

# 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.

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.\*

**Hunterskill Recruitment (Ipswich Office)**

3 Chalfont Square, 17 Great Coleman Street, Ipswich, Suffolk, IP4 2AJ

**t: 01473 216611**

[info@hunterskillrecruitment.co.uk](mailto:info@hunterskillrecruitment.co.uk)

[www.hunterskillrecruitment.co.uk](http://www.hunterskillrecruitment.co.uk)

