



PTSG

PREMIER TECHNICAL
SERVICES GROUP LTD

Niche Specialist Service Provider

Drug and Alcohol Policy

Drug and Alcohol Policy

STATEMENT

Following a regular risk assessment review, Premier Technical Services Group Ltd and its constituent companies believe it is now necessary to introduce a more substantial drugs, substance and alcohol screening process to achieve a lowering of potential risk to employees from possible drug, substance and alcohol use.

The company operates a zero tolerance to non-prescribed drugs and defines the consumption of/being under the influence of alcohol as being in excess of 20mg/100ml BAC (20 milligrams of alcohol per 100 millilitres of blood (blood alcohol content BAC)) or 9 mg/100ml BrAC [breathe alcohol content BrAC].

Any employee, (contractor or person engaged to work directly or indirectly) reporting for duty, either under the influence of drugs or substances, or having consumed drugs before work or on the premises, or with an alcohol level above that accepted by the company is in breach of company policy.

Failure to comply with the terms of the drug and alcohol policy is considered gross misconduct and will initiate disciplinary action and may lead to dismissal.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. Our intention is to prevent substance abuse. We would like to encourage those who use drugs or abuse alcohol to seek help in overcoming their problem. In this way, fully rehabilitated abusers who remain drug free could return to work as employees in good standing. Nevertheless, issues of safety must be paramount given the high-risk nature of the activities we undertake. We cannot tolerate employees attending work where there may be a risk to their own or others' safety.

Drug Policy

Drugs are defined as illegal drugs as listed under current laws which may change from time to time, or medicines used without prescription or in excessive (above therapeutic) doses.

Medicines are defined as those prescribed to the employee or bought over the counter. All medicines that have the possibility of affecting someone carry warnings of "*may cause impairment or drowsiness*". Use of these impairing medicines must be reported to the company to see if it is safe to continue performing a particular type of work.

Substances are those which may carry warnings against consumption inhalation or ingestion such as glue, solvents and vapours, and are likely to affect health and safety.

All employees on seeing a doctor are to explain their safety critical role and request that non impairing medicines are to be prescribed where possible. If such a medicine is not possible, the employee must report the consumption of an impairing medicine to the company, failure to do this may result in disciplinary action.

Anyone found in possession of illegal drugs or consuming an illegal drug or substance on the premises in contravention of the Misuse of Drugs Act 1971 or

Health and Safety at Work Act 1974 will be considered in breach of the company policy and will enter disciplinary procedures likely to result in dismissal. The suspect drug or substance will be confiscated, and the police will be informed.

A. General Procedures

The drug, substance and alcohol screening process will begin at the time of employee's health and safety induction training. All screening and testing will be performed in a confidential and discreet manner, testing will be by oral fluid collection performed by a trained screener. If a non-negative is seen at the point of drug screening, the employee is notified of the non-negative result and explained that the next step is to provide the sample for confirmation purposes.

If an employee reporting for work is visibly impaired or unable to properly perform required duties because of alcohol or illegal drug use, they will not be allowed to work.

The employee's supervisor should consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred.

If, in the opinion of the supervisor, the employee is considered impaired, the employee should be sent to a medical facility for drug testing by safe transportation alternatively, depending on the determination of the observed impairment, they shall be accompanied by the supervisor or another employee if necessary. An impaired employee will not be allowed to drive.

B. Employee Drug and Alcohol Abuse Testing

Drug testing will take place at Random, With Cause or With Suspicion.

Random screening may involve a percentage of the workforce each month.

With Cause screening is when any incident is reported to the company and requires a drug screen or possibly directly to a urine screen as the company sees fit.

With Suspicion screening takes place because a suspicion has arisen and the company has to eliminate the possibility of drugs or alcohol.

All safety critical employees will be subject to drug and alcohol screening.

All screening and testing will be performed in a confidential and discreet manner to respect employee confidentiality. Drug testing will be by oral fluid collection performed by a trained screener and any non-negative results will be confirmed by taking a further sample for examination at a fully accredited laboratory.

If a negative is seen at the point of drug screening, the result is recorded and the employee returns to duty.

If a non-negative is seen at the point of drug screening, the employee is notified of the non-negative result and explained that the next step is to provide the sample for confirmation purposes. There is absolutely no guilt attached at this point as it is only a non-negative to a screening test.

Each collection vial [2 in number] will be sealed with a tamper proof evidence seal. The collection vial[s] will be placed in the evidence bag and sealed in the presence of

the donor, the samples will then be sent by registered mail to the independent testing laboratory

The employee who has provided the specimen shall be permitted by the company to have the second collection vial retested, at the employee expense, at a laboratory, which must be licensed and approved by the relevant authorities, the second laboratory must test at equal or greater sensitivity for the drug in question.

Failure to participate in, provide a sample or attempts to pervert the results of a screen or confirmation sample will be seen by the company as a serious case of gross misconduct. The disciplinary procedure sees this as likely to cause immediate termination of employment.

In the unlikely case of a urine sample being required, the employee is to remove any outer clothing such as jackets and coats, and to turn out their pockets. They will not be allowed any bags and will have to wash their hands and have them inspected. They will then provide a urine sample which will be examined for integrity and tested for temperature before being split into the A and B sample. From this point all information is bar coded and confidential within a full chain of custody process.

Witness for both sides may be present for the screen or for the confirmation sampling. Waiting for a particular person who may not be on shift or at a different location is not acceptable and will be considered as an attempt to pervert the sample process.

The employee may submit information to explaining or contesting the test results, and why the results do not constitute a violation of the company policy. After providing the sample, the employee will be sent home on full pay until the result is back from the laboratory. The employee will be notified of the result in a period of approximately five working days.

In certain situations, like With Cause or With Suspicion, it may be necessary, as deemed by the company, to move directly to a laboratory confirmation method without a screening test being performed. The method of confirmation is open and at the discretion of the company.

Testing positive will be dealt with through a formal hearing as per the company disciplinary procedures, if upheld, the outcome will be (anything from) immediate dismissal (through second chance but closely monitored by further testing, or to a rehabilitation course with counselling and further intense screening). The decision not to terminate employment will be that of the Managing Director

Testing Costs

The company shall pay the cost of all drug tests, which are required. An employee shall pay the costs of any additional drug tests as outlined above.

Alcohol Policy

The company defines the consumption of/being under the influence of alcohol as being in excess of 20mg/100ml BAC (20 milligrams of alcohol per 100 millilitres of blood (blood alcohol content BAC)) or 9 mg/100ml BrAC [breathe alcohol content BrAC]

For your information the drink drive law for England Wales and Northern Ireland has a limit of 80mg/ml BAC and 35mg/100ml BrAC [breathe alcohol content BrAC]

A new law has come into force in 2015 which makes the legal drink-drive limit in Scotland lower than elsewhere in the UK.

The change reduces the legal alcohol limit from 80mg to 50mg in every 100ml of blood. The breath alcohol equivalent is reduced from 35 micrograms of alcohol per 100 millilitres of breath to 22 micrograms of alcohol per 100 millilitres of breath

Alcohol will be screened for with a breath alcohol device and if this shows positive, a second reading will be taken after a 20-minute interval. The screening will be performed by a suitably trained member of staff with a company owned and calibrated instrument or an external contractor will be called to take the two samples using their calibrated automated breathalyser. The reading from the second of the two samples is taken as the reading for comparison with the company policy levels.

Exceeding the defined company level [20mg/100ml BAC (20 milligrams of alcohol per 100 millilitres of blood (blood alcohol content BAC)) or 9 mg/100ml BrAC [breathe alcohol content BrAC] will initiate a disciplinary process.

The consequences of failing the alcohol test [being over the drink drive law regardless of which location throughout the UK] will instigate a formal disciplinary hearing, the outcome may be immediate dismissal.

The company reserves the right to request a sample of urine or blood for laboratory confirmation. Refusal to participate in or attempt to pervert any part of the alcohol screening process is considered gross misconduct and may result in dismissal.

This policy and its terms will be reviewed on a regular basis and modified as required by any changes in legislation.

Employee Assistance and Alcohol/Drug Rehabilitation Programs

The employee's decision to seek prior assistance from rehabilitation programs will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding and the company will strongly encourage employees who suspect they may have a problem to seek assistance. On the other hand, using the programs will not prevent disciplinary action when facts showing a violation of this policy are obtained.

Grounds for Termination/Discipline

1. Illegal Drug Use

An employee having possession of; being under the influence of; or using, consuming, transferring, selling, or attempt to sell or transfer any form of illegal drug while on company business or whether on duty or not is guilty of misconduct and is subject to discipline, including immediate termination or immediate suspension with or without pay from employment, even for the first offence.

2. Alcohol Abuse

An employee who is under the influence of alcohol at any time while on company business will be considered guilty of misconduct and is subject to disciplinary procedures, including immediate termination or immediate suspension with or without pay from employment, even for the first offence.

Statement of Confidentiality

The company and drug and alcohol rehabilitation professional bodies and their agents who receive or have access to information concerning drug tests shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, except where such release is compelled by a hearing officer or a court or where deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding.



[Signed for and on behalf of the group]

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