

## BHC-P-07.3 Alcohol and Drugs

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### Revision register

Date	Version	Description - reason for change
01/05/2015	1	New procedure
30/11/2016	2	List of Class A,B,C drugs removed from 3.0 Definitions section following advice from OH provider to avoid confusion over the substances tested for during D+A test

Item	Details	Reference	Responsibility
1.0	<b>Purpose</b>		
1.1	To ensure that the working environment remains free from the influences of alcohol and drugs.		
2.0	<b>Scope</b>		
2.1	Applies to all work activities, except for formal functions or celebrations authorised by the Managing Director.		
3.0	<b>Definitions</b>		
3.1	Controlled (illegal) drugs      Any substance or product being specified in the appropriate schedules of the Misuse of Drugs Act	Misuse of Drugs Act	
4.0	<b>Main requirements</b>		
4.1	It is company policy that the use, suspected use or possession of illegal drugs or substances, or the consumption of alcohol, during working hours by anybody working on company premises, will be seen as a breach of current legislation.		
4.2	Anybody taking prescribed medication must notify their immediate line manager in writing. The information will remain confidential and an appropriate course of action must be agreed with the line manager and recorded.		Berkeley Management
4.3	Any employee who feels the need to discuss any alcohol or drug related issues should contact their line manager or a member of the Health and Safety department for confidential support. Admission of alcohol/ drug misuse at the time of investigation may still result in removal from site pending investigations.		
4.4	Where a manager has reasonable belief that a member of staff or a contractor's employee is under the influence of alcohol or drugs (whether prescribed or not) and that this is affecting their performance or putting other people at risk, the manager will take the person off their normal duties immediately pending investigation.  This must be confirmed by at least one other member of staff, and the Health and Safety Manager must be informed. The individual's employer will also be contacted and informed of any action.  An investigation may include appropriate 'with cause' testing. A test, to determine whether a person is under the influence of alcohol or drugs, must be carried out by a competent trained person, and may involve external services.		Berkeley Management
4.5	<b>Disciplinary measures</b>  The following will result in an individuals immediate removal from site: <ul style="list-style-type: none"> <li>Any person over the normal driving limit for alcohol;</li> <li>Failure by any person to provide a breath or urine sample on request;</li> <li>Any person whose result is positive for any illegal substance;</li> <li>Admittance by any operative that they have recently taken illegal drugs;</li> <li>Admittance by any operative that they have recently taken illegal drugs and fail to provide a urine sample upon request.</li> </ul> Note: this does not constitute a 'red card' i.e. permanent dismissal from site.		Berkeley Management

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4.6	<b>Help and support</b>  Any Berkeley employee who voluntarily declares that they have an alcohol or drugs related problem before any test, may be offered support. This will normally begin with the person having to visit their GP.  Reasonable time off to attend appointments may be granted. Where counselling is required the cost may be supported by the Company. The proportion of the cost covered will be dependent on length of service.  A decision on whether the employee will be allowed to carry out any work during this time will be taken on a case-by case-basis.		Berkeley Management
5.0	<b>Guidance documents and references</b>		
5.1	Drug misuse at work: a guide for employers (INDG91)	INDG 91	
5.2	Don't mix it: a guide for employers on alcohol at work (INDG240)	INDG 240	
6.0	<b>Appendices</b>		
6.1	N/A		

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