

1. Preamble

Section 8 of the Act respecting the governance of the health and social services system (c. G-1.021) states that every person is entitled to receive, with continuity and in a personalized and safe manner, health services and social services which are scientifically, humanly and socially adequate.

Section 51.2 of the Act respecting occupational health and safety (c. S-2.1) states that the employer must see to it that a worker does not perform their work if their condition represents a risk to their health, safety or physical or mental well-being or that of other persons at or near the workplace by reason, in particular, of their being impaired by alcohol, drugs, including cannabis, or any similar substance.

As employer and health and social service establishment, the CISSS de la Côte-Nord must take the necessary measures to ensure the health, safety and physical integrity of its workers.

2. Scope

This policy applies:

- To all individuals who perform functions within the CISSS de la Côte-Nord, whether or not they are remunerated by the establishment (employees, managers, physicians, dentists, pharmacists, resident physicians, researchers, volunteers, professors, students, interns and contract workers), and who contribute to the fulfillment of our organization's mission
- In all facilities of the CISSS de la Côte-Nord and workplaces (indoor and outdoor), as well as when using any vehicle belonging to the employer
- During work hours, including residual effects of consumption before work, as well as while on call
- To the consumption of drugs and alcohol, which may affect the performance, judgment or intellectual or physical abilities of an employee (hereinafter referred to as "impaired")

3. Definitions

3.1 Zero tolerance

No tolerance shall be granted toward any individual working within the CISSS de la Côte-Nord who shows up to work and/or performs their duties under the influence of drugs or alcohol or who consumes, possesses, distributes or sells drugs or alcohol in the workplace or during work.

Other committee		Executive Committee		PED	
Approved on 2025-08	Revised on	Approved on 2025-09	Revised on	Adopted on 2025-09	Revised on

3.2 Drugs

Natural or synthetic substance, including medication (prescribed or not) that affects the nervous system due to its psychoactive properties and whose excessive or regular consumption may lead to addiction and/or may compromise a person's ability to work as expected by their employer.

3.3 Alcohol

Any product containing some percentage of alcohol.

3.4 Person under the influence of alcohol and/or drugs

Person who consumed substances that alter or change, visibly or not, their mental or physical condition or behaviour, performance or judgment.

3.5 Workplace

Any place where a person who contributes to the fulfillment of the CISSS de la Côte-Nord's mission works or provides services (e.g., user's room, hallway, parking lot, user's home, bathroom, cafeteria, staircase, telework location, employer's vehicle), and any other place where activities related to work take place (e.g., conferences, meetings or professional activities) during usual work hours.

3.6 Work hours

Hours of attendance at work, including breaks and mealtimes.

3.7 Employee and Family Assistance Program (EFAP)

Confidential and free support services intended for employees and their families who are going through personal or family difficulties.

3.8 Objective signs and symptoms of intoxication:

- Red, bloodshot or glassy eyes
- Smell of alcohol or drugs
- Cough
- Coordination impairment
- Uncontrollable laughter
- Speech impairment
- Rambling speech
- Loss of balance
- Signs of impatience, aggressivity or intolerance
- Signs of hyperactivity or hypervigilance
- Etc.

4. Objectives

The purpose of this policy is to promote and maintain a workplace free from alcohol or drugs affecting the performance of tasks or services by individuals dedicated to the establishment's mission and which may negatively affect users, colleagues, the public and the establishment's reputation. All of this in compliance with the organization's laws, regulations, ethical standards and mission.

- Ensure that people targeted by this policy are able to carry out the tasks assigned to them safely and adequately at all times during work and availability hours.
- Protect the health, safety and physical and psychological well-being of the members of its organization and of its users.
- Ban the use, possession, distribution and sale of alcohol or drugs in the workplace.
 - Exceptionally, moderate and responsible consumption of alcohol may be authorized by the Direction générale during specific activities. For this purpose, a written authorization and the required permits (if required under the applicable regulations of the Régie des alcools, des courses et des jeux) must be obtained by the competent authorities prior to the event.
 - An authorized manager must be in attendance throughout the activity.
- Prohibit concerned individuals from performing their tasks under the influence of alcohol or drugs.
- Ensure that anyone working within the establishment shows up to work and perform their duties with the required vigilance and without being under the influence of alcohol or drugs that may reduce their ability to work.
- Promote this policy among targeted individuals to raise awareness that the CISSS de la Côte-Nord has a zero-tolerance policy regarding impairment caused by alcohol and/or drugs.
- Establish guidelines for the management of human resources in the context of alcohol and/or drug consumption.
- Ensure a safe, healthy environment to work and provide care and services.
- Establish the roles and responsibilities of individuals subject to this policy.
- Contribute to eliminate harmful effects caused by alcohol and drug consumption.

5. Foundations

- Charter of human rights and freedoms, CQLR, c. C-12
- Act respecting the governance of the health and social services system, CQLR, c G-1.021
- Act respecting occupational health and safety, CQLR, c S-2.1

- Civil code of Québec, CQLR, c CCQ-1991
- Criminal code, R.S.C., 1985, c. C-46
- Act respecting access to documents held by public bodies and the protection of personal information, CQLR, c. A-2.1
- Code of Ethics of the CISSS de la Côte-Nord
- National collective agreements
- Various codes of conduct of health care professionals
- Interministerial mental health action plan
- Frame of reference on support and reintegration into the workplace

6. Guiding principles

6.1 Zero tolerance for everyone targeted

- It is strictly forbidden to:
 - Show up at work or perform your duties while under the influence of alcohol and/or drugs, or with alcohol on your breath;
 - Consume alcohol and/or drugs in the workplace;
 - Own, make, distribute, trade or sell alcohol and/or drugs in the workplace.
- Everyone must ensure that they do not work or perform their duties while under the influence of alcohol and/or drugs.
- The CISSS de la Côte-Nord requires that individuals targeted by this policy be able, at all times during working hours or while on call, to perform the tasks assigned to them safely and adequately.
- Any individual subject to this policy for whom the CISSS de la Côte-Nord has reasonable grounds to believe is under the influence of alcohol and/or drugs will be immediately removed from work without pay, if applicable.

6.2 Screening for employees

An alcohol or drug screening test can be conducted, with the free and informed consent of the employee, in the following cases:

- When the employer has reasonable grounds to believe that an employee who is at work or about to begin work is impaired by alcohol or drugs or shows signs related to alcohol or drug use;
- After an accident or incident, if the employer has reasonable grounds to believe that alcohol or drug use caused this accident or incident;

- As part of an agreement to reintegrate the workplace following a leave for detox and/or disability related to an alcohol or drug consumption problem. These screening tests are carried out randomly.

If the employee refuses the alcohol or drug test, or if the test result is positive, administrative and/or disciplinary measures, including termination of employment, may be taken.

Screening test results are confidential, and their transmission must comply with the Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, c A-2.1).

6.3 For employees

The CISSS de la Côte-Nord recognizes that alcohol and drug addiction represents a disability that requires appropriate care, and it provides assistance to employees, as long as they are motivated to take charge of their addiction. Accommodation measures may be granted under certain circumstances.

- The CISSS de la Côte-Nord strongly encourages employees dealing with problems related to alcohol or drug use to report it as soon as possible and to consult the resources available to receive the support required by their condition.

6.4 For people other than employees

- It is the responsibility of supervisors or those in charge of these individuals to determine the intervention procedure and the actions to take in case of a situation violating this policy, in accordance with the regulations in place for the type of individual concerned.
- The CISSS de la Côte-Nord recognizes that alcohol and drug addiction represents a disability that requires appropriate care, and it can refer them to the resources available within the organization or externally.

6.5 Failure to comply with this policy

- In the event of the violation of this policy, the CISSS de la Côte-Nord will launch an investigation, and depending on its findings, it may enforce the measure deemed appropriate.
- For employees, this measure may include the termination of employment, in accordance with the provisions of the applicable collective agreements.
- For any other person targeted by this policy, this measure could go up to the termination of the relationship, in accordance with applicable regulations.

7. Roles and responsibilities

7.1 President and executive director

- Recommend the adoption of this policy and its update.

7.2 Director

- Inform managers about this policy and ensure its implementation, application and ensure the follow-up.
- Support managers of their direction with the implementation and application of this policy.

7.3 Manager

- Read this policy and be sure to understand their responsibilities.
- Disseminate and apply this policy in their departments and periodically remind the members of their team of this policy.
- Act immediately when in the presence of a person targeted by this policy who has objective symptoms of intoxication, or when there is a reasonable doubt that this person is under the influence of alcohol and/or drugs. Under section 51 of the Act respecting occupational health and safety, they must:
 - Meet the employee diligently.
 - Relieve the employee of their duties if they are not fit to perform their work.
 - Make sure that the employee returns home safely.
 - Contact labour relations to start the investigation and determine the next steps of the process.
 - Impose a disciplinary measure following the results of the investigation, if applicable.
- Pay attention, support and refer any member of their team to the appropriate resources to help them resolve a problem related to alcohol and/or drug use, such as the Occupational health and safety department, the EFAP and resources available within the organization or externally, in order for them to take the necessary means to comply with the expectations set by the establishment.

7.4 Employees under the influence of alcohol or drugs

- Read this policy and follow the instructions resulting from it.
- Refrain from coming to the workplace while under the influence of alcohol and/or drugs, in accordance with section 49.1 of the Act respecting occupational health and safety, which states that a worker must not perform their work if their condition

represents a risk to their health, safety or physical or mental well-being or that of other persons at or near the workplace by reason, in particular, of their being impaired by alcohol or drugs.

- Notify their immediate supervisor about their alcohol or drug use problem in order to receive the support required by their condition.

7.5 Employee suspecting alcohol or drug consumption in a worker

- Promptly notify the person in authority or the manager of the observations made.
- Make sure to relate the facts without interpretation.
- Be caring and discreet with the suspected colleague.

7.6 User, visitor or family caregiver

Users, visitors or family caregivers who see a behaviour that suggests alcohol or drug use in an employee are encouraged to transmit their observations to a person in authority, namely the manager in charge of the sector concerned or their representative. This process aims to ensure a safe, respectful environment conducive to quality care. This communication needs to be in a spirit of cooperation and benevolence, while respecting the dignity of everyone involved.

7.7 Direction des ressources humaines

- Advise and support managers regarding the application of this policy and the various intervention steps with employees.
- Accompany managers in the identification of the appropriate measure.
- Ensure the review and update of this policy, if applicable.

8. Update

This policy must be updated every three years.

9. Implementation and consultation

Versions	Prepared by	Bodies consulted						Implementation
		EC	CN	MC	CPDPM	PED	Others	
1	Direction des ressources humaines	X	X	X		X	AGESSS, unions, Users' Committee, Family Caregivers' Committee, corporate affairs	2025-09
2								
3								

PED President and executive director
CN Council of Nurses
MC Multidisciplinary Council

CPDPM Council of Physicians, Dentists, Pharmacists and Midwives
EC Executive Committee

10. References

Centre universitaire de santé et de services sociaux du Nord-de-l'Île-de-Montréal. (2019). Politique sur l'alcool et les drogues en milieu de travail.

Fédération québécoise des municipalités. (2018). Modèle de Politique en matière de drogues, alcool, médicaments et autres substances similaires.

Centre canadien sur les dépendances et l'usage de substances. (2018). Examen des politiques sur la consommation de substances en milieu de travail au Canada: points forts, lacunes et principales considérations.

Centre universitaire de santé et de services sociaux de la Capitale-Nationale (2019). Politique relative à l'alcool et aux drogues en milieu de travail.

Office québécois de la langue française.

Act respecting occupational health and safety.

Centre intégré de santé et services sociaux de Laval (2018). Politique sur l'alcool et les drogues en milieu de travail.

CNESST (2025). Facultés affaiblies en milieu de travail.

Centre intégré de santé et de services sociaux de la Montérégie Ouest (2018). Politique sur l'usage de l'alcool et des drogues.

Conseil du trésor, Direction de la santé des personnes et des relations professionnelles (2018). Politique-cadre en matière d'alcool et de drogues en milieu de travail.

Centre intégré de santé et de services sociaux de Lanaudière (2018). Politique sur l'alcool et les drogues en milieu de travail.