

# Drugs & Alcohol Policy Statement

GW Highways Ltd are to provide safe and healthy working conditions, also to set and maintain high standards of health and safety practice moreover to enlist the advice support of all staff in achieving these ends.

The scope and nature of work undertaken by GW Highways Ltd is that safety is of paramount importance. Work safely and performance can be impaired by the taking of drugs (including prescribed drugs and those available without prescription) and the consumption of alcohol.

Illegal drugs are those controlled by the misuse of Drugs Act 1971.

A positive result is a laboratory result for illegal for which no alternative medical explanation can be found or an alcohol test level of 13 micrograms/litre for breath alcohol (equivalent to 30 milligrams for blood alcohol and 40 milligrams for urine).

## **Policy Objectives**

To comply with the requirements of the Health and Safety at Work Act 1974

To provide employees and subcontractors with basic information regarding the drugs and alcohol testing and the possible action and results of tests taken.

To therefore assist in the provision and maintenance of a safe and healthy work environment.

## **Policy Summary**

All employees and subcontractors will be eligible for drug and alcohol testing and GW Highways Ltd has the right to request and test in accordance with this policy.

Tests will be conducted on the following occasions:

- Post Incident
- Reasonable suspicion

Details of these are available within the GW Highways Ltd documented procedures that are available for scrutiny. For information on the policy and procedures please contact the Directors.

A refusal to take a test will be treated as gross misconduct leading to dismissal for employees, which may be effective immediately and as breach of contract for a subcontractor. The persons involved will not be permitted to work for GW Highways Ltd. With regard to a subcontractor the breach of contract may lead to the determination of the contract. To refuse a request by the Police is an offence under the Act and will be dealt with accordingly.

Any person failing a test be that of an employee or a subcontractor will not be permitted to work with GW Highways Ltd. This will also apply to a person who subsequently presents evidence of a clear test. A failure of a test under certain circumstances such as on site "for cause" or "post incident testing may lead to arrest and subsequent prosecution under the Act.

## **GW Highways Ltd Responsibilities**

The Directors have overall responsibility for implementing the policy in the Company and to ensure that full effect is given to the organisation and arrangements set out below.

The Directors will decide whether a person may continue working or will be suspended from work pending the result of a drug or alcohol test and will inform the person of the decision as soon as practicable. The decision depends upon the reason for the test being carried out. As a general principle a person will be suspended from work, rather than being reassigned to different duties, due to the nature of the work undertaken by the Company precluding this option in most cases.

The Company will undertake to review and if necessary, update this written statement of drugs and alcohol policy annually unless there are changes in the responsibilities or other changes of substance, in which case a revised statement will be issued as soon as practicable to all employees.

### **Employees and Subcontractors**

To understand and accept their responsibility not to report for work if they are under the influence of alcohol and drugs. This includes illegal drugs, but also includes prescription and over the counter drugs which can also affect performance.

GW Highways Ltd will not engage a person in work where the organisation has knowledge via a verifiable source i.e. prosecution or a positive drugs test, of that person using illegal drugs.

Not to purchase alcohol whilst at work or prior to commencing work in line with Company policy and client policy where laid down. Personnel must be aware that the limits for the consumption of alcohol are not more than 7 units in the 24 hours prior to commencing work and none in the 8 hours immediately before commencing work.

To be familiar with all aspects of the policy and the disciplinary implications resulting from a breach of the policy.

To be aware that a person may be suspended from work pending the outcome of a drugs or alcohol test.

To avoid covering up or colluding with colleagues whose behaviour and performance is affected by alcohol or drugs.

Employees and subcontractors must comply with any request made by GW Highways Ltd or the client to undergo "for cause", post incident, planned and random tests.

To be aware that a refusal to comply will be treated as gross misconduct leading to dismissal for employees, this may be affected immediately and as breach of contract for a subcontractor.

To refuse a request by the police is an offence under the Act and will be dealt with accordingly.

To be aware that any person failing a test be that of an employee or a subcontractor, will not be permitted to work on future contracts with GW Highways Ltd.

Senior Management will discuss a person who subsequently presents evidence of a clear test and a decision made in each individual case. A failure of a test under certain circumstances such as on site "for cause" or "post incident" testing may lead to arrest and prosecuting under the Act.

If taking prescribed drugs this information will be requested as part of a drugs test and personnel should be aware that certain prescribed and over the counter drugs will show up on a drugs test as a positive result. Personnel should inform the Managing Director, of medication being taken for safety reasons.

To be aware that a drug and or an alcohol test will be carried out if it is suspected that a person in under the influence of drugs and alcohol, either at work or prior to work commencing both on and off site.

Records pertaining to this policy will be stored in line with our GDPR policy POL004.

Policy Authorised By



David Gibbins, Director



Luke Wenham, Director

POL006 RevB

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national highway sector schemes

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