

Contents

QUALITY OBJECTIVE	2
RESPONSIBILITY	2
DRUGS AND ALCOHOL POLICY.....	2
CODE OF CONDUCT.....	3
PRE-APPOINTMENT TESTING	3
Pre-appointment testing	3
Awaiting test results	4
Communicating and recording results	4
Candidates who fail Drugs and Alcohol test	4
RANDOM DRUGS AND ALCOHOL SCREENING.....	5
Percentage of employees to be randomly Drugs and Alcohol tested	6
Identification of employees for Random Drugs and Alcohol Testing.....	6
FOR CAUSE TESTING – BEHAVIOUR	7
WHISTLE BLOWING.....	7
FOR CAUSE TESTING – ACCIDENTS, INCIDENTS OR NEAR MISSES	8
Employees awaiting “for cause” testing	8
Awaiting test results of “for cause” testing	9
DRUGS AND ALCOHOL TESTING RESULTS.....	10
Negative drug screen result	10
Positive drug screen result.....	10
No Result - undeclared medication.....	11
No Result - other reason.....	11
Communicating and recording results	11
USE OF MEDICATION	12
MONITORING AND REVIEW	13
RECORDS.....	13

QUALITY OBJECTIVE

Ensure compliance with Network Rails Contract Requirements for safety –

- Transport and Works Act 1992
- The Railways and Other Guided Transport Systems (Safety) Regulations 2006
- Railway Group Standard for Drugs and Alcohol (**GE/RT8070**)
- Network Rail Drug & Alcohol Policy (**NR/L1/OHS/051**)
- RSSB Guidance on the Management of D&A (**GE/GN8570**)
- Requirements for the Approval of Medical Assessments and Drug and Alcohol Screening and Certification (**NR/L2/OHS/0124**)
- Testing for Drugs and Alcohol (**NR/L2/OHS/00120**)
- Sentinel Scheme Rules (**NR/L2/OHS/050**)
- TES TRAINING Ltd Drugs and Alcohol Policy

RESPONSIBILITY

The Managing Director is responsible for ensuring that company complies with all requirements as shown above. To ensure full compliance with the requirements set out, delegated authority is given to Managers.

DRUGS AND ALCOHOL POLICY

The Company has a policy with regards to the misuse of drugs or alcohol in the workplace, with the current limits being set as follows:-

- Zero tolerance on the misuse of drugs by all employees and workers;
- Acceptable alcohol limits are set in line with the Network Rail Group standard (currently 13mg).

This policy covers all personnel who in the course of their duties perform safety critical work or carry out tasks or activities that have the potential to import risk on to Network Rail controlled infrastructure.

In addition, any individual in any part of the business, no matter what sort of work they do, found to be under the influence of alcohol or drugs while at work will be subject to disciplinary action. Normally this results in summary dismissal. The policy covers over-the-counter and prescription medication as well as illegal drugs. You must before undertaking work, report if you are taking any prescribed or over-the-counter medication. You must notify your Manager of any changes to your medication immediately

CODE OF CONDUCT

To comply with TES TRAINING Ltd Policy on Alcohol and Drugs, and to maintain the high standards of behaviour required, employees must not:

- Report for duty or attempt to report for duty, having recently consumed alcohol
- Report for duty, or attempt to report for duty, in an unfit state due to consumption of alcohol, or use of any drug
- Be in possession of or supply any drug of abuse in the workplace or whilst on duty
- Consume alcohol during meal breaks
- Consume alcohol during paid on-call duty
- Wear TES TRAINING Ltd uniform or insignia whilst in licenced premises
- Be involved in an unexpected call out if they have any doubt about their fitness for work
- Decline or discontinue an approved course of treatment or rehabilitation for an alcohol or drug related problem without reasonable cause
- No member of staff involved in any accident, incident or near miss shall leave the work site unless allowed to do so by a Senior TES TRAINING Ltd Manager.

PRE-APPOINTMENT TESTING

All applicants for posts designated as Safety Critical Work posts or who require Personal Track Safety (PTS) certification, shall be tested for Drugs and Alcohol before they are permitted to undertake any such work.

When sponsoring new employees TES TRAINING shall establish that a Drug and Alcohol test has been passed or provide proof that a Drug and Alcohol test has been passed by the applicant within the previous 3 months.

Candidates shall be briefed on the company Drugs and Alcohol Policy as part of the interview and induction processes.

Candidates who are to be tested for Drugs and Alcohol shall be advised that the test results will be recorded on the Sentinel database and may be disclosed to both existing and potential rail industry employers.

Pre-appointment testing

Employees on first transfer to a post which requires the holder to be qualified in Personal Track Safety or is designated as a Safety Critical Work post shall be tested for Drugs and Alcohol prior to confirmation of appointment and before they are permitted to undertake any such work.

Awaiting test results

In cases of testing as part of routine Periodic Medical examination the Donor shall be permitted to return to work pending receipt of the drugs result, unless a positive breath test is revealed. Where an interim Laboratory Analysis reveals that further analysis is required on the sample, the Donor shall be permitted to return to work supported by a written Risk Assessment (SHQ_F_007) and safe system of work pending receipt of the Drugs result, unless there are grounds to believe that they are unfit through Drugs.

Communicating and recording results

Results of Pre-employment and periodic Drugs and Alcohol tests shall be communicated to the applicant as quickly as practicable and the applicant shall be provided with a certificate of Drugs and Alcohol Testing, signed by the Medical Service Supplier, which records the date and result of the test.

The results of all Pre-employment tests shall also be advised to the Managers of the Sentinel Scheme. Test results shall be recorded on the Sentinel database in the following cases:

- all negative results;
- all positive results arising from abuse of drugs;
- positive results involving applicants who are already registered on the Sentinel database as holding, or having previously held, PTS certification or any Safety Critical Work competence.

Candidates who fail Drugs and Alcohol test

An Employee whose Pre-appointment or Periodic Drugs and / or Alcohol test returns as '**positive**' result shall be informed that they:

- have tested positive for Drugs and/or Alcohol;
- shall not be permitted to undertake any work which requires PTS certification or is designated as Safety Critical Work post for five years from the date of the Drug and Alcohol Test; **and**
- shall have any Sentinel card issued cancelled forthwith, and shall surrender it as soon as possible; **and**
- shall, after five years, pass a Drug and Alcohol Test before they can carry out Safety Critical Work or obtain Personal Track Safety certification; **and**
- shall, if after five years they pass a Drug and Alcohol test and are appointed to a role which includes Safety Critical Work or obtain Personal Track Safety certification, be required to undergo a special regime of additional unannounced tests for at least two years.

The Candidate may:

- be appointed to a post which does not require PTS certification and is not designated as a Safety Critical Work post, subject to confirming that they will comply with Company policies and procedures; **and**
- be considered for employment in a post which requires PTS certification or is designated as a Safety Critical Work post in the future, subject that they pass a Drugs and Alcohol test and can satisfy that the previous positive Alcohol result was not an indication of habitual and continuing misuse of Alcohol. However, if the positive result was through Drugs, consideration for such employment shall not be within less than 5 years of the date of the initial test.

RANDOM DRUGS AND ALCOHOL SCREENING

TES TRAINING Ltd will perform unannounced random Drugs and Alcohol testing on all Employees that in the course of their duties perform safety critical work or carry out tasks or activities that have the potential to import risk on to Network Rail Managed infrastructure.

The following principles shall apply in respect of all Drugs and Alcohol testing within the scope of this procedure:

- Random testing for Drugs and Alcohol shall be carried out by a suitably qualified agent of Network Rail's licensed Medical Service Supplier;
- testing shall include an evidential breath test for Alcohol and collection and testing for Drugs of a urine sample using a strict chain of custody procedure;
- testing shall be genuinely random in that those to be tested shall have been selected on a non- discriminatory basis using the company's process for randomly choosing employees to be tested;
- the Employee being tested shall not normally be given notification that they have been selected for a random Drugs and Alcohol test. Where testing cannot be carried out without the release from duty, the Manager shall be given prior notice to facilitate release from duty. The date for testing will only be known to the Manager and the testing organisation. The Employee will not be advised until the start of their shift on the scheduled day of testing. They will be advised by the nominated Manager and escorted to the location of the testing;
- testing may take place at any workplace, including depots and at training centres / events and may be carried out in either mobile or fixed collection facilities;
- testing shall be confined to Employees in posts requiring Personal Track Safety Certification or designated as Safety Critical Work posts;
- testing shall be carried out in a way that minimises disruption to normal operations, and prevents health and safety being compromised;
- where it is necessary to relieve or provide a substitute to a post to permit testing, a proper handover, as if it were a shift change, shall take place before and after the test, assuming a return to duty;

- testing shall be undertaken in a way which maintains the dignity of those being tested;
- refusal to submit to Drugs and Alcohol Testing shall be regarded as a positive (fail) result and dealt with accordingly. However rostered Employees who are selected for testing shall not be required to remain at work past their booked hours (including any previously agreed overtime) to undergo the test.

Percentage of employees to be randomly Drugs and Alcohol tested

TES TRAINING shall ensure that:

- 5 percent of employees requiring Personal Track Safety certification or holding a post which is deemed to be a Safety Critical Work post shall be randomly tested each year; the percentage to be tested shall be based upon the risk that Drugs and Alcohol use imparts on the business.

Identification of employees for Random Drugs and Alcohol Testing

Human Resources shall have in place a confidential random process to select at the beginning of each period employees for testing to make certain that the policy is implemented consistently on a non-discriminatory basis. Human Resources shall have a process in place to advise the Medical Service Supplier of the employees who are to be tested. The Medical Service Supplier will then prepare a testing plan to enable the employees chosen for random Drugs and Alcohol tests to be tested on the predetermined date to agreed performance timescales.

FOR CAUSE TESTING – BEHAVIOUR

TES TRAINING Ltd shall initiate 'For cause' testing for Drugs and Alcohol for any Employee whose behaviour gives cause to suspect that they are unfit for work due to Drugs or Alcohol. Indicators that an Employee may be unfit for work due to Drugs and Alcohol include:

- unusual changes in behaviour;
- aggression, irritability or overly defensive behaviour;
- poor co-ordination and balance;
- impaired perception of time and distance;
- reddening of whites of the eyes and possibly dilated pupils (acute observable signs following cannabis intake) or very small pupils (acute observable signs of opiates);
- smell of Alcohol on breath;
- slurred speech ;
- medically unfit (e.g. where there is strong suspicion that employee may be presenting with the signs and / or symptoms suggestive of a 'hangover'; commonly reported symptoms including headache, nausea, sensitivity to light and noise, lethargy and excessive thirst).
- affected by fatigue or suffering from loss of concentration.

WHISTLE BLOWING

TES TRAINING Ltd shall initiate 'For cause' testing for Drugs and Alcohol where there is justifiable suspicion of Drugs and Alcohol Misuse, e.g.:

- a credible report or tip off relating to a group of workers or a work location;

NOTE: The report may be made confidentially, but efforts should be made to identify the individual employees suspected of being under the influence of Drugs or Alcohol.

FOR CAUSE TESTING – ACCIDENTS, INCIDENTS OR NEAR MISSES

TES TRAINING Ltd, Client or Network Rail shall initiate for cause Drugs and Alcohol testing in the following circumstances:

- following an Accident or serious incident where conduct, behaviour or physical signs indicate the individual might be under the influence of drug and/or alcohol;
- where any Employees behaviour gives grounds to suspect that they may be unfit for work through Drugs or Alcohol;
- following a credible report or tip off relating to a group of workers or a work location.

Employees awaiting “for cause” testing

TES TRAINING shall make appropriate arrangements for people who are waiting to be tested as follows:

- anyone who is to be tested shall be taken to a secure and safe place (either a room or vehicle) and shall be accompanied at all times whilst awaiting the test;
- anyone waiting testing shall not be allowed to smoke as this may interfere with the results of the breathalyser test;
- anyone waiting testing shall not be permitted to eat sweets or breath freshening mints or to use a breath freshener as this may interfere with the results of the breathalyser test;
- a light snack may be provided to those waiting testing upon request, but this shall be from a sealed package to eliminate any possibility that drugs or alcohol could be introduced after the event;
- reasonable quantities of non-alcoholic drinks from sealed bottles or cans (not more than one small – 330ml bottle or can per half hour) may be provided to those waiting testing. Similar quantities of warm drinks from vending machines are permissible, but these must be dispensed in the presence of the person awaiting testing so as to eliminate any possibility that drugs or alcohol could be introduced after the event;
- anyone waiting testing shall be permitted to take any necessary prescription medication such as that required for heart disease, epilepsy or diabetes, but shall not be permitted to take any other medication such as pain killers, etc;
- the Donor shall be advised to have allowed at least 15 minutes to elapse since taking anything by mouth before providing a breath sample. This includes all foods, fluids and cigarettes as this can interfere with the results of the breathalyser test;
- anyone awaiting testing shall be permitted to use toilet and washing facilities if necessary, but shall be:
 - escorted so to make certain that they do not eat or drink anything whilst doing so;

- reminded that they will be required to provide a urine sample for testing.

Records shall be kept of any food or drink given and any medication taken. This shall include the nature of the food, drink or medication and the time at which it was given or taken and the volume of drink consumed. If any person selected for testing fails either to submit to testing or to remain on site until the testing agent arrives, they shall be informed that this will be regarded as a refusal to submit to testing. This shall lead to a positive result being recorded and will be dealt with accordingly.

Awaiting test results of “for cause” testing

The Donor shall not be permitted to undertake any work which requires PTS certification or is designated as Safety Critical Work post pending receipt of the results of the Laboratory Analysis.

Exception 1: In case of a post incident ‘For cause’ test, if evidence emerges which demonstrates that the Donor did not contribute, either through their actions or by their omissions, to the accident or serious incident; they may return to normal duties pending the results of Laboratory Analysis , providing their evidential Alcohol breath test is ‘negative’.

Exception 2: In situations where there has been a ‘tip off’ in the workplace, a risk managed approach should be taken by the Management. If the allegation cannot be substantiated and operational safety is put at risk due to reduced staffing levels, Donors may return to work where evidential alcohol breath test is ‘negative’. However, on receipt of the interim drug Laboratory Analysis report, the Donor shall be stood down unless a ‘negative’ result is shown for drugs.

No action shall be taken to suspend the Donor’s competences, nor shall any certificate of competence or Sentinel card be removed from the Donor, pending the final results of the Drugs test, unless a positive breath test is revealed.

DRUGS AND ALCOHOL TESTING RESULTS

Negative drug screen result

- A result that is entirely negative with no other comments from the toxicologist shall be reported as **'negative'** and recorded as a **'pass'** result.
- If the analysis reveals the presence of a drug consistent with declared and acceptable medication, this shall be reported as a **'negative'** and recorded as a **'pass'** result. TES TRAINING will be informed of relevance of the medication or the medical condition to fitness to work on or near the line or in a safety critical work post.
- If analysis reveals the presence of a drug in a quantity consistent with a therapeutic dose that was not declared at the time of sample donation then the Donor shall be interviewed. If as a result of the interview there has been an inaccurate declaration (i.e. medication was mistakenly identified at the time of donation) or that a plausible omission has been made by the Donor (e.g. a single dose of non-prescription medication has been forgotten at the time of donation) then the result shall be reported as **'negative'** and recorded as a **'pass'** result. TES TRAINING shall be advised of relevance of the medication or the medical condition to fitness to work on or near the line or in a safety critical work post and they shall re-educate the Donor of their duty and responsibilities under the Company Drugs and Alcohol Policy.

Positive drug screen result

- If analysis reveals the presence of a drug above accepted cut-off levels and the findings are not justified by a legitimate medical need, then this shall be reported as a **'positive'** and recorded as a **'fail'** result.
- If analysis reveals the sample to be adulterated then this shall be reported as **'positive'** and recorded as a **'fail'** result.
- If a **'positive'** result is recorded, the Donor shall be considered in breach of the Company's Drugs and Alcohol Policy and therefore:
 - shall not be permitted to undertake any work which requires PTS certification or is designated as Safety Critical Work post for five years from the date of the Drug and Alcohol Test; **and**
 - shall have any Sentinel card issued cancelled forthwith, and shall surrender to Network Rail the Sentinel card as soon as possible; **and**
 - shall, after five years, pass a Drug and Alcohol Test before they can carry out Safety Critical Work or obtain Personal Track Safety certification; **and**

- shall, if after five years they pass a Drug and Alcohol test and are appointed to a role which includes Safety Critical Work or obtain Personal Track Safety certification, be required to undergo a special regime of additional unannounced tests for at least two years.

No Result - undeclared medication

If analysis reveals the presence of prohibited substances consistent with a therapeutic dosage of undeclared medication and, after interviewing the Donor it was decided that this is a simple mistake or omission then the result shall be reported as **'No result – undeclared medication'** and an **'immediate retest'** shall be carried out. The Donor shall remain suspended from work on or near the line or Safety Critical Work post until a result is obtained. TES TRAINING shall re-educate the Donor of their duty and responsibilities under the Network Rail Drugs and Alcohol Policy.

No Result - other reason

If the toxicologist is unable to report the screening as positive or negative beyond reasonable doubt then the result shall be recorded as **'No Result – other reason'**. This may arise due to:

- a flaw in the chain of custody;
- loss of the sample in transit;
- a sample which does not satisfy the criteria for “adulterated” but is of doubtful physiological origin;

NOTE: In the case of urine, adulteration may be indicated by extreme dilution beyond physiological norms or a pH outside clinically acceptable range.

In cases of **'No Result –other reason'** an **'immediate retest'** of the Donor shall be required without notice. The Donor remains suspended from work on or near the line or Safety Critical Work post until a result is obtained. TES TRAINING shall re-educate the Donor of their duty and responsibilities under the Company Drugs and Alcohol Policy.

Communicating and recording results

Results of 'For cause' Drugs and Alcohol tests shall be communicated to Donors and their employers as well as to the person arranging (testing which may be one and the same). Donors shall be provided with a certificate of Drugs and Alcohol Testing, signed by the Medical Service Supplier, which records the date and result of the test. In addition the results of all 'For cause' Drugs and Alcohol tests shall be advised to the Manager of the Sentinel Scheme and shall be recorded on the Sentinel database.

DRUG AND ALCOHOL SCREENING PROVIDER

TES TRAINING Ltd have an arrangement with a Drug and Alcohol Screening Company who are Network Rail approved to provide pre-employment, random and 24 hour 'for cause' screening and a medication checking service,

USE OF MEDICATION

Any member of staff who will perform safety critical work or carry out tasks or activities that have the potential to import risk on to Network Rail Managed infrastructure must declare any prescribed or over the counter medication prior to accepting or starting work.

Some medical drugs (medication) available either on prescription or 'over the counter' can affect work performance and the ability to carry out work safely. They include, but are not limited to, some brands of:

- Anti-depressants
- Cold and flu remedies
- Hay fever remedies and other anti-histamine
- Pain killers
- Sleeping pills
- Tranquillisers

It is the individual's responsibility to ensure that they are aware of the effects of any medication taken and they must inform their Supervisor or Manager if there is a possibility that their work performance or their ability to work safely will be affected. Details of medications reported shall be checked through the Healthcare Connections online medication advice line.

If an individual is prescribed any medication they must inform the doctor that they work on the railway in a safety critical post. They must give details of the kind of work they do and ask the effects of the medication. They must tell their manager that they are taking medication, and what has been prescribed, before returning to work.

Before taking any 'over the counter' medication individuals must check whether it could affect their work performance or their ability to work safely. This information can be found by reading the warnings on the packaging, asking the pharmacist or doctor, referring to publications or web sites, or via the employer.

Managers/supervisors must be informed about any 'over the counter' medication being taken which could affect work performance or the ability to work safely.

Individuals may not be permitted to undertake normal duties whilst taking certain medication.

Managers shall not allow any staff to carry out work if the medical authority advises that it is unsafe. As a result either of the following courses of action should be taken:

- request that the person visit his own general practitioner and obtain alternative medication that will not affect their performance (if available), or
- instigate special measures to permit the person to carry out their normal duties safely, or
- instigate special measures to permit the person to undertake duties other than their normal tasks.

MONITORING AND REVIEW

TES TRAINING Ltd shall monitor the results of drugs and alcohol testing to identify trends, patterns and changes in levels of drugs and alcohol detection.

TES TRAINING Ltd shall periodically audit and review the effectiveness of their drugs and alcohol policy and make changes to prevent or eliminate increases in risk resulting from the deficiencies identified.

RECORDS

Records will maintained of all Drugs and Alcohol certificates and test results for a period of not less than 5 years from the date of testing.

Pre-employment Drugs and Alcohol results (personal file).

Signature:



Name: Derek White
Title: Training Manager
Date: 01 March 2019
Review: April 2020