



UK-SOP-HSE-301

Health, Safety, Quality & Environment Procedure Alcohol and other drugs

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1. Introduction

GHD is committed to minimising the impact of alcohol and other drugs on the safety of GHD's staff, external suppliers and visitors to GHD premises, by encouraging all individuals to be free from the effects of alcohol and other drugs while on GHD premises, sites or in any motor vehicle.

It is the expectation that GHD People present to work in accordance with the requirements of this procedure and adhere to the Drug and Alcohol procedures adopted by clients when working on client sites.

This procedure aims to provide the framework to enable GHD to:

- Provide a safe working environment on GHD premises and minimise the risks associated with the consumption of alcohol and other drugs by adopting a flexible approach that recognises the different environments in which GHD operates and respects the Drugs and Alcohol requirements of our Clients whilst in their workplace.
- Provide guidance for alcohol and other drugs testing that are consistent with relevant industry standards.
- Provide a framework whereby GHD people who are unfit for work or who are deemed unfit for work as a result of alcohol or other drug use are dealt with consistently and fairly in accordance with this procedure.
- Meet its health and safety obligations to its staff, external suppliers and visitors.

The requirements of this procedure will be communicated to staff during a procedure launch and thereafter during the OC New Starter Induction process.

2. Responsibilities of GHD employees, sub consultants and subcontractors

Whilst employed by GHD an individual must not:

- Report for duty, or attempt to report for duty, having recently consumed alcohol (see specific third party requirements);
- Report for duty or attempt to report for duty in an unfit state due to consumption of any drugs (unless required for medicinal purposes and logged with the HR team);
- Be in possession of or supply any drug of abuse in the workplace or whilst on duty;
- Consume any drug of abuse or alcohol in the workplace or whilst on duty.

Whilst employed by GHD an individual must:

- Submit to a Drugs & Alcohol test, if requested to do so;
- Declare any drug or alcohol related problem, whether current or developing;
- Report any prescription or over-the-counter medication, which may affect their ability to undertake normal duties. Failure to highlight the use of a medicinal drug identified via a Drugs & Alcohol test will result in a Positive (Fail) result being upheld.

3. Circumstances for Drugs and Alcohol Testing

3.1 Pre-Employment, Pre-Appointment and Periodic Drugs & Alcohol Testing

GHD does not require employees to undergo a Pre-Employment Drugs & Alcohol testing on commencement of employment with GHD.

However a Pre-Appointment Drugs & Alcohol testing may be required by our clients as a pre-requisite to be able to carry out work for these clients. Where required (e.g. the role requires an individual to be qualified in PTS or the post is designated as a safety critical work), all GHD employees, sub-consultants or subcontractors shall pass a Drugs & Alcohol test before starting the role. GHD employees and sub-consultants/subcontractors, who hold Sentinel cards and/or will be working in safety-critical or key safety posts shall be tested for drugs and alcohol before they are permitted to undertake such work.

Drugs & Alcohol testing shall also be carried out as part of routine medical examinations (known as 'periodic testing').

3.2 Post-Incident and For-Cause Drugs & Alcohol Testing

3.2.1 Post-Incident testing

Where a GHD employee might have directly contributed to an accident or incident, then the responsible Line Manager shall contact the Sentinel Coordinator to arrange for employee to be tested for drugs and alcohol.

Testing shall only be carried out on persons who have been hospitalised as a result of an accident or incident, if the medical practitioner in charge consents to this.

3.2.2 For-Cause testing

Where a GHD employee's or subcontractor's/sub-consultant's behaviour gives cause to suspect that they are unfit to work due to drugs or alcohol misuse, the responsible Line Manager or Job Manager shall contact the Sentinel Co-ordinator to arrange 'high priority for-cause' Drugs & Alcohol testing.

In the event of For-Cause testing a GHD employee, sub-consultant or subcontractor shall be suspended from normal duties until the test result is known. A Positive (Fail) result shall result in the suspension of third party mandatory certification (where applicable), disciplinary and potentially legal action.

3.2.3 Whistle blowing

GHD employees who have concerns about fellow colleagues (i.e. under suspicion of drugs or alcohol misuse) should report these to the HR team.

3.3 Unannounced Random Drugs & Alcohol Testing

Unannounced random Drugs & Alcohol testing shall be arranged for the following GHD employees and subcontractors/sub-consultants:

- with a key safety role (those whose work, activities and decisions can affect health and safety),
- with a safety critical role,
- Sentinel/PTS card holders.

PTS trained GHD employees and subcontractors/sub-consultants shall be randomly selected for a Drugs & Alcohol testing.

Given the nature of unannounced random testing, GHD employees and sub-consultants /subcontractors shall be given a very short notice of the requirement to attend a test. The HR team shall contact the individual on the day of the test allowing sufficient time to make their way to the medical centre.

Unannounced random Drugs & Alcohol testing may take place at any workplace, including depots, signal boxes or centres and at training centres/events, and may be carried out in either mobile or fixed collection facilities.

3.4 Other circumstances for Drugs & Alcohol Testing

In addition to the above arrangements, the following conditions shall require Drugs & Alcohol testing:

- At pre-placement medical examinations, where candidates (GHD employees or subcontractors/sub-consultants) for posts designated as safety critical posts, or who require PTS certification, shall be tested for drugs and alcohol before they are permitted to undertake any such work. Sentinel Scheme – When GHD becomes a sponsor of an employee, GHD shall make certain the employee has passed a Drugs & Alcohol test within the previous three months.
- As part of a drugs and/or alcohol rehabilitation programme or post treatment monitoring.

4. Drugs and Alcohol Testing

4.1 Proof of identity

Prior to Drugs & Alcohol testing the donor (i.e. GHD employee or subcontractor/sub-consultant providing a specimen for Drugs & Alcohol testing) shall provide a photographic proof of their identity to the medical provider's collection officer. Photographic proof includes Sentinel card, passport, driving license or identification issued by the employer and recognised by Network Rail's medical provider.

If the donor is unable to provide any form of recognised formal identification, their Line Manager shall sign the chain of custody form that they confirm the identity of the GHD employee or subcontractor/sub-consultant, who is providing the sample. The donor shall also sign the form to confirm proof of identity.

If no confirmation of identification is provided or the Line Manager is not able to confirm identity, testing shall not proceed.

4.2 Consent

Prior to Drugs & Alcohol testing the donor shall read the donor advice sheet and sign the chain of custody form to indicate their informed consent to the tests being carried out and the results being released to GHD and the managers of the Sentinel scheme.

Failure to consent is considered as a refusal to submit to test and shall be regarded as a Positive (Fail) result.

4.3 Refusal to be screened

If any person selected for testing fails to submit to testing or to remain on site until the collection officer arrives, their Line Manager shall inform them that this is regarded as a refusal to submit to testing.

A refusal to submit to testing shall lead to a Positive (Fail) result being recorded.

4.4 Declaring medication

Prior to Drugs & Alcohol testing the donor shall declare any medication (taken by mouth, injected or applied to the skin), which they are taking, have taken or had administered within the past two weeks.

4.5 Drugs & Alcohol Testing Results

Where a Drugs & Alcohol testing result is Negative (Pass), the People Team shall retain the employer copy on the personnel file for a minimum of 5 years and send the employee copy to the individual.

Where a Drugs & Alcohol testing result is Positive (Fail), the People Team shall advise the relevant external bodies, while the individual Third Party Certification shall be withdrawn and held by GHD (where applicable). Where Positive (Fail) result occurs, the People Team shall take appropriate action in accordance with the company disciplinary procedure.

4.6 Refusal or Failure to Attend a Drugs & Alcohol Testing

In all cases a refusal to submit or attend a Drugs & Alcohol test shall be regarded as a Positive (Fail) result being recorded, and suspension of third party certification may result, followed by disciplinary action.

Acceptable reasons for failing to attend any Drugs & Alcohol test are:

- The individual is on or has booked Annual Leave;
- The individual has been certified by a Medical Practitioner and provided evidence of this.

Previous engagements, meetings or distance to a test centre are not suitable reasons for failing to attend.

4.7 Disciplinary

A GHD employee shall be subject to disciplinary action should they:

- Fail a Drugs & Alcohol test;
- Test positive for drugs;
- Refuse to undertake a Drug & Alcohol test;
- Report or try to report for duty when unfit through drugs and/or alcohol;
- Consume drugs or alcohol whilst at work;
- Possess illegal drugs whilst at work;
- Decline/discontinue an approved course of rehabilitation for a previous drug or alcohol problem without good cause;
- Declare a problem with drugs or alcohol after they have been tested or after they have been selected for unannounced testing.

4.8 Miscellaneous

Where required, a member of the People team or Sentinel Coordinator shall arrange for the testing via a RISQS approved medical provider, who shall be included in the GHD Approved Suppliers Register prior to use of their services. Any cost incurred in attending the Drugs & Alcohol test shall be covered by GHD.

5. Records

All Drug and Alcohol test results, including refusals, shall be recorded on the Sentinel database by the medical provider.

All Drugs and Alcohol certificates and test results shall be maintained by GHD's HR team and the medical provider for a period of not less than 10 years from the date of testing.

Records of Positive (Fail) tests shall be retained indefinitely by GHD's HR team and the medical provider.

Appendix A – Useful Information on Alcohol

It is important for you to know how much alcohol you are drinking. The amount of alcohol in drinks is measured in units, a unit being equivalent to 10 millilitres of pure alcohol.

The following drinks each contain about one unit of alcohol:

- half-pint of beer
- a glass of wine
- a single measure of spirits
- a glass of sherry
- a glass of aperitif

The above is a very approximate guide to alcohol content as this will vary with the strength of a drink and the volume of the glass it is served in. You can work out the number of alcohol units in a drink by multiplying the volume of the drink in millilitres (ml) by the percentage of alcohol by volume (%ABV) as shown on cans and bottles. Then, divide the resulting number by 1,000. For example, the number of units in a 330ml bottle of lager, with 5%ABV is:

$$\text{ml} \times \% \text{ ABV which works out to } 330 \times 5/1000 = 1.65 \text{ units'}$$

Popular measure Alcohol by volume (% ABV) Units

Beer / Lager

Caffreys Bitter Pint (568 millilitres) 4.80% is 2.72 units

Fosters Lager Pint (568 millilitres) 4.00% is 2.27 units

Guinness Stout Pint (568 millilitres) 4.10% is 2.33 units.

Heineken (cold filtered) Lager Pint (568 millilitres) 3.40% is 1.93 units

John Smiths Bitter Pint (568 millilitres) 4.00% is 2.27 units.

Kronenburg Pint (568 millilitres) 5.00% is 2.84 units

Worthington Bitter Pint (568 millilitres) 3.60% is 2.04 units

Stella Artois Pint (568 millilitres) 5.20% is 3.95 units

Budweiser 330 millilitres, 5.00% is 1.65 units.

Becks 275 millilitres, 5.00% is 1.38 units

Cider, Strongbow Pint (568 millilitres) 5.30% is 3.01 units.

Wine

The alcoholic strength of wines varies greatly. As a general guide, a 125-millilitre glass of wine at 11% or 12% ABV contains around 1.5 units. A bottle of similar wine contains around 8 or 9 units.

Spirit mixes

Baileys Glass (50 millilitres) 17% is 0.85 units

Smirnoff Ice 275 millilitres 5.50% is 1.51 units

Bacardi Breezers 275 millilitres 5.40% is 1.49 units

Archers Peach Schnapps 275 millilitres 5.50% is 1.51 units

Gin/Vodka/Whisky/Brandy Pub measure 40.00% is 1 unit

Tia Maria (25 millilitres) 26.50% is 0.66 units

Tequila (25 millilitres) 38% is 0.95units

How quickly does alcohol pass into the blood?

The speed at which alcohol passes into the blood depends on a lot of factors, including:

Your gender

Drinking a given amount of alcohol will result in a higher blood-alcohol level in a woman than in a man, also your age, your weight and your metabolism.

How quickly do our bodies eliminate alcohol?

No matter how fast we drink, our bodies eliminate the alcohol at the same rate, about 1 unit of alcohol per hour.

The amount of alcohol in your blood is your responsibility

The alcohol test measures the amount of alcohol in your blood - in milligrams of alcohol per 100 millilitres of blood. You are responsible for the level of alcohol in your blood. Remember, for workers on the railway, the limit is low: 29mg per 100ml of blood.

Assistance to Employees

Get help as soon as you need it!

We encourage all employees of GHD to tell the Health Senior Management if they have or believe they may be developing a drug or alcohol related problem. It will be too late to seek help if you:

- are involved in an incident; or
- are called for a test; or
- fail a test.

GHD will always support and assist any employee who reports such a problem prior to being selected for drugs and alcohol testing, so long as they remain within the requirements of any agreed program of rehabilitation.

Don't leave it until it's too late!

Rehabilitation and Re-employment

GHD will ensure processes are put in place to support the rehabilitation and reemployment of people who have previously been in breach of this policy.

However, no person within GHD that works on the Rail Network will be considered for re-employment in any roles working with the Rail Network or requiring them to go-on or near the line (i.e. PTS competence) or to undertake any form of Safety Critical Work post, until at least five years have elapsed since the date of the original breach. Anyone who is accepted for rehabilitation or re-employment will be required to undergo a special regime of additional unannounced tests for at least two years.

Appendix B

Guidance for prescribed and over the counter medicines

Antibiotics: - Generally not a problem, although if the reason for their being prescribed is a severe infection, the individual may be unfit for that reason.

Anti-depressants, sedatives, tranquillisers, medicines for nerves: - Seek advice dependant on the nature of the employee's work. Should work be considered safety critical (on the Railways) employee must not be considered fit for work until a full medical assessment has been undertaken.

Anti-Histamines, cough and cold/flu remedies: - Should be allowed to work if drowsiness is not experienced and symptoms for which the drug is taken are under control, e.g. Hay Fever symptoms. Regular users should know if they experience adverse effects after taking the recommended dosage.

Analgesics (pain killing drugs): - The more potent ones (Distalgesic, Temgesic and Dihydrocodine) may affect performance but the reason for taking them is often more important. Any person suffering severe pain should not be allowed to work particularly if concentration and vigilance are essential.

Dental procedures (local and general anaesthetics):- Depending upon the circumstances local dental anaesthetics should present no problem, although later onset of pain (e.g. post extraction) can create a separate problem. General dental anaesthetics are now rare outside hospital but no one should be allowed to work within 24 hours of such a procedure.

Other conditions e.g. blood donation: - Essentially not a problem, but anyone engaged in work which is considered of a safety critical nature should allow adequate recovery time before commencing work after giving blood. This should be 24 hours for first time donors, other donors may be considered safe after 4 hours, but it is advisable that a donation should take place after a shift ends

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