

James Penman Plant Hire Ltd

Head Office: 01452 84555 Fax: 01452 84554
www.jamespenman.co.uk



JPP-HR-P-0003



Alcohol and Drugs Policy

Issue Number: 01

Issue Date: 07.01.2022



Document Control		
Status:	Draft	Date: 07.01.2022

Approval / Acceptance		
	Author	Approved
Title:	Director	Director
Company:	M2 Safety Consultants Ltd	James Penman Plant Hire Ltd
Name:	Fraser Morrison	Wendy Penman
Signature:		
Date:	Amended Date	07.01.2022

Revision History					
This document should be reviewed at least every 12 months to maintain its effectiveness. Record the details of any changes made as a result of these reviews in the table below:					
Rev:	Date:	Reason for Review:	Nature of Changes:	Approved By:	Checked By:



Contents

1.0 INTRODUCTION	1
2.0 SCOPE	1
3.0 RESPONSIBILITY	1
4.0 PRINCIPLES	1
5.0 DEFINITIONS.....	2
5.1 Substance	2
5.2 Prohibited Substance.....	2
5.3 Substance Abuse	2
6.0 COMPANY ACTIONS	3



1.0 INTRODUCTION

- (1) James Penman Plant Hire Ltd is committed to maintaining a safe, healthy and productive work environment free of the misuse of drugs, alcohol, solvents and related substances. Substance abuse (of any of the aforementioned items) cannot only impair employee health and performance, but can also create unsafe working conditions for the individual and his or her colleagues.
- (2) The policy aims to ensure that all employees are aware of their obligations under this policy.

2.0 SCOPE

- (1) This document applies to all employees and subcontractors working on behalf of James Penman Plant Hire Ltd and will be referred to as 'the Company'.

3.0 RESPONSIBILITY

- (2) All managers are responsible for ensuring that this policy is applied consistently to all and for briefing all employees within their area of accountability.
- (3) The employee is responsible for adhering to the standards of performance and behaviour set by the company.

4.0 PRINCIPLES

- (1) The company forbids the use, possession, concealment, transportation, promotion or sale of prohibited substances by employees whilst on Company premises or in Company vehicles or on client premises. Contravention of this will be considered gross misconduct and employees will be subject to action under the Company's disciplinary procedure up to and including dismissal.
- (2) Employees are not permitted to consume alcohol during working hours including lunch time break.
- (3) You must not report for work under the influence of a prohibited substance. "Under the influence", means that there is a sufficient amount of the substance in the employee's system to produce a positive result from a medical test or breathalyser unit, and/or that the employee shows erratic abnormal behaviour likely to pose a risk to others, or to interfere with their job performance.
- (4) Employees may be tested at any time during working hours where they are suspected of being "under the influence" or where the Company has reasonable cause to believe they are under the influence. This includes the start of any shift (including the start of a second shift in the instance of an employee working split shifts).
- (5) Alcohol and Drugs testing is carried out routinely as part of the company's occupational health surveillance which is undertaken as part of the employees condition of employment.

5.0 DEFINITIONS

5.1 Substance

- (1) A “substance” is defined as a material that chemically modifies the body’s functions resulting in physical, psychological or behavioural change.

5.2 Prohibited Substance

- (1) A “prohibited substance” means a controlled drug as defined in the Misuse of Drugs Act 1971 or any other substance including prescription and over-the-counter medication taken in such a manner as to impair the individual.

- (2) These include, but are not limited to:

- Cannabinoids
- Cocaine
- Opiates
- Amphetamines
- Barbiturates
- Benzodiazapine
- Phencyclidine
- Propoxyphene
- Methadone
- Solvent or solvent based products
- Alcohol

5.3 Substance Abuse

- (1) “Substance abuse” means the use of a prohibited substance.

- (2) For Health and Safety critical positions the Company adopts a “zero tolerance” approach to alcohol, which means any presence of alcohol within the blood will result in a “positive test result” for the purposes of alcohol. A “Positive test result” for the purposes of alcohol means the presence at a level higher than [25 milligrams per 100 millilitres of blood (ie. half the UK “drink driving” limit)] OR [50 milligrams per 100 millilitres of blood (ie. the UK “drink driving” limit)].



6.0 COMPANY ACTIONS

- (1) If an employee is suspected of being “under the influence”, they may be required to undertake a test and/or may be sent home. They may also be subject to action under the Company’s disciplinary procedure up to and including dismissal.
- (2) The Company will try and assist those employees who come forward voluntarily with any substance abuse problem. In such circumstances the Company will treat substance abuse as a health problem and allow employees to seek professional assistance. The Company will treat all relevant discussions in strict confidence. However, if such employees fail to complete a prescribed course of treatment or have a relapse following treatment, the matter will be dealt with under the Company’s Disciplinary Procedure.

