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## TALENT AND RESOURCES

# Drugs and Alcohol Implementation Policy

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**This document supports the Drugs and Alcohol Policy & Drug and Alcohol Testing Procedure**

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**This implementation policy should read in conjunction with the  
Drug and Alcohol Testing Procedure (CRL1-XRL-Z7-GPD-CR001-50012)**

## **1 Introduction**

Crossrail is committed to employee health, safety and wellbeing. We have a moral and legal obligation to provide a safe and healthy working environment across all our offices, worksites and company vehicles.

The principles of this implementation policy are:

- Crossrail Ltd promotes a safe working environment at all times for everyone engaged on the Crossrail Programme.
- Crossrail Ltd operate a zero tolerance policy to the consumption of alcohol and the misuse of drugs at work ;
- Crossrail Ltd operate pre-employment, random, post incident and for cause testing for alcohol and drugs;
- Crossrail Ltd ensure that all breaches of the policy and implementation policy will be handled in line with the relevant disciplinary procedures and contractual provisions;
- Crossrail Ltd encourage individuals who may have an alcohol or drug related problem to come forward and accept help in confidence;
- Crossrail Ltd requires contracted organisations to comply with the policy and implementation policy, or with policies consistent with this implementation policy, and in particular to establish and operate testing regimes in accordance with section 4.

## **2 Scope**

This implementation policy applies to:

- all CRL employees and temporary staff engaged via an employment agency;
- all other personnel engaged on the Crossrail Project in accordance with CRL's contracts with our industry partners, contractors and consultants ("contracted organisations" which expression includes all sub-contractors and sub-consultants)

## **3 Requirements and responsibilities**

You have a responsibility **not** to be under the influence of alcohol or drugs in any way, and at any time while you are working on any part of the Crossrail Project. This includes when you are:

- working remotely or working from home;
- working at the premises or worksites of CRL or of our contracted organisations;
- during lunch hours or breaks away from those premises and worksites;
- when you are on call; and
- when you are driving private or company vehicles on company business.

In addition to the above you have a responsibility for advising your line manager if you are taking any medication which may impair your ability to work safely.

Your line manager will if necessary and after consultation with a HR representative arrange for your responsibilities to be modified while you are taking this medication.

Any breaches of the implementation policy will be dealt with as follows:

- in the case of CRL employees, in accordance with CRL's disciplinary procedure;
- in all other cases, in accordance with CRL's arrangements with the relevant contracted organisation and the disciplinary procedure of the relevant employer.

### **3.1 Alcohol**

CRL requires all personnel engaged on the Crossrail Project to take a responsible approach to alcohol. Individuals must not report for duty subject to the influence of alcohol at levels greater than are stated in Section 5.5.5. To avoid reporting for work under the influence of alcohol:

- you should not consume ANY alcohol in the eight hours immediately before starting work. As a guide no more than seven units of alcohol should be consumed in the sixteen hours before that eight hour period commences. However you should note that consumption levels are affected by gender, body mass index, metabolism and prescribed medication. A unit is 10 millilitres of alcohol. The exact number of units in a drink can be obtained by multiplying the volume of the drink in millilitres (ml) by the % alcohol by volume (ABV) and dividing the resulting number by a thousand. For example: a 330 ml bottle of lager with 5% ABV = 1.7 units ( $[330 \times 5] / 1000 \approx 1.7$ );
- you must not consume alcohol while at work or while on call; and
- you must not consume alcohol during meal/rest breaks in the working day.

CRL's offices, warehouse, worksites and company vehicles are designated alcohol-free areas. You must not bring alcohol into these areas at any time. The only time that alcohol is permitted for consumption on CRL's premises is when there is an official organised work event after working hours and alcohol is provided as part of the event by CRL or with CRL's written permission. Any such events will be in a designated area and with senior CRL management permission. Attendance will be in non working time and you will not be permitted to return to work after drinking alcohol.

### **3.2 Drugs**

The misuse of drugs, including those medically prescribed or available without a prescription, can impair performance and safety.

In this implementation policy, the term 'drugs' includes:

- "controlled drugs" as defined in the Misuse of Drugs Act 1971 (comprising Class A, Class B and Class C drugs);
- drugs that are taken for a reason other than for a medically prescribed purpose;
- drugs which have been prescribed by a registered medical practitioner, e.g. to cure a disease, to ease pain, to help sleep, or to help relieve a psychological condition;
- drugs that can be purchased directly from a registered pharmacist, e.g. pain relieving tablets (Paracetamol) or hay fever relief; and
- any other substances which can affect performance e.g. solvents and glues.

CRL operates a zero tolerance approach to the misuse of drugs. In practice this means that you must not:

- possess, consume, store sell or buy controlled drugs; and
- under the influence of any other drugs to an extent which may impair your ability to work safely while you are on company premises or working on any part of the Crossrail Project.

There are legal implications surrounding the use or possession of controlled drugs both inside and outside the workplace. If any such incidents take place within the workplace, this will be investigated and may be reported to the Police.

Some prescribed or over the counter medicine, pills or drugs may cause side effects that impair work performance and safety for example by causing excessive drowsiness. If you are in any doubt you should speak to your line manager who will seek advice from a HR representative (and from occupational health advisers if necessary).

## **4 Support**

If you think you may have an alcohol or drugs related problem you should come forward and speak to your line manager in confidence or a HR representative. Both alcohol and drug dependency is recognised as an ill-health condition. Any CRL employee who voluntarily discloses a dependency will be helped and offered support including, as appropriate, referral for advice, medical treatment, counselling and/or time off work. CRL's contracted organisations will have their own arrangements in place for support.

## **5 Testing**

In order to ensure that individuals working on the Crossrail Project are in compliance with this implementation policy, a comprehensive drug and alcohol testing programme will be operated by CRL and our contracted organisations using approved occupational health providers as detailed on the Crossrail website. Individuals working on the Crossrail Project must cooperate with the testing programme by making themselves immediately available on request for a test. Individuals who avoid, delay, attempt to interfere with, or fail a test will be subject to disciplinary action and exclusion from the Crossrail Project.

### **5.1 Pre-employment testing**

#### **5.1.1 CRL Employees and temporary staff**

All new employees will normally undergo a drug and alcohol test prior to joining CRL. However if this cannot be achieved they will be tested during their first week of employment. This testing is to ensure there are no traces of illegal drugs, that blood alcohol levels are within the prescribed limits and that any prescribed or over the counter medications are recorded and assessed for potential effects on performance. Temporary staff may also be required to undergo a drug and alcohol test.

### 5.1.2 CRL's Contracted Organisations' Employees

All employees of CRL's contracted organisations (including employees of their sub-contractors and sub-consultants of any tier) working for the first time on the Crossrail Project will undergo drug and alcohol testing during site and office induction.

This is to ensure there are no traces of illegal drugs, that blood alcohol levels are within the prescribed limits and that any prescribed or over the counter medications are recorded and assessed for potential effects on performance.

These employees will be required to consent to the outcome of the test being shared with CRL and other contracted organisations. This is to enable CRL to take steps to ensure that individuals who fail a test may be excluded from the Crossrail Project.

### 5.1.3 Testing

Visitors to Crossrail Project premises (including permanent offices, temporary construction site offices and work sites) will only be tested for alcohol and drugs if their behaviour indicates a need to test.

## 5.2 Unannounced testing

Each year, a random sample of a minimum of ten percent of CRL employees and temporary staff will be tested on an unannounced basis; the sample will be drawn at random.

Tests will be scheduled at any time (day or night, weekday or weekend) on a random basis such that an impartial and entirely indiscriminate sample of ten percent is achieved. Each random sample will be drawn from a list containing the names of permanent and temporary staff. Therefore it is entirely possible to be tested more than once during the course of one year. Tests will be at irregular intervals and conducted by an approved occupational health provider.

Each of CRL's contracted organisations will ensure that the same level of testing is carried out, and on the same basis, drawn from a list of names of individuals engaged on that part of the Crossrail Project for which it is responsible, including permanent and temporary staff engaged by sub-contractors and sub-consultants of any tier and including van, lorry and other delivery drivers.

## 5.3 For Cause Testing

If any person has cause to suspect that an individual engaged on the Crossrail Project is working, or attempting to report for work, under the influence of alcohol or drugs, that person must contact the relevant line manager, or a senior manager or a HR representative or the Crossrail On Call Manager<sup>1</sup> (if outside office hours) who will decide whether to arrange for immediate testing. The individual should be stood down pending a decision. Any individual who is required to take a test will not be allowed to return to (or commence) duty unless the results from the "For Cause" test show a negative result.

## 5.4 Post – Incident testing

Any person involved in an incident whilst at work or on duty may be subject to a "post-incident" test if the relevant line manager; or any senior manager considers that the person's actions or behaviour give reasonable grounds to believe that they are unfit for duty because of alcohol or drugs.

## 5.5 Collection and Analysis of test samples

Organisations undertaking alcohol and drugs testing will operate a documented chain of custody process for the collection of drugs and alcohol samples. Samples will be collected by suitably trained collection officers and there will be safeguards to ensure that the reported

results can be related to the correct individual. The procedures will ensure that the sample is tamper proof, correctly labelled, securely transported and securely stored before analysis – the “chain of custody”

#### 5.5.1 Screening stage

Crossrail Ltd and contracted organisations will ensure that test samples are collected by suitably trained persons using either:

- The laboratory chain of custody protocol or
- The drug point of care (POCT) collection/ Alcohol Breathalyser protocols. Strict protocols as laid down by the kit manufacturers must be followed.

Where point of care testing is undertaken, as a minimum 10 bar kits must be used which test for all substances as listed above.

Where laboratory chain of custody protocol is undertaken, a suitably trained collection officer will collect samples and ensure they are securely transported and stored before analysis.

All methods will ensure that samples are tamper proof and correctly labelled before testing. There will be safeguards in place to ensure that the reported results can be related to the correct individual.

#### 5.5.2 Confirmation stage of point of care test non negative result

Where the point of care/breathalyser protocol has been followed and there are concerns (Non negative result) with the result, a sample must be sent to the laboratory using chain of custody protocols. Individuals should be suspended from duty on full pay pending confirmation of the laboratory result. Fast track laboratory testing, at additional cost, maybe considered.

Positive results should only be recorded as such on the D&A register following laboratory test confirmation.

#### 5.5.3 Laboratories for Drugs and Alcohol Testing

Laboratories used for alcohol and drugs analysis will be:

- a) UKAS (or European equivalent) accredited to IOS/IEC 17025:2005; and
- b) Subject to blind analysis testing under an external quality assurance scheme.

#### 5.5.4 Drug testing

When analysing samples, the laboratory undertaking the test shall look for the presence of drugs including cannabis, amphetamines, cocaine, benzodiazepines, barbiturates, ecstasy (MDMA), heroin, methadone and other substances which meet the definition of drugs as defined in section 2.2 of this implementation policy.

#### 5.5.5 Positive Result

For the purposes of this implementation policy a test result is deemed to be positive if:

(a) it shows:

- The presence of a drug for which there is no legitimate need for either the quantity or the use;
- More than 29 milligrams of alcohol in 100 millilitres of blood;
- 13 micrograms or above of alcohol in 100 millilitres of breath;
- More than 39 milligrams of alcohol in 100 millilitres of urine; or

(b) an individual refuses to undertake a test; or

(c) a test sample has been deliberately contaminated by the individual being tested;

Test results will be reviewed and verified with the Medical Review Officer who will confirm positive results.

## **6 Consequences**

### **6.1 For a CRL employee:**

- a positive result will be considered to be a potential gross misconduct offence in accordance with CRL's disciplinary procedures;
- anyone refusing to take an alcohol or drugs test when asked will also be dealt with, through CRL's disciplinary procedure; and
- anyone who is dismissed in accordance with CRL's disciplinary procedure will be prohibited from working on the Crossrail Project for six months.

### **6.2 For temporary staff employed via an employment agency**

- a positive result, or a refusal to take a drug or alcohol test, will result in that person being removed from the Crossrail Project with immediate effect and being prohibited from future employment on the Crossrail Project for six months.

### **6.3 For an employee of CRL's contracted organisations:**

- a positive result, or a refusal to take a drug or alcohol test, will result in that person being removed from the Crossrail Project with immediate effect and being prohibited from future involvement on the Crossrail Project for six months;
- a positive result, or a refusal to take a drug or alcohol test, may also result in further action in accordance with the relevant employer's disciplinary procedure

### **6.4 Sharing Data**

CRL's contracted organisations will be required to provide CRL with the following details in the event of a person failing a Crossrail drug or alcohol test or being deemed to have failed such a test (for avoiding, delaying, attempting to interfere with or refusing a test):

- name;
- national insurance number or, in cases where employees do not have a national insurance number, their passport number and country of origin ; and either
- the test result and a signed copy of the test consent form, or
- a record of the deemed failure of the test, including cases where there was a refusal to take a test.

CRL will maintain and make available to contracted organisations a database (the Drugs and Alcohol Register) showing details of all persons who have failed or refused a drug or alcohol test within the previous six months, during which time those persons will be prohibited from working on the Crossrail Project.

CRL will, and all contracted organisations are required to, check the Drugs and Alcohol Register during the pre-employment process to ensure that any individuals who appear on the Drugs and Alcohol Register are not employed on the Crossrail Project.



Access to the Drugs and Alcohol Register will be controlled by CRL and limited only to those persons who are responsible for ensuring compliance with this implementation policy within CRL and contracted organisations. Applications for access rights can be made in accordance with the process which may be accessed via the Drugs and Alcohol section of the Crossrail website.

## **7 Reporting**

CRL's contracted organisations will be required to report to CRL:

- on a periodic basis the number of drug and alcohol tests which have been carried out, the number of failures, and the consequential action taken in each case; and
- on an annual basis the number of staff engaged on the Crossrail Project and the number of staff tested.

## **8 Reference Documents**

<b>Ref:</b>	<b>Document Title</b>	<b>Document Number:</b>
1.	Drugs & Alcohol Policy	CR-XRL-Z2-PCY-CR001_Z-50002
2.	Drug and Alcohol Testing Procedure	CRL1-XRL-Z7-GPD-CR001-50012

## **9 Standard Forms / Templates**

<b>Ref:</b>	<b>Document Title</b>	<b>Document Number:</b>
A.	None	