

**THE CORPORATION OF THE TOWN OF GREATER NAPANEE
BY-LAW NO. 2018-0052**

A By-law to Amend By-law No. 2013-0049 (a by-law to adopt a Health & Safety Program and Policies)

WHEREAS the Council of The Corporation of the Town of Greater Napanee passed By-law No. 2013-0049 on October 8, 2013, being a by-law to adopt a Health & Safety Program and Policies;

AND WHEREAS the Council of The Corporation of the Town of Greater Napanee deems it expedient to amend Schedule "A" - Town of Greater Napanee Health & Safety Program/Policies Manual - Section 3 - Drug and Alcohol Policy of By-law No. 2013-0049,

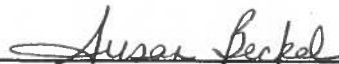
NOW THEREFORE the Council of The Corporation of the Town of Greater Napanee enacts as follows:

1. That Schedule "A" -Town of Greater Napanee Health & Safety Program/Policies Manual- Section 3 Drug and Alcohol Policy of By-law No. 2013-0049 be and is hereby amended by deleting said Section 3 of the Drug and Alcohol Policy and replacing it with the Section 3 of the Drug and Alcohol Policy attached hereto and forming part of the by-law.
2. That this by-law shall come into force and take effect on the date of final passing.

Read a first and second time and finally passed this 13th day of November 2018.



Gordon Schermerhorn, Mayor



Susan Beckel, Clerk

The Corporation of the Town of Greater Napanee
Schedule "A" to By-law No. 2013-0049 - Drug and Alcohol Policy,
as amended by By-law No. 2018-0052

Drug and Alcohol Policy

Section 3.0 Policy

1. The Town recognizes that the use and abuse of legal and illegal drugs, alcohol or other substances may impair an employee's ability to safely perform his or her work.
2. Workers must not enter or remain at the workplace if their ability to perform work is affected by legal and illegal drugs, alcohol or other substances so that it may constitute a hazard to themselves or to others. Workers must not work with a person they know or deem to be impaired by legal and illegal drugs, alcohol or other substances.
3. Managers and Supervisors must not allow a person they know or deem to be impaired by legal and illegal drugs, alcohol or other substances to remain at the workplace if their ability to perform work constitutes a hazard to themselves or to others.
4. Employees shall not drive or operate any equipment when their ability to do so is impaired or influenced by legal and illegal drugs, alcohol or other substances, prescribed or over the counter medication, or illness, fatigue or injury.
5. Workers must inform their manager or supervisor if they are taking any substance that may impair their ability to operate machinery, cause dizziness or sleepiness or otherwise affect their cognitive or motor skills.
6. Violations of this policy by employees, contractors and volunteers should be reported to their Supervisor/Manager. Those employees who violate this policy are subject to discipline under the Disciplinary Policy.
7. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be subject to discipline under the Disciplinary Policy