
Old Coolattin Country CLG

T/a

Carnew Training and Consultancy

Substance Misuse Policy



Version 1 reviewed 2016
Version 2 reviewed 2018
Version 3 reviewed 2020

SMOKING

This policy has been developed by Carnew Training and Consultancy (Carnew TDC) to protect all employees, learners, customers and visitors from exposure to second-hand smoke, and to assist compliance with the Public Health Acts 2002 - 2015.

Smoking is prohibited in all enclosed and substantially enclosed premises; this applies to all employees, learners, customers and visitors.

Smoking is permitted where there are specifically designated areas.

It is the responsibility of management to ensure that this policy is implemented.

Vaping/E-cigarettes

E-cigarettes fall outside the scope of smoke free legislation as the act of smoking requires a substance to be burnt.

Carnew TDC recognizes that some staff or learners may use vaping as part of the process of giving up smoking and therefore would support their use. Carnew TDC also recognizes that some people find vaping annoying and therefore:

Vaping is permitted in designated areas only.

ALCOHOL AND DRUGS

People under the influence of alcohol/drugs (illegal or legal) while at work or attending a training course are liable to cause injury to themselves, co-workers or learners. The influence of alcohol/drugs can impact on concentration and performance, it can lead to a reduction of reaction times, cause errors of judgement when operating plant machinery or equipment and perception of risk may be reduced. In addition, drugs prescribed for medical conditions can also cause adverse side effects which can be detrimental to health and safety.

Other signs of substance misuse include:

- Sudden mood changes
- Unusual irritability or aggression
- A tendency to become confused
- Abnormal fluctuations in concentration and energy
- Impaired job performance
- Slurred speech
- Poor time keeping
- Increased short term sickness absence
- A deterioration in relationships with colleagues, customers, learners and management
- Dishonesty and theft
- Alcohol smell

If an employee, learner, or other person is known to be, or strongly suspected of being, suffering from the after effects of alcohol or drugs (illegal or legal) during working hours/training programme, they will be assessed by the tutor/management to ascertain if they are capable of performing the activity to a satisfactory level. They may be asked to leave the premises or to continue as normal.

If an employee, learner or other person is known to be, or strongly suspected of being, intoxicated by alcohol or drugs (illegal or legal) during working hours/training programme, arrangements will be made for them to be escorted from the premises immediately and arrangement made for their safe transport home. Staff/learners/others should inform management if they have been prescribed medication which could affect their performance at work or during a training programme

The consumption of alcohol on the premises of Carnew Training and Consultancy is forbidden. Alcohol should not be brought onto the premises/woods under any circumstances. Exceptions to this are any authorised celebrations that have been organised by the Management /Board and a member of the Management/Board are present. Any breach of this rule will result in disciplinary action being taken for staff, and learners/others asked to leave the premises.

Any employee suffering from a problem with alcohol or drugs (illegal or legal) is encouraged to seek appropriate support.

If any incidents of alcohol/drug misuse arise, Carnew Training and Consultancy along with the contracted training organization will notify the appropriate awarding organisation.

DRUG AND ALCOHOL TESTING POLICY

This Company reserves the right to require any employee to submit to a blood and/or urinalysis examination for the purpose of detecting the employee's use of unauthorised prescriptive drugs, illegal drugs, controlled substances, and/or alcohol in the following circumstances:

Based on specific, objective facts and reasonable inferences drawn from those facts, this company has a reasonable suspicion that the employee in question is under the influence, impaired, or otherwise affected by the use of unauthorised prescriptive drugs, illegal drugs, controlled substances, and/or alcohol, or has such substances in his/her system, as described.

Based on specific objective facts and reasonable inferences drawn from those facts, this company has a reasonable suspicion that the employee in question is currently possessing on its premises unauthorised prescriptive drugs, illegal drugs, controlled substances, and/or alcohol.

Based on specific objective facts and reasonable interferences drawn from those facts, this company has a reasonable suspicion that the employee in question has sold/distributed or has attempted to sell/distribute on the company's premises prescriptive drugs, illegal drugs, controlled substances, and/or alcohol.

If a positive drug and alcohol reading is recorded at any time, you will be subject to disciplinary action, possibly including suspension and/or termination.

If you refuse to submit to drug testing, you will be subject to disciplinary action, possibly including suspension and/or termination.