



Drugs and Alcohol Testing

QSHE: 01

1.0 Scope

This procedure defines when and how testing of personnel for the presence of Drugs and Alcohol will be carried out and the effects of medicines determined. The procedure implements the requirements of the Company's D&A policy.

2.0 Operation

This procedure has four parts:-

- 2.1 Effects of medicines (Drugs)
- 2.2 Flow chart of the personnel D&A testing process
- 2.3 Description on each step of the personnel testing process
- 2.4 Applicable standards

2.1 Effects of Medicines (Drugs)

Some prescribed or 'over the counter' medicines can affect a persons performance, adversely affecting their safety and the safety of others.

All employees are required to:-

- Notify their prescribing Doctor or Pharmacist of their safety critical work, and to determine if the medicines will affect their ability to carry out that work safely.
- Advise the Supervisor or Contracts Manager if the medicines do or may affect their performance.
- **Not** commence work until instructed by their Supervisor or Contracts Manager.

The Supervisor or Contracts Manager will determine, from qualified medical advisors, if the medicine is likely to adversely affect the person's performance and will determine the appropriate action and advise the employee accordingly.

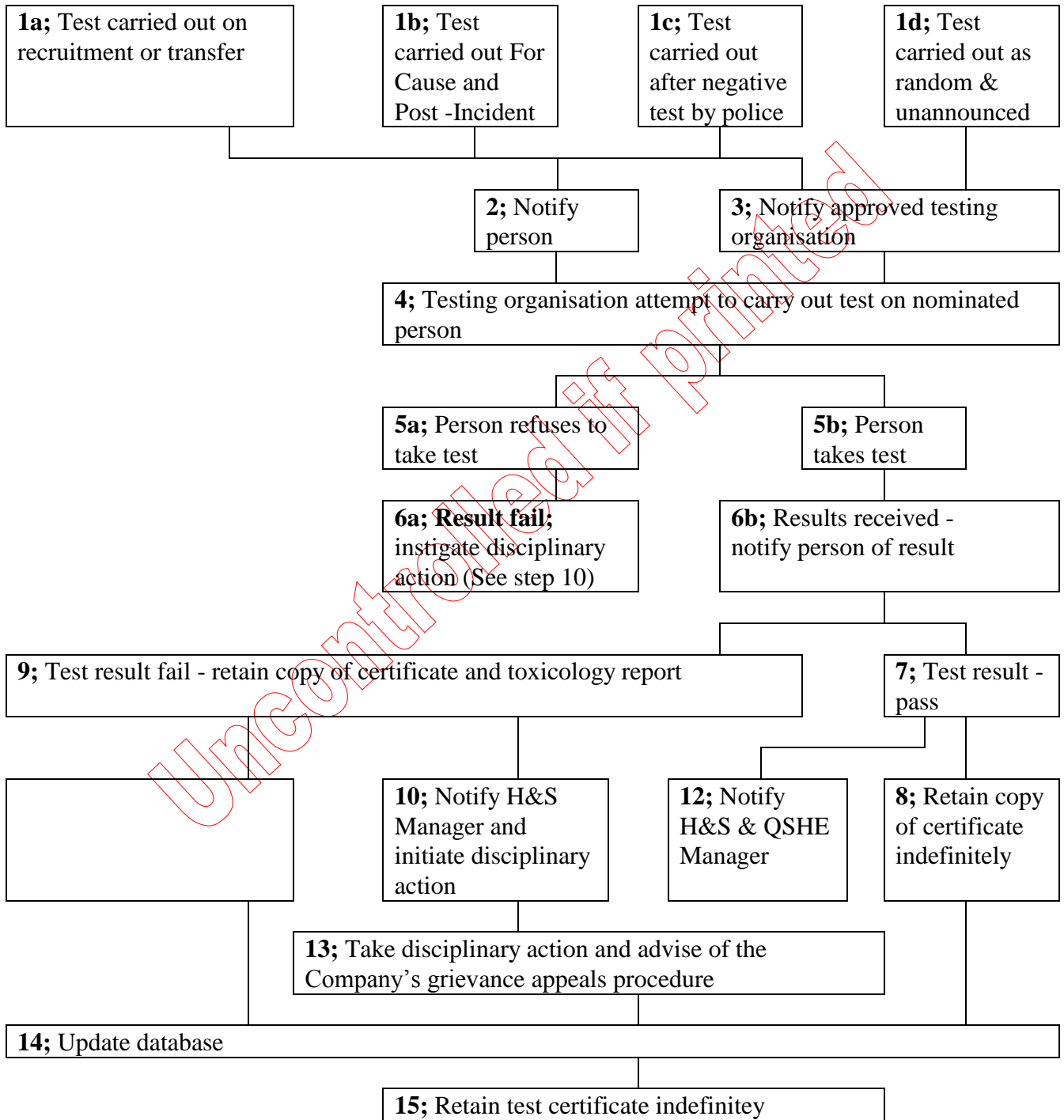
Employees will be notified of the requirement to advise the Supervisor or Contracts Manager if they are taking medicines, which might affect performance.

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.



2.2 Flow Chart

This procedure applies to all persons in Operations, or otherwise considered as Safety Critical workers.





2.3 Description of Each Step

Step No.	Description	Responsibility for Action
1	Situations in which Drug and Alcohol testing is required:-	
1a	On any occasion where it is considered a person may be under the influence of Drugs or Alcohol or following an incident; the person must be tested as soon as practicable. After the requirement for testing has been determined, they must be detained <u>away</u> from the workplace whilst awaiting the test.	Contracts Manager/Site Supervisor
1b	A test is required following a negative result carried out by the police. After the requirement for testing has been determined, they must be detained away from the workplace whilst awaiting the test.	Safety Manager/Contracts Manager/Site Supervisor
1c	A minimum of 5% of Operations and Safety Critical staff must be randomly selected and tested every year; actual % to be reviewed annually according to the fail rate. Selection arrangements will be such as to include all persons over a period of time. The test will be carried out without prior notification (i.e. unannounced).	Safety dept.
2	For Step 1c , the nominated person must not be given notification of the test.	
3	Notify the testing organisation of the test requirement.	Safety dept.
4	Testing organisation carries out test. If the person passes the test; go to Steps 7, 8 & 12 . If the person refuses the test; go to Step 6a .	
6a	Notify H&S Manager and instigate disciplinary action as Steps 10 & 11 .	Safety dept.



Step No.	Description	Responsibility for Action
6b	Receive result and notify person.	
7 & 8 & 12	If the person passes the test; go to Steps 8 & 12. Notify H&S & QSHE Manager and retain copy of certificate indefinitely.	Safety dept.
9	If the person fails the test; retain copy of certificate and toxicology report indefinitely and go on to Steps 10 & 11.	Safety dept.
10 & 13	Carry out a disciplinary hearing in accordance with the Company's Hand Book C 6. (Advise as to the Company's Grievance Appeals Procedure.)	QSHE Manager
14	Update database(s) with date of test. Keep separate record for random tests.	Safety dept.
15	Retain the original test certificate in the person's personal file for a minimum of 10 years in respect of negative results testing and indefinitely for positive tests.	Safety dept.

Further information provided on the company Substance abuse policy and

Toolbox talk number 11

2.3 Applicable standards

- i. Transport and Works Act 1992