

# Drugs & Alcohol Policy

# 2020

## Alcohol and Drugs Policy

The SCGC Alcohol and Drug Policy is an integral part of the group's wider Health and Safety Policy.

The objective of the policy is to minimise the risks brought about through the misuse of drugs and alcohol.

This policy applies equally to all SCGC representatives (employees and sub-contractor employees) engaged by the company.

All SCGC sites, vehicles and premises are to remain Alcohol and Drug free at any time the person is considered on duty.

SCGC will ensure that arrangements are in place to;

- a) Communicate this policy and the supporting procedure
- b) Educate the workforce on the effects of Alcohol and Drug misuse
- c) Ensure that workers understand the need to be fit for work
- d) Signpost users towards rehabilitation through relevant organisations
- e) Manage work performance and conduct issues, arising from the consumption of drugs and alcohol
- f) Monitor compliance with this policy through a suitable testing programme

### Workers must not;

- a) Report for any duty while under the influence of drugs or alcohol
- b) Consume illegal drugs or alcohol whilst at work
- c) Distribute or be in possession of illegal drugs
- d) Sell drugs or alcohol whilst at work
- e) Perform any work whilst taking a prescribed or over-the-counter drug that may impair their ability to safely perform everyday tasks
- f) Perform any work whilst under the influence of any psychoactive substance that may adversely affect their performance or conduct

SCGC fully support this policy through the adequate provision of suitable resources and time for its implementation.

### Definitions

**Alcohol** means any beverage that contains ethyl alcohol (ethanol). Including but not limited to beer, wine and distilled spirits.

**Biological testing** means the scientific analysis of urine, blood, breath, saliva, hair tissue, and other specimens of the human body for detecting an illegal drug or alcohol.

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**Company premises and facilities** means all property of SCGC including but not limited to, the office facilities, sites and areas where SCGC carry out business. SCGC-owned leased or used vehicles and equipment wherever located.

**Contraband** means any article in the possession of which on SCGC premises or while on Company business causes an employee to be in violation of this policy or other work rule. Contraband includes, but is not limited to, illegal drugs, alcoholic beverages, and drug paraphernalia.

**Drug** means all drugs and psychoactive substances (formerly known as “legal highs”) that could adversely affect behaviour or performance and lead to an increased risk of accident and/or injury occurring in the workplace.

**Fit for work** means that an individual is in a physical, mental, and emotional state that enables the worker to perform the essential tasks of his or her work assignment. This fitness ensures the work is completed in a manner that does NOT threaten the safety or health of oneself, co-workers, property, or the public at large.

**For cause situation** is any situation in which a worker’s job performance conflicts with established job standards relating to safety and efficiency. The term includes accidents, near accidents, erratic conduct, any unsafe performance behaviour, excessive absenteeism and tardiness and unexplained deviations from productivity.

**Illegal drug** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, cannabis substances, such as marijuana and hashish, cocaine, heroin, phencyclidine (PCP), amphetamine, opiate, methamphetamine, methadone, benzo’s and so-called designer drugs and look-alike drugs.

Legal drug means any prescribed drug or over-the-counter drug, which has been legally obtained and is being used for the purpose for which prescribed or manufactured.

**Possession** is meant to also include the presence upon a person or within a person’s personal property and in the body system of any detectable amount of an illegal drug.

**Random testing** means a testing process in which selection for testing is made by a method employing objective, neutral criteria which ensures that every person subject to testing has a substantially equal statistical chance of being selected. The method does not permit subjective factors to play a role in selection.

**Reasonable belief** means a belief based on objective facts enough to lead a prudent person to conclude that a person performed an act.

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**Safety Critical Worker** those involved in activities where, because of risks to the individuals concerned or to others, the employees need to have full, unimpaired control of their physical and/or mental capabilities. Source: Faculty of Occupational Medicine's "Guidance on alcohol and drug misuse in the workplace" 2006

**Under the influence means** a condition in which a person is affected by any legal or illegal drug or alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehaviour, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test (e.g. urine analysis, blood analysis, breathalyser) and in some cases by the opinion of a lay person.

**Worker** anyone carrying out work on behalf of SCGC at an SCGC controlled work area.

## Education and awareness

To maintain an alcohol and drug-free workplace, SCGC recognise the importance of maintaining awareness of the associated risks and importance of preventing occurrences. SCGC will be proactive in the education of all employees by providing Alcohol and Drug awareness training.

## Rehabilitation

Workers with drug or alcohol related problems can voluntarily seek help and support by speaking directly with their Line Manager and/or the Health & Safety Team prior to any announcement of testing. Such disclosures will be treated in confidence.

Any advice given by the Line Manager must only be performance and conduct related issues, advice on related personal health conditions is to be given by healthcare professionals.

If drug or alcohol dependency is discovered by means other than self-disclosure (e.g. as the result of random or with cause testing), the individual will be subject to disciplinary procedures.

Dependency will not be allowed as a mitigating circumstance within the disciplinary procedure.

For voluntarily disclosed problems SCGC will support the worker by ensuring the worker is:

- Withdrawn from any work involving safety critical activities.
- Re-allocated to a non-safety critical role for the duration of their rehabilitation (lasting no longer than 6 months). Where a non-safety critical role is not available the company reserve the right to terminate employment.

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SCGC support is dependent on the worker agreeing to:

- A full medical examination by a company appointed Medical Professional.
- Receiving suitable rehabilitation treatment.
- Proof of attendance of the above, any associated cost of which are borne by the worker.
- Participation in random and unannounced testing at the discretion of SCGC for which all results must be negative.
- Job performance remains satisfactory
- No breach of company rules or relevant law occurs due to the use of Drugs and/or Alcohol

**Failure to meet any of the requirements agreed in the above may lead to disciplinary action.**

## Testing

### Alcohol test

The standard method for onsite alcohol testing is by means of breathalyser following the SCGC Use of Breathalyser procedure. Should a medical professional consider it necessary for another type of test this will be agreed on a case by case basis.

### Alcohol test limits

Refer to the relevant government agency of the country/territory where work is being undertaken.

Any worker giving a sample which shows any traces of alcohol, they will be requested to take another test after a short period (approx. 20 minutes) in case the alcohol had recently been consumed and as a result the detected alcohol content subsequently increases.

**The limit for alcohol for all employees for SCGC is 15mcg per 100 millilitres of breath.**

Current National Drink Drive Alcohol limits are:

Level of alcohol	England, Wales and Northern Ireland	Scotland
Micrograms per 100 millilitres of breath	35	22
Milligrams per 100 millilitres of blood	80	50
Milligrams per 100 millilitres of urine	107	67

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## Drug test method(s)

SCGC currently use urine or saliva samples for drug testing, however the Company reserve the right to use other methods if circumstances dictate e.g. testing for NPS (e.g. New Psychoactive Substances).

## Drug test limits

SCGC consider all workers to be potentially at increased risk if they are using certain medicines (Over the Counter (OTC) or Prescribed Medicines), legal drugs (e.g. New Psychoactive Substances) NPS or illegal drugs.

SCGC have a zero tolerance for laboratory positive results for which no alternative medical explanation can be found.

The drugs tested for under the standard testing program include, but are not limited to:

Amphetamines	Ketamine	Morphine
Benzodiazepines	MDMA	Tramadol
Cannabis (THC)	Methadone	
Cocaine	Methamphetamine	

## Medication

It should be recognised that prescribed and over-the-counter medicines may also cause impairment at work. It is therefore the worker's responsibility to seek advice from their GP or pharmacist on any medicines they are taking prior to continuing work activities.

Workers taking medication should inform their Line Manager of any possible side effects of their medication and assess its impact on their work. Any medical information will be treated in strictest confidence.

Workers are reminded that they should never take medication that is out of prescription date or take another person's prescribed medication. This will be viewed the same as taking an illegal drug. It is the responsibility of every employee to inform the company if they are prescribed any medication that may impair their ability to perform everyday tasks.

These include but are not limited to:

- ALFENTANIL
- ASPIRIN WITH CODEINE
- BUPIVACAINE WITH FENTANYL
- BUPRENORPHINE
- BUPRENORPHINE WITH NALOXONE

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- CO-CODAMOL
- CO-PROXAMOL
- CO-DYDRAMOL
- CODEINE PHOSPHATE
- DIAMORPHINE HYDROCHLORIDE
- DIHYDROCODEINE TARTRATE
- DIHYDROCODEINE WITH PARACETAMOL
- DIPIANONE HYDROCHLORIDE WITH CYCLIZINE
- FENTANYL
- HYDROMORPHONE HYDROCHLORIDE
- MEPTAZINOL
- MORPHINE
- MORPHINE WITH CYCLIZINE
- OXYCODONE HYDROCHLORIDE
- OXYCODONE WITH NALOXONE
- PAPAVERETUM
- PAPAVERETUM WITH HYOSCINE HYDROBROMIDE
- PARACETAMOL WITH BUCLIZINE HYDROCHLORIDE AND CODEINE PHOSPHATE
- PENTAZOCINE
- PETHIDINE HYDROCHLORIDE
- REMIFENTANIL
- SUFENTANIL
- TAPENTADOL
- TRAMADOL HYDROCHLORIDE
- TRAMADOL WITH DEXKETOPROFEN
- TRAMADOL WITH PARACETAMOL
- TEMAZEPAM
- DIAZEPAM
- OXAZEPAM
- LORAZEPAM
- FLUNITRAZEPAM
- ALPRAZOLAM (Xanax)
- METHADONE

## Testing programme

Testing will take place in the following circumstances:

### AT INTERVIEW, OR INDUCTION

The company reserves the right to Alcohol and Drug test anyone attending an interview for a position within the company or as part of any induction process. Any refusal to take part in this testing process will be reasonable grounds to withdraw the SCGC's offer of employment.

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## **Random**

Workers and Contractors will be randomly selected and tested at each of the Company's premises throughout the course of the year. This process is regardless of the worker's job function. This is to ensure fairness within the Policy and gives a clear message that the misuse of drugs or alcohol cannot be tolerated by the Company.

## **For cause (on suspicion)**

Where it is suspected that an individual is in contravention of this policy or where it is suspected that an individual is impaired due to the use of drugs or alcohol.

## **Post-accident, incident or near miss**

As part of an incident investigation, testing may be carried out on those individuals involved, where possible, to determine whether drugs or alcohol may have been a contributory factor. These individuals must always be held separate to other witnesses and under the supervision of a SCGC responsible person until tested.

## **Follow up testing**

If an individual's performance is affected through a dependency on drugs or alcohol, or where they are being supported by the Company for drug or alcohol dependency, they may be required to undergo monitoring testing as agreed by a relevant medical professional.

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