

Alcohol and Drugs at Work – Managers For Cause and Post Incident Check List

1 Purpose

This document is intended as a checklist for managers when dealing with For Cause and Post Incident Testing and also provides the relevant PIN and telephone number for TfL's approved laboratory, Alere Toxicology. This document does not replace the full version of the Managers Guidelines on Alcohol and Drugs which must be referred to for more detailed information.

2 Scope

All Managers

3 Guidance

WHEN	For Cause	Post Incident
	When a manager has reasonable cause to believe an employee is under the influence of alcohol or drugs.	As soon as possible after a dangerous incident, which is defined as: 'An incident causing or having the potential to cause death or major injury or substantial damage to property'. This includes operational incidents, incidents of regulatory or public interest, signalling irregularities, aggravated SPADS.
WHO IS AUTHORISED TO REQUEST THEM?	The employee's manager (e.g. Centurion Manager or Duty Manager acting on their behalf)	The Duty Officer or the employee's employing manager (e.g. Duty Officer, Centurion Manager or Duty Manager acting on their behalf)

WHAT MUST THE MANAGER DO TO ARRANGE A TEST?	Safety Critical Employees on duty: You MUST Call the Police AND Telephone the Laboratory and request alcohol and drugs tests. Telephone No. 0207 538 1133 / Pin No. 1966) Non Safety Critical Employees or Safety Critical Employees booking on: Telephone the Laboratory to request alcohol and drugs tests.	Safety Critical Employees 1. SUSPECTED of being under the influence of drugs or alcohol: You MUST call the Police AND Telephone the Laboratory and request alcohol and drugs tests. Telephone No. 0207 538 1133 / (Pin No. 1966) 2. NOT SUSPECTED of being under the influence of drugs or alcohol: Telephone the Laboratory to request alcohol and drugs tests.
WHAT MUST THE MANAGER DO WHILST WAITING FOR THE POLICE / COLLECTING OFFICERS	Stand person down from work under supervision. Complete LU paperwork (DAMSP forms RS2 and RS2A), sign, and give to person to read and sign.	Stand person down from work under supervision. Complete LU paperwork (DAMSP forms RS2 and RS2A), sign, and give to person to read and sign.
WHAT IF THE PERSON REFUSES TO CO-OPERATE WITH THE TEST?	Advise them they are in breach of contract and will be referred to a disciplinary hearing if they continue to refuse.	Advise them they are in breach of contract and will be referred to a disciplinary hearing if they continue to refuse.
WHAT IF THE INDIVIDUAL CONCERNED IS A CONTRACTOR?	If they are undertaking safety critical activities, stop them from working and call the Police to carry out tests AND contact the Project or Contract Manager. Contractors are required to undertake their own for cause testing. If they are not undertaking safety critical activities, stop them from working and contact the Project or Contract Manager to arrange with the Contractor to carry out for cause tests.	If they are undertaking safety critical activities and alcohol or drug abuse is suspected, call the Police (who may already be on site because of the incident) to carry out tests AND contact the Project or Contract Manager. Contractors are required to undertake their own post incident testing. If they are not undertaking safety critical activities, or alcohol or drug abuse is not suspected, contact the