

## DRUGS & ALCOHOL POLICY

### STATEMENT OF INTENT

Joe Roocroft & Sons Ltd is committed to providing a safe and secure environment for all persons affected by its work activities. Joe Roocroft & Sons Ltd has legal obligations under the Health and Safety at work Act 1974, The Transport and Works Act 1992 and The Misuse of Drugs Act 1971. At Joe Roocroft & Sons Ltd we recognise the inherent risk associated with drug, alcohol and solvent abuse and is intent on safeguarding its workplaces and work activities from these risks. In respect of any person carrying out work for or on behalf of Joe Roocroft & Sons Ltd, a policy of **zero** tolerance exists in that no one shall:

- be in possession of drugs or substances capable of abuse
- consume or be under the influence of alcohol, drugs or substances of abuse
- take prescribed or over the counter medication which affects their fitness to work without informing their supervisor,
- trade in or supply alcohol, drugs and substances of abuse, or permit their presence or use by others

Joe Roocroft & Sons Ltd is not looking to discriminate against employees who seek help for a drink or drug related problem and who are prepared to undergo an agreed form of treatment. However, approaches of this nature will not be considered acceptable when they have been made on the day of testing or following a drug and alcohol screen that has, or would have, revealed recent consumption of alcohol, drugs, or substances of abuse or possession of these.

### RESPONSIBILITIES

Responsibility for this policy ultimately lies with Joe Roocroft & Sons Ltd Managing Director. This includes the responsibility to ensure the provision of adequate resources for its implementation and regular assessment. Day to day implementation of the policy lies with operational management and Functional Heads with specialist support provided by the Management Team under the direction of the Managing Director. This policy applies to **ALL** direct and contractor employees of Joe Roocroft & Sons Ltd and to any other person who carries out work on its behalf.

### ARRANGEMENTS

Joe Roocroft & Sons Ltd is committed to the education of their employees providing information, in-house training and instruction to all employees regarding drug and alcohol misuse.

Joe Roocroft & Sons Ltd operate compulsory pre-employment screening, unannounced random screening and for cause screening following a work related incident. All employees screening is subject to confidentiality and data protection.

Joe Roocroft & Sons Ltd has a **zero** traceable level for drugs and has prescribed maximum permissible levels of alcohol based upon the project specification and type of work being undertaken.

The prescribed alcohol in breath limits are as follows:

- For all high risk personnel or where there is an interface with Network Rail, the limit is 13µg per 100ml of breath as per the Railway Group Standard GE/RT/8070 and LUL Standard 2-02201-000 "Alcohol at Work".

- For all other personnel, the limit is 35µg per 100 millilitres (ml) of breath as per the Road Traffic Act, 1988, Section 11, Subsection 2b.

Failure to comply with this policy arrangement is a serious matter and anyone found to be in breach will be the subject of disciplinary action under Joe Roocroft & Sons Ltd Disciplinary Standard, which may lead to summary dismissal for gross misconduct.

#### **PERFORMANCE MANAGEMENT, MONITORING AND REVIEW**

Compliance with this policy arrangement will be assessed as part of the Joe Roocroft & Sons Ltd active monitoring regime, including Annual Management Review. Implementation of this policy will be monitored on a monthly basis through the monitoring and reporting of testing statistics. This policy and its associated arrangements will be reviewed at least annually.



DC Roocroft  
**Commercial Director**

**Date: 01<sup>st</sup> September 2016**

**Reviewed 01.05.2018**