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## THE PROGRAM

This document presents clear information for union members, unions and employer staff, and family members that may be involved in various aspects of the program.

This document is intended to:

- Identify the roles of each service provider involved in the program.
- Explain each of the key processes a union member might be involved in with the program.
- Provide notice regarding how personal information is used in each aspect of the program.
- Advise of the right to challenge decisions of HH.
- Advise of the right to challenge the program in respect to its compliance with applicable privacy legislation.

### **The Goal is Safety**

Across Canada, stakeholders within the construction industry are committed to establishing and maintaining a safe workplace, free from risks associated with the use of alcohol and other drugs. The Rapid Site Access Program (RSAP) was developed by union, contractor and owner stakeholders as part of an overall approach to safety and loss management.

### **The Program is voluntary**

RSAP is a voluntary program that is an alternative to site access testing. It is not imposed by owners or contractors. Participants qualify for the program and enter into an agreement with the third party case administration. As part of that agreement, participants agree to be subject to random testing while on work time.

### **Dispatch without having to submit to a site access test**

Active RSAP participants may take a dispatch to any participating site without the requirement to submit to a site access test.

Managed by third party case administration, RSAP expedites dispatch, enhances privacy, helps to ensure compliance with the *Canadian Model Alcohol and Drug Work Rule* and ultimately improves safety performance. With RSAP, owners and contractors relinquish their role of administrator to a professional third party and accept this program as an effective alternative to site access testing.

### **The benefits of RSAP for participants :**

- Subscribes to union member's commitment to safety
- Expedited dispatch
- Less testing, and less testing on personal time
- Increased privacy and confidentiality
- Consistent professional administration with a corrective focus

### **Supportive and tailored to the individual**

In situations where there has been a positive A&D test or request for self-help, RSAP delivers a supportive suite of counseling, treatment, educational and aftercare services. With RSAP there are no predetermined outcomes.



## ***Third Party Service Providers***

**RSAP is delivered by professionals who have expertise in areas including:**

- Occupational Health and Safety,
- Substance Abuse Assessment, Recommendations and Treatment,
- Employee and Family Assistance Plans and Counseling,
- Medical Professionals, and
- Drug and Alcohol testing (collection, laboratory testing, and medical review officer analysis).

Each provider performs services and makes decisions within the scope of their expertise. Below is a list of the providers and a description of their role in the RSAP.

### ***Homewood Health***

#### **Third Party Case Administrator (TPCA)**

*Homewood Health* coordinates between each of the providers and interacts with unions and contractors on behalf of the program. All personal information between the provider groups (with a few limited exceptions for safety reasons) flows through *Homewood Health - TPCA*. By setting up the program this way we put safeguards in place to ensure each party is disclosed the personal information they need to do their job, and not more. Also, *Homewood Health - TPCA* is the only provider (with one exception for safety reasons) who discloses sensitive personal information to industry parties such as contractors and unions.

### ***Treatment Team***

The Treatment Team involves a number of employee and family assistance plans, the majority of RSAP members have access to the Construction Employer Family Assistance Plan (CEFAP), community, and medical resources which include the following: *Homewood Health*, medical practitioners and twelve step fellowships. Limited information regarding attendance and progress in respect to any treatment, counseling and education prescribed by the program are reported to *Homewood Health* only.

### ***CannAmm Occupational Testing Services - Testing Administrator***

*CannAmm Occupational Testing Services* performs all of the onsite collection services and RSAP Enrolment tests. In addition, *CannAmm* engages the services of SAMHSA accredited laboratory and Medical Review Officer analysis of each non-negative test result. As part of the process of confirming positive results, the Medical Review Officer consults the donor to determine whether or not there is a medical explanation for the positive result. For some of the collections, *CannAmm* involves other collectors for example in respect to collections performed out of province.



## ***Making application to RSAP***

The applicant union member signs a voluntary participation agreement at the time of registering for the program.

### **1) Pre-Enrollment Alcohol and Drug Test**

Upon registering for the program, there is pre-enrollment alcohol and drug test requirement. However, the program will accept a test taken within the previous 90 days. Alternatively, the applicant's employer or the union can confirm the applicant is currently employed on a site for which a site access test was required and the program will accept that confirmation in lieu of the pre-enrollment test.

In the event an alcohol and drug test is required, *Homewood Health - TPCA* will refer the applicant for testing with *CannAmm*, the results will be reported to *Homewood Health* only.

### **2) Information Release**

As part of the voluntary participation agreement the applicant agrees to the collection, use and disclosure of personal information by the providers, union and contractors necessary for administrating RSAP.

### **3) Agreeing to Comply with Program Rules**

By signing the voluntary participation agreement the applicant agrees to comply with the *Canadian Model Alcohol and Drug Work Rule*, the *RSAP Procedural Rules*, and if applicable, the terms and conditions of an after care program.

### **4) Right to Opt Out of the Program**

RSAP participants may opt out of the program if they are in compliance with the program, not currently engaged in an aftercare program, and can only do so while they are not employed.

## ***Dispatch***

RSAP participants eligible for dispatch are directed to participating sites without the requirement to take the site access test. Following dispatch the Union discloses to *Homewood Health* which RSAP participants were dispatched and shares information pertaining to the receiving contractor and receiving site.

*Homewood Health* receives the dispatch list and cross-references it with their records to ensure those dispatched workers are eligible. *Homewood Health* then discloses the RSAP participants dispatched to the receiving contractor's designated employer representative, and confirms the RSAP participant's active status.

In respect to a participant not eligible for dispatch, the reasons and circumstances surrounding that are not disclosed.

## ***Random Tests and Unannounced Follow-Up Tests***

*Homewood Health* initiates a computerized random draw on employed RSAP participants. Once the draw is complete *Homewood Health* adds to that list any workers scheduled for follow-up testing pursuant to an aftercare program.

*Homewood Health* sends the combined list to *CannAmm* which, contacts each respective employer designated contact and is assigned a site contact.



## ***Random Tests and Unannounced Follow-Up Tests***

Upon arrival to the project in mobile units, *CannAmm* contacts the contractor's site contact and arranges for the worker to come to the mobile unit and submit their samples. Following successful completion of the collection process the worker returns to work and *CannAmm* sends the samples to the lab for analysis. Negative tests are reported from the lab to *CannAmm* and non-negative tests are sent to the Medical Review Officer for analysis.

All negative and positive test results are reported to the *Homewood Health*. If during the collection process an individual refuses to test or *CannAmm* becomes concerned the individual tested is not able to work safely *CannAmm* will contact the RSAP participant's employer and raise the concern.

## ***Positive Tests***

In the event of a positive test result, *Homewood Health* contacts the designated representatives of the RSAP participant's current employer and union, discloses the union member's status is now inactive and indicates the worker must be removed from site pending a Substance Abuse Expert (SAE) assessment. Following the SAE assessment, if possible, the employer will be informed as to an estimate of the time required for the worker to become active.

### **1) Referral to Substance Abuse Expert (SAE)**

Participants for whom the result of a test is positive are referred to the Construction Employee Family Assistance Program (CEFAP) for an SAE for assessment and recommendations. *Homewood Health* may disclose to the SAE the results of the test if applicable. Following the assessment, the SAE will issue a report to *Homewood Health* that will include the assessment and recommendations. [*Please note that CEFAP only provides one assessment within a 12 month period.*]

### **2) Post-Assessment Agreement**

Following the assessment and recommendations *Homewood Health* enters into a Post-Assessment Agreement with the RSAP participant. The Post-Assessment Agreement will specify terms and conditions of achieving and maintaining active status. Some of the conditions will be pre-requisite conditions that must be satisfied prior to dispatch. Other conditions are required as part ongoing compliance with the aftercare program and participants may be dispatched with those conditions at the discretion of *Homewood Health*.

### **3) Education, Counseling and Treatment**

RSAP participants with recommendations from a substance abuse expert may be required to attend courses, treatment, counseling and other services delivered by various providers.

In most situations it is the responsibility of the worker to enroll in such programs. The programs, counseling and treatment that are recommended by the SAE are paid for by CEFAP for eligible participants. [*Please note that CEFAP only provides one assessment within a 12 month period.*]

Waivers authorizing the provider to disclose personal information will be required for the service provider to share certain information with *Homewood Health*. In such situations, *Homewood Health* only collects general information such as progress/completion of a program and confirmation of attendance.

For example, in the event counseling is required *Homewood Health* will collect confirmation of attendance and confirmation the worker is participating in the sessions. *Homewood Health* will not ever collect information regarding the details of the counseling itself.



#### **4) Dispatches while Engaged in an Aftercare Program**

RSAP participants who have met and continue to meet the requirements of their aftercare program are dispatched to subsequent employers without disclosure of their participation in an aftercare program. The information conveyed to an employer would confirm the worker's active status. In some cases there may be an occupational health and safety related work restriction and if that is the case, information on that restriction would be shared with the employer where it is necessary for the employer to know.

In the event the RSAP participant falls out of compliance with the Return to Work Agreement the worker's current employer and the union will be contacted and informed that the worker has been made inactive and must be removed from the site pending a substance abuse expert assessment.

#### ***Challenging Decisions of the Third Party Case Administrator***

Union members may challenge a decision of *Homewood Health* by initiating a complaint. Union members are encouraged to contact the union for information on how to proceed. The complaint is filed with the secretary to the RSAP Administrative Committee. Once a complaint is received, an Umpire is assigned to the file who will set a hearing to hear the complaint. Decisions of the Umpire are not publically published; rather they are disclosed to the Parties to the complaint and the RSAP Administrative Committee. In the event there are lessons learned from the complaint, the RSAP Administrative Committee may share the decision with other stakeholders once all personal identifiers are removed from the decision.

#### ***Challenging RSAP compliance with Privacy Legislation***

Union members with questions regarding the collection, use, disclosure, storage and safeguards of personal information may contact RSAP's Privacy Officer, Lynne Harder at (403) 250-7390. Union members may challenge the program's compliance with privacy legislation by filing a complaint with the RSAP Privacy Officer.