



DRUGS & ALCOHOL POLICY STATEMENT

Policy Objectives

- To comply with the requirements of the Health and Safety at Work Act 1974 and the Transport and Works Act 1992.
- To meet client and infrastructure manager requirements.
- To provide employees and subcontractors with basic information regarding the drugs and alcohol testing and the possible action and results of tests taken.
- To assist in the provision and maintenance of a safe and healthy work environment.
- It is the policy of D&D Rail Ltd to provide safe and healthy working conditions, to set and maintain high standards and safety practice and to seek the active support of all staff in achieving these ends. The scope and nature of works undertaken by the company are such that safety is of paramount importance. The taking of drugs (including prescribed drugs and those available without prescription/ 'over the counter' medicines) and the consumption of alcohol can impair work safety and performance.
- To meet the requirements for "due diligence" the company undertakes a programme of drugs and alcohol testing as necessary in order to ensure that work is carried out in a safe and proper manner.

Policy Summary

- Illegal drugs are those controlled by the Misuse of Drugs Act 1971.
- A positive result is a laboratory positive result for illegal drugs for which no alternative medical explanation can be found or an alcohol test level of above 13 micrograms / 100ml for breath / alcohol (equivalent to 29 milligrams % for blood / alcohol and 39 milligrams % for urine). Compliance will be assured by normal work performance monitoring and by the drug and alcohol-testing programme.
- Records of the programme will be retained for the benefit of external auditors and for internal monitoring.
- All employees and subcontractors are eligible for drug and alcohol testing and the company has the right to request a drugs and / or alcohol test in accordance with this Policy, including random unannounced testing.
- Tests may be conducted for the following incidents:

Pre-employment	Pre-access	Random
Post incident	Reasonable suspicion	
- Random, unannounced drugs & alcohol testing is conducted annually (from the date of the last test) for 5% of the sponsored personnel on TfL infrastructure (or 20% of the sponsored personnel when working on Network Rail infrastructure).
- Details of these are available within the corporate documented procedures and are available for scrutiny.

Company Responsibilities

- The Managing Director has overall responsibility for implementing this Policy, which includes the day to day management of the implementation of the system.
- Where deemed necessary the company shall employ the services of a specialist company for assistance in ensuring the requirements of the Transport and Works Act 1992 are achieved.
- Drugs and alcohol tests will be organised by the company at any time and at any location both on and off site, and at company premises during working hours. Appropriately trained staff from D&D Rail Ltd, a specialist drug screening company the Client or the Police shall undertake the tests.
- Personnel who are required to take a test will be selected on a random basis. The method and procedures will be available for scrutiny, in conjunction with the records of selection.
- Senior management shall decide whether a person may continue working or will be suspended from work pending the result of a drug or alcohol test and will inform the person of the decision as soon as practicable.
- The company will undertake to review and if necessary update this Policy annually unless there are changes in the responsibilities or other changes of substance in which case a revised Policy will be issued as soon as practicable to all employees.
- The company will inform those who are subject to the requirements of the Transport and Works Act 1992 or the Railways and other guided transport systems (safety) regulations 2006 but reserves the right to test any person involved in a contract should a member of the management deem this to be necessary.

Employees and Subcontractors

- Must understand and accept their responsibility not to report for work if they are under the influence of alcohol or drugs. This includes illegal drugs, but also includes prescribed and over the counter drugs which can also affect performance. The company will not employ a person where the company has knowledge (via a verifiable source, prosecution or a positive drug (test) of that person using illegal drugs).
- To inform their Line Manager about any prescribed or 'over the counter' medicines they are taking.
- Not to consume alcohol whilst at work or prior to commencing work. Personnel must be aware of the limits for the consumption of alcohol as contained in the drug & alcohol **guidance** issued at the time of induction.
- To be familiar with all aspects of the Policy and the disciplinary implications resulting from a breach of the Policy.
- To be aware that a person may be suspended from work pending the outcome of a drugs or alcohol test.
- To avoid covering up or colluding with colleagues whose behaviour and performance is affected by alcohol or drugs.
- Employees and subcontractors must comply with any request made by the company or a Client to undergo "for cause", "post incident", planned and random testing.
- To be aware that a refusal to comply will be treated as gross misconduct leading to dismissal for employees, which may be effected immediately and as breach of contract for a subcontractor. To refuse a request by the Police is an offence under the Act and will be dealt with accordingly.
- To be aware that any person failing a test be they an employee or a subcontractor, will not be permitted to work on future contracts with the D&D Rail Ltd. This will also apply to a person who subsequently presents evidence of a clear test. A failure of a test under certain circumstances, such as on site "for cause" or "post incident" testing may lead to arrest and subsequent prosecution under the Act.
- If taking prescribed drugs this information will be requested as part of a drugs test and personnel should be aware that certain prescribed and over the counter drugs may be identified on a drugs test with a positive result. Personnel should inform the Quality / Safety Manager of medication being taken.
- To be aware that a drugs and / or alcohol test will be carried out if it is suspected that a person is under the influence of drugs and alcohol, either at work or prior to work commencing, both on and off site. The person will be accompanied, normally by a supervisor, until such time as the test(s) have been completed.

This policy is to be reviewed annually (as a minimum) unless there are changes in the responsibilities of the persons named within it or other changes of substance, in which case a revised policy will be issued immediately to all existing policy holders.