

Drugs and Alcohol Policy

Emerson Crane Hire Limited committed to providing a safe and healthy working environment and we recognize that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work. This policy will be adopted for all operations and in all environments where we operate.

We recognise the importance of such a policy in its contribution towards ensuring the health and safety of our employees, subcontractors, visitors and all those affected by our works. This policy and its mandatory application will be communicated to all staff on employment.

Where staff, including any labour only contractors are assigned to work under contracts within the rail sector, Emerson Crane Hire is committed to enforcing an effective Alcohol & Drugs Policy in accordance with the requirements of Railway Industry Standard RIS 8070 TOM - Alcohol and Drugs (current issue), Network Rail Company Standard NR/L2/OHS/0012 (issue 8) - Network Rail's Alcohol & Drugs Policy, the Transport at Works Act 1992 and Railways and Other Guided Transport System (Safety) Regulations 2006.

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

Policy Definitions

Alcohol Dependence: The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties are impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others.

Drug Dependence: The habitual taking of drugs by an employee other than drugs prescribed as medication to be taken at a prescribed frequency, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others.

It is a requirement of Emerson Crane Hire Limited that employees or sub-contractors shall:

- Not use prescribed or over the counter medicine while working on Network Rail Managed Infrastructure without advising the Person in Charge, or the Crane Lift Supervisor on any other site working environment, or their respective line manager in the workshop or office working environment.
- Not report or attempt to report for duty having just consumed alcohol or being under the influence of drugs, or report for duty in an unfit state due to the use of alcohol or drugs.
- Not be in possession of alcohol or drugs of abuse in the workplace or supply or attempt to supply them in the workplace.
- Never Consume alcohol or drugs while on duty.
- Report anybody who is suspected of being, or who is, unfit to commence/continue with their work because of the effects of drugs or alcohol.

Drugs and Alcohol Screening

Emerson Crane Hire Limited will undertake regular alcohol and drug screening of employees under the following circumstances:

- Pre-employment for field-based staff such as crane operators, slingers and signallers, Crane Supervisors, Crane Appointed Persons, vehicle drivers including haulage and commercial fleet vehicle drivers, and workshop operatives as Safety Critical Activities. If a prospective employee refuses to consent to such an examination/screening Emerson Crane Hire Limited has the right to immediately withdraw any offer of employment made.
- Promotion or transfer to Safety Critical Activities as outlined above.
- Following an incident where the use of alcohol and/or drugs may have been a factor, or when there is cause to suspect that an employee is using or is under the influence of drugs or alcohol. Any staff or contractor suspected of being unfit for work through the effects of drugs or alcohol will be required to stop work immediately and to undergo for cause testing. Also, if staff are involved in a safety related incident, they will be subject to for cause testing. Staff will not be allowed to undertake any further safety critical works until the results of the for cause testing is known.
- As part of a random/ unannounced screening process a minimum 20% of Sentinel competency card holders and Safety Critical Activity employees will be alcohol and drugs screened annually. This is usually between 1st November and 31st October as the 12-month period between RISQS audits. The Service Desk administration will select the correct 20% of employees by random selection based on the training matrix to establish the correct number of employees required. Staff will then be notified accordingly; see below.
- The exception to the above scheduled annual screening regime where over and above, whilst working for TfL, there is a requirement for a “fit for work” check to be undertaken prior to booking on duty at all times.

The implementation of this policy will be supported by the following:

- Refusal to undertake Alcohol and Drugs tests will be considered a positive result. Emerson Crane Hire Limited will not tolerate any departure from these rules and will take the appropriate disciplinary action which will normally result in dismissal in the event of any infringement.
- Emerson Crane Hire Limited pledges assistance with rehabilitation of staff who voluntary seek help for alcohol or drug related problems. Such staff must, however, seek assistance at the earliest possible opportunity. Subsequent discovery of a disclosure prompted by impending screening will not be acceptable.

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Positive Screening Results

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

- The presence of drugs (other than medication which does not affect work performance).
- 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.

Prior to screening, staff should advise the screening provider of any over the counter or prescribed medicine they are taking or have taken recently (the screening provider will advise of the relevant timescales). All must consent to testing and to reiterate, refusal to undergo screening will be treated as a positive result

A positive result from unannounced or for cause testing will lead to removal of sentinel card and Company Rail ID card, notification to Sentinel and immediate suspension from any, and all safety critical work regardless of whether this is rail infrastructure work or otherwise. This situation could also result in dismissal.

This policy is subject to annual review and approval by the Managing Director to ensure its continued relevance and adequacy.

Liam Clancy: Managing Director



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