & Customer Services	Moose Jaw Crew	Supv, PwrLine (Dist District)
Distribution & Customer Services	Operating	Supv, PwrLine (Dist District)
Distribution & Customer Services	Operating	PowerLine Tech (Dist District)
Distribution & Customer Services	Operating	Supv, PwrLine (Dist District)
Distribution & Customer Services	Powerline Cable	PowerLine Tech (Cable)
Distribution & Customer Services	Powerline Cable	Supv, PwrLine (Cable)
Distribution & Customer Services	Powerline Cable	Supv, PwrLine Asst (Cable)
Human Resources & Safety	Health & Safety	Health and Safety Compliance and Monitoring , Specialist
Human Resources & Safety	Monitoring & Compliance	Specialist, Monitoring & Cmpl (Aviation)
Human Resources & Safety	Monitoring & Compliance	Specialist, Monitoring & Compliance
Human Resources & Safety	Organizational Learning	Specialist, Organizational Learning
Human Resources & Safety	Organizational Learning	Training Coordinator, PwrLine Tech-Dist
Human Resources & Safety	Organizational Learning	Specialist, Org Learning (Lead) Distribution
Human Resources & Safety	Organizational Learning	Specialist, Org Learning (Lead) PPBU Trades
Human Resources & Safety	Organizational Learning	Specialist, Org Learning (Lead) Transmission
Power Production	Athabasca Hydro	Jtrade, Ind Mech/Millwright - Atha/HSO
Power Production	Athabasca Hydro	Jtrade, Plant Electrician-Athabasca/HSO
Power Production	BDPS Mechanical Trades	Jtrade, Industrial Mech
Power Production	BDPS Mechanical Trades	Jtrade, Industrial Mech 2-Sh
Power Production	BDPS Mechanical Trades	Jtrade, Machinist/Millwright
Power Production	BDPS Mechanical Trades	Jtrade, Pressure Welder
Power Production	BDPS Mechanical Trades	Specialist, BDPS Mech Trades (Common)
Power Production	BDPS Mechanical Trades	Specialist, BDPS Mech Trades (Inside)
Power Production	BDPS Mechanical Trades	Supv, Mechanical Trades
Power Production	BDPS Resources	Specialist, BDPS Resources (Contractors)
Power Production	BDPS Resources	Supv, Utility
Power Production	BDPS Resources	Utility Worker, Utility Person
Power Production	BDPS Technical Trades	Specialist, BDPS Technical Trades
Power Production	Boilers & Combustion	Specialist, Boilers & Combustion
Power Production	CCTF Production	Specialist, CCTF Production (Mtce Spprt)
Power Production	Chemical Initiatives & Services	Chem, Chemical Initiatives & Services
Power Production	Chemical Initiatives & Services	Eng, Sr Chem Initiatives & Srvc (Mech)
Power Production	Chemical Lab	Supv, Plant Chem
Power Production	Chemical Lab PRPS	Technologist, Plant Laboratory
Power Production	Chemical Lab Western Plants	Specialist, Chemical Lab Western Plants
Power Production	Chemical Lab Western Plants	Technologist, Plant Laboratory
Power Production	Chinook Power Station	Jtrade, Industrial Mech
Power Production	Chinook Power Station	Jtrade, Plnt Electrician
Power Production	Chinook Power Station	Operator, Process (Board)
Power Production	Chinook Power Station	Specialist, Chinook Pwr Stn (Prod Spprt)
Power Production	Chinook Power Station	Supv, Shift Operations
Power Production	Chinook Power Station	Technologist, Proc Ctrl Syst
Power Production	Civil Engineering PP	Eng, Sr Civil Engineering PP
Power Production	Civil Engineering PP	Technologist, Engineering (Civil)
Power Production	Construction	Eng, Construction (Civil)
Power Production	Construction	Eng, Construction (Mechanical)
Power Production	Construction	Eng, Sr Construction
Power Production	Construction	Eng, Sr Construction (Mechanical)
Power Production	Construction-North	EIT, Construction-North (Dev't Prgm)
Power Production	Construction-North	Operator, Equipment
Power Production	Construction-North	Supv, Utility
Power Production	Construction-North	Utility Worker, Utility Person

Power Production	Cory Cogeneration Station	Jtrade, Industrial Mechanic
Power Production	Cory Cogeneration Station	Jtrade, Plant Electrician
Power Production	Cory Cogeneration Station	Specialist, Cory Cogen Stn (Prod Spprt)
Power Production	Cory Cogeneration Station	Technologist, Proc Ctrl Syst
Power Production	Coteau Creek Outlook	Jtrade, Ind Mech/Millwright-N Hydro/HSO
Power Production	Coteau Creek Outlook	Jtrade, Plnt Electrician-N Hydro/HSO
Power Production	Coteau Creek Outlook	Supv, Plant Operations-Dual Trade
Power Production	EB Campbell Hydro Station	Jtrade, Ind Mech/Millwright-N Hydro/HSO
Power Production	EB Campbell Hydro Station	Jtrade, Plnt Electrician-N Hydro/HSO
Power Production	EB Campbell Hydro Station	Supv, Plant Operations-Dual Trade
Power Production	EB Campbell Hydro Station	Utility Worker, Labourer
Power Production	EB Campbell Hydro Station	Utility Worker, Utility Person
Power Production	Electrical & Control Engineering	EIT, Electrical & Control Engineering
Power Production	Electrical & Control Engineering	Eng, Electrical & Control Engineering
Power Production	Electrical & Control Engineering	Eng, Sr Electrical & Control Engineering
Power Production	Electrical & Control Engineering	Technologist, Engineering (Electrical)
Power Production	Electrical Support BDPS	Jtrade, Plnt Electrician 2-Sh
Power Production	Electrical Support BDPS	Supv, Plant Electrician
Power Production	Electrical Support PRPS	Jtrade, Plant Electrician
Power Production	Electrical Support PRPS	Jtrade, Plnt Electrician 1-Sh
Power Production	Electrical Support PRPS	Supv, Plant Electrician
Power Production	Electrical WP	Jtrade, Plnt Electrician
Power Production	Electrical WP	Supv, Plant Electrician
Power Production	Electronics Support BDPS	Technologist, Proc Ctrl Syst
Power Production	Electronics Support PRPS	Technologist, Proc Ctrl Syst
Power Production	Engineering Services	EIT, Eng Services (Dev't Prog)
Power Production	Engineering Services	EIT, Eng Services (Mechanical)
Power Production	Engineering Services	EIT, Eng Svcs (Electrical)
Power Production	Engineering Services	Eng, Eng Services (Electrical)
Power Production	Engineering Services	Eng, Eng Services (Mechanical)
Power Production	Engineering Services	Eng, Engineering Services
Power Production	Engineering Services	Eng, Sr Eng Svcs (Mechanical)
Power Production	Engineering Services	Eng, Sr Eng Svcs (Electrical)
Power Production	Engineering Services	Technologist, Engineering (Civil)
Power Production	Estevan Chemical Services	Chem, Sr Estevan Chemical Services
Power Production	Estevan Chemical Services	Specialist, Estevan Chemical Services
Power Production	Estevan Chemical Services	Supv, Plant Chem
Power Production	Estevan Chemical Services	Technologist, Plant Laboratory
Power Production	Generation Technical Services	Eng Sr, Generation Technical Services
Power Production	Generation Technical Services	Eng, Generation Technical Services
Power Production	Generation Technical Services	Eng, Sr Generation Technical Services
Power Production	Generation Technical Services	Jtrade, Industrial Mech
Power Production	Generation Technical Services	Technologist, Proc Ctrl Syst-Digital
Power Production	Great Plains Power Station	Operator, Process (Board)
Power Production	Great Plains Power Station	Supv, Shift Operations
Power Production	Heavy Maintenance Support Turbine	App, Industrial Mechanic
Power Production	Heavy Maintenance Support Turbine	Jtrade, Industrial Mech
Power Production	Heavy Maintenance Support Turbine	Jtrade, Plnt Electrician
Power Production	Heavy Maintenance Support Turbine	Jtrade, Pressure Welder
Power Production	Heavy Maintenance Support Turbine	Supv, Mechanical Trades
Power Production	Hydro & Renewables Planning	Technologist, Proc Ctrl Syst
Power Production	Instrumentation & Electrical Spprt Shand	Jtrade, Instrumentation & Control Tech
Power Production	Instrumentation & Electrical Spprt Shand	Jtrade, Plnt Electrician
Power Production	Instrumentation & Electrical Spprt Shand	Supv, Technical Support
Power Production	Instrumentation Support BDPS	Jtrade, Instrumentation & Control Tech
Power Production	Instrumentation Support PRPS	Jtrade, Instrument & Control Tech 1-Sh
Power Production	Instrumentation Support PRPS	Supv, Instrumentation & Control Tech

Power Production	Instrumentation WP	Jtrade, Instrumentation & Control Tech
Power Production	Instrumentation WP	Supv, Instrumentation & Control Tech
Power Production	Island Falls Hydro Station Operating	Operator, Hydro Station
Power Production	Island Falls Hydro Station Operating	Operator, Hydro Station (In-Train)
Power Production	Island Falls Hydro Station Operating	Supv, Plant Operations
Power Production	Island Falls Hydro Station Utility	Supv, Utility
Power Production	Island Falls Hydro Station Utility	Utility Worker, Utility Person
Power Production	Island Falls Hydro Stn	Jtrade, Electrician
Power Production	Island Falls Hydro Stn	Jtrade, Ind Mech/Millwright-N Hydro
Power Production	Island Falls Hydro Stn	Jtrade, Industrial Mech
Power Production	Island Falls Hydro Stn	Utility Worker, Labourer
Power Production	Machinist Support	Jtrade, Machinist
Power Production	Mechanical Engineering	EIT, Mechanical Engineering (Chemical)
Power Production	Mechanical Engineering	Eng, Mechanical Engineering
Power Production	Mechanical Engineering	Eng, Mechanical Engineering (Chemical)
Power Production	Mechanical Engineering	Eng, Sr Mechanical Engineering
Power Production	Mechanical Engineering	Eng, Sr Mechanical Engineering(Chemical)
Power Production	Mechanical Engineering	Technologist, Engineering (Mechanical)
Power Production	Mechanical Support PRPS	Jtrade, Industrial Mech
Power Production	Mechanical Support PRPS	Jtrade, Industrial Mech 1-Sh
Power Production	Mechanical Support PRPS	Jtrade, Machinist/Millwright
Power Production	Mechanical Support PRPS	Supv, Mechanical Trades
Power Production	Mechanical Support PRPS	Utility Worker, Labourer
Power Production	Mechanical Support PRPS	Utility Worker, Utility Person
Power Production	Mechanical Support Shand	Jtrade, Industrial Mechanic
Power Production	Mechanical Support Shand	Supv, Mechanical Trades
Power Production	Mechanical Western Plants	Jtrade, Industrial Mech
Power Production	Mechanical Western Plants	Jtrade, Insulator
Power Production	Mechanical Western Plants	Jtrade, Machinist/Millwright
Power Production	Mechanical Western Plants	Jtrade, Pressure Welder
Power Production	Mechanical Western Plants	Supv, Mechanical Trades
Power Production	Nipawin Hydro Station	Jtrade, Ind Mech/Millwright-N Hydro/HSO
Power Production	Nipawin Hydro Station	Jtrade, Plnt Electrician-N Hydro/HSO
Power Production	Nipawin Hydro Station	Operator, Hydro Station
Power Production	Nipawin Hydro Station	Supv, Plant Operations
Power Production	Operating PRPS	Operator, Facilities (Fuel)
Power Production	Operating PRPS	Operator, Facilities (Utility)
Power Production	Operating PRPS	Operator, Process (Board)
Power Production	Operating PRPS	Operator, Process (Floor)
Power Production	Operating PRPS	Supv, Shift Operations
Power Production	Operating Shand	Operator, Facilities (Fuel Handler)
Power Production	Operating Shand	Operator, Facilities (Fuel)
Power Production	Operating Shand	Operator, Facilities (Utility)
Power Production	Operating Shand	Operator, Process (Board)
Power Production	Operating Shand	Operator, Process (Floor)
Power Production	Operating Shand	Supv, Shift Operations
Power Production	Operations BDPS	Eng, Sr Operations BDPS
Power Production	Operations BDPS	Specialist, Operations BDPS
Power Production	Operations BDPS	Specialist, Ops BDPS(Assist Chf/B Plant)
Power Production	Operations Shand	Specialist, Operations Shand(Production)
Power Production	Operations Shand	Specialist, Operations Shand(Steam Prod)
Power Production	Overhaul Labourers	Utility Worker, Labourer
Power Production	Overhaul Management	Specialist, Overhaul Management
Power Production	Power Production	Eng Sr, Power Production
Power Production	Power Production Project Delivery	Jtrade, Plnt Electrician - N Hydro/HSO
Power Production	Production B Plant BDPS	Operator, Facilities (Fuel Handler)
Power Production	Production B Plant BDPS	Operator, Facilities (Fuel)

Power Production	Production B Plant BDPS	Operator, Facilities (Utility)
Power Production	Production B Plant BDPS	Operator, Process (Board)
Power Production	Production B Plant BDPS	Operator, Process (Floor)
Power Production	Production B Plant BDPS	Supv, Shift Operations
Power Production	Production C Plant BDPS	Operator, Facilities (Fuel)
Power Production	Production C Plant BDPS	Operator, Facilities (Utility)
Power Production	Production C Plant BDPS	Operator, Process (Board)
Power Production	Production C Plant BDPS	Operator, Process (Floor)
Power Production	Production C Plant BDPS	Supv, Shift Operations
Power Production	Production E Plant BDPS	Operator, Facilities (Utility)
Power Production	Production E Plant BDPS	Operator, Process (Floor)
Power Production	Production E Plant BDPS	Supv, Shift Operations (Chemical)
Power Production	Production PRPS	Specialist, Production PRPS (Facilities)
Power Production	Production PRPS	Specialist, Production PRPS (Steam)
Power Production	Production Shand	Specialist, Prod Shand (Assist Chf Eng)
Power Production	Production Support & Planning Hydro	Jtrade, Ind Mech/Millwright-N Hydro
Power Production	Production Support & Planning Hydro	Jtrade, Ind Mech/Millwright-N Hydro/HSO
Power Production	Production Support & Planning Hydro	Jtrade, Industrial Mech
Power Production	Production Support & Planning Hydro	Jtrade, Machinist
Power Production	Production Support & Planning Hydro	Jtrade, Plnt Electrician-N Hydro
Power Production	Production Support & Planning Hydro	Jtrade, Plnt Electrician-N Hydro/HSO
Power Production	Production Support & Planning Hydro	Jtrade, Pressure Welder
Power Production	Production Support & Planning Hydro	Specialist, Prod Spprt & Plng Hydro
Power Production	Production Support & Planning Hydro	Supv, Mechanical Trades
Power Production	Production Support & Planning Hydro	Supv, Plant Electrician
Power Production	Production Support PRPS	Specialist, Production Support PRPS
Power Production	Production Support Shand	Specialist, Production Support Shand
Power Production	Production Support Shand	Technologist, Proc Ctrl Syst
Power Production	Production Support WP	Specialist, Production Support WP
Power Production	Production Western Plants	Operator, Process (Board)
Power Production	Production Western Plants	Operator, Process (Floor)
Power Production	Production Western Plants	Supv, Shift Operations
Power Production	Quality Assurance	Inspector, Quality Assurance
Power Production	Quality Assurance	Specialist, Quality Assur (Field North)
Power Production	Quality Assurance	Specialist, Quality Assurance
Power Production	Remote Production WP	Jtrade, Industrial Mech/CT Op
Power Production	Remote Production WP	Jtrade, Plnt Electrician/CT Op
Power Production	Remote Production WP	Technologist, Proc Ctrl Syst/CT Op
Power Production	Remote Production WP	Utility Worker, Utility Person
Power Production	Training Pool	App, Instrumentation & Control Tech
Power Production	Training Pool BDPS	App, Electrician
Power Production	Turbine Generator	Specialist, Turbine Generator
Power Production	Utility Crew PRPS	Supv, Utility
Power Production	Utility Crew PRPS	Utility Worker, Labourer
Power Production	Utility Crew PRPS	Utility Worker, Utility Person
Power Production	Utility Shand	Operator, Equipment
Power Production	Utility Shand	Utility Worker, Labourer
Power Production	Utility Shand	Utility Worker, Utility Person
Power Production	Utility Western Plnts	Supv, Utility
Power Production	Utility Western Plnts	Utility Worker, Labourer
Power Production	Utility Western Plnts	Utility Worker, Utility Person
Power Production	Welding Support	Jtrade, Pressure Welder
Power Production	Wind	Jtrade, Wind Turbine
Power Production	Wind	Supv, Wind Turbine
Supply Chain	Apparatus Stores Saskatoon	Storekeeper
Supply Chain	Apparatus Stores Saskatoon	Supv, Storekeeper
Supply Chain	Field Support	Storekeeper

Supply Chain	Field Support	Supv, Storekeeper
Supply Chain	Heavy Haul	Operator, Equipment
Supply Chain	Materials	Storekeeper
Supply Chain	Materials	Supv, Storekeeper
Supply Chain	Mobile Test Crew	Storekeeper (Field Tester)
Supply Chain	Regina Maintenance Center	Storekeeper
Supply Chain	Regina Maintenance Center	Supv, Storekeeper
Supply Chain	Stores	Storekeeper
Supply Chain	Stores	Supv, Storekeeper
Technology & Security	Telecontrol	Supv, Telecontrol
Technology & Security	Telecontrol	Technologist, Telecontrol
Transmission & Industrial Services	Apparatus Maintenance	Jtrade, Elect-Apparatus (Boom A)
Transmission & Industrial Services	Apparatus Maintenance	Supv, Electrician-Apparatus
Transmission & Industrial Services	Apparatus Maintenance	Jtrade, Elect-Apparatus
Transmission & Industrial Services	Apparatus Maintenance	Supv, Apparatus - Boom A
Transmission & Industrial Services	Construction & Maintenance	Training Coordinator, PwrLine Tech-Live
Transmission & Industrial Services	Construction Commissioning	Specialist, Construction Commissioning
Transmission & Industrial Services	Construction Crew	PowerLine Tech (Transmission)
Transmission & Industrial Services	Construction Crew	Supv, PwrLine (Transmission)
Transmission & Industrial Services	Construction Crew	Supv, PwrLine Asst (Transmission)
Transmission & Industrial Services	Construction Crew	Utility Worker, Labourer
Transmission & Industrial Services	Construction Lines	Specialist, Construction Lines
Transmission & Industrial Services	Grid Operations	System Operator, Prov
Transmission & Industrial Services	North Construction Crew	Supv, PwrLine (Transmission)
Transmission & Industrial Services	North Construction Crew	Supv, PwrLine Asst (Transmission)
Transmission & Industrial Services	Station Maintenance	Jtrade, Electrician
Transmission & Industrial Services	Station Mtce	Supv, Electrical
Transmission & Industrial Services	System Test	Supv, System Test
Transmission & Industrial Services	System Test	Technologist, System Test
Transmission & Industrial Services	Transmission Lines Maintenance	PowerLine Tech
Transmission & Industrial Services	Transmission Lines Maintenance	Supv, PwrLine (Transmission)
Transmission & Industrial Services	Transmission Lines Maintenance	Supv, PwrLine Asst (Transmission)
Transmission & Industrial Services	Transmission Lines Maintenance	PowerLine Tech (Patroller)
Transmission & Industrial Services	Transmission Lines Maintenance	Supv, PwrLine (Transmission Patroller)
Transmission & Industrial Services	Transmission Lines Maintenance	Supv, PwrLine (Transmission/Boom A)
Transmission & Industrial Services	Transmission Operations Support	EIT, Transmission Ops Support (Dev Prog)
Transmission & Industrial Services	Transmission Operations Support	Eng, Sr Transmission Operations Support
Transmission & Industrial Services	Transmission Operations Support	Specialist, Transmission Ops Support
Transmission & Industrial Services	Wiring Crew App	Supv, Construction Elec
Transmission & Industrial Services	Wiring Crew App South	Jtrade, Constr Electrician
Transmission & Industrial Services	Construction Stations	Specialist, Construction Stations

## APPENDIX E: SUBSTANCE TESTING STANDARDS

**Table 1** Urine drug concentration limits

Drugs or classes of drugs	Screening concentration equal to or in excess of ng/mL	Confirmation concentration equal to or in excess of ng/mL
Marijuana metabolite	50	15
Cocaine metabolite	150	100
Opioids		
- Codeine	2000	2000
- Morphine	2000	2000
- Hydrocodone	300	100
- Hydromorphone	300	100
- Oxycodone	100	100
- Oxymorphone	100	100
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines	500	—
- Amphetamine	—	250
- Methamphetamine	—	250
- MDMA <sup>1</sup>	500	250
- MDA <sup>2</sup>	—	250

Source: U.S. Department of Transportation, Rule 49 CFR Part 40, January 1, 2018.

1. Methylenedioxymethamphetamine

2. Methylenedioxyamphetamine

ng/mL = nanogram per millilitre

Alcohol	Initial Test Level	Confirmation Test Level
Breath Alcohol	0.04% or greater BrAC	0.04% BrAC

BrAC = Breath Alcohol Content is the amount of alcohol in a volume of breath and is expressed in terms of grams of alcohol per 201 litres or exhaled air as indicated by a breath test ng/mg = nanogram per milligram

*\*Table provided by Canadian Model for Providing a Safe Workplace V6.0*