



Alcohol and Drugs Policy

J O S Structures Limited are aware of a general duty under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of our employees. This policy has been developed to communicate the expectations of the company in relation to drugs and alcohol and the working environment, to detail the information and support that is available to workers, to describe our intended monitoring arrangements, and to describe punitive measures that may be taken where appropriate. The policy will apply to all workers, whether site or office based. The policy will also extend to sub-contractors working on our behalf and will be communicated during first appointment, or in the case of existing sub-contractors will be added to their terms of service, and their agreement to follow the requirements of the policy will be obtained before further work instructions are issued.

Overall responsibility for the implementation of the policy will be held by the directors, John O'Sullivan and Anita O'Sullivan.

The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours and on sites upon which the company is undertaking work.

Any employee or sub-contractor found contravening this requirement is liable to instant dismissal, and termination of employment or contract.

Any employee or sub-contractor found or suspected of being under the influence of alcohol or drugs will be sent home and not permitted to return to work until fit to carry out their duties accordingly and given permission to do so by the Directors.

This company operates a zero-tolerance policy in respect of the above.

Drugs taken for medicinal reasons are permissible providing that they do not adversely affect the person's abilities to operate plant and machinery or to work safely in any situation. Any person so affected by medicinal drugs will not be permitted to endanger themselves or others by continuing their work activities, and will either be sent home or to the sick room (if available) until fully recovered from the effects.

Medicinal drugs such as painkillers etc., will not be issued or administered by any person (including trained first aiders) to any other person.

Should an employee approach a director and discuss either a drug or alcohol related problem, it will be treated in the strictest of confidence. The directors will review each case on its own merits when approached by an employee with a drug or alcohol related problem, and will try and offer whatever reasonable support they can.

The company will give regular toolbox talks on drugs and alcohol issues. You may also find the following information sources useful:

www.alcoholchange.org.uk
www.talktofrank.com

The company intends to use random alcohol and drug screening as part of its measures to help provide a safer working environment. Written consent will be sought before all tests, which will detail the substances being tested for. We will use the limits set by the government for driving of vehicles on the public highway as our limits for safe working in the workplace. We will use a competent third party to carry out this testing, and they will introduce a suitable 'chain of custody' procedure to ensure that samples are actually provided by the person being screened, samples cannot be tampered with, accurate laboratory analysis and interpretation is guaranteed, and appropriate action is taken when a test result is positive.

Negative test results will be available within 15 minutes of test. Non-negative results will require the test materials to be sent to a laboratory for a confirmed result. In the case of any non-negative result, the worker in question will not be permitted to operate plant, operate power tools or work at height for the remainder of the day. We may choose to retest an individual, in 2 weeks from the original test, where the laboratory confirms a positive result. A second non-negative result may lead to disciplinary action.

This policy will be subject to a review at periods not exceeding 24 months.

Signed:

Date:

John O' Sullivan

23rd August 2024

Anita O' Sullivan

23rd August 2024