



Sentinel Group Security

Alcohol and Drugs Policy

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1. Purpose

This Policy details the procedures adopted by Sentinel Group Security Ltd (SGS) to ensure compliance with employment legislation relating to alcohol and drugs in the workplace. By complying with this standard SGS ensures full legal compliance, as well as protecting the health and safety of all employees, customers, contractors and the public by providing information, guidance and support to our employees.

2. Scope

This standard applies to all employees of SGS, as defined below.

3. Contents

This standard is divided into four sections:

- A. The Chief Executive Officers Policy Statement
- B. The detailed Alcohol and Drugs Policy
- C. The procedure for “For Cause” alcohol and drugs screening
- D The procedure for medication enquiries.

4. Definitions

Accident / Incident	Unplanned, uncontrolled event giving rise to, or having the potential to give rise to, death, ill health, injury, damage to equipment or property or other loss. This includes events reported as “Near Miss”.
Collecting Officer	Person qualified to administer breathalyser and collect samples for drugs and alcohol testing.
Drugs	For the purpose of this Policy, a drug means an illegal drug such as heroin, cannabis/marijuana, cocaine/crack, ecstasy, amphetamines, or any other illegal or controlled drug that is defined in the Misuse of Drugs Act 1971 (as amended). This also includes prescribed medication or medication that can be purchased over the counter such as tranquillisers, antidepressants, sleeping pills, some antihistamines, medicines for coughs, colds, flu, pain killers and indigestion etc.
Employee	A person whose work is under the control of SGS, or a contractor to SGS: <ul style="list-style-type: none"> • under an SGS contract of employment, • under a contract with another organisation (such as an employment agency) for the supply of labour, • as a self-employed person.
For Cause Screening	Screening to identify or eliminate either: <ul style="list-style-type: none"> • whether alcohol and/or drugs have been a contributory factor to an accident or incident, or • because of suspect behaviour or appearance which may be likely to compromise the safety of the employee or others, or • because of suspect behaviour or appearance and there are reasonable grounds to suspect the fitness of the employee.
Legal Substances	Substances that could affect a person’s ability to carry out their duties safely such as glue and solvents.
Line Manager/Supervisor	The manager/supervisor with direct responsibility for an employee.
OHA	The currently contracted Occupational Health Advisor to SGS: or their appointed sub-contractor, such as, a sample collecting agency, or an alcohol and drugs screening agency. The Health Care Contractor must either have a laboratory accredited to ISO17025 by UKAS or use a sub-contractor for the work with that accreditation.

<p>Positive Screening Result</p>	<p>For the purpose of this document, this means that testing for drugs or alcohol shows:</p> <ul style="list-style-type: none"> a) the presence of drugs for which there is no legitimate medical need for either their use or the quantity of their use and/or b) More than 29 milligrams of alcohol in 100 millilitres of blood (the Blood Alcohol Concentration Level) and/or c) More than 13 micrograms of alcohol in 100 millilitres of breath and/or d) More than 39 milligrams of alcohol in 100 millilitres of urine <p>The Blood Alcohol Concentration Level is equivalent to the quoted measurements of the breath sample and urine sample results.</p>
<p>Safety Critical Post</p>	<p>Any post that carries out Safety Critical Tasks, and other posts that:</p> <ul style="list-style-type: none"> • set or monitor standards of persons undertaking Safety Critical Work • provide information / advice essential to the safe operation or maintenance of any given site • set or monitor training standards for persons who undertake Safety Critical Work • take into service or give final approval for new technology, or systems design • sign-on safety critical workers for duty • drive any motor vehicles upon their place of work • operate / maintain passenger lift / escalators • directly supervise person(s) undertaking safety critical work • undertake specific safety related statutory duties on behalf of SGS
<p>Safety Critical Task</p>	<ul style="list-style-type: none"> • Any work affecting or controlling the movement of any vehicle on site (such as: personal vehicles, company vehicles, construction / contractors' vehicles or conducting another driver, whilst parking or manoeuvring) • Maintenance, repair, modification or alteration to any part of the physical or perimeter security that is not subject to a final check or third-party testing by a technically competent person • Blocking access / egress points, ensuring competent operation and serviceability of all barriers, gates and bollards, isolating power

	<p>supplies in relation to training, any practical training or the supervision of any such training in any of the tasks set out above which could significantly affect the health or safety of those involved</p>
<p>Safety Critical Work</p>	<p>means any safety critical task carried out by any person in the course of their work or voluntary work on or in relation to a transport system</p>

5. References

1. The Misuse of Drugs Act 1971
2. SGS Disciplinary Procedures
3. SGS Employee or Self-Employed Staff Handbook
4. SGS Business Compliance Manual

6. Alcohol and Drugs Policy Statement

Sentinel Group Security Ltd (SGS) has a zero tolerance to any use of alcohol or drugs in the workplace, which imports unacceptable risks to the safety of employees, customers, other colleagues and the public.

SGS shall take appropriate measures to ensure that no employee, or contractor reports for duty or tries to report for duty while unfit because of alcohol, drugs or substances of abuse or consumes or uses them while on duty.

The Company is resolute to complying with all relevant and current legislation in relation to alcohol and drugs. The Policy applies to all SGS employees and a breach of the Policy will almost always result in disciplinary proceedings and may result in a criminal prosecution. A screening programme is in place to ensure compliance with this Policy.

The Company recognises that there is a growing trend in society for the misuse of alcohol and the use of drugs. We have a rehabilitation programme available for any employee who has or develops a problem with alcohol and or drugs. However, this help is to be sought at the earliest opportunity and it is not acceptable to disclose a problem if a screening is impending or as a result of screening.

I am committed to the success of the Alcohol and Drugs Policy and require your commitment also.

Chief Executive Officer

This policy and its procedures will be reviewed by the SGS Management Board by the 02nd March 2020.

Section B - Detailed Alcohol and Drugs Policy

B1 Introduction

This policy outlines the processes SGS has in place to ensure compliance with current legislation.

This document goes beyond the basic requirements in that it applies to all employees, not just those performing safety critical work, or occupying safety critical posts. It also applies whenever employees are on-duty, regardless of whether or not they are on potentially dangerous or hazardous locations.

B2 Aim of the Policy

The aim of this Policy is to:

- prevent the risk of alcohol and drugs related incidents and accidents in order to protect employees, contractors, the public and the Company from such incidents or accidents
- protect the health and welfare of employees by providing information on the damaging effects of the abuse of alcohol and drugs and offer rehabilitation and counselling to those with alcohol or drugs dependency when voluntarily declared.

As a responsible employer, SGS managers will:

- Be in possession of drugs or substances of abuse in the workplace.
- Consume alcohol, drugs or abuse legal substances whilst on duty.
- Take solvents of any kind.
- Take prescribed or non-prescribed medication that may affect their ability to work safely, without informing their manager.
- Drink alcohol during periods of paid 'on call' duty.

B3 Process for Non-compliance with the Policy

Employees shall almost always be dismissed for any breach of the Policy.

Where criminal legislation has been breached details shall be passed to the Police as circumstances dictate.

B4 Checks on Employees Booking On-Duty

At managed or supervised locations, the manager/supervisor is to be diligent in looking out for signs of alcohol or drug use by employees booking on-duty such as:

- noticeable change in behaviour or performance at work
- behaving out of character – aggressive, very quiet, talking a lot, rapid speech, irritability, nervousness
- extremes of behaviour – lethargy or hyperactivity, increase in confidence and willingness to take unnecessary risks

- poor sense of balance -smell of alcohol, slurred speech, unsteadiness, tremors, perspiration
- memory or concentration - ignoring or being confused by instructions
- loss of appetite.

These types of symptoms may also reflect a mental or health problem so it is recommended that the employee is spoken with in a private environment and a second opinion obtained.

See Section C for the Procedure “For Cause” Alcohol and Drugs Screening

At unmanaged or unsupervised locations, in order to ensure “due diligence” is applied by SGS, visits to staff are required by SGS Standing Instructions for Operations complying with BS 7499. During these visits managers and supervisors are to be diligent in looking out for signs of alcohol or drug use by employees. The requirements expected of contractor’s employees, and any subcontractor’s employee, under this Policy.

- the requirement that the contractor must have in place their own Policy and disciplinary code relating to the use of alcohol and drugs. which must be compatible with this policy
- a requirement that any person previously dismissed from any company for alcohol or drug related offences must not be employed in a position involving Safety Critical Work or working in a Safety Critical Post on any SGS premises or site managed by SGS.
- a requirement for the contractor to have in a place a procedure for “For Cause” screening of their employees, and sub-contracted employees.
- a requirement for the contractor to instigate their “For Cause” procedure when required to do so by a local SGS Manager.

This does not absolve the contractor from their obligations to “For Cause” screen their employees where circumstances dictate the need. o where the contract involves Safety Critical Work, the contractor is to have in place arrangements for randomly screening 5% of their employees annually for drugs and alcohol abuse, who are engaged in carrying out safety critical work. This is to ensure their employees are not unfit at work through the use of alcohol and or drugs. o the contract is to stipulate that where sub-contractors are employed, they shall also randomly screen annually 5% of their employees for alcohol and drugs.

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- a requirement that the contractor has in place “due diligence” arrangements to ensure none of their employees (and sub-contractors’ employees) are unfit through alcohol or drug use.

Full details of how SGS manages the safety of contractors is contained within the SGS Business Compliance Manual.

B5 Health and Welfare of Employee

A copy of the booklet “The Alcohol and Drugs Policy Explained” published by SGS is to be issued to all new entrants.

These subjects are to be covered in the normal safety briefing process, and at a frequency of at least once every two years. Records are to be kept demonstrating that all employees have been briefed through the team briefing process, and that the required frequency has been met.

B8 Early Detection of Symptoms and Rehabilitation

Any person who has developed, or suspects they may be developing, an alcohol or drug related problem, should approach their Line Manager, or the Human Resources Manager, in confidence at the earliest suitable time.

Where an employee feels unable to discuss the subject with their Line Manager, they should contact their Human Resources Manager, who will deal initially with the matter in confidence.

The Line Manager will liaise with the Human Resources Manager and the latter shall refer the employee to the OHA, who will determine whether a problem exists, and if so, the necessary course of treatment.

If an employee admits to having a problem relating to alcohol or drugs, he/she is to be referred to the Human Resources Manager who will implement the Rehabilitation Programme with the employee’s agreement. The employee is required to sign the ‘Rehabilitation Statement of Compliance Form.’

Because SGS must also operate a safe site environment, the Line Manager is to be made aware of any problems identified and the employee removed from safety critical work if appropriate. The OHA is to supply guidance on the type of work (if any) the employee may undertake whilst undergoing the treatment.

The employee is to agree to undertake this necessary course of treatment and is to complete the course in order to remain in employment with SGS. Employees are expected to sign a statement of commitment to the treatment. This is to be counter-signed by the Line Manager. If persistent or recurring heavy drinking or drug abuse is diagnosed during the Rehabilitation Programme the OHA must advise the employee's Line Manager.

The employee may face disciplinary procedures.

Employees are to be made aware by the Line Manager that whilst undergoing the course of treatment (rehabilitation) they are still required to adhere to this Policy.

Employees who voluntarily seek help at an early opportunity for an alcohol or drug related problem shall be assisted in every reasonable way in their restoration to good health, and in their general rehabilitation.

Employees not undertaking Safety Critical Work must also sign an agreement to be screened, for alcohol or drugs as appropriate, over a period as advised to the Line Manager by the OHA.

It must be recognised that not all of those with an alcohol or drug related problem will voluntarily seek help. Managers and supervisors are to be aware of signs of abnormal behaviour or conduct that may indicate an employee may have, or may be developing, an alcohol or drug related problem.

Managers and supervisors need to be aware that such signs do not necessarily indicate an alcohol or drug problem. But if an acceptable explanation is not forthcoming, the individual is to be screened under the "For Cause" procedure detailed in Section C of this procedure.

Identifying a person with an alcohol or drug related problem is considered to be in the best interest of the individual, however managers and supervisors shall put their responsibility for the safe operation of the customer's site first.

When dealing with an employee suspected of having an alcohol or drug related problem, it is essential that tact is used, and complete confidentiality practised in the approach to the employee.

Where a manager or supervisor suspects a problem may exist but feels it would be inappropriate to invoke the "For Cause" screening procedure, an alternative is to follow the procedure for the "Management of Cases of Occupational Ill Health".

Declaring an alcohol or drug related problem, or suspected problem, following a safety critical accident or incident, or on being informed of an impending screening,

will negate the possibility of assistance in the participation of the rehabilitation scheme. In these circumstances the Disciplinary Procedure shall be applied.

Any offer of employment is to state that it is conditional upon a satisfactory result from the alcohol and drugs screening process.

B9 Transfer or Promotion from Non-Safety Critical Posts to Safety Critical Posts

Safety Critical Posts are to be identified as such on any vacancy advertisement, and on the post's Job Description.

All employees selected for promotion or transfer to a Safety Critical Post shall be screened for alcohol and drugs. This is to be carried out prior to appointment.

Persons already occupying Safety Critical Posts within SGS at the time of their promotion or transfer are exempt from this requirement.

Any person testing positive, or refusing to undergo the screening, shall not be appointed, and shall face disciplinary proceedings.

Persons screened under this section may continue with their present duties whilst awaiting the screening results.

If another customer's employees are involved in an accident/incident on an SGS controlled site, SGS shall arrange for the screening of the other operator's employees and pass the results (or details of any refusal) to their employer in a timely fashion.

His screening is to be carried out in addition to any screening that may have been carried out by police officers. This is necessary as the police do not normally test for the presence of drugs.

If a person has failed a screening test carried out by a police officer, no further testing is required, and the disciplinary procedure shall be applied.

If a person to be screened has been admitted to hospital as a patient, they may not be screened without the permission of the doctor in charge of the case.

Once a person has been screened post-accident/incident they shall not be allowed to undertake any safety critical work, or work in a safety critical post, until the screening results are known.

Post-accident/incident screening results form part of the evidence of the cause of the accident/incident. Therefore, the results are to be made available to the person, or agency, responsible for investigating the accident / incident.

B10 Alcohol or Drug Related Criminal Charge

SGS requires any employee charged with an alcohol or drugs related criminal offence to report the fact to the HR Manager at the earliest possible opportunity. This should almost always be in writing; when the report is verbally given, it must be followed up with a written report within possible opportunity. This should almost always be in writing; when the report is verbally given, it must be followed up with a written report within 2 days. This includes failure of testing under the Road Traffic Act.

SGS requires any employee charged with an alcohol or drugs related criminal offence to report the fact to the HR Manager at the earliest.

It is the Line Manager's responsibility to establish, as far as is possible, the background to the criminal charge, and the relationship of the criminal charge to the individual's employment and Human Resources policies and practices. This should enable the Line Manager to decide whether any risk arises and to take any action necessary prior to the employee resuming their normal duties.

At this stage the Line Manager may deem it necessary to obtain from the OHA a medical assessment / examination of the employee and obtain guidance to what suitable duties the employee may undertake.

Employees should not automatically be suspended or removed from their post pending investigation. Each case is to be considered on its own merits.

Any employee who has reported that they have been charged with an alcohol or drugs related criminal offence is to be kept under management supervision until the case is heard.

If the criminal charge leads to a conviction, the Line Manager is to consider dealing with the employee in accordance with the company's disciplinary procedure.

If an employee fails to report being charged with a criminal offence relating to alcohol or drugs, they are to be dealt with in accordance with the company's disciplinary procedure.

C1 Post Accident / Incident

Managers and supervisors shall instigate the "For Cause" procedure following a safety critical accident or incident, for any employee who is involved in the accident or incident, regardless of whether or not the employee occupies a safety critical post. Where the accident/incident involves employees from more than one department, SGS managers and supervisors must liaise to ensure the same conditions are applied to all employees, regardless of their department or function.

Where the accident/incident involves employees from another company, managers and supervisors are to liaise with each other to ensure the same conditions are applied to any employee who is involved. If the other company declines to screen

their own employees, SGS will undertake to carry out the screening, and forward the results to the other company.

Where the accident/incident occurs in another operator's area, SGS shall cooperate fully with the other operator to ensure all relevant employees are screened.

Testing is not to be delayed unless there are strong mitigating circumstances, such as personal injury.

If an employee alleges incapacity, this is not to be taken as grounds for delaying the testing. A second opinion is to be obtained whenever possible, from a suitably qualified person, such as a paramedic or a doctor.

If an employee refuses to be tested following an accident or incident, the Line Manager is to suspend the employee from duty and initiate the disciplinary procedure. If testing is delayed, or not carried out, the manager/supervisor is to write a full report, detailing the reason(s) why the testing was delayed / not carried out.

The Line Manager is responsible for ensuring that the employee being screened is advised that they are not allowed to leave the premises until the screening process is complete.

C2 Police Involvement

When the Police attend an accident or incident, the police will assume control, and will conduct appropriate evidential tests where practicable.

Employees who are tested by the police are to be notified by the on-site SGS manager / supervisor, that the details of the test results (including computer printouts) are to be provided by the employee to the on-site SGS manager / supervisor. Employees are to be made fully aware that failure to do so shall almost always result in disciplinary proceedings.

The SGS manager / supervisor responsible for the site is to make the employee(s) aware that a refusal to provide the police with a specimen, when required to do so by a police officer, is a disciplinary offence and shall be regarded as an act of gross misconduct by the Company.

Whether or not the police have tested an employee, if the employee meets the requirements for "For Cause" screening, they shall also be screened by SGS. The SGS manager / supervisor is to arrange this with the OHA in liaison with the police requirements.

This is required in most cases as the police only test for the presence of alcohol, and the limits applied by the police differ from those applying within SGS.

Allow the person to have something to eat only under supervision but not within 20 minutes of the test taking place.

The manager / supervisor is required to record whatever is consumed giving full details of what and when.

The manager / supervisor cannot allow the person to smoke 20 minutes prior to the breath test.

If an employee is known to have diabetes, particular care is to be taken to ensure that food or drink is not withheld unnecessarily. A record of the food or drink consumed is to be made, and the details passed to the sample collecting officer.

These limitations and precautions are in place for allowing an unadulterated sample being available and taken.

Before the sample collecting service is contacted, the on-site manager/supervisor is to ensure that the following is available as a minimum:

- a toilet cubicle
- a private area in which the Chain of Custody form may be completed (this should include washing facilities) preferably adjacent to the toilet cubicle
- suitable and sufficient lighting (preferably electric lighting for nighttime sample collecting)

Calling out the screening agency will in all cases be the responsibility of the SGS Control Room/Help Desk

Before the sample collecting service is contacted, the on-site manager/supervisor is to ensure that the following information is obtained and is ready to hand and the person in charge must contact the SGS Control Room/Help Desk and make it clear that a “For Cause” screening is required.

They should then pass to the SGS Control Room/Help Desk the following details:

- a) the name of the person responsible for supervising the screening arrangements, known as the person in charge.
- b) the gender of the person to be screened
- c) the SGS call-out contact, who is to be fully briefed on the situation, and the proposed screening arrangements, and is to be available by telephone until the Collecting Officer arrives.
- d) the name of the person who will meet and escort the Collecting Officer to the site.
- e) the precise address at which the Collecting Officer will be met, including the post code. This also needs to include details of car parking arrangements.
- f) any potential problems, such as blocked road(s) in the event of a vehicle(s) being involved in accidents at or near the site.
- g) the precise address at which the screening will be undertaken, including the post code.
- h) the name, job title, address (including post code) and contact telephone number of the person to whom the screening results are to be notified; this will usually be the SGS HR Manager or Head Office duty manager

out of office hours

All messages concerning “For Cause” screening requirements are to be treated as messages concerning safety, and therefore all information passed must be read back to the originator for confirmation.

Once the SGS Control Room/Help Desk has been requested to arrange a “For Cause” screening and been supplied with the required information, the screening agency is to be contacted and the required information passed to them. The screening agency will require a PIN number in addition to the required information.

Details of the screening agency telephone number, and the PIN number, shall be held in the SGS Control Room/Help Desk, and is to be updated whenever necessary. The SGS Controller shall log the fact that a “For Cause” screening has been requested, the location of the screening, and the job title of the employee’s manager. The name of the employee and the screening results will **NOT** be logged.

The screening agency is required to allocate a job number to each call-out, this is to be passed to the person in charge by the SGS Controller handling the incident, as well as confirmation that the screening agency has been called-out, and the estimation of arrival time if given.

The SGS Controller shall log the fact that a “For Cause” screening has been requested, the location of the screening, and the job title of the employee’s manager. The name of the employee and the screening results will **NOT** be logged.

The details on the SGS Control log are to be sufficient to meet SGS internal reporting requirements; if further details are required the employee’s manager is to be contacted.

Should the Collecting Officer be required to take samples from an individual in a hospital, or in police custody, they are to be accompanied by the person in charge, whose responsibility it is to liaise with the hospital doctor, or police personnel to gain permission to collect samples.

Occasionally the Collecting Officer will not be required to carry out a breath test, or collect a sample, as the police will have taken sole control of the situation. In these circumstances the person in charge is to sign a form provided by the sample collecting officer to prove their attendance only.

If the employee refuses to give a sample the Collecting Officer shall ask them to sign a declaration to this effect. If they refuse, the person in charge is to sign a declaration that the individual refused both to supply a sample, and to sign a declaration to this effect. This is to be counter signed whenever possible by a non-involved third party and the employee is to be advised that they will face disciplinary proceedings and all available evidence will be used to determine if the policy has been breached.

The Collecting Officer shall collect samples through the following process:

- a) administer Breathalyser and obtain a urine sample.
- b) The Collecting Officer performs a calibration check on the breathalyser and then takes an initial breath sample. If the Breath Reading is positive in terms of this standard (more than 13 micrograms of alcohol in 100 millilitres of breath), the Collecting Officer is to take a second Breath Sample for confirmation. This is to be done after the Breathalyser has cleared itself and ready to accept a second breath sample
- c) the second reading is to be taken as the definitive result and shall be verbally advised to the person in charge. Should circumstance permit, a copy of the Breathalyser result is to be made and the copy retained by the person in charge. The Collecting Officer shall retain the original.
- d) in the event of equipment failure, the urine will be tested for alcohol
- e) if the Breath Reading result is not a positive screening result, a urine sample shall also be taken for analysis. If the urine sample shows a level in excess of 39 milligrams of alcohol in 100 millilitres of urine the result shall be treated as a positive test for alcohol. If drugs other than declared medication or any other substance of abuse are detected the result shall be treated as a positive test for drugs

Once all necessary samples have been collected the “For Cause” forms are to be completed, ensuring that the job reference number is present.

The person screened is to be removed from duty pending the screening results. The person in charge is to arrange for the Collecting Officer to be escorted with the samples to their transport, or a place of safety, as circumstances dictate.

If there is any doubt as to the tested person’s ability to return home safely, arrangements should automatically be offered to have the person accompanied to their home.

It is accepted that some items of information may not be readily available to the person in charge (such as the National Insurance number of the person to be tested). These missing details are to be completed by the person in charge at the earliest opportunity.

A copy of the “For Cause” forms are to be sent to the OHA at the earliest opportunity, to ensure the results are distributed accurately and promptly

C3 Results of “For Cause” Screening

Results of the Breathalyser test are to be notified to the person in charge verbally on completion of sample collecting. All other results are to be reported to the OHA, who shall in turn pass them to the nominated person(s) on the form, and others as may be required by the service contract.

Negative results shall be passed to the OHA for forwarding on within 24 hours. This timescale may be extended at weekends and bank holidays.

Urine samples that initially test positive shall go on for further tests to confirm the original result, and to eliminate a false positive caused by medication. This additional testing may take up to a further 5 working days.

If any other organisation initiates a “For Cause” screening of a SGS employee; SGS shall only be informed of the results in a timely manner if details of who to inform within SGS are included in the documentation.

It is therefore very important for an employee who is called-out to incidents involving other organisations to liaise effectively with them, particularly where the sharing of information and services is mutually beneficial:

- drowsiness
- dizziness
- impaired concentration
- nausea
- vomiting
- impaired vision

Employees are required to find out about the likely adverse effects of medication, and to request medication free of adverse effects and to advise their medical practitioner or pharmacist of the nature of their duties.

When advised by an employee that he / she is taking prescribed or over the counter medication the Line Manager / Supervisor is to check with the OHA by completing Appendix A to ensure that the medication is compatible with the employee’s duties through the following procedure:

The manager / supervisor is to complete the form at Appendix A and contact the OHA for advice and employees are not allowed to start work until their manager / supervisor has received advice from the OHA on the nature of the medication / product. The completed form shall be signed by both the manager / supervisor and the employee and filed on the employee’s personal file. The contact telephone numbers for during, and outside, office hours are held with SGS Control Room/Help Desk and are updated whenever necessary.

The details OHA require are:

- name of medication
- level of dosage
- frequency of dosage
- reason for taking the medication

Outside office hours it may be necessary to give the OHA telephonist the manager’s or supervisor’s contact telephone number, and details of the medication or product, and await the OHA to return the call.

If the OHA request the employee to be referred to them, this must be done as a matter of urgency and the employee to be removed from safety critical work (if applicable).

If advice is received that the medication or product may have adverse effects that lead to the employee being temporarily unfit, the following action is to be taken:

Safety Critical work - the employee shall be removed from all safety critical work with immediate effect. They may be found other work that is not safety critical, which may include working in a safety critical post providing that no safety critical work is undertaken (e.g. they may work in an advisory capacity only). The performance of the employee shall be monitored.

Non-Safety Critical Work - the performance of the employee shall be monitored. If there is no work available that is not Safety Critical Work, then the Senior Manager, or Duty Manager or Human Resources Manager is to be contacted for advice.

If any doubt remains about the employee's expected performance, the employee is to be referred to the OHA.

Zafar Choudhry

Chief Executive Officer
Sentinel Group Security

Date: 1st February 2021

Appendix A - Notification by an Employee engaged on safety critical work of the Use of Medicines (Prescribed or Non-Prescribed)

ADMISSION AND DECLARATION BY AN EMPLOYEE OF THE USE OF MEDICINES (Prescribed or Non-prescribed)	
Employee's name (in full):	
Job Title:	
Location:	Department / Function:
Medicine details:	
(a) Prescribed / Quantity / day Duration (days) Non-prescribed * Side effects:	
(b) Prescribed / Quantity / day Duration (days) Non-prescribed Side effects:	
(c) Prescribed / Quantity / day Duration (days) Non-prescribed Side effects:	
Reason for taking medicine(s):	
Declaration by Employee	
I, the undersigned, acknowledge that the information given is to the best of my knowledge, and that the information will only be used in the strictest confidence. I consider myself fit for duty.	
Signature:	Date:
Manager / Supervisor	
I have spoken to the above named and am satisfied that they are fit / not fit * to continue Safety Critical Work. This decision is made by me / Local Manager * on advice from Human Resources / Safety and Environment / Occupational Health Advisor *	
Name of Manager / Supervisor * :	
Signature:	Date:
Declaration by Employee following Consultation	
I, the undersigned, confirm that my manager / supervisor * has spoken to me, and I agree with the decision reached.	
Signature:	Date:
* delete the non-applicable words	

Appendix B - “For Cause” Screening Questionnaire

“FOR CAUSE” SCREENING QUESTIONNAIRE
CONFIDENTIAL - FOR SGS USE ONLY and to be completed by the Line Manager/Supervisor
Department:
Contact address:
Telephone number:
Date of screening:
Location of screening:
1. What time was the initial call to the SGS Control Room/Help Desk made?
2. Were there any difficulties passing the message? If ‘Yes’, what were they?
3. At what time did the sample collecting officer arrive?
4. Did the sample collecting officer report any difficulties locating the site? If ‘Yes’, what were they?
5. Was the sample collecting officer adequately briefed prior to arrival? If ‘No’, what problems did this cause?
6a. How long did the sample collecting take?
6b. In your opinion, was this too long? If ‘Yes’, why?
7. Were there any problems with the employee whilst waiting to be screened? If ‘Yes’, please give details:
8. Were there any problems with the Breathalyser? If ‘Yes’, please give details:
9. Were there any problems collecting urine samples? If ‘Yes’, please give details:
10. Were there any problems in completing the paperwork? If ‘Yes’, please give details:
11. Did the sample collecting officer adequately brief the employee? If ‘Yes’, please give details:
12. What time did the sample collecting officer leave?
13. Were any other problems experienced? If ‘Yes’, please give details:
14. Was this your first experience of the screening process?
15. What were your general impressions of the process?
16. Have you any suggestions on improving the process?
Signature: Date:
Job Title:
Thank you for completing this questionnaire. Please send this in a sealed envelope marked ‘Confidential’ to: Human Resource, Sentinel Group Security Limited, Sentinel House, 36 Oakwood Hill, Industrial Estate, Loughton, Essex, IG10 3TZ