



Capacity Development Pre-Conference Workshop

**Human Resource Management Essentials –
Module 5: Drug and Alcohol Policies**

August 2019

Session Introduction

Human Resource Management Essentials – Module 5: Drug and Alcohol Policies

Workshop Agenda

TIME	OUTLINE
9:00 am – 9:15 am	Opening Prayer & Introductions
9:15 am – 9:45 am	Implications of the New Cannabis Act for Indigenous Employers
9:45 am – 10:15 am	ACTIVITY 1
10:15 am – 10:30 am	BREAK
10:30 am – 11:15 am	Updating Drug and Alcohol Policies
11:15 am – 12:00 pm	ACTIVITY 2
12:00 pm – 1:00 pm	LUNCH
1:00 pm – 1:45 pm	Impairment
1:45 pm – 2:30 pm	ACTIVITY 3
2:30 pm – 2:45 pm	BREAK
2:45 pm – 3:30 pm	Accommodation
3:30 pm – 4:20 pm	Activity 4
4:20 pm – 4:30 pm	Wrap Up, Closing Prayer Participant Evaluation

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Workshop Learning Objectives

The workshop learning objectives are intended to build the necessary knowledge and skills of those working in the key competency domain relating to human resources management and occupational health and safety. It addresses how to develop and implement drug and alcohol policies that respect the new Cannabis Act as well as existing human rights, employment and privacy legislation. It also provides participants with an information of how communicate with supervisors and employees about updated policies, how to define safety-sensitive positions that may be subject to drug-testing, and how to identify potential impairment. The workshop ends with a discussion on the importance of documenting critical incidents and accommodating employees.

Upon successful completion of this workshop you will be able to:

- Objective 1** – Identify key elements of the Canadian government’s new Cannabis Act.
- Objective 2** – Demonstrate an understanding of the HR policy development process that takes into consideration applicable legislation and court rulings.
- Objective 3** – Describe employer’s obligations under employment, health and safety, human rights and privacy legislation
- Objective 4** – Understand behaviours and indicators that constitute impairment
- Objective 5** – Define safety-sensitive positions and implement appropriate drug testing policies
- Objective 6** – Train and support supervisors and managers to prepare critical incident reports for incidents involving impairment