



ALCOHOL AND DRUG ABUSE PO-02

COMPANY POLICY

Alcohol or drug mis-use by a member of our workforce, whether management, staff or manual employee, can adversely affect the health, safety and welfare of themselves and their colleagues. This policy is designed to help protect all workers from the dangers of alcohol and drug abuse and to encourage those with a dependency problem to seek help.

Who this policy applies to?

This statement sets out PT Contractors Ltd policy for minimising risk to its activities and operations. It applies to all PT Contractors Ltd employees and, where appropriate, others such as consultants, sub-contractors and agency workers working on a site under PT Contractors Ltd control.

It is the policy of this company that any person reporting for work who is known to be, or strongly suspected of being, under the influence of alcohol or drugs must be referred immediately to the appropriate Supervisor/Manager. They will make arrangements for them to be removed from the workplace and, if necessary, tested.

It is noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be caused by other conditions, e.g. heat exhaustion, hypothermia, diabetes, prescription drugs etc. These conditions, while still requiring the person to be removed for safety reasons, will obviously not result in disciplinary action. Therefore, if there is any doubt as to the cause of a person's condition, medical advice should be sought immediately.

Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels, and this can lead to either impaired judgement or concentration. Drug misuse can also bring about the neglect of general health and well-being. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

COMPANY GUIDELINES

P T Contractors reserve the right to conduct random alcohol and drug testing on some or all employees or those that come under our Duty of Care at any time and reserve the right to test anyone involved in an incident on site (For Cause testing). Preliminary screening with hermetically sealed saliva based test kits are available on site for immediate use should the need be identified due to either: suspicion, behaviour, or where an incident has occurred on site. The with cause/preliminary test kits are a (Multi Drug 6 Drug Rapid Test Midstream Oral Fluid type), they provide an immediate indication to the presence of drugs, or the use of a (Alcohol Rapid Dipstick Oral Fluid type) indicating the presence of alcohol in saliva and provides an approximation of relative blood alcohol concentration. Should an initial test result prove positive, then an independent occupational healthcare professional will conduct a second more thorough test with full screening undertaken by a UKAS accredited laboratory service that satisfied assessors that they provide a service that meets all testing criteria. The initial "with Cause" screening will be conducted by either an occupational professional or trained member of staff.

Any employee showing either a positive drug reading or a blood alcohol concentration in excess of 50mg per 100ml will immediately be suspended pending possible disciplinary action. Any employee refusing, or found to be deliberately avoiding the test, will be suspended pending disciplinary action.

1. Do not come to work under the influence of alcohol or drugs (and remember this could be from the night before). You could be charged under section 7 of the Health and Safety at Work Act.
2. Do not bring alcohol onto Company premises or sites.
3. Do not bring non-prescribed drugs onto Company premises under any circumstances. Employees found to be in possession of illegal substances could face summary dismissal.
4. If your Doctor has prescribed medication for you, find out what the usual side effects are and inform your immediate Supervisor if they are likely to be detrimental to your work performance. (E.g. drowsiness, blurred vision etc.)
5. Never attempt to drive or operate machinery of any description if you are under the influence of alcohol or drugs.
6. Encourage colleagues who you suspect of suffering from alcohol or drug dependency to seek help. Inform the Company of your suspicions — remember, they are putting your life at risk as well as their own.
7. HR to carry out Pre-employment screening checks.
8. Only use Laboratories that are accredited by the United Kingdom Accreditation Service (UKAS) will have satisfied assessors that they provide a service that meets all testing criteria.

We are all responsible for maintaining a risk-free workplace and it is every employee's responsibility to read and adhere to this policy.

The person who has overall and final responsibility for the implementation of this policy is Mr P N Trant, Managing Director.

P.N. TRANT

Managing Director

Date 02/01/2025

If you require guidance on sensible limits of alcohol, ask your Doctor or go to www.nhsdirect.nhs.uk

For free confidential drugs advice and information go to:

Drinkline: 0300 123 1110 (weekdays 9am to 8pm, weekends 11am to 4pm) The national alcohol helpline. If you're worried about your own or someone else's drinking, you can call this free helpline in complete confidence. You can also visit: <https://www.drinkaware.co.uk/advice-and-support/alcohol-support-services> for more information

Talk to Frank: 0800 7766 00

Confidential information and advice about drugs and substance abuse, 24-hour helpline, will not show on phone bills.Or Visit: <https://www.talktofrank.com/>

Alcoholics Anonymous (AA): <https://www.alcoholics-anonymous.org.uk/>

A free self-help group involving a "12 step" programme involves getting sober with the help of regular support groups.

We Are With You: <https://www.wearewithyou.org.uk>

A UK-wide treatment agency that helps individuals, families and communities manage the effects of drug and alcohol misuse.

Adfam: <https://adfam.org.uk/>

A national charity working with families affected by drugs and alcohol.

The company provides a free confidential employee assistance programme for help and advice. Call 0800 032 7097 or visit healthassureseap.com.

Next Review Date: 02/01/2026