

Drugs and Alcohol Policy.

Introduction

The Rail Academy (TRA) has a requirement, in accordance with the Transport and Works Act 1992, Railway Industry Standard RIS-8070-TOM, that no employee or contractor working for TRA shall:

- Report or endeavour to report for duty having consumed alcohol or being under the influence of drugs.
- Report for duty in an unfit state due to the use of alcohol or drugs, be in possession of drugs of abuse, supplying or attempting to supply them in the workplace.
- Consume drugs or alcohol at work.
- Use prescribed or over the counter medication when working, without advising their line manager.

Requirements

Employees will be drug screened under the following circumstances:

- Pre-employment; any new employees with key safety roles (those whose work, activities and decisions can affect health & safety), Safety Critical staff and PTS/ Sentinel card holders will be D&A screened prior to taking up their duties (unless they have been negatively screened within the previous three months).
- Promotion or transfer to Safety Critical activities.
- "For cause" screening - behaviour, when there is cause to suspect that an employee is using or is under the influence of drugs or alcohol.
- "For cause" screening following an incident or near miss, where the use of alcohol and/or drugs may have been a factor.
- As part of an unannounced random screening process a minimum 5% of staff in key safety roles, Safety Critical staff and PTS/ Sentinel card holders will be drugs and alcohol screened per annum.
- Additionally, at the discretion of your local manager.

TRA shall treat any refusal to undertake drugs and/or alcohol tests as being a positive result.

Any breach of this Drugs and Alcohol policy shall be treated as a disciplinary offence, which will normally result in immediate dismissal from our organisation.

Employees are required to inform management if they suspect a colleague of being under the influence of drugs and alcohol.

No toleration will be provided for any departure from the above. All the employees and sub-contractors will be advised before every project commencement of the above and monitored before and during site working.

Cath Bellamy, Managing Director



The Rail Academy Limited

Date: June 2023

Document Number: TRA-L1-SMS-017.	Issue No: 1	Issue Date: 16/06/2023	Page: 1 of 1
Function lead / Approver: MD	Document Owner: HC&QA	Next Review Date: 16/06/2026	