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DRUGS & ALCOHOL POLICY

APPENDIX A OF OUR HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Record of Review
Issue date: 07/06/2020
Review date: 06/06/2021
Revision: 10

Appendix A

DRUGS AND ALCOHOL POLICY

1. General statement

Stevens Construction Ltd is a responsible employer and take their duties under the Health and Safety at Work Act 1974 seriously. Therefore they have formulated this policy to help them comply with legal duties. These include providing a safe place and a safe system of work for their staff and others who may be affected by their activities. They recognize that drinking or illegal drug taking before or whilst present at work could have serious health and safety implications for their employees. As a result, this policy sets out their position on alcohol / illegal drugs in the workplace. Due to its importance, this policy also forms part of their Health and safety policy.

2. Alcohol and Health and Safety

Whilst the consumption of alcohol is an integral part of many employees' lifestyle, its presence in the workplace is often not appropriate. Not only can a small amount affect work performance, but it can also compromise the individual's safety and that of others. Common side effects include a loss of concentration, impaired judgment, loss of co-ordination and manual dexterity. This has implications for all staff, but particularly for those working in a safety critical role. These include, but are not confined to those operating vehicles and machinery, or working at height.

3. Prohibition on alcohol and drugs

For these reasons, staff is not allowed to bring alcohol or illegal drugs onto company premises for the purpose of consumption during normal working hours, including lunchtimes. This extends to external areas as well as internal.

Due to the risks involved, staff engaged in any of the roles described below may not consume any alcohol during the working day (even away from the premises):

- working at height
- driving whilst on company business
- On-site vehicle operator
- Machinery operators
- On-call/standby duties.

4. Disciplinary sanctions

If an employee comes to work whilst under the influence of alcohol / drugs or otherwise consumes alcohol on Stevens Construction Ltd retain the right to summarily dismiss on the grounds of gross misconduct.

5. Advice and counselling

We recognise that there may be circumstances when an employee has an alcohol / drug related problem that requires specialist help. Therefore, it is Stevens Construction intention to deal with these cases sympathetically. For this reason, the policy on employee assistance is separate from the Company's disciplinary procedures.

Stevens Construction Ltd will be able to give employees advice and guidance on how to obtain help and assistance with any alcohol / drug related issues. In the event that any member of staff is diagnosed as having a problem, they will treat it as a health matter. However, this does not necessarily mean that the individual concerned will be excused from any consequences of their conduct that would otherwise merit disciplinary action being taken. If a programme of counseling is sought and the individual employee subsequently reverts back to his/her previous level of D and A dependency, we retain the right to treat any resulting decline in performance or breach of policy as a disciplinary matter.

All requests for help will be treated in the strictest of confidence. The storing of written information will become necessary and will be carried out in accordance with the requirements of the Data Protection Act 2018.

6. Continuation in present role

For reasons of health and safety of the individual, or of others that may be at risk, we reserve the right to transfer any individual undergoing treatment for alcohol dependency out of a safety critical role. In doing so, the needs of the individual will be considered and wherever possible, a suitable alternative post sought. Where an individual's job role is found to be contributing to a problem, then the company will take all reasonable steps to deal with it.