

# Facility Servicing Group

## DRUGS AND ALCOHOL POLICY

Substance abuse, or impairment due to drugs and/or alcohol, is a major factor in causing accidents at work and we aim to eliminate that factor, which can only be achieved with everyone's co-operation. This need to work without impairment is equally important whether working within the Company's own premises or on a client's site, and includes travelling between the two.

No employee should consume alcohol or take drugs, other than on medical advice and in accordance with such advice or use any other inhibiting substance during working hours. This will include any breaks that are allowed unless there are good business reasons or express permission has been granted by the managing director. Being apparently under the influence of drink or carrying, supplying, or taking illegal drugs is classified as gross misconduct under the Company Disciplinary Policy. Such employees will be excluded from work until suspicion is cleared, during which time there will be no entitlement to pay.

If any type of drug - medication is used at work or prior to commencing work and it is believed that the negative effects of the drug - medication could still present themselves, employees must make a member of management aware of this fact.

We recognise that there are certain locations and work environments that can be considered as having a higher risk potential so stricter rules that go beyond those given in the subsequent sections of this policy may apply. Examples of such locations might be those where the work process involves the production or storage of highly volatile chemicals, liquids or gas.

In the event of our employees visiting or working at any location, including customer sites that has an established policy which exceeds this document, all persons there must comply with its requirements, in addition to those given here.

The taking of drugs and alcohol over an extended period can be habit forming and lead to dependence. Dependence is recognised as an illness by the Company and any employee who believes that he or she may have, or potentially have, such a problem, is encouraged to discuss it with a person in authority with whom the individual feels comfortable, who will provide support and advice on obtaining treatment. The employee is expected to meet the cost of any treatment but the Company will be supportive and understanding during treatment.

This Policy will be reviewed following any changes to working practices or applicable legislation, or at least annually.

Employees are provided with the necessary information and training with regards to this Policy, which includes their duty to notify management if they suspect that they or another employee has an alcohol or drugs problem.

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## 1. ARRANGEMENTS FOR DRUGS AND ALCOHOL

### **The Drugs and Alcohol Co-ordinator will ensure that:**

1.1 Substance abuse or impairment is eliminated, whether at our premises, during travelling or at client sites and disciplinary action will be taken to ensure this, where necessary.

1.2 Higher risk locations and work environments will be identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary.

1.3 When employees visit any other location any established policy will be complied with, in addition to our own.

1.4 Employees will not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours.

1.5 Employees will advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves.

1.6 The Company will recognise drug or alcohol dependence; will encourage employees to discuss such issues in confidence and will provide advice and support on obtaining treatment.

1.7 Employees will be provided with the necessary information, instruction and training regarding the Company policy regarding drugs and alcohol including their duty to report any suspected problems.

1.8 Random drug and alcohol screening or random tests will be carried out as necessary. The Company's disciplinary procedure will be adhered to so as to ensure this policy is enforced.

1.9 This policy will be subject to the necessary timely review.

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## 2. DRUGS AND ALCOHOL MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

		YES	NO	N/A
1.1	Is substance abuse or impairment eliminated, whether at our premises, during travelling or at client sites and disciplinary action is taken where necessary?			
1.2	Have higher risk locations and work environments been identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary?			
1.3	When employee's visit any other location is any established policy complied with, in addition to our own?			
1.4	Do we ensure employees do not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours?			
1.5	Do employees advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves?			
1.6	Does the Company recognise drug or alcohol dependence, encourage employees to discuss such issues in confidence and provide advice and support on obtaining treatment?			
1.7	Are employees provided with the necessary information, instruction and training regarding Company policy regarding drugs and alcohol including their duty to report any suspected problems?			
1.8	Are random drug and alcohol screening or random tests carried out as necessary? Is the Company's disciplinary procedure adhered too so as to ensure this policy is enforced?			
1.9	Is this policy subject to the necessary timely review?			
<b>Comment/further action</b>				

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## 3. DRUGS AND ALCOHOL MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_