

Alcohol and Drugs Abuse

Drink / drugs abuse Amendment 20-9-15

If you have a dependency problem Dowse Haulage will help you, BUT only if you admit to it before it is too late. You are in control of machinery and there is no room for misjudgement.

Serious injury will affect you for the rest of your life — whether injury to you or someone else.

The company prohibits the use of illegal drugs or the consumption of alcohol when on duty. For drivers there is a ZERO tolerance policy. Any employee driving a company vehicle under the influence of drugs or alcohol will be dismissed for gross misconduct.

Any sub-contractors will have their contracts terminated.

Remember that a drug does not only mean banned substances. If you are taking legal drugs that say 'No working with machines', inform your Line Manager. Please be aware that this includes over-the-counter medicine as well as prescribed drugs.

An outside agency may be asked to conduct random tests for alcohol and drugs on behalf of the company. This is to ensure compliance and to uncover violations of policy.

Refer to the Company Drugs and Alcohol Policy, or your Manager for further information.

SCOPE

This Policy applies to all Dowse Haulage Limited employees and those not employed by Dowse Haulage Limited but who enter a Dowse Office or Site.

RESPONSIBILITIES

Managing Director: The Managing Director is responsible for ensuring that all persons employed by Dowse Haulage Limited are informed of the Policy prior to entering the work place.

Supervisor The Supervisor is responsible for ensuring that all persons entering any Dowse work place are inducted and that unannounced testing and for cause testing are implemented in line with current work instructions.

MISUSE OF ALCOHOL

To become unfit for duty through the consumption of alcohol is defined as:

- a) more than 29 milligrams of alcohol in 100 millilitres of blood, or
- b) more than 13 micrograms of alcohol in 100 millilitres of breath, or
- c) more than 39 milligrams of alcohol in 100 millilitres of urine.

MISUSE OF DRUGS

To become unfit for duty through the misuse of drugs is defined by Urine Testing. A positive test result will be in line with the following:

- Amphetamines
- Cocaine
- Opiates
- Benzodiazapines
- MDMA (Ecstasy)
- Propoxyphene
- Cannabis
- Methadone
- Any other drugs of abuse

OVER THE COUNTER AND PRESCRIPTION MEDICATION

Some over the counter medication could affect your ability to undertake duties in a safe and responsible manner. These over the counter medicines include but are not limited to:

- Anti-depressants
- Cold and flu remedies
- Painkillers
- Steeping pills
- Tranquillisers
- Hay fever remedies and other anti-histamines

Likewise prescription medication can affect your ability to undertake duties in a safe and responsible manner.

It is your responsibility to understand the medication you are taking and the effects they will have on your performance. If you are taking medication that may affect your performance speak to your immediate Manager/Supervisor at the first opportunity. You may have to work under restricted duties until advice is provided and dependent upon the advice received you may have to continue to work under restricted duties until you have stopped taking the medication.

RESTRICTIONS AND PROHIBITIONS ON CONSUMPTION OF ALCOHOL

The consumption of alcohol can affect people in different ways. This will depend on your sex, age, weight and metabolism and this will determine the length of time that alcohol remains in the body.

The legal limit for drink driving is currently set at 80mg alcohol per 100ml of blood and that is generally reckoned to equate to consuming 4 units of alcohol. The Dowse Haulage limit for alcohol is 29 mg alcohol per 100-ml blood. This equates to consuming less than 1.5 units. Remember that the amount of alcohol in your blood or urine is your responsibility and nobody else's.

In general Doctors suggest that the safe limits for the consumption of alcohol, without causing long-term health problems are:

- 14 units per week for women
- 21 units per week for men

UNANNOUNCED RANDOM TESTING

Dowse Haulage Limited will undertake unannounced testing throughout the workforce and persons who are working on a sub contract basis, ensuring that a minimum of 5% of safety critical workers are tested each year.

The frequency and number of relevant persons that are selected for testing will be determined by their ability to affect their own safety and that of others.

If you are selected to undergo testing you will be required to provide a sample of breath and urine in a controlled manner as required under the chain of custody. Refusal to provide a breath/urine sample will be treated as a positive result.

FOR CAUSE TESTING

For Cause Testing may take place if you have been involved in an incident or accident or your Manager/Supervisor considers that your actions or behaviour gives reasonable grounds to believe that you are unfit for work due to the effects of drugs or alcohol.

Following For Cause Testing you will be suspended from Driving until the results are known.

Under the Transport & Works Act it is a criminal offence to undertake safety critical work whilst unfit to do so through alcohol or drugs, so you may also be subject to 'for cause' testing by a Police Officer. You commit a criminal offence if you:

- Refuse to give a specimen.**
- Have more than 80 milligrams of alcohol in 100ml of blood. Have more than 35 micrograms of alcohol in 100ml of breath. Have more than 107 milligrams of alcohol in 100ml of urine. Are unfit to carry out your duties through drink or drugs.**

Conviction of a criminal offence of this nature usually results in a fine and or imprisonment. If you are hospitalised as a result of an accident or incident you will only be subject to for cause' testing with the consent of the medical practitioner in charge of your case.

REPORTING THE RESULTS OF DRUG AND ALCOHOL TESTING

Negative results will be forwarded to your Manager who in turn will inform you of the result.

If you are suspended from work pending a test result you will be informed by letter of the result. If the test is positive you will be informed by letter of the test result and the Disciplinary Procedure to be followed.

RIGHTS OF APPEAL

You may appeal against the positive test results at any time within 90 days of the initial test date. Sample B will be tested and all costs may be borne by you.

You may appeal against disciplinary action taken against you following breaches of this Policy as detailed in The Dowse Haulage Limited Disciplinary Procedure.

BREACHES OF THE POLICY

You will be in breach of the Policy if you:

- **Report for duty or attempt to report for duty having recently consumed alcohol and or drugs that affect your ability to undertake your duties in a safe manner.**
- **Are in possession of or supply any drug of abuse in the workplace or whilst on duty.**
- **Refuse to submit to an alcohol or drug test**
- **Decline or discontinue an approved course of treatment or rehabilitation for an alcohol or drug related problem without reasonable cause.**
- **Declare an alcohol or drug problem after you have been notified of your selection for alcohol and or drug testing.**

If you are found to be in breach of the Policy Dowse Haulage Limited Disciplinary Procedure will be implemented. If at pre employment stage you are found to be in breach of the Policy your offer of employment may be reconsidered,

REHABILITATION AND RE EMPLOYMENT

If you have been in breach of this Policy, you may be considered for re-employment by Dowse Haulage Limited, providing that the following arrangements are followed:

- **It is at least five years since the breach of this Policy took place.**
- **You submit to and pass alcohol and drug testing.**
- **You agree to an individual regime of unannounced random testing for a further period of not less than two years**
- **You attend a meeting of Dowse Haulage Limited senior management to discuss the breach of the Policy and the accepted method of ensuring a second breach does not take place.**

If at any time there is an admission of either drug and or alcohol misuse your case will be heard on its merits and a decision will be made on your preferred path of rehabilitation.

Information and advice about the effects of alcohol and drugs will be made widely available to employees and contractors through safety briefings, toolbox talks and poster campaigns.

M Dowse, Managing Director.



