



Scottish Federation of Meat Traders Associations

[Name]

Drugs and Alcohol Policy

The Company is committed to the highest standards of safety, concern for the environment, and employment practice.

1. Responsibility

The use of illegal drugs, misuse of legal drugs or other substances and the abuse of alcohol present a serious risk to the workplace. The Company has a responsibility to ensure that it has an effective drugs and alcohol policy within its Health and Safety Policy and that it is effectively carried out with respect to employees, sub-contractors and visitors.

The following regulations apply to all members of the Company, sub-contractors and visitors:

- All individuals must conform to safety rules, including the requirements of this policy, on safety sensitive sites, which have been designated as alcohol free at all times. All individuals must observe the rules prohibiting the possession availability and consumption of alcohol.
- Alcohol is not available on safety sensitive sites, which have been designated as alcohol free at all times. All individuals must observe the rules prohibiting the possession availability and consumption of alcohol.
- Employed while on company business or at client locations in possession of drugs or alcohol, or with illegal or misused legal drugs/substances in the body is prohibited.
- The misuse of legal drugs, or the use, possession, distribution or sale of illegal drugs or any associated materials on company business or client locations is prohibited.
- All employed individuals may be required to take a test for drugs and alcohol with their consent in the first month of employment. If consent is withheld, or the individual fails the test, he/she will not be accepted into employment or onto a company contract. The Company will decide whether a test is required at the time of interview for employment.
- All employees, contractors and visitors may be required to take a test for drugs and/or alcohol when required, or at random, or if it is suspected that that individual could be under the influence of drugs or alcohol.
- Where the Company/Client considers that an individual has breached the drugs and alcohol regulations, a drugs and alcohol test/search may be offered to the individual to “clear his/her name”. This offer will be made at the Company’s/Client’s discretion and the test/search will only be carried out with the individual’s consent.

2. The Legal Position

The Company has a general duty under the **Health and Safety at Work etc Act 1974** (HSW Act) to ensure, as far as reasonably practicable the health, safety and welfare at work of their employees. The Company also have a duty under the **Management of Health and Safety at Work Regulations 1999**, to assess the risks to the health and safety of their employees. If Company knowingly allows employees under the influence of drug misuse to continue working and his or her behaviour places the employee or others at risk, the Company could be prosecuted. Company employees are also required to take reasonable care of themselves and others who could be affected by what they do at work.

The **Road Traffic Act 1988** states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.

The principal legislation in the UK for controlling the misuse of drugs is the **Misuse of Drugs Act 1971**. Nearly all drugs with misuse and/or dependence liability are covered by it. The Act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances (for example, when they have been prescribed by a doctor).



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If the Company knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on their or client premises could be committing an offence.

The Act lists the drugs that are subject to control and classifies them in three categories according to their relative harmfulness when misused.

- Class A** - includes ecstasy, cocaine, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of Class B drugs.
- Class B** - includes oral preparations of amphetamines, barbiturates, cannabis, cannabis resin, codeine and methaqualone (Mandrax).
- Class C** - includes most benzodiazepines (e.g. Temazepam, Valium), other less harmful drugs of the amphetamine group, and anabolic steroids.

The penalties for offences involving controlled drugs depend on the classification of the drug. Penalties for misuse of Class A drugs are more severe than those for Class B drugs which in turn are more severe than the penalties for Class C drugs. The Act also distinguishes, in terms of the penalties that may be imposed, between the offences of possession and drug trafficking or supplying, with the latter attracting higher penalties.

It is possible that in certain circumstances charges may be brought against an employer or an employee under either this Act or the Health and Safety at Work Act or both. Employers are obliged by law to disclose any drugs found on the premises. It would be up to the courts to decide on the circumstances of each individual case.

3. Prescribed Drugs

The Company is aware that, from time to time, employees will be affected by health issues which may impact on their ability to work safely, and they may also be prescribed drugs by their General Practitioner or Hospital for a recognised medical condition which can affect their ability to concentrate or work safely. These may have health and safety implications.

It is essential that you make Management aware of any medical conditions or social issues which you believe may impact on your ability to work safely. This includes the declaration of any prescribed drugs that you are taking, whether at work or not, where you have been told that they may affect your ability to concentrate or work safely. Where medication includes any advice that can affect your ability to work safely this should be disclosed to management. For example, some hay fever relief medication may state that they can cause drowsiness, and on some types of medication; the label advises that you should not drive whilst taking that medication. The company can then determine if you need to be allocated different tasks in order to ensure that you are working in a safe environment with due consideration of the effects of the prescribed medication.

4. Objectives of the Policy

The Company recognises that drug and alcohol dependency is primarily a health problem. It is our policy to support the rehabilitation of an affected individual that actively seeks to overcome these problems.

This Policy is designed to promote awareness about substance misuse and is subject to constant review to reflect best practice. Its aims are as follows:

- To encourage anyone with a drug or alcohol problem to come forward and seek help. They will be treated sensitively, with respect, in confidence.
- To give staff access to general information about the effects of drugs, alcohol and smoking, on health, safety and well-being, including details of organisations that can provide assistance to individuals with drug or alcohol related problems.



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- To eliminate problems at work arising from drug or alcohol misuse and take steps to resolve any issues that may arise.
- To ensure staff and contractors are aware of the legal position regarding drugs.
- To make staff aware that consumption of alcohol at work, or to report for work under the influence of alcohol will be considered to be gross misconduct.
- To make staff and visitors aware that prescribed drugs or over the counter medication may impair their work performance and safety.
- To make staff aware that, if they have been involved in drug or alcohol related offences which affect the image of the organisation they may be subject to the organisation's disciplinary procedure.

5. Definition of Substance Misuse

For the purposes of this Policy, the term substance misuse means the use of illegal drugs, and the problematic or inappropriate use, whether deliberate or unintentional, of prescribed drugs or alcohol.

In addition the company regards the use of solvents and over-the-counter medications in such a way that attitudes, to poor behaviour or performance at work is likely to be affected as falling within this definition.

6. Drug and Alcohol Screening [If deemed as necessary for our company]

Applicants will be made aware at an early stage of the employment procedure that they may be subjected to a drugs and alcohol test to ensure their suitability for safe employment.

Employees agree that they may be asked to undertake a drug test at any time whilst employed. Such events may be triggered by one of the following:

- Random testing in which an individual is chosen purely at random.
- Testing in which there is a suspicion that someone may be under the influence.
- 'Near miss' or 'near hit' incidents which may have been caused by inattention.
- Accident situations after medical assistance has been administered and other health and safety requirements have been met.
- After long absence, duties abroad, or other such factors.

Should screening be a part of our Company culture then the following tests may include one or more of the following processes:

For Alcohol

- On-site alcohol testing using an Alcometer and a sample of breath.
- Off-site hair testing for the long term determination of alcohol misuse, using a small tuft of hair taken from the head close to the scalp, and generally cosmetically unnoticeable. (In cases where this is not possible; underarm hair may be used).

For Drugs

- On-site oral drug test using a mouth swab and rapid drug test.
- On-site urine testing using a rapid test with a sample of urine provided at the company's premises or their approved subcontractor.
- Off-site hair testing using a small tuft taken as described above.

The following page is for company information only and procedure used only if required.



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Note: the National Health & Safety Company nor any of its group companies have any association with the following, and recommend you source a company close to your premises or an alternative supplier if necessary –

SureScreen Ltd offer a service which meets the Company's requirement for drug and alcohol testing of its staff and sub-contractors. They are both simple and flexible to use, and it is available throughout the UK when utilising SureScreen's rapid tests and alcohol meters. - **Contact Corrine Marron 07704075465 for assistance**

Possible benefits of this service include

- Easy to use, flexible system designed to meet all the Company Pre-Entry testing needs.
- Rapid results coupled to laboratory confirmation of any positives.
- Drug and Alcohol testing under legally defensible chain of custody procedures.
- Immediate drug and alcohol breath results.
- Positive test results potentially confirmed within 24 hours of receipt in laboratory.
- No need to book a testing session.
- Training, awareness and regular drug intelligence updates.

If drug screening is found to be positive then the sample will be send for off-site testing to verify the result and quantify the drugs detected.

If you have any queries on the drugs and alcohol policy, you should raise these with Management.

*National
Health & Safety
Company Ltd.*