

BOLSOVER DISTRICT COUNCIL

Drugs and Alcohol Policy

Draft August 2011



This Policy addresses the following Corporate Aims:



STRATEGIC ORGANISATIONAL
DEVELOPMENT



ACCESS FOR ALL

If you need help understanding this document or require a larger print or translation, please contact us on the telephone number at the bottom of the page.

Jeśli potrzebują Państwo pomocy w zrozumieniu tego dokumentu lub jeśli chcieliby Państwo otrzymać jego tłumaczenie czy też wersję dużym drukiem, proszę się z nami skontaktować pod numerem telefonu podanym na dole strony.

Nel caso in cui si abbia bisogno di aiuto per comprendere il presente documento o si necessiti di un documento stampato in un formato più grande o di una traduzione, contattateci al numero di telefono riportato in fondo alla pagina.

倘若您需要幫助瞭解本檔的內容，或需要提供大字體格式或翻譯件，請按照頁面底端的電話號碼聯絡我們。

اگر آپ کو یہ دستاویز سمجھنے میں مدد کی ضرورت ہو یا یہ بڑے حروف یا ترجمہ کی شکل میں درکار ہو تو برائے مہربانی اس صفحے کے آخر میں دیے گئے نمبر پر ہم سے رابطہ کریں۔



01246 Department:

Minicom: 01246 242450 Fax: 01246 242423

Website: www.bolsover.gov.uk

Revised February 2011

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Drugs and Alcohol Policy
Document type – i.e. draft or final version	Draft
Location of Policy	Human Resources
Author of Policy	Health and Safety Officer
Member route for Approval & Cabinet Member concerned	Safety Committee Leader
Date Risk Assessment completed	July 2010
Date Equality Impact Assessment approved	June 2011
Partnership Involvement (if applicable)	Nil
Date added to the Forward Plan	N/A
Policy Approved by	Safety Committee
Date Approved	
Policy Review Date	January 2014
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

CONTENTS

Section	Title	Page
1	Introduction and Scope	
2	Legal Requirements	
	2.1 Legislation	
	2.2 Corporate Aims	
3	Policy Statement	
4	Responsibilities	
	4.1 Chief Executive Officer	
	4.2 Senior Management Team	
	4.3 Heads of Service	
	4.4 Managers and Team Leaders	
	4.5 Head of Human Resources and Payroll	
	4.6 Health and Safety Officer	
5	Safe System of Work	
	5.1 Information and Training	
6	Identification of those With Drug and Alcohol Problems	
	6.1 Identification by the Individual Concerned	
	6.2 Identification by a Colleague	
	6.3 Identification by a Manager	
	6.4 Immediate Danger or Risk	
7	Support for employees and Occupational Health Intervention	
	7.1 Guidelines for Managers Supporting Employees	
	7.2 Referral to Occupational Health Service	
	7.3 Programme of Treatment	
	7.4 Confidentiality	
8	Capability and Disciplinary Procedures and References	
Appendix A	Symptoms	

1. INTRODUCTION AND SCOPE

Bolsover District Council seeks to conduct its activities in a way which will achieve the highest possible standard of health and safety for its employees, (including volunteers and elected members), visitors, contractors, agency workers and members of the public.

This policy aims to contribute to a safe, healthy and productive work environment by:

- preventing drugs and alcohol problems through awareness raising;
- identifying problems at the earliest stage;
- offering support to those who have a problem.

This applies equally to all employees, volunteers, agency workers, elected members, trainees, apprentices, including all levels of management.

All employees are encouraged to notify the Council if they take prescription drugs and over the counter preparations which could affect performance and create a safety risk.

Neither 'in service testing' nor 'random testing' are part of this policy.

2. LEGAL REQUIREMENTS and CORPORATE AIMS

2.1 Legislation

The Health and Safety at Work etc. Act 1974
The Management of Health and safety at work Regulations 1999

2.2 Corporate Aims

Strategic Organisational Development – continually improving our organisation by providing a safe, healthy and productive work environment: preventing drugs and alcohol problems at work through awareness raising, identifying problems at the earliest stage and offering support to those who have a problem.

3 POLICY STATEMENT

The Council will provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their own health, performance, conduct and relationships at work.

The policy will promote the health and well-being of employees, seek to minimise problems at work arising from the effects of alcohol or drugs and will

provide information on the action that will arise from drug and alcohol use in the context of their employment with the Council.

The Council's policy is to deal reasonably and sympathetically with employees who have drug and alcohol related issues and problems.

4. RESPONSIBILITIES

All employees have a responsibility to take care of their own and others health and safety whilst at work, and to be mindful of the effect of drugs (whether prescription drugs or not) and alcohol on their ability to carry out their work safely.

This of course is particularly important for operators of machinery and for vehicle drivers.

4.1 The Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that the policy is communicated and implemented across the Council.

4.2 Directors

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility. They will, ensure that employees etc. in their area are aware of, accept and carry out their responsibilities under this policy.

4.3 Heads of Service

Heads of Service are accountable to their Director for ensuring that the Drugs and Alcohol Policy is complied with in their Service Area. Additionally they will ensure:

- Implementation of and familiarity with the policy.
- Promoting and maintaining safe systems of work.
- Ensuring staff understand the policy and their responsibilities under it.
- Employees are encouraged to seek appropriate advice, assistance and treatment.

4.4 Managers and Team Leaders

Managers and Team Leaders are responsible to their Head of Service for ensuring effective drug and alcohol control measures are in place. Additionally they will:

- Be alert to possible abuse problems, monitoring changes in work performance, attendance, sickness and accident patterns and intervene early where there are signs of problems.

- Take a non-judgemental approach when dealing with employees.
- Refer employees for assistance when appropriate and support employees who are receiving treatment, counselling etc.

4.5 Head of Human Resources and Payroll

The Head of Human Resources and Payroll will provide appropriate support to managers and employees:

- Assist managers in implementing the policy
- Monitor, review and revise the policy
- Advise on the application and appropriateness of the disciplinary and capability procedures
- Consult with trade unions on policy.

4.6 The Health and Safety Officer

The Health and Safety Officer will assist managers and employees in carrying out their roles under the Policy by:-

- Providing additional information and professional support.
- Providing advice on instruction, information and training.
- Monitoring the implementation of the policy within Service Areas.
- Reviewing the policy every two years.

5. SAFE SYSTEM OF WORK

The effects of alcohol or drugs at work can create serious health and safety risks, particularly when driving or working with machinery. Therefore, the following rules must be adhered to by all those covered under the policy:

- Do not attend work under the influence of alcohol or drugs
- Check with you doctor or pharmacist about the side-effects of prescribed medications
- Never drive or operate machinery if you are affected by **any** alcohol or drugs
- Offer support to colleagues who you suspect of suffering from alcohol or drug abuse: do not “protect” them by keeping silent.
- Ask for assistance if you feel that matters are beyond your own control.

The use of alcohol is not appropriate in the workplace and some drug use/abuse may be a criminal offence as well as a serious risk to health and safety.

5.1 Information and training

The Council will provide sufficient information, instruction and training, to ensure that all employees can:

- understand the Council's policy and the risks associated with the effects of alcohol or drugs at work
- understand the Council's procedures that will be adopted where there is found to be a deterioration in work performance from these effects
- understand the legal consequences of their actions.

6 IDENTIFYING THOSE WITH DRUG AND ALCOHOL PROBLEMS

6.1 Identifying the problem.

Identifying alcohol, drug or other substance misuse is often extremely difficult, and in some cases there are no obvious signs and symptoms until the problem becomes severe.

No single characteristic exists to identify those suffering from problems of this nature. A combination of factors over a period of time may indicate the presence of alcohol, drug or other substance related problem. See Appendix 1 – 'Signs of Substance Misuse' for more information.

Early recognition and treatment, however, enhances the prospect of rehabilitation as well as reducing the personal suffering of those concerned and their families.

6.2 Identification by the Individual Concerned

Individuals who have an alcohol or drug related problem, or who suspect that they may have, may choose to seek help on a completely voluntary basis. They may wish to approach their manager, Human Resources, or a specialist agency. Whichever source of help is chosen, the matter will be dealt with in a confidential and sympathetic manner.

When an individual is prescribed drugs which have possible adverse side effects and they are involved in work of a hazardous nature, they must notify their line manager immediately so that any adaptations required can be made.

Non-prescription medication may also have adverse side effects, such as drowsiness. Individuals should ensure, when taking such medication, that they are aware of any side effects and that they discuss the matter with their line manager so that any adaptations required can be made.

6.3 Identification by a Colleague

It may be that a colleague identifies a change in an individual's pattern of behaviour or performance. In this case it is their responsibility to draw the matter to the attention of the individual's manager. Colleagues should not, even for the best of motives, 'cover up' for a fellow member of staff whose work or behaviour is suffering as a result of an alcohol or drug related problem.

6.4 Identification by the Manager

Managers have an important role to play in identifying problems at work. Deterioration in work performance and/or changes in patterns of behaviour may be noticed by a manager with or without any other obvious signs of alcohol or drug misuse. That individual may be asked to discuss the matter with their line manager in confidence. In these circumstances Human Resources will provide advice and assistance for managers if required.

6.5 Immediate danger or risk

If an employee at work for the Council is observed to be in an unfit condition and not capable of performing work in a safe and/or productive manner, which may be related to an alcohol or drug problem, the manager will intervene immediately and directly to remove the employee from the situation.

This may include:

- removal of the employee from operational duties:
- management meeting with the employee to discuss concerns:
- employee referral to Occupational Health for an assessment and/or screening, in consultation with Human Resources.

7 SUPPORT FOR EMPLOYEES AND OCCUPATIONAL HEALTH INTERVENTION

7.1 Guidelines for Managers Supporting Council Employees

The Council will provide:

- The opportunity for referral through the Occupational Health Provider to appropriate treatment agencies in conjunction with the individual's own GP and with the individual's consent.
- Appropriate time off work to attend such treatment as recommended. Payment will be in accordance with the council's Leave Guidelines
- Opportunity for discussion with the employee, where work performance is affected.
- Recognition of any periods of treatment as periods of sickness absence, as with any other form of ill health.
- Appropriate temporary modification to duties in consultation with Occupational Health.
- Other appropriate support that may be recommended by Occupational Health.
- Maintain a level of confidentiality determined between Occupational Health and the individual, except where there may be a risk of self-harm or harm to others.

The aim will be to provide support with a view to achieving a full recovery, and a return to work to undertake the normal range of duties.

However the Council reserves the right to implement its disciplinary capability and or disciplinary procedure or Managing Sickness Absence Procedures where appropriate under those procedures or where the Employee Code of Conduct has been breached.

7.2 Referral to Occupational Health Service

Where a manager has become aware of deterioration in an individual's work or behaviour they should discuss this with the individual and consider referral to Occupational Health.

When the individual is seen by Occupational Health, an assessment will be made as to the extent of the problem and the need for any immediate work adjustments or restrictions. These will be advised to the line management – via Human Resources confirmation of the presence or absence of a drug or alcohol problem will be made with the individual's written consent.

Treatment support will be offered by Occupational Health, in liaison with the individual's GP.

7.3 Programmes of Treatment

Where an individual is attending a treatment or rehabilitation programme for a drug and alcohol problem, Occupational Health will advise as appropriate the need for any work adjustments to enable an individual to remain at work. This may involve specific restrictions if in high risk or safety critical roles, including driving.

Where an individual refuses help or denies the existence of a problem with alcohol, drugs or other substances which affects their conduct at work or, work performance, the council's Disciplinary Procedures will be implemented. Where this reflects their attendance at work, the Managing Sickness Absence Procedure will be implemented.

7.4 Confidentiality

Medical confidentiality will be maintained for employees seeking help, advice and treatment to effect a recovery. Occupational Health will give advice on work capability and the need for work restrictions. Confidential information will not be disclosed without the written consent of the employee.

8 DISCIPLINARY and CAPABILITY PROCEDURES

Application of the Council's Capability Procedure may be a constructive way of emphasising the gravity of the problem, where it affects work performance or workplace safety, whilst giving the individual opportunities for improvement within timescales acceptable to management.

Appendix A

Symptoms

Increased absenteeism, injuries, industrial damage and theft of property are all claimed to be symptomatic of endemic drug use.

Warning signs of drug use

- Unusual aggression or irritability
- Loss of appetite
- Loss of interest in sport, ambition, friends or hobbies
- Sudden emotional changes
- Absenteeism, lateness, missing from workplace
- Drowsiness or sleepiness
- Tendency to sniff as if with hay fever or cold
- Dilation of pupils or erratic movements when following objects
- Problems with balance
- Furtive behaviour and telling lies
- Thefts from workplace and employees
- Unusual smells around the workplace or employee
- Unexplained damage to property and belongings
- Unusual stains or marks on the body (including mouth or nose), on work clothes, or around the work area
- Leftovers from drug use, particularly in areas that afford some privacy e.g. toilets