

C M Ward Ltd

Alcohol, Drugs & Substance Misuse Policy

Approved by: Callum Ward

Job Role: Company Director

Signed: *Callum Michael Ward*

Date:

This policy must be reviewed by the following date: Nov 13, 2024

Company Name:	C M Ward Ltd
Approved By:	Callum Ward
Review Date:	Nov 13, 2024

Alcohol, Drugs & Substance Misuse

The consumption of alcohol is an accepted part of social life and is usually a personal matter. However, the subject of alcohol, drugs and substance misuse and how these stimulants can impair the performance, safety and interpersonal work relations is a matter for employers.

To ensure that alcohol, drugs and substance misuse is managed within the workplace, that activities are undertaken safely and that our policy will be clearly understood throughout the company, we will:

- Effectively communicate our strategy on alcohol, drugs, and substance misuse in the workplace.
- Train supervisors and managers to identify employees they suspect of misusing alcohol, drugs, and substances.
- Facilitate proactive testing for all required substances by a third-party testing provider to take place at their request.
- Develop a system for dealing with employees who are experiencing problems with alcohol, drug, and substance misuse.
- Provide employees with adequate information, instruction, and training to enable them to perform their work safely.
- Ensure that sufficient resources are made available to fulfil the requirements of this strategy; and
- Policies will be reviewed at regular intervals no later than the date specified in the footer of this document.

To fulfil our responsibilities as outlined above, C M Ward Ltd will:

- Make our alcohol, drugs, and substance misuse strategy widely available in the workplace and ensure that all staff are taken through it at induction.
- Take preventative measures to ensure employees do not attend work under the influence of alcohol and/or drugs, including providing clear instruction / training on our rules and expectations of all employees.
- Identify and deliver appropriate training for managers and supervisors on alcohol, drugs and substance misuse awareness and the actions to take if an employee is suspected of misuse.
- Ensure that all personnel make themselves available for testing when required to do so by either internal request or as determined by the Principal Contractor.
- Ensure that where there is reasonable cause for suspicion all required employees will make themselves available for testing by a third party testing provider.
- Ensure that managers and supervisors carry out a detailed investigation on each individual case as they occur by taking account of the person involved, the type of work being performed, and the risk created by individuals being affected by alcohol, drug and/or substance misuse and that they complete a risk assessment if appropriate; and
- Periodically assess accident records to identify any trends where alcohol, drugs or substance misuse may be a contributory factor and ensure that serious injuries are appropriately reported.
- Manage all testing results and investigation findings confidentially. Support all returning personnel following a policy violation or substance abuse treatment as part of their return-to-duty process including retraining, supervision, and assistance in adhering to any increased testing processes.

Key Documentation to comply with this Policy:

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[Alcohol, Drugs and Substance Misuse internal audit pro-forma](#)

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