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## **3.10 – ALCOHOL & DRUGS POLICY**

### **1.0 INTRODUCTION**

GBC Industrial Tools (“the Company”) is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in its operation.

Alcohol and drug problems are prevalent in society and are associated with wide variety of costs for both employers and employees. These costs include ill-health. Sickness, absence, reduced work performance and accidents. The consumption of alcohol and drugs has implications for health and safety at work since these substances impair co-ordination, judgement and decision making.

### **2.0 AIMS & OBJECTIVES**

The company has implemented this policy in order to clearly state its position on alcohol and drugs in the workplace.

The objectives of this policy are: -

- to ensure the company is compliant with appropriate laws and legislation;
- minimise the risks associated with alcohol and drugs in the workplace;
- to communicate the Company’s clear rules regarding alcohol and drugs in the workplace;
- to provide employees with education on the adverse health effects of alcohol and drugs;
- to encourage the early identification of employees who may be experiencing alcohol or drug problems;
- to provide support for employees experiencing alcohol and drug problems;
- to provide training and support for employees to ensure that they are equipped to support their co-workers experiencing problems.

### **3.0 DEFINITIONS**

**Alcohol Problem** – An alcohol problem is defined as any drinking, either intermittent or continual which interferes with a person’s health and/or social functioning, and/or work capability or conduct.

**Drugs** – Any drug, whether illegal, prescribed, or over the counter or solvents such as glue, butane etc. In the case of prescribed and over the counter drugs, their possession and use by the employee is acknowledged as legitimate.

**Drug Problem** – The use of illegal drugs, the deliberate use of prescription or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person's health and/or social functioning, and/or work capability or conduct.

#### **4.0 LEGAL**

The Health & Safety at Work Act 1974 requires employers to protect the health, safety and welfare of their employees and others who may be affected by their activities, as far as is reasonably practicable.

The Management of Health & Safety at Work Regulations 1999 requires the employer to carry out risk assessments to identify hazards in the work place and put measures in place to minimise these risks.

The Misuse of Drugs Act 1971 is the main legislation covering drugs and categorises them as classes A, B and C. The drugs are called controlled substances and class A drugs are considered the most harmful under this act. It is illegal for anyone, whether at work or not to produce, supply or be in possession of illegal drugs. Employers may be liable if they knowingly allow manufacturing, dispensing, possession, using or selling of drugs on their premises.

#### **5.0 POLICY RULES**

1. The Company required that all employees report for work free from the effects of alcohol and drugs, it is not acceptable to be under the influence of alcohol and drugs or consume alcohol or drugs during hours of work – this includes paid and unpaid breaks.
2. Employees found in possession of illegal drugs or using illegal drugs whilst at work will normally be reported to the police.
3. In some cases, the legitimate use of prescription drugs can affect a person's ability to do their job. In such instance's employees should inform the Managing Director or their immediate line manager.

#### **6.0 EDUCATION**

The company is committed to promoting healthy lifestyles to employees via the Healthy Working Lives programme. Alcohol and drug issues will be incorporated into the staff health programme and employees will be provided with information on the current health guidance in relation to safe and sensible drinking and the risks associated with using drugs. This information will be disseminated by means of

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written material, email communication and workshops run by health specialists from the alcohol and drugs field.

Training will be provided for managers to outline their responsibilities for enforcing this policy and additional support can be sought from the Human Resources Advisor. New managers will be made aware of their responsibilities in relation to this policy via the company induction programme.

This policy will be communicated to all staff and will thereafter be held on the server for access as required. New staff will be made aware of this policy at induction and will be sent a copy with their contract of employment.

As the Managing Director of GBC Industrial Tools Limited, I accept responsibility for ensuring that the Company fully complies with this policy.

Howard Lloyd

  
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Monday 20<sup>th</sup> Feb 2017

