

INTEGRATED  
MANAGEMENT  
SYSTEM



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DOCUMENT INFORMATION

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It is well-known that alcohol impairs judgement and increases reaction time. But various other drugs can also affect your ability - not only the various recreational drugs, but also some prescribed by doctors, and others you can buy over the counter. If you read the leaflet or label of (for example) several cold and flu medicines, you will find the phrase "may cause drowsiness: if affected, do not drive or operate machinery."

If you are taking prescription medicines, either temporarily, or for a long-term problem, you need to ask your doctor if they could affect your fitness for work.

With over-the-counter medicines, read the label/leaflet carefully, and if in doubt; ask the chemist whether they may affect your ability to drive or operate machinery.

If any medicine - prescribed by a doctor, or bought over the counter - may affect your fitness to work, you need to discuss the matter with your supervisor. We will treat the matter as confidential, like we would with any other personal health issue. It may be possible to put you on a different job if there is a significant risk.

When you arrive at work, it is assumed that you are fit and capable to work safely and effectively. Someone under the influence of alcohol or drugs is a potential danger both to themselves and the people around them. Under the Health and Safety at Work Act 1974, we have a duty to ensure a safe place of work and safe systems of work for our staff.

You must not drink alcohol during the working day. It may be available at work-based social events, in this instance consumption is permitted: but it is expected that anyone intending to driving a vehicle, or who is due to start work early the next day; will abstain. Remember that it takes several hours for even a couple of drinks to leave your system.

You will be asked to leave work if you are, or suspected to be, under the influence of alcohol or other substances. This applies not only to employees, but to contractors, third-party drivers, and all other visitors. To protect the public, we may inform the police of anyone in charge of a vehicle leaving our site.

To comply with the Health Act 2006, and to prevent fires; our sites and vehicles are smoke-free. Smoking is only permitted in certain designated areas. Do not smoke anywhere else.

Employees will be employees may be suspended from work pending an investigation and possible disciplinary action if they are suspected to be under the influence of drugs or alcohol.

We may request that you submit to random testing, in order to ensure that our sites and vehicles are as safe as possible. Likewise, we may request permission to search your possessions for evidence of alcohol or drugs misuse. Refusal to participate may result in suspension from work, pending an investigation and possible disciplinary action.

Health questionnaire are to be completed by all staff, to ascertain the potential effects of any medical condition and related medication. Again, this will be treated as confidential.

If an employee is identified as having a problem with alcohol or drugs, we will endeavour to work with them to tackle the issue. This will usually only be possible if the person seeks professional help.

Frank Antropik

Managing Director

20<sup>th</sup> July 2016