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## 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 site access testing requirement for those in good standing, ACTIVE in RSAP. 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 volunteer in the program will still have to fulfill owner site access testing requirements on their own time respecting each dispatch.

Third party professionals at *Organizational Health Incorporated (OHI)* manage the program and there is a great deal of support for those participants with non-negative 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.

## JOINING

### **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 a alcohol or drug test while participating in RSAP, your file would be handled by *OHI* which means very little of your sensitive personal information 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 in compliance with the following rules:

- the Canadian Model,
- the RSAP Procedural Rules, and
- any return to work conditions that may be set by a case manager 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?**

A: Upon receiving your journeyman 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.

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

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
- the lost wages 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 paid 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, RSAP/Union Member/Application Form, or contact your union hall. Completed forms can be faxed to *OHI* at 1-780-423-0313 or emailed to [rsap@ohisystems.com](mailto:rsap@ohisystems.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) and click on the 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 non-negative 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 of employment on participating sites.)

**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 registrations, 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 obtain RSAP ACTIVE status. The program pays for the cost of the test.

**Q: How often will I be tested if I sign up for RSAP?**

A: Each month RSAP aims to test 4.17% of the participants.

**Q: How do I know that your alcohol testing machine is providing an accurate result?**

A: The calibration on each evidentiary breath testing device is checked daily for accuracy before testing using a known gas standard. In the event a result is confirmed as a non-negative, the calibration is re-checked as soon as reasonably practical, usually immediately after the test.

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

A: *CannAmm / Mobile Industrial Health Services* 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 *OHI*.

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

A: "Quick" tests are not allowed under the Canadian Model - they do not involve the same high standards for integrity as laboratory-based tests. 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 non-negative 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 are some typical recommendations that may be issued by a Substance Abuse Expert (SAE)?**

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: If I fail a test, who pays for my substance abuse assessment at *Homewood Human Solutions*?**

A: RSAP asks that you utilize your CEFAP benefits if you qualify. You may qualify 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 do not qualify for CEFAP benefits, you will either have to self-pay.

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

A: You can contact your substance abuse expert at *Homewood Human Solutions* 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 Human Solutions* if you are still dissatisfied ph. 780-428-7909.

**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 Human Solutions* for an assessment? Why can't I do this through AADAC or a counselor of my choice?**

A: The RSAP Administration Committee agreed that there would only be one assessment provider, *Homewood Human Solutions*. *Homewood Human Solutions* Substance Abuse Experts (SAE) have at minimum, a Masters Degree in counseling (psychologists, social workers etc.) and specialized training. *Homewood Human Solutions* SAE's are experts in the substance abuse field relative to work site safety. Furthermore, AADAC follows the "Harm Reduction" treatment protocol rather than the "Medical Model" protocol which is more appropriate for safety sensitive environments.

**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 *OHI*.

**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 above will be classified as ACTIVE. Participants may be INACTIVE for a few reasons, not being in compliance with 2.1 above 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 SAE may not be paid for 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 *OHI* 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: Some unions have signed letters of agreement for case management. Non-RSAP participants, of those unions, that fail a pre-access test or violate the Canadian Model Work Rule are referred to *OHI* 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 *OHI* help me?**

A: Yes, *OHI* will direct you to *Homewood Human Solutions* for CEFAP benefits (if you are eligible) and help you determine what other community resources might be of assistance. *OHI* 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 *OHI* 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 *OHI* has extended this, why?**

A: *OHI* 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 *OHI* and *Homewood Human Solutions* 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 the above require documentation, *OHI* can assist you on how to obtain such documentation.

If you continue to have problems, again, contact *OHI* and *Homewood Human Solutions* who may be able to assist you in accessing a facility. They will do what they can to assist.

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 *OHI*.

**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 should I have a non-negative test?**

A: Should your status change, your current employer and union are informed that you have become INACTIVE. Depending on the fact situation *OHI* 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 *OHI*?**

A: *OHI* 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 *OHI* 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 and that way let people assume you are being called for a random test as opposed to a follow-up test.