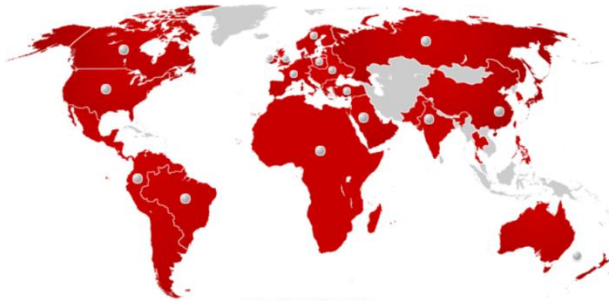


Developing organisational policy & process for alcohol & drugs



Driver HQ | VRM Data Hub



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Contents

- Context
- Good practice

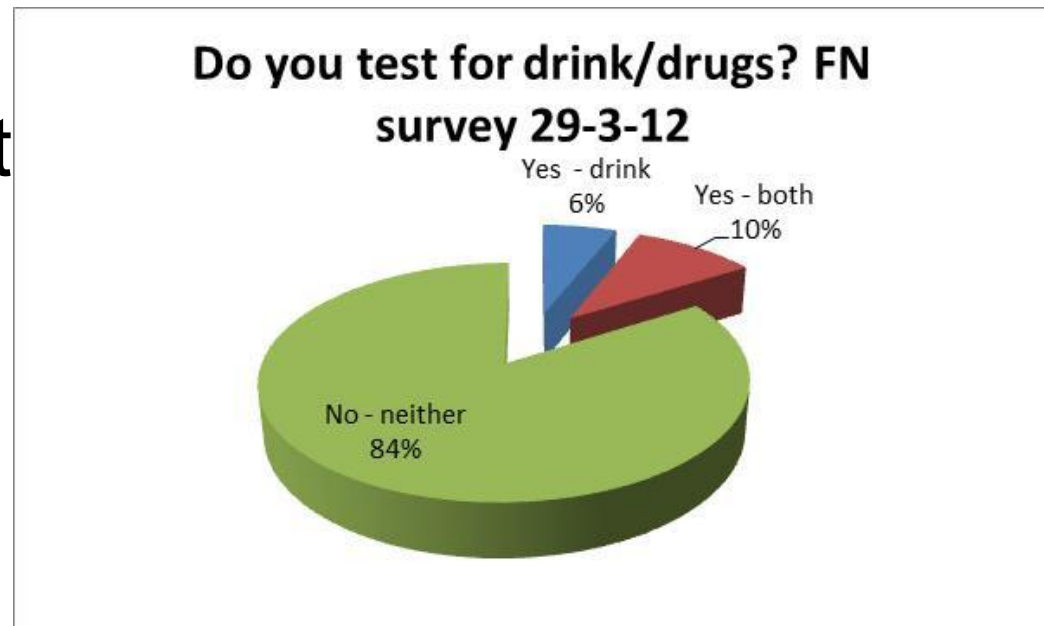


Context

Recent UK fleet industry headline: *'New law on drug driving to be announced'*
Includes \leq £5,000 fine, driving ban of >12 months & \leq six months in jail

Context

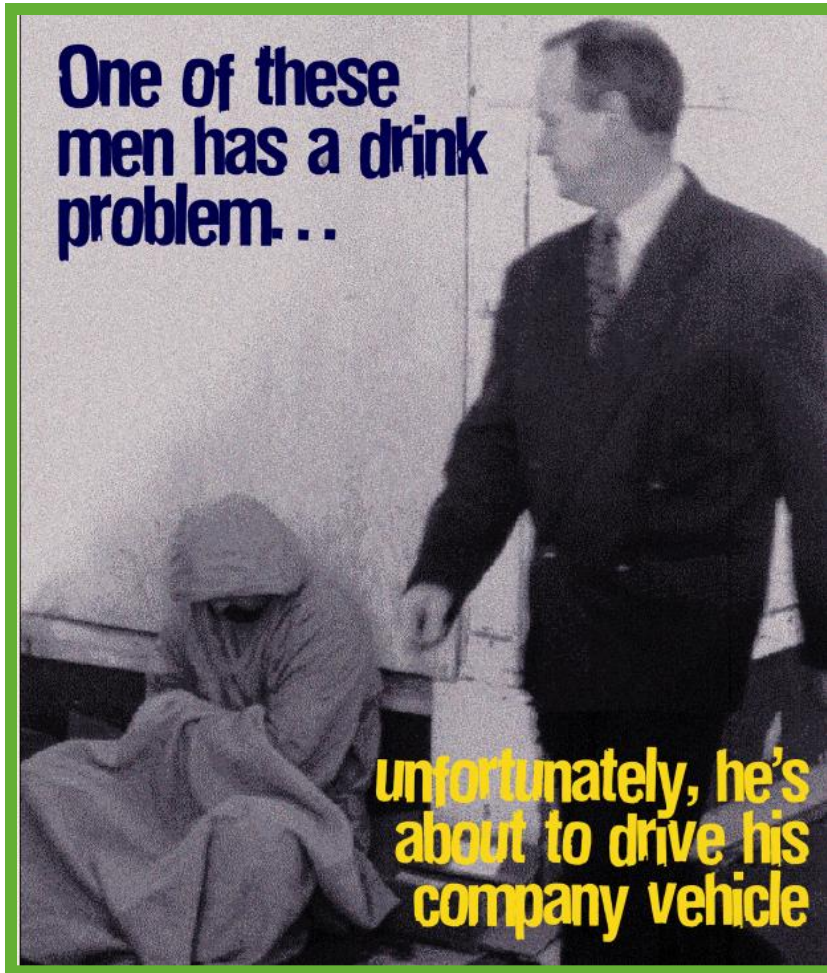
- Interlocks one part of wider program in organisational response to drugs & alcohol
- Audit
- Risk assessment
- Policy
- Testing
- Communications
- Engagement
- Interventions – including interlocks



Good practice?

How does your organisation compare?

Contents



- Why have a Policy?
- What are the limits?
- How do we test?
- What help is available?
- How is policy communicated?

Why do we need a policy?

- Drug and alcohol misuse is a **recognised workplace hazard**
 - **60% of all fatal accidents** and 25% of all accidents at work are alcohol related
 - 25% of those seeking help for **drug problems are in employment**
 - **14 million work days** are lost each year through alcohol and drug problems
- Various **legal requirements**, including
 - Health & Safety at Work etc. Act 1974
 - Transport & Works Act 1992
 - Misuse of Drugs Act 1971



Policy summary

- **Applies to everyone** working on behalf of organisation
- Provides **firm guidelines** in line with current industry best practice
- Outlines how people can access **help and support**
- The rules:
 - The **use or misuse of alcohol and drugs** (classified under the Misuse of Drugs Act) **is prohibited**. As too is the misuse of prescribed medication
 - colleagues must tell their manager if they are taking any prescription drug which may affect their **ability to work safely**
 - **Whilst engaged on company business all colleagues must be in a fit condition free from traces of illegal drugs and below the Company's alcohol limit**

The limits

- **Alcohol**

- **Nobody must exceed a Blood Alcohol Concentration of 0.08%**
- This is the same as the UK drink drive limit
- Even small amounts of alcohol in your blood can seriously impair ability, performance and judgment

- **Drugs**

- **Any use of illegal drugs** covered in the Misuse of Drugs Act and the **misuse** whether intentional or not, of **prescription drugs**, over the counter medicine, glue and solvents **is prohibited**
- Anyone taking medication which may cause affect your ability to work safely eg make you drowsiness, impair reflexes, reaction times etc. must tell their manager

Medication Notification Form

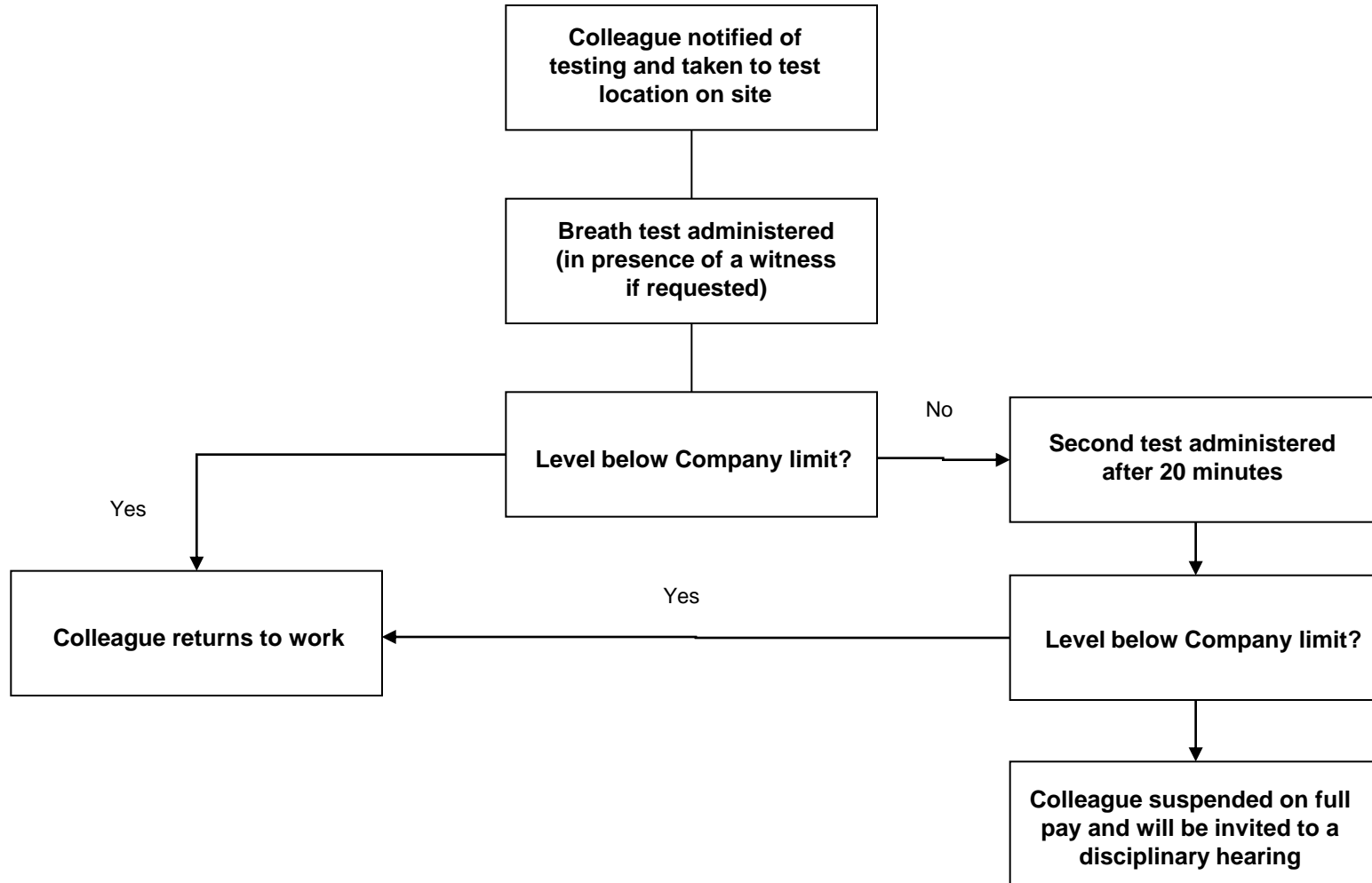
- Used by the manager to record what medication people are taking
 - Form available on the **People section of company intranet**
 - Should be **retained on site** for the duration of the course of medication, after this time the form **should be destroyed**
- If the medication could affect the safety of the colleague or others the manager should contact HR for assistance

Name:	Depot/department:
Warrant No:	Depot No. or Department cost centre:
Shift Manager:	
I have been prescribed the following medication by my doctor:	
I am required to take this medication for (timescale):	
I have been informed that the medication as described above may have the following side effects:	
Colleague Signature:	
Date:	

Testing

- **Pre-employment**
 - We will **randomly select a percentage of final stage applicants** to undergo testing, their employment will be confirmed subject to a negative test result being returned
- **'For Cause'**
 - Undertaken **following an accident or incident** (including a near miss) and there are **reasonable grounds** to suspect that the colleague **may be under the influence of drugs or alcohol**
- **Random**
 - As an **ongoing deterrent** we will randomly select a percentage of colleagues to undergo testing
- **Follow up**
 - Follow up testing may be administered following a course of confidential assistance
- **All testing** will be co-ordinated by the **HR Team**

Alcohol testing procedure



Testing procedure

- Testing undertaken by an independent testing agency
 - All testing will be arranged via the **HR Team**
- Testing is undertaken using approved methods
 - Alcohol test same as that performed by the Police for drink driving
 - Drug tests look for presence of the most common substances and use a chain of custody methodology
- If colleagues refuse to participate:
 - The testing process is explained to the colleague
 - If they still refuse they will be suspended from work on full pay and sent home
 - They will be advised that the Company will commence an investigation which may lead to disciplinary action

Testing Procedure

- If a colleague provides a positive result for either drugs and/or alcohol following suspension:
 - They will be advised that they should not drive a vehicle
 - If they drive off site, they must be informed that the Police will be advised



Where to go for help

- Company offers a large number of support services relating to this subject:
 - 24 hour Confidential Advice Line
 - Confidential Reporting Line
 - Counselling is also available on a case by case basis via HR
- There are also support groups and charities who can help, including:
 - National Drugs Helpline
 - ADFAM National
 - Release
 - Alcohol Concern
 - Drinkline
 - Al-Anon Family Groups

Timescales

- **Amnesty period**

- **3 month amnesty**
- During which time **no pre-employment or random testing** will take place
- Colleagues who advise the Company that they have a drug and/or alcohol problem will be **treated sympathetically**

- **‘Live’ Date**

- The Policy will take full effect on **xxx**
- Testing will commence and will be co-ordinated by **HR**

Communication

- We are explaining this policy and how it will effect our colleagues in a number of ways over the next 3 months including:
 - **A colleague pamphlet** designed to help colleagues understand our drugs & alcohol policy (a copy sent via their manager to every colleague)
 - **Essential Safety Theme** devoted to the policy
 - Series of posters to support awareness campaign
 - Articles in **Company Magazine**
 - **Management information cascade & team huddles**

Summary

- Drug & alcohol free workplace can no longer be taken for granted
- Interlocks one element of wider risk assessment and policy led program
- Happy to share more detailed good practice
- Contact:
 - will.murray@virtualriskmanager.net