



Maincare Roofing & Building Ltd

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Drugs and Alcohol Policy 2019

Maincare Roofing and Building Limited is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in all operations carried out by the company. It should be remembered that most roles within the company are safety critical as they involved working with tools and at height and may have serious adverse effects on the safety, efficiency and productivity of the all employees and the company as a whole.

Definitions

Alcohol Problem - An alcohol problem is defined as any drinking, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

Drugs - Any drug, whether illegal, prescribed or over the counter or solvents such as glue, butane, etc. in the case of prescribed and over the counter drugs, their possession and use by the employee is acknowledged as legitimate.

Drug problem - the use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

Legal

The Health and Safety at Work Act 1974 requires employer to protect the health, safety and welfare of their employees and others who may be affected by their activities, as far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 requires employers to carry out a risk assessment to identify hazards in the workplace and put measures in place to minimise these risks.

The Misuse of Drugs Act (1971) is the main legislation covering drugs and categorizes them as classes A, B and C. These drugs are considered to be the most harmful under this act. It is illegal for anyone, whether at work or not to produce, supply or be in possession of illegal drugs. It is a criminal offence for employers to knowingly allow dispensing, manufacturing, possession, using or selling on their premises.

Policy Rules

The company requires all employees to report for duty free from the effects of alcohol and drugs. It is not acceptable to be under the influence of alcohol or drugs at work or consume alcohol or drugs during working hours, including paid and un-paid breaks.

Employees found to be in possession of illegal drugs or using illegal drugs whilst at work will normally be reported to the police.

Sometimes, the legitimate use of prescribed drugs can affect a person's ability to do their job. In such instance, employees should inform their line manager immediately. Working at Height during the course of our work at the same time as taking prescribed medicines could compromise health and safety on site.

Implementation of the Policy – without discrimination

Identification of a problem

Alcohol and drug problems may become apparent through a number of means, for example, the following (particularly in combination) may result in a problem being suspected:

- Persistent short term absence



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- Unauthorized absence
- Poor time keeping
- Reduced work performance
- Poor working relationships
- Deterioration in appearance
- Presenting a hazard to self and others

However, it must be remembered that these factors can have a number of other causes. Employees experiencing alcohol or drug problems may first become apparent to their colleagues. If a member of staff suspects an alcohol or drug problem in a colleague, they should either:

- Encourage the person to seek help from support agencies
- Report the matter to their manager (particularly if the person is involved in a safety critical job).

Misconduct

One off cases will be treated as conduct issues and will be dealt with under the normal disciplinary procedures as outlined in our company health and safety policy. As working on a roof, at height is a safety critical situation the person will be dismissed from site and will only be allowed back on site following a back to work interview with management.

Where incidents are deemed more serious, such as violence at work whilst under the influence of alcohol or drugs or dealing illegal drugs at work, these will be classed as serious misconduct justifying summary dismissal.

Referral for support

Sometimes, an employee might approach management with a request for support. In such circumstances, the person may be offered support by their line manager but any deterioration in work will also have to be addressed and they will have to demonstrate improved work performance and attitude to work or disciplinary action will be taken.

If a person suspected of suffering from drug and/or alcohol problems refuses support or fails to meet satisfactory standards of work and/or behaviour, the company will be forced to take appropriate action, up to and including termination of their contract with the company.

Confidentiality

The company aims to ensure that confidentiality is maintained by appropriate people. Information about persons suffering from the influence of drug and/or alcohol will not be divulged to third parties unless the safety of the person concerned or others would be compromised by not doing so.

Equal Opportunity

This policy will apply to all staff equally and regardless of grade, experience or role within the company.

Stuart Harvey
Director

Carl Pryce
Director