

Implementing an effective Drug and Alcohol Policy

1. Introduction

The road traffic act 1988 makes it illegal for any person to drive or to attempt to drive a motor vehicle while unfit to drive through the use of a substance. This includes not only illegal drugs and alcohol but also prescribed and over the counter medicines.

The misuse of drugs can impact a business and an individual employee in many ways these can include:

- Normally non-problematic drug/alcohol use outside of work leading to being 'over the limit', hangovers or withdrawal symptoms when they present for work
- Illicit drug use by employees that can bring the company into disrepute
- Problem drug or alcohol use seriously affecting an employees ability to carry out tasks at work or work with colleagues leading to mistakes and worse, accidents
- Prescribed medication directly affecting an employee's ability to do their job.

2. A workplace Drug and Alcohol policy

A workplace drug and Alcohol Policy designed by **Life For The World Trust** (LFTW) is designed to ensure that;

- All staff members are clear what the Company will and will not allow in relation to their drug and alcohol use.
- Opportunities arise for raising awareness of drug and alcohol issues among staff and any opportunities for training through LFTW.
- The company has structures in place to deal with drug and alcohol problems when they arise.
- Staff confidence in seeking help for drug and alcohol related problems are increased rather than encouraging them to hide those problems.

To achieve this with the maximum effectiveness, minimal disruption to business and maximum participation with both management and staff we suggest a four stage approach each one following on from the actions agreed at the proceeding stage:

1. All parties concerned in the workplace to be involved, this stage will include a risk assessment identifying those areas within the company's processes that could be of special concern to the operation of the business and the safety of employees.
2. A Drug and Alcohol Policy is to be agreed and then publicised. This process will take into account all views where practicable but ensuring that it meets with legislation and employees rights.
3. The Policy is to be implemented with full training for management and clear drug/alcohol awareness for staff. Any issues raised should be dealt with in accordance with the agreed policy.
4. The policy will be audited and compliance and effectiveness evaluated. On going publicity for the policy and training is recommended to ensure effectiveness.

For further information or a quotation please contact info@lftw.org or telephone; 0845 241 0973

Life for the world
Ford's Farmhouse, Queen Charlton, Keynsham, BS31 2SH.
Micklefield Christian Centre, Buckingham Drive, High Wycombe, HP13 7YB.
tel: **0845 2410 973** web: www.lftw.org email: sheila@lftw.org

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