

Successful Drug and Alcohol Policies

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The Ultimate Goal



Can a Substance Misuse Policy Help?

- Safer working environment
 - Rules and regulations
- Reduce absenteeism and increased productivity
 - Rethink lifestyle
- Reduce accident rates
 - Comprehensive accident investigation
- Reduce recruitment costs
 - Self select
- Enhance public image
 - Recognise that all working environments, like society are effected by substance misuse



Substance Misuse

NOT Abuse or Addiction

- Is the use of illegal drugs and the inappropriate use of legal drugs, including alcohol, prescription medicines and substances such as solvents
- Misuse refers to use that is problematic or harmful, either to the individual or those around them
- Abuse/Addiction, often used to describe an established dependence on a drug that has serious consequences for an individual and a detrimental effect on society



Essence of a Policy

- Title
- Introduction
- The Law
- Definitions
- Responsibilities
 - Management
 - Employees
 - Occupational Health
- Wellbeing Programme
- Employee Assistance
 - Procedure
- Testing
 - Now or future
 - Refusal to be tested
 - Procedure
- Related Policies
 - Searching
 - Whistleblower
 - Vexatious claims



Promoting and Maintaining Awareness

- A fanfare launch
 - This is not a secret
- Team brief / cascading communications
- Displays, exhibition
- Incorporating a healthy lifestyle promotion
 - With stress / smoking / diet / exercise
- Tapping sources of current thinking / news
 - DrugScope / Alcohol Concern / FRANK
- Annual campaign and NHS Health Events
 - EU H&S week, October
 - Smoking, Mental health, Drugs, Road safety



Designing the Training Package

- Derive training content from policy
- Tailor the package to the audience
 - Local drug use
 - Incidents on site
 - Social responsibilities
- Ensure package is focused and interactive
- Must be flexible to allow time for questions
- Must be user and trainer friendly
- Lend itself to cascade training



Wellbeing Programme

- Absenteeism of 8-days per year per employee costing £600 annually (CIPD 2006)
- Looks at Work-‘Life’ balance
- Corporate health and wellbeing services: weight loss, improved fitness, mental health, physiotherapy helpline, drink more water
- University health and wellbeing services: online support service, focused counselling, groups and workshops, drop-in advice, stress management, drug/alcohol advice, life coaching, free condoms
- Focus on prevention rather than remedial action



Employee Assistance Programme (EAP)

- When eligible needs to be in the Policy
- What form will it take
- How many times are people eligible
- Relapses
 - Discretion during initial rehabilitation period
 - Support only on rehabilitation. Once programme completed need to assess fitness for work
 - Positive drug and / or alcohol at any time is dismissal



How Do You Know the Policy is Working?



How to Test

- Decide if on-site testing is appropriate
 - Train staff
 - Quality management system
 - User validation
- Select the right laboratory
 - Accreditation
 - Satisfied customers
- Specimen collection
 - Buy in collection service
 - Train your own staff
- Interpretation of results
 - HR or Medical Review Officer

Urine or Oral Fluid

UK Laboratory Guidelines for
Legally Defensible Workplace
Drug Testing

ISO 17025:2005

External Quality Assurance



Who Should Be Tested

- Staff
 - Risk assessment
 - Safety and non safety critical
- Sub-contractors
 - Proof via audits
 - Set minimum standards
- Visitors to the site?
 - They comply with other H&S requirements
 - Clients vs suppliers



For What Drugs

- Opiates
- Cocaine Metabolites
- Barbiturates
- Amphetamines / E
- Benzodiazepines
- Cannabinoids
- Methadone
- Propoxyphene
- PCP
- Methaqualone
- LSD
- Alcohol



When to Test

- **Pre-appointment**
 - Sets standards; valid for the day of the test; no contract issues unless person has started work before result is known; ‘intelligence test’
- **For Cause – Behavioural indicator**
 - Can help detect developing problem; support needed; accurate documentation
- **Post Incident – Accident investigation**
 - Define categories; accurate documentation; support for decision makers
- **Unannounced**
 - Deterrent effect if unannounced; unpredictable; selection is truly impartial; visible
 - The laboratory or collection agency selects donors



Refusal to be Tested

- This is a management issue; failure to comply with a reasonable request (coaching)
- This equates to a Positive laboratory report
- This equates to a Verified Positive by Medical Review Officer (rare)
- Equated to Gross Misconduct and hence subject to disciplinary actions that usually results in dismissal
- Document the event
 - Donor to sign form and get it witnessed



Positive Report Options

- Carrot and Stick
 - Help if sought
 - Dismissal if caught
- Dismissal if caught
 - Reason for testing
- 2nd Chance
 - Help and / or warning
 - Disciplinary proceedings
- Railways and LUL
- Some companies
- Some companies



Summary

- One size does not fit all
- Consultation
- Education
 - Rules and regulations
 - Proof of receiving training
 - Proof of understanding
- Launch
- Support from the start
- Proof of effectiveness

Deliverable
Recognisable
Understandable
Guiding
Straightforward

