

DRUG AND ALCOHOL POLICY

PURPOSE

The purpose of this policy is to:

- Show our responsibility and commitment to ensure a safe and healthy workplace.
- Ensure that CB Civil & Drainage Ltd can work in an environment free of alcohol and drug use or abuse.
- Outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- Provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.

SCOPE

This policy applies, at the workplace, yard and satellite worksites, to all staff members of CB Civil & Drainage Ltd (referred to as the "Company") and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

- The Company is committed to pre-employment testing as well as testing if transferring to a safety critical role.
- The Company will undertake post incident testing for workers who have been involved or contributed to an accident.
- Reasonable cause testing will also be undertaken where actions, appearance, behaviour or conduct suggests drugs or alcohol may be impacting their ability to work effectively and safely. This may also include the use of drug dogs, searching of vehicles, bags, filing cabinets, desks, packages, etc.
- Random testing will be undertaken across the business.
- Employees in breach of this Drug and Alcohol Policy will constitute serious misconduct and will be disciplined which may result in termination.
- Rehabilitation may be offered when appropriate
- Detail of this policy including trigger levels is documented in the company's drug and alcohol procedure.

ROLES AND RESPONSIBILITIES

It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary, they will advise a supervisor to enact the drug and alcohol procedure.

CB Civil & Drainage

Name:

Signed:

Date:

Director

Jamie Campbell

05/04/2019

Director

Ben Lawlor

05/04/2019