

APPENDIX 2

Alcohol and Substance Misuse Screening Form

- This is a confidential process
- Please read and sign where asked

Reason for carrying out the test – At Cause – Random (please circle)
If At Cause please complete

Manager name: Signature:

Second Manager name: Signature:

I hereby consent to the following screening test(s) and any possible subsequent confirmation test(s) for the detection of alcohol or drugs and/or their metabolites from a sample(s) of breath, sweat, saliva. I am fully aware of the consequences should a positive result be detected. I accept the interpretation of my test results will be completed by the Screener and recorded below.

Complete list of current medication including those purchased over the counter:

1. _____
2. _____
3. _____

Employee name: Signature:

Witness Name: Signature:

Safety Critical Job: Yes / No Job Title:

Contact details: Home/Mobile number.....

Screener name:..... Signature:.....

Date: day month year **Time:** hr : min AM PM

Screener ask if employee has:
Consumed alcohol within the last 15 minutes.....YES/NO
Smoked within the last 15 minutes.....YES/NO
If yes, wait until the 15 minutes have expired then conduct test.

Alcohol Screen:

Time: hr : min

Test Log Number:

Result in Numbers:

Result in Words:

Alcohol Confirmation: Ask employee to remain in room/area during this period

20 minutes or more after initial alcohol screen

Time: hr : min

Test Log Number:

Result in Numbers:

Result in Words:

Attach a photograph of the result on the meter showing the reading

I certify that the photograph taken of the reading(s) are accurate for the test(s) taken:

Screeener:

Employee:

Witness:

Follow the flow chart and script for the next stage.

Drug Screen: (Screeener instructions ensure barrier gloves are worn)

Screening device: **DrugWipe Dual**

Batch Number: Expiry Date

Three Control Lines appear **Yes No** Circle correct answer & cross out the incorrect answers

Any other Result Lines appear: **NONE Ca Co Op Am**

Signatures to acknowledge the results:

Employee Signature:.....

Screeener Name:..... Signed:.....

Witness Name:..... Signed:.....

Witness Name:..... Signed:.....

For information on how we collect, process, store and retain you data please see <https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/legal-privacy/>

Education Statement for Employees

Alcohol and Drugs alter your mind and body. People would not take them if they didn't. Very importantly for us, drugs and alcohol do not mix with work.

Alcohol

The easiest way to discuss alcohol is with "Units" as the body burns roughly 1 unit an hour. One unit is also equivalent to half a pint of 3.4% beer, so a pint is 2 units. However, if the beer is stronger than 3.4%, like a real ale or lager of 5.0%, then a pint is 3 units. Shorts are 1 unit per measure and wine is 1 unit for a small glass, but most pubs sell wine in larger glasses making 2 or 3 units a glass! A full bottle is approximately 8 units.

An example here is that if you drive to work at 7 o'clock in the morning, yet stopped drinking at 11 o'clock the night before, then in those 8 hours, you would have burnt off only 8 units. So if you had drunk 3 pints of Stella, or a bottle of wine, it may still be in your system.

This does not include any of the other down sides like a hangover and a bad night's sleep that may also affect your concentration and decision making while driving to, or at work.

Drugs

Illegal drugs are taken because they affect how you feel and react. If they didn't, then no one would buy them.

Cannabis, contrary to urban myth, can still affect your concentration and reaction times up to 5 days later, especially in critical situations such as an accident about to happen. Worse still is cannabis and alcohol, even 1 unit will cause more than double the impairment from the cannabis alone. The Department for Transport has prove this.

Cocaine and Crack can affect your mood, concentration and attitude for a number of days, especially if combined with alcohol which increases levels of aggression.

Opiates, more commonly known as Heroin are extremely addictive and will take over your life. The short term effects are extreme impairment and the addiction drives the person to find more Heroin, hence when not unconscious, this is all they can concentrate on.

Amphetamines speed up your central nervous system and may initially make you have faster reactions but you also have a severely reduced fear threshold and so may take many unnecessary risks.

Methamphetamines act like Amphetamines and also alter your mood, once again affecting your coordination and decision making. A misconception here is that they give you endless energy but really they just allow your body to burn its already stored energy. Your body then goes into restore mode over the next few days and your energy, attention and concentration levels are severely depleted. The hangover can last several days later.

Legal Highs are being created all the time and they also fall under the initial comment, "if they didn't affect you, you wouldn't take them." Hence they are also not conducive to a good state of mind and a safe work ethic.

Medicines

Medicines are usually good for you but some will also cause decreased concentration, reduced decision making capability and even significant impairment. The most common are the Codeine based pain killers and Benzodiazepines and Barbiturates.

Codeine is found in many medicines and carries the warning “Do not drive or operate heavy machinery.” This is the most addicted medication on the planet.

Many companies will discuss and educate an employee with a codeine positive but if the laboratory sees this is above a therapeutic level, then a Medical Review is triggered and an investigation under the disciplinary procedure may be required.

If you need some pain relief, start with Aspirin, Paracetamol or Ibuprofen, then consider if you really need a codeine element. It is your responsibility to tell your manager about your medication and also your Doctor or Pharmacist, that you do not want an impairing medicine.

Help lines and Web sites

The Substance Misuse Policy states you must inform your line manager or Service Manager in confidence, who will provide reasonable assistance and support.

The Government’s official and confidential source of information and advice is
“Talk to Frank” www.talktofrank.com 0800 77 66 00

Additional information can be sourced from Human Resources.