

## Policy Booklet

### Drugs & Alcohol

We are committed to a healthy & safe working environment for our people therefore the consumption or sale of alcohol or drugs at our places of work is not allowed. In order to ensure that everyone is aware of the acceptable standards and to ensure employees are treated in a fair and consistent manner we have put in place the following policy.

Employees should:

- Not present themselves for work if they are unfit, due to alcohol or drugs.
- Not present themselves for work if they have just consumed or taken drink or drugs.
- Not be in possession of drink or drugs in the workplace (including any company vehicles).
- Not consume or take drink or drugs whilst at work

If employees are on prescribed medication or are taking medicines that may make them drowsy, e.g. cold cures, Solpadine, they should advise their Doctor and seek alternatives AND report the fact to the Health & Safety Manager who can check the possible effects of any medicines using the Chemist on Call service provided by Healthcare Connections.

If employees are considered unfit for work, then we, have a legal duty to test their blood, urine or breath for drink or drugs.

For the purpose of 'general' works the drink drive limits will be adopted as the limits for detection of testing unless the work is classified as safety critical (e.g. when working on Network Rail infrastructure or similar in which case the limits shall be:

- More than 29 milligrammes per 100ml of blood;
- More than 13 microgrammes of alcohol in 100ml of breath; or
- More than 39 milligrammes of alcohol in 100ml of urine.

Any traces of illegal drugs, such as Cannabis, Cocaine, Amphetamines, Barbiturates, Methadone's etc. found will be deemed a positive test result.

If an employee is taking any medication they must declare this at the time of testing. If laboratory analysis reveals the presence of prohibited substances consistent with a therapeutic dosage of undeclared medication the employee will be interviewed to establish the reason for non-declaration. If the Medical Officer is satisfied a 'negative' result may be given. If not satisfied this will be recorded as a No Result and the employee must be re-tested immediately and will not be allowed to work until a negative (pass) result is achieved.

Any employee who is tested and is identified as positive for alcohol or drugs shall be subject to disciplinary action. A refusal to submit to test shall be subject to the same disciplinary action as a positive result.

All employees who hold PTS certification or are holders of Safety Critical Work posts should be aware that while working on Network Rail Managed Infrastructure, additional legislation is applicable to them and their work. In particular the Transport and Works Act 1992 Part 2 Section 27 specifically notes the need for employees to be free from the effects of Alcohol and Drugs. The requirements of Network Rail Company Standard **NR/L1/OHS/051** applies. If proved positive the individual's NCCA card will be removed and they will be immediately suspended, removed from the Contract and possibly the Company and reported to NCCA & Network Rail. Testing will be carried out by Link-Up approved medical providers.

We are not looking to victimise employees who admit to having a drink or drug related problem, and who approach the Company for help and are prepared to undergo an agreed form of treatment. We offer to assist any employee who voluntarily declares an alcohol or drug related problem. This will include confidential support and guidance to employees and their families. If you have or think that you may be developing an alcohol or drug related problem then you must advise the Managing Director immediately so that the help procedures can be applied. Disclosure or discovery of a problem prompted by a positive test result or an impending test is not acceptable.

All employees are strongly advised to leave 12 hours between drinking and commencing a shift. Don't forget to take into account any on-call, weekend or night shift work. Unannounced drug & alcohol testing will be carried out annually on a random selection of staff and operatives and our sub-contractors on a no-notice basis.

All new employees (and those existing employees who wish to start work on Network Rail Managed Infrastructure) will be required to undertake full screening for drugs and alcohol before employment and we will not knowingly employ people who are recreational or habitual users of drugs.

For-cause screening will be carried out with no notice if there are reasonable grounds for someone to be suspected of being under the influence of alcohol or drugs; or if their behavior prompts it, or if there has been an incident or accident in the work area.

Many of our clients also have a policy of unannounced screening for which no notice will be given.

  
Michael Jones  
Managing Director  
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