



ALCOHOL AND DRUGS POLICY

1. DOCUMENT INFORMATION

1.1. Purpose

The purpose of this document is to establish and communicate the Alcohol and Drugs Policy of RGB Integrated Services Ltd and the associated organisational responsibilities to ensure this policy is implemented.

1.2 Scope

The document concerns the general management of RGB Integrated Services Ltd. and covers all activities of the Company on railway premises.

1.3 Affects

This document affects all RGB Integrated Services Ltd employees and contractors under the control of the company.

1.4 Revision History

Rev	Date	Remarks	Author	Approved
01	07.08.08	First issue	DD	RB

1.5 Referenced / Related Company Standards

Policies

- H-A-001 Health and Safety Policy
- L-A-001 Environmental Policy

Procedures

- H-P-005 Drugs and Alcohol Testing Procedure

This document has been approved by Name: Richard Bartley

Signed: Date: 8/8/08



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Introduction

Alcohol or drug abuse by employees and sub-contractors can adversely affect the safety and health of themselves or others. Therefore it is Company policy that any person known to be, or suspected of being, affected by alcohol or drugs must be referred to the appropriate manager, who will arrange for the person to be removed from the workplace.

Any person who is taking a course of medication that may affect them at work must report this to a Director.

Failure to comply with screening or other requirements may be regarded as gross misconduct and may lead to disciplinary action, summary dismissal or termination of contract.

Requirements

Unless specified otherwise, the Company will adopt and adhere to the following requirements for all personnel:

All employees must not:

1. Report for work if they are under the influence of alcohol or drugs;
2. Possess any alcohol, drugs or other such substances whilst on duty;
3. Consume alcohol, drugs or other such substances whilst on duty.

In order to comply with item 1 above, employees should not consume any alcohol at all in the 8 hours before starting work. Also they should ensure that in the 16 hours prior to that, they have not consumed more than 7 units of alcohol.

Note: 7 units of alcohol are approximately 3 pints of beer/lager of medium strength or equivalent. Stronger beers may exceed the 7 unit limit in only 2 pints.

Testing

All personnel may be subject to testing for alcohol or drugs. Testing may be initiated:

- Before starting work (Pre-Employment)
- On suspicion (For Cause)
- Post incident
- Random/unannounced.

Any individual found to be under the influence of alcohol or drugs, or in any way in contravention of this procedure, will be immediately suspended from all work and removed from site. Authority to work for RGB Integrated Services Ltd in any capacity will be suspended until a full investigation has been completed.



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Where such investigations find that this procedure has been contravened, disciplinary proceedings may follow and where appropriate, dismissal may result. In such cases, the individual will not be permitted to work for RGB Integrated Services Ltd in any capacity thereafter and may be reported to other bodies, such as the British Transport Police as appropriate. Where an individual is not dismissed and, if applicable the individual may be required to participate in on-site screening programmes or referred for examination by a doctor to determine the person's continued suitability for employment.

Where individuals are selected for 'Random/Unannounced Testing', they may continue to work following such testing. However if a positive (fail) result is returned, the Company disciplinary procedures may be invoked.

Where individuals are required to undergo 'Pre-Employment Screening', they shall not be offered contracts of employment until a negative (pass) result has been returned.

Where individuals are required to participate in 'for-cause screening', for example after an incident or suspicion, those persons shall not be allowed to resume work until a negative (pass) result has been returned.

If the Company obtains a positive (fail) result for any D&A screening it will inform the NCCA immediately.

Promoting Health and Safety

Alcohol, drugs and other substances have an obvious potential for causing death and serious injury arising from the poor performance of one or more individuals under the influence of such substances.

This policy aims to ensure that no-one is allowed to attend work in a condition such that their performance or judgement may be unsafe.

However the Company also recognise that alcohol, drugs and other substances can lead individuals into chronic conditions where the addictive nature of the substance and the behavioural changes which can occur develop into distressing and difficult long-term habits.

If any individual is concerned that they may be at risk of chronic health problems arising from their use of alcohol, drugs or other substances, they should be encouraged to seek help.