

DRUGS & ALCOHOL POLICY

TOOLBOX TALK



ALCOHOL... THE FACTS

29% of men and **11%** of women drink over the sensible limits

20% of acute hospital admissions involve alcohol

25% of accidents at work involve intoxicated workers

Alcohol is not a stimulant

Alcohol depresses the brain and nervous system

Alcohol reduces concentration and slows reaction speeds

DRUGS... THE FACTS

29% of full time employees have used illegal drugs at some time

Passing drugs among friends is **supplying in the eyes of the law**

Drug users are **3-4 times more likely** to be involved in accidents and **10 times more likely** to be absent from work

Cannabis is responsible for **80%** of drug use. 2 in 5 of those who have used the drug in the last year will have also used another type of drug

WHY DO WE HAVE A D&A POLICY?

To ensure that people do not report for work under the influence of drugs or alcohol.

Health & Safety - Drugs and Alcohol slow reaction times

Quality - they can affect the quality and quantity of work produced

Lower Absence Statistics - Alcohol and Drugs increase the number of absences from work

HOW DOES THE POLICY WORK?

The policy applies to all staff, agency workers and contractors, both on site and whilst away from the workplace on official business.

Unannounced / Random Testing

With-Cause Testing - following an accident or incident or where it is suspected that an employee may be under the influence of drugs or alcohol

SOME SIGNS OF ALCOHOL AND DRUG USE/ABUSE

Irregular attendance at work - frequent absences, leaving work early, regular late attendance etc

Job takes more time than usual

Unusually clumsy or increased errors

Difficulty in recalling instructions, details etc

Personality and mood changes

Deterioration of relationships with colleagues

Flushed face, bleary eyes, tremors (of the hand), unkempt appearance

ALCOHOL... KNOW YOUR LIMITS

Everyone reacts differently, but it usually takes about **ONE HOUR** for the human body to process **ONE UNIT** of alcohol

One unit...

- = Half a pint of normal strength beer, lager or cider**
- = One small glass of table wine (87.5ml)**
- = 25ml measure of spirits**

The strength of alcohol must be shown on each bottle or can as a percentage of the whole drink.

As a guide, you should consume no more than **7 units** of alcohol in the **24 hours** prior to starting work!

DRUGS... FURTHER INFORMATION

Drugs can impair your judgement, individual performance and, more importantly, put your life or the lives of others in danger.

Most drugs stay in the body for a few hours; cannabis can stay in your body for up to 28 days.

Risks include:

Overdose or adverse reaction

Paranoia, depression, tiredness, memory loss, epileptic fits, anxiety

Liver, kidney or heart problems

Risk of AIDS or hepatitis from heroin use

COMPANY RULES

Inform your supervisor if you are taking medication

Check with the doctor the side effects of any medically prescribed drugs

Do not come to work under the influence of drugs or alcohol

Do not bring unlawful drugs or alcohol onto company premises or sites

Never drive or operate machinery if affected by alcohol or drugs

**Be aware of colleagues who may put safety at risk by their actions
- speak to your supervisor or HR if you have any concerns**

AND FINALLY...

If anyone approaches the company with an alcohol or drug problem, we will offer them assistance (this cannot be on the day of a test)

Some forms of medication can have side effects - discuss these with the doctor or pharmacist

Failure to comply with the Misuse of Drugs and Alcohol Policy could result in disciplinary action, including dismissal

Please be aware of the signs of alcohol or drug abuse in your colleagues and notify your supervisor or HR of any concerns

Watch your drinking and don't take illegal drugs

DRUGS & ALCOHOL POLICY DECLARATION

I, _____ (print name) can confirm that I have read and understood the “Drugs and Alcohol Policy” that governs misuse of intoxicating substances during my employment with Hunterskill Recruitment Ltd.

I understand the risks associated with misuse of intoxicating substances, and I understand the negative effects that alcohol and drug abuse can have on my work.

I have watched the Presentation titled “Toolbox Talk, drink and Drugs” and I have had the opportunity to ask any questions that I may have about the presentation.

I agree to fully adhere to the Misuse of Alcohol and Drugs policy that governs me whilst I am on assignment.

Signed: _____

Print Name: _____

Date: ____/____/____

A copy of this signed declaration will be kept on file with Hunterskill Recruitment. You will be notified of any changes to this policy and receive training updates when required.

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