

Document ref:	Drug & Alcohol Policy	Rev:	1.2
Date of issue:	29/03/2018	Author:	SHEQ
Ezone Location	03.10.06		

Drug & Alcohol Policy Statement

Introduction

This Policy is designed to eliminate the risks associated with drug, alcohol and substance misuse from Erith Group premises and workplaces. It recognises the inherent risks associated with drug use, both illegal and prescription, alcohol abuse, and the abuse or misuse of other substances e.g. solvents. The Erith Group is committed to providing a safe, healthy and secure environment for all those who may be affected by its operations and activities.

Application of the Policy

This Policy applies to all persons who are present at any Erith Group premises or workplace, whether they are direct employees, sub-contractors, agency staff or visitors. All persons present at any Erith Group premises or workplace must be in a fit state to undertake their duties at all times and must not possess, consume or be under the influence of illegal drugs, alcohol or any other impairing substance.

Anyone taking prescription medication must consult their doctor on the risk of the medication affecting their fitness to work prior to reporting for duty. Where such a risk is identified, it must be reported to their line manager or supervisor prior to the commencement of work and a risk assessment shall be undertaken to eliminate the risks associated with the medication.

Subcontractors and Visitors

It will be a condition of contract with subcontractor and agency workers that this Policy applies to anyone they provide to work at any Erith Group premises or workplace. Visitors to company premises or workplaces should be notified of the requirements of this Policy prior to attendance.

Offers of Medical Help

The Company will treat any requests for assistance from any employee who volunteers the information that they have an alcohol or drug related problem sympathetically. A request of this nature will not be accepted after or immediately prior to testing for alcohol or drugs. During any regime of treatment, the individual will remain subject to the requirements of this Policy whilst at work at an Erith Group premises or workplace.

Random Testing

The Erith Group will undertake random testing for alcohol and drugs in line with a target set by the Operations Board, which will be reviewed annually. Testing will be undertaken by trained personnel or by an external provider who will choose individuals for testing independent of any influence from the company.

Post Incident Testing

The company management may decide to undertake or request for an alcohol and drug test to be undertaken of the individuals involved in the incident to identify or eliminate any alcohol or drug misuse. Findings will be included within any investigation report.

For Cause Testing

Testing shall also be undertaken where there is a reasonable cause for suspicion or following an accident or incident (where deemed appropriate / required under contract e.g. rail works). Anyone who tests positive due to alcohol, drugs or substance abuse will be suspended from the workplace pending an investigation. All such samples will be subject to chain of custody protocols.

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Disciplinary Actions

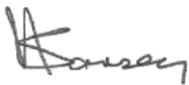
The disciplinary process will be invoked for direct employees as outlined in the Erith Group Handbook, where an individual:

- Is removed from a workplace due to impairment caused by drug, alcohol or substance misuse.
- Tests positive for illegal drugs.
- Is found to have a blood alcohol level above the legal drink driving limit, or the equivalent in urine or breath samples (this limit allows for a small residual effect but is not intended to condone any alcohol consumption during the working day).
- Is found to have a blood alcohol level above the Network Rail standard for alcohol or the equivalent in urine or breath samples (this limit is only applicable to rail work).
- Refuses to undertake a screening test for alcohol or drugs.
- Is found supplying illegal drugs or alcohol on any Company premises or workplace.
- Is using prescription drugs that have a known side effect that can impair their ability to work safely and have not disclosed this.

All the above offences will be treated as **Gross Misconduct** and result in instant dismissal from the Erith Group as per the company's disciplinary procedure

Where there is a Client requirement to work under another more stringent policy, employees will be notified of the requirement to conform to that policy. The Company will not accept any departure from these rules and will take the appropriate disciplinary action in the event of any infringement.

Signed for and on behalf of the Executive Board:



Steven Darsey
Group Chairman
26/04/2018