



Appendix A

Checklist for developing a workplace impairment policy

1. ENSURE THE POLICY HAS CLEAR DEFINITIONS FOR THE FOLLOWING KEY TERMS AND THAT NON-STIGMATIZING LANGUAGE IS USED THROUGHOUT.

- Impairment
- Safety-sensitive positions
- Expectations for being 'fit for duty'

2. DEVELOP A PROTOCOL IN THE EVENT THAT AN EMPLOYEE IS IMPAIRED IN THE WORKPLACE.

Impairment in the workplace has the potential to create an unsafe environment, The development of a protocol in addressing and responding to impairment in the workplace in a timely manner is an important consideration.

3. ENSURE THE POLICY IDENTIFIES THE DUTIES OF EMPLOYERS.

Employers have a duty to inquire and a duty to accommodate (to the point of undue hardship).

4. ENSURE THE POLICY IDENTIFIES AND COMMUNICATE THE DUTIES OF EMPLOYEES.

Employees are expected to make their accommodation needs known to their employers.

5. ENSURE THE POLICY IS COMMUNICATED TO ALL STAFFS.

Develop a communication plan to effectively share this information with staff and open a dialogue about any concerns or potential accommodation needs.