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## **D15. DRUGS AND ALCOHOL**

Management of Health and safety at Work Regulations 1992  
Control of Substances Hazardous to Health Regulations 1999

### **D.15.1. PURPOSE**

It is Company policy of to provide and maintain a safe working environment, free from the use of illicit drugs and alcohol through education and counselling, intervention and where appropriate, disciplinary action. To ensure the safety and protection of its employees or contracted personnel, operations, assets and the localities in which it operates, R.W.Services prohibits the possession, use, distribution or sale of illicit drugs and alcohol in the workplace.

The Company require employees and contracted personnel to be free from such illicit drugs and alcohol or the effects thereof upon entering Company owned, leased or operated premises.

### **D.15.2 Drug/Alcohol Abuse Definitions**

For purposes of this policy on drug/alcohol abuse, the following definitions apply: -

- The expression “illicit drug(s)” shall mean any drug, which is not legally obtainable; any prescription drug, which has not been legally obtained; any prescription drug not being used for the prescribed purpose or any proprietary drug being used in a manner different than recommended by the manufacturer.
- The expression “Biological Testing” shall mean the scientific analysis of urine, blood, breath, saliva, hair, tissue and other specimens of the human body for the purpose of detecting illicit drugs.
- The expression “alcohol” shall mean the active principle of intoxicating drinks produced by the fermentation of sugars.



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### **D.15.3. DRUG/ALCOHOL ABUSE PROGRAMME IMPLEMENTATION**

#### **D15.3.1 Education**

**D.15.3.1.1** Managers and Supervisors are required to be alert to: -

- Recognising the visible signs and behaviour of persons who may be under the influence of illicit drugs
- Counselling these employees to seek professional evaluation and assistance
- Recognising these activities are a direct job responsibility

**D15.3.1.2** All employees are to be informed of:

- An awareness of the signs and symptoms of drug/alcohol abuse
- [Confidential employee assistance and counselling programmes available to them, including medical rehabilitation programmes](#)
- Health consequences of continued abuse.

#### **D.15.3.2 Intervention**

**D.15.3.2.1** The Company recognise the benefits of medical rehabilitation of employees who become victims of drug/alcohol abuse. It encourages employees to seek help and requires Supervisors and Managers to deal sympathetically with staff who approach them for help. The Company will undertake, in respect of those Company employees who voluntarily seek help, [to provide paid sickness leave for a minimum of one course of treatment at a recognised treatment centre.](#)

**D.15.3.2.2** Co-operation by the employee is expected during rehabilitation. Following a medical release to return to work, a condition of reinstatement at the workplace is agreement to periodic drug/alcohol testing. Rehabilitated employees must remain free of illicit drugs and alcohol as a condition of continuing employment.



**D.15.3.2.3** All medical information will be protected as medically confidential by the Company unless otherwise required by law, over-riding public health and safety concerns, or a signed authorisation is provided by the employee.

**D.15.3.2.4** Pre-employment medical examinations of all R.W.Services employees may (dependent upon site requirements) include biological testing for illicit drugs and dependence on alcohol. If evidence of the use of such drugs or alcohol is discovered either through testing or other means such as recognition of visible signs or symptoms, the employment process shall be terminated. If the applicant refuses to submit a specimen for biological testing, the employment process is likewise terminated.

**D.15.3.2.5** R.W.Services may require written confirmation that pre-employment biological testing with negative results has been conducted on all new employees or sub-contractors prior to their acceptance for work with the Company.

**D.15.3.2.6** Where reasonable cause exists, the Company reserves the right to conduct biological testing. Employees may also be subject to biological testing on a random basis.

### **D.15.3.3 Discipline**

**D.15.3.3.1** All employees will be subject to disciplinary action for:

- The use, sale, attempt to sell, possession or distribution of illicit drugs or alcohol on Company premises including car parks or during Company business
- Conviction for a drugs/alcohol-related offence
- The refusal to submit to a medical examination and/or biological testing where reasonable suspicion of drug/alcohol abuse exists.



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#### **D.15.4 SIGNS OF DRUG and ALCOHOL ABUSE**

**D15.4.1** The following are indicative signs following abuse of drugs and/or alcohol.

- sudden mood changes
- impaired job performance
- lateness and absenteeism
- unusual irritability or aggression
- a tendency to become confused
- increased short term sickness absence
- a deterioration in relationships with colleagues, customers or management.
- Dishonesty and theft.

The above conditions are not an exhaustive list and can obviously also be applicable to other illnesses. Managers and Supervisors must deal with any of the above issues with compassion and confidentiality for any employee.

#### **D.15.5 RESPONSIBILITIES**

##### **D.15.5.1 Company, and, Site Managers**

Managers and Supervisors must understand that:

- alcoholism (as distinct from drug abuse) is a recognised disease.
- The importance of maintaining medical confidentiality.
- How and when to refer an internal issue to specialists.
- The circumstances that may involve outside agencies, such as the police, medical profession and personal counsellors.
- How to respond to concerns from staff about working with a person who may be misusing alcohol or drugs.

Managers and Supervisors have a responsibility to:

- ensure that all persons under their control are aware of the issues of the abuse of drugs and alcohol.
- Report to the Company Personnel Department all instances or identified drug or alcohol abuse.
- Ensure that strict confidentiality is given and maintained at all times to employees suspected of drugs or alcohol abuse.



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## **D.15.5**            **RESPONSIBILITIES cont'd**

### **D15.5.2**            **EMPLOYEES**

- Must not consume alcohol whilst at work, or report for work in an intoxicated state from alcohol consumption previous to reporting to work.
- Are instructed that the possession, use and/or supply of drugs is a criminal offence.
- Must not work in a physical state under the influence of drugs other than those obtained under medical prescription. (Note; certain medically prescribed drugs can adversely affect work performance and safety, employees have a duty to report the consumption of any prescribed drugs that may have this effect to their immediate Supervisor or Manager).
- Should understand that individuals found under the influence of alcohol or drugs will be suspended from work immediately so as to protect the health, safety and welfare of persons affected by his/her activities.