

Workplace Drugs and Alcohol Policy

General Statement

This organisation aims as a business to act as a good employer and to conduct its business activities in a way which will achieve the highest possible standard of health and safety for its employees, visitors and members of the public.

Aims

The Drugs and Alcohol Policy aims to contribute to a safe, healthy and productive work environment by:

- Preventing drugs and alcohol problems through awareness raising;
- Identifying problems at the earliest stage;
- Offering support to those who have a problem.

The policy applies equally to all staff including all levels of management.

The organisation has set the following objectives:

- To ensure that every new start is made aware of the Drugs and Alcohol Policy;
- To ensure that all existing staff receive awareness training by means of toolbox talks from their managers.

Responsibilities

Overall responsibility for implementation of this policy rests with the Managing Director. The day to day responsibility for ensuring implementation of the policy is delegated to Divisional Managers.

To ensure the policy can be implemented, the following people have responsibility for carrying out awareness toolbox talks:

- Precast UK - Production Manager and his Supervisors for factory workers
- Precast NI - Production Manager and his Supervisors for factory workers
- Construction - Site Managers
- Quarries - Quarry Foremen
- Asphalt & Ready Mix - Plant Managers
- Offices - Department Heads

A toolbox talk is provided within the Integrated Management System to assist in awareness training ([see TT049 Substance Abuse](#))

Definition

Drugs and alcohol problems in the context of this policy are defined as those which incorporate a variety of behaviours caused by drugs or alcohol which may be problematic to the individual and/or to FP McCann..

The Rules

- **DO NOT** get drunk the night before and expect to work safely on site the next day. Alcohol takes time to work its way out of the system. As a rough guide a single unit of alcohol (a single spirit or glass of wine, or ½ pint of beer) will take approximately one hour to leave your body.
- Be aware of the signs of drug use which include watery eyes, pin-point or dilated pupils, running nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue and irritability. If you see such signs then report it and help eliminate a serious risk – ignore it and it could be you that gets hurt!
- Be aware of prescribed drugs as well as illegal drugs. Some prescribed drugs can cause drowsiness, etc – be responsible. If you are on prescribed drugs advise your line manager.
- Some effects of drugs are: slow reaction times, clumsiness, poor decision making and distorted vision.
- Confine your drinking to social occasions where there is suitable recovery time, and if offered drugs just say “no!”. As well as creating a risk in the workplace, drink and drug abuse will damage your body.
- No employee must report for work under the effect of alcohol or drugs.
- No alcoholic drinks or drugs may be consumed on the premises at any time.
- The Company wishes it to be clearly understood that the consumption of alcoholic drink or drugs by employees between starting and finishing times is prohibited. Those permitted to drive Company vehicles (and their passengers) must not consume alcohol or drugs during working hours, or on route to or from work. In addition no employee must report for work under the effect of alcohol or drugs.
- Any accident involving an employee on duty at which it is found that consumption of alcohol or drugs was a contributory factor, may make the employee liable to dismissal.

Safeguards

- If you are suspected of being under the influence of drink or drugs at work you will face the possibility of disciplinary action and be suspended pending investigation. If proven, this offence is classified as Gross Misconduct and could result in dismissal.
- Absence for treatment and rehabilitation will be regarded as normal sickness absence;
- The normal conditions during periods of absence will apply;
- It is recognized that relapses may occur;
- The policy will be monitored and reviewed regularly;
- Strict confidentiality is assured.

Procedures

- This policy applies across the organisation at all levels;
- Procedures will ensure that all employees are aware of the drugs and alcohol policy, its aims and safeguards;
- Employees can request help voluntarily, through peers and management;
- When an issue is brought forward the matter will be discussed with the Human Resources Manager;
- The employee can bring an appropriate representative for example, a trusted colleague or a Trade Union member to this discussion for support;
- At all such discussions employees will be told about the scope of the policy;
- If a problem is identified, help will be offered and employees advised of their rights;
- The employee will be advised of the consequences if help is refused or relapse occurs.

Disciplinary procedures are likely to be invoked in the following circumstances:

- If alcoholic drinks or drugs are consumed on the premises at any time;

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- The consumption of alcoholic drink or drugs by employees between starting and finishing times is prohibited.
- Any accident involving an employee on duty where it is found that consumption of alcohol or drugs is a contributory factor, will make the employee liable to dismissal.
- If employees do not notify their Line Manager or Human Resources Manager if they take prescription drugs or 'over the counter preparations' which could affect performance and create a safety risk.

Information

Information on the policy and on the effects of drugs and alcohol is held by the Human Resources Manager and the Systems Manager.

Help

If you require help and/or support in relation to drugs and/or alcohol, you can speak confidentially to the Human Resources Manager.

Confidentiality

All discussions with an employee in connection with drugs or alcohol will be strictly confidential. This will also be the case with counselling or other treatment which the employee undertakes. While appropriate personnel records will be kept, it is accepted that any record of treatment will be the property of the person administering that treatment. No discussion about the employee will take place with another party without the permission of that employee.

Signed:



Position: Managing Director

For: FP McCann Ltd

Date: 6th November 2018

Review Date: 6th November 2019