



Aquatic Control Engineering

# Drugs and Alcohol Policy

Date Reviewed: 07/02/2024

Next Scheduled Review: 07/02/2025

Aquatic Control Engineering Ltd is aware of its responsibilities to provide, as much as possible, a safe and healthy working environment. Misuse of alcohol or drugs or taking of prescription medication by employees, sub-contractors and agency employees to an extent that it affects their performance, conduct and safety, pose great health and safety risks to the company and its other employees.

The company recognises the risks associated with drugs and alcohol within the workplace and have developed this policy to protect the health and safety of workers to comply with relevant legislation, specifically Health and Safety at Work Act 1974 and Misuse of Drugs Acts 1971.

In line with our disciplinary and grievance policy it is an offence to fail to comply with any of the instructions listed in this policy. Those found, through a drugs test or alcohol test to have not complied may face immediate dismissal following the disciplinary and grievance procedure. Employees found to not comply with the below instructions will face disciplinary action and may face summary dismissal.

All employees are expected to co-operate with any request to produce breath, blood and/or urine samples, either by the company, client or any officer of the enforcing authorities. Failure to comply with such a request is a dismissible offence.

## **1. Drug Polices and Information**

Prohibited and illegal drugs include, but are not limited to, the following drugs or drug groups; Alcohol, Cannabis, Cocaine, Amphetamines, Barbiturates, Benzodiazepines, Propoxyphene, Methadone, Opiates and MDMA

If on prescribed or over the counter medicine employees must always seek advice from their doctor/pharmacist about any effects the medicines may have on the ability to undertake regular work duties. For over-the-counter medication the instructions should always be consulted fully.

Employees are reminded of their legal responsibilities under section 5A of The Road Traffic Act 1988 which makes it an offence to drive whilst under the influence / over set limits for certain prescription drugs.

## **2. Alcohol Policies and Information**

Under the influence of alcohol, for the purpose of this policy, is defined as over the legal limit or policy limits for the work undertaken by the employee.

The current limit for Alcohol is set at the same level as the legal drink / drive limit which applies to the relevant UK country and is outlined as follows:

UK (except Scotland) – less than 107 milligrams of alcohol per 100 ml of urine, less than 35 micrograms of alcohol per 100ml of breath, or less than 80 milligrams of alcohol per 100ml of blood.

Scotland – less than 22 micrograms of alcohol per 100ml of breath or less than 50 milligrams of alcohol per 100ml of blood

Operational sites (plants and depots), operation of commercial vehicles (including forklift and other rented machinery) and sites of installation involving the use of hand or machine tools are classed as safety critical.

These sites have a maximum alcohol limit of 29 milligrams of alcohol per 100 millimetres of blood or equivalent in urine or breath.

This is below half the legal driving limit and thus the following guidelines are offered:

- To commence work with a zero or near zero alcohol level, employees should not consume any alcohol at all in the 12 hours before starting work and in the 12 hours prior to that should not consume more than 5 units of alcohol.
- An employee engaged in work not classed as safety critical must have an alcohol limit of 80 milligrams of alcohol per 100 millimetres of blood or below during work hours.
- An employee engaged in work driving a company or private car for work purposes must have an alcohol limit acceptable to the Road Traffic Act 1988.

All Employees of Aquatic Control Engineering Ltd, its sub-contractors and agency employees must not:

1. Report for duty, whilst under the influence of, or in an unfit state due to, illegal drugs, substance abuse or alcohol.
2. Bring illegal drugs or solvents to the workplace under any circumstances.
3. Consume illegal drugs or solvents at the workplace under any circumstances.
4. Consume alcohol on company premises except at authorized company functions or with the prior consent of the managing director.
5. Commence work, without prior consent of management, whilst taking prescribed or over the counter medication.
6. Fail to comply with the regulations and instructions given within this policy.

Aquatic Control Engineering Ltd would prefer to help staff who might have a problem. Employees who seek help and declare that they have a problem concerning either alcohol or drugs to the Managing Director will be dealt with sympathetically and support will be given where possible. Employees are encouraged to review the Whistleblowing Policy which also offers an independent advice line.

All employees have a duty to arrive at work in a fit state and to report any concerns they have about themselves or others. Concerns can be reported to the site supervisor, the project engineer or the managing director. All reports to be forwarded to the managing director who is ultimately responsible for enforcing this policy.

Signed



Stephen Randall (Managing Director)