

HYWEL DDA UNIVERSITY HEALTH BOARD



Alcohol and Drug/Substance Misuse Policy

Policy Number:	283	Supersedes:		Classification	Employment
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V4		W&OD Sub Committee	19/3/2019	2/4/2019	19/3/2021
		PODCC	19/08/2021	23/08/2021	31/03/2022

Brief Summary of Document:	This policy supports the Health Board's commitment to the health and wellbeing of staff and its aim of ensuring staff are guided by helpful and useful policies to promote healthier lifestyles.
Scope:	This policy applies to all Health Board employees and anyone working on Health Board premises. (Here after referred to as employees).
To be read in conjunction with:	768 – Attendance at Work All Wales Policy 336 - Guidance on Referral of Employees to the Occupational health Service 201 – All Wales Disciplinary Policy 340 - Staff Psychological Wellbeing Policy 203 – All Wales Capability Policy 010 - Health and Safety Policy. Professional bodies guidance and Upholding professional standards for Medical and Dental staff. 142 – Grievance Policy
Patient information:	Include links to Patient Information Library

Owning Committee	W&OD Sub Committee
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Executive Director:	Lisa Gostling	Job Title	Director of W&OD
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Reviews and updates		
Version no:	Summary of Amendments:	Date Approved:
1	New Policy	April 2012
2	Review – minor amendments	24.5.2016
3	Minor amendment to PRISM Contact details page 8	30.8.2017
4	Full review	19/3/2019

Glossary of terms

Term	Definition

Keywords	Alcohol, Drugs, misuse
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1. INTRODUCTION

The Health Board recognises its duty to take care of the health, safety and welfare of employees who have alcohol or drug/substance misuse problems which can have a detrimental effect on work safety, performance and behaviour. The Health Board is committed to providing assistance to employees with drug, alcohol or substance misuse issues. The Health Board also has a responsibility to protect other employees, patients and members of the public and to ensure that any risk is minimised. If an employee is observed in the workplace in a potentially unfit state due to alcohol, drug or substance misuse they could be the subject of disciplinary action.

2. POLICY STATEMENT

This policy supports the Health Board's commitment to the health and wellbeing of staff and its aim of ensuring staff are guided by helpful and useful policies to promote healthier lifestyles.

3. SCOPE

This policy covers alcohol, drug/substance misuse problems.

This policy applies to all Health Board employees and anyone working on Health Board premises. (Here after referred to as employees).

This policy replaces all previous local agreements/policies on alcohol and drug/substance misuse related problems operating within the Health Board and applies to all employees.

4. AIMS

The aim of the policy is to ensure the Health Board provides assistance to employees with alcohol and drug/substance misuse related problems ensuring that employees are treated according to their circumstances and needs

The organisation will also balance a disciplinary approach to instances of misconduct with a more understanding attitude of cases of dependency the Health Board will comply with the legislative provisions relating to disability.

5. OBJECTIVE

This policy will ensure that the principles of equity and consistency are applied when dealing with employees who may have alcohol and drug/substance misuse related problem and to support the Health and Wellbeing of those employees.

Alcohol or substance misuse problems will be treated as employee health problems and individuals will be treated sympathetically and offered support and assistance in overcoming the problem.

6. PROCEDURE

Should an employee be observed in work in what their manager or colleagues consider to be potentially in an unfit state due to alcohol, drug or substance misuse, their manager will consider the situation, seeking Occupational Health advice as appropriate and if necessary send them home. Which may constitute a suspension under the 201 – All Wales Disciplinary Policy.

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The Health Board must ensure that the employee returns home using a safe method of transport. Check appropriate support is available as far as is reasonably practicable.

If a Manager suspects an employee may have an alcohol, drug or substance misuse problem they should firstly undertake a private and confidential interview with the employee and ensure that clear records are kept of this meeting.

If a worker is a contractor or agency worker then the manager in the area the worker is working must report their concern to the external contractor/agency manager.

As soon as it becomes apparent that an employee has alcohol, drug or substance misuse related problem, the manager must seek the assistance of a Workforce Advisor in order that consultation takes place with the employee. Actions may need to be taken immediately to ensure the safety of patients, staff and the employee which may include suspension from work.

The employee must be referred to the Occupational Health Department as soon as possible to advise on the extent of any alcohol drug or substance misuse related problem and to determine the potential effect on the individual's role.

The Occupational Health Department is responsible for supporting and assisting employees with alcohol, drug or substance misuse related problems.

An employee with alcohol, drug and substance misuse related problems will be required to co operate fully with any referral or treatment recommended by the Occupational Health Department.

When employees with alcohol, drug and substance misuse related problems have been identified, the manager will meet formally with the employee. This meeting will be followed up in writing to the employee highlighting details of support options available.

The manager will consider Occupational Health advice and will decide whether the employee will remain in work taking into consideration the risk involved and the extent of the alcohol, drug and substance misuse related problem.

7. ROLES AND RESPONSIBILITIES

7.1. CHIEF EXECUTIVE

Has overall responsibility for the implementation of all Health Board Policies

7.2. DIRECTOR OF W&OD

Has responsibility for ensuring that this policy is monitored and reviewed on a 3 yearly basis.

7.3. MANAGERS ROLE

- Ensure that all staff are aware of and adhere to this policy and understand its implications.
- Ensure they treat all alcohol, drug and substance misuse related cases confidentially and with sensitivity.
- Support employees at work and encourage them to seek help voluntarily in the first instance.
- Ensure they are aware of the health, safety and welfare of their staff.

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7.4. EMPLOYEES ROLE

- Seek appropriate support and advice from their manager, Occupational Health Department, Workforce or their GP as appropriate if a problem is identified personally or concerns arise regarding a colleague.
- Avoid covering up for or colluding with colleagues with alcohol, drug and substance misuse related problem.
- Advise their manager if a work colleague has a suspected alcohol, drug and substance misuse related problem that is endangering the safety of other staff, patients or the public.
- Seek help themselves if they have alcohol and drug related problem

The Health Board expects staff to behave responsibly about consuming alcohol or substances and to remember that they must comply with their professional codes of practice at all times.

7.5. OCCUPATIONAL HEALTH DEPARTMENT ROLE

- Provide support, guidance and advice to managers and staff
- Respond to referrals from Managers
- Provide an impartial, confidential service to staff which includes advice or referral/signposting to another agency.
- Make Staff aware of this policy and actively promote health promotion initiatives in relation to alcohol, drug and substance misuse.

7.6. WORKFORCE ROLE

- Co ordinate the monitoring of the effectiveness of this policy.
- Provide advice, guidance and support when required.
- Ensure fairness and consistency in the treatment of all employees.
- Refer employees to external bodies where appropriate.
- Advise on the appropriateness of invoking disciplinary procedures.

7.7. STAFF SIDES ROLE

- Encourage their members to seek help where appropriate.
- Inform members of their rights and responsibilities under this policy.

8. IDENTIFYING ALCOHOL, DRUG AND SUBSTANCE MISUSE

Employees should be alert to the possible early signs of alcohol or drug/substance misuse to allow every individual every opportunity to overcome their difficulties. Causes for concern are likely to be:

- Increased Absenteeism
- Increase in the number of accidents
- Reduced performance
- Changes in conduct, behaviour and appearance
- Interpersonal issues

This is not an exhaustive list but any changes in a person's behaviour, conduct, their appearance, their ability to do their job and their behaviour towards their colleagues could signify a problem with alcohol, drug and substance misuse.

9. EMERGENCY ATTENDANCE AT WORK

It is recognised that employees may unexpectedly be called into work to cover staff shortages or to respond to a major incident. Employees will be expected to behave responsibly and if they had consumed alcohol or substances, they must not report for duty and must inform their

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line manager that they are unable to fulfil their duties. They would then not be in breach of this policy.

10. DISCIPLINARY ACTION

In line with the 201 - All Wales Disciplinary Policy, the following will be regarded as gross misconduct;

- Attending work or carrying out work duties under the influence of alcohol, drugs or any other substance.
- Consumption of alcohol or the inappropriate use of drugs or other substances whilst at work or on duty.

11. APPEALS

Any appeal arising from the application of this policy will be dealt with under the 142 - All Wales Grievance Policy.

12. SOURCES OF HELP

- Manager
- Occupational Health Department
- Workforce
- Trade Union Representatives
- GP
- National Helplines such as: Alcoholics Anonymous on 0845769 7555, National Drugs Helpline on 0800 776600
- PRISM – Drug and Alcohol Support Services - The telephone number for the Single Point of Contact for drug and alcohol services is: 03303639997

13. REVIEW

This policy will be reviewed in three years time. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance.