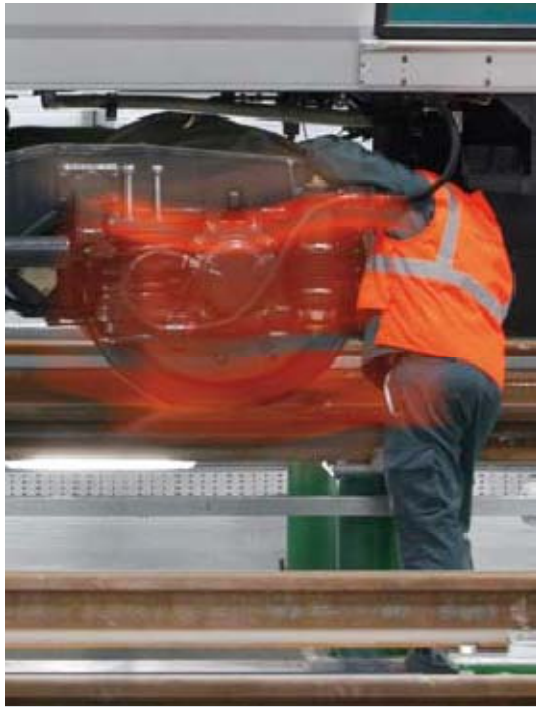




Iarnród Éireann Drugs & Alcohol Policy





Iarnród Éireann Drugs & Alcohol Policy

Drawn up in consultation with organisations representing staff as required by section 88 of the Railway Safety Act 2005

1. Why the policy exists



Drugs and alcohol can affect our behaviour and how we perform everyday activities and our work. They can have immediate effects in the minutes, hours and days after being consumed. In addition, longer term dependency can result, with a continuous impact on our work and our relationships with colleagues, friends and family.

Every one of our actions depends on messages from the brain. Drugs and alcohol can delay and distort these messages. Being under the influence of alcohol or drugs whilst in a work environment, or hazardous location, has serious consequences for our own safety, the safety of those around us and those who depend on us. Long term dependency can distort our perceptions of risk and our priorities.

Iarnród Éireann consists of several thousand people. We operate a complex mechanism upon which our customers make many millions of journeys every year. We interface with members of the general public on trains, at stations, level crossings and a whole range of other places and in a whole range of ways. These people all place their trust in us that we will look after them safely. They have limited knowledge, and virtually no control, over how we behave. Every one of us have a duty of care to exercise absolute vigilance in how we carry out our work, whether it be directly controlling trains, carrying out maintenance or construction, communicating messages planning work, monitoring or supervising colleagues.

Drugs have a very important place in the treatment of illness, from simple over the counter remedies to complex prescription and very special therapeutic drugs.

Iarnród Éireann must have a clear policy describing how we will manage the impact of drugs and alcohol on ourselves, our colleagues and our work place. That policy must identify the appropriate rules, both legislative and self imposed. It must clearly explain the processes for invoking those rules, and the subsequent actions, identifying who must carry them out. It must make clear the obligations of all those involved, and their balancing rights. Whilst taking cognisance of our primary duty of care to all those affected by our operations, the policy must also explain how we will implement our broader responsibility to provide appropriate medical support and counselling to those of us who need help.

2. Scope of the policy

The Railway Safety Act 2005 defines particular activities as Safety Critical. Any persons carrying out such activities, whether a direct Iarnród Éireann employee, contractor, sub-contractor or unpaid volunteer, is defined as Safety Critical and is subject to the provisions of the Act, including those pertaining to Drugs and Alcohol, and the testing thereof. Whilst their core job may not be so defined, there are many persons in the Iarnród Éireann organisation who may be called upon to carry out Safety Critical activities at short notice and outside of their normal job. As an example, all employees when travelling by train are required to make their services available to the train crew to assist in an emergency. Within the limits of our individual competencies, we could be called upon to carry out safety critical tasks.

Safety Critical Duties are defined in the Railway Safety Act 2005 as:

- Driving a train, or in any other way controlling or affecting the movement of a train.

- Controlling, affecting or managing, the movement of persons on a train, on a platform, across a level crossing, or, the boarding of, or alighting from, a train of persons.

- Working in a maintenance capacity (as identified below) or as a supervisor of, or look-out for, persons working in such capacity.

A person works in the course of the operation of a railway undertaking in a maintenance capacity, if his or her work in the operation involves installation, repair, alteration or inspection of, railway infrastructure or trains, or involves coupling or uncoupling trains or performing a pre-departure examination of trains.

In addition, our Rule Book and Health and Safety at Work legislation both prohibit persons from reporting for duty under the influence of alcohol or drugs.

In recognition of these facts, in the interests of a fair distribution of responsibility and acknowledging the function of this policy in identifying and providing help to colleagues who may have a problem with alcohol or drug use, this policy will apply to all Iarnród Éireann staff, contractors and their sub contractors.

3. Objectives of the policy

The following objectives have been identified:

To prevent injury or death to customers, colleagues or visitors arising through oversights, errors of judgement or other effects of the consumption of alcohol or drugs by Iarnród Éireann staff or their service providers.

To prevent damage to, or the destruction of, the organisation's assets or equipment, or the property of customers, colleagues or visitors arising through oversights, errors of judgement or other effects of the consumption of alcohol or drugs by Iarnród Éireann staff or their service providers.

To ensure the welfare of colleagues, their families, friends and the wider community, where such welfare is compromised by an Iarnród Éireann staff members consumption of drugs or alcohol.

To guard against reduced performance by the organisation, either in terms of business opportunity or work execution, arising through oversights, errors of judgement or other effects of the consumption of alcohol or drugs by Iarnród Éireann staff or their service providers.



4. Lifestyle Management

It is the intention that every person in Iarnród Éireann, and our providers, will assume an ownership role of this policy. A policy such as this has a

potentially serious impact on our lifestyle both at work and leisure. If this were not so, it would be a failure. As such, every person who understands its significance for their welfare has assumed an ownership role. However, a policy of this type cannot be managed by a committee of thousands. It must have an owner, a nominated person or group who will receive suggestions and lessons from its implementation and who will agree to review it periodically to test its ongoing relevance and effectiveness.

During its preparation, that ownership rested with a small committee comprising representatives of the Trade Union organisations, the Chief Safety & Security Officer, the Chief Medical Officer, the Training Manager, and representatives of the Operations Department, the Human Resources Manager and the CIÉ Solicitor. For the purposes of its ongoing management, ownership of this policy shall be the responsibility of the Chief Safety & Security Officer. The CS&SO may decide to convene an appropriate consultative committee from time to time to provide advice.

5. Responsibilities of Senior Management

Senior Management are expected to endorse and support this policy through an understanding of its content and an application of the appropriate Railway Safety Standard.

They must provide support to their line managers to enable them to act decisively and with confidence in minimising risk to persons or property.

They must promote local campaigns to raise awareness of the risks associated with alcohol or drugs use and of the help available.

They must ensure that line managers have the skills and training necessary to recognise and manage colleagues who may be at risk, including the skills required to raise the topic in an effective but non-embarrassing or insulting manner.

They should know how to arrange medical assistance and counselling.

They must lead by example in terms of their own behaviour when on duty, on or about the railway or available on-call.

They must ensure that their line managers can make appropriate provisions for on-call availability such that colleagues may enjoy a realistic and predictable level of social activity.

They must ensure that contingencies are in place so that the requirements of this drugs and alcohol policy are not compromised by staff having to report at short notice.

They should ensure, wherever possible, that colleagues who have, upon identification of a problem, progressed through a recognised rehabilitation process be facilitated in a manner that is compatible with their career aspirations whilst ensuring that risk is not thereby introduced into our operations.

They must ensure that an open and non-discriminatory environment is created, encouraging a culture of voluntary disclosure, including that of medically prescribed, or over the counter, drugs.

6. Responsibilities of Line Management

They must ensure that staff, contractors and sub-contractors and anyone else under their control, are suitably advised and reminded of the content of this policy and of legislation, standards and other documents pertaining to the subject.

They must prevent any individual under the influence of alcohol or drugs from commencing, or remaining on, duty.

They must implement drug or alcohol testing as determined in the mandated standards.



They must respect the right of every individual to be treated with dignity and confidentiality, regardless of their immediate symptoms or any observations of their colleagues.

They must co-operate in the conduct of any random testing at locations, or of persons, under their control.

They must ensure the continued monitoring of colleagues who have returned to work after rehabilitation, in accordance with appropriate standards.

7. Responsibilities of Human Resources Management

Human Resources Managers will be responsible for ensuring that all new employees are made aware of this policy during induction and that all existing employees are informed of the requirements of this policy.

They will provide training to line managers in the relevant areas associated with drugs and alcohol use so that line managers are sufficiently capable of implementing this policy in a fair and balanced way throughout the organisation.

They will arrange sufficient support services (counselling, employee welfare programmes etc.) and have systems in place so that an employee who may be at risk through the use of alcohol or drugs can receive the necessary advice and assistance at the earliest opportunity.

They will also have arrangements in place so that an individual who may be at risk through the use of alcohol or drugs will be managed in such a way that our colleagues, the public or Iarnród Éireann as an organisation is not at risk through the actions of this individual.

8. Responsibilities of employees

All employees will be required to attend induction, and any periodic refresher training regarding drugs and alcohol awareness. They must cooperate with company initiatives providing information. Employees must not report for duty under the influence of, nor consume when on duty, alcohol or performance impairing drugs. Employees using prescribed, or over the counter, drugs must inform themselves regarding the safety of taking such medication. They must determine any effects of drugs by enquiry of their doctor or chemist, and provide this information to their supervisor before commencing duty.

Every Iarnród Éireann staff member should advise their manager/supervisor and refer themselves to the Chief Medical Officer if they believe they may have a problem. We must all provide support to colleagues who may

need that support, including the realisation that, in the interests of everyone's safety and welfare, it may be necessary to express concerns regarding a colleague to line management.



We must all be guided by mandated time scales regarding elapsed time after the consumption of alcohol and ensure we are fit for duty. We must all respond honestly to out of rostered hours requests to report for duty, or provide assistance or decisions by telephone, if alcohol or drugs have been consumed.

Every staff member must respect their colleagues' right to their leisure time and not exert inappropriate pressure on off-duty staff to provide services.

9. Responsibilities of testing providers

Iarnród Éireann will require the services of organisations with the necessary skills and knowledge to provide drug and alcohol testing as set out in legislation and supported by the relevant Railway Safety Standard.

The organisations supplying these services to Iarnród Éireann will be responsible for ensuring that persons supplied to carry out testing are suitably qualified to carry out this testing and are aware of their responsibilities regarding the welfare of the person being tested, the requirement of legislation regarding procedures for testing and the protocols to be adhered to.

10. Circumstances in which testing is carried out

As part of our normal selection process, all persons applying for employment within Iarnród Éireann will be subject to testing for drugs. Existing employees transferring into a safety critical post will be subject to testing for drugs.

Following a safety-critical incident (whether an accident or other incident), where there are reasonable grounds to suspect that the actions or omissions of a person were pertinent to the incident, then that person must be subject to evidential drugs and alcohol testing.

Where there is reason to suspect that a person is unfit to perform normal duties through the effects of alcohol or drugs then that person must be removed from duty and arrangements put in place for drugs and alcohol testing of the person concerned.

Randomly, The Company will aspire to test 5% of it's employees on an annual basis to satisfy the requirements of The Railway Safety Act.

11. Review dates

This policy will be reviewed by 31st January 2013.

12. How to manage the ill effects of medically required drugs

An employee who consults a doctor or pharmacist and is advised that medication is required must advise the doctor/pharmacist of the nature of their work so that appropriate information about any possible side effects can be given which must in turn be passed on to a supervisor or manager before taking up duty.

A supervisor or manager must be advised of any medical limitations brought about as a result either of a medical condition or the medication for treating that condition.

If an employee is in any doubt about their fitness to carry out their duties while on medication, they must consult their Supervisor or Manager who will obtain advice from the CIÉ Medical Department.

13. Voluntary disclosure

Senior Managers must ensure that they have arrangements in place when an individual voluntarily discloses a concern surrounding alcohol or drug consumption such that the employee receives the necessary range of support measures available to help with the issue.

Where there are safety implications, the individual will, after consultation with the CIÉ Medical Department, be temporarily re-assigned to appropriate duties, bearing in mind the nature of the problem.

The employee will be facilitated with time off work to attend treatment and counselling and will be allowed to return to work when their Manager, in conjunction with the Iarnród Éireann Medical Dept. has agreed that the employee is in a position to take up duty. Prior to taking up duties, the employee must agree to whatever arrangements are deemed necessary by their Manager (in conjunction with the Medical Dept.) for their continued employment.

These may include duties different from those originally carried out, Provision for time off for any ongoing treatment or counselling will also be arranged at this stage.

If an employee, having voluntarily disclosed an alcohol or drug dependency problem, fails to undertake, or does not complete, a prescribed course of treatment, that individual will be liable to be moved to a non-safety critical position, suspension or dismissal. This will also apply if the employee is found to be unfit for duty as a result of the use of alcohol or drugs.



An employee who, in the interval between notification of requirement to attend for alcohol or drugs screening and the outcome of the test, or between the time of occurrence of an incident and the outcome of the post-incident drugs and alcohol test, discloses that they have an alcohol or drugs related problem will not be viewed as voluntarily disclosing the problem if the test result is subsequently found to be positive.

14. Managing behaviour that warrants disciplinary action

As part of Iarnród Éireann's safety management system, it must be recognised that the organisation has to have a mechanism for dealing with breaches of this drugs and alcohol policy, principally the disciplinary system.

If an individual is found to be in breach of this policy or any consequential Standards, then there are a range of sanctions which may be imposed by Iarnród Éireann, up to and including dismissal. While rehabilitation of the employee is a primary concern of the organisation, we all have a duty of care to each other and to the public to reduce the potential risk caused by

the presence of alcohol or drugs in the railways operating environment.

Behaviour that may warrant disciplinary action includes being unfit on duty through the use of alcohol or drugs, consuming alcohol or drugs while on duty or being in possession of alcohol or drugs whilst on duty.

Other behaviours that will warrant disciplinary actions include refusing to participate in a drugs or alcohol test, failing a drugs or alcohol test or refusing to participate in a rehabilitation programme.

Whilst it is not the desire of this organisation to adopt a disciplinarian stance on this issue, it must be recognised by us all that we have a moral and legal responsibility to ensure the safety of our colleagues, the public and the organisation as a whole, and therefore the use of disciplinary sanctions are necessary to manage breaches of this policy.

Where disciplinary action is being taken against an individual it will be in accordance with the established Company disciplinary procedures.

15. How to manage the carrying out of random unannounced testing

A random unannounced test involves the provision of a urine sample and an alcohol breath test. Testing for alcohol or drugs in accordance with this policy will only be carried out by suitably qualified persons authorised to perform this task by the Chief Medical Officer. The testing must follow recognised evidential chain-of-custody procedures, including the division of a urine sample into two containers which are then labelled and sealed in the presence of the employee. One urine sample will then be forwarded to a laboratory for analysis by competent staff. The employee being tested will have the right to have the other urine sample independently analysed (at the employees own expense) by a recognised laboratory.

Persons selected to attend for an drugs and alcohol test as part of the random screening programme will normally be expected to return to work whilst waiting for the results of a test.

The results of an alcohol breath test will be immediate.

16. How to manage test results



Where testing produces a positive result, the employee will be removed from safety critical duties and, based on the particular circumstances surrounding the positive result, will be subject to disciplinary procedures, referred for a course of medical treatment/counselling or some other course of action deemed most appropriate given the circumstances of the particular case. This will be decided by the employee's manager in conjunction with the Chief Medical Officer, taking into account the need for safety in the work place along with the welfare of the individual concerned.

17. How to manage drugs & alcohol issues with contractors, their staff and subcontractors

Senior Managers responsible for procuring the services of contractors must ensure that the contractors, and any subcontractors, are fully aware of this drugs and alcohol policy and must ensure that contractors have systems in place so that they are aware of, and abide by this policy.

18. How to manage the appeals process

Nothing in this policy diminishes the right of an employee to an appeal under due process in accordance with existing procedures, but where there is an appeal against a disciplinary sanction for an alleged breach of this policy, the employee must understand that safety critical duties cannot be performed whilst awaiting the outcome of the appeal.

19. Monitoring the policy

A Monitoring Committee, of similar constituency to that described in section 4 above, will review this policy throughout the first 12 months of its implementation and thereafter as deemed appropriate.

The purpose of this review will be to ensure that the policy is being implemented fairly across the organisation, is meeting all of Iarnród

Éireann's duties under Railway and Health and Safety legislation and to decide if the policy or related procedures need to be altered to take account of some unforeseen dimension or event.

20. How to maintain records of testing

Iarnród Éireann will make every effort to ensure that the right to privacy of any individual is not breached while still allowing the organisation to fulfil its requirements under this policy and as required by legislation.

Detailed records of testing showing levels of alcohol/drugs present in samples will be maintained by the Medical Department.

Individual files held in Personnel Offices will have a record of dates of tests, the reason for the test (random or otherwise). Records of test results will be held separately in a secure system.

Records relating to drugs or alcohol tests will be strictly controlled and will only be released to an authorised person where there is strong justification.

21. How to manage subsequent employment applications by candidates with a test failure history

Persons who have applied to Iarnród Éireann for employment but who failed the pre-employment drugs and alcohol screening tests will have their test results retained on file indefinitely.

Anyone who fails a pre-employment drugs and alcohol screening test will not normally be considered for employment for a minimum of three years.



Drugs and Alcohol Policy

QUESTIONS & ANSWERS

(where appropriate, references to alcohol are applicable to drugs)

1. How do I know how much I can drink?

Always adhere to safe drinking guidelines. However, you should always consider when you have to be on duty next, and the duration of time required for the alcohol you have consumed to be cleared from your body.

2. How do I know if I am unfit to work?

You are considered unfit for work if you have more than the official limit of alcohol in your blood (or equivalent in your urine or breath). The physical signs and symptoms vary from person to person.

3. What is the official limit?

THE LIMIT FOR ALCOHOL IS DETERMINED BY THE RELEVANT/CURRENT RAILWAY SAFETY LEGISLATION. The use of any illegal or performance impairing drugs is not acceptable.

4. How do I know if I am over the limit?

Alcohol leaves the body at a rate of 1 unit per hour therefore you cannot be certain about when you reach the limit. You have to make a judgement based on the amount you have drunk and the time since you last had a drink. You may be completely unaware of the effects of drugs on your ability to work in a safe and satisfactory manner.

5. How do I know when to stop drinking?

As a guide, you should not drink alcohol for 8 hours before coming on duty. However, if you have been drinking more than 8 units (e.g. 2 or 3 pints), you should allow longer for the alcohol to leave your body.

6. How do I know how many units I have drunk?

The general guidance is that 1 unit is the equivalent of a half-pint of average strength beer, lager or cider, a small glass (125 ml) of wine or a single pub measure of spirits. Average strength for beer means 3.5% - 4% alcohol. However, many beers, lagers and ciders are considerably stronger than that and therefore a pint may be up to 3 units. See page 11 for further information on how to work out the number of units your consuming.

7. How do I know how strong a drink is?

Most bottled or canned drinks state the alcohol content by volume on the label. In many pubs, the alcohol content is shown on the label on the beer tap. See page 10 for further information on how to work out the number of units your consuming.

8. Is drinking at home different from drinking in a pub or club?

Beers, lagers and ciders drunk at home from bottles or cans are often stronger than those drunk in a pub. Also, people often drink bigger measures of spirits at home than in a pub. It is therefore more difficult to keep track of the number of units that have been drunk at home.

9. How can I get fit for work more quickly after drinking?

There is no way of speeding up the process of alcohol leaving the bloodstream. It just takes time. The average rate is 1 unit per hour, but this can vary from person to person.

10. What do I do if I am called in an emergency shortly after I have been drinking?

If you have any doubt that you may be over the limit, you should decline to attend. You should remember that you may be liable to testing at the scene of an incident/accident.

11. Can I drink alcohol in the office after work?

Alcohol may only be drunk in the work place outside normal working hours, on specific occasions and with the permission of a senior manager for that event.

12. When might I be tested?

You are likely to be tested for drugs and alcohol if you were involved in an accident or incident, even if you consider that you were not at fault. You are also likely to be tested if you report for duty showing evident signs of having consumed alcohol or drugs (such as smelling of alcohol, uneven gait, slurred speech).

Furthermore, you may be required to undergo a random drugs test in accordance with the policy (5% of employees are tested every year)

If you are transferred to a safety-critical post, you will be required to undergo a drugs test.

If you are carrying out, or reporting to work for the purposes of carrying out safety critical duties, you may be required to undergo a random unannounced drugs and alcohol test in accordance with the Railway Safety Act.

13. What Happens If A Safety Critical Role Holder Fails A Test?

In circumstances where a Safety Critical Role Holder fails a test, that individual is removed from the Safety Critical Role in question and Iarnród Éireann's established Grievance & Disciplinary Policy is applied. It should be remembered, however, that every such case has the potential to be different, so the outcome of the disciplinary process will depend on the findings of the test and its overall circumstances. That is to say, such issues must be dealt with on a case by case basis, as opposed to the application of a mandatory approach.

Accordingly, outcomes may range from referral for counselling or treatment to dismissal.

14. What Happens If A Safety Critical Role Holder Refuses To Take A Test?

Refusal on the part of a Safety Critical Role Holder to take a test when required will have the same consequences as failing a test, and ultimately the same consequences apply.

In circumstances where an individual refuses to take a test, it is essential that the Line Manager/Supervisor in question engages with that individual, clearly outlining the legal imperative for participation in the test, and providing as much information as possible concerning the overall context for random unannounced drugs and alcohol testing.

In other words, the opportunity for the individual in question to consider fully their decision and its consequences, should be afforded.

In circumstances where the individual reiterates their refusal, that individual is removed from their Safety Critical Role and Iarnród Éireann's established Grievance & Disciplinary Policy is applied.

15. What does a Random Unannounced Test Involve?

Random unannounced tests will test for the presence of both alcohol and drugs, and as such will involve a breath test along with the provision of a urine sample.

Work places selected for this testing will be chosen at random, as will the number of candidates to be tested at that location, or from that work group. This testing will be conducted using the same procedures that are currently applied in the case of post-incident testing.

16. How do I know if I have been selected for a random test?

If you are working, or reporting for work, at a location selected for random unannounced drugs and alcohol testing, you will be advised by the authorised person conducting the sampling at the time that the sample is to be collected.

17. How will the standard testing process unfold?

In the vast majority of cases, the test will proceed in line with the established process.

In such cases, the breathalyser test will be negative/clear. The individual will then return to work while the urine sample is sent to the laboratory for testing. The urine sample will be divided in to 2 sample bottles in the individual's presence, and each will be labelled with the same bar code and sealed while they are still present. Both samples are then sent to a testing laboratory where one is tested. If the test is positive at this point, an individual has the right to ask for the other sample to be tested. People can also make arrangements for this second test to be carried out at a laboratory of their choice.

18. How do I assure people that the testing process is carried out properly?

All testing will be carried out by suppliers approved by the Chief Medical Officer in accordance with the European Standards. When a person provides a urine sample, it will be divided in to 2 sample bottles in their presence, and each will be labelled with the same bar code and sealed while they are present. Both samples are then sent to a testing laboratory where one is tested. If the test is positive, an individual has the right to ask for the other sample to be tested. People can also make arrangements for this second test to be carried out at a laboratory of their choice.

19. Might I be tested by a Garda as well as by Iarnród Éireann?

Normally testing will be required by and arranged by Iarnród Éireann, but there may be occasions when the Gardai require to carry out tests on individuals.

20. What medication can I take and still be fit for duty?

You must ask your doctor or pharmacist the nature of the medication you are required to take and any possible effects it may have on your ability to work in a safe and satisfactory manner and inform your supervisor the next time you take up duty. If you are selected for an alcohol or drugs test, you must tell the person carrying out the test what medication you are, or have recently been, taking, as this will be taken into account by the testing laboratory.

21. If I have been at a party and inhaled marijuana smoke “passively” from other people smoking it, would I fail a drugs test?

The test levels are set such that passive inhalation would not trigger a fail result. Nevertheless if you are aware of being in such situation, you should declare it before the sample is taken.

22. My friend has a bad relationship with his supervisor. Can the supervisor “arrange” for my friend to be tested?

Supervisors are responsible for ensuring that staff under their control are fit for duty. They can therefore arrange for an individual to be tested if they have reasonable cause to believe that they are under the influence of alcohol or drugs. Iarnród Éireann have provided training to support supervisors in this regard. The selection process for random testing will be objectively applied through random number selection.

23. What happens if I confide in my manager that I have a problem with drink or drugs?

Your manager will advise in the strictest confidence, the relevant HR Manager and the Chief Medical Officer.

24. What do I do if someone tells me in confidence that he thinks that he has a problem with drink or drugs?

If you are not the individual's manager, you should encourage them to go to their manager and or seek Chief Medical Officer help.

25. What do I do if I think a work colleague or somebody protecting my work is under the influence of drugs or alcohol?

You should advise their manager immediately. If they are undertaking safety-critical work, you should encourage them to stop work until they have been seen by their manager. If their actions or decisions could be an immediate cause of danger, you should take appropriate steps e.g. warning the controlling signalman for the area, moving clear of the line etc.

26. What do I do if someone tells me that he thinks a work colleague or person providing protection is unfit for duty?

You should ask what gave rise to the concern and then see the individual concerned as soon as possible. You then have to judge whether the individual is showing any signs that indicate that he may be under the influence of alcohol or drugs. If so, then you should ask them to cease work and you should advise a manager who can determine the necessary action.

27. What is my role as the Line Manager/Supervisor during the random unannounced testing/sampling process?

When the Authorised Tester/Collection Officer presents at a work location for the purpose of carrying out a random unannounced drugs & alcohol test, their first action will be to contact you directly. The Collection Officer will set the scene for their visit, and explain what assistance they may require.

(As a Line Manager/Supervisor, your contact details have been supplied to the authorised testing body, and you have been registered as a 'Site Contact').

You will be called upon to:

- » Ensure that the Authorised Tester/Collection Officer complies with Iarnród Éireann's Health & Safety standards (Refrains from walking on the track, wears high visibility vest where appropriate etc.)
- » To facilitate the testing process, bringing the Authorised Tester/Collection Officer to a suitable location ;{A Private Room/Office adjacent to a Serviceable Restroom Facility}; and treating the duration of the process as a priority issue.
- » Ensure that the privacy required for the sampling/collection process is maintained.

The Authorised Tester/Collection Officer may call upon you for further assistance/reference if secondary issues arise during the process, such as:

- » The candidate is unwilling to provide a sample
- » The candidate cannot provide a sample
- » The candidate behaves in an obstructive fashion

In addition you will be required to:

- » Witness the calibration of the breathalyser which will be used during the test
- » Verify/confirm the identity of the individual being tested
- » Witness the signing of the sample jars
- » Sign off on paperwork once the process has been completed (counter-signing)
- » Be available if anyone contests the collection process

