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**DRUGS & ALCOHOL POLICY****February, 2023**

DPSS Cabling Services are specialists in Design Solutions, Install, Test & Commission of Electrical and Communication Systems, Mechanical and Electrical and associated works.

DPSS have recognised the need for this drug and alcohol policy, which applies to all employees irrespective of status. Its objective is to ensure employees receive information on sensible drinking and drug awareness. The aim is to encourage those with drug or alcohol-related problems to seek the support of medical advice and counselling by an outside agency.

The aim of this policy is to advise staff and communicate DPSS commitment to monitoring Drugs and Alcohol within the company.

**Information**

This policy will be communicated to all staff along with subsequent revisions. Information on sensible drinking and drug awareness will be provided and repeated periodically.

This document sets out the company's Policy in respect of any employee or contractor carrying out safety critical activities or Rail Sentinel card holders whose proper performance of their duties is or may be impaired as a result of drinking alcohol or taking drugs. Acts of Parliament, Regulations, Codes of Practice, Guidelines and readily available education materials to support this including:

Transport and Works Act 1992  
Health and Safety at Work etc Act 1974  
Road Traffic Act 1988  
Misuse of Drugs Act 1971  
Management of Health Safety at Work Regulations 1999  
London Underground Ltd Standards  
Network Rail Standards  
Network Rail (Highspeed) Standards.

Provided that employees and contractors adhere to the provisions of this policy and fully co-operate with the Company's pre-employment, planned, unannounced or "for cause" alcohol and drugs screening arrangements they will normally be able to demonstrate compliance with the above statutory provisions.

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**The aim of the policy is to:****Alcohol**

- Ensure that personnel, contractors, and sub-contractors do not report for work under the influence of alcohol.
- Ensure that personnel, contractors, and sub-contractors do not consume alcohol whilst on duty or during breaks in the working day/night.
- Ensure that personnel, contractors, and sub-contractors do not consume or possess alcohol on LU, Network Rail or any client's operational premises.
- Ensure that personnel, contractors, and sub-contractors do not consume or possess alcohol whilst in charge of a DPSS vehicle.

**Drugs**

- Make personnel aware that to report for work having taken illicit drugs will result in immediate removal from site and could potentially lead to instant dismissal.
- Make personnel aware that to use, possess, consume, store, or sell illicit drugs on DPSS or DPSS client premises will result in removal from site and potentially instant dismissal.
- Make personnel aware that work performance and safety can be impaired by the taking of drugs, including those medically prescribed or available without a prescription.
- Where workers are taking medication, they are responsible for declaring this to their Line Manager as soon as they commence taking medication, this is to enable an assessment of fitness to work (even some non-prescription medications can have adverse side effects).
- DPSS will actively endeavour to identify employees whose performance is impaired by drugs and encourage/support them to seek professional help.

**Prohibited drugs.**

Include as a minimum the following drugs or drug groups: -

- Amphetamines
- Benzodiazepines
- Cannabis
- Cocaine
- MDMA (ecstasy)
- Methadone (EDDP)
- Opiates
- Ketamine
- Tramadol

It should also be noted that the abuse of other legal substances such as glue or solvents is prohibited under this Policy.

In addition, many medicines obtained with or without prescription can affect performance at work and employees must not report for duty if affected by such medicines. Examples include Tranquillisers, Sleeping Pills, and Antihistamines for Hay Fever and some cough/cold remedies.

On being prescribed medicines individuals must always seek advice from their doctor as to the effect the medicine may have on their performance. In the case of non-prescribed medicines always read the instructions carefully and seek the advice of a pharmacist.

In all cases, the employee must advise their Line Manager as soon as possible any medication they have taken and/or taking.

Employees should contact their Line Manager / HSQE Advisor in confidence if they believe they have or are developing alcohol or drugs related problems.

Employees should contact their Line Manager / HSQE Advisor in confidence if they believe a work colleague has alcohol or drugs related problems which may compromise safety.

Should an employee be found in breach of this Policy normal disciplinary procedures may result in charges of Gross Misconduct and dismissal. In the case of a "relevant person" who is found to be in breach of this Policy it should be stressed that only in exceptional circumstances will summary dismissal not be applied.

Should subcontractor personnel be found in breach of this Policy the individual will be prohibited from further work with this Company.

This Company will ensure that details of the individual and breach of this Company's Alcohol and Drugs Policy are reported immediately to Network Rail/London Underground Ltd as required by their standards and reserves the right to inform the Police of any such behaviour or of any suspicions in respect of the use or possession of illegal substances.

Any employee who has declared an alcohol or drugs dependency problem will be assisted wherever possible by this Company to address the problem. However, any such declaration will not confer immunity from disciplinary action for any breach of this Policy.

Any employee / contractor who refuses to take a drug and alcohol test, then the test will be treated as a positive result.

### **General**

- Encourage an employee with stress related problems to come forward and seek help.
- Promote the health and well being of employees and to minimise problems at work arising from drug and alcohol abuse.

**IT IS A CRIMINAL OFFENCE TO BE UNFIT THROUGH DRUGS OR ALCOHOL, DPSS HAVE A ZERO TOLERANCE APPROACH TO ANY MISUSE, WHICH WE MONITOR WITH REGULAR DRUG AND ALCOHOL TESTING AND STRICT DISCIPLINARY ACTION.**

### **Alcohol Consumption Guideline**

The Statutory Guidelines enforced by the Police for the maximum amount of alcohol in the bloodstream is 80mg/100ml of blood. Certain activities undertaken by this company are classified as "Safety Critical". The level of alcohol in the blood is reduced in this instance. The allowable levels for works of this nature are:

- No more than 29 milligrams alcohol per 100ml blood, or
- No more than 13 micrograms of alcohol in 100ml of breath, or
- No more than 39 milligrams of alcohol in 100ml of urine
- Zero tolerance on the misuse of drugs and alcohol by employees
- Illegal drugs and other drugs of abuse are completely banned. (Drugs of abuse include all illegal drugs as well as prescription medication that is used improperly).

### **Testing:-**

- Drug and alcohol testing takes place at routine (age related) medicals.
- All employees/sub-contractors engaged under a contract of work for or on behalf of Network Rail are subject to drug and alcohol testing.
- All employees are required to undergo screening for drugs and alcohol if they are classified as safety critical when engaged under a contract of work for or on behalf of LUL.
- All employees are required to co-operate fully with unannounced drugs screening arrangements.
- Any employee may be required to undergo drug and alcohol testing if he/she is:-
  - Involved in an accident or serious incident at work, or
  - Appears to be unfit through drugs or alcohol.
- New employees must complete a Medical Questionnaire which includes drug and alcohol use.
- New entrants to posts will undergo drug and alcohol testing.

### **YOU MUST NOT:-**

- Start work if you have consumed alcohol in the previous 8 hours.

- Come to work in an unfit state as a result of consuming alcohol or taking any drug (including prescription)
- Possess or supply any illegal drug or other drug or abuse in the workplace or while at work.
- Consume alcohol or take any illegal drug or other drug of abuse in the workplace or while at work.
- Discontinue an agreed course of treatment for a drugs or alcohol related problem without good reason.
- If you are not at work and are called in unexpectedly, you should not go if you have recently consumed alcohol – **YOU ARE NOT EXEMPT** from this Drugs and Alcohol Policy.

**REMEMBER:- YOU ARE RESPONSIBLE FOR THE AMOUNT OF ALCOHOL IN YOUR BODY**

**YOU MUST:-**

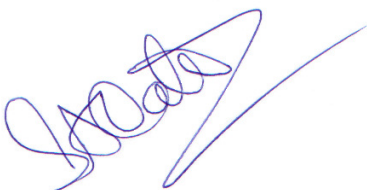
- Agree to take a drugs and alcohol test if asked.
- Tell your manager about any drug or alcohol-related problem you have or think you may be developing.
- Tell your supervisor, manager or HR manager about any prescription or over the counter medication you are taking which could affect your ability to work safely.
- You should tell your doctor, dentist or pharmacist about your work and this policy when being prescribed or buying medication.

**FAILURE TO COMPLY IS A BREACH OF THE POLICY AND WILL NORMALLY RESULT IN DISCIPLINARY ACTION BEING TAKEN AGAINST YOU**

**In addition, workers carrying out safety critical work must not:-**

- Purchase alcohol whilst on duty and subsequently store it on LU/Network Rail or any client's operational premises.
- Consume alcohol prior to coming on duty or during breaks in the working day, including meal breaks spent outside of LU/Network or any client's premises.
- Consume alcohol if they are on call and may be required to report for duty.

As a minimum, 20% of ALL Personnel will be randomly selected for testing within 12 months of the date of our last RISQS Audit. The testing will ensure that a great number of Safety Critical personnel than non-safety critical will be tested.



D.A. Oates  
**Managing Director**