

DRUGS & ALCOHOL POLICY – HSP015

This policy will be implemented within the depot and on all sites under the control of Inner City Traffic Management Ltd.

It defines the Company's intent about its obligations under the UK's Transport and Works Act 1992 and other legislation relevant to Drug, Alcohol and Solvent abuse (Misuse of Drugs Act 1971).

Individuals who enter the workplace having consumed alcohol or illegal substances (drugs) can have a devastating effect not only on their own safety but on that of their colleagues as well. Some prescription drugs may have an adverse effect on performance and everyone has a duty to understand the effects that these drugs can have.

We recognise the inherent risk associated with Drug, Alcohol and Solvent abuse, we are therefore intent on safeguarding the workplaces and work activities from these risks. In doing so we shall make all employees, suppliers, subcontractors and visitors aware of the control measures used to prevent accidents or injuries occurring due to Drug, Alcohol and Solvent abuse.

- Persons should not report for duty whilst under the influence of alcohol, solvent or having taken illegal substances (drugs).
- Alcohol, solvents or illegal substances shall not be bought onto or consumed within the workplace.
- Persons should not attend work whilst taking prescribed drugs without having first checked with their doctor/pharmacist the risk of the drugs affecting their fitness for work and having informed their supervisor.

So as to ensure that the workplace is kept free of the dangers which can be associated with employees, subcontractors and visitors, who are under the influence of Drug, Alcohol or Solvents, entry to the workplace will be refused for all persons if it is suspected that a person is under such influence.

If an employee suspects an employee(s), subcontractor(s) or visitors, are under the influence of alcohol or illegal substances (drugs) they are to contact an appropriate line manager immediately to seek remedial action.

The Company will conduct Drug and Alcohol testing under one or another of the following circumstances:

- **Random Testing:** Employees may be selected at random for drug / Alcohol testing at any interval determined by the company.
- **For Cause Testing:** The company may ask any employee to submit a drug /alcohol test at any time that the employee may be under the influence of drugs or alcohol, including or not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity. Unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **Post-Accident Testing:** Any employee involved in an on the job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit a drug and/or alcohol test." Involved in an on-the-job

accident or injury” means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

For those persons who are found to be working with blood alcohol levels above the legal drink drive limit or under the influence of illegal drugs will be liable to face disciplinary procedures.

For those persons who are in receipt of prescription drugs, which may result in risk to themselves or others, will be transferred to non-safety critical tasks for the duration of the treatment.

Any person who is discovered in the possession of and or in the trading of illegal substances will be reported to the police.

The Company is not looking to victimise employees who admit to having drink or drug related problems, and those who approach the Company for help and are willing to undergo treatment will be encouraged on the recovery route. Although approaches of this nature will not be honoured if they have been made subsequent to, or just prior to a Company check that would reveal that alcohol or illegal substances had recently been consumed.

Disciplinary Policy

Failure to comply with these requirements will result in employees being disciplined in line with the company disciplinary arrangements.

Non employees failing to comply with these requirements shall be reported to their respective employers for action and resolution in line with our Incident Procedures.

S Young

Managing Director.
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