

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-31 Pre-Employment Drug Testing	

Town of Lampman

**Policy No. 300-31 Pre-Employment
Drug Testing**

December 12, 2018

1. Application

- 1.1. This policy applies to all full-time, safety-sensitive employees employed by the Town of Lampman, paid part-time, safety-sensitive employees; paid, on-call safety-sensitive employees, contract employees, and contractors when performing any safety-sensitive duties.
- 1.2. A safety-sensitive position is defined as any position in which the individual has a key and direct role in an operation where performance limitations due to substance use could result in a significant incident or near miss. The potential consequences of such an incident or near miss may include fatalities, serious injury to workers or the public, significant property damage, significant environmental damage, or detrimental impact to reputation.
- 1.3. All positions at the Town of Lampman were reviewed for safety-sensitive duties to determine the safety-sensitive positions. Additionally, any new positions created in the future will be reviewed for safety-sensitive duties.
The following positions were determined to be safety-sensitive:
 - Foreman
 - Maintenance Personnel

2. Pre-Employment Drug Testing

- 2.1. All safety-sensitive position applicants may undergo urine drug testing immediately following the offer of employment into a safety-sensitive position or before transferring into a safety-sensitive position. If testing is requested, receipt by the Town of Lampman of a negative drug test result is required prior to performing 1st safety-sensitive duties. If the test is canceled the applicant must retake make-up and pass a drug test before performing 1st safety-sensitive duties.

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- 2.2. If a safety-sensitive employee returns to safety-sensitive duties after being off for more than 90 days or more, the employee may be requested to pass a Pre-Employment test before resuming duties.
- 2.3. When a covered employee or applicant has previously failed a pre-employment drug test, the potential employee must present to the employer proof of successfully having completed a SAP referral, evaluation, and treatment plan.

3. Drug Testing Results

- 3.1. Drug test results can be negative, positive, tampered with, invalid, or inconclusive. A negative test result means the potential employee is in compliance, a positive test result means non-compliance, a tampered-with test result means non-compliance, and an invalid or inconclusive test result cannot be relied upon to determine compliance or non-compliance.
- 3.2. When potential employees consent in writing to undergo drug testing, they also authorize the following:
 - (i) The laboratory may provide the test results to the Town of Lampman or any person with legal authority to require the disclosure of the test results.
 - (ii) The MRO or TPA may provide the test results to an SAP to whom the potential employee had been referred under the provisions of the A&D Policy.
- 3.3. A confidential written report from the MRO or TPA to the designated company representative with the potential employee's results: if the sample produced a negative test result, a positive test result, the test was tampered with or the test results were inconclusive, the designated company representative must notify the potential employee of the test results.
- 3.4. In order to preserve the confidentiality of test results, the designated company representative and any person to whom disclosure is permitted under the A&D Policy must not disclose the test results to any person other than a person who needs to know the test results to discharge an obligation under the Town of Lampman A&D Policy.
- 3.5. Please refer to Policy No. 300-26 - Alcohol and Drugs - for further information.

Document Revision History:

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