

Drug and Alcohol Abuse Policy

Purpose

This policy sets out O'Malley Haulage's position with regard to drugs and alcohol within the workplace and the approach it will take when the consumption of alcohol or drugs affects staff performance at work.

Scope

The policy applies to all staff employed by and working for the Company.

Aims

The aims are:

- To safeguard individuals and ensure health and safety compliance within the workplace.
- To help those with an alcohol or drug problem to be restored to health quickly to the benefit of themselves, their colleagues and the Company, and to return to an acceptable pattern of working.

Policy position

Alcohol and drugs at work

- Staff must be fit to perform their duties to a satisfactory level and therefore it is not acceptable for performance or efficiency to be impaired by the consumption of alcohol or the use of drugs.
- Staff are not permitted to consume alcohol during work time.
- There may be some areas of work or jobs where the consumption of alcohol or drugs causes a serious threat to health and safety. These will be identified through the risk assessment procedure and may result in prohibiting or restricting consumption at all times including preceding work and during unpaid breaks in the working day. Contravention may result in disciplinary action.
- It is recognised that staff may need to bring prescribed or non-prescribed medication to work for their personal use. However, staff must not bring or use illegal drugs on Company premises under any circumstances.

Alcohol and drug related problems

- Whilst recognising that it has no control over external factors, the Company will seek to prevent the development of alcohol/drug related problems by raising awareness of the possible harmful consequences of the use of drugs and alcohol and to seek to

promote positive attitudes to sensible drinking by discouraging excessive consumption of alcohol in connection with the Company's functions, facilities or business.

- Similarly, the use of drugs for non-medical reasons can disrupt such relationships and may be illegal. The Company recognises that addiction to alcohol and drugs may in some cases be considered a medical condition and should be treated as such. It is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of the staff, visitors, contractor's members of the public.
- The Company will assist all members of staff to identify potential alcohol or drug-related problems and will encourage employees to seek help at an early stage. Attempts to conceal a colleague's problem may be misguided, as it is important to recognise and treat a condition at an early stage when help may stand a better chance of success.
- Staff who consider that they may have a problem will be encouraged to seek help and treatment voluntarily, and appropriate medical advice, treatment and monitoring as deemed appropriate and necessary will be offered in the strictest confidence and with the informed consent of the employee. Details will only be discussed with the employee's own doctor, or other medical specialist, with the prior agreement of the individual.
- Whilst alcohol or drug abuse does not excuse poor work performance or misconduct it may be treated as a mitigating factor, and disciplinary procedures may be suspended whilst opportunity is taken to identify potential alcohol or drug-related problems and, if necessary, to seek treatment.

Risk Assessment

- Lisa Sweeney is responsible for ensuring risk assessments are carried out for all work. Any risk assessment must address the issue of whether those doing the work are competent to carry out the work safely and without risk to themselves or others.
- Risk assessments will identify any activities or work environments where it is not permitted to drink at all immediately before or at any time during the working day in order to safeguard employees.

Examples of such areas of work may include:

1. Using dangerous machinery or equipment (e.g., vehicles, crane, lifting equipment machinery, tools)
2. Working with hazardous chemicals where spillages could be highly dangerous by virtue of their toxicity, flammability, carcinogenicity, etc.
3. Working in locations or environments where an unimpaired sense of balance is essential (ladders, work on roofs, working at height),

The Legal Position

The Health and Safety at Work Act 1974 imposes a duty of care on the Company as an employer to ensure the:

“Provision and maintenance of a working environment for employees that is, so far as reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work”.

The Management of Health and Safety at Work Regulations 1992 requires;

The Company to assess any health and safety risks to employees. In some cases of alcohol or substance misuse it may be inadvisable to allow an employee to continue working if there are concerns that her or his conduct or performance could put them or others at risk. In these cases the Institute could require an employee to cease working or to be sent home.

Work Related Problems Caused by Alcohol or Drug Abuse

The list below provides some examples of the types of the conduct or behaviour that an employee may exhibit if she or he has a dependency on alcohol or drugs.

- Lack of concentration and/or confusion
Jobs take an unreasonable time to complete
Difficulty in recalling instructions and details
Increasing difficulty in handling assignments
Difficulty in recalling errors
- Spasmodic work patterns and deteriorating performance
Alternate periods of high and low productivity
Increasing unreliability and unpredictability
Missed deadlines
Mistakes due to inattention and poor judgement
Deteriorating work performance and/or complaints about performance
Improbable excuses for poor performance.
- Poor working relationships
Irritability
Complaints from colleagues about behaviour
Avoidance of manager or colleagues
Over-reaction to real or imagined criticism

Please note that, of course, some of the symptoms listed above can have causes other than alcohol and substance misuse.

Useful Addresses

For advice and information:

ALCOHOL CONCERN
275 Grays Inn Road
London
WC1X 8QF
020 7928 7377

For help if you have a drink problem:

ALCOHOLICS ANONYMOUS
Head Office
P.O. Box 1
Stonebow House
York
YO1 3NJ
01904 644 026 or London 020 7352 3001

DRINKLINE
020 7332 0202 (6pm-11pm – 7 days a week)

For family and friends of a problem drinker:

AL-ANON FAMILY GROUP
61 Dover Street
London
SE1 4YR
020 7403 0888

For help and advice with a drug problem:

Rehabs UK
The Shoe Quarter
St George's Works
51 Colegate
Norwich
NR3 1DD
01257 445734
info@rehabsuk.com

