


ALCOHOL, DRUGS AND SUBSTANCE MISUSE POLICY

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Approved By:	Rob Kennedy
Signed:	

This policy statement is supplemented by other business policies, core values and mission statement which are available on our company website www.kennedyredford.com

ALCOHOL, DRUGS & SUBSTANCE MISUSE

The consumption of alcohol is an accepted part of social life and is usually a personal matter. However, the subject of alcohol, drugs and substance misuse and how these stimulants can impair the performance, safety and interpersonal work relations is a matter for employers.

To ensure that alcohol, drugs and substance misuse is managed within the workplace, that activities are undertaken safely and that our policy will be clearly understood throughout the company, we will:

- Effectively communicate our strategy on alcohol, drugs, and substance misuse in the workplace.
- Train supervisors and managers to identify employees they suspect of misusing alcohol, drugs, and substances.
- Develop a system for dealing with employees who are experiencing problems with alcohol, drug, and substance misuse.
- Provide employees with adequate information, instruction, and training to enable them to perform their work safely.
- Ensure that sufficient resources are made available to fulfil the requirements of this strategy; and
- Review this policy at least annually but more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, Kennedy Redford Limited will:

- Make our alcohol, drugs, and substance misuse strategy widely available in the workplace and ensure that all staff are taken through it at induction.
- Identify and deliver appropriate training for managers and supervisors on alcohol, drugs and substance misuse awareness and the actions to take if an employee is suspected of misuse.
- Ensure that managers and supervisors carry out a detailed investigation on each individual case as they occur by taking account of the person involved, the type of work being performed, and the risk created by individuals being affected by alcohol, drug and/or substance misuse and that they complete a risk assessment if appropriate; and
- Periodically assess accident records to identify any trends where alcohol, drugs or substance misuse may be a contributory factor and ensure that serious injuries are appropriately reported.