

# DRUGS & ALCOHOL POLICY

13.0



**SCAFFOLDING**



SAY SCAFFOLDING LTD  
DRAWING & PLANNING SERVICES

SAY SCAFFOLDING LTD  
SAY House, Units 2, 3 & Offices, Rudgate Business Centre,  
Rudgate/Wighill Lane, Thorp Arch Industrial Estate, Wetherby, LS23 7AT  
Tel: 01937 848480 01904 737701 Fax: 01937 848481 0 1904 737702  
[www.sayltd.co.uk](http://www.sayltd.co.uk)

## Drugs & Alcohol

### We have a zero-tolerance policy for drugs and alcohol.

It is a criminal offence to be unfit through drugs or alcohol while doing work known as safety critical work. We believe drugs and alcohol misuse is unacceptable under any work-related circumstances and therefore apply a zero-tolerance approach. We support this approach through regular drugs and alcohol testing.

Workers with Personal Track Safety (PTS) cards or in safety critical jobs must also comply with internal regulations on prescription medications.

#### Drugs & alcohol testing for employees

All employees are subject to SAY Scaffolding's drugs & alcohol policy. It applies to all employees, including those on part-time or temporary contracts, consultants, agency and other people working for or on behalf of SAY Scaffolding, including all PTS card holders.

SAY Scaffolding carries out random drugs & alcohol tests on workers with PTS cards or in safety critical jobs. All staff will be tested for drugs & alcohol if they are involved in a serious accident or incident or appear to be under the influence of either drugs or alcohol.

Refusal to take a test will be treated as a positive result and may result in dismissal.

#### Drugs & alcohol testing in the recruitment process

All job offers from SAY Scaffolding are made on the condition of compliance with our drugs & alcohol policy.

People applying for safety-critical posts or jobs that require a Sentinel Competence Card will be required to undergo a pre-appointment drugs & alcohol test.

All other applicants are required to sign a statement to confirm that they understand the drugs & alcohol policy and state their personal intention to comply.

Anyone who refuses to comply with our drugs & alcohol policy will not be considered for employment with SAY Scaffolding



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### **Alcohol and drug abuse**

Employees who are under the influence of alcohol or drugs at work clearly present a health and safety risk to themselves and others. In addition, the company may be held criminally liable if it knowingly allows or tolerates the misuse of controlled drugs on company premises. For this reason, the company has adopted an alcohol and drug abuse policy. Acceptance of and adherence to the company's alcohol and drug abuse policy form part of every employee's contract of employment.

### **Alcohol and drug abuse policy**

The following document sets out the policy of the Company on alcohol and drug use. It is important that every employee is aware of their obligations under this policy, and any queries should be addressed to the Director's.

### **Alcohol abuse policy**

1. The Company's policy is to forbid the consumption of alcohol.
2. If any employee is found to be intoxicated at work or is found consuming alcohol on the Company's premises, that employee will face disciplinary action on the grounds of gross misconduct under the Company's Discipline Procedure.
3. The Company has the right to conduct regular health checks to establish whether there are any alcohol or drug problems amongst employees who have safety critical roles, specifically Safety Staff, Scaffolders, Plant Operators, Drivers and PTS card holders.
4. Applicants (internal as well as external) for jobs which are safety critical, specifically Safety Staff, Scaffolders, Plant Operators, Drivers and PTS card holders may be requested to undergo a medical examination conducted by the Company's medical advisor which will seek to determine whether the applicant has an alcohol abuse problem or has taken a controlled drug.
5. If an applicant refuses to give consent to such an examination or refuses to undergo the screening the Company has the right to reject his/her application and/or immediately withdraw any offer of employment made.

### **Drug Abuse Policy**

1. The Company strictly forbids the possession, use or distribution of drugs for non-medical purposes on the Company's premises.
2. An employee who is prescribed drugs by their doctor which may affect their ability to perform their duties should discuss the problem immediately with their Manager.
3. Where it is suspected that a breach of the prohibition on substances has taken place, or if it is suspected that an employee's work performance or conduct has been impaired



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through substance abuse. Especially those employees employed in a job where there is a risk to the health and safety of the employee and/or others, or it is a safety critical activity, specifically Safety Staff, Scaffolders, Plant Operators, Drivers and PTS card holders, the Company reserves the right to require an employee to undergo a medical examination to determine the cause of the problem.

4. Where any employee at such a request refuses to undergo a medical examination, such refusal will amount to gross misconduct in accordance with the Company's Disciplinary Procedure.
5. If an employee refuses to comply with these search procedures, such action will normally be treated as amounting to gross misconduct and will entitle the Company to take disciplinary action.
6. The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on the Company's premises.