

## **ALCOHOL AND DRUGS POLICY STATEMENT**

This statement sets out Collins Construction Ltd policy in respect of any employee or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or taking drugs.

It is supported by Acts of Parliament, regulations, codes of practice, guidelines and readily available education materials.

Collins Construction Ltd have taken into account the following:

Health and Safety at Work Act 1974

Misuse of Drugs Act 1971

Management of Health and Safety at Work Regulations 1999

Provided that employees and contractors adhere to the provisions of this policy they will normally be able to demonstrate compliance with the above Acts.

### **Policy**

Collins Construction Ltd will take all reasonable steps to ensure that employees and contractors are made aware of the contents of this statement together with relevant sections of Acts of Parliament and the implications therein. Furthermore, as a reasonable employer, Collins Construction Ltd will have in place procedures to prevent in so far as is reasonably practicable an offence under the above-mentioned Acts and a measuring process to measure the effectiveness of such procedures.

It is a requirement of Collins Construction Ltd that no employee or contractor shall report or endeavour to:

- Report for duty having just consumed alcohol or being under the influence of drugs.
- Report for duty in an unfit state due to the use of alcohol or drugs.
- Be in possession of drugs of abuse in the workplace.
- Consume alcohol or drugs whilst on duty.

Collins Construction Ltd's proactive approach to drugs of abuse in the workplace is that of a caring and sympathetic one whose employees are encouraged to speak to their line manager if they believe they have an alcohol or drug related problem. Professional counselling and support will be given to those employees who come forward recognising this.

### **Cause Testing**

If Collins Construction Ltd believes or suspects that any person has consumed alcohol or drugs during or just before commencing duties or any person who is not fit to carry out their duties because of the abuse of alcohol and drugs, will not be permitted to work and may require that employee to undertake a breathalyser test or urine test as the case may be by a competent laboratory clinic. All personnel shall ensure that if required at any time to do so by Collins to submit to an alcohol and/or drugs test and may be required to remain on the premises pending further investigation and they must comply with all instructions.

### **Post Incident Testing**

All employees who are involved in an incident which may be understood to be an event which causes injury or loss of life, or has the potential to cause injury or loss of life, or causes damage to property or potential damage to property may be subject to alcohol and/or drug testing and will co-operate in such tests at the place of the incident under the direction of Collins Construction Ltd.

## Alcohol Consumption Guideline

To commence work with a zero or near zero alcohol level, employees should not consume any alcohol at all in the eight hours before starting work and in the sixteen hours prior to that should not consume more than seven units of alcohol, one unit being equivalent to half a pint of standard strength beer. Adherence to this guide should result in less than 30 milligrams per 100 millilitres of blood or the equivalent in urine or breath.

Prohibited drugs include as a minimum the following drugs or drug groups:

- Cannabis
- Cocaine
- Amphetamines
- Benzodiazepines
- Methadone
- Opiates
- MDMA (Ecstasy)
- Propoxyphene

It should also be noted that the abuse of other legal substances such as glue or solvents is prohibited under this policy.

In addition, many medicines obtained with or without prescription can affect performance at work and employees must not report for duty if affected by such medicines. Examples include tranquillisers, sleeping pills, antihistamines for hay fever and some cough/cold remedies.

On being prescribed medicines, individuals must always seek advice from their doctor as to the effect the medicine may have on their performance. In the case of non-prescribed medicines, always read the instructions carefully and seek the advice of a pharmacist.

**Impaired/Intoxicated (Alcohol)** – In terms of this policy any person who has Breath Alcohol Concentration that exceeds 13 micrograms per 100 millilitres or equivalent in Blood Alcohol Concentration, (to be confirmed by an appropriate test) is deemed to be intoxicated and therefore be impaired due to alcohol.

Blood (BAC)	Breath (BrAC)	Urine (UAC)
milligrams/100ml	micrograms/100ml	milligrams/100ml
29	13	39

## Managers' Responsibilities

- To be familiar with this policy and accompanying standards and guidelines.
- To prevent any person from starting or continuing work if, in their opinion, they are under the influence of alcohol or of substances which may impair their ability to work safely.
- To be aware of and monitor changes in work performance, attendance, absenteeism, and accident patterns and to take appropriate action, including disciplinary action where necessary.
- To seek advice from the Human Resources Manager or nominated Manager where there are identifiable symptoms of alcohol or drug use/misuse.
- To take a balanced approach and respect confidentiality when counselling or interviewing workers, recognizing that alcohol or drug dependency/addiction can be viewed as an illness.
- To ensure that contractors and temporary workers are aware of and comply with the policy.
- To be able to communicate the principles and operation of the policy to all workers.
- To be aware of the legal considerations surrounding illegal drugs in the workplace.

## Workers' Responsibilities

The following responsibilities are applicable to all workers and are in addition to any other Collins / contract conditions applicable;

- to be familiar with the policy and the implications resulting from a breach of policy.
- to advise their doctor or pharmacist of the nature of their work and to ascertain, as far as possible, whether as a result of taking prescribed drugs or purchased medication, there could be side effects which may affect their work performance and thereby endanger themselves and any other person.
- to inform their Manager if the taking of such drug(s) is likely to affect their work performance.
- to ensure that, where there is medical need to take prescribed medication whilst at work, such medication is brought to work, stored appropriately, safely and in its original packaging.
- not to report whilst impaired due to alcohol or drugs (whether illegal or not).
- not to consume alcohol, illegal drugs or take any substances whilst at work.
- not to attempt to sell, distribute or supply alcohol whilst on Company premises or whilst representing the Company.
- not to attempt to sell, distribute or supply drugs which contravene the Misuse of Drugs Act 1971, Psychoactive Substances Act (2016), and the Medicines Act 1968, whilst on the premises or whilst representing Collins. Any contravention of this, without exception, will be reported to the Police.
- not to cover for or collude with colleagues whose behaviour and performance is, or could be affected by, the consumption of alcohol or taking of illegal or prescribed drugs and report the colleague to a manager.
- to urge colleagues to seek help if they have any problems arising from the use and/or misuse of alcohol and/or drugs.
- to consult their Manager, or Human Resources Manager if they have or believe they may be developing an alcohol or drug related problem.
- Contravention of these rules is a very serious matter, and the Company will take disciplinary action in the event of an infringement under the Company's disciplinary procedures, which may include dismissal.

## Random Testing

Collins retains the right to randomly select and test workers throughout the course of the year. This process is regardless of the worker's status or job function. This is to ensure fairness within the policy and give a clear message that the misuse of alcohol or drugs cannot be tolerated by Collins. Tests will take place periodically and unannounced.

Where testing is applied, the person carrying out the test must be qualified to do so, be fully trained, and must rigorously follow appropriate procedures. Laboratories that are accredited by the United Kingdom Accreditation Service (UKAS) will have satisfied UKAS assessors that they provide a service that meets all testing criteria.

The company will use breath testing for alcohol, and urine for drugs, but reserves the right to use other approved methods of testing if necessary.

## Dealing with Breaches of Policy

An individual will be deemed in breach of the company policy if, whilst on company premises, workplace, or company business, they:

- have 13 micrograms of alcohol in 100 millilitres of breath, or equivalent in blood alcohol concentration, or tests positive for drugs other than those authorised and falling within the guidelines of this policy; or
- refuses to undertake a test when required; or
- knowingly interferes with the test procedures; or
- is found in possession of alcohol, drugs, or drug related paraphernalia.
- The above alcohol limit may be set at a lower value due to specific client/contract/ industry conditions and in such cases the lower limit will take precedence. In the event of any breach of this policy as a result of taking alcohol or drugs (illegal, prescribed, or self-medicated), the normal disciplinary procedures will apply.

Should someone fail an initial D&A test then they will be removed from site immediately & given the opportunity to retest at a later date with a nominated provider. The individual will not be able to return back to the project until this has been carried out.

Should a second D&A test come back negative, the operative will be authorised to return to the project to continue work as normal. However, they may be subject to more frequent random D&A testing as a result.

Should an individual produce a second positive D&A test, at any time, this will result in a project ban for a period of 6 months from the date of the test as a result.

Signed:

A handwritten signature in black ink, appearing to read "J. Warren".

Mr. J. Warren  
Managing Director  
1<sup>st</sup> January 2023