

# HSMP01: Alcohol and Drugs Abuse Policy



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# HSMP01 – Alcohol and Drugs Abuse Policy Statement

This statement sets out the policy in respect of any employee whose proper performance of their duties is or may be impaired as a result of drinking alcohol or taking drugs. The Company will take all reasonable steps to ensure that all employees are made aware of the contents of this statement. Furthermore, as a responsible employer, the Company has in place procedures to prevent, in so far as is reasonably practicable, an offence under any relevant criminal and civil legislation and a monitoring process to measure the effectiveness of such procedures.

Although the legal threshold of alcohol in your system and the status of prohibited drugs may change, it is still covered by the Company's Alcohol and Drug Policy. Therefore, you must not report for duty whilst affected by alcohol, or drugs, whether they are prescription, pharmaceutical or medicinal, which may affect your concentration and ability to perform your duties. If you are taking a course of treatment which may impair your ability and/or concentration, you must discuss this with your manager at the earliest opportunity.

The laboratory screening and analysis process can detect the difference between direct and passive drug use, together with identifying the quantities of alcohol drunk and when this occurred.

It is a requirement that as an employee of Emerson Crane Hire:

- You must not report for work if unfit through misuse/abuse of alcohol or drugs.
- If you have drunk alcohol, this must completely clear your system before you report for work. If you need to be sent home, either unpaid leave, or, a day's holiday will be allocated to cover the absence.
- You must not consume alcohol or any drugs which may affect your performance or concentration whilst at work, or any place where you will be working.

- You must not be in possession of any alcohol or substances deemed illegal by the Company whilst at work, or any place where you will be working.

The Company will not tolerate any departure from these rules and will take disciplinary action, which may result in the employee's dismissal.

A programme of screening has been put in place. This includes procedures to:

- Undertake unannounced testing of 10% of all staff annually.
- Detect the use of alcohol or drugs by potential employees who will work in areas where health and safety is of paramount importance.
- Detect the use of alcohol and or drugs by any person(s) involved in an incident where there are grounds to suspect that the actions of the person(s) led to the incident.
- Detect the use of alcohol and or drugs where abnormalities of behaviour prompt managerial intervention (which may include a request for screening).

For the purpose of this policy, a positive screening result means that screening for alcohol and drugs shows:

- the presence of drugs, other than prescription, pharmaceutical or medicinal medication which does not affect work performance or concentration, or
- more than 29 milligrams of alcohol in 100 millilitres of blood, or
- more than 13 micrograms of alcohol in 100 millilitres of breath, or
- more than 39 milligrams of alcohol in 100 millilitres of urine.

Employees are also confirming that they understand that they may be required by the Company to go for an Alcohol and Drug screening test. Non-compliance

could result in disciplinary action and dismissal, with key Major Contractors being informed accordingly. They also confirm and understand that customers may require employees to undertake an instant and unannounced alcohol and drugs screening test whilst on their site, and hereby give their consent to the above.

Where there are reasonable grounds for the company to suspect that an employee's actions or omissions are contributable to the use of alcohol and/or drugs, then they will be screened immediately for alcohol and drugs. Unannounced alcohol and drug screening will also be carried out on selected people employed to work in areas where health and safety is of paramount importance.

If, having undergone screening, and it is confirmed that the employee has been positively tested for alcohol or drugs, or the employee admits there is a problem, the Company reserves the right to suspend the employee. The Company will decide during the suspension on the appropriate action to take.

If the employee is offered rehabilitation the Company will determine, in consultation with its medical advisor, an appropriate period of time during which the employee will be required to undergo medical treatment.

If at any time the employee disobeys an instruction given to them by the Company with regard to the rehabilitation, or suffers a relapse during or following treatment, the Company reserves the right to withdraw support and to proceed to deal with the matter under the terms of the Company's disciplinary procedure.

On the employee's return to work after having been declared fit for work by the Company's medical advisor, if there is a recurrence of the original problem, or their performance has been impaired by the problem and they can no longer perform at the required level, the employee will be subject to

disciplinary action under the Company's disciplinary procedure.

The Company reserves the right to search any employee or any of the employee's property held on Company premises or any place where the employee will be carrying out their duties if at any time there are reasonable grounds to believe that the prohibition of alcohol or substances legislation (Misuse of Drugs) is being or has been infringed.

If you refuse to comply with these search procedures, your refusal will normally be treated as Gross Misconduct and it will entitle the Company to take disciplinary action against the employee concerned.

The Company from time to time will review this policy, and update staff accordingly.

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