

GALLDRIS GROUP LIMITED
SAFETY MANAGEMENT SYSTEM
Procedure 20

ALCOHOL AND DRUGS

20. Overview

This procedure sets out Galldris Group Limited policy on the use of alcohol, drugs and substances of abuse in that, **employees should not, at any time in their work, be affected by alcohol, drugs or substances of abuse.** Compliance with these policies is mandatory for employees, all personnel working for the company.

The Policy aims to:

Prevent risks of accidents and incidents as a result of such abuses

Alert personnel to the risks associated with heavy or inappropriate drinking

Ensure compliance with the Transport & Works Act 1992 and Railway Safety Critical Work Regulations 1994

Ensure compliance with, Rail Safety Standards Board, Network Rail (NR/L1/OHS/051) and LUL Standards (S1251 &S1257)

Compliance with these policies is mandatory for all personnel/employees working for Galldris Group Limited

Alcohol policy

Staff/ Employees must NOT consume alcohol or be in possession of unsealed bottles or containers, containing alcohol when they are on a Construction Site or working on Network Rail/LUL infrastructure.

Staff/ Employees must NOT report for work when unfit through alcohol or consume alcohol whilst on call.

All staff/employees' have a duty to bring to management's attention the fact that anyone may have reported for duty while affected by alcohol. It is important to recognise the effects of the morning after with alcohol. Persistent use may make an employee unfit to drive or perform their duties on a daily basis.

Drugs and substances of abuse policy

Staff/ Employees must NOT possess, inhale or consume illegal drugs or substances of abuse at any time whilst employed by Galldris Construction.

All staff/employees have a duty to bring to management's attention the fact that they feel that anyone's performance is being adversely affected by the use of drugs or substances of abuse.

If an someone is reasonably believed to possess or to have supplied or manufactured any drug of abuse on the Company's premises or sites Galldris Group will notify the police.

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Prescribed and non-prescribed medication

It is the duty of all personnel to inform their immediate supervisor of any medication they are taking, or propose to take, which may affect their ability to work efficiently and safely. For prescribed medication, employees are required to seek advice from their Doctor or Dentist and for non-prescribed medication, they must seek advice from the Pharmacist (where applicable).

Neither must they report for work when unfit through the use of prescribed or non-prescribed drugs unless agreement has been obtained from their supervisor and appropriate work allocated.

Managers shall assess the likely effects of the medication involved and where they cannot reach a satisfactory decision themselves; seek advice from their safety adviser.

Employees must not be allowed to work in any situation which might expose them, or anyone else, to danger.

Training and Awareness

Induction

Galldris Group Ltd Drugs and Alcohol policy and arrangements shall be explained to all new employees during the induction process by the responsible Line/Site Manager.

Track Safety Training

Prior to taking any track safety training, personnel shall be advised of the additional testing arrangements associated with track safety competence certificates.

Testing

Testing for alcohol and drugs will be undertaken:

- Prior to undertaking Network Rail Personal Track Safety Training (PTS)
- Prior to undertaking LUL Track Competence Training
- Prior to taking DLR Track Awareness Training
- Following an accident or incident where alcohol or drugs are suspected of being a contributing factor
- 'For cause', i.e. an individual's behaviour indicates they may be under the influence of alcohol or drugs.
- At least 5% of individuals holding Network Rail track safety sentinel competencies will be selected each year for random testing by a RISQS approved D&A Testing organisation to undergo random D&A testing in accordance with NR standard on Alcohol & Testing.
- Random Drug and Alcohol testing will be carried out on company personnel according as scheduled by the HSQE director.

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Internal Testing arrangements

In the event of a test being required the individual's supervisor, accompanied if necessary, must explain to the person(s) concerned why a test is being undertaken. If the individual refuses to take a test or leaves the site they must be booked off duty.

To arrange for a person to be tested the supervisor concerned must contact the Safety Department who will arrange the test. Alternatively the testing will be randomly scheduled by the HSQE department under instruction by the HSQE Director.

When a test has been completed and found to be positive, the person(s) concerned must be sent home. In the event that an individual holding a track safety competency fails an internal D&A they will be asked to attend a RISQS accredited D&A testing provider to undertake a NR of TfL medical as applicable to the track competencies held by the individual. Refusal to submit to the additional test will be regarded as a positive (fail) result.

When a test has been completed and found to be negative the person(s) concerned shall be allowed to continue working.

Network Rail and LU track Competency Holders

Anyone holding Track Safety Competencies may be committing a criminal offence if when tested, they are found to have an alcohol blood level above 29mg/100ml (or equivalent in breath or urine). If an employees' test result exceeds these limits the individual concerned will be dealt with under the gross misconduct procedure.

Anyone holding Track Safety Competencies may be committing a criminal offence if when tested the test identifies they have consumed a substance listed in Appendix B the individual concerned will be dealt with under the gross misconduct procedure.

When a Drugs & Alcohol test has been completed and found to be positive the individuals track safety competency card(s), entry permits etc will be withdrawn and kept in a secure location until the disciplinary process is complete.

When a test has been completed and found to be negative the person(s) concerned shall be allowed to continue working.

In the event of a positive result the Company is required to notify Network Rail and LUL. The individual concerned will not be allowed to undertake LUL and Network Rail work for at least 5 years.

Appeals Process

Following notification of a positive test result, the employee can lodge an appeal and arrange for the second sample to be tested at his/her own expense. If the second test is negative the person concerned will be reinstated and the cost of the test reimbursed.

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In the case of workers holding NR track safety competencies appeals must be made on behalf of the sponsor by Galldris to the managers of the Sentinel Scheme within 30 days of the initial positive result in accordance with NR/L1/OHS/051.

Appendices to this procedure

Appendix A
Appendix B

Signs indicating an alcohol problem
Drugs and Medication

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Appendix A

Irregular attendance at work / absence from duty

- Excessive sick or unauthorised leave
- Frequent Monday / Friday absences
- Frequent single day absences without reason
- Persistent Lateness (mornings and lunchtimes)
- Increasingly improbable excuses for absence and lateness
- Unusually high absenteeism for cold, flu etc
- Unexplained and repeated absences from post

Work Performance

- Work requires more effort than anticipated
- Jobs take much longer than they should
- Alternate periods of high and low productivity
- Increasing unreliability and unpredictability
- Increased errors and general poor performance
- High rate of reported sickness on duty and inability to perform job

Increased rate of accidents

- Accidents on the job
- Road traffic accidents
- Involvement in 'near misses'

Mood / Personality

- Difficulty in recalling instructions, etc
- Increasing difficulty in handling complex matters
- Difficulty in recalling own mistakes
- Over-excitement / elation
- Deterioration in relationships with colleagues
- Lack of reliability
- Use of deception to cover errors and behaviour
- Deterioration in personal appearance

Other signs

- Coming to work in an obviously abnormal condition
- Smelling of alcohol especially in the early morning
- Tremors, especially of the hands
- Increasingly unkempt appearance / lack of hygiene
- Flushed face and bleary eyes
- Drowsiness, loss of concentration and dizziness
- Domestic problems

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Appendix B

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 drug of abuse

Some of these substances are contained in medication available through either prescription or over the counter, so you must provide information about any such drugs taken prior to any alcohol and drugs test being carried out.

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
- Pain Killers
- Sleeping pills
- Tranquillisers

Before taking any prescribed or over the counter medication a check must be carried out to identify if it could affect your work performance or ability to work safely. If the check identifies that the medication may affect your work performance or ability to work safely you must advise your manager.