

TOOLBOX TALKS

DRUGS & ALCOHOL (D&A)

During working hours and at all times whilst on work premises and/or attending work, employees must be free from the influence of drugs or alcohol.

This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers and clients receive the service they require.

For those reasons, the following rules **MUST be strictly enforced.**



RULES

No employee in the course of their normal working duties shall:

- Report or attempt to report for work when unfit due to alcohol, drugs (whether legally prescribed or not) or any other substance abuse.
- Be in possession of illegal drugs alcohol or illegal drugs in the workplace.
- Supply others with illegal drugs in the workplace.
- Supply others with alcohol in the workplace.
- Consume alcohol, use illegal drugs or abuse any substance whilst at work.
- Misuse legally prescribed drugs or substances.

Employees **MUST** ensure they are aware of the side effects of any prescription drugs and medication and advise their Line Manager or a member of the management team immediately of any side effects of such drugs, which may adversely affect work performance or the health and safety of themselves or others.

For example, feeling drowsy or having the inability to concentrate in their duties at work.



TESTING PROCESS

- Testing can be initiated directly by the Line Manager, in consultation with a Senior Contract Manager/Director who requires his staff to undergo a drugs and alcohol test.
- Testing **MUST BE** carried out by a qualified person from an accredited independent testing company or a nominated and competent "Appointed Person" who will explain the process to the employee and obtain their consent before proceeding.
- An employee may, if they wish, ask another person to accompany them. This could be a work colleague or an employee representative whose role is to witness the testing process.
- Every effort will be made to arrange for the chosen accompanying employee to be present. However, if it is not possible for the nominated accompanying employee (or alternative) to be present, testing will still take place.
- The worker may be asked to confirm their identity by means of photo identification such as a passport, picture driving licence or ID Card.
- In all cases where a dispute arises over medical evidence, guidance will be sought from the testing company and/or Occupational Health via the Human Resources Department before any disciplinary proceedings are initiated.
- Falsification of a test, whether by tampering with, or substituting, specimens or by seeking to change or otherwise influence the results, will be dealt with under the company Disciplinary Procedure.



ALCOHOL TEST

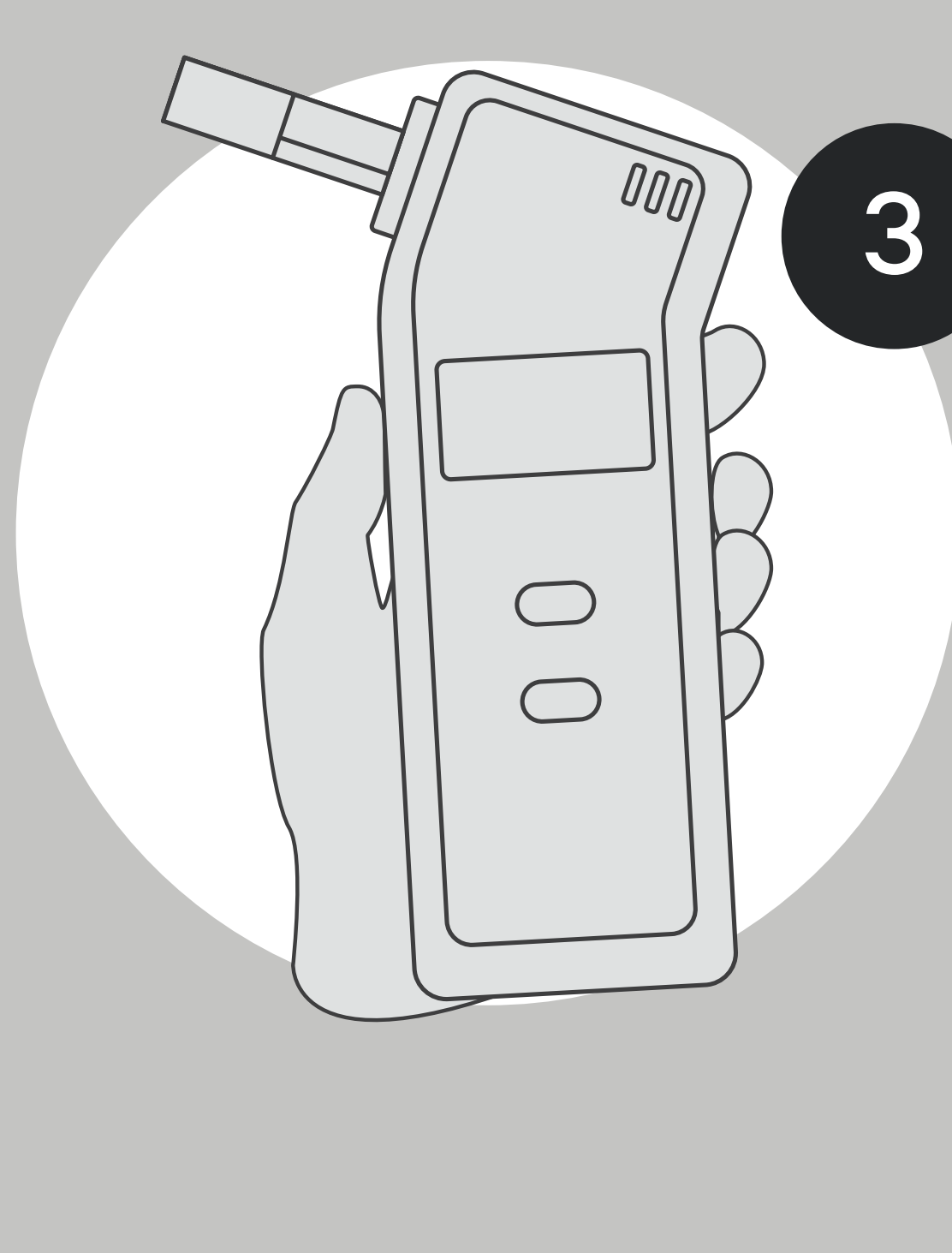
The employee will be tested using a breathalyser.

Positive and Negative Alcohol Results:

The individual will be tested for alcohol by means of breath testing equipment which produces an immediate result. If the individual fails the breath test, then a second test will be carried out a few minutes later in the presence of the manager or site/office contact, acting as a witness.

Where there are two different readings, the result of the second test will be the definitive result.

In the event of the second alcohol test failure, then either a "print-out" or an electronic photograph of the result **MUST** be taken and an accompanying "signed statement" from the tester and witness should be communicated to HR to form part of the disciplinary process as advised by HR.

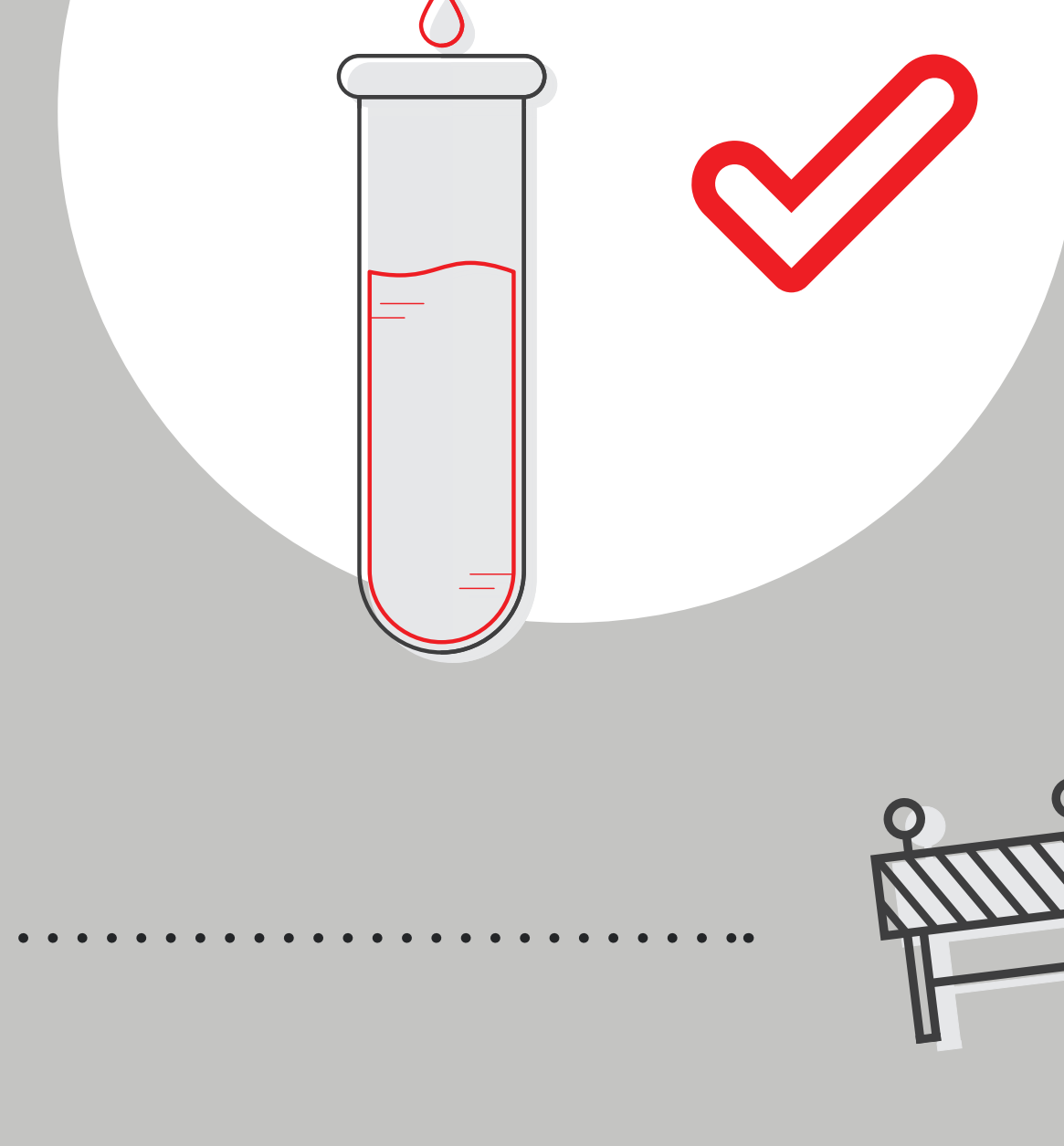


SCREENING/ TESTING FOR DRUGS

Screening for drugs will only be carried out on a sample of saliva.

The "Appointed Person" will explain the screening procedure to the employee. The employee will be asked whether he/she is taking any prescription drugs or 'over the counter' medication.

The tests will be undertaken **in private**.



NON-NEGATIVE SCREENING RESULTS

Following a non-negative test, the "Appointed Person" **MUST** inform the testing company and the employee that a follow-up confirmation drugs test is required to be carried out. This test will follow a "Chain of Custody" process, and the subsequent results will be notified to the Manager via HR.

The Manager who requested the test must be available to meet the tester/collecting officer on site/in the office and be on hand should any confrontation arise.

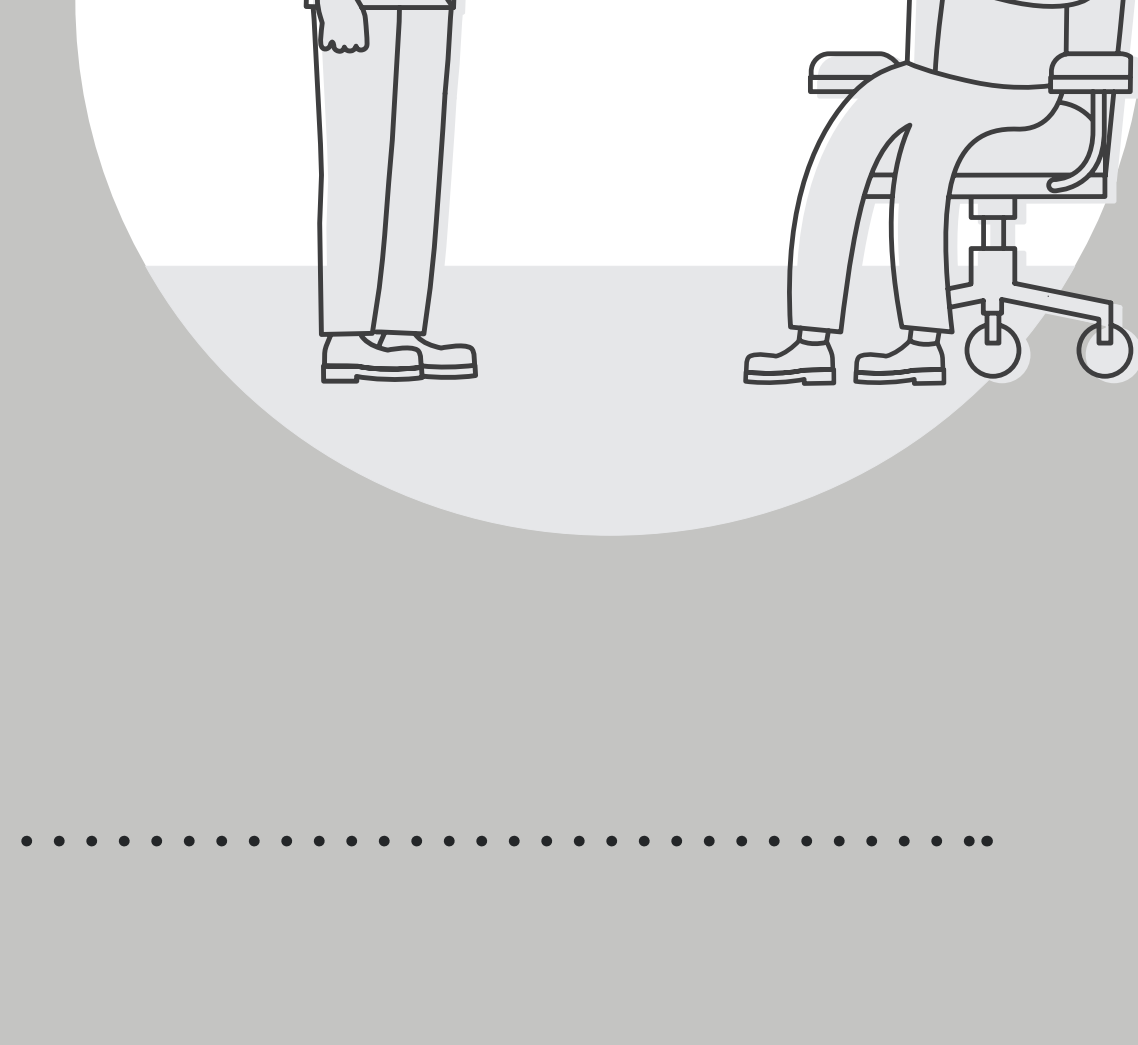
The Manager/Appointed person should make arrangements for the journey home of any employee who is suspended from site/office. **The employee **MUST NOT** be allowed to drive any company vehicles or plant.**



NEGATIVE DRUG TEST RESULTS

If the result is **negative**, the employee shall be formally advised and informed that no further action will be taken.

The employee can return to work immediately unless the test arose in other disciplinary circumstances, in which case the appropriate disciplinary procedural arrangements shall be adhered to.



SUMMARY

- Follow the rules
- Do not report for work when unfit due to alcohol, drugs or any other substance abuse
- Not to be in possession or supply others with alcohol or illegal drugs in the workplace
- Consume alcohol or use illegal drugs in the workplace, or misuse legally prescribed drugs or substances
- Be aware of any side effects of prescriptive medicines and inform your Line Manager/Supervisor
- Be familiar with the testing process for alcohol/drugs and the consequences of breaking the rules

TOOLBOX TALKS

FOR MORE INFORMATION OR IF YOU HAVE ANY CONCERNS CONTACT YOUR SHEQ DEPARTMENT