



# Policies & Procedures

## Drugs and Alcohol

## Alcohol and Drug policy Statement

This statement sets out Cannoncomm Ltd policy in respect of any employee or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or taking drugs.

It is supported by Acts of Parliament, regulations, codes of practice, guidelines and readily available education materials.

### **Cannoncomm Ltd have considered the following:**

Health and Safety at Work Act 1974 Misuse of Drugs Act 1971

Management of Health and Safety at Work Regulations 1999

### **Policy**

Cannoncomm Ltd will take all the reasonable steps to ensure that employees and contractors are made aware of the contents of this statement together with relevant sections of Acts of Parliament and the implications therein. Furthermore, as a reasonable employer, Cannoncomm Ltd will have in place procedures to prevent in so far as is reasonably practicable an offence under the above-mentioned Acts and a measuring process to measure the effectiveness of such procedures.

It is a requirement of Cannoncomm Ltd that no employee or contractor shall report or endeavor to:

- Report for duty having just consumed alcohol or being under the influence of drugs
- Report for duty in an unfit state due to the use of alcohol or drugs
- Be in possession of drugs of abuse in the workplace
- Consume alcohol or drugs whilst on duty

Cannoncomm Ltd proactive approach to drugs of abuse in the workplace is that of a caring and sympathetic one whose employees are encouraged to speak to their line manager if they believe they have an alcohol or drug related problem. Professional counselling and support will be given to those employees who come forward recognising this.

### **Cause Testing**

If Cannoncomm Ltd believes or suspects that any person has consumed alcohol or drugs during or just before commencing duties or any person who is not fit to carry out their duties because of the abuse of alcohol and drugs, will not be permitted to work and may require that employee to undertake a breathalyzer test or urine test as the case may be by a competent laboratory clinic. All personnel shall ensure that if required at any time to do so by Cannoncomm Ltd to submit to an alcohol and/or drugs test and may be required to remain on the premises pending further investigation and they must comply with all instructions.

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## Post Incident Testing

All employees who are involved in an incident which may be understood to be an event which causes injury or loss of life, or has the potential to cause injury or loss of life, or causes damage to property or potential damage to property may be subject to alcohol and/or drug testing and will co-operate in such tests at the place of the incident under the direction of Cannoncomm Ltd.

## Alcohol Consumption Guideline

To commence work with a zero or near zero alcohol level, employees should not consume any alcohol at all in the eight hours before starting work and in the sixteen hours prior to that should not consume more than seven units of alcohol, one unit being equivalent to half a pint of standard strength beer. Adherence to this guide should result in less than 30 milligrams per 100 millilitres of blood or the equivalent in urine or breath.

Prohibited drugs include as a minimum the following drugs or drug groups:

- Cannabis
- Cocaine
- Amphetamines
- Benzodiazepines
- Methadone
- Opiates
- MDMA (Ecstasy)
- Propoxyphene

It should also be noted that the abuse of other legal substances such as glue or solvents is prohibited under this policy.

In addition, many medicines obtained with or without prescription can affect performance at work and employees must not report for duty if affected by such medicines. Examples include tranquillisers, sleeping pills, antihistamines for hay fever and some cough/cold remedies.

On being prescribed medicines, individuals must always seek advice from their doctor as to the effect the medicine may have on their performance. In the case of non-prescribed medicines, always read the instructions carefully and seek the advice of a pharmacist.

