



Health and Safety Policy and Procedures

1.4 Drugs and Alcohol Policy Statement

The aim of this policy is to clearly state I.E.D Installations Ltd intentions with regards the misuse of alcohol and drugs in the workplace.

This statement sets out I.E.D Installations Ltd policy in respect of any employee or sub-contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or taking drugs. It is supported by acts of parliament, regulations, codes of practice, guidelines and readily available education materials: I.E.D Installations Ltd have taken into account the following:

- Transport and Works Act 1992
- Health and Safety at Work Act 1974
- Road Traffic Act 1988
- Misuse of Drugs Act 1971
- Management of Health and Safety at Work Regulations 1999

Provided that employees and sub-contractors adhere to the provisions of this policy they will normally be able to demonstrate compliance with the above acts.

I.E.D Installations Ltd will take all reasonable steps to ensure that employees and sub-contractors are made aware of the contents of this statement together with relevant sections of the above regulations. Furthermore as a reasonable employer, I.E.D Installations Ltd will have in place procedures to prevent as far as reasonably practicable an offence under the above listed Acts and a measuring process to measure the effectiveness of such procedures.

It is a requirement of I.E.D Installations Ltd that no employee or contractor shall report or endeavour to report for duty:

- Having just consumed or being under the influence of alcohol and/or of drugs.
- In an unfit state due to the use of alcohol and/or drugs.
- In possession of drugs or alcohol in the workplace.
- Consume alcohol or drugs whilst on duty.

I.E.D Installations Ltd proactive approach to drug and alcohol abuse in the workplace is a caring and sympathetic one where employees are encouraged to speak to their Project Manager/Immediate Supervisor if they believe they have an alcohol or drug related problem. Professional counselling and support will be given to those employees who come forward recognising this, however in instances where the employee is still found to be in contravention of this policy, I.E.D Installations Ltd will instigate appropriate disciplinary measures.

Cause Testing

If I.E.D Installations Ltd believe or suspects that any person has consumed alcohol or drugs during or just before commencing duties or any person is not fit to carry out their duties because of the abuse of alcohol and drugs, they will not be permitted to work and may be required to undertake a breathalyser test or urine test by a competent laboratory clinic. All employees shall be aware that if required at any time by the employer to submit to an alcohol and/or drugs test they may be required to remain on the premises pending further investigation and they must comply with all instructions.

Post Incident Testing

All employees who are involved in an incident which has caused or has the potential to cause injury, loss of life or damage to property may be subject to alcohol and/or drug testing and will co-operate in such tests at the place of the incident under the direction of a I.E.D Installations Ltd nominated laboratory/clinic.



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Alcohol Consumption Guideline

To commence work with a zero or near zero alcohol level, employees should not consume any alcohol at all in the eight hours before starting work and in the sixteen hours prior to that should not consume more than seven units of alcohol, one unit being equivalent to half a pint of standard strength beer. Adherence to this guide should result in less than 30 milligrams per 100 millilitres of blood or the equivalent in urine or breath.

Prohibited drugs include as a minimum the following drugs or drug groups:

- Cannabis
- Cocaine
- Amphetamines
- Benzodiazepines
- Methadone
- Opiates
- MDMA (Ecstasy)
- Propoxyphene

It should also be noted that the abuse of other legal substances such as glue or solvents is prohibited under this policy. In addition, many medicines obtained with or without prescription can affect performance at work and employees must not report for duty if affected by such medicines. Examples include tranquillisers, sleeping pills, antihistamines for hay fever and some common cough/cold remedies. On being prescribed medicines, individuals must always seek advice from their doctor as to the possible side effects the medicine may have on their performance. In the case of non-prescribed medicines, always read the instructions carefully and seek the advice of a pharmacist.

Signed:

Signature:

Dated