



## **Workplace Drug Policy**

### **1. Company Statement**

WGL Stoneclean Ltd are responsible employers and we take our duties under the Health & Safety at Work Act 1974 very seriously. This is why we have set out this policy to help us ensure the health safety and welfare of our employees and to help us comply with our legal duties. The provision of safe place of work and safe systems of work for our staff and anyone else who may be affected by our work activities is our aim. We recognise that the use of non-prescribed drugs have potential health and safety implications for the company. We are also aware that some employees may choose to take these drugs recreationally and not develop an addiction. Because of this, our policy states the company position on the taking of any non-prescription drugs, possession of which is illegal under criminal law.

### **2. Health & Safety Implications**

Many drugs, both prescription and recreational, have side effects that could affect an employee's health and have a detrimental effect on their performance which could compromise their own safety and that of others. Side effects vary depending on the drug used; common side effects can include a loss of co-ordination, absent-mindedness and confusion. The potential safety risks for all staff at work are obvious, but for those in a safety critical role, a lack of mental alertness could be catastrophic. These roles include (but are not limited to) those who operate heavy equipment, dangerous machinery and drivers of any vehicle.

### **3. Prohibition Policy**

Because of these risks, no non-prescribed drugs are allowed onto, or consumed whilst on company premises at any time. All areas of the premises are included, both internal and external. The prohibition of non-prescribed (illegal) drugs extends to all activities carried out by staff while they are 'at work'. These activities include (but are not restricted to) the following:

- Driving on company business. This includes employees driving their own vehicles as well as company vehicles and includes journeys made to and from customers, suppliers and other company premises.
- On call or standby duties. This applies to all staff whether or not they have been called in to company or a client's premises. Because of the safety implications, employees who are responsible for giving telephone or e-mail advice of a technical nature are also included.
- Overnight stays for business, training, company or client social events. On any or all of these occasions, employees will be deemed as being 'at work' and any form of illegal drug taking is considered to be totally unacceptable.



#### **4. Disciplinary Proceedings**

Any employee who knowingly breaks these rules will be liable to disciplinary action. It is likely that summary dismissal of the individual(s) will result on the grounds of gross misconduct.

#### **5. Occupational Health / Advice**

The company is aware that circumstances may arise where an employee with a drug related problem might require professional help and counselling. If such a situation should arise, the company will deal with each case in a constructive and sympathetic manner.

Advice and guidance on where to obtain help and assistance with drug related issues will be provided. If a member of our staff is diagnosed as having a drug related problem, the company will treat this as a health matter. This does not however excuse the employee from any of the disciplinary issues stated in this policy if their conduct falls within the scope of the company disciplinary procedures. All requests for help will be treated in the strictest confidence. The storing of written information will become necessary and will be carried out in accordance with the requirements of the Data Protection Act 1998.

#### **6. Continuation of Employment**

To ensure the health and safety of the employee and all others who may be affected, the company retains the right to transfer any employee who is receiving treatment for drug dependency out of any safety critical role. If this action is necessary, the needs of the individual will be considered and, where possible, a suitable alternative role offered.

If it is considered that the working environment or culture is the cause or a contributor to a drug dependency problem, the company will take all reasonable steps to ensure a reduction of such problems.

Date:

14/6/18

Signed by:

S. A. Coleman



## **Workplace Alcohol Policy**

### **1. Company Statement**

WGL Stoneclean Ltd are responsible employers and we take our duties under the Health & Safety at Work Act 1974 very seriously. This is why we have set out this policy to help us ensure the health safety and welfare of our employees and to help us comply with our legal duties. The provision of safe place of work and safe systems of work for our staff and anyone else who may be affected by our work activities is our aim.

We recognise that drinking before or after work could have potential health and safety implications for the company, and this policy sets out the company position on drinking alcohol in the workplace.

### **2. Health & Safety Implications**

Whilst the consumption of alcohol is an integral part of many employees' lifestyle, its presence in the workplace is not desirable or appropriate as even small amounts can affect the work performance of an employee. More seriously, an employees' safety may be compromised as well as the safety of others if alcohol is taken inappropriately whilst at work. The potential safety risks for all staff at work are obvious, but for those in a safety critical role, impaired judgement, loss of co-ordination and manual dexterity could be catastrophic. These roles include (but are not limited to) those who operate heavy equipment, dangerous machinery, drivers of any vehicle and those who work at height.

### **3. Prohibition Policy**

Because of these risks, employees are not allowed to bring any alcoholic beverages into work for consumption on company premises at any time during the working day, this includes lunchtimes. All areas of the premises are included, both internal and external.

Because of the risks involved, any employees engaged in the activities listed below may not consume alcohol during the working day (even away from the premises).

- Driving on company business. This includes employees driving their own vehicles as well as company vehicles and includes journeys made to and from customers, suppliers and other company premises.
- Work at height. This affects any employee required to work at height. This includes (but is not restricted to) access by ladder, mobile scaffold tower and scaffolding.
- On site vehicle operations. Including (but not restricted to); forklift trucks, reach trucks, tractors and construction vehicles.
- On call or standby duties. This applies to all staff whether or not they have been called in to company or a client's premises. Because of the safety implications, employees who are responsible for giving telephone or e-mail advice of a technical nature are also included.



#### **4. Disciplinary Proceedings**

Any employee who knowingly breaks these rules will be liable to disciplinary action. It is likely that summary dismissal of the individual(s) will result on the grounds of gross misconduct.

#### **5. Occupational Health / Advice**

The company is aware that circumstances may arise where an employee with an alcohol related problem may require professional help and counselling. If such a situation should arise, the company will deal with each case in a constructive and sympathetic manner.

Advice and guidance on where to obtain help and assistance with alcohol related issues will be provided. If a member of our staff is diagnosed as having an alcohol related problem, the company will treat this as a health matter. This does not however excuse the employee from any of the disciplinary issues stated in this policy if their conduct falls within the scope of the company disciplinary procedures. All requests for help will be treated in the strictest confidence. The storing of written information will become necessary and will be carried out in accordance with the requirements of the Data Protection Act 1998.

#### **6. Continuation of Employment**

To ensure the health and safety of the employee and all others who may be affected, the company retains the right to transfer any employee who is receiving treatment for alcohol dependency out of any safety critical role. If this action is necessary, the needs of the individual will be considered and, where possible, a suitable alternative role offered.

If it is considered that the working environment or culture is the cause or a contributor to a alcohol dependency problem, the company will take all reasonable steps to ensure a reduction of such problems.

Date: \_\_\_\_\_

14/6/18

Signed by: \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'S. A. Glen', written over a horizontal line.