

# Top Tips for Managing Drugs and Alcohol Issues



**Introduce a robust Drugs & Alcohol workplace policy to ensure you have the necessary procedures in place should an issue arise and ensure managers are trained.**



**Review your Disciplinary Policy to ensure that being intoxicated, in possession, using drugs or being unfit for work through alcohol or drugs is documented as gross misconduct. This will then give you the right to consider action up to dismissal.**



**Make your employees and subbies aware of the policy and your right to carry out random testing. This may be a client driven requirement, particularly in the construction industry where zero tolerance is to be expected.**



**Testing will need to be carried out by a qualified and competent person who will use accepted and reliable methods. An exception to this is when an employee is required to be tested for alcohol levels on site, using a breathalyser test.**



**Carry out random tests for workers who carry out safety critical jobs, involving driving, working at height, or operating tools or plant machinery.**



**Always carry out a test where you have grounds to believe or suspect that the worker is under the influence of alcohol or substances, or there has been a near miss or accident at work. If you don't have the means to test, suspend them and remove them from site and take further advice.**

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**Make employment offers subject to the satisfactory completion of a health questionnaire and always follow up if an employee declares a condition or the fact that they are taking prescription medication which may impact their ability to perform their role. It is highly unlikely that a new hire will declare a problem with addiction, but you can make offers of work subject to a clear drug test.**



**Ask employees and subbies to complete a health questionnaire annually, so that you can monitor any changes in health or medication and take steps to support them and hopefully avoid exacerbating a health issue and reduce the possibility that they may go off sick or have an accident at work.**



**Don't ignore the signs, perhaps your employee looks worse for wear in the morning, it's fine to speak to them and let them know you are concerned, and sign post them for professional help.**

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