



INTEGRATED MANAGEMENT SYSTEM

Substance Misuse at Work Policy

Document Control

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Document Information

Field	Detail
Document title	Substance Misuse at Work Policy
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Owner	Chloe Sayer – Project Manager
Approved by	Nicholas Love – Managing Director
Classification	Controlled

Revision History

Version	Date	Description of Change	Approved By
01	23/07/2026	First controlled issue	Nicholas Love

Approval

By approving this document, the undersigned confirms that the Integrated Management System described herein is adequate, appropriate and effective for the organisation, and authorises its use.

Role	Name & Signature	Date
Prepared by Project Manager	Chloe Sayer	21/07/2026
Reviewed by Managing Director	Nicholas Love	23/07/2026
Approved by Managing Director	Nicholas Love	23/07/2026

1. Purpose and Scope

Testa's work is safety-critical. Impairment by alcohol, drugs or medication puts the individual, colleagues, customer site personnel and the integrity of inspection results at risk. This policy sets out the standard required and the support available.

It applies to all employees, contractors, agency workers and anyone working on Testa's behalf, at Testa premises, on customer sites, in vehicles used for work, while travelling on business and at work-related events. It sits under the Health and Safety Policy (IMSHSP-TL-01).

2. The Standard

- No one attends work, remains at work, or drives on Testa business while impaired by alcohol, drugs or any other substance.
- Alcohol and illegal drugs are not consumed during working hours, including breaks, or on Testa or customer premises.
- Possession, supply or sale of illegal drugs at work or on any work site is prohibited and will be reported to the police.
- Where a customer site operates a stricter standard, **the site standard applies**.
- Rope access, confined space entry, work at height, use of work equipment, driving and the reporting of inspection results are all safety-critical. **There is no acceptable level of impairment for these activities.**

3. Prescription and Over-the-Counter Medication

- Some prescribed and pharmacy medicines cause drowsiness or affect judgement, coordination or reaction time.
- Anyone taking medication that may affect their fitness for work tells the Managing Director or Project Manager **before starting work**, so that duties can be planned around it. No detail of the underlying condition is required.
- Where a label warns against driving or operating machinery, advice is sought from a pharmacist or GP before working.
- Anything disclosed is treated confidentially and used only to plan work safely.

4. Testing

- Testa does not currently operate its own testing programme.
- Personnel comply fully with any drug and alcohol testing operated by a customer site, including pre-access, random and post-incident testing. **Refusal to be tested is treated as a positive result.**
- Testa reserves the right to require a test where there are reasonable grounds to believe someone is unfit for work, or following an incident.

5. If Someone Appears Unfit for Work

- They are removed from the task immediately. Safety comes before establishing the facts.
- They are not permitted to drive. Alternative transport is arranged, at Testa's cost if necessary.
- The Managing Director or Project Manager is informed the same day, the customer's site contact is informed where the person is on a customer site, and the circumstances are recorded.
- The matter is investigated before any decision is taken.

6. Getting Help

Anyone who believes they have a problem with alcohol or drugs is encouraged to say so before it affects their work. A request for help made voluntarily will be treated as a health matter — handled confidentially and supported — not as a disciplinary matter.

- Testa will support reasonable time off for treatment and will look at adjusting duties where practicable.
- Support is provided on the basis that the individual engages with treatment and does not carry out safety-critical work while unfit.
- Confidentiality is maintained so far as safety and legal duty allow.

7. Breaches

- Being unfit for work through substance misuse, refusing a required test, or possession or supply of illegal drugs at work is likely to be treated as **gross misconduct** and may result in dismissal without notice.
- Contractors in breach are removed from site and their engagement ended.
- Criminal conduct is reported to the police.

8. Responsibilities

Role	Responsibility
Managing Director	Overall accountability. Decides on removal from work, investigation and any reporting. Applies the policy consistently.
Project Manager	Keeps this policy current, briefs it at induction, and records disclosures and support arrangements confidentially.
Everyone	Attends work fit for work. Discloses medication that may affect fitness. Complies with site testing regimes. Reports concerns about anyone's fitness for work.
Contractors	Meet the same standard, at their own responsibility. Removed from site for breach.

9. Related Documents and Review

- IMSHSP-TL-01 Health and Safety Policy; IMSM-TL-01 IMS Manual; customer site drug and alcohol procedures.
- Issued to all employees at induction and on every revision; available to contractors and customers on request.
- Reviewed at least annually, or sooner following an incident, a change in legislation or a change in Testa's activities.