



Procedure for Instructing Drug & Alcohol Testing

Version Number: 2.0

DOCUMENT CONTROL

Document Title	Procedure for Instructing Drug & Alcohol Testing
Effective Date:	1 st May 2016
Document Expiry Date:	Not Applicable
Applicable To:	All Managers

DOCUMENT HISTORY

Version Number	Author	Change details	Approver	Approval Date
1.0	Jackie Towell	Introduction of new Procedure	Steve Evans	1 st May 2016
2.0	Jackie Towell	Reference to Random Tests added, names & Contact Information updated	Steve Evans	1 st June 2019

Scope of the Procedure

The company has a policy on the use of Drugs and Alcohol in the workplace, under this policy the company reserves the right to test employees on a with cause or random basis. This document provides the steps to be taken by a Manager who has cause to believe that an employee is under the influence of Drugs or Alcohol whilst at work or driving for the company.

A manager may come to the decision that a Drug and/or Alcohol Test is required may come into one of the following categories:

Behaviour

Behaviour may be unusual or out of character.

Performance

Performance can be affected in both the long and short term; for example, over time the employee may not be as productive or interested in their job, increased absenteeism or poor punctuality. In the short term, there may be accidents, unnecessary risk-taking, carelessness and not thinking through their actions.

Physical

An employee could smell of alcohol, they may not have their usual standard of appearance or over time they may take less care of themselves.

An employee may have other things going on in their life that could trigger some out of character behaviours and/or performance issues, equally they could be using drugs or drinking excessively and be 'high functioning', (able to carry on life & work quite normally), therefore this document is to be used only as a guide.

To ensure unbiased and objective decision making, Managers are advised to contact, Ashley Davies, Jackie Towell or Steve Evans prior to instructing a test, if however 30 minutes have past and you have not been able to make contact it is advisable to instruct the test without further delay, it is the company's opinion that a test should always be instructed in the following cases;

1. An employee who is driving for work is involved in a serious road traffic accident, serious is defined as any one of the following;
 - a. Emergency Services are called.
 - b. It is expected that anyone involved will need to attend hospital.
 - c. Any vehicles involved cannot be driven following the accident.
2. There is an **accident** or **high potential near miss** that under 'normal' circumstances you believe could have been avoided, such as;
 - a. Involving dangerous or misuse of plant and equipment.
 - b. Failing to use the appropriate safety equipment when working at height, working in confined spaces or working with tools & equipment that can cause serious injury without the appropriate guards/protection.
 - c. Where property has been damaged to the extent that the company may have to carry out an investigation, file a report to the client, RIDDOR or the HSE.
3. When an employee's behaviour gives a colleague or manager cause to believe that they may be under the influence of alcohol or drugs or when an employees breathe smells of alcohol.

The contact details for arranging a drug and/or Alcohol Test are:

Synlab Health Laboratory Services

Collection Services booking line 24/7 365 days per year

01873 856 771

If not answered **ALWAYS** leave a message giving name & contact number

A Duty Manager will call you back.

**If you have not been called back in 20 minutes call 01873 856 688 (8:30-17:00 Monday- Friday)
alternatively 07837 059 589**

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