



Drugs & Alcohol Policy



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Page.	1	of	1

Bourne Track Ltd ensures that this statement and the associated procedures, apply to all employees whose performance of their duties is or may be impaired, as a result of drinking alcohol or taking drugs; and/or undeclared, prescribed or 'over the counter' medication.

The Company will take reasonable steps to ensure that all employees are aware of the rules in accordance with H&S legislation, Railway Group Standards and Network Rail Standards.

It is a requirement of the Company that employees must **NOT**:

- Commence or endeavour to commence work under the influence of alcohol or a 'controlled drug' (as deemed in the misuse of the Drugs Act 1971), or other substance that could affect their ability to carry out their duties safely
- Use prescribed or over the counter medication (which may affect their ability to work safely) until it is reported to the relevant Manager and appropriate medical advice taken
- Be in possession of, or supply any drugs or alcohol whilst on duty

It is a requirement of the Company that **ALL** employees shall:

- Be required to undergo a pre-employment, pre-appointment, random/unannounced, for cause and periodic drugs & alcohol test for a safety critical post or any other post requiring a Sentinel card
- Comply with the Company drugs & alcohol briefings
- Comply with 'The Transport at Work Act' in relation of drugs & alcohol

Employees will be subject to 'for cause' Testing - (Accident and Incident, and/or grounds to suspect any persons is unfit through drugs or alcohol) and as a matter of routine, to monitor safety and compliance.

A positive result will lead to instant dismissal and the Managers of the Sentinel Scheme being notified immediately & the individuals informed in writing of the failed test result.

Refusal to attend a drugs and alcohol test, without valid reason, will be treated as a positive result & a refusal to supply a sample when requested will also be treated as a positive result.

The Company will ensure that information is available to provide help and support to those with declared drugs and alcohol problems

The Company ensures that a minimum of 5% of Sentinel sponsored personnel will be randomly tested for drugs or alcohol

This statement will be reviewed annually (or as and when required) by the MD.

It is briefed and acknowledged by all employees on induction and following any policy changes.

Mr T Clifford
Managing Director
01/11/19

Next Review Date: