

Drugs and Alcohol Policy Statement



The safety of our workforce is our first priority. Alcohol and some drugs affect people's ability to work safely so we can not tolerate the risk their use brings to our operation.

This policy sets out our approach to drugs and alcohol, enabling us both to comply with the requirements of the Transport and Works Act 1992 and to reduce the risks associated with members of our workforce being unfit through drugs or alcohol as low as reasonably practicable.

APPLICATION

This policy applies to all Renown employees and temporary workers.

REQUIREMENTS OF THE POLICY

Employees:

- **Must not come to work in an unfit state through drugs and alcohol**
- **Must not consume alcohol whilst at work**
- **Must not use, possess or supply any drug of abuse whilst at work or on Network Rail or Renown premises**
- **Must not discontinue an agreed course of treatment for a drug or alcohol related problem without good reason**
- **Must tell their supervisor or manager if they are taking any medication (whether prescribed or bought over the counter) which may affect their ability to work safely**
- **Must tell their supervisor, manager or operations manager if they believe they have or may have a drug or alcohol related problem**
- **Must undergo testing for drugs and/or alcohol when requested to do so**

An unfit state through drugs means having taken or had administered either a dosage of any drug that could affect a person's ability to work safely, or one or more drugs of abuse including but not limited to, the following:

- Amphetamines
- Cannabis
- MDMA (ecstasy)
- Opiates
- Benzodiazepines
- Cocaine
- Methadone
- Propoxyphene

An unfit state through alcohol means more than :

- 29 mg of alcohol per 100 ml of blood
- 13 µg of alcohol per 100 ml of breath, or
- 39 mg of alcohol per 100 ml of urine

INFORMATION AND ASSISTANCE TO EMPLOYEES

We have processes in place to provide all employees with information regarding this policy and on the risks associated with drugs and alcohol. These include briefing of new employees, inclusion of matter related to drugs and alcohol in training course and provision of printed policy and guidance booklet for all employees.

We encourage all members of the workforce to tell their supervisor, manager or operations manager if they have or believe they may be developing a drug or alcohol related problem. We will support and assist any employee who reports such a problem to their manager, prior to being selected for drugs and alcohol testing, so long as they remain within the requirements of any agreed program of rehabilitation

Drugs and Alcohol Policy Statement Cont.



TESTING FOR DRUGS AND ALCOHOL

We have procedures in place for the testing of our workforce to detect drugs and alcohol, these takes place as a matter of routine:

- At pre employment and routine medical examinations
- On first transfer to a post which requires the holder to be qualified in personal track safety or is designated as a safety critical work post
- If there are grounds to suspect that an employee or contractor is unfit through drugs or alcohol
- Following accidents or serious incidents.

In addition we have processes in place for **unannounced testing** of a random sample of the workforce engaged in safety critical work and other work on or near the line; this is known as **random testing**.

Testing will always be carried out in a way that protects the dignity of the person being tested and maintains confidentiality in respect of the testing process and any medication being taken which may affect the results of the test.

A strict chain of custody is maintained at all times to protect the integrity of any test result. Results of tests for drugs and alcohol are kept confidential and reported only to line mangers and those tested. Processes are in place to allow those tested to appeal against the positive results of a test.

Refusal to undergo testing is treated as a positive result.

BREACHES OF POLICY

Where a breach of policy is identified through testing or otherwise, disciplinary action is initiated. This will normally lead to dismissal of any employee found in breach of policy; the disciplinary process includes an appeal procedure.

REHABILITATION AND RE-EMPLOYMENT

Processes are in place to support the rehabilitation and re-employment of people who have previously been in breach of this policy. However no person can be considered for re-employment in a role requiring Personal Track Safety competence or a safety critical work post until at least five years after the date of the original breach of policy. Anyone who is accepted for rehabilitation or re-employment will be required to undergo a special regime of additional unannounced tests for at least two years.

COMMUNICATING AND REVIEWING THE DRUGS AND ALCOHOL POLICY

This policy is briefed to all employees at induction and during training in track safety or safety critical work. Relevant elements of the policy are also included within the contract documentation and within track safety rules.

Policy Review: *This policy shall be reviewed as required on a minimum yearly basis.*

A handwritten signature in black ink that reads 'P. Mulvihill'.

P Mulvihill
Managing Director

A handwritten signature in black ink that reads 'W T Smith'.

W T Smith
Managing Director

Date : 1st May 2010