

Alcohol, Drugs and Medication Policy

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors and suppliers and will be enforced accordingly.

Standards Required

The following legislation relates to the use of Alcohol, Drugs and medication at work.

The Misuse of Drugs Act 1971

The Health and Safety at Work etc. Act 1974

Road Traffic Act 1998

Transport and Works Act 1992

Management of Health and Safety at Work Regulations 1999

Data Protection Act

Reference should also be made to the following Health and Safety Executive (HSE) Publication;

INDG240 Don't Mix it: A guide for Employers on Alcohol at Work

INDG91 Drug Misuse at Work

The risk posed by the use of alcohol and drugs affects, not only the safety of the individual, but also the safety of others, both employees and non-employees. The Company recognises its duty under the above legislation to ensure suitable controls are in place to manage the risks. The Company has adopted a zero tolerance attitude towards non-compliance. Individuals working whilst under the effects of intoxicating liquor or non-prescribed drugs/medication may be subject to instant dismissal. The company recognises that arranging support for the affected employee may be more appropriate, in certain circumstances than dismissal and aims to take a responsible approach.

Planning Procedure

The use of intoxicating or non-prescribed drugs/medication is prohibited at all times whilst on site and during the working day. To this end possession of such items on site is also strictly forbidden. Any employee suspected of either taking or possessing intoxicating liquor or non-prescribed drugs/medication will be removed from site with immediate effect and, subject to an investigation,



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may be liable to dismissal. Furthermore anyone found in possession of, or dealing in drugs, will be reported to the Police.

Where the company has reason to suspect that an employee is under the influence of intoxicating liquor or non-prescribed drugs/medication at the commencement of work the company shall make suitable arrangements to have that employee prevented from starting work. Where such circumstances arise the company shall request of the employee a program of suitable testing by a competent medical practitioner.

Where an employee approaches the company and voluntarily admits to a dependency, the company will take a responsible approach and refer the individual to a relevant body for professional help and guidance. Under these circumstances no disciplinary action will be taken, until a full assessment has been undertaken. The employee may be offered alternative work and subject to health surveillance before being allowed to return to full time work on completion of the assessment.

Where such surveillance is undertaken, information will be stored and communicated in accordance with relevant legislation and the Data Protection Act 1998.

Where an employee is prescribed medication which may affect their performance at work, they must notify their Supervisor immediately. An assessment of the risks will be undertaken, giving due regards for the type of work being undertaken and the potential risk to others within the area. A record will be kept of all such notifications.

Supervision

It is a responsibility of all employees to report those who they know, or suspect, are not complying with this company policy. Those in supervisory or managerial roles have a responsibility to take action as soon as an allegation is made.

This policy shall be formally reviewed on an annual basis.

Reviewed and authorised by:

Ben Spooner



Managing Director

Date: 30th April 2018

Review by: 29th April 2019



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