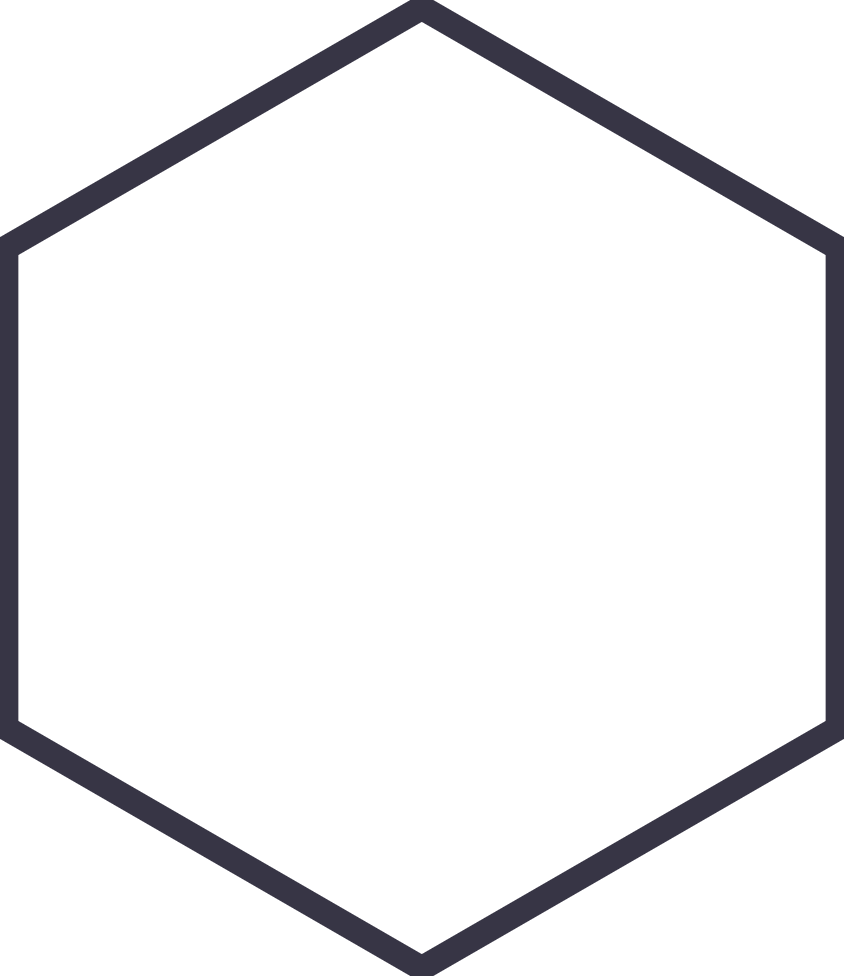
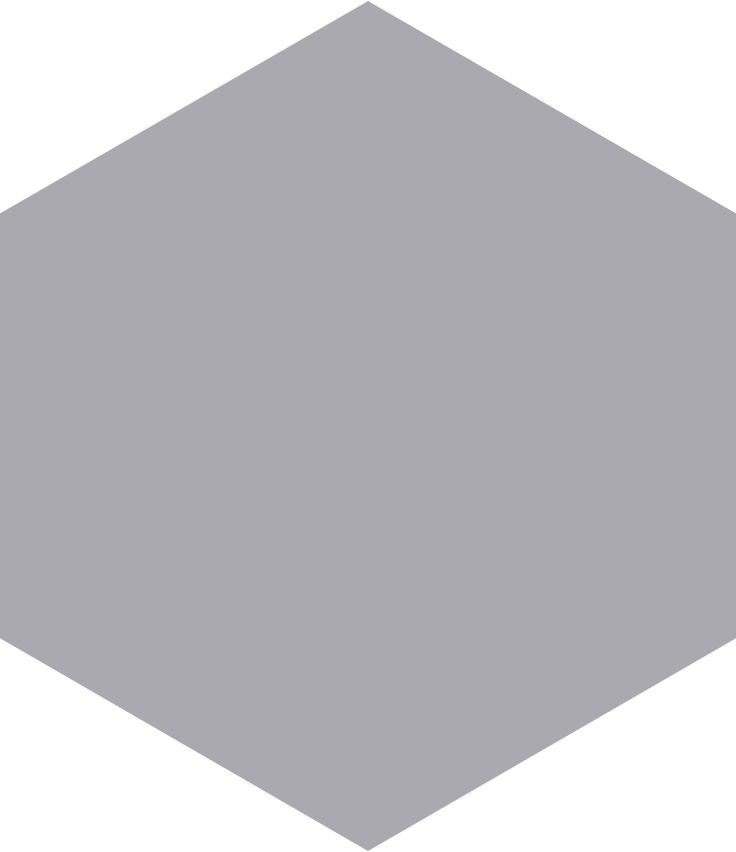
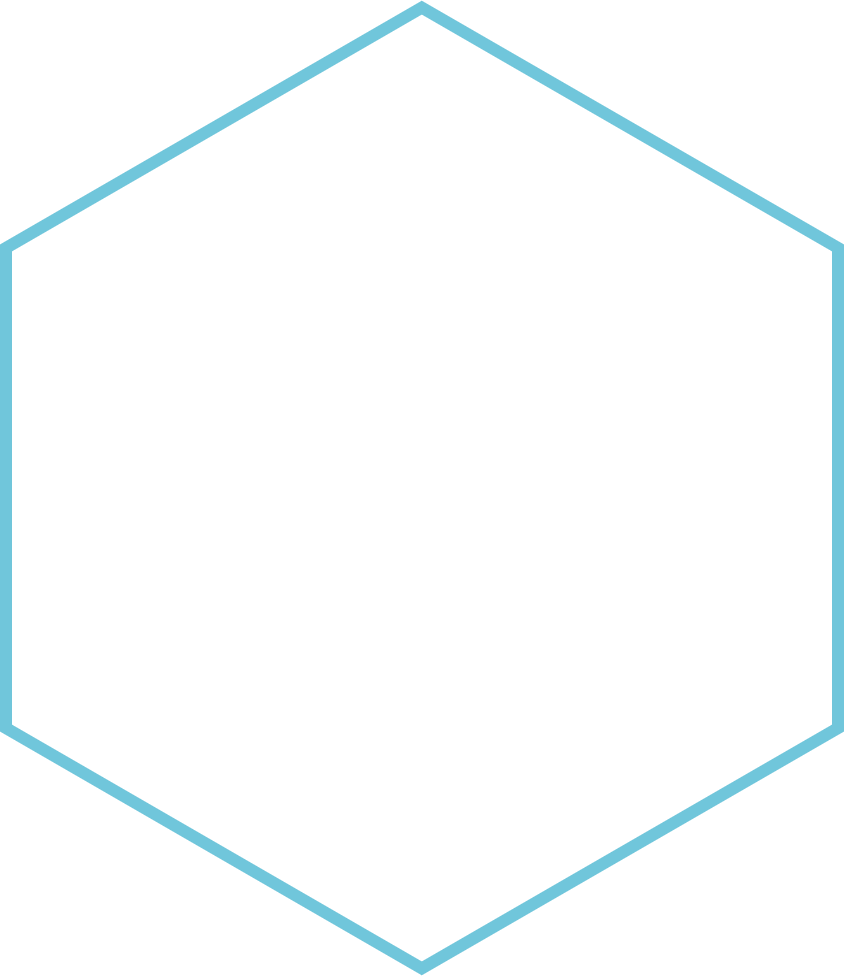
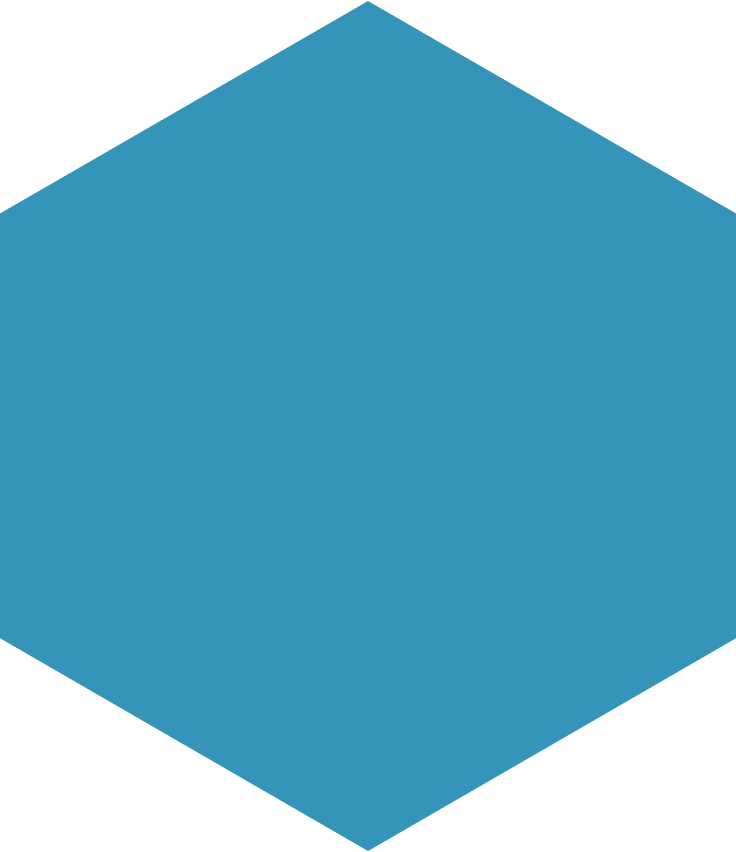
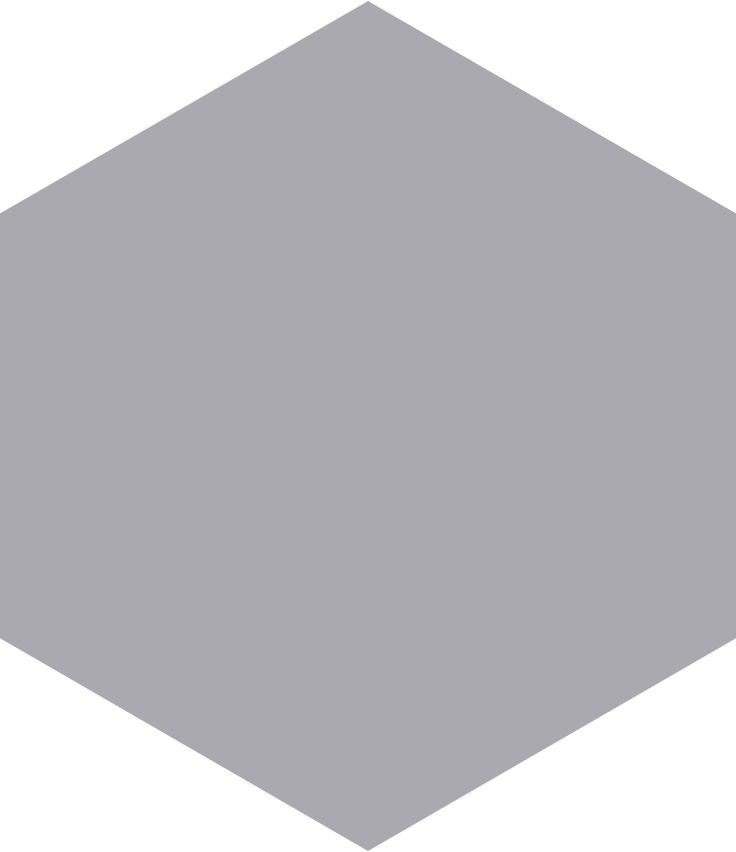
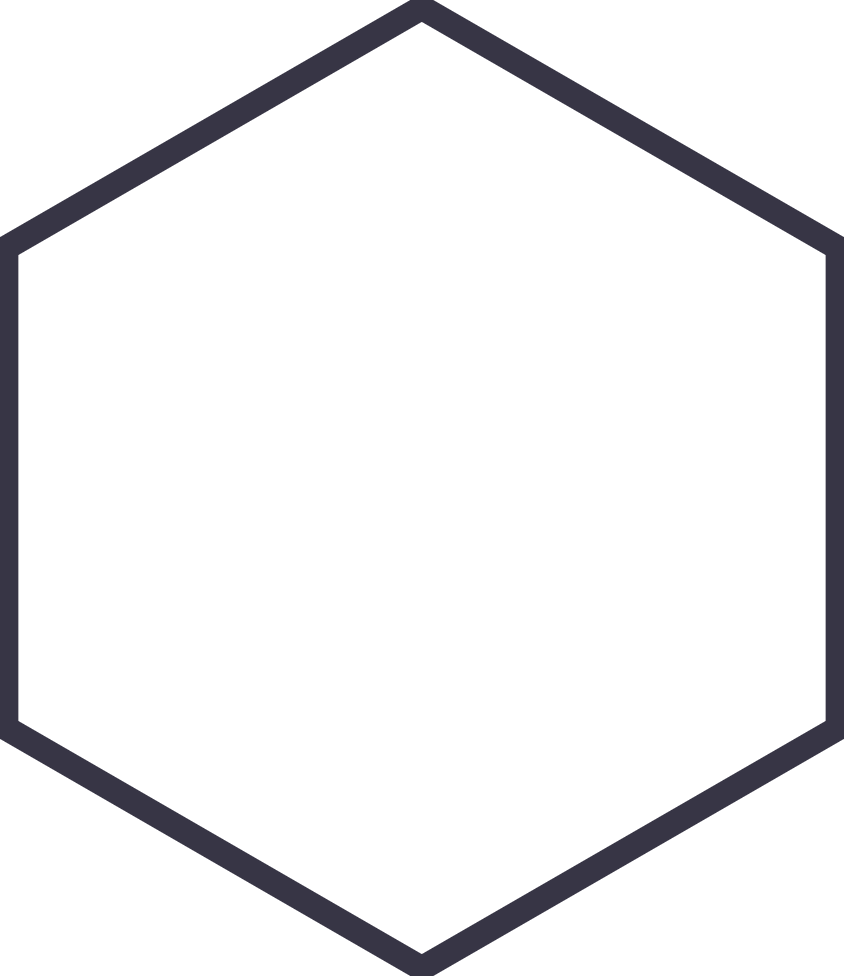
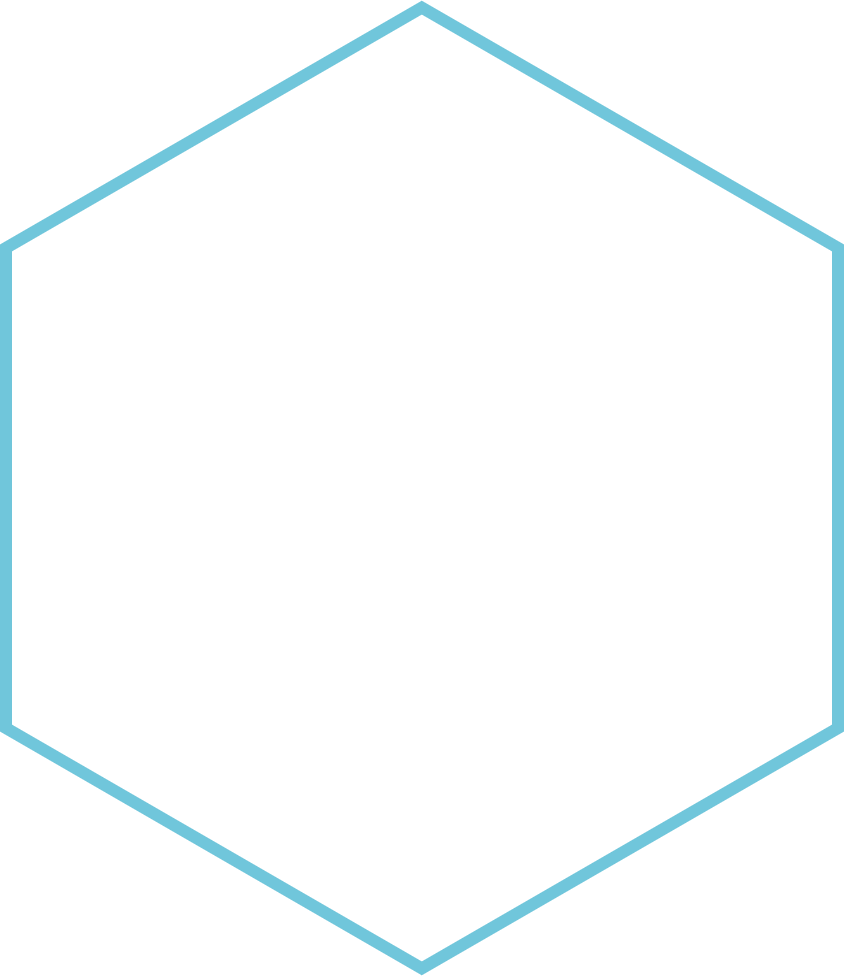


*Users may choose to replace the CIF logo with their own.*



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| **Sample Policy on Intoxicants at Work** |
| Policy & Guidance  Version 1: 6th March 2020 |
| This sample policy should be seen in the context of the promotion of health, safety and welfare of all workers and is intended to prevent problems with intoxicants, identify problems at the earliest stage and detail support mechanisms for workers who have acknowledged a problem with intoxicants misuse. The policy applies equally across the organisation at all levels to ensure the safety, health and welfare of individuals, colleagues, the public and the overall place of work. |
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| Sample Policy on Intoxicants at Work |
| SECTION 0 - INTRODUCTORY NOTE |

**Overview and Guidance:**

The term ‘intoxicant’ is defined in the Safety, Health and Welfare at Work Act, 2005 Act as including alcohol and drugs and any combination of drugs or of drugs and alcohol. It encompasses both legal and illegal substances, including prescribed drugs and over the counter medications.

This sample policy document is provided as a template for CIF members to adopt should they wish to do so. The information provided serves as a guide as to what should be included in a workplace intoxicants policy. No two companies are the same, therefore requirements will differ depending on the needs of the company and/or clients and/or contractors. Additional section(s) may be added or removed as deemed appropriate.

The Construction Industry Federation (CIF) accepts no responsibility for and provides no guarantees, undertakings or warranties concerning the accuracy or completeness of the information provided and does not accept any liability whatsoever arising from any errors or omissions. If you require professional or legal advice you should consult a suitably qualified person.

**Directions for Use:**

The document is split into two sections; the first section comprises the policy document and the second section provide supplementary information for reference. The employer may decide to exclude Section 2 from the finalised version. The following steps are suggested:

1. Where ***red text*** is provided in Sections 1 and 2 and in the Appendix, Company may adopt the red text or replace with its own text.
2. Company should delete this Introductory Note (Section 0) from the final draft of the Policy Document and amend all***red text*** appropriately.
3. Should you choose to adopt this policy, reference should be made to the existence of a Policy on Intoxicants in an over-riding Company Policy such as the Health and Safety Manual, Employee Handbook, Safety Statement or equivalent.
4. Employees may be encouraged to complete the ‘General Statement / Declaration’ as provided in Section 1.1.
5. Company should complete Section 1.4.1 to clearly identify persons with assigned responsibility for this policy.
6. Company should consider the timing of intoxicant testing appropriate for their needs and mindful of resource requirements, as detailed in Section 1.5 (i.e. pre-employment / surveillance audit / post incident / with cause).
7. Company should seek to align with a doctor, certified test agent or a certified laboratory to facilitate intoxicant testing.
8. Test results are classified as sensitive personal data under the terms of the current Data Protection Act.

**Checklist of Requirements:**

An intoxicant policy should contain the following:

* Clear aims and objectives
* Be applicable to all
* Refer to relevant legislation
* Demonstrate a commitment to education and training
* Include a section on confidentiality
* Offer advice on support
* State the rules clearly
* Outline roles and responsibilities
* Include a disciplinary procedure
* Include a monitoring and review process.

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| Sample Policy on Intoxicants at Work |
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| Sample Policy on Intoxicants at Work |
| SECTION 1 - POLICY |

## 1.1 General Statement / Declaration

This organisation, *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (insert Company’s Name) deems its employees as its most valuable resource and is committed to providing a safe and healthy workplace for all workers under their direction. Therefore, this policy should be seen in the context of the promotion of health, safety and welfare of all workers. The company recognizes that abuse of an intoxicant (alcohol or drugs or prescribed drugs or over the counter prescriptions) by workers may impair their overall wellbeing and ability to perform their job. Intoxicant use may seriously affect the health and safety of the individual worker, colleagues, visitors and members of the public. Intoxicants affect concentration, co-ordination and performance and may result in unintended incidents or accidents.

Workers under the direction of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (insert Company’s Name) are required to be fit to work upon attending work and remain fit to work throughout their shift without suffering from the use or after effects of an intoxicant. Where a supervisor or manager has a reasonable suspicion that an employee is under the influence of an intoxicant while at work, the worker may be removed from site immediately (for their own safety) and the company have the right to request the worker to attend the company doctor or to undertake a medical assessment.

This organisation aims to contribute to a safe, healthy and productive work environment by:

* Preventing problems with intoxicants through health and wellbeing promotion, training and awareness raising;
* Identifying problems at the earliest stage;
* Offering support to employees who have acknowledged a problem with misuse of an intoxicant.

I hereby declare that I shall abide by the conditions outlined in *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *(insert Company’s Name)* policy statement on intoxicants at work.

|  |  |
| --- | --- |
| *Signed by:* |  |
| *Individual’s Name:* |  |
| *Company’s Name:* |  |
| *Date:* | \_ |

## 1.2 Scope of this Policy

The purpose of this policy is intended to provide a means of help and support to employees and management staff of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Company’s Name) by providing a readily available reference document outlining the company’s policy on intoxicant influence at work. The policy applies equally across the organisation at all levels to ensure:

1. The health and wellness of individuals, and
2. The safety, health and welfare of colleagues, the public and the overall place of work.

The place of work may be considered as the company’s registered premise, attributed worksites, plant equipment/machinery, company cars or travelling for work or at any time where the employee is being paid by the organisation. After work functions and other social events are outside the remit of this policy. Refer to the Company’s Policy on Social Events, or equivalent.

The term ‘intoxicant’ is defined in the Safety, Health and Welfare at Work Act, 2005 Act as including alcohol and drugs and any combination of drugs or of drugs and alcohol. It encompasses both legal and illegal substances, including prescribed drugs and over the counter medications.

## 1.3 Policy Rules

It is a policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Company’s Name) that all employees and sub-contractors should not be under the influence of an intoxicant during working hours; this includes prescribed medication which may affect their performance to do their job safely and competently. This will help to ensure the health and well-being of all employees and others with whom they encounter, to maintain the efficient and effective operation of company as a business in whole and to ensure customers receive the service they require and expect. The following rules apply for all, for which any breach will be investigated.

**No Employees/Contractor shall:**

* Report or try to report for work while under the influence or generally unfit due to the intake of alcohol, a prescription or a drug (legal or otherwise);
* Be in possession of alcohol, a prescription or illegal drug not prescribed by a doctor in the workplace;
* Supply others an illegal or prescription drug in the workplace;
* Consume/utilise an intoxicant in the workplace.

**All Employees/Contractors have a Duty to:**

* Ensure they are aware of the side effects of any prescription drugs prescribed to them by a doctor;
* Advise the company’s management team immediately of any side effects of prescription drugs, which may affect work performance or the health and wellbeing of themselves or others.

## 1.4 Responsibilities for this Policy

It is the responsibility of all employees/sub-contractors to ensure their own safety and well-being, and that of the public by ensuring they are not under the influence of an intoxicant within working hours, and upholding company reputation while representing outside working hours. Specific responsibilities are outlined as follows:

### **1.4.1 Employers Responsibility**

Employers have a general duty under Section 8(1) of the Safety, Health and Welfare at Work Act, 2005 to “*ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees*”.

Overall responsibility for implementing the policy on behalf of this organisation (insert Company’s Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Name & Position of Employment – e.g. Joe Bloggs, Chief Executive/Managing Director/Employer).

Day-to-day responsibility for ensuring implementation of the policy is delegated to: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (insert Name & Position – e.g. John Bloggs, Human Resources Manager/Health & Safety Manager).

Where a supervisor/manager identifies a work performance or behaviour indicative of the possible taking of an intoxicant, he/she should initiate an investigation. If a worker is intoxicated onsite, he/she may be asked to leave the work area for assessment by a medical practitioner or authorised test person. Pending the outcome of the investigation, the worker may be subject to the company’s disciplinary procedures and/or made aware of the availability of support services.

### **1.4.2 Employees Responsibility**

All employees must co-operate with supervisors and management on health, safety and welfare matters, to ensure full and proper implementation of this policy. Employees are encouraged to seek assistance on a voluntary basis. Employees have a general duty under Section 13 (b) of the Safety, Health and Welfare at Work Act, 2005 to “*ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person*”.

Should an employee be concerned that he/she may have a problem with an intoxicant, they would be encouraged to seek help and advice by contacting their supervisor and making them aware of the issue.

Employees can request help voluntarily, through peers and company’s management team. When an issue is brought forward the matter will be discussed with the employee. If a problem is identified, support may be offered, or the individual will be advised of the available support services.

Employees taking prescription drugs that are not recommended to be taken whilst driving a car or operating machinery should notify their supervisor where the role may necessitate either driving or the operation of machinery. Furthermore, the employee shall ascertain whether any medication taken or to be taken is expected to produce side-effects that may adversely affect the performance of their work duties, and if so, shall advise their supervisor/manager.

## 1.5 Health and Wellbeing Surveillance

An employee who is intoxicated while at work is a risk to the safety of themselves, their co-workers, third parties and company property, particularly considering the nature of work associated with the construction industry. Consequently, the organisation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Company’s Name) may undertake testing for intoxicants at any of the following stages:

1. **Pre-Employment / Recruitment** -as an integral part of the selection process for all candidates;
2. **Surveillance Audit** – surveillance of all or part of the workforce routinely (not only those undertaking safety-critical tasks); ***Note: You may wish to exclude this for existing workers where there is a high likelihood that workers would object.***
3. **Post Incident** - after an accident or incident to determine causation factors;
4. **With Cause** - where the company or company’s representative has a reasonable belief that a person may be under the influence of an intoxicant.

The form of surveillance applied by the company will depend upon the circumstances; however, the primary mechanism utilised for detection of the presence of drugs or alcohol is urine testing, which is recognized as a reliable and appropriate test method for which there is extensive scientific information. Where the company has a reasonable belief that an employee is under the influence of some form of intoxicant, it may at its discretion seek written consent of the individual to undertake test(s) for detection of intoxicants. Intoxicant testing will be undertaken by suitably competent service providers, with appropriately trained collection officers engaged to ensure full integrity of the sample(s). Prior to the taking of sample(s), the individual will be obligated to provide written consent for testing by way of a ‘Chain of Custody Form’ utilised by the testing company for the tracking of samples.

Persons subject to ‘non-negative’ test results may be suspended with pay pending full investigation. Non-negative test results are not definitive; they are subject to receipt of analytical results from a certified laboratory. Rather than communicating concentrations for intoxicants, the service providers or certified laboratories should inform employers whether an employee is considered fit for work. Inference may be drawn by the Company where an individual does not cooperate and/or fails to promptly provide a sample; in such cases, disciplinary action may follow.

The company’s interest is to determine the presence or absence of intoxicants and to provide support for the individual, where appropriate. The threshold levels for intoxicants at work, in the form of prescription or recreational drugs are as prescribed by the European Workplace Council. The standard 14-panel drug test is detailed in table 1, noting this is not an exhaustive list and may be subject to change at the discretion of the laboratory or the employer.

*Table 1: Indicative list of drug test parameters*

|  |  |
| --- | --- |
| Recreational drugs | Prescription drugs |
| * Marijuana * Cocaine * Opiates * Methamphetamine * Ecstasy * Amphetamines * Phencyclidine (PCP) | * Tricyclic Antidepressants * Barbiturates * Benzodiazepines * Methadone * Oxycodone * Propoxyphene * Buprenorphine |

The threshold levels for alcohol in urine whilst at work are provided in table 2 and reflect the legal limits for professional, learner and novice drivers in the Republic of Ireland, which equates to 27 milligrams of alcohol per 100 millilitres of urine. Such limits are prescribed in the Road Traffic (Amendment) Act 2018, S.I. No. 18 of 2018. Please note that alcohol limits for drivers differ between countries; for example, limits specified for drivers in the Republic of Ireland are not equivalent to specified limits in Northern Ireland, England and Scotland.

*Table 2: Limits for alcohol at work*

|  |  |  |
| --- | --- | --- |
| Alcohol limits in media[[1]](#footnote-1) | Alcohol limits for professional, learner and novice drivers | Alcohol limits for fully licensed drivers in Category B |
| Urine | 27 mg of alcohol per 100 ml | 67 mg of alcohol per 100 ml |
| Blood | 20 mg of alcohol per 100 ml | 50 mg of alcohol per 100 ml |
| Breath | 9 mg of alcohol per 100 ml | 22 mg of alcohol per 100 ml |

## 1.6 Support and Assistance

This organisation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Company’s Name) may provide appropriate support where employees seek assistance for intoxicant abuse. The extent of any support provided would be determined according to whether the non-negative test result was associated with a sporadic (one-off) event or a perceived dependence on an intoxicant. The organisation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Company’s Name) will endeavour to ensure that advice and help are made available to any employee who considers they have a problem with misuse of an intoxicant. The employee may be encouraged to seek help from their doctor. Any employee that seeks the help of company in finding help for intoxicant-related problems has complete assurance of confidentiality.

Arrangements for help and support are as follows:

*Insert details of Company’s assigned point of contact for support with intoxicants.*

## 1.7 Confidentiality

All individual discussions with an employee in connection with intoxicant use will be strictly confidential. This will also be the case with counselling or other treatment which the employee undertakes. While appropriate personnel records will be kept, they will be maintained safe and secure in accordance with the General Data Protection Regulations (GDPR).

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| Policy on Intoxicants at Work |
| SECTION 2 - GUIDANCE |

## 2.1 What is an Intoxicants at Work Policy?

An intoxicants policy is implemented by an employer to make employees aware of the expectations regarding drug use (prescribed medications, legal and illegal drugs) and alcohol intake, to inform employees of the health and safety risks of substance abuse at work, and to offer help and support to employees by providing a readily available reference document outlining the company’s policy and clear rules regarding the use/possession or effects of intoxicants in the workplace.

Employers hold the responsibility to ensure employees are fully aware of the company’s rules, regulations, testing and disciplinary procedures. Fundamentally, this is to guarantee complete workplace safety. The policy itself holds a vital importance providing employees with the knowledge of the standards expected of them in the workplace.

To ensure transparency of information, it is imperative that the policy is written in a clear, comprehensive manner. This should allow employees to understand, without confusion or misinterpretation, the implications the organisation has in place for users who misuse substances.

## 2.2 Benefits of an Intoxicants at Work Policy

The importance of a workplace policy for intoxicants can benefit employers by:

* Building relationships with employees by showing them there is support available;
* Policies can raise awareness of issues in the business and can encourage staff members to act if they feel they have a problem;
* Its importance can reduce the number of sick employees, it can reduce staff turnover and increase productivity levels.

Additionally, an intoxicant policy may assist employees through provision of information and support services, potentially identifying an underlying issue that an individual had not recognized or addressed.

Some benefits from implementing effective interventions for intoxicants at work include:

## Actions by Employers

The Health and Safety Authority advise that where a company wants to prevent accidents that may arise because of the hazard of intoxicants, then it must be addressed within the company’s overall health and safety policy. It is important to note that there is no requirement for employees to undergo testing for intoxicants under health and safety legislation in the Republic of Ireland; however, this may be addressed by references made in the company’s overall health and safety policy.

* + 1. **Suspected intoxication in the workplace**

In the instance of suspected intoxication in the workplace the manager/supervisor should request an immediate meeting with the staff member in the presence of another manager or senior staff member (where appropriate); this must be done mindful of the need for confidentiality, impartiality and privacy for the individual. The manager/supervisor should document in writing the factors supporting this conclusion (e.g. a smell of alcohol on breath, dilated pupils, impaired co-ordination or speech), the place and time of occurrence.

If no agreements exist regarding testing an individual for intoxicants, the Manager/Supervisor can state in their opinion that the employee is ‘unfit for work’ and that employee should be subject to screening for intoxicants by means of medical practitioner or authorized test person.

If an employee has driven to work and if deemed unfit for work, company management should request that the individual does not drive and instead avails of an alternative form of transport (e.g. walking, use of public transport a taxi arranged for them by the company, or a lift home by a colleague). This is on the basis that the individual may pose a road safety threat to themselves and other road users.

Should a staff member deny being under the influence of an intoxicant at work, they may be asked to provide consent for intoxicant testing. In this instance the organisation will assume all costs and will arrange for the testing. Employees have the right to refuse testing; conversely, if employee agreements are in place regarding testing, employers have the right to request testing. Inference may be drawn by the Company where an individual fails to cooperate and/or to provide a sample; in such cases, disciplinary action may follow.

**2.3.2 Supports for employees with intoxicant issues**

The following guidelines may apply (where appropriate) to any employee who seeks help for intoxicants use:

* **Sick leave and attendance of treatment programmes** - Addiction to intoxicants may be treated as an illness, therefore, absence for support and rehabilitation may be covered by sickness entitlements. Employees will be supported in finding appropriate support, which may include time off for attending treatment. While appropriate time may be given to allow the employee to tackle his/her problems, employment may not be maintained indefinitely if the situation does not improve. Employees are encouraged in the first instance to refer themselves for support.
* **Return to work** - Every effort will be made to ensure that on completion of a rehabilitation program, the employee is able to return to the same or an equivalent post. Where such a return would jeopardize a satisfactory level of performance or hamper the employee’s full recovery; the circumstances will be reviewed, and a suitable course of action agreed. This may include looking at suitable alternative work, if available. Should ill health dismissal be considered, then it must be ensured that the employee is fully consulted, and an occupational health report is obtained.
* **Relapse** - Where an employee suffers from a relapse, occupational health or appropriate medical advice may be sought in order to ascertain any further support required and the time needed to aid a full recovery. The employer will have the discretion to agree further support or rehabilitation time to help the employee recover fully.
* **Confidentiality** - will be maintained within the workplace as agreed between the supervisor/manager/company’s representatives/medical practitioner and the employee.
* **Equality / Discrimination** - the identification and successful treatment of an issue with intoxicants will not adversely affect future work opportunities.

**2.3.3 Impacted work as a result of suspected use of intoxicants**

Where an employee’s work performance or behaviour is unsatisfactory and the supervisor/manager suspects that there may be an underlying substance abuse problem, they will meet with the employee as soon as possible and clearly state their concerns and the situations and issues involved, without predetermination. The organisations policy around supporting access to appropriate health services is to be clearly explained. The employee is to be provided with an opportunity to explain their behaviour/work/presentation and to communicate any underlying issues of relevance for work.

**2.3.4 Denial of intoxicant use / refusal to seek assistance**

There is no obligation on a member of staff to seek or accept assistance from an employer for an issue involving their use of an intoxicant. Where the employee denies misuse of an intoxicant and/or is not willing to address the issue, that individual may face disciplinary actions as a result of their conduct, attendance or performance being considered as unacceptable.

**2.3.5 Standards of behaviour**

If an employee fails to adhere to the employee standards of behaviour, then disciplinary procedure may be considered by the employer. If an employee admits to a problem with an intoxicant, disciplinary proceedings may be held in abeyance, provided the employee agrees to and follows a relevant course of treatment and rehabilitation in association with relevant internal and external support mechanisms. An employee who fails to complete any such programme to a satisfactory standard or fails to adhere to it may have the disciplinary process reinstated.

Individuals considered incapable of performing duties safely or competently due to consumption of an intoxicant may be immediately removed from duty (on paid leave), pending an evaluation by the company.

## 2.4 Effects and Symptoms of Intoxicant Use

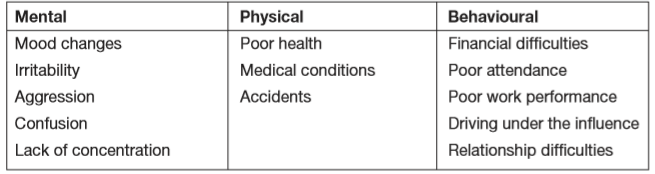
Studies have demonstrated the following health effects from the use of intoxicants. Please be advised that the list outlined in figure 1 is not exhaustive, excludes over-the-counter prescriptions (too many to list) and should be considered merely as indicative:

*Figure 1: Possible Effects of Intoxicant Use*

| **Name** | **Effects** |
| --- | --- |
| Alcohol | Studies have demonstrated some impairment of function can occur after even one drink. |
| Amphetamines | Can cause psychosis and violence which can continue following cessation of the drug. |
| Barbiturates | Can cause dependence, respiratory problems, seizures/delirium on withdrawal, overdose. |
| Benzodiazapines (e.g. Valium) | Risk of seizures on withdrawal, affect memory and concentration. |
| Cannabis | Research has proven that long term use leads to dependency/addiction. Smoking cannabis increases the risk of heart disease and cancer and reduces fertility. It may trigger schizophrenia in persons with an underlying condition. |
| Cocaine | Can damage the heart and lungs. High doses can cause death from a heart attack or blood clots. |
| Codeine | Can cause extreme mood swings, risk of heart attack, stroke and psychosis. |
| Ecstasy | Its exact long-term effects are not yet known. Social users reportedly suffer a delayed ‘crash’ effect, which produces the effects of feeling tired and depressed post use. Deaths are rare but can occur due to heatstroke, heart attack or asthma attack. |
| Heroin | Regular use leads to addiction. Heroin is often mixed with sugar, ﬂour, talcum powder or other drugs which cause damage to the body such as blood clots, abscesses and gangrene when injected. Methadone is substituted for heroin to treat addiction. |
| LSD | Can trigger mental illness or cause accidents. Flashbacks can occur unpredictably, even weeks or months after use. |
| Magic Mushrooms | Can be hallucinogenic with similar effects to LSD. There is the risk of eating poisonous mushrooms in error. |
| Solvents | Can cause death by sudden constriction of the airways of the lungs or triggering abnormalities of heart rhythm. |

The effects of intoxicant use will vary depending on individual tolerance but ultimately alters how an individual may think, perceive, judge and feel. In 2010, the Department of Finance published a useful guide entitled ‘Guide to Alcohol and Drug Misuse in the Workplace 2010’[[2]](#footnote-2), which outlines possible indicators of intoxicant use, as illustrated in figure 2.

*Figure 2: Possible Indicators of Intoxicant Use*



## 2.5 Investigation for Intoxicant Use

When there is a reasonable belief that an employee is under the influence of an intoxicant on reporting to or during work, an initial investigation will be carried out with the management team. An example of this may arise if there is a smell of alcohol on the breath or inconsistent/erratic behaviour/appearance is observed.

During this initial investigation, the management will commit to handling this query in a confidential and sensitive nature and in turn all employees should be open and honest if there are any issues or circumstances that the management should be made aware of. This investigation may include asking employees to take a third-party drug test which would be carried out in a professional manner by an accredited support company.

The Employment Equality Acts 1998-2015 outlaw discrimination in the workplace on nine separate grounds, one of which is disability. A dependency upon an intoxicant may be interpreted as a disability, in terms of a chronic disease or illness. In the context of a workplace, a disability may be defined as either of the following:

* The total or partial absence of a person’s bodily or mental functions;
* Chronic disease or illness;
* The malfunction, malformation or disfigurement of a part of a person’s body;
* A condition that results in a person learning differently from a person without that condition;
* A condition that affects a person’s thought processes, perception of reality, emotions or judgments, or which results in disturbed behaviour.

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| Policy on Intoxicants at Work |
| APPENDIX – TEMPLATE FORMS |

## Appendix 1 – Employee’s Confirmation of Understanding of Policy

This organisation, *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (insert Company’s Name) deems its employees as its most valuable resource and is committed to providing a safe and healthy workplace for all workers under their direction. Therefore, this policy should be seen in the context of the promotion of health, safety and welfare of all workers. The company recognizes that abuse of an intoxicant (alcohol or drugs or prescribed drugs or over the counter prescriptions) by workers may impair their overall wellbeing and ability to perform their job. Intoxicant use may seriously affect the health and safety of the individual worker, colleagues, visitors and members of the public.

Workers under the direction of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (insert Company’s Name) are required to be fit to work upon attending work and remain fit to work throughout their shift without suffering from the use or after effects of an intoxicant. Where a supervisor or manager has a reasonable suspicion that an employee is under the influence of an intoxicant while at work, the worker will be removed from site immediately (for their own safety) and the company have the right to request the worker to attend the company doctor for a medical assessment or to be checked for abuse of intoxicants by an authorised test person.

This organisation aims to contribute to a safe, healthy and productive work environment by:

* Preventing problems with intoxicants through health and wellbeing promotion, training and awareness raising;
* Identifying problems at the earliest stage;
* Offering support to employees suspected of being under the influence of intoxicants while at work or those who have acknowledged a problem with intoxicants misuse.

I hereby declare that I Have read and understood the terms and conditions outlined in *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (insert Company’s Name) policy statement on intoxicants at work and I shall abide by them.

|  |  |
| --- | --- |
| *Signed by:* |  |
| *Individual’s Name:* |  |
| *Company’s Name:* |  |
| *Date:* | \_ |

## Appendix 2 - Employee’s Statement of Informed Consent for Intoxicant Testing

I confirm that I have received information about the meaning and content of the intoxicant test. I confirm that I have provided a freshly voided urine specimen to the specimen collector. I have observed the specimen being placed and sealed in the specimen bottles and I confirm that the information on this form and on the specimen labels is correct. I hereby give permission for a minimum of two sealed specimen containers to be sent to the laboratory and I consent that they be tested for detection of intoxicants and for tests to be carried out to confirm the validity of the sample. Furthermore, I understand that the results will be communicated confidentially to the employer or a designated representative.

I consent to the above.

*Employee’s Name (block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Sample identifier (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. *The legal limits specified represent those in force in the Republic of Ireland under the Road Traffic (Amendment) Act 2018.* [↑](#footnote-ref-1)
2. Department of Finance (2010). Guide to Alcohol and Drug Misuse in the Workplace 2010. Available at: <https://www.drugsandalcohol.ie/20699/1/A-Guide-to-Alcohol-and-Drug-Misuse-in-the-Workplace-2010.pdf> [↑](#footnote-ref-2)