

AA003 Alcohol and Drugs at Work Policy



Alcohol and Drugs at Work

Std Reference:	AA 003	Written by:	Helen Morley
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1. General Policy Definition	Page 2-2
2. Suspicion of being Under Influence of Drugs/Alcohol	Page 2-2
3. Disciplinary Action	Page 2-2
4. Prescribed Drugs	Page 2-2
5. Changes to Policy	Page 3-3

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1. General Policy

Bridhaven is committed to advancing the health and well-being of employees throughout the business. Our primary concern is to provide a safe, healthy and productive working environment for all staff members.

Bridhaven accepts that the abuse of alcohol drugs and other substances can seriously affect the health of employees and impair their ability to perform properly and may adversely affect the performance, safety, productivity and efficiency of other staff members, which can lead:

- To an increase in absences from work.
- Increases the risk of accident/ injury and lower performance.

As such Bridhaven is committed to reducing, where applicable the abuse of alcohol, drugs and other substances by its employees and will provide guidance to these individuals affected.

Employees who have problems with abusing alcohol, drugs or other substances should contact their immediate line manager or other member of the management team for advice. This will be handled sensitively and carried out under the strictest confidence. Bridhaven will take all reasonable steps to help the employee recover, provided that he/she accepts the need for treatment. However, Bridhaven must look after the interests of its residents and other employees and if an employee is unwilling to accept that there is a problem, he/she may be subject to disciplinary action up to and including termination of employment.

2. Employees suspected of being under the influence of alcohol, drugs or other substances

If a Manager has reason to believe or suspects that an Employee is under the influence of alcohol, drugs or other substances, the Employee may be suspended from work and/or will be sent to a doctor nominated by Bridhaven for a medical review to assess their fitness to work. The decision to refer an employee to an alcohol and drug test is at the discretion of the management. The results of any such test can be used in any subsequent disciplinary process against the employee concerned.

3. Disciplinary Action

Employees will be brought under the disciplinary process in the following circumstances:

- The misuse of legitimate drugs, or the consumption, use, possession, distribution or sale of illicit or un prescribed controlled drugs whilst on Bridhaven business either on or off site, or whilst on any Bridhaven property, whether the employee is either on or off duty, is strictly prohibited and is grounds for summary dismissal.
- The consumption, use, possession, distribution or sale of alcoholic beverages during paid working hours is strictly prohibited.
- Being unfit for work due to the use or abuse of illicit drugs or alcohol is strictly prohibited and the employee may be subject to disciplinary action up to and including termination of employment.

4. Prescribed Drugs

Some drugs prescribed by a GP can lead to drowsiness, nausea or other side effects. It is important for your own safety and the safety of others that you advise your line manager or other member of the management team immediately if you have been prescribed such drugs.

5. Changes to Policy

Bridhaven reserves the right to review, amend or replace this policy. It will be reviewed on an ongoing basis in line with business needs and any amendments will be advised to employees.

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