



Managers' guide

Alcohol and Substance misuse



Who is the policy for?

The Alcohol and Substance Misuse Policy applies to all employees; including bank, agency, and temporary staff. It also includes visitors, volunteers and contractors of the National Waiting Times Centre (NWTC) including those representing the organisation in any capacity.

Why have the policy?

Our policy was created in line with the organisations duty of care under the Health and Safety at Work etc Act 1974 and concern for the health, safety and well-being of all employees.

As a NHS organisation, we want to identify any staff that may have an alcohol or substance abuse dependency at an early stage so that we can provide appropriate advice and support. Our policy does not concern any consumption that takes place socially, where there is no effect on work performance and/or behaviour. However where work performance is affected it will be the responsibility of the Manager, alongside the Human Resources (HR) Department, to decide whether it is appropriate for the situation to be dealt with in accordance with the Disciplinary Policy or within the framework of the Alcohol and Substance Misuse Policy.



What is banned?

- Alcohol must not be consumed during working hours including meal breaks or during periods of on-call.
- It is prohibited to dispense, manufacture, use or offer to buy a controlled drug unless in the administration of your duties within the NWTC.
- Alcohol must not be consumed at functions if you are returning to work or are on-call.
- Managers will be responsible for managing employees in accordance with the policy.

Support Available

Any employee who knows or think they may have an alcohol, drug or substance misuse problem are encouraged to voluntarily seek the help and treatment available. This can be done through hospital services and contacts such as Occupational Health, Human Resources or their line manager. However, should any employee wish to do this via an outside agency, some which may be useful are listed at the end of this policy.

Key points for Managers

- Employees who declare that they have an alcohol/drug/substance misuse problem will be treated with respect and the information they give will be treated as confidential.
- Employees will be offered support through the appropriate agencies.

Suspension due to Incapacity as a result of alcohol/drug/substance misuse

Suspension will be applied to any employee who is assessed to be unfit for work due to alcohol, drug or substance misuse on NWTC premises. This assessment will take into consideration if the individual is in personal danger, a danger to fellow employees/patients/visitors or anyone else or is incapable of performing his/her job.

The employee will be advised that he/she should not report for work until advised to do so. The suspension will be with full pay and will be kept to a minimum. The employee's Manager will arrange for the matter to be investigated.

Manager Process

Step 1 – Ascertain if there is a problem

Step 2 – Decide what action is to be taken

- **Self-referral**-the employee makes a direct approach for help to OH.
- **Manager referral**-the employee will be referred to OH for advice and further support by his/her Manager
- **Investigation**-the manager will conduct an investigation prior to making a recommendation of whether to proceed to disciplinary or take some other course of action.

Step 3 – Taking action

Helplines

Al-Anon

0141 339 8884
(10am-10pm,
365 days/year)

AA

0845 769 7555
www.alcoholics-anonymous.org.uk

Alcohol Focus Scotland

0141 572 6700
www.alcohol-focus-scotland.org.uk

Breathing space

0800 83 85 87

Drinkline Scotland

0800 7 314 314

FRANK

0800776600
www.talktofrank.com
Text: 8211

Know the Score

0800 5875879
www.knowthescore.info

Phoenix Futures

0141 332 2577

Samaritans

08457 909090
jo@samaritains.org



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