



Drugs and Alcohol Policy

It is the Policy of Benchmark Scaffolding (BS) to provide and maintain a safe working environment for its personnel, free from the adverse effects of illicit and prescribed drugs and/or alcohol. BS will comply fully and completely with the requirements of the Health & Safety at Work Act 1974.

These require that **personnel who bring risk into the workplace** will not be under the influence of drugs or alcohol. The Health & Safety at Work etc Act and the Transport and Works Act make it illegal to do so.

BS will apply this policy to all persons working on behalf of the company, whether on site, on company premises or travelling in company vehicles.

BS will achieve this policy by: -

- ☞ Requiring all personnel to agree to be tested (e.g. urine, blood, breath etc.) for drugs and alcohol before, or during employment and promotion to safety critical work, if so selected.
- ☞ Carrying out unannounced drugs and alcohol tests on a minimum of 10% of personnel each year. The selection process will be on a random basis.
- ☞ Carrying out a drugs and alcohol test on any person who the company (or its customers) believes may be operating under the influence of drugs or alcohol.
- ☞ Preventing company personnel from going into, or requiring them to leave their designated place of work, if it is considered they may be under the influence of drugs or alcohol.
- ☞ Disciplining any person who fails a drugs or alcohol test. (Refusing to take a test is classed as a failure). This may lead to the termination of a person's employment, in cases of gross misconduct.
- ☞ Determining what drugs are to be tested.
- ☞ Report any person found possessing, or dealing in drugs at work, to the police.

To achieve the requirements of the policy, employees must: -

- ☞ Not carry or use any illegal substances at any time.
- ☞ Not drink alcohol in the 8 hours prior to reporting for normal work duties.
- ☞ Not drink alcohol at any time whilst at work or on standby call for available work.
- ☞ Not wear company clothing or display any company identification whilst on licensed premises.
- ☞ Not report for work if they believe they are under the influence of drugs or alcohol.
- ☞ Notify the company if taking medicines which might impair their judgement or ability to carry out work in a safe and competent manner.



To assist in preventing personnel being under the influence of drugs or alcohol the company will: -

- ☞ Encourage those with a drug problem to seek help voluntarily.
- ☞ Provide advice on coping with the effects of drugs and alcohol.
- ☞ Provide advice on the circumstances which may lead to drugs and/or alcohol dependency.
- ☞ Provide information to prevent inadvertent breach of the policy (e.g. list prescription and over-the-counter drugs) which may produce a test failure.
- ☞ Provide training to Managers and Supervisors to assist them to identify the effects of drugs and alcohol.

If an employee has proven positive to drugs or alcohol, they will be taken off safety critical work (work at height and driving company vehicles). They will attend a meeting with the Health & Safety Manager and one other where they will be informed of their options. Either attends a second D&A test at an appropriate length of time. Or they can choose to leave the company. If an employee proves positive to the second D&A test, they will be dismissed from the company for a minimum of 1 year and if they wish to return to the company they will have to undergo a D&A test before being inducted. If they fail that test or any future tests they will not be allowed to work for the company again.

NOTE: The ban on drugs classed as “Legal Highs” (which includes Nitrous Oxide (“Laughing Gas”), was introduced under the Psychoactive Substances Act 2016. These “legal highs” are now considered as Class A, B or C drugs (depending on their strength), and will either contravene the Psychoactive Substances Act or the Misuse of Drugs Act 1971.

The requirements of this policy will be made known to all employees and subcontractors as part of the first day induction package.

All employees’ medical records, including any detailed information on the results of drugs and alcohol testing will be strictly confidential.

This policy will be reviewed annually for its continued suitability.

Approved by.....

Date: ...**25/01/2018**

Rob West
MD of Benchmark Scaffolding