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## FREQUENTLY ASKED QUESTIONS

**INTRODUCTION** 3

- What is the Rapid Site Access Program (RSAP)? 3
- What are the goals of RSAP? 3

**ENROLLMENT**

- What’s in it for me if I join RSAP? 3
- What do I agree to when I sign up for RSAP? 3
- REALLY, why should I join RSAP? 3
- How can I sign up for RSAP? 4
- I’m a detail person, where can I read all the information about RSAP? 4

**ALCOHOL AND DRUG TESTING** 4

- Under what circumstances are alcohol and drug tests administered by RSAP? 4
- What type of alcohol and drug testing technology is used for random testing? 5
- Why do some participants have a urine test and while others have an oral fluid test? 5
- Why are the cut off levels different between urine and oral fluid tests? 5
- Will fluids such as mouthwash, mints or ice cappuccinos affect my alcohol testing results? 5
- If I sign up for RSAP, do I have to be tested or can I provide my previous pre-access testing result? 5
- How often will I be tested if I sign up for RSAP? 6
- How do I know that your alcohol testing machine is providing an accurate result? 6
- Why doesn’t RSAP accept tests from other labs? 6
- Why doesn’t RSAP accept quick/express tests? 6
- If my first sample is not accepted, why can’t I leave the testing facility once the testing process is underway? 6

**SUBSTANCE ABUSE ASSESSMENT** 6

- What is a Substance Abuse Assessment? 6
- If I fail a test, who pays for my substance abuse assessment? 7
- If I fail a test, do I have to attend my assessment within a specified time limit? 7
- Why do I have to go to *Homewood Health* for an assessment? Why can’t I do this through A counselor of my choice? 7



What are some typical recommendations that may be issued by a Substance Abuse Expert?	7
What if I don't agree with the substance abuse assessment?	7
<b>GENERAL QUESTIONS</b>	<b>8</b>
Once I join RSAP, can I opt out?	8
What does RSAP status ACTIVE or INACTIVE mean?	8
Are there any fees associated with RSAP? Do I have to pay for drug and alcohol tests?	8
What is a return to work agreement and why do I need to sign one?	8
If I fail a drug or alcohol test can I go work at a non-participating site?	8
What are "Mandatory Contractor Referrals"?	8
If I recognize that I have a substance abuse or alcohol problem, can <i>HH</i> help me?	9
My substance abuse assessment stated I required two years of follow-up testing but <i>HH</i> has extended this, why?	9
What if I am absent from work on the day of the random test?	9
What if I must go to treatment but I am having trouble accessing a treatment bed?	9
If I have to go to treatment and/or there is a delay in obtaining a spot in the facility, is there financial support available?	9
What can I do if I disagree with how my case is being managed?	9
<b>PRIVACY</b>	<b>10</b>
What information is provided to a contractor to confirm my enrollment in RSAP at the point of dispatch?	10
What information is passed to my current employer and my union should I have a non-negative test?	10
What steps are taken to ensure that my confidential information is being protected by <i>HH</i> ?	10
How can I keep my current employer from knowing that I have follow-up testing if I am being tested at work?	10



## **INTRODUCTION**

### **Q: What is the Rapid Site Access Program (RSAP)?**

RSAP is a voluntary agreement among unions, employers, and site owners that allows quicker dispatch of participants who have volunteered into the program to participating sites. Owners agree to waive the site access testing requirement for RSAP members in good. In exchange, participants of the program agree to be subject to random testing under clear protocols while at work (i.e. on paid time).

Those workers who choose not to voluntarily enrol in the program will still have to fulfill owner site access testing requirements on their own time for each dispatch.

Third party case administrators at *Homewood Health* manage the program and there is a great deal of support for those participants with positive tests so that they can return to work safely.

### **Q: What are the goals of RSAP?**

A: RSAP is a safety-based alcohol and drug program meant to ensure efficient access to work sites, to facilitate compliance with the Canadian Model Alcohol and Drug Work Rule and to afford support and accommodation for those who are found in breach.

## **ENROLLMENT**

### **Q: What's in it for me if I join RSAP?**

A: By joining RSAP, you get access to participating sites without having to submit to a site access test. This reduces the number of tests you have to take on your own time prior to being able to head out to the jobsite.

Furthermore, should you fail an alcohol or drug test while participating in RSAP, your file would be handled by *Homewood Health* which means very little of your sensitive personal information about your treatment would be shared with your employer or union.

### **Q: What do I agree to when I sign up for RSAP?**

A: When signing up for RSAP you agree to be compliant with the following rules:

- the Canadian Model,
- the RSAP Procedural Rules, and
- any return to work conditions stipulated in your assessment should you find yourself in after-care.

You also agree to be subject to random alcohol and drug testing while at work on a participating site. Such tests are completed on paid time on the job site. Random drug tests are NOT urine based. They are collected using oral swab technology.



## **REALLY, why should I join RSAP?**

Upon receiving your journeyman or apprentice ticket, many of you are told you are entrepreneurs- business people who are the masters of your own destiny. The decision to join RSAP, for the most part, comes down to a personal business decision as a tradesperson.

Think of how often you have had to:

- arrange for a site access test on your own time,
- invest the travel and time involved in taking the test,
- be idle for a period of time while waiting for test results, and
- Experienced reduced income as a result of being unable to proceed straight to a work site.

For some, this has been seen as a significant hassle. All RSAP random tests are conducted on work time and you do not lose time or wages while being tested or waiting for the results.

In addition, others who have failed a test for a contractor have opted into RSAP so they could have their after-care and follow-up administered by third party professionals. This results in very little of your sensitive personal information being shared with your employer or union and the likelihood of a successful, safe return to work is greatly increased.

### **Q: How can I sign up for RSAP?**

A: Proceed to [www.rsap.ca](http://www.rsap.ca) and click on “Register Here”. If you prefer not to enroll on line, enrolment forms are available at [www.clra.org](http://www.clra.org) follow the links, CM/RSAP/Union Member/Application Form, or contact your union hall. Completed forms can be faxed to *Homewood Health* at 1-780-423-0313 or emailed to [rsap.intake@homewoodhealth.com](mailto:rsap.intake@homewoodhealth.com).

### **Q: I’m a detail person, where can I read all the information about RSAP?**

A: All RSAP documentation is available at [www.clra.org](http://www.clra.org) under the CM/RSAP link.

## **ALCOHOL AND DRUG TESTING**

### **Q: Under what circumstances are alcohol and drug tests administered by RSAP?**

A: RSAP administers tests in the following circumstances:

**Enrollment tests:** A clean test is required as a part of the application process unless the individual is grandfathered into the program;

**Random tests:** These are not-for-cause tests resulting from a random draw,;

**Return to work tests:** Return to work tests are administered following a positive test or other breach of the *Canadian Model* or *RSAP Procedural Rules* if the Substance Abuse Expert recommends a negative alcohol and drug test prior to returning to a safety sensitive worksite; and

**Follow-up tests:** These are unannounced tests conducted if recommended by a Substance Abuse Expert (e.g. 6 follow-up tests in 12 months)



**Q: What type of alcohol and drug testing technology is used for random testing?**

A: For random tests, RSAP uses laboratory-based **oral fluid tests** (sometimes referred to as oral swab tests) for drugs, and **breath tests** for alcohol.

**Q: Why do some RSAP participants have a urine test and others have an oral fluid test?**

A. Urine tests are required for:

- initial RSAP enrollment applications, and
- for participants who are in case management (following a breach) and who require follow up testing as part of a return to work agreement.

Oral Fluid test are used for:

- Random testing,
- Post Incident, and
- Reasonable Cause

**Q: Why are the cut off levels different between urine and oral fluid tests?**

A: The numeric cut-off levels are not the same as the tests involve completely different measurements. Comparing the numeric cut-off levels between urine and oral fluid test is like comparing apples and oranges.

Urinalysis test levels are those mandated by the Canadian Model Alcohol and Drug Work Rule (Article 3) or, if applicable, based on recommendations of a Substance Abuse Expert. The scientific community has demonstrated that these test levels are legally defensible safety-based levels.

Oral fluid cutoff levels are those provided by leading scientific experts and the U.S. Department of Health and Human Services as reliably detectable, safety-based levels.

**Q: Will fluids such as mouthwash, mints or ice cappuccinos affect my alcohol testing results?**

A: Drinking non-alcoholic fluids will not affect your alcohol test results. Oral fluid tests are not used to measure alcohol levels. All alcohol tests are conducted via a breath alcohol testing device.

**Q: If I sign up for RSAP, do I have to be tested or can I provide my previous pre-access testing result?**

A: You can be grandfathered into the program without further testing if one of the following conditions apply:

- you are currently working with a participating contractor on a site that requires site-access testing, or
- you are not working but have a valid negative test within past 90 days (and can provide copy of same).

If you are currently unemployed and do not have proof of a valid test within the last 90 days, a negative enrollment test is required to become an RSAP member. The program pays for the cost of the test.



**Q: Why doesn't RSAP accept tests from other labs?**

A: *CannAmm LP* is contracted to provide all testing services for the program. For initial tests, other SAMHSA-certified lab results, if proper "Chain of Custody" procedures are followed, may be accepted. This does not mean that you can arrange your own testing when enrolled in or applying to RSAP, all testing must be facilitated by *Homewood Health*.

**Q: Why doesn't RSAP accept quick/express tests?**

A: "Quick" tests do not involve the same high standards for integrity as laboratory-based tests and are always used in conjunction with a laboratory-based test. Also, quick tests often do not include the protections afforded to individuals by having a medical review officer consider whether or not there is a legitimate medical explanation for a positive result.

RSAP only uses laboratory-based testing with review from a medical review officer.

**Q: If my first sample is not accepted, why can't I leave the testing facility once the testing process is underway?**

A: Once the testing process is underway, the collector is responsible for the integrity/validity of the result. Allowing you to leave the facility during the collection process opens the process up to challenges to the integrity/validity of the final result. Leaving prior to the completion of the testing process will be reported as a refusal to test.

**SUBSTANCE ABUSE ASSESSMENT**

**Q: What is a Substance Abuse Assessment?**

A: Substance Abuse Assessment is a face-to-face evaluation, done by a Substance Abuse Expert, that is comprised of a standard psychosocial history, an in-depth drug and alcohol use history and a current mental status. The evaluation should provide a diagnosis, treatment recommendation and a treatment plan to be successfully complied with prior to the employee becoming eligible for follow-up evaluation and subsequent return to work in the construction industry. *[For further information please refer to the Canadian Model for Providing a Safe Workplace, Appendix B found at [www.coaa.ab.ca/safety/CanadianModel.aspx](http://www.coaa.ab.ca/safety/CanadianModel.aspx)]*

**Q: If I fail a test, who pays for the Substance Abuse Expert Assessment?**

A: If you are eligible, the Construction Employee Family Assistance Program (CEFAP), an unionized employer funded program that provides employee family assistance services and substance abuse expert assessments to employees of participating organizations. You may be eligible for CEFAP benefits even if you fail a pre-access test and have not yet started working for the CEFAP participating contractor. In the event you are not eligible for CEFAP benefits, you may be required to self-pay. *[For further information regarding eligibility on CEFAP benefits, please see [www.clra.org](http://www.clra.org) and click on the CEFAP tab.]*

**Q: If I fail a test, do I have to attend my assessment within a specified time limit?**

A: You must attend your assessment within **120 days** of the failed test in order to qualify for any CEFAP benefit for which you may be eligible.



**Q: Why do I have to go to *Homewood Health* for an assessment? Why can't I do this through counselor of my choice?**

A: The program that covers the cost of the assessment is CEFAP. The service provider for services and benefits for CEFAP is *Homewood Health*. The administration of CEFAP has worked closely and extensively with *Homewood Health* to develop an assessment that meets the needs of the Canadian Model for Providing a Safe Workplace. As referenced in the Canadian Model, a **Substance Abuse Expert (SAE) is a licensed physician; a licensed or certified social worker; a licensed or certified psychologist; a licensed or certified employee assistance expert; or an alcohol and drug abuse counsellor.**

*Homewood Health's* Substance Abuse Experts have, at minimum, a Masters Degree in counseling (psychologists, social workers etc.) and specialized training in the substance abuse field relative to work site safety, using a "Medical Model" protocol which is more appropriate for safety sensitive environments.

**Q: What are some typical recommendations that may be issued by a Substance Abuse Expert?**

A: Each case is handled individually and, depending upon the diagnosis, recommendations may include one or more of the following requirements:

- attend residential treatment,
- attend counseling or educational sessions,
- attend 12-step or other abstinence-based support groups,
- submit to a return to work test (negative test required),
- comply with a number of unannounced follow up tests for a period of one to two years of employment on participating sites.

**Q: What if I don't agree with the substance abuse assessment?**

A: You can contact your Substance Abuse Expert at *Homewood Health* to discuss any concerns you have. You can also discuss any concerns with the Clinical Manager of "Substance Abuse Services", Employee Health Assessments, Northern Alberta and the Territories at *Homewood Health* if you are still dissatisfied. Their telephone is 780-428-7909.

## **GENERAL QUESTIONS**

**Q: Once I join RSAP, can I opt out?**

A: Participants who have ACTIVE status and who are not currently employed by a participating contractor may opt out. You cannot opt out if you are currently in aftercare and being case managed or if you are working on a site for which you bypassed the site access test by being enrolled in RSAP. Requests to opt out of the program must be in writing to *Homewood Health*.

**Q: What does RSAP status ACTIVE or INACTIVE mean?**

A: RSAP status is a classification in respect to a person's compliance with 2.1 of the RSAP Procedural Rules. Article 2.1 states, "Workers must be in compliance with the *Canadian Model* and Appendix C [the oral fluid testing cut-off levels] while at work and, if applicable must be in compliance with return-to-work conditions set by the third party case administration." Participants in compliance with 2.1 will be classified as ACTIVE. Participants may be INACTIVE for a few reasons, not being in compliance with 2.1 would be one such reason.

The union is not permitted to dispatch a RSAP participant while his or her status is INACTIVE to any contractor or site. Contractors and owners are not permitted to allow on site any person while that person's status is INACTIVE.



**Q: Are there any fees associated with RSAP? Do I have to pay for the drug and alcohol tests?**

A: No. It is important to note however that you risk having to pay for your own substance abuse assessment if you do not access this benefit within 120 days of the violation. (i.e. the cost of the assessment will not be covered by CEFAP after 120 days).

**Q: What is a return to work agreement and why do I need to sign one?**

A: It is an agreement that you enter into with your *Homewood Health* Case Manager. It typically includes agreement to follow through with recommendations outlined in your assessment and other expectations to ensure continued recovery and safety on the work site.

**Q: If I fail a drug or alcohol test can I go work at a non-participating site?**

A: The goal of the program is safety. The union hall has agreed not to dispatch anyone with RSAP INACTIVE status to any job. Both the union and the contractor employing RSAP INACTIVE participants risk serious liability issues in the event of a work-related accident and both would be in breach of the RSAP Procedural Rules to which they are contractually bound.

**Q: What are, “Mandatory Contractor Referrals”?**

A: Most unions have signed letters of agreement for case management. Members of those unions who are not enrolled in RSAP and fail a pre-access test or violate the Canadian Model Work Rule are referred to *Homewood Health* for case management services. When this happens, workers are invited to sign up for RSAP in order to enhance their anonymity when on-site follow up testing is conducted as well as to eliminate further pre-access tests when taking new jobs.

**Q: If I recognize that I have a substance abuse or alcohol problem, can *Homewood Health* help me?**

A: Yes, *Homewood Health* will direct bill for CEFAP benefits (if you are eligible) and help you determine what other community resources might be of assistance. *Homewood Health* does not case manage persons who make requests for **self-help information only**.

If, however, you think being case managed may be supportive to your recovery, you can enter into an agreement with *Homewood Health* to manage your aftercare. **Once doing so you cannot exit this agreement for the duration of the aftercare.**

**Q: My substance abuse assessment stated I required two years of follow-up testing but *Homewood Health* has extended this, why?**

A: *Homewood Health* has not extended the timeframe. The timelines are determined by the duration of employment on participating sites under the return to work agreement rather than by actual calendar time. Otherwise, participants might simply leave the union until the time expires and we cannot therefore vouch for their fitness to work in a safety sensitive area unless we have monitored compliance.

**Q: What if I am absent from work on the day of the random test?**

A: The test will be carried forward and attempted the next time the mobile testing unit is at your participating work site.





**Q: What if I must go to treatment but I am having trouble accessing a treatment bed?**

A: Contact *Homewood Health* for assistance. When speaking with the treatment facility, be polite and demonstrate your commitment to attend the facility, if the treatment centre does not believe you are serious they may not put you at the front of the list.

**Q: If I have to go to treatment and/or there is a delay in obtaining a spot in the facility, is there financial support available?**

A: Only individuals with a dependency diagnosis require treatment. Therefore, it is important to realize that if you are in that situation you have a medical problem. You can request a medical layoff from your employer and apply for medical EI. Also, most Health & Welfare Plans have coverage available for those who are temporarily unable to work due to a medical problem.

If you require documentation, *Homewood Health* can assist you on how to obtain such documentation. If you continue to have problems, again, contact *Homewood Health*, they may be able to assist you in accessing a facility or assistance. We recognize this can be frustrating, **BE PERSISTENT** in trying to access a bed.

**Q: What can I do if I disagree with how my case is being managed?**

A: The RSAP program allows you to appeal case management decisions through a professional umpire process. If this is something you would like to initiate, or have your union initiate on your behalf, you must submit a completed appeal form available from your union or *Homewood Health*.

**PRIVACY**

**Q: What information is provided to a contractor to confirm my enrollment in RSAP at the point of dispatch?**

A: The receiving contractor is informed of your name, trade, project dispatched to, and confirmation of your ACTIVE or INACTIVE status as of the date of dispatch.

**Q: What information is passed to my current employer and my union if I have a positive test?**

A: Should your status change, your current employer and union are informed that you have become INACTIVE. Depending on the fact situation, *Homewood Health* may provide an estimate of the time required for you to become ACTIVE again.

**Q: What steps are taken to ensure that my confidential information is being protected by *Homewood Health*?**

A: *Homewood Health* uses best practices in abiding by all applicable privacy legislation and employs its own privacy officer. In practical terms, your union and contractor will only be told whether or not you are ACTIVE or INACTIVE. All confidential reports such as test results, assessments and return to work agreements are part of the *Homewood Health* secured file and are not shared without your explicit instruction or consent.

**Q: How can I keep my current employer from knowing that I have follow-up testing if I am being tested at work?**

A: Employers are not informed as to who is involved in aftercare. The follow-up testing list and the random testing lists for RSAP are combined and the employer does not know for which test you are being called. The best way to maintain your confidentiality and anonymity is to join RSAP, that way people assume you are being called for a random test as opposed to a follow-up test.