

ALCOHOL, DRUGS AND SOLVENT ABUSE AT WORK POLICY

Introduction

Over the last few years, society's view on drinking and work has been changing. It has been influenced by a number of factors, including health and safety. Legislation has also had an impact: The Health and Safety at Work, etc. Act 1974, the Misuse of Drugs Act 1971, the Transport and Works Act 1992 and the Management of Health and Safety at Work Regulations 1999 place duties upon employers and employees with regards to the use of drugs and other substances.

This policy provides employees and managers with detailed information about responsibilities, procedures and rules regarding alcohol and drugs whilst at work.

Purpose

This document provides a clear policy in order to maintain a satisfactory and safe standard of work and to comply with legislative requirements.

Scope

This policy applies to all established and temporary employees of Axflow Ltd. It also applies to agency staff, consultants and other directly contracted persons and visitors to Axflow Ltd whilst attending a Company site.

This policy covers substances (including alcohol, drugs, solvents and medication) and the rules governing this topic in relation to work.

Definitions

Legal alcohol limit for driving: The current legal limit in the UK roughly equates to two units, but how such this level of alcohol effects an individual depends on a numbers of factors including gender, weight and food consumption. Two units are: one 175ml glass of wine (12%) or one pint of lager (3.5%) or a double (50ml) measure of spirits (40%).

Drugs: The Misuse of Drugs Act 1971 makes the possession, supply and production of "controlled" drugs a criminal offence unless they have been prescribed by a doctor. It is against the law to drive under the influence of "controlled" substances.

Medication: This can refer to over-the-counter pharmaceuticals e.g. paracetamol or those prescribed by a medical practitioner.

Solvents: These include all substances that contain butane or propane gas, trichloroethylene or tetrachloroethylene e.g. glue, gas lighters, some aerosols or air fresheners, some paint, thinners or correcting fluid.

Policy

Axflow considers that it has a responsibility towards employees to provide a safe and healthy working environment and recognises that this may be jeopardised by those who misuse alcohol, drugs or solvents within the working environment.

Alcohol intake during Working Hours

Axflow Ltd would, generally, encourage employees not to drink alcoholic beverages during the working day. Employees are prohibited from bringing or consuming alcoholic drinks on the Company's premises or from being at work/carrying out work activities whilst unfit due to the influence of alcohol.

Alcohol may only be available on the premises at such social gatherings with a Director's approval. Hospitality may also include moderate consumption of alcohol. On these occasions employees are expected to behave in a safe and responsible manner and drivers are advised to make alternative transport arrangements for their journey home.

Normally employees may not visit or meet with customers or suppliers after drinking.

Drug Taking or Supply

The possession or taking of illegal drugs is a criminal offence and as such is viewed seriously by Axflow Ltd. The possession, use, or sale of illegal drugs within the working environment or whilst carrying out work activities are strictly prohibited Drivers or Operators of Machinery

Employees must not be operating machinery, or be in an area where machinery is being operated, with alcohol in their bloodstream.

Drivers are reminded that conviction for driving whilst under the influence of alcohol or drugs, especially those that result in loss of driving licence, may impact on their ability to carry out their role with Axflow Ltd.

Actions to take regarding Medication Notification

Many medicines, obtained with or without a prescription, can affect performance at work; therefore, employees, particularly those in safety critical posts, must inform the pharmacist or doctor of their job before taking any medication.

All employees must also inform their immediate manager if they need to take any medication which may cause drowsiness, impair reflexes or reaction times or may affect their own or others' health and safety at work.

Solvent Abuse

The misuse of solvents on Axflow's premises or whilst carrying out work activities is strictly prohibited

Health Considerations

Substance dependency is a condition where an employee's consumption of alcohol/drugs/solvents continually or repeatedly interferes with his/her health, work attendance or work performance. It is considered that dependency is a health or medical problem and Axflow will endeavour to assist employees in this situation.

Result of Breaching this Policy

Misconduct in the working environment or whilst carrying out work activities, in cases related to alcohol or other substance consumption, will be treated as a disciplinary offence and employees will be escorted from the premises immediately. Employees will be subject to the company Disciplinary Procedures and the outcome of any disciplinary action can be any penalty up to and including dismissal, as considered appropriate in the circumstances.

Responsibilities

All those persons referred to within the Scope of this policy are required to adhere to its terms and conditions.

Individual managers are responsible for ensuring that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with the Personnel department prior to any action being taken.

The Personnel department has the responsibility for ensuring the maintenance, regular review and updating of this policy.