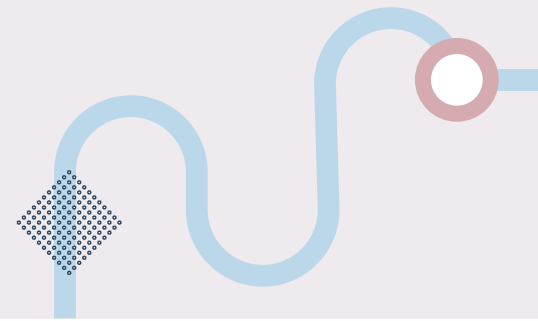


Substance Abuse Policy



Centre Name	
Centre Address	

Policy Name	Substance Abuse Policy
Policy Number	
Date Created	
Effective Date Adopted by the Board	
Version Number	
Date of Last Version	
Administrator Responsible	
Administrator Contact Information	

POLICY HISTORY

Version Number	Approved by	Revision Date	Author

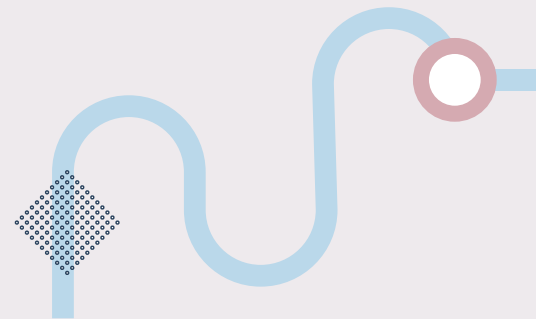
DOCUMENT CONTROL

Document Ref		Title	Substance Abuse Policy
Version & Date		Author	
Directorate:		Approved by Management	
Reviewed		Change History	

You can fill this out on a screen using Adobe Reader [Download Here](#) or by printing.



Substance Abuse Policy



Enter Centre Name Here	
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OVERVIEW

This document sets out the centre's Substance Abuse policy. The arrangements in the policy are designed to facilitate _____ in addressing substance abuse and supporting employees, contractors, visitors and members of the public in dealing with problems relating to substance abuse.

The policy identifies and explains the processes for invoking the procedures and subsequent actions and who must carry them out.

This policy will be sent to all staff during induction and will thereafter be available on local drives.

SCOPE

Intoxicant includes alcohol and drugs and any combination of drugs or of drugs and alcohol.

REFERENCES

Safety Health & Welfare at Work Act 2005.

POLICY & PROCEDURE

_____ is committed to maintaining the highest standards on all issues relating to the health & safety of all employees. These values are also extended to the local community, where we wish to demonstrate our professional and responsible conduct.

_____ recognises that misuse of alcohol and / or drugs poses a direct and significant threat to this goal and is therefore committed to ensuring a working environment free of this risk. This will be achieved by helping and supporting those who have a recognised alcohol or drug dependency, together with taking firm action against those who knowingly compromise safety or the centres reputation.

It is the policy of _____ to ensure that no employee or contractor will be allowed to jeopardise their safety or the safety of others or allow work performance to suffer as a result of taking alcohol, drugs or any other intoxicants. _____ will take whatever measures are considered reasonable and necessary to ensure a working environment which is free from this risk and to maintain its reputation.

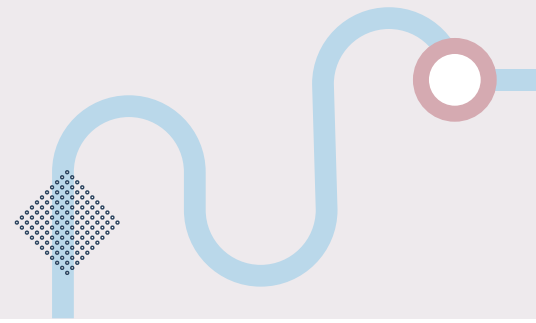
The consumption of alcohol is prohibited in _____ premises, as is the manufacture, use, distribution, sale or possession of illegal drugs and / or non-medically prescribed controlled substances on the premises.

Employees who are under the influence of, or otherwise affected by, any illegal and or non-medically prescribed controlled substance and / or alcohol are prohibited from working at _____ premises or driving a vehicle. Where an employee has a recognised drug or alcohol dependency problem and has not violated this policy and is prepared to accept referral to the employee Support Service, the Company will treat this condition as it would any other illness.

Any violation of this policy or the procedures associated with it may result in disciplinary action up to and including dismissal.



Substance Abuse Policy



Procedure to be followed for suspected substance abuse – to be cross-checked by your Human Resources (HR) advisor

If an employee is involved in an accident or an unsafe incident and the Line Manager suspects that the employee is under the influence of an intoxicant while at work, _____ reserves the right to ask the employee to submit to an approved drug / alcohol test.

Where an employee displays uncharacteristic signs, or where behaviour is seen to be unacceptable, and where any of the signs as outlined below exists, the _____ reserves the right to ask the employee to submit to an approved drug / alcohol test.

These tests will be carried out by a competent person.

Failure to cooperate with the investigation / screening will leave the employee liable for disciplinary action.

Substance abuse includes the excessive consumption of alcohol, or the taking or possession of illegal drugs, solvent abuse, or legal intoxicants. It may take the form of a one-off incident or repeated incidents.

Further details are set out below:

1. Alcohol

Employees, clients, visitors are strictly prohibited from consuming alcoholic drinks in _____, and from bringing alcoholic drinks into _____ without the specific permission of the Site Manager. Employees, clients, visitors are not permitted to be under the influence of alcohol while at work.

It is occasionally appropriate to provide alcohol at work, for example at controlled social events / gatherings. On these occasions employees are expected to behave in a safe and responsible manner, and drivers are advised to make alternative travel arrangements for their journey home. Alcohol may only be available on the premises with a manager's approval. Employees are expected to behave in a reasonable manner, and will in no way jeopardise the image or reputation of _____, especially if members of the public or Local Authority clients are present.

2. Illegal Drugs and Legal Intoxicants

The possession, taking of or dealing in illegal drugs is a criminal offence and is viewed seriously by _____. The possession, use or sale of illegal drugs and legal intoxicants within the working environment is strictly prohibited. Breaches of this rule in relation to illegal drugs will not only result in disciplinary proceedings, but most likely will lead to criminal proceedings. Employees, clients, visitors are not permitted to be under the influence of any illegal drug or legal intoxicant while at work.

3. Solvent Abuse

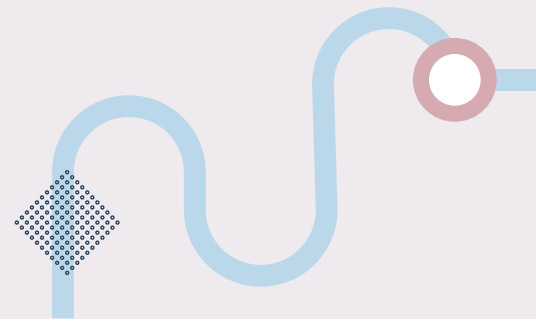
The misuse of solvents on the premises of _____ is strictly prohibited. Employees, clients, visitors are not permitted to be under the influence of any solvent or similar substance while at work.

If employees, clients, visitors are suspected of being under the influence of or intoxicated by any substance, including those listed above during working hours, an investigation will be initiated under the Disciplinary procedure. Employees considered by their manager to be unfit for work due to intoxication from any substance will be escorted off the premises and required to return home.

If an Employee is involved in an accident or an unsafe incident and their Manager suspects that they are under the influence of an intoxicant while at work, Management reserves the right to ask them to submit to an approved drug / alcohol test.



Substance Abuse Policy



These tests will be carried out by a competent person. Failure to cooperate with the investigation / screening will be considered as a contributing factor as part of the Disciplinary Process.

MEDICATION

Many medicines, obtained with or without prescription, can affect performance at work. Employees must inform their manager if they need to take any medication that may cause any side-effect and which may affect their ability to perform their job, or which may interfere with their colleagues or another's health and safety.

On their return to work following a sick absence, employees will be asked if they are on medication in their Return-to-Work Meeting. It is their responsibility to disclose if they are on any medication at this or any other stage.

Side-effects such as drowsiness, impaired reflexes or reaction times must also be reported. Any information provided will be held in the strictest of confidence. If an employee using a drug that could cause, or which their manager believes could cause safety or significant performance problems, they may be referred to the HR Department.

SUBSTANCE DEPENDENCE

Substance dependence is a condition whereby an employee's consumption of an intoxicating substance is related to a physical or psychological dependence that continually or repeatedly interferes with their health, safety, attendance or work performance, or with that of a colleague.

An employee who acknowledges that they have a substance dependence problem will be treated with empathy and sensitivity by _____. Substance dependence issues are considered to be ill-health problems and _____ will endeavour to assist employees on a case-by-case basis.

However, _____ maintains a strict policy that all employees are required to refrain from using any intoxicating substance or being under the influence of any intoxicating substance while at work. Misconduct in the working environment, whether as a result of substance dependence and / or abuse, will be dealt with via the Disciplinary Procedure.

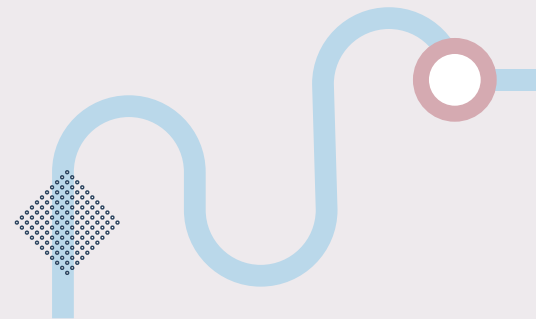
RECOGNISING SIGNS OF ABUSE / DEPENDENCE

_____ endeavours to recognise the early signs of substance abuse and / or dependence, and a number of performance indicators will therefore be monitored. A combination of the following factors can alert Managers to substance abuse and / or dependency:

- Lateness and absenteeism.
- Poor work performance, output and accuracy.
- Unreliability.
- Poor relations with colleagues.
- Impaired concentration, memory, judgement.
- Accidents.



Substance Abuse Policy



In summary, Employees must comply with the following Procedures at work, namely, to:

- Refrain from bringing alcohol, illegal drugs, legal highs or solvents onto the premises of _____.
- Behave safely and responsibly at any on site or off-site occasion where alcohol has been provided by _____.
- Refrain from reporting for work under the influence of an intoxicating substance.
- Request advice from a General Practitioner (GP) for possible side-effects of prescribed drugs, for example drowsiness or impaired reaction time.
- Refrain from driving or operating plant or equipment if under the influence of an intoxicating substance.
- Seek assistance if they believe they have developed a substance dependence problem.
- Be alert to substance abuse symptoms and offer support and advice to colleagues where they suspect that a colleague has a problem. It is a misapprehension that "turning a blind eye" will protect them. An employee's silence in these situations may cause more harm.
- Adhere to the obligations placed upon them under the Health and Safety at Work Act, which requires them to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

Procedure to be followed for suspected substance abuse:

- If an employee is involved in an accident or an unsafe incident and the Line Manager suspects that they are under the influence of an intoxicant while at work, _____ reserves the right to ask them to submit to an approved drug / alcohol test.
- Where an employee displays uncharacteristic signs or where behaviour is seen to be unacceptable, and where any of the signs as outlined in the Substance Abuse policy exist, _____ reserves the right to ask them to submit to an approved drug / alcohol test.
- These tests will be carried out by a competent person.

1. Roles & Responsibilities

Under the Safety Health & Welfare at Work Act 2005, employees have a legal obligation to present themselves for work in an appropriate physical condition, without the presence of alcohol in excess of the current legal limits and without the presence of drugs.

It is the responsibility of the individual to inform their Line Manager if they are taking any medication or have any medical condition.

While alcoholic beverages may be available at offsite _____ functions, it is the responsibility of each employee to ensure that their consumption of alcohol does not endanger the health & safety of themselves or others, cause possible damage to property, affect their ability to perform their job or to drive a _____ vehicle or to adversely impact colleagues either directly or indirectly.

2. Data Protection

Please refer to the organisation's Data Protection Policy

3. Performance Management

This policy will be continually reviewed and updated to ensure compliance with legislation.

