

Impaired work is being physically and mentally unable to perform assigned work functions safely due to the use or aftereffects of alcohol, cannabis, illegal drugs, prescription drugs, over the counter medications, or any other issues that may impair judgement and/or performance. Any impairment can cause physical and behavioral changes that affect a person's ability to work safely, putting them, their co-workers, or individuals served at risk of injury or harm.

Palmer's Home Care is committed to providing the best services possible for the individuals in our programs. Best services must be provided in a safe environment for our staff and individuals. For this to happen, Palmer's Home Care has instituted this policy with respect to workplace impairment.

**Policy:**

If an employee is impaired at work due to illegal drugs or medication (i.e. medication that does not belong to them), disciplinary or corrective action will be used, up to but not limited to immediate termination.

If an employee takes prescription medication for any disease or disorder, and that medication may impair your ability to work safely and effectively, inform your supervisor before working. Reasonable accommodations will be sought for the employee and discretion will be used.

If an employee suspects a co-worker is impaired while at work, affecting their ability to work safely, the employee must report it to their supervisor, director, and/or owner immediately. This report will be confidential. If an employee is aware of a co-worker being impaired at work and does not report it, the employee can be subject to corrective action up to and including termination.

**Approved by:** \_\_\_\_\_

**Heath Clark, Executive Director, PHC**