

## DRUGS AND ALCOHOL POLICY

Prima Services Group Ltd (PSGL) is committed to the provision of information, instruction, training and supervision, as may be necessary to enable all employees to carry out their duties competently without risk to the health and safety of themselves or others.

New entrants and existing employees, including those transferred between posts, will be given appropriate information and instruction regarding alcohol and drug abuse.

All incidents of alcohol and drug use and abuse will be regularly reviewed to identify trends and appropriate remedial action will be taken which may include an increase in unannounced testing.

Managers and supervisors should support the policy by reporting all incidents and suspected alcohol and drug use and abuse.

Employees, irrespective of grade, title or position will follow the PSGL policy and safety procedures.

Any employee who voluntarily declares an alcohol or drug related problem will be offered support and counselling for a period that is dependant on the commitment of the employee.

### Employee Responsibilities

#### Employees must not:

- report for duty, or attempt to report for duty having recently consumed alcohol.
- report for duty, or attempt to report for duty in an unfit state due to the ingestion, inhalation or consumption of alcohol, drugs of abuse or prescription or 'over the counter' medication.
- be in possession of or supply any drug of abuse in the workplace or whilst on duty.
- at any time including off duty, wear PPE that bears the PSGL logo in premises whose business is predominantly the sale of alcohol that may be consumed on the premises.
- Discontinue an agreed course of treatment for a drug or alcohol related problem without good reason.

#### Employees must:

- submit to testing for drugs and/or alcohol if requested to do so.
- declare any drug or alcohol related problem, which they have or suspect they may be developing.
- tell their manager if they are taking any medication (whether prescription or 'over the counter') which may affect their ability to work safely.

Prima reserves the right to require all it's potential employees who will be carrying out work on Network Rail infrastructure and premises to undergo a pre-employment drugs and alcohol test. Refusal to undergo a test or failure of a test will result in the employment process being terminated.

Prima will carry out a sufficient percentage of random drugs and alcohol testing on employees requiring Personal Track Safety certification each year, based upon the risk that drugs and alcohol use imparts on the business. Additionally 'for cause' testing will be carried out on Prima employees following an accident or serious incident or if they are suspected of being under the influence of drugs or alcohol.

Failure of a test, refusal to take a test or failure to remain on site until the testing agent arrives will lead to a positive result being recorded and will be dealt with accordingly. All Sentinel cards will be cancelled forthwith and shall be surrendered to PSGL as soon as possible. The results of all drugs and alcohol tests will be advised to the NCCA and will be recorded on the Sentinel database.



Signed:

Don Clarke  
Managing Director

Date:

01 December 2008