

FOR CAUSE TESTING

1 SCOPE

This procedure applies to all Managed Station staff and all other staff working within the rail industry. This document sets out the arrangements for "For cause" drugs and alcohol testing to support of Network Rail's Drugs and Alcohol Policy.

2 PURPOSE

To provide a consistent approach to 'For cause' testing and investigation following:

- an operational incident;
- a station vehicle incident;
- any employee involved in an operational incident;
- any employee where their line manager believes a 'For cause' test is necessary.

The procedure does not exempt managers from following the procedures detailed in Company standard **NR/L1/OHS/051 Drugs and Alcohol** and **NR/L2/OHS/00119 For Cause Testing for Drugs and Alcohol**.

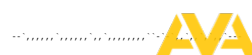
3 REFERENCE DOCUMENTATION

- **NR/L1/OHS/051** – Company Standard.
- **GE/RT8070** – Railway Group Standard.
- **NR/L2/OHS/00119** – For Cause Testing for Drugs and Alcohol.
- **NR/L2/OHS/00118** – Random Testing for Drugs and Alcohol.

4 RESPONSIBILITIES

4.1 The Station Manager must:

- take ownership of the process for the location(s) they have responsibility for;
- notify their nominated deputies in writing if they are made responsible for this procedure;
- recoup the costs when requests are received from third parties to provide 'For cause' tests;
- document the refusal of any third parties who refuse to comply with the procedure, and inform their relevant control staff immediately;
- during the initial interview with the employee following the incident, ask the individual whether they feel fit to continue duty;
- contact the relevant Route / Area Control to initiate the 'For cause' testing. **Only the relevant Route Control may book 'For cause' testing for Network Rail staff;**
- maintain the privacy and confidentiality of the member of staff concerned and comply with the chain of custody detailed in **NR/L2/OHS/00119**;
- make arrangements to meet the employee before they next resume work to make an assessment of their fitness to resume work;



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- check the medication details and its side effects for any staff member who reports that they are taking medication. The medication enquiry service detailed in Section 6.6 should be used in these cases;
- in the event of an incident covered by the scope of this procedure, involving the employee of another company, confirm that the company complies with the relevant Group Standards.

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PROCEDURE

If it can be shown as a result of the preliminary investigation that the employee's actions or omissions did not contribute to the accident in any way, then 'For cause' testing is not required (e.g. a wheelie bin had fallen on the track because of faulty break or locking system).

'For cause' testing must be carried out when required in accordance with **NR/L2/OHS/00119**. The following are examples of the types of events in which, if an employee is implicated then the Shift Station Manager or Supervisor, must relieve them from duty and arrange for them to be interviewed and 'For cause' tested:

- a) An accident which results in the death or major injury to a person, unless suicide, attempted suicide or trespass is suspected.
- b) Derailment on a running line, or which results in an obstruction of a running line.
- c) Miscommunication leading to a safety of the line incident.
- d) Collision between trains on a running line.
- e) Failure to caution a train as the driver.
- f) SPAD where the cause is not immediately clear and / or there is evidence that suggests non-compliance with Rule Book.
- g) The employee disputes that a Category 'A' SPAD took place where evidence is available to support that one has occurred.
- h) Any station vehicle accident that results in property damage, loss or injury.
- i) Following an accident or serious incident.

'For cause' testing must also be initiated where any employee or contractor whose behaviour gives cause to suspect that they are unfit for work due to drugs or alcohol. Indicators that an employee may be unfit for work due to drugs and alcohol include:

- unusual changes in behaviour;
- anxiety (e.g. apprehensive, nervous, worried);
- aggression, irritability or overly defensive behaviour;
- smell of alcohol on breath;
- medically unfit (e.g. stomach disorder, headaches, dilated pupils, blood shot eyes etc);
- affected by fatigue or suffering from loss of concentration.

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A manager and / or supervisor must initiate 'For cause' testing for drugs and alcohol where there is justifiable suspicion of drug and alcohol abuse, e.g:

- A credible report or tip off, which may be a confidential report, relating to workers or work location.
- Evidence of drugs and alcohol consumption found on a work site within Network Rail premises.
- Where an employee or work location is under suspicion of drug or alcohol abuse, the manager must contact the appropriate Network Rail Integrated / Route Control Centre to initiate 'For cause' testing for drugs and alcohol.

A person involved in an incident must not be permitted to continue duty if there is evidence which indicates a violation of rules or instructions by that person without due regard for any consequences.

If there is any doubt as to the whether 'For cause' testing should be undertaken (e.g. it is not clear whether or not an employee was implicated in the incident), advice must be sought from another manager.

Whether or not the employee was implicated in the incident, an assessment must be made as to whether they are likely to have been affected by the nature of the incident and if so, whether they should be allowed to continue their duty or should be relieved as soon as possible as per **NR/L3/OCS/044-MS-34 Staff Safety and Duty of Care**.

The assessment must include the severity and possible trauma of the incident and whether the employee is already subject to an 'Additional Monitoring and Support regime'. During the initial interview with the employee following the incident, which must be conducted face to face, the Shift Station Manager must assess with the employee whether they are fit to continue duty.

Only the relevant Route Control may book 'For cause' testing for Network Rail employees and employees working on behalf of Network Rail on Managed Stations.

When there is a safety incident requiring a member(s) of staff to be tested 'For cause' screening it is important that the correct procedure is followed.

An employee of **ANY** company (including Network Rail employees) must be prevented from continuing work if it is judged they are unfit through alcohol or drugs. Arrangements must be made to contact their company and for the company to arrange screening in accordance with their own Drugs and Alcohol policy.

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CALL OUT PROCEDURE

The Shift Station Manager / Supervisor who requests Healthcare Connections to attend 'For cause' screening (the company licensed by Network Rail for screening purposes) will be required to follow the correct protocol. **Form FS-16A** details the current arrangements.

If an incident occurs whereby the Shift Station Manager is the individual requiring a 'For Cause' test, then the Station Manager should enact the procedure. Out of hours route control should be contacted for assistance to enact the procedure on behalf of the Station Manager.