



Alcohol and Drugs Management Procedure

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Issue, Review and Amendment

Document Reviews		
Date	Revision	Reviewer
30 th May 2018	Document Formulation	Steve Hewings
20 th December 2018	Document Review / Finalisation	Steve Hewings
01 st February 2019	Enhancement to Alcohol Testing and support process	Steve Hewings/HR

Introduction

Morrison Telecom Services (MTS) is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in its operation. This Management Guide supports, and is to be used in conjunction with the company's Alcohol and Drugs Policy (MUS-POL-HR-015) in reducing and managing alcohol and drugs in the workplace.

Aim

The aim of this Procedure is to support the health and safety of all employees, workers, and visitors through having a clear and consistent process in place regarding the use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

Scope

This alcohol and drugs guidance applies to all MTS workers.

Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy where the individuals' terms and conditions of employment are governed by MTS. In relation to any other worker, the company will request the immediate removal from site of the individual and provide such reasonable evidence to the employing organisation to substantiate such request.

Problems with attendance or a long term alcohol or drugs related illness will be managed in line with the sickness absence policy.

Principles

All employees and workers will be treated consistently and fairly in line with MTS Alcohol and Drugs Policy.

Those who admit to having a problem with alcohol or drugs shall be fully supported by their line manager and the business alike.

Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.

All matters concerning alcohol and drugs shall be treated as confidential.

This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.

Rules

During working hours and at all times whilst on work premises and/or attending to MTS business, workers must be free from the influence of alcohol or drugs. This will help to ensure the health and safety of workers 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 will be strictly enforced.

No worker 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 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.

In addition, workers 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.

Any worker contravening these rules will be subject to disciplinary action which may result in dismissal or removal from duty.

Alcohol and Drugs Testing Process

Only alcohol and drugs testing trained “Appointed Persons” are to carry out alcohol and drugs testing in accordance with MTS Alcohol and Drugs Policy MUS-POL-HR-015.

Testing Company

The alcohol and drugs testing services used by MTS is provided by:

Alere Toxicology Plc
Unit 8 Prospect Business Park
Langston Road
Loughton
Essex
IG10 3TR

T: +44 (0)2077 128 000

F: +44 (0)2077 128 001

E: tox.eu.webenquiries@alere.com

<http://www.aleretoxicology.co.uk/>

This service includes where we use indicative onsite screening i.e Alcohol Breathalysers and Saliva Drug Testing Kits, or whether we directly call in Alere Toxicology to administer onsite test on behalf of MTS.

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 an alcohol and drugs test.

Testing is carried out by a qualified person from an accredited independent testing company or a nominated and competent MTS “Appointed Person” who will explain the process to the worker and obtain their consent before proceeding.

A worker 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 by MTS to try 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 MTS 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 MTS's Disciplinary Procedure.

Alcohol Test

The worker will be tested using a breathalyser as described in Appendix A.

Positive and Negative Alcohol Results:

The individual will be tested for alcohol in accordance with MUS-POL-HR-015 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 the HRBP to form part of the disciplinary process as advised by the HRBP.

Screening / Testing for Drugs

Screening for drugs will only be carried out on a sample of saliva in accordance with the protocol as detailed within Appendix B.

The “Appointed Person” will explain the screening procedure to the worker. The worker 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 drug screening results:

Following a non-negative test, the “Appointed Person” must inform Alere Toxicology and the worker 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 MTS 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 worker who is suspended from site/office. The worker must not be allowed to drive any company vehicles or plant.

Negative drug test results:

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

Support Process

Following an Occupational Health Assessment feedback will only be given to MTS with the individual’s consent or where there are issues of a Health and Safety nature and which may require adjustments to the role. Examples of situations where feedback may require to be given to management:

Where treatment, rehabilitation or counselling requires absence from work.

Where consideration is required of a change in the worker’s duties or working conditions.

Where the extent of the Alcohol or Drug(s) Related Problem may have an impact on performance or health and safety at work.

Time off during normal working hours will be granted where treatment, rehabilitation or counselling is required. Employment rights and benefits will be reviewed and so far as possible protected during any such period.

If a worker is absent from work they may be entitled to return to or remain in the same job unless there are justifiable reasons for not doing so. In that event, consideration will be given to finding suitable alternative employment.

It is the responsibility of the worker's line manager, in conjunction with advice from Occupational Health and Human Resources, to determine a time frame for an employee to achieve a sustained improvement. A period of 12 months is often appropriate. Workers will be expected to comply with an agreed programme of support during this time.

Where a worker refuses to attend Occupational Health for a formal referral, or to give consent for a medical report, MTS may have to take action based on the information they have available to them. After returning to work following a period of absence associated with Alcohol or Drugs, the worker will undergo a return-to-work medical with Occupational Health, which may include follow-up testing. Should a worker's health, attendance or work performance continue to be affected and unsatisfactory, further stages of the relevant procedure for management of performance or attendance will be followed and these could ultimately lead to summary dismissal.

Employee Assistance Programme (EAP)

MTS provides, via an independent company called "Workplace Options", an impartial and completely confidential advice, information and support service which is available 24 hours a day, 7 days a week.

The service is accessible via a free phone number (0800 243 458) and is completely free of charge to employees and their immediate family. Fact-sheets and links on a wealth of subject areas can also be accessed online on line at www.workplaceoptions.com Click on 'Member Login' then enter; User name: **morrison** / Password: **employee**

Further information on the EAP can be provided by the Human Resources Department.

Other sources of external information and assistance:

Alcoholics Anonymous - Tel: 0845 769 7555 Email: help@alcoholics-anonymous.org.uk
Web: www.alcoholics-anonymous.org.uk

Alcohol Concern - Tel: 020 7264 0510 Email: contact@alcoholconcern.org.uk Web:
www.alcoholconcern.org.uk

Talk to Frank (Drugs Helpline) - Tel: 0800 77 66 00 Web: www.talktofrank.com

Narcotics Anonymous - Tel: 0845 373 33 66 Email: NAHelpline@ukna.org Web:
www.na.org.uk

Appendix A

Alcohol Test Procedure

Prior to the alcohol test, confirm that the individual has not eaten or drunk anything in last 20 minutes or smoked a cigarette in the last 2 minutes. If they have, it will be necessary to wait 10 or 20 minutes.

1. Ask the individual to pick a disposable mouthpiece and attach this to the breathalyser.



2. Turn on the breathalyser (PWR button.) and check it is calibrated.
3. Machine is ready to use when you hear a beep sound.
4. Ask the individual to blow steadily and continuously until the machine tells them to stop when a double beep is heard.
5. The test results will be displayed.
6. Where the result is 35ug/l* or more conduct a second test in the presence of another member of the site/office team. In the event of two different readings, the result of the second test will be the definitive result.
7. If the result of the second test is 35ug/l or over inform the individual that they have not passed the breathalyser test. Do not complete the induction or permit the individual to work.
8. Ask the individual to remove the mouthpiece and dispose of it in a rubbish bin.
9. Next test: Turn on the breathalyser and repeat process detailed above using a new mouthpiece.

*- **thresholds**, which for this Procedure (save in relation to specific contracts) are in line with the Government's legal drink/drive limit. The current limit for England and Wales is set at 35 micrograms of Alcohol per 100 ml of breath. The current limit for Scotland and Ireland is 22 micrograms of Alcohol per 100ml of breath.





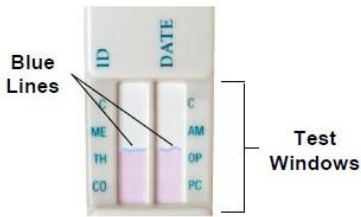
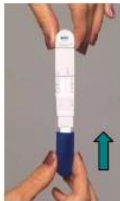
Note

All employees should check with their line manager for the threshold level for their particular contract and **if in doubt assume that the threshold is set at zero.**




Appendix B

Testing for Drugs Procedure

Prior to the drugs test confirm that the individual has not consumed anything in the last 10 minutes.

<p>1. Remove the blue cap by holding the sides and pulling gently. This will expose the collection pad. Make sure there is a blue line present in each window area indicating an unused device.</p> 	<p>2. Open mouth and gently rub the collection pad inside mouth against cheek in a circular motion several (approximately 15-20) times. Make sure to keep head level.</p> 	<p>3. Gently rub the collection pad against the opposite cheek in circular motion several (approximately 15-20) times.</p> 
<p>4. Gently rub the collection pad on top of the tongue several (approximately 15-20) times. Do not chew, suck, bite or bend the collection pad.</p> 	<p>6. Place the collection pad underneath the tongue for approximately 30 seconds to collect saliva. Instruct the donor to hold the device in place with hand. Sufficient amount of saliva collected is indicated by the flow of the blue lines. Repeat steps 2-6 until blue lines flow.</p> 	<p>7. Remove from mouth as soon as blue lines flow at both of the test windows. Re-cap the device.</p>  <p>8. Lay the device on a flat surface and read results in approximately 5 minutes after removing the device from mouth. Do not read results after 20 minutes.</p>

Interpreting Test Results

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<p>Invalid Result</p> <p>When no colored band appears in the CONTROL (C) region, the test is invalid even if there is a band in the test region. Repeat the test with a new device.</p>  <p>Example Interpretation:</p> <table><tr><td>ME:</td><td>Invalid</td></tr><tr><td>TH:</td><td>Invalid</td></tr><tr><td>CO:</td><td>Invalid</td></tr><tr><td>AM:</td><td>Invalid</td></tr><tr><td>OP:</td><td>Invalid</td></tr><tr><td>PC:</td><td>Invalid</td></tr></table>	ME:	Invalid	TH:	Invalid	CO:	Invalid	AM:	Invalid	OP:	Invalid	PC:	Invalid	<p>Negative Result</p> <p>For each test, two colored bands should be observed:</p> <ul style="list-style-type: none">• One in the CONTROL (C) region• One in the specific TEST region <p>The color of the test band may be slightly darker or lighter than the control band. Any visible band that can be seen is a negative result.</p>  <p>Example Interpretation:</p> <table><tr><td>ME:</td><td>Negative</td></tr><tr><td>TH:</td><td>Negative</td></tr><tr><td>CO:</td><td>Negative</td></tr><tr><td>AM:</td><td>Negative</td></tr><tr><td>OP:</td><td>Negative</td></tr><tr><td>PC:</td><td>Negative</td></tr></table>	ME:	Negative	TH:	Negative	CO:	Negative	AM:	Negative	OP:	Negative	PC:	Negative	<p>Presumptive Positive Result</p> <p>A colored band at the CONTROL (C) region should be observed. When there is no colored band at the specific TEST region, the test is presumptive positive for that particular drug.</p>  <p>Example Interpretation:</p> <table><tr><td>ME:</td><td>Presumptive Positive</td></tr><tr><td>TH:</td><td>Negative</td></tr><tr><td>CO:</td><td>Negative</td></tr><tr><td>AM:</td><td>Negative</td></tr><tr><td>OP:</td><td>Negative</td></tr><tr><td>PC:</td><td>Negative</td></tr></table>	ME:	Presumptive Positive	TH:	Negative	CO:	Negative	AM:	Negative	OP:	Negative	PC:	Negative
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