



Understanding Our Substance Misuse Policy



Deeside's approach to Behavioural Safety



UNDERSTANDING OUR SUBSTANCE MISUSE POLICY

The inappropriate use of substances like alcohol and drugs, including those legally prescribed, can have a damaging affect not only on the individual concerned but also on those they make contact with at work as well as at home.

Deeside Power Station has no desire to interfere with any individual's personal life or to reduce any social activities carried out in a reasonable manner. You should, however, understand that the psychological and physical effects of alcohol and other substances, which affect behaviour, could inadvertently be brought to the workplace.

To date there is no evidence to give us unnecessary cause for concern. As a responsible employer however, we have a moral and legal duty to provide as safe an environment as reasonably practicable for all our employees and to ensure the safety of our contractors and visitors.

For these reasons Deeside Power Station is introducing measures that will actively encourage employees and contractors to manage their lives in such a way that safety at work is not jeopardise.

Mike Maudsley
Station Manager

This booklet forms part of a committed programme of awareness that will be provided to all employees and contractors and will include:

- A formal policy – which clearly states the rules and procedures regarding substance misuse.
- Site Induction DVD.
- Information which allows individuals to make responsible decisions regarding the use of alcohol and other substances.
- Advice and guidance to employees who require assistance in dealing with an alcohol and/or drug problem.
- Where to obtain further information.

The need for a policy

Deeside Power Station wishes to promote the safety of employees, contractors and visitors.

The risks to health and safety of alcohol and drug misuse cannot be ignored.

- Alcohol is estimated to cause 3 – 5% of all absences from work: between 8 - 14 million lost working days in UK each year
- 25% of those seeking help for drug problems are in employment.
- Where companies currently conduct workplace drug testing, either for cause or random based, 11% are testing positive for substance misuse.

The policy

- Applies to employees and contractors working at Deeside Power Station.
- Provides firm guidelines, which are in line with current industry best practice.
- Provides confidential advice and a provision for counselling for employees who may require help with a drug or alcohol problem.

The rules

- The use or misuse of alcohol and drugs (classified under The Misuse of Drugs Act 1971) is prohibited.
- Deeside Power Station will be an alcohol and drugs free-zone – this includes all premises and vehicles.
- Whilst engaged on Deeside Power Station business, we must all be in a fit condition, free from traces of illegal drugs and within the site policy alcohol limit.

Enforcement of the policy

Deeside Power Station must exercise due diligence and a key part of the policy is the enforcement of the limits set.

An external professional agency will be responsible for both “random” and “for cause” alcohol breath testing and urine drug testing using approved devices and methods.

These representatives are fully trained and certified to carry out such tests using approved testing products and procedures, which provide accurate and irrefutable evidence.

Alcohol

- No-one must exceed the limit defined by the Road Traffic Act 1988 sec. 6(1) as being 80mg of alcohol per 100 ml of blood.
- Evidence shows that when people have even a small amount in their blood, their ability, performance and judgement are impaired. This creates unacceptable risks to Deeside Power Station.

Drugs

- Any use of illegal drugs covered in the Misuse of Drugs Act 1971
- Anyone taking any legal medication which may cause drowsiness, impair reflexes or reaction times, must always follow the prescribed dose carefully and inform the Occupational Health Advisor or a member of the HR Department (this will be confidential) to ensure safety is not compromised.
- The misuse of glue and solvents is prohibited.

Testing

Deeside Power Station will conduct testing in the following situations:

- Pre-employment – All prospective employees will be required to provide a response to questions related to the misuse of substances as part of the Pre-Employment Health Questionnaire. Prospective employees will also be required to undertake a drug (but not alcohol) screen test prior to confirmation of employment, which will test for illegal drugs only.
- Random – All employees and contractors will be subject to random testing for drugs and alcohol. The independent testing company will be provided with a list of unique security pass numbers from the site access system on the day of the test from which they will automatically generate a random selection of staff and contractors to sample on a purely ad hoc basis.
- For cause/Post incident – Testing will be carried out when an accident/incident occurs and where there are reasonable grounds to suspect that the actions or omissions of an employee or contractor that led to the accident was a result of substance misuse. For cause testing can also arise when there is reasonable suspicion that an employee or contractor has been misusing alcohol or drugs or is thought to be under the influence of alcohol or drugs at work.
- Follow up – Employees who voluntarily come forward for confidential assistance for a drugs or alcohol problem will be subject to further testing for up to 12 months. This will be administered unannounced by an external collection agency. This screening will run alongside a course of rehabilitation/counselling.

Alcohol & Drug testing procedure

Employee or contractor is notified that they are required to undergo an alcohol and drug test and are taken to a suitable location (generally this will be the medical room) – a witness may be present if requested.

Alcohol

- A breath test is administered.

Employees and Contractors

- If negative (i.e. zero reading), the employee or contractor is allowed to return to work
- If positive (i.e. alcohol present), a second test is administered after 20 minutes to establish whether levels are rising or falling.

- If this result is 0.79 or less the Senior Manager (Station, Production, Engineering Manager) or Duty Shift Manager, will carry out a risk assessment and assess whether further action is required.

Employees

- If this result is 0.8 (80mg/100ml of blood) or above, the individual will be suspended from work and the matter referred to the Senior Manager (Station, Production, or Engineering Manager) or Duty Shift Manager who will commence an investigation under the Company's disciplinary procedure.

Contractors

- If this result is 0.8 (80mg/100ml of blood) or above, the individual will be suspended from work and the matter referred to the Senior Manager (Station, Production, Engineering Manager) or Duty Shift Manager who will refer the matter to the contractor's company and arrangements made for the individual to be escorted from site.

Drugs

A urine test is administered using an approved "Chain of Custody" procedure.

(Chain of Custody is a system of controls and procedures that document the progress of a specimen from the point of collection through the laboratory to its disposal after the results have been accepted.)

The sample is tested to ensure that it has not been tampered with and then tested on site for ten of the most common drugs abused.

- If negative the sample will be destroyed and the employee or contractor allowed to return to work.

Employees

- If positive the sample is sent to an analytical laboratory for confirmation. During this time the individual will be suspended pending the results from the laboratory. These results are definitive. If the results are confirmed as positive for drugs which are not consistent with those declared by the individual, Deeside Power Station will commence an investigation under the Company's disciplinary procedure.

Contractors

- If positive the sample is sent to an analytical laboratory for confirmation. During this time the individual will be suspended pending the results from the laboratory. These results are definitive. If the results are confirmed as positive for drugs which are not consistent with those declared by the individual, the Senior Manager (Station, Production, or Engineering Manager) or Duty Shift Manager will refer the matter to the contractor's company for further investigation under their own procedures.

If test refused

Deeside Power Station's policy is explained to the individual.

Employees

If an employee refuses to comply with the testing procedure then the individual is suspended and Deeside Power Station will commence an investigation under the Company's disciplinary procedure.

Contractors

If a contractor refuses to comply with the testing procedure, the individual will be immediately suspended and escorted from site. The Senior Manager or Duty Shift Manager will refer the matter to the contractor's company.

You may face dismissal or in the case of contract staff be banned from working on site if you:

- Consume drugs or alcohol which on Deeside Power Station's premises.
- Are in possession of illegal drugs.
- Screen positive for illegal drugs following laboratory analysis.
- Refuse to give a breath or urine sample for testing.
- Decline to take or miss an approved course of treatment related to a drug and/or alcohol problem if advised to do so by Deeside Power Station.

Breaches of the policy

The management of Deeside Power Station will, where appropriate to do so, adopt a constructive and supportive approach when dealing with individuals who may be experiencing drug or alcohol dependency/addiction. Where evidence warrants, however, the company will inform the responsible authority of illegal drug use or activity or behaviour over which there are concerns as to its legality.

For answers to your questions

Q. Where can I read a copy of the Deeside Power Station Substance Misuse policy?

A. A complete copy of the policy is available from Deeside Power Station's document management system (Livelihood) or the Deeside Power Station Web Site (<http://www.deesidepower.com/>)

Q. I know I have a problem, but do not want to lose my job. What should I do?

A. It is in everybody's interest, especially yours, to come forward to get help. There are many independent agencies that can help (see reverse)

Deeside Power Station also offers all employees an independent confidential freephone Healthcare Information Line (AXA PPP) which provides 24 hour assistance on medical issues as well as assistance in a number of other areas.

Q. I do drink alcohol, so how many can I have?

A. It depends on the individual, gender, size, weight, frequency etc. The guidelines are that one unit of alcohol takes one hour to clear from your system.

Q. What is one unit of alcohol?

A. Half pint of ordinary strength beer, lager or cider or a single pub measure of spirits or a single glass of wine, e.g. 3 pints of beer or 6 glasses of wine takes 6 hours to clear your system.

Q. Is testing an infringement of my civil rights?

A. In the pursuit of a safe workplace drug and alcohol misuse is a legally recognised hazard. As such it is legally incumbent on Deeside Power Station to reduce the risk by having a properly framed Substance Misuse Policy, which will include testing by the best methods currently available.

This may cause inconvenience to the person being tested, but as testing is carried out for legitimate reasons, bearing in mind the nature of Deeside Power Station's business, and with respect for the rights of the individual employees, it will not breach your rights under the Human Rights Act 1998.

**Where
to get
help
outside work**

National Drugs Helpline **0800 77 66 00**

Offers free and confidential advice about any drug issue whether it's any information you are after, counselling or just a chat.

ADFAM National **020 7928 8900**

The national helpline for the friends and families of drug users.
Lines are open Monday, Wednesday, Thursday and Friday 10am – 5pm.

Release **020 7729 9904**

A 24 hour confidential helpline providing advice on drug use and legal issues surrounding the subject.

Alcohol Concern **020 7928 7377**

Offers general information about alcohol.

Drinkline **0800 917 8282**

Confidential information and advice. One-to-one advice at local centres available.

Al-Anon Family Groups **020 7403 0888**

Provides self-help sessions for people whose lives are affected by someone else's drinking.

Alcoholics Anonymous **0845 769 7555**

Anonymous self-help groups for people needing support with alcohol problems.

Occupational Health

Can help you identify support resources in your area and provide advice on any health concerns you may have.





THIS PAGE IS INTENTIONALLY BLANK