

DRUGS & ALCOHOL POLICY

INTRODUCTION

Jones Bros Ruthin Co Ltd¹ continually sets policy, procedures and guidelines to provide a safe environment for all employees, agency workers and where appropriate others such as, sub-contractors and consultants working on sites under our control. We are committed to providing a duty of care which demands that everybody accepts responsibility for their own and others wellbeing.

Drug & Alcohol misuse can seriously harm an individual physically and mentally and through the individual's actions, other people and the environment. The health and safety of all employees and anyone working on our construction and office sites takes highest priority and is the primary consideration shaping this policy on drugs and alcohol.

This policy covers all company employees and anyone working on our sites. The policy is written in accordance with section 2 of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, the Misuse of Drugs Act 1971, the Road Traffic Act 1988 and the Transport and Works Act 1992.

OBJECTIVES

To communicate to Jones Bros Ruthin Co Ltd employees (Current & Potential), agency workers and where appropriate others such as, sub-contractors and consultants that they are not to report for work in an unfit state as a result of the use of alcohol or drugs, including illegal drugs, prescribed medication or legal highs; they must not consume or be in possession of alcohol, illegal drugs or any other drug that may affect their ability to undertake their duties in the workplace, this includes Jones Bros Ruthin Co Ltd sites and locations where we are working on behalf of client/customers.

Jones Bros Ruthin Co Ltd undertake civil engineering works on construction, landfill and quarry sites and employs staff to conduct all aspects of construction, concrete, quarrying and stabilisation including support staff. The nature of the work includes the operation of heavy plant and machinery in a changing environment. The risk to the health and safety of all employees and other personnel on site is assessed and this policy has been developed to reflect the different roles held within the business.

The company aims to identify at an early stage any employee with addiction problems so that where possible, assistance can be offered such as counselling or leave of absence from work if required for treatment. This may not be appropriate in all cases and managers must assess each case individually.

The company aims to actively encourage employees affected by drugs & alcohol misuse to come forward, prior to a potential accident or failed test. If an individual conceals a misuse problem that should have previously been notified, the company reserves the right to treat the condition under the disciplinary process.

The company commits to raising the awareness of its employees to drugs and alcohol misuse, particularly when working in the dynamic construction environment, and to raise the awareness of all employees on the subject.

¹ Jones Bros Ruthin Co Ltd is the Holding Company with Jones Bros Ruthin (Civil Engineering) Co Ltd & Cambrian Services Limited as subsidiaries

DRUGS & ALCOHOL SCREENING

To protect Jones Bros Ruthin Co Ltd employees, agency workers and where appropriate others such as, sub-contractors and consultants a system of Drugs & Alcohol screening will be carried out for Pre-Employment, Random, 'For Cause' and High Risk Projects & Activities.

- **Pre-Employment Screening.** Due to the additional risks associated with working on construction, quarry and landfill sites including operating plant and machinery the company has assessed that pre-employment screening is necessary for certain roles within the company. During the recruiting process all potential new site employees will undergo drugs & alcohol screening. This will be conducted as follows:
 - All Apprentice Engineers level 3 & above, Engineers, Site Agents, Project Managers, Foremen and Works Managers that will be employed on civil engineering operational sites will undergo drugs & alcohol screening as part of the company on boarding process on the first day of employment as part of a conditional offer of employment.
 - All Plant, Site operatives & All Apprentice positions up to and including level 4 that will be employed on civil engineering operational sites will undergo drugs & alcohol screening directly after interview as part of a conditional offer of employment.
- **Random Screening.** Unannounced and random drugs and alcohol screening will take place across the business which includes a random selection of **all personnel present at the time of the test** (employees, agency workers, sub-contractors, consultants, clients and visitors).
- **'For Cause' Screening.** Jones Bros Ruthin Co Ltd has identified a number of situations that, will always be considered as reasonable grounds to conduct 'for cause' screening and these might include:
 - Where an individual's behaviour gives reasonable cause to suspect that they are unfit to continue working as a consequence of the misuse of drugs and/or alcohol.
 - Where it is essential to determine whether drugs and/or alcohol was a contributory factor in an accident or incident (post-incident).
- **High Risk Projects & Activities Screening.** Jones Bros Ruthin Co Ltd conducts many types of civil engineering projects. Some projects may be listed as high risk activities that require all employees working on the sites to have been screened for drugs & alcohol prior to work commencing at site. This could include (rail work sites, nuclear industry sites).

POSITIVE RESULTS

A failed drug screen is where traces of an illegal drug are detected or where traces of a prescription drug are detected that has not been prescribed or declared during the induction process to the individual.

For employees working on rail or utilities projects, a failed alcohol test is where the alcohol level exceeds 13 micrograms of alcohol in 100ml of breath or 39 milligrams of alcohol in 100 millilitres of urine. For all other employees a failed alcohol test is where the alcohol level exceeds 35 micrograms of alcohol in 100ml of breath or 107 milligrams of alcohol per 100 millilitres of urine.

Refusal to take a test or failure to be available for testing will be treated as a positive result.

Any person wishing to request their sample is retested is entitled to do so at their own expense.

Potential New Operational Employees

If any potential new employee provides a positive drugs and/or alcohol result, the conditional offer of employment will be immediately withdrawn.

All potential new employees providing a positive drug or alcohol result will be immediately refused employment. Potential new employees may re-apply after a minimum term of 6 months and apply for positions within Jones Bros Ruthin Co Ltd providing they provide a Negative or clear drug & alcohol screen result.

Current Employees

If an employee provides a positive drugs and/or alcohol result they will be suspended pending conclusion of the investigation and may be subject to action under the company disciplinary procedures.

Agency Workers, Sub-Contractors and Consultants

If any agency workers, sub-contractors or consultant provides a positive drugs and/or alcohol result, they will be asked to leave the site immediately and the information will be passed on to their employer.

RESPONSIBILITIES

HR Department. Jones Bros Ruthin Co Ltd HR department will administer this policy and manage all screening requirements excluding pre-employment checks for plant and site operatives and apprentice positions up to level 4.

The HR team and selected members of the head office team will be trained to carry out screening of all new employees for drugs & alcohol. If further tests are required they will be carried out by the Jones Bros Ruthin Co Ltd Occupational Health Provider. The Jones Bros HR department will carry out all liaisons between the Occupational Health Provider for all screening activities.

Workforce & Training Manager. The Jones Bros Ruthin Co Ltd Workforce & Training Manager will conduct Pre-Employment screening for all potential new Plant and Site operatives & All operative Apprentice positions up to and including level 4 during the recruitment process. The Workforce & Training Manager will be trained to carry out screening of all new employees for drugs & alcohol. If further tests are required they will be carried out by the Jones Bros Ruthin Co Ltd Occupational Health Provider.

Occupational Health Provider. Jones Bros Ruthin Co Ltd has contracted the services of a specialist Occupational Health Provider, to undertake drugs & alcohol random, 'for cause' and high risk projects & activities screening including advanced tests for new employees that fail the pre-employment screening carried out by the HR team and the Workforce & Training Manager. The testing is intended to:

- Detect the use of drugs and/or alcohol by any person(s), employees and contractors alike, involved in a safety related incident where there is a possibility that the actions or omissions of the person(s) led to the incident.
- Detect the use of drugs and/or alcohol where employees' or contractors' behaviour prompts cause for concern.
- Detect, via random screening, employees or contractors who may have drugs or alcohol in their system.
- Detect via a screening process for the presence of drugs or alcohol in advance of the person working on a high risk project or activity.

Site Management. All site managers are to cooperate with the Occupational Health Provider when they arrive at site for either random or 'for cause' screening.

All Employees. It is the responsibility of all Jones Bros Ruthin Co Ltd staff and employees to report concerns and take action to safeguard the welfare and duty of care of all on site.

All Agency Workers, Sub-Contractors, Consultants, Visitors. All working on Jones Bros Ruthin Co Ltd sites and locations are to cooperate with the requirements of random and 'for cause' screening by the selected Occupational Health Provider.

SEEK ASSISTANCE

Jones Bros Ruthin Co Ltd will assist with the rehabilitation of employees who voluntarily seek help for drug and alcohol related problems. Such individuals must, however, seek assistance at the earliest possible opportunity. Subsequent discovery or a disclosure prompted by impending screening will not be acceptable and will not provide immunity to an individual from disciplinary action.

This policy will be reviewed annually and any changes made communicated to all Jones Bros Ruthin Co Ltd employees.



Ruth James
Director
28th April 2020