

Alcohol and Drugs Policy

The Director, all Managers and Employees of Owls Hall Environmental Ltd should note that some prescribed and over the counter medication may affect your ability to work, if you are in doubt consult your doctor.

Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas under the Owls Hall Environmental Ltd control and would be subjected to disciplinary measures. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures. Special consideration will be given to Client conditions and requirements regarding this subject when working on their premises/contracts.

Random drug screening may be carried out on employees engaged on safety critical work, and will be carried out following an incident or accident. If tests prove positive for alcohol or drugs, this would be classified as a breach of the company health and safety policy and would therefore result in disciplinary procedures, which could include dismissal.

The Company as the standard will use the standards for a positive test shown below for drugs and alcohol generally. Company Management will check the standards of positive tests with all the Owls Hall Environmental Ltd Clients and if there are standards for positive tests lower than the figures below, then those lower standards will be adopted by the Company for that particular Client.

Employees will note that it might take more than 24 hours for alcohol in blood to disperse. Employees will carefully consider this aspect, particularly those who are engaged on safety critical work or those employees engaged on Contracts where the Owls Hall Environmental Ltd Clients specify very low acceptable alcohol levels.

Any Company employee found under the influence, or in possession of illegal drugs whilst at work, will be removed from site immediately and the matter reported to the Police. This type of offence will be classified as a major breach of the company health and safety policy, which would result in the employee being dismissed.

Company Standards

All employees required to work on the Owls Hall Environmental Ltd premises/contract are required to be formally briefed on the drugs and alcohol policy. Each Employee receiving the standard Owls Hall Environmental Ltd pack of documentation, which is inclusive of the drugs and alcohol policy, are to receive briefings covering this subject as a part of their induction for the contract works prior to starting work.

Positive screening results

For the purpose of the standards, means screening for:

The presence of drugs, other than medication, which does not affect the work performance.

For the purpose of the standard, means screening for:

- More than 29 milligrams of alcohol in 100 millilitres of blood, or
- More than 13 micrograms of alcohol in 100 millilitres of breath, or
- More than 39 milligrams of alcohol in 100 millilitres of urine.

Alcohol and Drugs Policy - Statement of Intent

The aims of this policy will be achieved by using screening processes, education and information programmes to:

- Detect any person who takes alcohol or drugs either at work or before coming to work.
- Ensure compliance with the relevant legislative arrangements.

Screening will be used in the following circumstances:

Post-Accident/Incident

If following an accident/incident there are reasonable grounds to suspect that the employees actions or omissions contributed to the cause then the employee will be tested for drugs and/or alcohol by the Company (or by the police if they attend) through an approved testing agency. The employee will be suspended from duty, with pay, whilst waiting for the test results.

For Cause (behaviour or appearance)

If a manager or supervisor has reasonable cause to suspect that an employee is unfit for work as a result of drugs and/or alcohol then the employee will:

- a. Not be allowed to start their duty or will be relieved immediately if they have commenced a duty.
- b. Be tested for alcohol and/or drugs by the company or a recognised agency.
- c. Be suspended from duty, with pay, whilst waiting for the results.

To maintain a drug/alcohol free workplace random drug/alcohol screening of employees may take place each year.

All employees may be included in the random selection. If an existing employee's test result is positive, or they refuse to take a test, action will be taken in accordance with the Owls Hall Environmental Ltd disciplinary procedure. This procedure may result in dismissal.

All drug screening for existing employees will be carried out by the company using a recognised testing process and analysis.

Right of Appeal

If an existing employee's test result is positive they have the right to gain a second independent opinion. The results of both tests will be carefully considered by the relevant

Manager before any further action is taken.

Legal Obligations

The Organisation reserves the right to report to the police any employee that is found to be:

- In possession of drugs
- Trafficking drugs
- Under the influence of drugs

Signed on behalf of Owls Hall Environmental Ltd.



Craig Finbow
Director of Health and Safety
26th August 2015

Review Date: 25th August 2016