

Fit For Duty Policy

Classification:	Fit For Duty Policy
Responsible Authority:	Training Coordinator
Approval Authority:	Local Union Coordinator
Date First Approved:	03/05/2025
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Date to Complete Mandatory Review:	

PURPOSE

The purpose of this policy is to ensure a safe work and learning environment where all students and training centre staff are capable of performing their responsibilities safely and effectively. This policy aims to maintain a safe learning environment, support the individuals well-being and ensure compliance with health and safety regulations.

SCOPE

This policy applies to all visitors, volunteers, students, and participants.

DEFINITIONS

Fit for duty means a state of physical and mental being that allows an individual to perform their duties safely and effectively without impairment due to but not limited to the use of, or after effects of alcohol, illegal drugs, legal medications and other health conditions

POLICY

A fit for duty policy ensures that all participants and visitors are capable of performing their roles effectively which helps maintain the overall productivity and efficiency of the training offered.

Compliance

Compliance of this policy is mandatory at all times for all individuals due to the safety-sensitive roles, assignments, tasks and use of tools and equipment.

Evaluation Criteria

Training Centre students must physically be able to perform the task required by their education without risk to their own safety or other peoples. They must be mentally and emotionally prepared to engage in their training activities including the ability to focus, follow instructions and make sound decisions. Training Centre students must be free from impairment due to alcohol, drugs or any other substance, legal or not, that could affect their performance or safety.

Drugs

The below are an illustrative and non exhaustive list of drugs which can cause impairment breaching this policy ; cannabis (all students must understand that cannabis is an impairing drug and that using it at the training centre or attending training intoxicated renders them unfit for duty in violation of this policy, this is true regardless of whether their use of marijuana is legal under federal drug laws.), Central nervous system depressants (benzodiazepines), Cocaine, GHB, Hallucinogens, Heroin, Inhalants, Ketamine, Khat, Kratom, LSD, MDMA, Mescaline, Methamphetamine, Phencyclidine, Prescription pills, Prescription stimulants, Psilocybin, Rohypnol, Salvia, Synthetic cannabinoids, or other narcotics.

Responsibilities

Students have the responsibility of reporting any condition that may affect their ability to perform their duties to their supervisor or designated contact. They must comply with all health and safety guidelines and procedures as well as seek medical advice and support as needed and provide necessary documentation if requested.

Supervisors and designated staff have the responsibility of monitoring students for signs of impairment or fitness issues and provide appropriate support resources to address fitness concerns and that fitness for duty assessments are conducted fairly and consistently.

Signs of Being Unfit for Duty

Signs of a student of staff being unfit for duty can include unusual behaviors, difficulty performing tasks and a decline in performance. They can also include frequent absenteeism, unusual fatigue, lack of concentration or erratic behaviour.

Confidentiality

All information related to a student's fitness for duty, including medical evaluations and personal disclosures, will be handled confidentially in accordance with the FIOPPA policy.

Expulsion

Being unfit for duty will result in the immediate expulsion from the Training Centre. Further steps will be determined based on the accessibility policy, disciplinary action policy, and attendance policies.

Support

UBC Training Centres aim to support the overall well being of all of its students by encouraging them to seek medical attention or support when needed and by providing information of resources available for addressing issues related to health and fitness.

PROCEDURE

Action	Responsibility
1. Report If concerned is raised over a student being unfit for duty, students or staff have the duty to report the incident to their supervisor immediately and privately.	Students/Training Centre Staff
2. Self Report students are encouraged to report any issues that they are experiencing that may affect their ability to perform their duties.	Students/Training Centre Staff
3. Self Assessment	Students/Training Centre Staff

Affected individual may utilize the self assessment tools or checklist to reflect on their own fitness for duty.

4. Assessment

The instructor/supervisor is to fill out the fit for duty assessment checklist and based on the results and observations of unusual performance and behaviors determine if there is an instance of unfitness. If it is found that a staff/student is unfit for duty they must obtain a second opinion from a supervisor.

Instructor/supervisor

5. Second Opinion

The supervisor or secondary individual shall review the initial observations, the initial checklist results, perform the checklist themselves and determine if they are in agreement that the individual in question is unfit for duty.

**Training
Coordinator/Area
training
Manager/Business
Representative/Local
Union Coordinator
Training Coordinator**

6. Expulsion

Once it has been determined and confirmed that a student is unfit for duty they will be immediately expelled from the program. If alternative transportation is available, the Training Coordinator will arrange for alternative transportation from the training center to the student's residence or a medical facility and notify their emergency contact on file, if any, of the situation.

5. Documentation

Detailed records of any concerns, observations, discussions related to this policy will be placed on file. An incident report must be completed and a copy of the report will be noted on the student/instructors file.

**Instructor/Training
Coordinator**

6. Supports

A follow up call will take place from the training coordinator to review the incident and determine the best course of action. The participant must attend this meeting before return to training is permitted.

**Training
Coordinator/Area
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Manager/Business
Representative/Local
Union Coordinator/HR**

RELATED POLICIES

- Accessibility Policy
- Disciplinary Action Policy
- FIOPPA Policy
- Record keeping policy

Fit for Duty Assessment Checklist

When you become aware of concerns with respect to a student not being fit for duty, please follow the steps outlined below.

1. Consult with individual reporting privately to determine the cause of the observation, including whether substance use has occurred.
2. If the individual in question is displaying violent behaviours, please contact authorities immediately
3. if the individual in question is displaying signs of an overdose please contact emergency services immediately. Signs are listed below;
 - a. not moving/can't be woken
 - b. slow, shallow breathing or not breathing
 - c. blue lips/nails
 - d. cold, clammy skin,
 - e. pupils are tiny,
4. Outline the observations noted with the individual in question privately.
5. If the individual in question exhibits behaviours or other signs of being unfit for duty, they must not be permitted to return to their assigned duties in order to ensure their safety and the safety of others.

Fit For Duty Assessment

Student Name:

Student phone number :

Date of evaluation:

Time of Initial Assessment:

Time of Secondary Assessment:

List any unusual workplace conditions:

List reported behaviours :

Complete the checklist below based on physical characteristics and behaviours.

1 st Assessment		Observation	2 nd assessment	
No	Yes		No	Yes
		Slurred Speech		
		Smell of Alcohol On breath		
		Smell of Cannabis on individual		
		Disheveled appearance		
		Unsteady gait		
		Trembling or shaking hands		
		Deteriorating personal hygiene		
		Markedly slowed reaction time		
		Seems disoriented or “spaced out”		
		Complaints of inappropriate behavior or remarks from other individuals		
		Uncontrollable crying		
		Visible anxiety		
		Unusual hyperactivity/restlessness		
		Face Flushed/sweaty		
		Sudden mood swings		
		Observations of drug or alcohol use while on the premises		
		Difficulty recalling sequence of events		
		Admitted to being under the influence of prescription or drugs or alcohol		
		Observed possession of a prohibited substance or paraphernalia		
		Visibility, falling asleep or drowsy		
		Unexplained physical injuries (scraped knees, black eye, cuts, bruises)		

Based on this assessment the individual named above is deemed to be fit for duty?

Yes No

Initial Assessor Name

Signature

Secondary Assessor Name

Signature

Incident Report Form

Student Name:

Student phone number :

Date :

Location:

Incident Details :

Witnesses (if any) *List any individuals who witnessed the incident. Include their names and contact information if available.*

Immediate actions taken :

Recommendation :

Is a follow-up scheduled?

Yes No

Additional comments

Signature

Date