



ALCOHOL AND DRUGS POLICY.

This policy has been written to comply with the requirements of the Transport & Works Act 1992, Network Rail Alcohol & Drugs Policy NR/L1/OHS/051 and other related Network Rail Standards.

Compliance with the requirements of this policy, by all employees and our appointed sub-contractors will ensure that the company can demonstrate compliance with the Act and applicable Network Rail standards.

The company will take all reasonable steps to ensure employees and contractors are aware of policy requirements, relevant legislation and standards and their implications. Procedures are in place to prevent practicable offences and monitoring of site activities will be undertaken.

It is a requirement that all persons who undertake work on our behalf on the railway are strictly forbidden to:

- Commence work whilst under the influence of alcohol.
- Take any drugs that may affect their ability to concentrate, judge distance, or in any way impair their performance to undertake their duties safely.
- Be in possession of illegal drugs or substances
- Be in possession of prescription drugs without reporting and checking their use with their immediate manager.

Any person attempting to commence work or actually commencing work whilst under the influence of drugs or alcohol will be subject to the company disciplinary procedure and may be dismissed.

Persons who work on the railway are required to undertake testing for alcohol and drugs in accordance with laid down requirements. These requirements are;

- At pre-employment
- At regular intervals as laid down by the specific requirements applicable to persons working on or about the line
- At random / unannounced intervals where relevant activities are undertaken
- Where a safety critical incident has occurred or for behaviour i.e. 'For cause'

At least 5% of person's primary sponsored by the company for PTS will be subject to random testing for alcohol and drugs. This testing can also be undertaken by any of our Clients or Network Rail. Refusal to undertake any test is classed as a positive test and will result in termination of employment

Employees are required to inform their supervisor when they are prescribed or take 'over the counter' medicines that may affect their ability to work safely. Failure to notify the taking of such medicines may lead to incorrect actions being taken should any test indicate a positive result.

Compliance with policy requirements will be monitored through regular work-site inspections and audits of company activities. Arrangements are in place to;

- Detect the use of drugs by existing and potential employees and subcontractors
- Detect the use of alcohol or drugs by employees or subcontractors involved in a safety critical incident where there are grounds to suspect alcohol or drugs may be involved
- Detect the use of alcohol or drugs where abnormality of behaviour has prompted action

Management alone cannot achieve the requirements of this policy; it needs the support and commitment of all, including contractors.

There is a policy of assistance with rehabilitation where employees voluntarily seek help with alcohol or drugs related problems. Help must be sought at the earliest possible opportunity, subsequent discovery or disclosure after testing is not acceptable.

<i>Integrated Business Management System</i>		<i>Alcohol and Drugs Policy</i>	
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Document Controller:	Mr Shane Seaton	UNCONTROLLED WHEN PRINTED	



This policy will be reviewed at least every 12 months and updated as necessary.

Reviewed By

A handwritten signature in black ink, appearing to read 'shane seaton'.

Shane Seaton
Managing Director
Date: 16th January 2020

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