

DRUGS AND ALCOHOL POLICY

Stamford Construction Limited operates a Drugs & Alcohol policy to take account of the **Transport and Works Act 1992** and the requirements of Railway Group Standard GE/RT 8070 & NR/L1/OHS/051 to minimise the risk to our workforce & any other persons affected by our activities. This policy also covers sub-contractors / agency staff employed by Stamford. The Sentinel database is checked for any previous disqualification for drugs or alcohol / safety reports prior to considering any prospective employee.

It is the requirement of Stamford that no employee or sub-contractor shall:

- 1) Report or attempt to report for duty, having just consumed alcohol or being under the influence of drugs
- 2) Report for duty in an unfit state due to the use of alcohol or drugs
- 3) Be in possession of drugs of abuse in the workplace
- 4) Consume alcohol or drugs whilst on duty

Stamford will not tolerate any departure from the policy and will take the appropriate action in case of any infringement. All potential Stamford employees will be subject to a pre-employment drug screening, no offer of employment can be made until the screening has taken place & a negative result achieved.

When Stamford employees or sub-contractors are suspected of not being fit to carry out their duties or are impaired from carrying out their duties because of use or abuse of drugs or alcohol, those employees or sub-contractors will not be allowed to commence or to continue work. Such employees or sub-contractors suspected of being under the influence of alcohol will be required to undertake a Breathalyzer / drugs test. In addition, random Breathalyzer tests also take place at any location without prior notice.

Drugs and Alcohol Policy

Stamford recognises that drugs and alcohol are not compatible with the high safety standards the company seeks to achieve. Stamford Limited is fully committed to the requirements of the **Transport and Works Act 1992**. It has therefore developed this policy to control the abuse of drugs and alcohol in the workplace.

Personnel that believe they have drugs or alcohol related problems and pro-actively raise the issue (i.e. not after being involved in an incident or being nominated for a test) shall be provided confidential support. However, other personnel in contravention of this Policy shall be subject to appropriate disciplinary action.

To ensure that all our employees can work in a safe environment all employees, contractors and visitors to Stamford Limited sites or premises must adhere to the companies drugs and alcohol policy. It is forbidden for any employee, contractor or visitor to be in possession of, or use, any drug of abuse or unauthorised substance or alcohol. Stamford will report employees involved in drug abuse to the appropriate authorities. Any employees in breach of this policy will render themselves liable to disciplinary action, which could result in dismissal. Contractors or visitors in breach of this policy will be removed from the site or premises and the circumstances will be reported to their management.

You will be **dismissed** if a test shows a blood alcohol level of 29mg or more per 100ml or 13 micrograms of alcohol in 100 ml of breath or 39 milligrams of alcohol in 100 ml of urine or there is any trace of illegal drugs.

You will **normally be dismissed** if you try to report for duty when unfit through alcohol or drugs or having just consumed alcohol, consume alcohol or drugs whilst on duty, possess illegal drugs whilst on duty, refuse a test without good cause.

In the event of a positive test or a refusal the individual is not permitted to work on the railway infrastructure. If the individual is already working on the railway infrastructure they must be removed immediately with the assistance of the British Transport Police if necessary.

Screening and Testing

Transfer or promotion to a safety critical post or when first required to hold personal track safety certification means you will be drugs tested, even if you already hold a safety critical post. You could be tested as the result of an accident or incident (for cause) or if a manager or supervisor has good reason to consider you unfit through alcohol or drugs.

Criminal prosecution could follow if you fail to comply with the **Transport and Works Act 1992**. The effects of alcohol or illegal drugs can result in the inability to perform your work safely therefore Stamford will conduct random testing to ensure full compliance with this policy.

Random Testing

To comply with railway group standards / Quench Stamford Limited will carry out random screening of at least 10% of the workforce in any one calendar year. This will be achieved either by an approved collections officer attending site or by attendance at an approved testing centre. When attendance at a testing centre is required the employee will be given not more than 24 hours notice of their need to attend.

The following links up approved organisation provide Stamford Limited with on site/unannounced/pre-employment testing;

Meditest

The Old School
Stondon Road
Ongar
Essex CM5 9RG
Telephone 01277 373970

Selection for Random Testing

Selection for random testing will be authorized by the Managing Director and notified by to the relevant line manager, the selection will be a random search of the competency database. If attendance at an approved testing centre is required the minimum notice period will be given, and in all cases no more than 24 hours. Each member of staff selected for random testing at an approved centre will be advised in writing by their line manager. Unannounced on-site testing will also be undertaken dependent on the level of risk and numbers of staff on site. The Managing Director will be notified of any failure(s). In accordance with Stamford's policy a refusal is deemed as a positive result and in all cases of a positive result the individual will be immediately removed from Network Rail / London Underground Limited Infrastructure.

The Managing Director will evoke the disciplinary procedure and advise the client / Principal Designer immediately. The Managing Director shall ensure that the National Competency Control Agency are notified in writing as soon as practicable. All test certificates both positive and negative shall be retained for audit purposes for a minimum period of 7 years. No person who fails a random or unannounced test will be employed by Stamford on any works.

Sub-Contractors

Sub-contractors are required to submit evidence to Stamford confirming that tests for drugs alcohol have been carried out in accordance with this policy. The evidence must show the sub-contractors name, National Insurance number, date of test and the organization that undertook the testing.

Copies of will be kept on file for a period of two years after which time re-testing will take place.



Stamford Construction Ltd

For Cause testing

You will be tested if your behaviour gives cause for concern, the decision to instigate a for cause test will be made by the Site manager. For cause screening will be carried out as soon as practicable following a major accident or incident. The employee will be immediately stood down from duty, escorted to a place of safety and supervised until screened. Once screening has been carried out the employee will be taken home safely and not allowed to recommence duties until a Negative result is returned.

Prescribed Medicines

You must report for duty in a fit state to undertake your duties, prescribed or over the counter medicines may affect your ability to perform your duties safely. When taking medication, you must contact your Manager / Supervisor immediately. Your Manager / Supervisor will advise you if the medication is likely to affect your fitness for work. Only a small number of medicines produce side effects which can affect your ability to work, you should always seek the advice of the doctor or pharmacist at the time of issue.

Records & Data Protection

Records of drugs & alcohol screening will be retained for a minimum of 7 years, these records are subject to the Data Protection Act 1998 & as such will be maintained securely & not divulged to a third party without the individuals' consent.

Disciplinary Procedure

Any employee in breach of this policy will be subject to the Stamford disciplinary procedure, which may involve suspension from duty whilst the matter is investigated. All employees will have the right of appeal in accordance with the Stamford disciplinary procedure.

Review

This policy shall be reviewed annually and communicated to all staff at Induction or after review via a tool box talk.

Signed:

FOR PUBLIC RELEASE

Date: 01/09/2020

Darren Lacey
Managing Director
Stamford Construction Limited