

SAP: Roles & Procedure

The **Substance Abuse Professional (SAP)** evaluates employees who have violated the Drug & Alcohol Program Society Policy and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

In their role, Substance Abuse Professionals:

1. **Assess:** The SAP assesses a worker found to be non-compliant with the policy to determine if they have an addiction issue.
2. **Recommend:** Recommendations may include recovery requirements such as education, meetings, counselling, and/or off-site treatment.
 - Recovery requirements are mandatory in order to return to work.
 - Recommendations will vary depending on the substance and the individual's history of use.
3. **Authorize:** The SAP authorizes the worker's return to work by providing:
 - Letter confirming completion of recovery requirements (if applicable)
 - If required, recommendations for further testing before resuming active duties. (Example: "I recommend the worker return to work after successful completion of a *Return to Duty* test. But they will need to take six follow-up tests in the next 12 months.")

No Addiction	Addiction
Return to work	Education
Additional testing	Treatment
	Follow-up testing
	Aftercare