



HAWKS CRANE HIRE LIMITED

**Substance & Alcohol
Abuse Policy and
Procedures**

Substance & Alcohol Abuse Policy

Hawks Crane Hire Limited

Safety Arrangement 1-8

SUBSTANCE and ALCOHOL ABUSE

Action Plan

To protect workers and others from the risks of working with people who abuse substances and alcohol we need to;

1. Develop a policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.
2. Consider;
 - a. The problem should be treated as an illness.
 - b. The problem can be successfully treated.
 - c. Disciplinary action is a last resort.
 - d. Sufferers may find it difficult to admit to a problem.
 - e. It is easier to take action in the early stages of the condition.
 - f. Staff should be able to identify early signs of problems.
 - g. Advice is available from many organisations including local Health Authorities.
3. Develop a policy and procedure based on these considerations.
4. Explain these arrangements to our workforce. Ensure they are understood.
5. Provide training and information, where required, for staff nominated with responsibility so that they are able to identify workers with substance abuse problems.
6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.
7. Ensure that staff, particularly Managers and Supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.
8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.

Information and advice on this subject can be found in our Guidance Note 1-8 - Substance and Alcohol Abuse.

SUBSTANCE and ALCOHOL ABUSE

We have a duty to protect the safety, health and welfare of our employees and others from the hazards that may arise as a result of workers abusing alcohol and other substances.

We do this by:

- Nominating senior staff members to coordinate and manage our substance and alcohol abuse policies and provision.
- Developing and implementing strategies, policies and procedures.
- Providing competent accredited trained personnel to provide support and counselling services.
- Employees and others adhering to the contents of our procedures and policies.
- Providing and recording relevant training
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from substance abuse.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

