

PP003 Alcohol & Drugs Procedure

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Issue	Date	Comments
Issue 1	August 2011	New Document
1a	January 2015	Addition of rail requirements

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1. Purpose

The purpose of this procedure is to set out Timmins Group Ltd policy and arrangements to control the risks of employees or their contractors being under the influence of alcohol and/or drugs at work. . It is compliant with the Transport and Works Act 1992, Network Rail Company Standard NR/L1/OHS/051 and Railway Group Standard GE/RT8070 - Drugs and Alcohol.

It sets out the processes and procedures to control risks of alcohol and drug abuse in the work place and defines when the policy shall be applied. Further more it ensures employees and contractors employed by Timmins Group Ltd remain within the limits set by the Transport and Works Act to minimise the risk to all persons from the abuse of Alcohol and Drugs.

2. Scope

This procedure applies to all Timmins Group Ltd employees and their sub-contractors who undertake work on the Network Rail infrastructure. This includes all holders of SENTINEL Track Safety Cards.

Suppliers of equipment, materials and domestic services (e.g. office cleaners) are exempt from the policy, but are encouraged to apply similar standards in respect of their employees.

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3. Definitions

Term	Definition
For Cause Screening	Screening to establish whether alcohol or drugs was a factor in an accident or incident, or of behaviour giving cause to suspect that a person is unfit to continue work.
Positive Screening Result	For the purpose of this procedure, means screening for Alcohol and Drugs that shows: <ul style="list-style-type: none"> • the presence of controlled drugs • medication that affects work performance, that has not been reported • more than 29 milligrams of alcohol in 100 millilitres of blood, or • more than 13 micrograms of alcohol in 100 millilitres of breath, or • more than 39 milligrams of alcohol in 100 millilitres of urine.
Chain of Custody	Arrangements for ensuring the security of samples taken for alcohol and drug testing and ensuring that they are neither contaminated nor tampered with.
Controlled Drugs	Drugs, which are only legally available on prescription or substances of abuse that affects the ability of a person to, undertake their duty.
Screening	A process carried out by a competent person to detect the presence of controlled drugs or alcohol.
Agency	The company contracted by Timmins Group Ltd to take urine or breath samples from subjects suspected of being “under the influence” from either alcohol or drugs.
Collecting Officer	The Agency representative medically qualified to undertake testing.
Person in Charge	This would normally be the most senior person on the site. This should not be confused with a Controller of Site Safety (COSS)
Principal Contractor	The Contractor which for the time being has been appointed, in accordance with CDM, with responsibilities as defined in the Regulations for the overall co-ordination and safe management of the works and the site

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4. Procedure

4.1 Communication of Policy

The Managing Director shall ensure arrangements are in place to communicate the company's Alcohol & Drugs Policy to employees and contractors. These arrangements shall include but not be limited to;

- Job offers and Contract of Employment
- Team briefing
- Induction briefing
- Tender enquiries and awards

4.2 Prescription and 'Over the Counter Medication'

All employees who undertake Safety Critical Work, occupy key safety posts or hold a Sentinel Track Safety Card are required to report to their manager or supervisor their use of medication, which may affect their ability to undertake their normal duties. The manager or supervisor shall notify the Training Administrator who shall keep a confidential register of employees and their medication. Where the medication is likely to affect the person's ability to work safely the individual shall advise his manager or supervisor.

The responsible manager or supervisor will ensure that suitable control measures are in place to control the risks associated with employees taking prescription or 'over the counter' medication. These measures shall include re-allocation of employees away from normal duties where necessary.

4.3 Pre-employment Testing

All applicants for employment on railway contracts will be subject to pre-employment testing for alcohol and drugs by an approved provider who is accredited under Link-up Supply Chain system in the relevant product group. Pre-employment Alcohol and Drugs testing must be concluded and the candidate advised before any contract of employment is established.

Any candidate who:

- Refuses to undergo pre-employment testing
- Tests positive for drugs, or
- Declares use of drugs of abuse;

Shall not be considered for employment. In addition, the testing provider will notify details to Sentinel who will record them on the Sentinel database.

Any candidate who tests positive for alcohol shall:

- Be advised that this would normally constitute a failure and would not be acceptable if employed in the rail industry.
- Be required to submit to and pass a further alcohol and drugs test before being considered for employment.

In addition the testing provider will notify details to Sentinel who will record them on the Sentinel database.

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4.4 **Unannounced Random Testing**

- 4.4.1 Annually 5% of all Sentinel Card Holders will be randomly selected and tested for alcohol and drugs during the course of their duties.
- 4.4.2 Random screening shall be carried out by an approved provider who is accredited under Link-up Supply Chain system in the relevant product group.
- 4.4.3 Managing Director will be provided with a full list of candidates available for testing and will be requested to randomly select from the list a specified number of staff to test. The list will include managers and supervisors.
- 4.4.4 Employees subject to unannounced random testing shall continue to undertake their normal duties whilst awaiting the results of such testing unless there are reasonable grounds to suspect they are unfit for duty at the time of testing.
- 4.4.5 Refusal to undergo unannounced random testing for alcohol and drugs shall be regarded as a positive result and appropriate action taken against the employee concerned.

4.5 **'For Cause' Testing**

- 4.5.1 Arrangements "For Cause" testing to be carried out by an approved company will be made in any of the following circumstances:
 - Following an accident or incident.
 - Where employee's behaviour gives grounds to suspect that they may be unfit for work through alcohol or drugs.
 - As part of an on-going treatment monitoring programme.
 - 'For Cause' testing shall **NOT** be restricted to employees but shall also be undertaken on sub-contractor's employees where appropriate.
- 4.5.2 Managers and supervisors shall ensure that 'For Causes' testing for alcohol and drugs is initiated following any accident or incident where:
 - There are reasonable grounds to suspect that safety has been compromised through the consumption of alcohol or drugs,
 - The accident will be subject to a formal inquiry as required by Railway Group Standard GO/RT3473 because it has resulted in a passenger or workforce fatality, or
 - The accident will be subject to a formal inquiry as required by Railway Group Standard GO/RT3473 because it has resulted in a major injury to more than one person.
- 4.5.3 'For Cause' testing shall not be required for a person who has been tested by the police and found to be in breach of the Transport and Works Act, 1992
- 4.5.4 'For Cause' testing shall only be carried out on a person who has been hospitalised as a result of an accident or incident with the consent of the medical practitioner in charge.
- 4.5.5 Managers and supervisors shall ensure that 'For Cause' testing for alcohol and drugs is initiated for any employee whose behaviour gives cause to suspect that they are unfit for work due to alcohol or drugs.

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4.5.6 Any person that has been subject to “For Cause” testing will be accompanied home and suspended from carrying out any operations at site until a negative screening result is received.

4.6 Testing Arrangements

Testing will only be carried out by an approved Link-up approved supplier for testing of alcohol and drugs. Personnel instructed to attend the testing agency premises for alcohol and drugs testing will be informed that they must take with them photographic identity such as the company ID Card, Passport, Driving Licence.

4.7 Reporting Results

Managers shall ensure that the results of alcohol and drugs testing are made known to the donor promptly. In the case of a positive result, the substance(s) found shall be identified, Sentinel advised immediately and the donors Sentinel Track Safety Card (if held) removed where a positive result is received. Where the results of any testing of contractor’s employees are advised they must be immediately passed to their employer and sponsor.

4.8 Retention of Records

Administration Manager shall maintain records of all alcohol and drug testing for a period of not less than five years from the date of testing.

4.9 Disciplinary Procedure

Managing Director shall ensure that any employee who is found to be in breach of the Policy is subject to the company disciplinary procedure. An employee will have breached the policy if they:

- Fail an alcohol test;
- Test positive for drugs;
- Refuse to undertake a drug and alcohol test;
- Report or try to report for duty when unfit through drugs and/or alcohol;
- Consume drugs or alcohol whilst on duty;
- Possess illegal drugs whilst on duty;
- Decline/discontinue an approved course of treatment/rehabilitation for drug or alcohol problem without good cause; or
- Declare a problem with drugs or alcohol after they have been tested under this policy or have been selected for Unannounced Random Screening.

4.10 Re-employment following a Positive Result

The Managing Director shall ensure that no person who has been found to be in breach of the Policy is reemployed unless;

At least five years have elapsed since the breach of Policy took place

The applicant submits to and passes a pre-employment drugs and alcohol test, and

An individual regime of unannounced random testing for a period of not less than two years from the date of employment is devised and agreed by the applicant.

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The Managing Director shall ensure that any person who has been found to be in breach of the Policy on two separate occasions is not reemployed.

4.11 Monitoring and Review

Managing Director shall monitor the results of alcohol and drug testing to identify trends and patterns in detection. Where the monitoring identifies areas of increased risk appropriate remedial action will be taken, which may include increasing the amount of random testing undertaken or establishing an enhanced testing regime for particular identified 'at risk' groups.

There is in place an effective system to measure the effectiveness of this policy. This includes auditing, on-site monitoring, record keeping and supply of results.

In addition the Safety & Assurance Advisor shall undertake a review of this standard and associated Policy at least every 2 years to ensure it continues to be effective and suitable.

The Training Administrator shall retain records of test results.

5. References

Transport and Works Act 1992
Network Rail Company Standard NR/L1/OHS/051
Railway Group Standard GE/RT8070 - Drugs and Alcohol.
Form PF003.1 Prescribed Medication Record

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APPENDIX A

Timmins Group Ltd Alcohol and Drugs Policy Application

1 Background

Safety is the first priority, so it is important that everyone behaves in a safe and responsible manner. Alcohol and drugs can seriously affect a person's ability to work safely.

Government has recognised that the use of alcohol or drugs by employees can introduce significant danger to the railway and in 1992 created and introduced, **The Transport and Works Act**, which defines certain roles as critical to safety. It is therefore a criminal offence to be unfit through drink or drugs whilst performing any of these roles.

This Alcohol and Drugs Policy is designed to ensure safety by placing and enforcing strict limits regarding the use of alcohol or drugs.

2 Application

This Policy applies to all employees and temporary staff. It also applies to sub-contractor and other staff working for or on behalf of the company, including all holders of Sentinel Track Safety Cards.

Suppliers of equipment, materials and domestic services (e.g. office cleaning) are exempt from this Policy, but are encouraged to apply similar standards to their employees.

3 Policy Requirements

You must not:

- Report for duty, or attempt to report for duty, having recently consumed alcohol
- Report for duty, or attempt to report for duty, in an unfit state due to consumption of alcohol or use of any drug of abuse.
- Be in possession of, or supply any drug of abuse in the workplace or whilst on duty.
- Consume any drug of abuse or alcohol in the workplace or whilst on duty

You must:

- Submit to an alcohol and drugs test if requested to do so
- Declare any alcohol or drugs related problems which you have or suspect you may be developing
- Report any prescription or over the counter medication which may affect your ability to undertake your normal duties

PP003 Alcohol & Drugs Procedure**3.1 Unfit through Alcohol**

For the purpose of this Policy an unfit state through consumption of alcohol is defined as detection by testing of:

- More than 29 milligram's per 100ml of blood;
- More than 13 microgram's of alcohol in 100ml of breath; or
- More than 39 milligram's of alcohol in 100ml of urine.

This is known as a "positive result" of an alcohol test.

3.2 Unfit through Drugs

For the purpose of this Policy an unfit state through the use of drugs is defined by urine testing as a positive result for any of the following:

- Amphetamines
- Benzodiazepines
- Cannabis
- Cocaine
- MDMA (Ecstasy)
- Methadone
- Opiates
- Propoxyphene
- Any other drug of abuse

Some of these substances are contained in medication available either on prescription or 'over the counter', so you must provide information about any such drugs taken prior to any alcohol or drugs test being carried out. If you do not provide this information when asked by the Collection Officer, the effects of any such drugs cannot be taken into account when the test results are analysed at the Laboratory or in any subsequent disciplinary procedure.

4 Medication

Some medical drugs (medication) available either on prescription or 'over the counter' can affect your work performance and your ability to carry out work safely. They include, but are not limited to, some brands of:

- Anti-depressants
- Cold and flu remedies
- Hay fever remedies and other anti-histamines
- Painkillers
- Sleeping pills
- Tranquillisers

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It is your responsibility to ensure that you are aware of the effects of any medication you take and you **must** tell your Supervisor or Manager if they may affect your work performance or your ability to work safely.

If you are prescribed any medication, tell the doctor that you work on the railway, give details of the kind of work you do and ask what effect the medication will have on your work performance or your ability to work safely. Tell your manager that you are taking medication, and what your doctor has prescribed, before you return to work.

Before you take any 'over the counter' medication, check whether it could affect your work performance or your ability to work safely. You can find this out by reading the warnings on the packaging, asking the pharmacist or doctor, referring to publications or web sites, or via your employer. Tell your manager or supervisor about any 'over the counter' medication that you are taking and which could affect your work performance or your ability to work safely.

You may not be permitted to undertake your normal duties whilst you are taking certain medication.

5 Testing for Alcohol and Drugs

There is a programme of testing in place which includes procedures to detect the use of alcohol or drugs by:-

- Potential employees (pre employment testing)
- Existing employees, through unannounced random testing
- Existing employees involved in serious accidents ('For Cause' testing – Accidents and incidents)
- Existing employees whose behaviour gives cause for suspicion ('For Cause' testing-behaviour)

These procedures are undertaken by a Link-up approved testing provider and involve testing a specimen of breath and/or urine. Specimens are collected using a strict 'chain of custody' procedure which:

- Ensures that your safety, health and dignity is protected
- Ensures the safety of the collection officer
- Does not compromise your safety duties
- Prevents unauthorised access to specimens
- Prevents specimens from becoming contaminated

Urine specimens are divided into separate A and B samples in your presence and both samples sealed in a tamper proof carrier. This will be sent to the Approved Laboratory for testing and analysis. The A sample will be tested and the B sample retained in case of any challenge or appeal against the result.

The Link-up approved testing provider will maintain absolute confidentiality in dealing with breathalyser and urine samples taken. Following testing, you will be

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notified of the test result (negative/pass or positive/fail) together with details of any positive result and a copy of the certification.

You will be given the opportunity to declare any medication, which you may have taken prior to the collection of your urine sample, to the collection officer. If you do not declare any medication at the time of collection it cannot be taken into account when the test result is analysed.

If you refuse to submit to testing this will automatically be recorded as a positive result and acted upon accordingly.

These procedures are applied equally and fairly, as required by the Human Rights Act 1998, and in accordance with the requirements of the Transport and Works Act 1992.

5.1 Pre-Employment testing

Pre-employment testing for alcohol and drugs will be carried out when you:-

- Seek direct employment with Timmins Group Ltd.
- Seek employment with Timmins Group Ltd via a sub-contractor in a role which may affect the safety of Network Rail's controlled infrastructure
- Transfer to safety critical work or key safety post within Timmins Group Ltd
- Undergo any Sentinel PTS medical examination, whether initial or subsequently
- Undergo any other medical examination specified by Network Rail

5.2 Unannounced Random Testing

A minimum of 5% of people covered by this Policy will be subject to unannounced random alcohol and drug testing each year.

Unannounced random alcohol and drug testing could take place at any time whilst you are at work or on duty. This will require you to provide a sample of breath and/or urine. As with all alcohol and drug testing, refusal to submit to testing will be treated as a positive test result.

You will not be notified that you have been selected for testing until immediately prior to the test. You will not normally be released from duty after testing.

5.3 'For Cause' Testing

'For cause' testing may take place at any time whilst you are at work or on duty if either you have been involved in a dangerous incident or accident or your manager or supervisor considers that your actions or behaviour give reasonable grounds to believe that you are unfit for duty because of alcohol or drugs. This

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may involve a breathalyser test and/or you providing a urine sample. You will be released from duty until the test result is known.

It is a criminal offence (under Section 27 of the Transport and Works Act 1992) to undertake safety critical work whilst unfit to do so through alcohol or drugs, so you may also be subject to 'For Cause' testing by a Police Officer. You commit a criminal offence if you:

- Refuse to give a specimen
- Have more than 80 milligram's of alcohol in 100ml of blood
- Have more than 35 microgram's of alcohol in 100ml breath
- Have more than 107 milligram's of alcohol in 100ml of urine
- Are unfit to carry out your duties through drink or drugs

You should be aware that a conviction for a criminal offence of this nature usually results in imprisonment.

If you are hospitalised as a result of an accident or incident you will only be subject to 'For Cause' testing with the consent of the medical practitioner in charge.

6 Help and Support for Employees

The company will assist any employee who voluntarily declares an alcohol or drug related problem. This assistance will be provided in confidence to employees and their families.

If you have or think that you may be developing an alcohol or drug-related problem you must advise your Manager or Supervisor immediately so that the Alcohol and Drugs Procedure can be invoked. In all cases this must be before you are tested for alcohol and drugs. Disclosure or discovery of a problem prompted by a positive test result or an impending test is not acceptable.

If you have a colleague whom you suspect has an alcohol or drug-related problem, you should raise the issue in confidence with your Manager or Supervisor, who can offer assistance.

7 Breaches of the Policy

You will be in breach of this Policy if you:

- Report for duty or attempt to report for duty, having recently consumed alcohol
- Report for duty, or attempt to report for duty, in an unfit state due to consumption of alcohol, or use of any drug
- Are in possession of or supply any drug of abuse in the workplace or whilst on duty
- Refuse to submit to an alcohol or drug test
- Decline or discontinue an approved course of treatment or rehabilitation for an alcohol or drug related problem without reasonable cause

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- Declare an alcohol or drug problem after you have been notified of your selection for alcohol and/or drug testing.

If you are found to be in breach of this Policy you will be subject to disciplinary action. In most circumstance this will involve a ban from undertaking work in any capacity for or on behalf of the company. Any Sentinel Track Safety Card that you may hold will be cancelled. If you are a direct employee you will normally be subject to summary dismissal.

If you are found to be in breach of this Policy through testing at a pre-employment medical examination and you have not previously held a Sentinel Track Safety Card, you will not be permitted to become a Cardholder and will not be employed in any capacity. Your failure result will be recorded on the Sentinel database. You may subsequently become a Sentinel Track Safety Card holder or be employed by Timmins Group Ltd subject to a further medical examination incorporating a negative alcohol and drug test result.

However if the initial failure included a positive result for drugs, you will not be permitted to become a Sentinel Track Safety Cardholder or be employed by Timmins Group Ltd until five years have elapsed from the date of the original test; you will then be required to pass an alcohol and drug test and be subject to an individual regime of unannounced random testing for at least a further two years.

8 Your Rights of Appeal

You may appeal against the positive result of an alcohol and drugs test at any time within 90 days of the initial test date. The appeals process is detailed within the Disciplinary Procedure PP053 and is available from your Manager or Supervisor.

You may only appeal against a positive result on the grounds either that:-

- You believe the test result to be incorrect, in which case you will be responsible for all costs for testing the B sample, or
- You can demonstrate that you were not aware at the time of the test that you had consumed alcohol or drugs

You may appeal against disciplinary action taken against you following breaches of this Policy through the normal disciplinary process detailed within PP053.

You may appeal against the cancellation of your Sentinel Track Safety Card at any time within 90 days of the original breach of this Policy.

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9 Rehabilitation and Re-Employment

If you have previously been found to be in breach of this Policy you may be considered for re-employment, for reinstatement to safety critical work or for holding a Sentinel Track Safety Card providing that:-

- It is at least five years since the breach of Policy took place
- You submit to and pass alcohol and drug testing
- You agree to an individual regime of unannounced random testing for a further period of not less than 2 years

If you are found to be in breach of this Policy for a second time you will be permanently barred from employment and from holding a Sentinel Track Safety Card.

---- END ---

EMPLOYEE STATEMENT

I confirm being briefed and FULLY understand Timmins Group Ltd Alcohol & Drugs Policy and will comply at all times with the policy. In addition I confirm that I will, when required attend for routine or random alcohol and drugs testing. Where I am involved in an incident that requires me to be "For Cause" tested for alcohol and drugs I will willingly undertake the test.

Print Name Date

Signature

Briefer Date

Signature

To be retained on employees personal file.

APPENDIX B

Guidance for Staff –Alcohol and Drugs

Arm4Construction Ltd is committed to your health, safety and welfare. This guidance is intended to help you to:

- Comply with our alcohol and drugs policy
- Understand the effects of alcohol and drugs
- Moderate your intake of alcohol
- Recognise the symptoms of dependency
- Get assistance if you think you may have an alcohol or drug related problem.

Short-term effects of alcohol and drugs

The short-term effects of alcohol and drugs can be dangerous both to you and to others. They include reduction in your;

- Co-ordination – by reducing your brain’s ability to control your movements (e.g. of your eyes, hands and feet) and perceptions.
- Reaction speed and ability to recognise and react to danger.
- Ability to judge distances
- Short-term memory
- Decision making ability

Long-term effects of alcohol and drugs

In the longer-term use of alcohol to excess or of drugs can have significant effects both on your general health and on your well-being.

These can include:

- Moodiness
- Increased blood pressure
- Increased weight
- Liver damage

Safe limits for general health

In general, doctors suggest that the safe limits for consumption of alcohol, without causing long-term problems, are:

- 14 units per week for women
- 21 units per week for men

Drinking more than these limits will put you at risk of heart disease, stroke and liver failure.

There are no safe limits for use of illegal drugs; even small amounts can cause lasting damage. Prescription and ‘over the counter’ medicines should only be used in accordance with the dosage information provided with them; taking excessive doses can be very harmful.

Managing your alcohol consumption

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You need to be aware of the amount of alcohol you are drinking and able to work out how many units this is. You can work out the number of units in a drink by multiplying the volume of the drink in millilitres (ml) by the percentage of alcohol by volume (%ABV) as shown on cans and bottles and dividing the result number by 1,000.

$$\text{Units} = \frac{\text{volume (ml)} \times \text{alcohol content (\%)}}{1000}$$

For example, to calculate the number of units in a normal 330 ml bottle of Pils, with 5% ABV

$$\text{Units} = \frac{330 \text{ (ml)} \times 5 \text{ (\%)}}{1000} = 1.65 \text{ units}$$

or for half a standard 750 ml bottle (375 ml) of a typical red wine with 12% ABV;

$$\text{Units} = \frac{375 \text{ (ml)} \times 12 \text{ (\%)}}{1000} = 4.5 \text{ units}$$

The legal limit for drink driving (80 mg alcohol per 100 ml blood) is generally reckoned to equate to consuming 4 units of alcohol, whilst the Network Rail limit (29 mg alcohol per 100 ml blood) equates to consuming less than 1.5 units – less than half as much as would be acceptable on the road.

Absorbing and eliminating alcohol

It is well known that the rate at which alcohol passes into the body depends on many factors including your sex, age, weight and metabolism. But the effect of these factors is not entirely predictable so it is not safe to assume that if you are a larger person you can drink more alcohol and still stay within defined limits.

Alcohol takes some while after being consumed to enter your blood, but is eliminated from the body at a rate of approximately one unit per hour, regardless of your size or gender, so if you consume alcohol at a greater rate than this, the amount of alcohol in your blood will increase steadily.

Sobering-up remedies such as black coffee, cold showers and “sleeping it off” have no effect whatsoever on the rate at which alcohol is eliminated from your body. They do not work.

Looking at the examples above, this means that:

If you drink four bottles of Pils (6.2 units) in an evening, finishing at 23:00 it will be after 05:00 before your blood alcohol returns to its normal level.

If you drink a bottle of red wine (9 units), finishing at 23:00 you will still have at least 2 units of alcohol in your blood at 06:00 so would be over the Network Rail limit at this time.

If you go out for the evening and drink six pints of Grolsch (nearly 18 units) finishing at 23:00 then it will be a least 13:00 the next day before you are below the drink-drive limit and after 15:30 before you are likely to be below the Network Rail limit.

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Conventional wisdom

Remember that drinks have become stronger over the years. Guidance used to state that one unit was equal to half a pint of beer or one glass of wine, but this would only be true for beer of about 3.5% ABV or a 125 ml glass of wine of 8%. It simply isn't true for many of today's drinks.

Half a pint of beer equals?

Most bitters are now around 4%- 4.5% so a half-pint at 4.5% would contain 1.28 units, in other words 28% more than conventional wisdom suggests.

One glass of wine equals?

Many wines are around 12% - 13% ABV and are sold in 175 ml glasses so a 175 ml glass of wine at 13% would contain 2.28 units, in other words more than 21.4 times what conventional wisdom suggests.

Low alcohol and non-alcoholic drinks

There is now a wide range of low-alcohol and alcohol free drinks available be aware that some of these do have an alcoholic content and could put you over the limit if drunk in excess.

Your responsibility

Remember that the amount of alcohol in your blood or urine is your responsibility – and nobody else's!

Consuming alcohol before work

It is strongly advised that you do not consume any alcohol at all in the 8 hours before reporting for work. In addition, you should not consume any alcohol at all if you are rostered to be "on call". If you are at home and are called unexpectedly to attend work, you should not attend if you have recently consumed any alcohol at all; neither the Transport and Works Act nor the Arm4Construction Ltd Alcohol & Drugs Policy make any allowance for people called into work unexpectedly.

Drugs

The use, possession, consumption, storage and sale of drugs of abuse on any company premises or site is totally forbidden. We forbid all illegal drugs and substances such as Cannabis, Cocaine, Ecstasy, Heroin, etc. and also all substances that may be legal in them but are subject to abuse such as glues and solvents (except where required for work and subject to a COSHH assessment).

You must not report for work or undertake work whilst under the influence of drugs, including certain prescription or 'over the counter' medication. If you are in any doubt as to the acceptability of particular medication, ask your doctor or pharmacist and supervisor or manger.

Cannabis

Although the legal status of cannabis has changed, you must still not report for duty under the influence of cannabis. Taking cannabis makes you relaxed, reduces your

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concentration and affects your long-term health. This is unacceptable within a safety critical environment, so we will continue to ban the use of cannabis and test for it during alcohol and drugs tests.

You cannot defend a positive test for cannabis by alleging 'passive smoking' as the laboratory screening and analysis process can detect the difference between direct use and passive inhalation. However, if you suspect that cannabis is being smoked in your vicinity, you should consider moving away from the area to avoid inhaling the smoke.

Factors that lead to dependency

Many drugs are useful in small doses in the appropriate circumstances. Examples include alcohol, aspirin, caffeine and morphine (when used medically for serious pain etc.). However, regular or excessive use of these drugs can lead to dependency.

Many people take substances to remove inhibitions or to give them a feeling of well being. This can become addictive and continued use of substances can and may lead to dependency.

Get help immediately

If you consider that you or a colleague may be addicted to alcohol or any drug, you should seek help at the earliest opportunity. The company will provide confidential support and counselling to any employee who voluntarily declares alcohol or drug dependency.

If you do not seek help and subsequently fail an alcohol or drugs test, dependency cannot be taken into account and you will not be provided with support or counselling. It will be too late to help you if you:

Are involved in an accident or incident

Are called for a test

Fail an Alcohol or Drug test