

A woman with dark hair tied back, wearing clear safety glasses, a red high-collared jacket, and an orange high-visibility safety vest with reflective silver stripes. She is wearing black work gloves and holding a black clipboard with both hands. She is smiling at the camera. The background is a blurred outdoor setting with a purple gradient overlay on the left side.

shiftOHs

Service Guide.



Our Vision:

To be the trusted partner for worker Fitness for Duty, where human care meets strategic investment for a safer, more productive future.

Our Purpose - The Why Behind What We Do

To foster trust and shared responsibility in workplaces by revolutionizing how “Fit for Duty” is understood and managed. We bridge the gap between employers and employees to create thriving, collaborative environments where everyone can succeed and grow.

Our Core Values:

Work in Synergy:

We thrive together by fostering mutual respect, practical collaboration, and positive relationships that benefit everyone—team, clients, and industry alike.

Shift Forward

Growth never stops. We embrace innovation, take bold steps, and continuously improve to meet challenges head-on and lead the way forward.

Be Bold and Humble:

We act with fearless confidence and grounded humility, staying honest, accountable, and open while valuing the contributions of others.

Own It:

We take responsibility for our actions, impact, and growth, celebrating wins and solving problems with unwavering determination and conviction.

Jump to the Pump:

See an opportunity? Seize it. Spot room for improvement? Act on it. We respond with speed, purpose, and a can-do attitude.

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Nationwide Testing

Urine Drug Testing

Urine drug testing is used as a risk management tool to evaluate an individual's historical drug use. Drug detection timelines range from 1 hr – 30 days depending on the drug and the individual's use pattern.

NON-DOT urine-based drug screens (POCT) and lab tests are available in a variety of panels including 7, 8, 9, 10, 12, and 14. Sample and test integrity is ensured with a thorough pre-test check of each donor, as well as through the use of an adulterant check device. Lab-based urine drug tests for individuals subject to United States Department of Transportation (US DOT) regulations are also available.

All urine drug collections are completed in accordance with U.S. DOT Regulations and Canadian Industry standards and are performed by certified drug test collectors.

Oral Fluid ("Swab") Drug Testing

Oral fluid drug testing is used as a risk management tool to evaluate an individual's recent use and potential impairment. Drug detection timelines range from immediately after consumption up to 5 days depending on the drug and the individual's use pattern.

10 panel express oral fluid drug screens (POCT) are available. Lab-based oral fluid testing is also available in a variety of panels including 7, 8, 10, 12, and 14.

All oral fluid drug collections are completed by certified drug test collectors.

Breath Alcohol Testing

Evidential breath alcohol testing is used to detect whether an individual is currently impaired by alcohol, thus creating a safety risk and violating a company Fitness for Duty or Drug and Alcohol policy.

All evidential breath alcohol tests are completed in accordance with U.S. DOT Regulations and Canadian Industry standards and are performed by certified Breath Alcohol Technicians. All evidential breath tests are completed using devices on the NHTSA's Conforming Products List.

Our result-reporting turnaround times are exemplary, with drug screen (POCT) & breath alcohol tests results reported within one hour of completion. Lab-based negative drug test results are typically reported the next business day, while lab-based positive drug test results will be reported within 2-5 business days of the sample's arrival at the laboratory.

RN Health Assessments

Pre-Employment and periodic Health Assessments are available to determine a prospective or existing employee's fitness for duty. A baseline or ongoing record of the individual's general health, physical condition, and pre-existing injuries or risk factors is established using various evaluation methods, including:

- Occupational and personal health history, physical examination, basic vision assessment, musculoskeletal assessment, wrist/elbow/shoulder assessment, grip strength assessment, back fitness evaluation, basic lifting assessment, blood pressure, and urinalysis.
- These evaluation tools can also be utilized individually in a stand-alone assessment format (ie. Stand-alone lifting assessment, stand-alone vision assessment, stand-alone back fitness evaluation).

The individual is classified according to their performance on the evaluation tools and their ability to meet the physical demands of the position. Any health concerns or risk factors that are identified will be communicated to the employer. Should the individual require further follow up, a physician referral form will be provided.

RN Health Assessments are reported within the same half day of completion of the assessment.

RN Health Assessments with a Physical Fitness Screen

Certain positions require a higher level of physical fitness to meet the physical demands of the position. A more rigorous Physical Fitness Screen is available to be provided in conjunction with the RN Health Assessment. This intensive screen will assess aerobic fitness and will also include an in-depth lifting and carrying assessment, large muscle group strength evaluation, fine muscle dexterity assessment, ladder climb assessment, and a comprehensive flexibility assessment.

RN Health Assessments with a Physical Fitness Screen are reported within the same half day of completion of the assessment.



Audiometric Testing

To comply with Occupational Health and Safety (OH&S) Noise Regulations, an employer needs to ensure that noise-exposed workers undergo audiometric (hearing) testing on a periodic and scheduled basis.

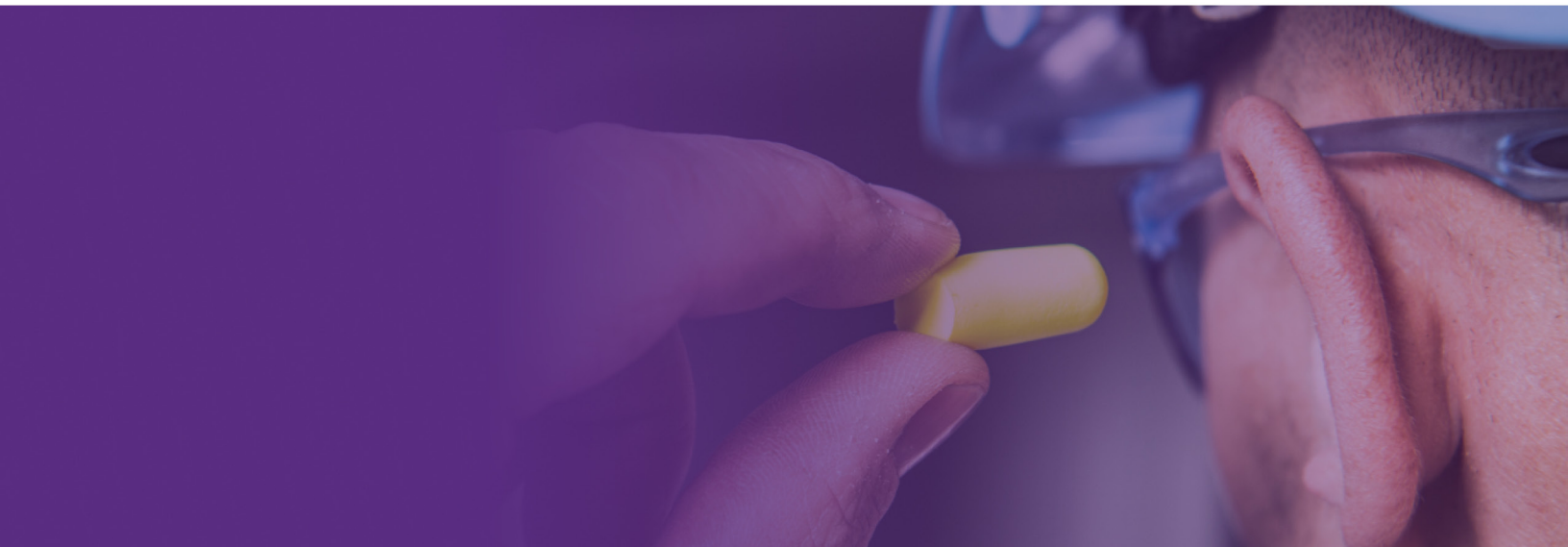
Audiometric Testing is performed by registered Audiometric Technicians in accordance with OH&S requirements. All abnormal results are reviewed by an Audiologist, and the employee is notified confidentially through the workplace of the information and recommendations. As mandated by OH&S, cumulative testing reports are completed for all noise-exposed workers and kept on file.

Our Audiometric Management software program allows us to provide you with re-test reports quarterly (or monthly if desired), thus helping you to remain in compliance with OH&S health surveillance requirements.

Hearing Protection Fit Testing

The Alberta Occupational Health and Safety (OH&S) Code requires employers to ensure that noise-exposed workers undergo Hearing Protection Fit testing for the hearing protection devices they wear.

Having Hearing Protection Fit Testing as part of your Hearing Conservation Program provides a real-world measurement of the effectiveness of an employee's hearing protection. Using a quantitative device, the Personal Attenuation Rating (PAR) that employees are receiving from their hearing protection is measured and provided in a report to the employee and the employer. This information can help identify whether employees need additional training on how to properly insert and use their earplugs, or if a different model or type of hearing protection would provide better protection. By identifying which workers have poor fitting hearing protection, companies can take proactive steps to prevent noise-induced hearing loss and keep their workplace healthy and safe.



PFT Testing (Spirometry)

When workers are exposed to potentially harmful airborne contaminants, Occupational Health and Safety (OH&S) Regulations require Pulmonary Function Testing (PFT) / Spirometry be completed as part of a medical assessment into a worker's lung health. PFT / Spirometry Testing may also be recommended to assess the suitability of an individual to wear respiratory protecting equipment.

PFT / Spirometry Testing is performed by Certified Spirometry Technicians. All abnormal results are reviewed by our contracted Occupational Health Physician, and the employee is notified directly of the result and related follow up recommendations.

Respirator Mask Fit Testing / Fit to Wear Respirator Evaluations

When workers are exposed to potentially harmful airborne contaminants, Occupational Health and Safety Regulations require these exposed workers be protected by wearing a respirator. This testing must be done on a scheduled basis.

Quantitative Respirator Mask Fit Testing & Respiratory Health Surveillance services are available to meet CSA standard Z94.4. Quantitative mask fit testing is available on several brands of masks, including N95s.

In accordance with OH&S Regulations, a Fit to Wear Respirator Evaluation must be completed prior to every mask fit test to ensure that an individual is free from physiological and psychological conditions that may preclude them from safely using the selected respirator.

Quantitative Respirator Mask Fit Testing is performed by qualified technicians. Potential issues or concerns are referred to our contracted Occupational Health Physician for review and will be reported back to the employer.

Silica / Asbestos Exposure Testing

When workers are exposed to silica dust or asbestos above the Occupational Exposure Limit (OEL) as indicated in the Occupational Health & Safety (OH&S) Code, baseline Silica / Asbestos Exposure testing and periodic health surveillance must be completed. Silica / Asbestos Exposure Testing consists of a Pulmonary Function Test (PFT) / Spirometry, a Chest X-ray, and a Physician's Evaluation of these 2 tests (Silica / Asbestos Screen).

All abnormal PFT and chest x-ray results are reviewed by our contracted Occupational Health Physician, and the employee is notified directly of the result and related follow up recommendations.



Heavy Metals Testing

Many industries utilize chemicals or processes that exposure workers to heavy metals such as lead, mercury, copper, or zinc. These industries include construction, mining, radiator repair shops, and firing ranges.

Heavy metal testing (trace metal analysis) is used to screen for the presence of various naturally occurring metals in individuals, monitor exposure to these metals, or evaluate suspected heavy metal toxicity in individuals who may have been exposed to them in the workplace.

Shift OHS has contracted the services of several laboratories to provide this blood testing. We will provide the requisition form to the employee and the results will be reported from the laboratory to Shift OHS. This information will then be reported to the appropriate company representative.

Onsite / After Hours Testing

Onsite drug, alcohol, and occupational health testing can be provided using a mobile testing unit in some locations, or at the company worksite provided appropriate facilities are available (ie. A private washroom and office nearby). Collectors/technicians are available to provide onsite testing services for groups of 8 workers or more. Individual quotes for service are provided prior to service delivery.

Emergency post-incident and reasonable cause drug and alcohol after hours testing services are available throughout our Nationwide Network and will be managed through our Corporate office.



Policy & Program Development

Policy Review, Critique, and Revision

A comprehensive review of your existing policy will be completed, comparing it with legislative and industry standard requirements. These requirements include:

- Human Rights legislation
- Privacy legislation
- Occupational Health & Safety legislation
- The Canadian Model for Providing a Safe Workplace
- United States Department of Transportation Regulations
- Industry-specific legislation and requirements (ie. Transport Canada, Canadian Aviation Regulations, etc.)
- Contractor Management requirements (ISNetworld, Avetta, etc.)

You will receive a checklist documenting where your policy meets or fails to meet these requirements, along with some overall notes regarding your existing policy. Revisions can be made as requested by the company.

Fitness for Duty / Drug & Alcohol Policy Development

In consultation with your program administrator, we will develop a Fitness for Duty or Drug and Alcohol policy that meets all legislative/industry standard requirements including:

- Human Rights legislation
- Privacy legislation
- Occupational Health & Safety legislation
- The Canadian Model for Providing a Safe Workplace
- United States Department of Transportation Regulations
- Industry-specific legislation and requirements (ie. Transport Canada, Canadian Aviation Regulations, etc.)
- Contractor Management requirements (ISNetworld, Avetta, etc.)



Our policies include, but are not limited, to the following:

- Definitions / Glossary
- Responsibilities – Employee, Supervisor, and Company
- Supervisor Training Requirements
- Fitness for Duty Requirements
- Prohibited Alcohol and Drug Related Conduct
- Duty to Disclose Obligations
- Investigations – Medical Clearance, Unfit for Duty Situations, Suspected Presence of Alcohol, Drugs, or Drug Paraphernalia
- Prevention, Assistance, Rehabilitation, and Aftercare
- Testing Standards
- Testing Situations
- Interpretation of Test Results
- Test Management Protocols (Courses of Action)
- Social Hosting
- Confidentiality and Privacy Obligations
- Policy-Related Costs

Included Policy-Related Documentation: Safety Sensitive Decision Matrix, Reasonable Cause Checklist, Post-Incident Decision Matrix, Medical Clearance Form, Positive Test Notice, Employee FAQ, Statement of Contractor Requirements (if needed).

Our policies undergo periodic legal review to ensure compliance with evolving legislation.





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Workplace Training

Reasonable Cause Supervisor Training

Reasonable Cause Supervisor Training delivers the substance awareness, necessary tools, and practical skills to recognize and appropriately handle employees exhibiting signs of impairment.

This 4.5-hour course will prepare supervisors, lead hands, and front-line managers for determining whether reasonable cause exists and what to do when they suspect it. This course exceeds both the Canadian Model for

Providing a Safe Workplace and U.S. Department of Transportation requirements for Supervisor Training, and covers:

- *Applicable Legislation and Industry Standards* – Overview of Human Rights, Privacy, and OH&S
- *Alcohol* – Interaction with the body, effects/signs of intoxication, alcohol worksite rules
- *Cannabis* – Legalization, cannabis products, impairment, medical vs. recreational cannabis
- *Drugs / Medications* – Signs of impairment, commonly abused drugs, prescription medications
- *Processes / Protocols* – Medical clearance, post-incident testing, reasonable cause process
- *Test Result Management* – Refusals & positive test management
- *Case Studies* – For practicing skills gained through the training

The Reasonable Cause Supervisor Training course is available in three formats: in-person instructor-led, virtual instructor-led, and a self-led online version.

Developing and Implementing your Fit for Duty Program & Policy (DER Training)

The role of a Designated Employer Representative (DER) or Program Administrator can be challenging, especially considering the complex provincial and federal legislative responsibilities inherent within a workplace Fitness for Duty / Drug and Alcohol Policy.

This 3.5-hour course will help prepare both new and experienced DERs and Program Administrators to effectively manage a workplace Fitness for Duty program in a way that considers cost, liability, compliance, and health and safety. Participants will benefit from a review of current concepts and case studies, testing equipment demonstrations, and receipt of materials to support the implementation of a Fitness for Duty program.

Course topics include:

- *Testing*
 - Drug and alcohol testing methodologies
 - Advantages and limitations
 - Test scheduling process
 - Result management
- *Policy*
 - Program components and policy recommendations
 - Legislated and industry considerations
 - Tips to reduce program costs, limit corporate liability, ensure compliance, and promote worker health and safety
 - Accommodation and return to duty
- *Training*
 - Recommendations for employee-specific training and supervisor training



NOTE: Completion of the Reasonable Cause Supervisor Training program is a pre-requisite to this course.

Employee Substance & Policy Awareness Training

This 3-hour program educates participants on the effects of drugs and alcohol on the body and on workplace safety, encourages effective decision-making and assists participants in making changes to their substance use behavior. The course also provides employees with an easy-to-understand overview of their company's Fitness for Duty policy, with the goal of helping the employee understand how to be compliant.



Substance Abuse Professional Services

Substance Abuse Assessments

Substance Abuse Assessments are available with our contracted Substance Abuse Professionals (SAP) and Substance Abuse Experts (SAE) in-person or via Skype. Assessments are offered for employees who test positive for drugs or alcohol, mandatory supervisor referrals, as well as for self-referrals. Appointments consist of a 2-hour evaluation to assess the individual, determine a diagnosis, and develop a treatment plan.

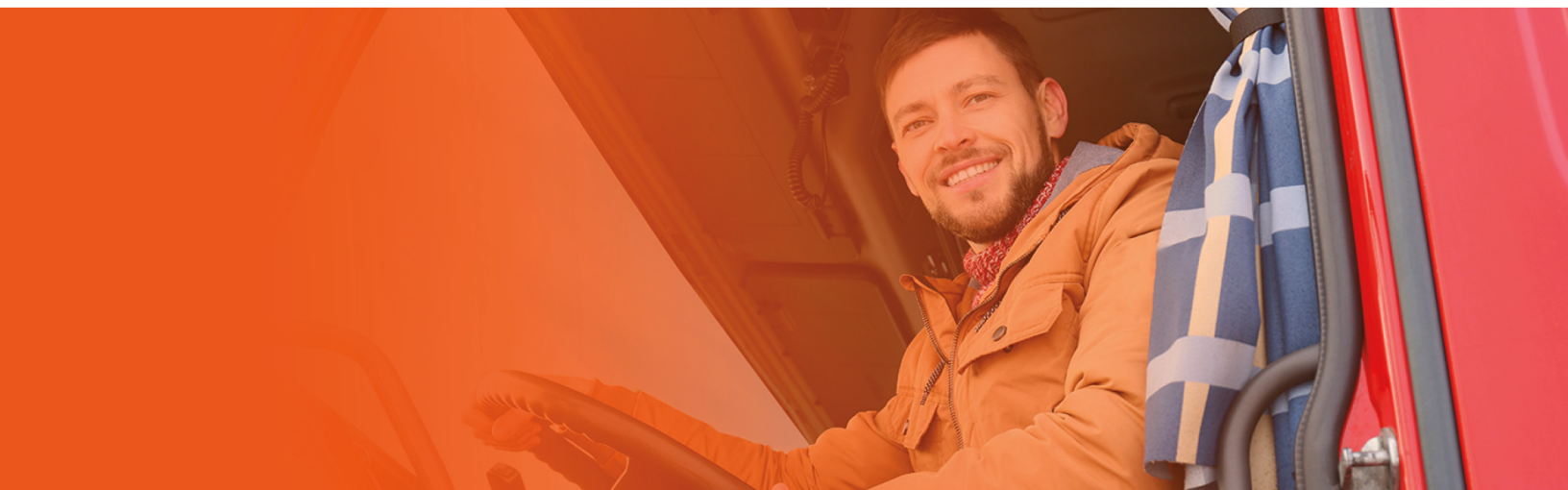
Appointments are made available within 3 business days of request and are available in-person or via Skype.

Where applicable, as part of the Substance Abuse Assessment, a Return to Duty agreement will be drafted and provided for use by the company. In addition, a follow up testing schedule will be generated for all employees who return to work following a positive test situation. Monthly monitoring is available to ensure return to duty requirements are being completed.

Positive Test Management and Support

Shift OHS will provide immediate response to your company related to positive test management, refusal to submit to a test, and medical clearance situations. A qualified staff member or Substance Abuse Professional (SAP) / Substance Abuse Expert (SAE) will assist both employer and employee to properly and effectively manage tasks associated with a positive test (ie. invitation to complete a Substance Abuse Assessment, referral to assessment, etc.).

Shift OHS will provide all forms necessary to effectively manage positive tests. These documents include a Positive Test Notice (“invitation to Substance Abuse Assessment letter”), which is sent with every confirmed positive test, as well as Medical Clearance forms which may be required for employees taking medications or with medical/mental conditions.



Health and Safety Services

Customized Health and Safety Program Development and Support

Shift OHS can assist your company in the development of customized health and safety management systems in accordance with your specific operational needs, applicable regulatory requirements and industry standards. In addition, we are experienced with all major contractor pre-qualification systems and can support compliance where required to obtain and/or maintain contracts.

Ongoing health and safety management system support can be provided from a corporate perspective as well as directly in the field. Our staff are experienced in off-road travel, are equipped with standard PPE and maintain industry-required certifications; and we can competently and effectively support our clients' health and safety initiatives at any location – whether in the city or in remote locations.

Occupational health and safety training to support your program objectives is available upon request.

Job Demands Analysis (JDA) / Physical Demands Analysis (PDA) Development

A Job Demands Analysis (JDA) measures the physical, environmental, and psychosocial impact on a worker, while a Physical Demand Analysis (PDA) focuses specifically on the physical and environmental impacts. These reports essentially quantify the job demands of a particular position.

Development of JDAs/PDAs is completed by a certified Occupational Health Nurse trained in the analysis of job demands and WCB. Individual quotes for development of JDAs/PDAs are provided prior to service delivery.

COR Auditing

Shift OHS can support your organization's continuous improvement initiatives by providing COR auditing services. We take great pride in our ability to provide accurate, professional and detailed audit reports. In addition, we believe that audits can be a positive experience for our clients and their employees, so we focus on ensuring a pleasant audit experience for all involved throughout the audit process.



Value-Added Services

Nationwide Service

Shift OHS is partnered with numerous service providers and collection sites nationwide. With over 300 facilities in our Nationwide Network, we provide access to several service sites in one location to manage increased volumes.

Dependable 24/7 After Hours Services

Expert Level Guidance

Shift OHS's management team is comprised of executive level, highly experienced professionals knowledgeable in all aspects of workplace substance abuse programs and workplace health strategies. Our business model is structured with the end result in mind, providing personal, prompt and effective results.

Cross Trained and Experienced Staff

Shift OHS staff are cross trained in order to respond to challenges you may be faced with. This includes knowledge and understanding of US DOT and Canadian industry standard testing requirements, as well as your company's testing and reporting requirements. Our commitment to accuracy is unparalleled. Our quality assurance plan goes to great lengths to ensure the utmost accuracy, both in data entry and paperwork management.

Easy Appointment Booking Services and Client Portal (Results)

Book by phone, email, or through our website. With numerous collection site options for testing in one location, we can effectively accommodate scheduling requests.

Our client portal, TestChecks, offers the ability to access your test results and custom reports anytime, anywhere. Simply use any web browser on any device to access new results, as well as all historical testing data for your company. Our portal offers customizable user permissions that can be quickly and easily modified. Results will generally be available within 1 hour of completion for drug and alcohol tests, within 4 hours of completion for occupational health tests, or as soon as received from our Nationwide Network partners. Lab test results are available within 1-5 business days.

Nationwide Network Locations

1	BRITISH COLUMBIA	Burnaby, Castlegar, Chetwynd, Courtenay, Cranbrook, Dawson Creek, Fort Nelson, Fort St. John, Genelle, Kamloops, Kelowna, Maple Ridge, Nanaimo, North Vancouver, Prince George, Surrey, Trail, Vancouver, Vernon, Victoria
2	ALBERTA	Acheson, Bonnyville, Brooks, Calgary, Camrose, Christina Lake, Cold Lake, Conklin, Devon Jackfish site, Devon Pike Site, Drayton Valley, Edmonton, Edson, Enbridge Cheecham site, Fort MacKay, Fort McMurray, Fort Saskatchewan, Foster Creek, Grande Cache, Grande Prairie, Hardisty, Hinton, Husky Sunrise site, Innisfail, Lac La Biche, Leduc, Lethbridge, Lloydminster, Medicine Hat, Nexen Long Lake site, Nisku, Olds, Peace River, Pelican Lake, Pembina Resthaven site (Grande Cache), Ponoka, Provost, Red Deer, RedWater, Rocky Mountain House, Sherwood Park, Slave Lake, Spruce Grove, St. Albert, Statoil Leismer site (Conklin), Strathmore, Suncor Baseplant site, Suncor Firebag site, Suncor Fort Hills site, Suncor MacKay site, Suncor Steepbank site, Wetaskiwin, Whitecourt
3	SASKATCHEWAN	Beauval, Esterhazy, Estevan, Hazenmore, Kindersley, Lloydminster, Macklin, Meadow Lake, Moose Jaw, North Battleford, Prince Albert, Regina, Saskatoon, Swift Current, Turtleford, Unity, Yorkton
4	MANITOBA	Brandon, Virden, Winnipeg
5	ONTARIO	Atikokan, Ayr, Barrie, Brampton, Courtice, Etobicoke, Fort Frances, Hamilton, Kitchener, London, Marathon, Markham, Mississauga, Niagara Falls, North Bay, Oshawa, Ottawa, Sarnia, Sault. Ste Marie, Sudbury, Thunder Bay, Timmons, Toronto, White River, Wawa, Windsor
6	QUEBEC	Montreal, Pointe-Claire, Sainte-Julie, Sept Iles, Trois Rivières
7	NEW BRUNSWICK	Miramichi, Moncton, Picadilly, Plaster Rock, Saint John, Strathadam
8	NOVA SCOTIA	Antigonish, Bedford, Dartmouth, Halifax, Heatherton, Pictou, Pubnico, Sydney Mines, Sydney
9	PEI	Charlottetown
10	NEWFOUNDLAND	Baie Verte, Corner Brook, Labrador City, Lewin's Cove, Lewisporte, Mary's Town, Mount Pearl, Shoal Harbour, Springdale, St. John's
11	YUKON/NWT	Whitehorse, Yellowknife
12	UNITED STATES	Locations set up as required

*Nationwide Network locations are constantly being added. Call **Shift OHS** for more information **403-343-6869**.



877-343-6869 | (Fax) 403-343-6874

Nationwide Drug & Alcohol Testing

Nationwide Occupational Health Testing

Onsite/Afterhours Testing

Fit for Duty Policy Review & Development

Workplace Training (DER & Supervisor)

Substance Abuse Professional Services

Health & Safety Program Development & Guidance

COR Audit

**Job Demands Analysis (JDA) / Physical Demands
Analysis (PDA) Development**

Make the Shift to a Safer Workplace

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