

	Drugs & Alcohol Policy	Ref:	POL003
		Issue Date:	August 2024
		Next Review Date:	August 2025
		Issue No.	2

Right Tracks Enterprise LTD has a strict zero tolerance Policy to Drugs and Alcohol, which is compliant with the Transport & Works Act 1992, London Underground Standards and Network Rail Standards.

Reference documentation

Drugs, Alcohol & Substance misuse in the workplace

Rail Industry Standard RIS-8070-TOM Testing Railway Safety Critical Workers for Drugs and Alcohol

- No personnel shall report for duty under the influence of alcohol or drugs.
- No alcohol or drugs are allowed to be consumed whilst on duty, during breaks in the working day/shift, or when rostered on call and thus required to work on Client premises at short notice.
- No illegal drugs can be consumed at any time, whether on duty or not.
- Prescribed or non-prescribed medication must be notified to the office before commencement of shift or normal working duties and which authorisation to work must be obtained.
- No personnel shall buy alcohol or illegal drugs whilst on duty, or bring them onto the premises, or onto Client sites.
- Personnel are not to enter any licensed premises attired in any high visibility clothing displaying the company logo. (This includes outdoor seating areas)
- All operational personnel are subject to pre-employment, pre-appointment Alcohol & Drugs testing.
- All operational personnel are subject to random Alcohol & Drugs testing in a calendar year in accordance with company procedure (20% of the relevant testing pool specified in NR/L2/OHS/00120)
- All operational personnel maybe subject to post-incident Alcohol & Drugs testing following an accident/incident.
- All operational personnel and sponsored PTS trained personnel are subject to for cause Alcohol & Drugs testing if it is suspected by Right Tracks or the Client, to be under suspicion of by any 3rd party or that the individual has reported for duty under the influence of alcohol or drugs. Until the results of For-Cause tests are known, the individual will not be permitted to undertake any work which requires PTS certification or is designated as a safety critical work, post pending receipt of the results of the laboratory analysis.
- Personnel shall co-operate fully with screening arrangements if they are involved in a dangerous incident at work, or where there is reasonable suspicion that alcohol or drugs have been consumed.
- Personnel are required to advise their Line Manager if they believe that they have or are developing a drugs or alcohol dependency. Similarly, personnel must not cover up poor performance of colleagues affected by drug and / or alcohol use, and if aware of such problems, should encourage colleagues to seek assistance and alert their manager.
- Personnel who are on company business but not on call or carrying out safety critical activities, or on railway infrastructure premises, may consume alcohol which is included as part of corporate hospitality given to or received from Clients. They must not return to their normal place of work, go on or about the railway infrastructure except as a passenger, enter any Client site e.g. depot, or offer themselves to assist in any work-based activity, until they are no longer under the influence of alcohol.
- Seeking Help; Personnel can approach their Line Manager or any Manager if they believe they have or are developing a drug or alcohol dependency. Personnel will be treated with sensitivity and the details kept in confidence as far as practicable, bearing in mind the need for safety standards to be maintain and met.

If any person selected for testing fails to consent or submit to testing or to remain on-site until the collection officer arrives, the line Manager shall inform them that this is regarded as a refusal and shall be dealt with in accordance with NR/L2/OHS/00120. Anyone found in breach of this policy may be dismissed immediately.

Signed



Date...01.08.2024...

Title; Managing Director