
DRUGS & ALCOHOL POLICY**March 2025**

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

1. PURPOSE

To ensure compliance with the Transport and Works Act 1992 and Railway Group Standards / TFL Standards with regard to effectively controlling the misuse/abuse of drugs and alcohol by employees and contractors and ensure effective measures are in place to control the risks to the safe operation on Network Rail managed infrastructure/ TFL Infrastructure caused by the effects of drugs and alcohol.

2. SCOPE

This policy applies to all employees and contractors who undertake Safety Critical Work and/or who may work on or about Network Rail's and LUL's infrastructure. Testing companies must hold an in date RISQS certificate.

3. PRINCIPLES

3.1 This policy details control measures to prevent unacceptable risk to the workforce and others as a result of:

- the use of prohibited drugs as defined in the Misuse of Drugs Act 1971 (As amended)
- the abuse of prescribed drugs, proprietary medicines or other substances
- the use of medication prescribed by a doctor or advised by a pharmacist, which could affect work performance, or
- the consumption of alcohol

3.2 Effective control measures will include processes for reducing the likelihood of:

- people who use prohibited drugs being employed
- people commencing or continuing with both safety and non-safety critical work whilst affected by drugs or alcohol.
- contractors engaged to undertake any work which could affect the safe running of trains on Network Rail's / LUL's controlled infrastructure.

3.3 **Positive screening result** - For the purpose of this procedure, means that screening for drugs or alcohol shows:

- the presence of drugs, other than medication which does not affect work performance, or
- more than 29 milligrams of alcohol in 100 millilitres of blood, or
- more than 13 micrograms of alcohol in 100 millilitres of breath, or
- more than 39 milligrams of alcohol in 100 millilitres of urine.
- Or an employee/subcontractor refuses to be tested or to give a sample.

3.4 **Testing of drugs**

Point of Contact Testing (POCT) shall be used for the testing of drugs. All non-negative samples shall go back to the approved testing laboratory for full analysis.

Where a POCT test reveal a positive result, the person being tested shall be assessed by a line manager who if suspecting the person is under the influence of drugs and/or alcohol will be prevented from working key roles until such times as a result is known. The initial result shall be recorded on form BMS10/1/FM2 or FM3 of FM4 and a copy held on the person's file.

4. PRE-SPONSOR TESTING

When sponsoring a new person, unless they have undertaken a drug & alcohol test within the last three months, they must undergo a test prior to working on the rail infrastructure.

5. RANDOM (Unannounced) TESTING

- 5.1 Railway standards require a minimum of 20% to be randomly selected for drug & alcohol testing each year of Safety Critical staff (Normally just Rail Sentinel sponsored personnel).
- 5.2 TfL standards require the random testing of all PWT holders each year.
- 5.3 Random testing may be undertaken two ways:
 - An employee randomly selected when arriving at his/her office may be requested to attend a medical centre for an Alcohol and Drugs test or
 - A Pre-arranged Collection Officer may arrive on a worksite accompanied by a company representative where an employee and/or contractor may be randomly selected for testing. The selection may be just one or several people.

6. FOR CAUSE SCREENING

- 6.1 The mandatory requirements of the Group Standard must be implemented whenever:
 - **there are reasonable grounds to suspect that the actions or omissions of any employee(s) might have contributed to the cause of the incident.**
 - **there is reason to suspect an employee is unfit through alcohol and/or drugs while on duty. (See Appendix A)**
 - **the Collection Officer must be in attendance within two hours of summoning.**

6.2 FOR "CAUSE" PROCEDURE

The person in charge (Line Manager) must assess the need to implement the "For Cause" procedures and, if the decision is taken to do so, must assume full responsibility.

If the situation satisfies the conditions for Cause screening, conduct the individual(s) to be tested to a suitable waiting area, and arrange for continuous direct supervision by a Line Manager until the Collecting Officer has completed the assignment.

Medical attention should be permitted as necessary, including any medication prescribed by the individual's own doctor for a specific medical problem, or as prescribed at the time by qualified medical staff because of an immediate medical need arising at the incident. In either case a note of the medication must be retained. No other medication should be allowed until after the screening has taken place.

Members of staff awaiting screening may be allowed water to drink, but this must be provided under supervision. Individuals should not be allowed drinks out of personal flasks or similar containers. Access to alcoholic drinks, food or confectionery is to be prevented. A person may smoke whilst awaiting testing. The testing officer must be informed. The collecting officer will allow a twenty-minute wait before the sample is taken.

The person in charge must specifically identify:

- The person who will be responsible for supervising the screening arrangements.
- The person who will be fully briefed on the situation and the proposed screening arrangements and will be available by telephone until the Collecting Officer arrives at the site.
- The person who will meet and escort the Collecting officer to the site.
- The place where the Collecting Officer will be met.
- Facilities for conducting the screening test in a safe place. The minimum requirements are a toilet cubicle and privacy for completing the forms. Electric light is essential for night-time testing.
- The precise address of the location where screening will be undertaken. e.g.
 - ⇒ Station and Platform,
 - ⇒ Access point,
 - ⇒ Location, Road,
 - ⇒ Town,
 - ⇒ City and District.

6.3 Any employee/contractor who has been tested, may NOT undertake any Safety Critical Work or Work On or about Network Rail's/LUL infrastructure until the results of the test have been proved to be negative.

6.4 Appeals

Following a positive result, the operative will be immediately suspended from rail related site work. The Company policy is for dismissal of any operative who is found positive of usage or under the influence of drugs or alcohol whilst on duty. The operative has the right to appeal to the Company in writing and by formal meeting against the decision. The Director will make a decision on hearing the appeal. If the operative wants to make a further appeal then the employer shall write to the Network Rail Health & Wellbeing within 30 days of the positive result.

7. MEDICINES

7.1 Certain medications may have an effect on an individual's ability to work. Some medicines can cause drowsiness or otherwise adversely affect a person's performance with the potential to harm themselves and/or others. This is especially important where their post is Safety Critical.

7.2 RESPONSIBILITIES

All employees and contractors must advise their manager/supervisor that they are taking medication and the nature of that medication. Employees MUST NOT be allowed to start work until their manager/supervisor has been advised of any medication they are taking and the likely effects are known.

Whether the medication is prescribed or purchased “over the counter” an employee should advise the doctor and/or pharmacist of their work so that the employee may be made aware of any side effects.

Managers/supervisors must undertake this procedure once advised by an employee who is on medication.

7.3 **PROCEDURE**

The manager/supervisor, on receipt of advice from the employee that they are taking medication, must check the list of medicines for any possible side effects. If unsure obtain advice as follows:

- Safety Critical Work ~ Where an employee carries out such activities, that employee should be found alternative Non-Safety Critical Work where they can be monitored.
- Non-Safety Critical Work ~ the employee should be monitored against performance.

Should work of a Non-Safety Critical nature be unavailable then advice should be sought from the On Call Manager.

Once advice is received, the manager/supervisor must complete form BMS/10/1/FM1 (and obtain the signature of the employee AFTER they have checked that the details on the form are correct.

The manager/supervisor must retain this form, securely for a minimum of two years.

All testing records must be held for a minimum of six years

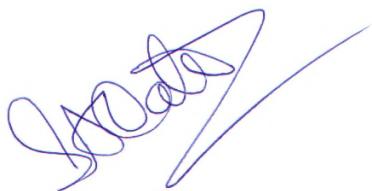
8. **MEASUREMENT**

Monthly reports are required to be collated for review by the Safety Review Group. These are to include:

- Number of new employment testing undertaken
- Number of “For Cause” testing
- Number of random testing

Appendix A – For “Cause” Testing

- DERAILMENTS AND COLLISIONS
- Trains striking LEVEL CROSSING gates or vehicles, or other serious irregularities in the working of level crossings.
- POINTS RUN THROUGH when the Manager or Supervisor is concerned as to the ability of the individual responsible to continue to work safely.
- SERIOUS SIGNALING IRREGULARITIES warranting the Signalman being relieved from duty.
- Serious irregularities in connection with ENGINEERING WORKS, e.g. trains irregularly entering/leaving Engineering Possession or Work Site, or trains running over detonator protection.
- "NEAR MISS" INCIDENTS when the individual responsible showed willful negligence or disregard for his own or others' safety.
- Any incident in which plant or equipment comes into CONTACT WITH AN OVERHEAD ELECTRIC LINE in which the voltage exceeds 200 volts or causes an electrical discharge from such an electric line by coming into close proximity to it.
- PERSONAL ACCIDENTS resulting in the death of, or major injury to, any employee, contractor or member of public (excluding trespassers).
- At the request of a Network Rail / LUL representative
- On the instruction of a British Transport Police Officer



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