



Management Systems
Manual
Level 1
Alcohol & Drugs procedure

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Drugs and Alcohol Policy

Purpose

The purpose of this policy is to ensure the safety, health, and wellbeing of employees, contractors, passengers, and the public by preventing risks associated with alcohol and drug misuse in the workplace. Working under the influence of alcohol or drugs can seriously impair judgement, concentration, and reaction times, which may lead to accidents, injuries, or other safety incidents. This policy sets out the company's expectations regarding alcohol and drug use and the procedures relating to testing, support, and disciplinary action.

Scope

Although elements of this Drugs and Alcohol Policy specifically refer to Safety Critical roles, the company recognises that alcohol or drug misuse can affect the health, safety, and performance of any employee.

Therefore, this policy applies to all employees, contractors, and individuals working on behalf of the company, regardless of whether they carry out Safety Critical duties. Drug and alcohol testing arrangements are particularly relevant to those undertaking Safety Critical activities, including plant operators and individuals working on construction infrastructure. However, all members of the workforce must comply with the standards outlined in this policy.

Legal Compliance

This policy aims to comply with the requirements of the:

- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971

The company has a duty to provide a safe working environment, and all employees have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions.

Prohibited Conduct

The company strictly prohibits:

- Attending work under the influence of alcohol or illegal drugs.
- Possessing, using, selling, or distributing alcohol or illegal drugs while at work, on company premises, or while representing the company.
- Consuming alcohol or illegal drugs during working hours, including breaks.
- Undertaking work while impaired by alcohol, drugs, or substances that may affect performance or safety.

These requirements apply to all employees, contractors, and visitors working on behalf of the company.

Drug and Alcohol Screening

Drug and alcohol screening may be carried out in the following circumstances:

- When an employee is transferred or promoted to a Safety Critical role, even if they already hold another Safety Critical position.
- For all new employees whose duties may involve Safety Critical work or activities that may import risk.
- Following a Safety Critical incident in which the employee may have been involved.
- When a manager or supervisor has reasonable grounds to believe an employee may be unfit for work due to alcohol or drugs based on behaviour, appearance, or performance.
- As part of random testing, which may take place at short notice.

Employees are expected to fully cooperate with all testing procedures.

Alcohol Limits

An employee will be considered to be over the permitted limit if a test shows:

- More than 29 mg of alcohol per 100 ml of blood, or
- More than 13 micrograms of alcohol in 100 ml of breath, or
- More than 39 mg of alcohol in 100 ml of urine.

Disciplinary Action

- Employees will be dismissed if:
 - A drug or alcohol test exceeds the permitted limits.
 - There is the presence of drugs without a legitimate medical reason, or in quantities inconsistent with prescribed medical use.
 - The employee reports for duty unfit through alcohol or drugs.
 - The employee consumes alcohol or drugs while on duty.
 - The employee possesses illegal drugs while on duty.
 - The employee refuses to undertake a drug or alcohol screening test.
- **Employees may be dismissed if:**
 - They refuse or discontinue treatment for an alcohol or drug related problem where appropriate support has been offered.

Prescribed and Over-the-Counter Medication

Employees must ensure that any medication they take does not affect their ability to perform their duties safely.

- If a doctor prescribes medication or if an employee purchases **over-the-counter medicines**, they must check whether the medication may impair their ability to work safely.
- If medication could affect performance, the employee **must inform the company immediately** in accordance with the company's medication notification procedure.

Failure to notify the company of medication that could impair safe working may result in disciplinary action.

Identifying Alcohol or Drug Problems

Alcohol or drug misuse may become apparent through:

- Changes in behaviour or mood
- Reduced performance or concentration
- Increased absenteeism
- Safety incidents or near misses
- Physical symptoms such as impaired coordination or unusual appearance

Managers and supervisors who have concerns regarding an employee's fitness for work must take appropriate action, which may include referral for testing, occupational health assessment, or support.

Support and Assistance


The company encourages employees who may have an alcohol or drug related problem to seek help as early as possible.

Employees should seek advice from a **doctor** or qualified medical practitioner. Where appropriate, the company may support employees seeking treatment, subject to operational and safety requirements.

Alcohol Consumption Guidance

For safety reasons, employees should avoid drinking alcohol within eight hours before reporting for duty.

Employees must not use illegal drugs or abuse substances such as glue, solvents, or similar substances.

Signed:  _____

Raj Manak Managing Director

Date: 17/03/2026