



ALCOHOL & DRUGS POLICY

1.0 Purpose

This procedure identifies the general management arrangements for drugs and alcohol testing on H.McGovern & Son projects and workplaces to prevent injury as a result of the abuse of drugs and alcohol.

2.0 Policy

H.McGovern & Son does not condone, nor does it approve of excessive and inappropriate use of alcohol, nor the misuse of drugs whether illicit or prescribed. The company has adopted a zero tolerance approach to employee drug abuse whilst performing their duties at work.

It will be considered a matter of gross misconduct for employees to:

- Report for work while unfit through drugs or alcohol, determined by failing the tests described in section 8 below;
- Take drugs or consume sufficient alcohol to break the test limits at work;
- Possess or deal in drugs at work;
- Refuse to provide a urine sample for testing.

It is not the company's policy to dissuade employees from sensible social drinking. The company is legitimately concerned that its employees are fit to be at work and not endangering either their own health and safety or that of others.

It is the company's policy to promote a drug free culture and also to encourage employees experiencing problems to recognise this and seek assistance.

3.0 Counselling and Support

Should any employee have a drug or alcohol problem, they should contact their Line Manager who will deal with the employee confidentially. Assessments will be made and the employee will be put in contact with the appropriate organisation for rehabilitation.

During treatment the employee will be removed from any work deemed to be safety critical and will not be liable for dismissal during the term of the treatment. At the end of treatment or if the treatment is ceased, the employee will again be subject to the disciplinary process if a test is failed.



4.0 Education and training

Education and training is an essential and ongoing part of the company's approach to the problem of substance abuse in the workplace. Information will be displayed regularly on company health and safety notice boards to provide information on the following:

- Benefits of a healthy lifestyle;
- Side effects of alcohol / drug dependency;
- Effects of substance abuse on work performance, risk to others and relationships at work;
- Benefits of early identification and support available;
- These procedures.

5.0 Searching individuals

The company has the right to perform a non-contact search of an individual, their work area and personal possessions (including lockers and bags). Any refusal to submit to such a search or if as a result of the search the individual is found with evidence of substance abuse; this may be regarded as an act of gross misconduct and will be dealt with in accordance with the company's disciplinary procedure.

6.0 Testing

Where there is suspicion that an employee is unfit for work through drugs or alcohol, or in the event of an accident, the company may require an employee to undergo a drug and alcohol test. The manager who has this suspicion shall seek another opinion from another manager. If two managers agree, then the employee shall be informed that a test for drugs or alcohol is required in accordance with company procedures.

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 behaviour prompts it or if there has been an incident or accident in the work area. If laboratory analysis reveals the presence of prohibited substances consistent with a therapeutic dosage of undeclared medication the donor 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 donor must be re-tested immediately and will not be allowed to work until a negative (pass) result is achieved.

A refusal to undertake any of the above tests would be deemed to be a positive result resulting in the same disciplinary action as if tested positive. If you fail to turn up for an arranged test without good reason, accepted by the Managing Director or his representative, you will be considered as having refused the test.



Any refusal to agree to a drugs and alcohol test will be regarded as an act of gross misconduct and will be dealt with in accordance with the company's disciplinary procedure.

7.0 Substances

The tests will look for illegal use of drugs including, Cannabis, Cocaine, Opiates, Methadone, Amphetamines, Methamphetamines (including Ecstasy), Propoxyphene, Benzodiazepines, Barbiturates and Alcohol.

Note: Should an employee be taking prescription drugs they should confirm with their doctor or pharmacist that they are fit for work.

8.0 Limits

Alcohol

Employees will be suspended (see disciplinary process) for providing a urine sample with 107 milligrams of alcohol or more per 100 millilitres of urine. (This is the equivalent of 80mg per 100ml blood, which is the UK drink driving threshold).

Drugs

Employees will be suspended (see disciplinary process) for failing the standard urine sample drugs test. The test detects levels of drugs that would have an impact on your ability to perform at work. It is impossible to safely state any usage limits, which will not be detected.

9.0 Disciplinary Process

In the event of an employee failing a drug and alcohol test or being caught in possession or dealing in drugs or alcohol, or taking drugs at work, they will be suspended and dealt with under the disciplinary process.

In normal circumstances, the offence will be treated as one of gross misconduct and therefore render the employee liable for dismissal.

10.0 Safety Critical Work

Note that in certain types of work, for example working close to railways, which are subject to the Safety Critical Work Regulations, the testing limits are more rigorous than those set out in this procedure. In these cases, the more rigorous regime will apply.

11.0 Drug and Alcohol Testing Process

- Testing will be managed by a Link-up approved medical provider.
- The test is a urine test, where two samples are given.
- The samples are both sealed and witnessed by the tester and sample given.



- A chain of custody is managed to ensure no interference in the samples.
- Sample A is tested and the results communicated back to management.
- Sample B remains with the laboratory and is available for independent testing in the event of a failure and subsequent appeal.

12.0 Audit / Review

This procedure shall be reviewed on an annual basis to ensure its suitability and effectiveness.

Signed.....

Mr John McGovern
H. McGovern & Son Plant Hire Limited

Dated: August 2014

This Policy will be reviewed on an annual basis or:
If there is reason to suspect that it is no longer valid; or
If there has been a significant change in the matters to which it relates