



## **HERTS EV SPECIALISTS LTD. DRUGS AND ALCOHOL POLICY**

**Workers who are under the influence of either drugs or alcohol potentially put both themselves and those around them at risk.**

### **Legal Standards**

- **Health and Safety at Work etc Act 1974, section 7 – duty of employees to ensure the safety of themselves and others affected by their acts or omissions.**
- **Management of Health and Safety at Work Regulations 2002, as amended – duty of employer to undertake risk assessments which would need to account for the misuse of substances, including alcohol.**
- **Road Traffic Act 2006, as amended.**

### **Expectations of the company**

- **Employees will attend their workplace in a fit and sober manner.**
- **Employees required to operate machinery or control procedures are not under the influence of alcohol.**
- **All drivers and plant operators are free from the adverse effects of alcohol.**
- **All employees are fit and competent to complete their daily routine.**
- **All employees consider the effects of alcohol on performance, including the potential for ‘morning after’ effects.**
- **No employee reports for work drunk.**

### **Aims, Objectives and Scope**

*This policy is to ensure that all operatives within the company or who represent the company are aware of the misuse of drugs and alcohol and that it will not be tolerated under any circumstances.*

*This policy covers all employees and sub-contractors working for/representing Herts EV Specialists Ltd.*

*There are no exceptions to who this policy applies to. It must be adhered to by everyone.*



## **Responsibility**

*The rules in this section are mandatory and must be followed under all circumstances.*

*Herts EV Specialists Ltd. Will not tolerate the misuse of alcohol or the use of illegal drugs under any circumstances. Anyone who is deemed to be under the influence will be removed from the working environment immediately and their employment and involvement with Herts EV Specialists Ltd. will be terminated immediately. Herts EV Specialists Ltd. can and will carry out random drugs and alcohol testing and anyone who refuses to be tested will be removed from the working environment immediately and their employment and involvement with Herts EV Specialists Ltd. will be terminated immediately.*

## **Prescription Drugs**

*This section is set out to make clear the use of prescription drugs.*

*The use of prescription drugs is only permitted in the working environment if 1. In date prescription is provided to the director of Herts EV Specialists Ltd. 2. The amount of prescription drugs taken goes no higher than the limit prescribed 3. The company director deems it safe for the operative to carry out their duties to the full affect, so not jeopardise the health and safety of themselves and others around them.*

*There will no exceptions to the above rules, they must be adhered to.*

## **Remember**

*Some medicines can affect your ability to work safely.*

*Read the label and inform your manager if there are any concerns.*

*If in doubt, consult your doctor or inform the HR Department.*

*Medicines classed as 'Dangerous Drugs' should not be used in the workplace except under strict conditions of control.*

## **Confidentiality**

*Any employees/sub-contractors that have a drug/alcohol problem will be treated in strict confidence. But employees/sub-contractors also need to understand that Herts EV Specialists Ltd. cannot condone a breach of the criminal law.*



*The company reserves the right to refer employees for medical assessment.*

*The company will consult with representatives or employees where appropriate.*

*Absence for treatment through a recognised agency will be considered as normal sickness absence.*

*Disciplinary action may be taken to safeguard employees and the company.*

## **Help and Information**

*Herts EV Specialists Ltd. Can offer help and support for anyone who has a drugs or alcohol problem. We recognise that excessive alcohol consumption can become a health problem and we will positively assist employees that are in need of help.*

*Less serious effects include: weight problems, headaches, vomiting, reduced concentration levels, disrupted sleep patterns and increased blood pressure.*

*More serious effects include: stress, depression and anxiety, accidents and injuries, diseased liver, cancers, strokes and decreased libido.*

### **Additional adverse effects:**

*Social problems*

*Relationship problems*

### **Drugs can loosely be described in two categories:**

*Recreational*

*Medicinal*

### **The Problem**

*Drugs cause harm to the user.*

*Drugs increase the risk of accidents.*

*Extend to the user's colleagues and co-workers.*

*Drugs increase absenteeism.*

### **Combating Drug Abuse/Misuse**

*Users are encouraged not to allow their drug abuse affect their employment.*

*Where possible, help will be offered to drug users through counselling and medical services.*

*If you suspect an individual is using drugs, report it to a manager.*



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