



Eglin

W P EGLIN LTD

DRUG AND ALCOHOL POLICY

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1. Purpose

This policy sets out the company's position with regard to drugs and alcohol within the workplace and the approach it will take when the consumption of drugs or alcohol affects staff performance at work. The associated procedures cover the courses of action which will be taken in one-off situations of staff being under the influence of drugs or alcohol whilst at work, as well as the action to be taken when a member of staff has an underlying drug or alcohol related problem.

2. Scope

The policy applies to all staff employed by and working for W P Eglin Limited.

3. Aims

The aims are:

- * to provide a healthy and safe working environment for all employees and visitors

- * to help those with an alcohol or drug problem to be restored to health quickly to the benefit of themselves, their colleagues and the company, and to return to an acceptable pattern of working

4. Definitions

Substance Misuse –

Drinking alcohol, taking drugs or a controlled substance, either intermittent or continuous which interferes with an individual's health, work capabilities or conduct, or which affects their work performance and/or safety of themselves and others.

Drug –

Means and includes any substance (other than alcohol) that produces physical, mental, emotional or behavioural change in the user, the sale, possession or consumption of which is illegal. This term includes prescription drugs where such prescription drugs have not been prescribed for the person possessing or using such drugs and/or such prescription drugs are not taken in accordance with a physician's direction.

Controlled Substance –

Means and includes all chemical substances or drugs listed in any controlled substances, acts or regulations applicable under the law.

5. Principles

- 5.1 The company recognizes that addiction to alcohol and drugs may in some cases be considered a medical condition and should be treated as such. Staff who may have a problem will be encouraged to seek help and treatment voluntarily and at an early stage. Support will be given to staff and details of a confidential nature will normally only be discussed with the employee's own doctor, other medical specialist, or manager with the prior agreement of the individual.
- 5.2 Whilst alcohol or drug abuse does not excuse poor work performance or misconduct, it may be treated as a mitigating factor, and disciplinary procedures may be suspended whilst the opportunity is taken to identify potential alcohol or drug-related problems and, if necessary, to seek treatment. The Drugs and Alcohol Procedures will be followed in all cases.
- 5.3 Risk assessments will be used to identify any activities or work environments where for safety critical reasons, employees are not permitted to consume alcohol immediately before or at any time during the working day, including during unpaid breaks, and should not at any time report for work with a blood alcohol level exceeding the current UK limit for safe driving. Examples of such areas of work include:
- * Using dangerous machinery, equipment or machine tools
 - * Working with hazardous chemicals where spillages could be highly dangerous by virtue of their toxicity, flammability, carcinogenicity, etc.
 - * Working in locations or environments where an unimpaired sense of balance is essential (ladders, work at height)
 - * Driving a vehicle of any description

This list is for illustration and should not be construed as exhaustive

6. Responsibilities

6.1 Employees have personal responsibility to:

- * Be fit for work when conducting duties on behalf of the company and notify management immediately if use of an aforementioned substance may cause any impairment of work performance
- * Not consume alcohol during work time
- * Not bring or use illegal substances on company premises under any circumstances
- * Seek professional help if they have a substance abuse problem
- * undertake and complete a substance abuse rehabilitation programme as recommended by a professional body
- * Report to management if they suspect that another employee in the workplace is under the influence of an aforementioned substance.

- * Notify their management if they are taking medication that could affect their ability to work safely.

6.2 Management have a responsibility to:

- * Make the Drugs and Alcohol Policy available to employees
- * Ensure risk assessments are carried out for work under their control
- * Discuss with employees as soon as possible if behavior, performance or absence indicates a problem with substance misuse
- * Recommend that employees who declare or who they suspect may have a substance abuse problem seek medical assistance
- * Provide support to employees who undertake a treatment programme
- * Remove from the workplace employees who they suspect are under the influence of any aforementioned substance.
- * Record absence related to substance abuse in accordance with attendance reporting procedures

7. Compliance

Contravention of this policy may result in disciplinary action

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