



<b>Deeside CCGT Power Station</b>
<b>HEALTH &amp; SAFETY MANUAL</b>
LOCATION PROCEDURE
Substance Misuse Policy

### SUMMARY

The organisation is committed to providing a safe and productive work environment and to promoting the health, safety and well-being of its employees, contractors and visitors.

This procedure aims to ensure that employees and contractors are made aware of the problems and risks associated with substance misuse, the signs and symptoms of abuse, and the method of seeking confidential treatment, guidance and advice.

UNCONTROLLED

Issue date	6 October 2010	Reference	H&SLP034	
Review date	6 October 2015	Revision No.	4	Page 1 of 5
Created by	Aileen Thomson.....HR Manager			
Checked by	.....Carole Salter, HR Administrator			
Approved by	.....Station Manager			
H&SLP034.DOC		Archived for	5	years



Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 3 of 15

## CONTENTS

1.	INTRODUCTION	4
2.	SCOPE	4
3.	DEFINITIONS	5
4.	RESPONSIBILITIES	5
4.1	Station Manager	5
4.2	Line Managers	6
4.3	Technical Officers	6
4.4	All Employees	6
4.5	Occupational Health Advisor	7
5.	DRUG/ALCOHOL TESTING	7
5.1.	Pre-employment Testing	7
5.2	Post Incident Testing	8
5.3	For-Cause Testing	8
5.4	Random Sampling	8
6.	PROCEDURE	8
6.1	Random Sampling	8
6.1.1	<i>Alcohol</i>	9
6.1.2	<i>Drugs</i>	9
6.2	For Cause	10
6.3	Screened Substances during Testing Procedure	11
6.3.1	<i>Alcohol</i>	11
6.3.2	<i>Drugs</i>	11
6.3.3	<i>Results of Analysis</i>	12
6.4	Voluntary Confidential Referral	12
6.5	Challenging Test Results	12
7.	CONSEQUENCES OF REFUSING TO UNDERTAKE A TEST	12
7.1	Employees	12
7.2	Contractors	13
8.	BREACHES OF THE POLICY	13
9.	RECORDS	13
10.	REFERENCES	14
10.1	Parent Documents	14
10.2	Associate Documents	14
10.3	Daughter Documents	14
APPENDIX 1		15
USEFUL TELEPHONE NUMBERS		15

**UNCONTROLLED**

Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 4 of 15

## 1. INTRODUCTION

Deeside Power Station (DPS) is concerned with the general welfare and health of its employees and contractors and to this end the aim of this policy is to:

- Ensure that any person working at this site does not misuse drugs and/or alcohol nor are exposed to the consequences of misuse by others.
- Provide a working environment which is safe and without risk to the health of DPS employees and contractors as per our obligations under the Health & Safety at Work Act (1974).
- Promote an awareness of the potential risks/consequences associated with drugs and/or alcohol misuse and an understanding of the likely symptoms of abuse;
- Provide an environment which encourages individuals to seek help voluntarily;
- Ensure that drugs and/or alcohol misuse related problems are identified and recognised as a health problem and addressed in a caring, positive and constructive manner.
- Provide confidential support and advice to individuals who have drugs and/or alcohol misuse related problems.

**UNCONTROLLED**

## 2. SCOPE

This Location Procedure sets out DPS's policy in respect of all personnel working at Deeside Power Station whose performance, whilst at work, is affected or could be affected as a result of taking drugs, the consumption of alcohol or substance misuse.

This policy forms part of the General Site Requirements for contractors, as detailed in Health, Safety & Environmental Requirements for Contractors - H&SF107 which sets out the standards to which contractors must conform whilst on site.

Employees are required to comply with the policy as a condition of their employment and that breach of the policy may be dealt with under the disciplinary procedure.

Nothing in this policy will prevent the exercise of statutory powers in relation to the Road Traffic Act 1988, the Misuse of Drugs Act 1971 or any other statutory provision relating to substance misuse.

For the avoidance of doubt, individuals suspected of possessing or supplying illicit drugs, solvents, or alcohol on site will be immediately escorted off site pending investigation.

Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 5 of 15

### 3. DEFINITIONS

For the purpose of this procedure DPS defines alcohol and substance abuse/misuse as the use of legal or illegal drugs, including solvents, or alcohol, which may interfere with a person's capability to work, or conduct whilst at work.

In addition the policy deals with the possession, storage, and/or dealing of illicit drugs whilst on Company premises.

**Approved Test Organisation – Synergy Health**

**Chain of Custody** – refers to a system of controls and procedures that document the progress of a specimen from the point of collection through the laboratory to its disposal after the results have been accepted.

**Designated Testing Area – Medical Room and/or Maintenance Department Meeting Room**

**Non-negative result** – this is where a non-specific screening test for drugs has been carried out and has identified one or more of the drug groups

**UNCONTROLLED**

**Positive result** – this is confirmed when the non-negative sample is sent to the laboratory and if one or more of the testing groups is confirmed.

**Positive but consistent with medication** – sample is confirmed as testing positive in the said drug group(s) but is consistent with medication declared by the employee.

**Nominated person** – this refers to the person(s) nominated by DPS as a contact for the Approved Testing Organisation to receive results and are the HR Manager, HR Administrators, and Occupational Health Advisor.

**Site Co-ordinator** – this refers to the person(s) nominated by DPS to provide Collection Technician with security system unique reference numbers for random selection on the day of the test and co -ordinate appointment times and are HR Manager/HR Administrator.

**Collection Technician** - is the person nominated by Approved Test Organisation to carry out random testing

**Senior Manager** – the Station, Production or Engineering Manager

### 4. RESPONSIBILITIES

#### 4.1 Station Manager

Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 6 of 15

The Station Manager will ensure that:

- Employees and contractors are aware of the policy and guidelines and that it is communicated effectively and administered fairly and consistently to all;
- That managers and staff receive adequate training to fulfil their responsibilities under the policy
- That treatment procedure(s) are actively monitored supported and reviewed.

## 4.2 Line Managers

Line Managers will ensure that:

- They are aware of the signs of alcohol and substance misuse and the effects on performance, attendance and health of employees and others with whom they come into contact;
- Staff understand the policy and are aware of the rules and consequences regarding the use of alcohol, drugs and other intoxicating substances;
- Monitor the performance, behaviour and attendance of employees as part of the normal supervisory relationship
- Intervene at an early stage where changes in performance, behaviour, sickness level and attendance patterns are identified to establish whether alcohol or substance misuse is an underlying cause;
- Provide support and assistance, where appropriate, and for a reasonable period, to staff who are dependent upon intoxicating substances to help their recovery.

Where a manager is aware, or suspects, that an employee is misusing intoxicating substances they are required to seek advice from the Senior Manager, Duty Shift Manager or HR Manager on the approach to be adopted.

Such matters will be treated confidentially as far as legitimately and legally possible. For example, it may be necessary in order to provide effective support for information to be shared with others such as Occupational Health Advisor.

## 4.3 Technical Officers

Technical Officers will ensure that contractors understand the policy and are aware of the rules and consequences regarding the use of alcohol, drugs and other intoxicating substances.

## 4.4 All Employees

All employees have a duty to ensure that:

- They familiarise themselves with this policy and comply with its provision;
- When reporting for work, their performance is not affected by the misuse of licit or illicit drugs and/or alcohol;
- They do not use illegal drugs in terms of the Misuse of Drugs Act 1971, or

Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 7 of 15

misuse prescribed or other licit drugs;

- They report to their Line Manager or Occupational Health Advisor, the use of prescribed medicines or over the counter medicines which may have the potential to affect their ability to perform their normal duties.
- They exercise a duty of care towards all members of the workforce as detailed in the Health & Safety at Work Act 1974, and as at common law;
- They do not “cover up” for, or collude with, a colleague with an alcohol or drug-related problem but should encourage the individual to seek help;
- Where an individual does not wish to come forward to seek help and they genuinely suspect that the individual may be misusing drugs or alcohol, they raise their concerns with the employee’s Line Manager or confidentially with Occupational Health as a matter of urgency.
- If they suspect a contractor has been drinking and/or under the influence of drugs they must report this to a Senior Manager, or Duty Shift Manager who will refer the matter to the relevant company for their action.

If employees are contacted out of normal hours to attend work, or to give advice regarding a technical matter, and they are unable to comply with the terms of this policy, they are required to say they are unavailable for work or are unable to give a rational considered response.

## **UNCONTROLLED**

### **4.5 Occupational Health Advisor**

The Occupational Health Advisor is responsible for:

- carrying out all pre-employment testing
- identifying support resources and providing advice on any health concerns an individual may have.

## **5. DRUG/ALCOHOL TESTING**

Drug and/or alcohol testing is a multi-stage process in which a specimen (breath or urine) is collected with the specific aim of determining whether any substances are present that could affect the safety, performance or behaviour of the employee in the workplace.

A programme of drug and/or alcohol testing will be implemented which will incorporate the following:

### **5.1. Pre-employment Testing**

All applicants who are offered employment will be required to undertake a drug (but not alcohol) screen test prior to confirmation of employment, which will test for illegal drugs only. The test is not initially performed under a full ‘chain of custody’ but is a screening test conducted by the Occupational Health Advisor on an uncontaminated urine sample provided during the pre-employment medical. Potential applicants will

Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 8 of 15

be informed prior to attending for interview.

In the event of a negative test result no further action is required and the individual is told verbally that the result is negative. This is noted in the individual's medical file and any other data is destroyed.

In the event of a non-negative sample, it will then be split and the "chain of custody" procedure will be invoked, as detailed in H&SF116. The sample will be sent to an accredited laboratory for confirmation testing and, if necessary, medical review.

Confirmation of appointment is conditional upon a negative result.

## 5.2 Post Incident Testing

Where the individual was involved in an accident/incident that resulted in serious injury or damage, or could have resulted in serious injury or damage, and the manager has reason to believe that the individual(s) judgement or action may have been impaired by the misuse of drugs and/or alcohol (Ref: H&SF120).

## 5.3 For-Cause Testing

# UNCONTROLLED

Where there is reasonable cause to believe that an individual's performance at work is impaired and that such impairment may be the result of drug and/or alcohol abuse, such individuals will be requested to undertake a drug and/or alcohol test (Ref: H&SF120). Some examples of circumstances where this may be appropriate are:

- Evidence of drug or alcohol use (i.e., changes in behaviour, physical appearance and/or co-ordination, smelling strongly of alcohol);
- Recognition by managers, supervisors or colleagues of symptoms affecting work performance;
- The discovery of items in the possession of an employee that could indicate involvement in illicit drug taking, or alcohol abuse.

## 5.4 Random Sampling

Random sampling will cover testing for drugs and alcohol (Ref: H&SF115).

Testing will be undertaken by an independent testing company.

DPS will ensure that the process is applied on an equal basis and sample times will be varied to include all types of shifts. Sampling will generally be carried out during the normal working week Monday to Friday with the exception of periods of high activity, e.g. during a major 'C' inspection, when random sampling may be carried out over a weekend period.



Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 9 of 15

## 6. PROCEDURE

### 6.1 Random Sampling

The **Approved Test Organisation** will contact the nominated Site Co-ordinator on the day **they** select to carry out **random** testing and will provide the name of the Collection Technician attending site.

The nominated Site Co-ordinator will meet the Collection Technician prior to generating a list of unique reference numbers from the site security system of people on site on the day. To ensure security of random selection three lists will be generated from a database to which only the Site Co-ordinators have access. One list will contain the numbers of staff and permanent contractors on site on that day, the second list will contain the numbers of any other contractors and visitors on site on that day. The Collection Technician(s) will select a random 10%, or up to a maximum of 10 from both lists, to sample on a purely ad-hoc basis and this will be cross referenced to a third list to match the number to the person.

Employee or Contractor, in conjunction with employee's Line Manager or contractor's Supervisor, will be notified by the Site Co-ordinator that they are required to undergo a random alcohol test and the individual will be given an appointment to attend the medical room or other designated location.

#### 6.1.1 Alcohol

A breath test is administered.

#### Employees and Contractors

- If negative (i.e. zero reading), the employee or contractor is allowed to return to work
- If positive (i.e. alcohol present), a second test is administered after 20 minutes to establish whether levels are rising or falling.
- If this result is 0.79 or less the Senior Manager (Station, Production, Engineering Manager) or Duty Shift Manager, will carry out a risk assessment and assess whether further action is required.

#### Employees

- If this result is 0.8 (80mg/100ml of blood) or above, the individual will be suspended from work and the matter referred to the Senior Manager (Station, Production, or Engineering Manager) or Duty Shift Manager who will commence an investigation under the Company's disciplinary procedure.

#### Contractors

- If this result is 0.8 (80mg/100ml of blood) or above, the individual will be

Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 10 of 15

suspended from work and the matter referred to the Senior Manager (Station, Production, Engineering Manager) or Duty Shift Manager who will refer the matter to the contractor's company and arrangements made for the individual to be escorted from site.

### 6.1.2 Drugs

A urine test is administered using an approved "Chain of Custody" procedure.

The sample is tested to ensure that it has not been tampered with and then tested on site for ten of the most common drugs abused.

If negative the sample will be destroyed and the employee or contractor allowed to return to work.

### Employees

- If positive the sample is sent to an analytical laboratory for confirmation. During this time the individual will be suspended pending the results from the laboratory. These results are definitive. If the results are confirmed as positive for drugs which are not consistent with those declared by the individual, Deeside Power Station will commence an investigation under the Company's disciplinary procedure.

### Contractors

- If positive the sample is sent to an analytical laboratory for confirmation. During this time the individual will be suspended pending the results from the laboratory. These results are definitive. If the results are confirmed as positive for drugs which are not consistent with those declared by the individual, the Senior Manager (Station, Production, or Engineering Manager) or Duty Shift Manager will refer the matter to the contractor's company for further investigation under their own procedures.

## 6.2 For Cause

If an Employee or Line Manager has reasonable grounds to believe that a drug and/or alcohol test is necessary they must discuss the matter with their relevant Senior manager or the Duty Shift Manager before approaching the individual.

The Senior Manager or Duty Shift Manager will then need to discuss the concerns with the employee or contractor, together with the employee's line manager or the contractor's supervisor. **(the individual must be informed of their right to representation throughout the process, however this will not be allowed to unreasonably delay the procedure)** and then make a decision, based on the details and evidence provided, as to what course of action is appropriate.

Deeside CCGT Power Station Location Procedure			
Substance Misuse Policy			
Issue date	6 October 2010	Reference	H&S\LP034
Review date	6 October 2015	Revision No.	4
		Page	11 of 15

If it is decided that a drug and/or alcohol test is necessary the Senior Manager or Duty Shift Manager should ensure that they:

- Remain with the individual whilst waiting for the **Approved Test Organisation's** collection technician to arrive on site and then ensure that the Company provides a controlled environment throughout the process;
- Whilst waiting for the **Collection Technician** ensure that the employee is supervised and does not drink anything or go to the toilet if possible. Allowing either will compromise the quality of the sample and could unnecessarily delay the process.
- Accompany the Approved Test Organisation's collection technician and individual to be tested, to the designated testing area. This will be the Medical First Aid Room, in the first instance, or the Maintenance Meeting Room if the Medical Room is not available. The room will be prepared by the tester and breath and or urine samples collected according to a strict 'Chain of Custody'. In order to obtain good quality information from the tests, which could be related to the time of an incident, it is important that the tests should be conducted on the individuals as soon as practicable after the incident (usually within 2 hours).

## UNCONTROLLED

If **negative** the sample will be destroyed and the employee or contractor allowed to return to work.

If **positive** please refer to Sections 6.1.1 or 6.1.2 on procedure for dealing with employees or contractors testing positive for alcohol or drugs.

### 6.3 Screened Substances during Testing Procedure

A range of substances, their derivatives, and alcohol will be screened for.

#### 6.3.1 Alcohol

The employee will be considered 'positive' for alcohol above a recorded result which is defined by the Road Traffic Act 1988 sec. 6(1), as being 80 mg of alcohol per 100 ml of blood. A positive result will render the employee 'unfit for duty' following which a full investigation will be carried out under the disciplinary procedure.

If readings below this level are recorded, the employee may still be regarded as being unfit for duty if other evidence shows this to be the case.

#### 6.3.2 Drugs

The following list of substances, which are not exhaustive, may be screened for during the test:

<b>Cocaine</b>
<b>Amphetamine</b>

Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 12 of 15

<b>Methamphetamines</b>
<b>Methadone</b>
<b>Morphine</b>
<b>Buprenorphine</b>
<b>Barbiturates</b>
<b>Benzodiazepines</b>
<b>Ketamine</b>

All drugs are analysed and reported against set cut-off levels. These levels allow for passive inhalation/ingestion of each drug and if a positive result is reported against these cut-offs it shows ingestion of the drug and confirms that the individual will be under the influence at the time of collection. The test levels used are in accordance with best practice and implemented by the UK Workplace Drug Testing Guidelines.

### 6.3.3 Results of Analysis

All tested employees and contractors will be notified in an appropriate manner of the results of the drug and/or alcohol test as soon as possible after the results are known.

In the event of a **negative** test result no further action is required unless it is justified by other evidence. A copy of the result will be given to the individual but the actual laboratory results will be destroyed.

**UNCONTROLLED**

In the event of a **positive** test result please refer to Sections 6.1.1 or 6.1.2 on procedure for dealing with employees or contractors testing positive for alcohol or drugs.

## 6.4 Voluntary Confidential Referral

An individual may make confidential contact with the Occupational Health Advisor. In these circumstances the identity of the person will not normally be revealed to DPS unless this will benefit the treatment and recovery of the individual.

If it is considered that the condition may endanger the individual or others, or work performance, or attendance for work is adversely affected, Occupational Health will consult with the HR Manager and a decision will be taken on the appropriate action to effectively manage the situation. This may be done without the employee's consent; however the employee would be informed.

## 6.5 Challenging Test Results

If an employee wishes to undertake a formal challenge to a positive drug test result, this will generally involve a request for a re-analysis of a urine specimen stored at the analytical laboratory. The employee must:

1. Put a request in writing to their manager.

Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 13 of 15

2. Include in the request the details of the request (e.g., a wish to transfer the 'B' sample to a specified laboratory for analysis).
3. DPS will pay for the cost for the specimen to be transported and analysed.

## 7. CONSEQUENCES OF REFUSING TO UNDERTAKE A TEST

Deeside Power Station's policy is explained to the individual.

### 7.1 Employees

If an employee refuses to comply with the testing procedure then the individual is suspended and Deeside Power Station will commence an investigation under the Company's disciplinary procedure.

### 7.2 Contractors

If a contractor refuses to comply with the testing procedure, the individual will be immediately suspended and escorted from site. The Senior Manager or Duty Shift Manager will refer the matter to the contractor's company.

**UNCONTROLLED**

## 8. BREACHES OF THE POLICY

The management at Deeside Power Station will, where appropriate to do so, adopt a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependency/addiction. Where evidence warrants, however, the company will inform the responsible authority of illegal drug use or activity or behaviour over which there are concerns as to its legality.

## 9. RECORDS

DPS will treat in confidence all dealings with individuals coming within the scope of this procedure and any personal records associated with any case will only be seen by those required to assist. Personal test records will be stored in the personal file of the individual concerned, to which the normal rules of access and Data Protection legislation will apply. Confidential medical records will be under the strict control of the Occupational Health Advisor.

Deeside CCGT Power Station Location Procedure				
Substance Misuse Policy				
Issue date	6 October 2010	Reference	H&S\LP034	
Review date	6 October 2015	Revision No.	4	Page 14 of 15

## 10. REFERENCES

### 10.1 Parent Documents

H&S\LMS - Management System

### 10.2 Associate Documents

HR\LP038 - Equal Opportunities Procedure  
 HR\LP039 - Data Protection  
 HR\LP035 - Disciplinary & Dismissal Procedure  
 HR\LP041 - Incapability Procedure

### 10.3 Daughter Documents

The under-noted forms provide a quick guide to the various processes through the use of flow-charts for ease of reference

H&SF115 Random Sample Collection Request  
 H&SF116 Drug Testing  
 H&SF117 Breathalyser Testing  
 H&SF118 Actions Following a Positive Test  
 H&SF119 Laboratory Analysis Process  
 H&SF120 Procedure for Cause or Post Incident  
 H&SF121 Refusal to Take a Drug or Alcohol Test  
 H&SF122 Refusal Form to Drug or Alcohol Testing

**UNCONTROLLED**

## USEFUL TELEPHONE NUMBERS

- |   |                      |
|---|----------------------|
| 1. National Drugs Helpline<br>Offers free and confidential advice about any drugs issue.<br>Lines are open 24 hours a day.  | <b>0800 77 66 00</b> |
| 2. ADFAM National<br>The national helpline for the friends and families of drug users.<br>Lines are open Monday, Wednesday, Thursday and Friday 10am – 5pm.   | <b>020 7928 8900</b> |
| 3. RELEASE<br>A 24-hour confidential helpline providing advice on drug use and legal issues surrounding the subject.  | <b>020 7729 9904</b> |
| 4. Alcohol Concern<br>Offers general information about alcohol  | <b>020 7928 7377</b> |
| 5. Occupational Health Advisor (Medical Centre at Deeside)<br>(If dialled internally you need to dial extension 6033)<br>(normally available 1 <sup>st</sup> and 3 <sup>rd</sup> Thursdays of each month) | <b>01244 286033</b>  |
| 6. AXA PPP Healthcare Health Information Line –<br>This provides confidential 24 hour assistance on medical issues and manned by medically qualified persons, such as doctors, nurses, and pharmacists.   | <b>0800 003004</b>   |
| 7. AXA PPP Employee Assistance Programme –<br>This is a helpline, which provides a Stress Counselling Facility as well as assistance in a number of areas such as legal advice etc.                       | <b>0800 102210</b>   |
| 8. AXA PPP Helpline number<br>For general enquires the telephone number is  | <b>0800 1114708</b>  |

**Please Note:**

(For PPP enquires you may need to quote your own personal membership number, which is quoted on your membership card. Your IPR group number is 43174)