

Coastland Wood Industries Ltd.
Health and Safety
Substance Use and Impairment Policy

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SECTION I – POLICY CONSIDERATIONS

1.0 PURPOSE

- 1.1** The Company has a legal obligation to ensure that Employees work in a safe environment. This legal duty encompasses a wide variety of concerns and Employees who engage in substance use, including those suffering from a substance use disorder, constitute an increased risk to fellow Employees, to themselves, to the public, to the environment, to our reputation, our property, and to our customers. For these reasons, the Company has adopted this Policy which, in conjunction with education, training, testing, and assistance, will help us to meet our obligations and help us to protect all of our Employees and the Company from the consequences of impairment due to substance use. The Company is committed to helping those Employees who disclose a health issue related to Drug or Alcohol use by way of our Employee and Family Assistance Program and other means.
- 1.2** While this policy is remedial in nature, and the intent of the Policy is to ensure work place health and safety, Employees breaching this policy may be subject to corrective action up to and including termination of employment.

2.0 SCOPE AND APPLICATION.

- 2.1** This Policy applies to all Employees including management and Supervisors. Drug and Alcohol testing may be carried out on the basis of Safety Sensitive, Post Incident, Reasonable Cause, Return to Duty and Follow Up Drug and Alcohol testing. Employees who are not engaged in, or exposed to, Safety Sensitive functions will not be required to submit to Safety Sensitive Testing but will be subject to all other testing protocols set out in Section II. In addition to any testing that may be required, Employees reasonably believed to be in possession of Alcohol or Drugs, or Drug Paraphernalia, or reasonably believed to be using Drugs or Alcohol on the job, may be subject to a Search as defined in the Policy.

3.0 COMMUNICATION AND DISTRIBUTION

- 3.1** Each Employee will receive a copy of the Policy and will be asked to sign and return the Acknowledgment of Receipt to his or her Supervisor or as otherwise directed. Employees who have concerns or questions regarding the policy should speak to their supervisor or others as set out in the Policy.

4.0 FREQUENTLY ASKED QUESTIONS

Are new employees subject to Drug and Alcohol testing?

- 4.1** Yes. Applicants who are offered jobs in Safety Sensitive roles will be required to have a confirmed negative Drug screen prior to commencing work for or with the Company.

- 4.2** Are all Employees subject to testing?

Yes. Participation in the Drug and Alcohol testing is a requirement of all Employees including management and supervisors. Employees may choose not to participate in the program by resigning their position or refusing their offer of employment as the case may be.

- 4.3** Where do I go for more information or help if I need it?

1. HR/Safety Manager (Designated Program Administrator) 2. Human Resources Manager 3. Supervisor
4. EFAP Provider

You may also wish to see your family doctor to arrange a medical leave of absence (Medical EI) should it be needed or call our Employee Family Assistance Program (EFAP) at (250) 754-8222 for help with substance use

problems or other emotional or psychological counseling. Please note that Employees seeking assistance through our EFAP program are still subject to the terms and conditions of this Policy.

4.4 Are Contractors subject to our Policy?

No. Contractors and their sub-contractors will be required to comply with the Company's Contractor Requirements document which will set out our expectations with regard to substance use and impairment. Once in place, contractors who refuse to comply with the Requirements will not be allowed on Company Property or be allowed to carry out Coastland Wood Industries Ltd. Business.

5.0 **PROHIBITED CONDUCT**_ the following actions constitute Prohibited Conduct for the purpose of this Policy:

- 5.1** Reporting for duty while impaired for any reason including the after effects (hangover) from Drug, Alcohol or Medication use; or,
- 5.2** Failing to disclose a current or emerging substance use disorder or problem with Alcohol, Drugs or Medication; or,
- 5.3** Providing a breath sample equal to or greater than 0.02 BAC at any time while at work or reporting for work; or
- 5.4** Providing a breath sample between 0.020 BAC and 0.039 BAC for a second time within any 12 month period; or,
- 5.5** Providing a breath sample in excess of 0.000 BAC if under the order of a Substance Abuse Professional to abstain from consumption of Alcohol; or,
- 5.6** Providing a breath sample equal to or greater than 0.04 BAC; or,
- 5.7** Providing a urine sample which is confirmed positive by way of laboratory analysis for Drugs; or,
- 5.8** Providing a saliva sample which is confirmed positive for THC (Marijuana and its derivatives including edibles) at a level of 10ng or greater; or,
- 5.9** Refusing to allow the release of test results as set out in this Policy
- 5.10** Refusing to submit to an Alcohol or Drug test or refusing to allow a Search. (See "Refusal to Test" and "Search" as defined in the Definition section below); or,
- 5.11** Possessing or using Alcohol, Drugs or Medication contrary to this Policy; or,
- 5.12** Consuming Alcohol, Drugs, or Medication not prescribed by a physician, after a Triggering Incident and before being notified that testing will not take place (such notice to be provided within a reasonable time after a Triggering Incident); or,
- 5.13** Subject only to that set out in 5.14 below, possessing or consuming Alcohol, Drugs (including Marijuana or its derivatives) or Medication which may cause impairment, while on duty or on Company Property, including in Company Vehicles, is prohibited. Employees who have been prescribed Medication which may impair their cognitive function or motor skills must advise the Company of their prescription. Employees are also expected to notify their caregiver of the Safety Sensitive nature of their work with the Company.

- 5.14 As an exception to the prohibition regarding the possession and transportation of Alcohol on/in Company Property, Alcohol may be transported in a Company vehicle from the point of purchase to the Employee's residence only after the end of the work day. The purchased Alcohol must remain sealed, in its factory sealed container, at all times while being transported in a Company Vehicle.
- 5.15 Tampering with or obstructing the testing and sample collection procedure; or,
- 5.16 Operating a Company Vehicle including equipment within twenty four (24) hours of consuming any amount of Marijuana; or,
- 5.17 Failure to immediately report a driver's license suspension or limitation to a Company Supervisor when having a valid driver's license is a job requirement or where the license suspension was issued while operating a Company Vehicle or a Vehicle owned, leased or controlled by a client; or,
- 5.18 Consistent with WorkSafeBC rules, Employees are required to immediately report any unsafe condition including where another Employee breaches this Policy. This provision applies to, but is not limited to, the transportation, possession or consumption of Alcohol or Drugs while on Company or client Property, or while carrying out Company Business and any other contravention of this Policy including another employee reporting for duty when not Fit for Duty.

NOTE: Employees who provide a breath sample equal to or in excess of 0.02 BAC but below 0.040 in **the first instance** will be suspended without pay for not less than three days. Repeated behaviour will result in progressive discipline and may result in termination. In every instance, and subject to termination, such Employees will require a Return to Duty breath Alcohol test prior to returning to duty. Employees exhibiting signs of impairment, regardless of their breath sample results, may be subject to Drug testing as well and if so, will be suspended until the test results are known.

6.0 SPECIFIC CONSEQUENCES FOR PARTICULAR ACTS OF PROHIBITED CONDUCT.

Employees who engage in Prohibited Conduct outlined in 5.0 above will be immediately removed from duty and:

- 6.1 may be subject to disciplinary action up to and including termination; and,
- 6.2 may be required to execute a "Notice of Suspension" in the form set out in Schedule "A" attached; and,
- 6.3 may be subject to a "Mandatory Referral" to a Substance Abuse Professional as set out in Schedule "B" attached; and,
- 6.4 prior to returning to duty, the Employee may have to agree to a Return to Duty Agreement, undergo Return to Duty Drug and Alcohol Testing and, depending upon the circumstances, the Employee may also have to submit to Follow Up testing and all other treatment requirements as determined by a Substance Abuse Professional.
- 6.5 Employees who refuse to test, or who refuse to allow the release of test results to the SAP or to the Company, or refuse to execute a Notice of Suspension (Schedule "A") or comply with a Mandatory Referral (Schedule "B") without a valid explanation, or who otherwise fail or refuse to comply with all reasonable requirements as set out herein, may be deemed to have resigned effective immediately without further notice and without compensation.

7.0 EMPLOYEE ASSISTANCE

7.1 The Company maintains an Employee and Family Assistance Program (EFAP) which provides help to Employees who suffer from substance use and other personal and emotional problems. The cost of accessing the EFAP is borne by the Company's health plan, within the limits of the plan. Furthermore, the cost of the Employee's meeting with the Substance Abuse Professional will be covered by the Company however, any subsequent treatment which is not covered by the Provincial health plan, and which is not covered by the Company's Employee and Family Assistance Program or other benefit program, will be borne exclusively by the Employee seeking, or being sent, for assessment and treatment. Notwithstanding the above, if all of the following conditions are met, the Company will provide funding to Employees for costs directly related to their treatment up to a maximum of \$1000.00 upon presentation of receipts for allowed and needed expenditures. To be eligible for this reimbursement, the Employee who has engaged in Prohibited Conduct must satisfy all of the requirements listed below. He or she must:

7.2.1 have returned to work for 6 months; and,

7.2.2 have remained in full compliance of the Return to Duty Agreement and the Policy; and,

7.2.3 have adhered with the terms and conditions of any program set out by the Substance Abuse Professional.

8.0 DUTY TO ACCOMMODATE:

8.1 This Policy does not, in any way, negate the duty to accommodate any Employee who discloses a disability through the administration of this Policy or who otherwise makes their condition known to the Company. Nor does this Policy relieve the Company from ensuring that any discipline, including dismissal, meets any applicable just cause standard. However, having regard to all of the circumstances in each instance, Employees engaging in Prohibited Conduct may be subject to corrective action up to and including termination in the first instance; as with other disciplinary actions, the level of corrective action will progress if infractions are repeated.

8.2 The duty to accommodate is a shared responsibility between the Company and the Employee involved. Refusal by the Employee to participate in the process ends the Company's obligation to accommodate the Employee and the Employee will have effectively resigned their position with the Company.

9.0 REASONABLE USE OF ALCOHOL & MARIJUANA

Notwithstanding anything else in this Policy, it is recognized that Alcohol and Marijuana may be consumed and shared by Employees at certain Company Functions. Employees who use Alcohol or Marijuana at Company Functions which allow for it, must not excessively consume either. Note that Employees who use Alcohol or Marijuana in excess, may be subject to disciplinary action up to and including termination based on their behaviour. The Company will not provide either Alcohol or Marijuana but where it is known that an Employee or Employees are impaired by either or both substances and where they attempt to or do operate a vehicle, the RCMP will be notified. Employees who plan on consuming either Marijuana or Alcohol at Company Functions are expected to arrange alternative transportation.

SECTION II

1.0 DRUG AND ALCOHOL TESTING

- 1.1 There are five scenarios in which a Drug or Alcohol testing may be carried out. Each Drug test will be carried out by way of conducting a urine Drug Screen to start which, if non-negative, will result in the sample being sent to the Certified Laboratory for Confirmation Testing. Testing carried out on the basis of Reasonable Cause will also include a urine Drug Screen but the sample will be sent to the Certified Laboratory for a full analysis regardless of the outcome of the Screen Test subject to specific conditions. In addition, if any urine Drug Screen is non-negative for Marijuana (THC), an oral fluid sample will also be collected and sent to the laboratory for analysis. These different testing scenarios are as follows:

2.0 SAFETY SENSITIVE TESTING: DRUGS AND ALCOHOL

- 2.1 Safety Sensitive (Pre- employment) testing applies to all persons assigned to Safety Sensitive tasks including new hires and existing Employees transferring into Safety Sensitive positions from positions that are not Safety Sensitive.

3.0 REASONABLE CAUSE: DRUGS AND ALCOHOL

- 3.1 Any Employee exhibiting signs of impairment will be subject to a Reasonable Cause investigation and may be required to submit to Drug and Alcohol testing. Such a request would come as the result of specific, objective observations concerning the Employee's speech, odour, behaviour and appearance which indicate that the Employee may be impaired by Alcohol or Drugs. If you are asked to test on this basis, it is because you are exhibiting signs of impairment which may or may not be caused by substance use but which must be investigated regardless. In every case where an Employee is exhibiting signs of impairment he or she will be removed from Safety Sensitive work until such time as the cause of the observed behaviour is determined.
- 3.2 The attached Reasonable Cause Investigation Form will be used in carrying out investigations under this section.
- 3.3 Employees whose absenteeism or tardiness records constitute cause for concern may be required to submit to testing as part of determining the cause of their behavior.
- 3.4 In situations where an Employee is exhibiting signs of impairment, Supervisors are required to investigate and to deal directly with Employees in an effort to determine the cause of the reported or observed signs of impairment. Supervisors are required to document and report their observations to a senior manager, if available, who will then decide if testing is reasonable under the circumstances. Note that except in limited circumstances the Supervisor who carries out the investigation will not be the person who conducts the testing or sample collection.
- 3.5 Employees required to undergo Reasonable Cause testing may not operate their own or a Company Vehicle and therefore the Company will make provisions to transport the Employee to the collection site and to the Employee's home or hotel after completion of the testing. Because of the risk that impaired driving poses to public safety, Employees suspected of being impaired and who attempt to operate their own, or another person's Vehicle, will be immediately reported to the police.
- 3.6 Alcohol tests must be administered within 8 hours following the observations and wherever possible will be conducted using an Evidential Breath Testing unit. If the test is not conducted within 8 hours of the observations, then the Company will terminate its attempts to conduct the test and the Employee will not be eligible to return to duty for a minimum of 24 hours since the observations were made. The reasons why testing was not carried out must be documented.

- 3.7 Drug tests must be administered within 32 hours following the observations. If testing is not conducted within 32 hours of the observations, then the Company will terminate its attempts to conduct the test and the Employee will not be eligible to return to duty for a minimum of 24 hours since the observations were made. The reasons why testing was not carried out must be documented.
- 3.8 Reasonable Cause Drug testing will be carried out by way of an initial urine Drug Screen and any non-negative urine Drug Screen will be sent to a Certified Laboratory for analysis. Any non-negative urine Drug Screens for Marijuana will also result in an oral fluid sample being taken analysis by the laboratory as well in order to assist in the investigation and narrow the time frame of last use.
- 3.9 In certain circumstances, including but not limited to that set out below, the urine and saliva samples may be sent to the Certified Laboratory utilizing the split sample protocol regardless of the Drug Screen result. This will occur where there is:
 - 3.9.1 evidence of Drug use including specific symptoms; or,
 - 3.9.2 direct knowledge of use; or,
 - 3.9.3 a report of use; or,
 - 3.9.4 an admission of use by the employee; or,
 - 3.9.5 presence of Drug Paraphernalia; or,
- 3.10 If an Employee's Drug screen is non-negative, that Employee will not be allowed to return to work until the test results from the Certified Laboratory are known. If the Laboratory test is negative, the Employee may, depending upon the circumstances, return to duty which will typically be within a week. If the Laboratory test results are positive, the Employee may be referred to a Substance Abuse Professional for assessment and will not be entitled to any compensation for the time off duty. Further medical investigation may be required in circumstances where impairment is documented but the cause of the impairment is not determined by Drug and/or Alcohol testing.

4.0 POST INCIDENT TESTING: DRUGS AND ALCOHOL

Employees involved in a Triggering Incident may be subject to Post Incident testing including breath Alcohol, urine Drug and Oral Fluid testing, and are expected to adhere to and will be subject to the following procedures:

- 4.1 the Company will carry out an investigation using, in part, the Post Incident Investigation Form adopted by the Company to determine if the Employee's acts or omissions contributed to, or caused, the Triggering Incident. Employees are expected to cooperate fully with any investigation; and,
- 4.2 the Employee will make all reasonable efforts to alert the appropriate emergency services; and,
- 4.3 as soon as practicable following the Triggering Incident, the Employee will contact his or her Supervisor or another Company representative and report the Triggering Incident - failure to do so in a timely manner will result in corrective action up to and including termination; and,
- 4.4 the Company will give the Employee instructions for obtaining Drug and Alcohol testing if required; and,
- 4.5 the Employee is not permitted to consume any Alcohol, Drugs or Medication, unless prescribed by a doctor, until the Employee has been advised as to whether or not testing will be required; and,
- 4.6 the Employee must remain available for testing or the Company may consider the Employee's absence as a refusal to test.

- 4.7 The Company will cease to attempt testing the Employee for Alcohol if a test is not conducted within 8 hours of the Triggering Incident and efforts to conduct a Drug test will cease 32 hours after the Triggering Incident. The reasons that testing was not carried out in circumstances where one was reasonably required must be documented by the Supervisor.
- 4.8 Testing will not be carried out unless a causal link between an Employee's act or omission and the Triggering Incident is established and environmental factors have been ruled out as the cause of the Triggering Incident.

5.0 RETURN TO DUTY PROTOCOL: DRUGS AND ALCOHOL

Where an Employee has engaged in Prohibited Conduct, and is returning to duty, specific conditions must be met. To begin with, the Employee may have to be assessed by a Substance Abuse Professional and the Company must have received written assurances from the Substance Abuse Professional that the Employee has complied with his or her treatment program if any; and,

- 5.1 the Substance Abuse Professional must verify that the Employee is Fit for Duty; and,
- 5.2 the Substance Abuse Professional must provide details of any post re-instatement conditions if any; and,
- 5.3 Employees must undergo Return to Duty Drug and Alcohol testing, both of which must be confirmed as being negative, prior to the Employee's return to duty; and,
- 5.4 The Employee must allow the Company to provide information to, and receive information from, the Substance Abuse Professional as set out in the Mandatory Referral in Schedule "B;" and,
- 5.5 The Employee must remain in compliance with any treatment program specified by the Substance Abuse Professional and with this Policy; and,
- 5.6 The Employee at all times remains subject to disciplinary action in accordance with the principles of progressive discipline and just cause.

6.0 FOLLOW UP TESTING: DRUGS AND ALCOHOL

An Employee who has engaged in Prohibited Conduct and has returned to work may be subject to unannounced Follow Up Drug and Alcohol testing as directed by the Substance Abuse Professional for a period of time and on a frequency as determined by the Substance Abuse Professional. The medically and legally recognized time frames for monitoring are up to five years for Alcohol addiction and six years for Drug addiction.

SECTION III

DEFINITIONS

The following words, when used in conjunction with this Policy, shall have the following meanings:

1.0 KEY DEFINITIONS

Adulteration means mixing anything in with the urine sample, or consuming commercially available products, for the purpose of corrupting the sample and adversely affecting the accuracy of the testing procedure or otherwise attempting to frustrate oral fluid or breath testing by ingesting or adding any substance to the sample provided.

Alcohol means any beverages or other foods which contain Alcohol in excess of .4% by volume. This includes ethyl methyl and isopropyl alcohol or other similar molecular weight alcohols.

Alcohol Use means the consumption of any beverage, mixture, or preparation, including any Medication, containing Alcohol in excess of 0.4% by volume.

Breath Alcohol Content (BAC) means the Alcohol in a volume of breath expressed in terms of grams of Alcohol per 210 litres of breath as indicated by an evidential breath test (EBT).

Certified Laboratory means a facility which has been approved by the American Department of Health and Human Services (DHHS) under their National Laboratory Certification Program.

Close Call means any upset or other unplanned event where it is reasonably foreseeable that, had the circumstances been slightly different, the upset or unplanned event could have resulted in an Incident. A lock out violation will be considered a Close Call for the purpose of this Policy.

Company means Coastland Wood Industries Ltd.

Company Function means any special event or activity associated with the Company which furthers corporate objectives including social events, parties and other Company sponsored engagements.

Company Property means all grounds, workspace, Vehicles, buildings, structures, office furniture, and computers owned, leased or possessed by the Company.

Company Business refers to all activities undertaken by any person or entity which further the Company's business interests and which are directly or indirectly funded by the Company, whether conducted on or off Company Premises and Worksites.

Company Premises and Worksites includes but is not restricted to all land, facilities, work sites, or Vehicles owned, leased or otherwise controlled the Company for the purpose of conducting Company Business as well as any other worksite to which a Worker has been assigned.

Company Representative refers to the person accountable for a particular facility, department or area including managers, and others in supervisory positions.

Contractor means any person or entity, including corporations, who have been retained by the Company for the purpose of carrying out Company Business.

Designated Program Administrator (DPA) means the HR/Safety Manager or his designate responsible for receiving and addressing all Drug and Alcohol test results related to Workers, interacting with Contractors regarding their testing and the testing of their Workers. The DPA will also be charged with the responsibility of interacting with the Medical Review Officer as well as the Substance Abuse Professional for all Worker related tests and reports. He will also interact with Company Supervisors and managers and disseminate such information as needed for the proper and safe administration of carrying out Company Business and safe operations on Coastland Wood Industries Ltd.'s Premises and Worksites and those of the Company's clients and as required by application of client policy.

Drug(s) means any substance, including Illicit Drugs, Medications or other Mood Altering Substance, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts by causing cognitive and motor skill impairment. For purposes of this Policy, Drugs of concern are those that inhibit a Worker's ability to perform his or her job safely and productively.

- i) Illicit Drug means any Drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street Drugs such as methamphetamines, heroin and cocaine).
- ii) Medication refers to a Drug obtained legally, either over-the-counter or through a doctor's prescription.
- iii) Mood Altering Substance refers to any other product that is legally or illegally used, including Marijuana or any of its derivatives, which would result in cognitive or physical limitations that negatively impact performance on the job.

Drug Paraphernalia means any substance, object or device which is used in association with the use of any illegally obtained Drug or the improper use of Medication. This is deemed to include any product, substance or device, the purpose of which is to tamper with a testing sample or otherwise defeat a Drug or Alcohol test.

Employee means a person hired directly by the Company, who is on the Company's payroll, for the purpose of carrying out Company Business.

Failure/Refusal to Test is deemed to include the following:

- i) failure of a Worker to report directly for a test without a valid explanation,
- ii) a direct refusal to submit to a test,
- iii) failure to provide a valid specimen absent a documented medical condition,
- iv) any attempt to tamper with a test sample,
- v) refusal to sign all necessary paperwork associated with the testing procedure,
- vi) refusal to agree to the disclosure of a test result to the Substance Abuse Professional or the Company's Designated Program Administrators,
- vii) attempting to avoid a test by failing to report involvement in an incident which may require testing or by avoiding management following involvement in an incident,
- viii) failure to advise of release from hospital if testing is delayed for medical reasons;
- ix) failing or refusing to attend a medical evaluation where required under this Policy, and

x) any attempt to disrupt the testing process as described in this Policy.

Fit for Duty means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of Alcohol, Drugs, or Medication, or for any other reason including such factors as illness, injury or fatigue.

Marijuana means any substance which has THC as an ingredient including, but not limited to, hashish, hash oil, Marijuana leaves, creams, patches or inhalants designed to deliver THC, and all edible products which include THC.

Medical Review Officer (MRO) is a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's controlled substances testing program who has knowledge of substance use disorders and has appropriate medical training to interpret and evaluate an individual's Certified Laboratory confirmed positive test result together with his or her medical history and any other relevant biomedical information. The role of the MRO is to determine whether or not an alternative medical explanation exists for the presence of the drug or metabolite in the Worker's urine or saliva.

Recordable Injury refers to an injury that resulted in:

Lost Time: Injuries which result in time off on one or more days, not including the day of injury.

Restricted Work: Where an Injury has resulted in Medical Treatment and job duties must be modified to allow the person to work without aggravating the original injury or where the person is unable to carry out his or her normal tasks due to the original injury.

Medical Treatment: Treatment beyond the scope of a First Aid Attendant.

Safety Sensitive refers to any work being done where individuals have a role in an operation where performance impacted by Alcohol or Drug or Medication use could affect the health, safety or security of the Worker, other persons, property or the environment. All Workers, including managers and supervisors, who may be required to perform safety-sensitive work from time to time, or who supervise those carrying out Safety Sensitive tasks, are included in this category.

Search means the examination of a Worker's personal property where, on the basis of reasonable and probable grounds, it is believed that he or she is in possession of Alcohol, Drugs or Drug Paraphernalia in contravention of this Policy. Items that may be searched include, but are not limited to, bags, backpacks, lunch kits, personal Vehicles on Company Premises and Worksites or engaged in Company Business as well as desks and lockers on Company Premises and Worksites. Workers may also be required to empty his or her pockets as part of a Search. The Company may, at any time conduct a search of Company Property.

Substance Abuse Professional (SAP) means a licensed physician or a licensed or certified psychologist, social worker, Worker assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of Alcohol and controlled substance-related disorders. The primary role of the SAP is to determine if a substance use disorder exists, to develop a treatment plan if required, and to verify that the Worker is fit for duty before they return to duty.

Supervisor means any person who is charged with the responsibility of overseeing and/or giving direction to another while carrying out Coastland Wood Industries Ltd. Business.

Triggering Incident means:

- i) a fatality;
- ii) an injury to a person which is recordable under the Company's Health and Safety Manual and is not solely a "First Aid" nor "Medical Aid" case. In other words:
 - a) Lost Time: an injury which results in time off on one or more days, not including the day of injury;
 - b) Restricted Work: where an injury has resulted Medical Treatment and job duties must be modified to allow the person to work without aggravating the original injury or where the person is unable to carry out their normal tasks due to the original injury; and
 - c) Medical Treatment: an injury beyond the scope of the first aid attendant;
- iii) an "environmental occurrence" as defined in the Company's Environmental Management System (EMS)) (e.g. any event which by law is required to be reported to authorities such as the Ministry of Forests, Lands and Natural Resource Operations (MLNRO), Ministry of Environment (MOE), Department of Fisheries and Oceans (DFO) or other appropriate agency);
- iv) a loss in revenues or damage to property, equipment or vehicles in excess of \$1000; or any combination thereof including the cost of investigations;
- v) any incident which, had the circumstances been slightly different, could have reasonably resulted in any of the above (i.e. a "close call") including all lockout violations.

Vehicle means any machine, whether licensed for use on public roads or not, that transports people or cargo and includes but is not limited to land based motor vehicles (motorcycles, cars, trucks, buses, quads, plows, snow cats, snowmobiles, graders, excavators, bulldozers and other heavy equipment), railed vehicles (trains, trams), watercraft (ships, boats, tugs, barges) and aircraft.

Worker means any person or entity engaged directly or indirectly for the purpose of carrying out Company Business. This is deemed to include Employees, corporate Contractors, their employees and sub-contractors, employees of any sub-contractor as well as sole proprietors and their employees.