

DRUG AND ALCOHOL MISUSE POLICY GUIDELINES

A Drug & Alcohol Misuse Policy for:
[INSERT WORKPLACE NAME HERE]
 Effective from: DD/MM/YYYY
 Next review date: DD/MM/YYYY

NOTES	
<p>Include: The importance of addressing alcohol and drug misuse in promoting health and wellbeing.</p> <p>How support at work can demonstrate that the workforce is valued and a commitment for health promotion.</p>	<p>Outline the need for a Drug and Alcohol Misuse Policy in the workplace.</p> <p>Outline how your organisation can create an environment which supports and encourages employee’s health, safety and welfare.</p> <p>“The ability to provide a safe and healthy working environment may be jeopardied by those who misuse alcohol or drugs within the working environment.”</p> <p>“The organisation will seek to deal with issues of alcohol and drug misuse in a way supportive way, without recourse to disciplinary action where possible.”</p>
<p>What do you want to achieve?</p>	<p>Aims of the policy</p> <p>“To create a workplace environment that...”</p> <p>“To ensure that all employees are aware that support is available...”</p>
<p>Policy objectives should try to follow the SMART principles where possible; Specific, Measurable, Achievable, Realistic and Time Specific.</p>	<p>Objectives of the policy</p> <p>“E.G. To raise awareness of the risks and potential harm to health associated with the use of intoxicating substances.”</p> <p><i>Policy actions:</i></p> <p>- Provide information on where employees can go to access information, advice and support.</p>

<p>Each objective should be followed by 'policy actions' which detail what the organisation will do in order to meet the objective e.g. any training which will be provided.</p> <p>What support will be provided to employees who require help.</p>	<p>- <i>Make available and ensure employees are aware of the government guidelines on recommended levels for alcohol intake.</i></p> <p>- <i>To provide alcohol and drug misuse awareness training to all staff.</i></p> <p>"To create a climate that encourages employees who may be misusing drugs and alcohol to come forward and seek help."</p> <p><i>Policy actions:</i></p> <p>- <i>To provide managers with appropriate training to equip them to provide support and assistance to employees experiencing these issues.</i></p> <p>"To provide a framework..."</p> <p><i>Policy actions:</i></p> <p>Things to consider:</p> <p>Is information available to highlight issues associated with drug and alcohol use? Ensure employees are aware of the recommended levels for alcohol intake. Is information available (e.g. on notice boards, leaflets, intranet) to provide clear signposting to external support available? How are employees made aware that the employer will support them if they require it, and how do employees access this support? Does the organisations code of conduct include guidance on alcohol use during work functions? Is management training provided on how to deal with staff that may have issues with alcohol and substance misuse? Is alcohol and drug misuse awareness training provided? Acknowledge the reasons why employees may be reluctant to disclose issues.</p>
<p>Consider your legal duties and responsibilities as an employer.</p> <p>Do employees need to drive as part of their job role?</p> <p>Will your organisation use drug and alcohol testing, and if so where will this information be stored?</p>	<p>Legal Requirements</p> <p>"The Misuse of Drugs Act 1971 states that..."</p> <p>"The Road Traffic Act 1988 states that it is an offence to drive a motor vehicle while being unfit through drink or drugs."</p> <p>"The Data Protection Act 1998 requires that confidential records are retained to demonstrate that the company has</p>

	<p>taken all reasonable precautions to safeguard the health, safety and welfare of its employees.”</p> <p><i>See Further Reading at the end of this policy guidance document for more information.</i></p>
<p>Outline the organisations process on dealing with employees who may be experiencing alcohol or drug misuse issues.</p>	<p>Managing Drug and Alcohol Misuse at Work</p> <p>“Employees must not consume alcohol or drugs at any time while at work, including during rest and meal breaks spent at or away from work premises.”</p> <p>“Exceptions apply to drugs prescribed for the individual or over-the-counter medications used for their intended purpose. Employees must notify their manager if taking medications that may cause side effects which impair their ability to undertake their duties safely and effectively.”</p> <p>“Where appropriate to do so, the organisation will adopt a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependency.”</p>
<p>Will your organisation use drug and alcohol testing? What types of tests may be used (e.g. breath, urine)?</p> <p>Will tests be carried out on a random basis, ‘with cause’, or both?</p>	<p>Testing</p> <p>“The Occupational Health provider will conduct drugs and alcohol testing in accordance with...”</p> <p>“Employees will be selected using a non-bias random selection process that will be specified and implemented independently.”</p> <p>“Tests may be carried out on employees who have been involved in a workplace accident, or if the organisation has grounds to believe or suspect that an employee may be under the influence.”</p> <p>“Testing will be carried out by a qualified and competent personnel from an external company using reliable methods with the least possible intrusion.”</p>

	<p>“The details of the test, including substances identified, will not be released to the manager without employee consent.”</p> <p>Things to consider: What action will be taken if an employee refuses to be tested or fails to conform to the testing process? What actions will be taken following a test result (negative, positive or non-negative)?</p>
<p>Ensure that the confidentiality of employees is considered at all times.</p>	<p>Confidentiality</p> <p>“We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately.”</p> <p>“It needs to be recognised that in supporting staff, some degree of information sharing is likely to be necessary.”</p>
<p>Does this policy apply to all staff, contractors, volunteers etc.</p> <p>List all areas that this policy applies.</p>	<p>Scope</p> <p>“This policy applies to...”</p> <p>“The organisation does not intend to interfere with an individual’s personal life, however the adverse effects from the use of alcohol and other substances can affect behaviour and inadvertently how they perform their work duties.”</p>
<p>Explain how this policy will be communicated throughout the organisation.</p> <p>Refer to organisations Communication Policy if applicable.</p> <p>How will updates to the policy be communicated.</p>	<p>Communication</p> <p>“All employees will be made aware of the Drug and Alcohol Misuse Policy.”</p> <p>“This will be discussed as part of the employee induction process and form part of the employee handbook.”</p> <p>“This policy will be reviewed regularly and any updates will be communicated via line management/team meetings/email...”</p>
<p>Regular review and monitoring is essential for</p>	<p>Review and Monitoring</p>

<p>the effectiveness of any policy. What measures will be used to evaluate?</p> <p>Will staff be able to provide suggestions to be added?</p> <p>Feedback from those who have been involved in any aspect the policy can be useful, as well as staff surveys and exit interviews.</p>	<p>“This policy will be reviewed annually/6 monthly by...”</p> <p>“The implementation of this policy will be assessed to determine if objective have been met.”</p> <p>“Staff may provide feedback to their line manager or Workplace Health Champion regarding this policy and any suggestions are welcomed and will be considered.”</p>
	<p>Definitions</p> <p><i>Intoxicating substance</i> – a substance that changes the way the user feels mentally or physically. It includes alcohol, illegal drugs, legal drugs, prescription medicines (for example tranquillisers, anti-depressants, over-the-counter medicines), solvents, glue, lighter fuel.</p> <p><i>Controlled drugs</i> – these are drugs covered by the Misuse of Drugs Act 1971. They include both drugs with no current medical uses as well as medicinal drugs that are prone to misuse. All are considered likely to result in substantial harm to individuals and society.</p> <p><i>Harmful/problematic use or misuse</i> – use of an intoxicating substance or substances that harms health, physical, psychological, social or work performance but without dependency being present.</p> <p><i>Dependency</i> – a compulsion to keep taking an intoxicating substance either to avoid effects of withdrawal (physical dependence) or to meet a need for stimulation or tranquillising effects or pleasure (psychological dependence).</p> <p><i>Addiction</i> – a state of periodic or chronic intoxication produced by the repeated intake of an intoxicating substance. This means that a dependency has developed to such an extent that it has serious detrimental effects on the user and often their family as well, and the individual has great difficulty</p>

	<p>discontinuing their use. The substance has taken over their life.</p>
	<p>Further Reading</p> <p>Health and Safety Executive, Alcohol and Drugs at Work: http://www.hse.gov.uk/alcoholdrugs/</p> <p>Healthy and Safety at Work Act 1974: https://www.legislation.gov.uk/ukpga/1974/37</p> <p>Misuse of Drugs Act 1971: https://www.legislation.gov.uk/ukpga/1971/38/contents</p> <p>Road Traffic Act 1988: https://www.legislation.gov.uk/ukpga/1988/52/contents</p> <p>Data Protection Act 1998: https://www.legislation.gov.uk/ukpga/1998/29/contents</p>
	<p>Date:</p> <p>Signature:</p>