

DRINK AND DRUGS POLICY

As part of our overall health and safety policy, CSN Autos Ltd are committed to reducing the risks which our staff face and create when on the road as part of their work. We ask all our staff to play their part.

Staff must not drive for work if their ability to do so safely is impaired by alcohol, drugs or medicines. Failure to comply with the policy will be regarded as a serious disciplinary matter. This policy applies to all employees, including part time

Responsibility

- It is the responsibility of CSN Autos Ltd for implementing this policy

Senior managers must:

- Lead by example, by ensuring that they never drive if affected by alcohol, drugs or medicines and by following this policy.

Line managers must ensure:

- They also lead by personal example
- Staff understand the dangers and consequences of driving while under the influence of alcohol, drugs or medicines
- Staff understand what to do if they consider their driving might be impaired by alcohol, drugs or medicines
- Staff are confident that they can report and discuss any drink or drugs problems they might have with an appropriate person in strict confidence
- They follow our monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance
- They challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example in the way they themselves drive.

Staff who drives for work must:

- Never drive while under the influence of alcohol, drugs or medicines
- Make arrangements so they do not need to drive if they know they will be drinking alcohol
- Do not drink alcohol at lunchtime, especially if they know they will be driving later
- Be aware that they may still be over the limit, or affected by alcohol the morning after they have been drinking
- Have you informed your doctor or chemist that you drive for a living, as certain prescription drugs or over-the-counter medicines can affect driving and can cause sleepiness
- Report drug and alcohol problems, including cautions, summons or convictions for alcohol or drug related offences, to their line manager
- Co-operate with monitoring, reporting and investigation procedures.

Signed: _____ Date: _____