

1.7 DRUGS AND ALCOHOL POLICY

Collinson Contracts Limited holds Health and Safety as a core business value and is committed to creating a future free of incidents and injuries. The effective management of drug and alcohol abuse is an integral part of this.

It is the policy of Collinson Contracts Limited:

- To comply with all current legislation, in particular the Health and Safety at work act 1974, the Misuse of drugs Act 1971, the Transport and Works Act 1992.
- To not knowingly permit any employee of Collinson Contracts Limited its advisors and trade contractors, or anyone else engaged directly or indirectly to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on the premises.
- To implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises:
 - When affected by drugs or excess alcohol; or
 - Consuming drugs or alcohol at work.
- These measures will include pre-employment, post incident and unannounced random drugs and alcohol screening as appropriate.
- To provide a positive approach to those workers seeking help or guidance in over coming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- To not knowingly employ or retain any workers, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months. (Even after 12 months, Collinson Contracts Limited would require satisfactory evidence of reform and the worker must face the possibility of being re-tested at any time).
- To take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any worker found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Workers testing positive for drugs or excess alcohol, or refusing to take a test, face sanctions up to and including termination of contract.

The above policy will be reviewed annually or where there are changes to legislation.

Your Responsibilities

As an employee you have legal duties too.

They include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with your employer on health and safety
- Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instruction
- Not interfering with or misusing anything provided for your health, safety and welfare

The following safety rules have been made to ensure the safety of you and your workmates;

DO

- ☑ Wear PPE as identified in the site rules or by your supervisor
- ☑ Report to your supervisor any accident or injury; any defects in plant or equipment; any hazards in your workplace
- ☑ Keep your workplace tidy
- ☑ Obey all safety signs and instructions
- ☑ Drive carefully by observing speed limits & traffic signs
- ☑ Use the eating, drinking & toilet facilities provided

DO NOT

- ☑ Report for work under the influence of drink or drugs
- ☑ Indulge in horseplay
- ☑ Alter or adapt scaffolding unless authorised to do so
- ☑ Use plant or equipment for which you have not been trained
- ☑ Light fires for burning rubbish without permission
- ☑ Leave plant equipment unless it is switched off and secure

These rules are simple to follow; failure to follow them may lead to removal from site.