

Drug & Alcohol Policy

The purpose of this policy is to set out the requirements of those working on the premises or under the direction of R L Geotechnical Ltd. ('the Company') in relation to the use of drugs and alcohol at work. Employees/contractors shall be required to ensure that their work performance is not affected in any way by use of drugs or alcohol.

Those who believe they may have a drug or alcohol problem are encouraged to come forward and discuss this confidentially with their line manager. The Company, who recognises that drug and alcohol (D & A) addiction is a medical problem and will be treated as such for those requesting help prior to any failed drug or alcohol test.

Breaches of this policy may lead to disciplinary action and may result in dismissal/ejection from site.

Scope

This policy applies to all employees of the Company. The Company also requires any contractors, consultancies, and agencies to ensure that employees who are engaged on work for the Company comply with the policy provisions. Those who are classified as safety critical shall be subjected to more stringent requirements to ensure health and safety needs are met.

There are no acceptable levels of drugs in the workplace, other than those prescribed by a Doctor or pharmacist; any that could have an adverse effect on performance should be notified to the supervising Manager.

An unfit state due to alcohol level is set at: more than 29 milligrams of alcohol in 100 millilitres of blood, or more than 13 micrograms of alcohol in 100 millilitres of breath, or more than 39 milligrams of alcohol in 100 millilitres of urine.

Do not enter any workplace under the influence of drugs or alcohol.

Responsibilities

Managers Shall:

- Ensure all employees are aware of the provisions of the drug and alcohol policy.
- Be familiar with the drug and alcohol policy and ensure the requirements outlined are met. This includes taking disciplinary action where breaches occur.
- Undertake investigations where an employee's/contractor's performance appears to be affected by drugs, and take appropriate action, including making arrangements for drug/alcohol tests after a dangerous incident or where there is reasonable suspicion that drug/alcohol has been consumed or used.
- Ensure drug/alcohol screening takes place as appropriate for those engaged in safety critical and other work.
- Co-operate with any drug/alcohol testing arrangements especially for those who have undergone rehabilitation for drug/alcohol abuse.
- Assist those who seek help to overcome a drug or alcohol problem.
- Ensure any random testing is conducted on a truly random basis.

Contractors and Sub-contractors on Company Premises Shall:

- Ensure all employees are aware of the drug and alcohol policy.
- Comply with the policy. This includes removing employees from Company sites who fail drug and or alcohol tests.
- Ensure drugs screening takes place as appropriate for employees prior to pre-placement in posts classified as safety critical and on an annual basis.
- Ensure appropriate arrangements are made for unannounced drugs testing to take place of a minimum of 5% of safety critical employee's per annum. Responsible Manager /HR/Principal Contractor.
- Will review the effectiveness of this policy and audit compliance with the requirements stated.
- Notify all contractors/employees about the D & A policy and requirements.

Employees/Contractors Shall:

- Undergo testing for drugs and alcohol when requested to do so.
- Understand and accept responsibility to comply with the requirements contained in this policy.
- Seek help immediately if developing a drugs/alcohol problem.
- Not cover for or collude with colleagues who are affected by drug or alcohol.
- Encourage colleagues to seek help from the use of drugs or alcohol.
- Inform a supervisor or manager if safety could be compromised.

Drugs

The term 'drugs' used in this context will include illegal substances, drugs and medication taken for reasons other than medically prescribed purposes, and other substances of abuse such as solvents. The provisions also cover drugs and medications, whether prescribed or available without prescription, which have the potential to affect work performance.

Alcohol

- All employees should not consume alcohol 8 hours immediately before starting work and then no more than 7 units of alcohol in the sixteen hours prior to that 8 hour period.
- A unit of alcohol is 10 millilitres of alcohol.
- Calculation of units in a drink can be obtained by multiplying the volume of the drink in millilitres (ml) by the percentage of alcohol by volume (ABV) and dividing by a thousand. For example, a 330 ml bottle of lager with 5% ABV = 1.7 units ($[330 \times 5] / 1000 = 1.7$). It should be noted that home unmeasured spirits are difficult to quantify and generally they are larger than pub measures
- Alcohol should not be consumed at work or while on call or during meal/rest breaks.
- Arrangements will be made to remove an individual from the workplace in the event of a failed test for alcohol

Requirements

All Employees/Contractors must be aware that:

- The consumption of alcohol or use of any drugs or other medication may adversely affect safety, performance, conduct or efficiency as well as the safety and wellbeing of other employees and customers.
- Carrying out work for the Company whilst under the influence of alcohol or drugs, or behaviour connected with the use of drugs which may reflect adversely on the reputation of the Company, are contrary to company standards.

To achieve the aims of the Company policy the following requirements shall apply:

- Not to use illegal drugs at any time, whether on duty or not, so as to ensure no negative health effects when reporting for duty, carrying out work for the company or when on company premises;
- Not to possess, store or sell illegal drugs on company premises or bring the company into disrepute by being involved in such activities outside of work;
- To ensure that any prescribed or over the counter medicines do not have side effects likely to impair work performance and/or safety
- Inform management if a drug is being taken for any health issue;
- To co-operate fully with drug and alcohol screening arrangements if involved in a dangerous incident at work. A dangerous incident is defined as: "An incident causing or having the potential to cause death or major injury or substantial damage to property or where there is reasonable suspicion that alcohol or drugs have been consumed or used."

All:

All employees/contractors will be liable to have a drug or alcohol test if there is suspicion that a worker is under the influence of either drugs or alcohol or when there has been an incident or accident that could be attributable to either.

For Safety Critical Workers:

1. **Pre-placement testing:** potential employees will have drug and alcohol testing prior to taking up a safety critical role.
2. **Random testing:** Drug and alcohol testing can be done at any time without prior warning.
3. Contractors who are classified as 'safety critical' are additionally required to carry a current certificate whilst engaged on work for the Company, issued by an approved laboratory, certifying that screening for alcohol and drugs in the previous 12 months was carried out and that the result was satisfactory.

Drug & Testing Procedure:

What is being tested for, how often and the process is available from the Company Occupational Health Service Provider or the Testing Company hired.

Failing a Drug or Alcohol Test

The criteria for failing a drug or alcohol test:

- The presence of drugs for which there is no legitimate medical need for either the use of or the quantity found
- More than 29 milligrams of alcohol in 100 millilitres of blood, or
- More than 13 micrograms of alcohol in 100 millilitres of breath, or
- More than 39 milligrams of alcohol in 100 millilitres of urine

Refusal to provide a test sample when requested will automatically indicate a failed test and appropriate procedures will then be followed.

In the event of any breach of this policy, the normal disciplinary procedures shall apply to the Company employees, which may result in charges of gross misconduct and dismissal. (NB: Safety critical employees who test positive for drugs will be disciplined and are likely to be dismissed.) Contractors will be removed from sites/premises.

The Company shall assist employees who, prior to breaches of this policy, admit to a drugs dependency problem, to address the issue. However, such an admission shall not give immunity from disciplinary action once a drug or alcohol test has been 'failed'.

Signed



Print Name

Richard Lipscombe

Position

Director

Date:

04th January 2021

Review Date:

03rd January 2022