

Moorhead EXCAVATIONS LTD

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MOORHEAD EXCAVATIONS LIMITED: **DRUGS AND ALCOHOL AT WORK POLICY**

STATEMENT OF INTENT

Moorhead Excavations Limited will implement a realistic and workable Drugs and Alcohol at Work Policy. This is necessary because any person who abuses drugs or alcohol can eventually develop physical/ mental health problems. However, as a responsible employer, we are aware that we can catch hold of the problem at a stage before serious damage has been done. Our desire is also to avoid the unwanted effects that drug or alcohol abuse can have in the following areas related to work activity:

- absenteeism
- accidents and injuries
- erratic job performance
- lack of personal discipline
- loss of concentration
- loss of short-term memory
- mistakes and misjudgements
- poor personal appearance
- poor employee relations
- recurrent minor illnesses.

APPLICATION OF THIS POLICY

This policy will apply equally to all employees within the Company.

RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

Via the **Managing Director** and the Company management chain of command for health, safety and welfare.

RULES

1. Drug/ substances abuse is not allowed by any employee of **Moorhead Excavations Limited**.
2. Consumption of alcohol during working hours or consumption prior to attending work to the extent that it affects work performance will be regarded as a disciplinary offence.



3. Illegal drugs are not allowed on any site where **Moorhead Excavations Limited** are at work and, if found, this matter will be reported to the Police. Disciplinary action will follow.
4. If an employee is taking proprietary medication which might cause drowsiness which can lead to mistakes and accidents, then this should be reported to a superior.
5. If an employee is taking prescribed medicines, s/he must do so in accordance with the GP's instruction. Any known side effects or adverse reactions, which may cause a safety hazard, should be reported to a superior.
6. If an employee is acting in a strange and unusual manner and there is reasonable cause to believe that drug or alcohol abuse might be the cause, then this person will be interviewed by a senior manager of the Company.
7. Employees should be aware that some controlling contractors who have access to a Medical Centre may request a person suspected of taking illicit drugs to provide a blood and/ or urine sample.

CONFIDENTIALITY

The Company will ensure that any drug/ substances related problems are dealt with in complete confidence. Any employee that believes s/he has developed a drugs or alcohol problem may speak to the Managing Director in confidence.

PROVISION OF SUPPORT

Any employee with drug or alcohol related problems will be offered employer support, access to counselling and the opportunity to consult with their GP in the first instance.

PROVISION OF INFORMATION

The Company will provide staff with information regarding the ill health effects of drug or alcohol abuse.

Signed: 

Date: 17.01.13

Ken Moorhead – Managing Director
For and on behalf of Moorhead Excavations Limited

Review Date	Revision Description	Authorised	Revision
17.01.2014	Review & sign off	KM	-