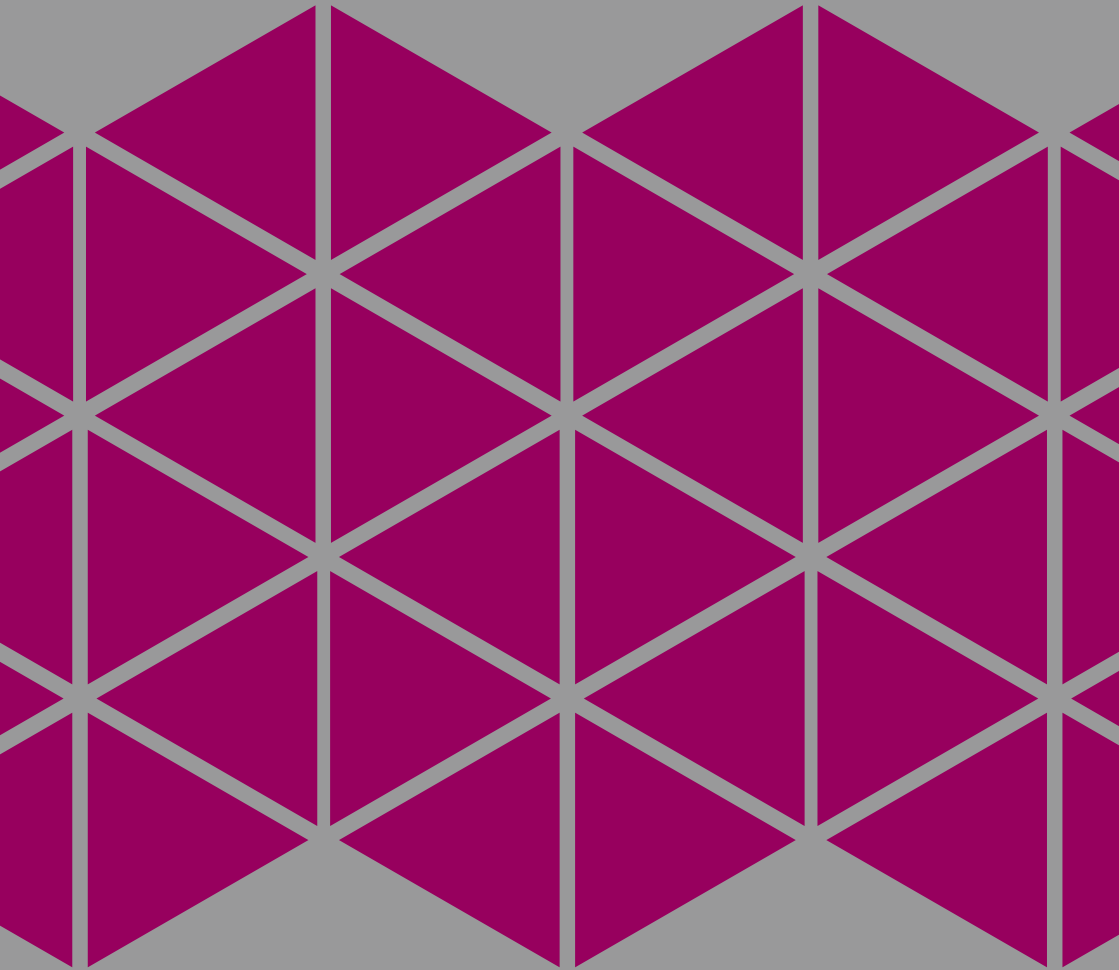




Dublin Bus

Alcohol and Drugs



What do I need to know?

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Foreword

The safety and well-being of our employees and customers is our main priority in Dublin Bus.

Each of us must apply the highest safety standards in our work to ensure the safety and well-being of our colleagues, customers and the general public.

Misusing alcohol or drugs can damage relationships and cause health problems, accidents and injuries. It can also lead to Dublin Bus taking disciplinary action and cause other work-related problems.

We have put this policy in place to:

- ▶ promote a positive and responsible attitude to alcohol and drug issues;
- ▶ raise awareness of the risks associated with using alcohol and other drugs and;
- ▶ outline the supports for employees who may develop problems with alcohol and drug use.

We have agreed the procedures for dealing with alcohol and drug abuse, outlined in this document, with the trade unions. Both the unions and management are committed to promoting health and well-being and our workplace policies reflect this.

Philip Donohue
Head of Human Resources and Development



**“We aim to
encourage a
healthy and
sensible approach
to alcohol and
drugs”**

1. Introduction

We are committed to providing a working environment that is healthy and safe for everyone who works with us. We recognise how critical safety is to our employees' roles and responsibilities. We must ensure the safety of our customers, colleagues and the general public.

Alcohol and other drugs can affect our:

- ▶ behaviour;
- ▶ concentration;
- ▶ co-ordination; and
- ▶ performance.

The effects of alcohol and other drugs can spill over from our private life into the workplace and lead to us being:

- ▶ less physically and psychologically able;
- ▶ less efficient;
- ▶ more prone to having accidents; and
- ▶ absent from work.

This can have serious consequences for our own safety and the safety of those around us and those who depend on us.

We aim to encourage a healthy and sensible approach to alcohol and drugs by regularly:

- ▶ promoting responsible drinking;
- ▶ warning employees of the risks associated with alcohol;
- ▶ warning of the risks associated with drug use, whether they are prescribed, over-the-counter or other drugs; and
- ▶ raising awareness of early signs of alcohol and drug dependency.

As Dublin Bus employees, we must all perform our work to the highest safety standards.

2. What is this policy about?

We have created this policy to make sure that employees, contractors and management know their responsibilities in relation to alcohol and drugs as defined in the Safety, Health and Welfare at Work Act 2005.

This policy is also designed to make sure that employees and managers know the risks associated with using alcohol and drugs (including prescribed and over-the-counter drugs), particularly for those who work in areas where safety is critical.

We support a safe and positive working environment and will not tolerate the misuse of alcohol and drugs. This policy puts in place procedures to manage people who abuse alcohol or drugs.

We recognise that some employees may develop alcohol and drug-related problems. We will provide practical support to help anyone who works with Dublin Bus to overcome these problems.

3. Definitions:

What Do We Mean By The Terms Used In This Document?

‘Alcohol’ includes, but is not limited to, distilled spirits, liquor, beer, wine, malt liquor or any other intoxicating drinks.

‘Drugs’ include any legal and illegal psychoactive substances (drugs that affect mood, thought process or perception).

‘Illegal drugs’ are drugs covered by the Misuse of Drugs Act 1977 and 1984 and other current legislation, which may be amended from time to time.

4. What is this policy for?

We have drawn up this policy to tackle a number of areas.

Prevent injuries

We aim to prevent Dublin Bus employees, or others working on our behalf, from causing injury, damage or death because of alcohol or drugs, whether prescribed or not.

Raise awareness

This policy will help us to raise awareness of the risks of alcohol and problems associated with the inappropriate use of drugs. It will also help us to promote the health and well-being of our employees.

Early intervention

We want to provide supports for employees with possible alcohol and drug-related problems as early as possible.

Welfare and safety

We want to make sure that we take care of the welfare and safety of colleagues and the general public.

5. Who does this policy apply to?

This policy applies to all Dublin Bus employees, including those on part-time or temporary contracts. It also applies to:

- ▶ contractors;
- ▶ sub-contractors;
- ▶ consultants;
- ▶ agencies; or
- ▶ anyone working for or on behalf of Dublin Bus.

This policy is particularly relevant for those who carry out work

where safety is critical. And in Dublin Bus this includes most of us because at any time we may be called on to carry out safety-critical activities at short notice and outside our normal role.

6. What is the law on alcohol and drugs?

Safety, Health and Welfare at Work Act 2005

Dublin Bus must make sure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. This is outlined in Section 8 of the Act.

All Dublin Bus employees must make sure that they take reasonable care to protect their own safety, health and welfare and that of anyone else who may be affected by what they do or fail to do while at work. This is outlined in Section 13 of the Act.

Employees must not be under the influence of an intoxicant while at work to the extent that they are likely to endanger their own safety, health or welfare or that of any other person in the workplace. This is outlined in section 13(1) (b).

Road Traffic Acts 1961 to 2009

The Road Traffic Acts 1961 to 2009 ban anyone from using mechanical vehicles if they are under the influence of alcohol or drugs. They set out the maximum levels of alcohol that someone may have in their body when driving and how long someone can be disqualified from driving following a drink-driving conviction.

Misuse of Drugs Act 1977 and 1984

The Misuse of Drugs Act 1977 and 1984 outlines the law on possessing 'controlled drugs'. It states that it is illegal to produce, supply or be in possession of drugs covered by the Act unless a doctor prescribes them to the person. The same Act states that it is illegal to have controlled drugs at your home or

other premises. It is also illegal to allow your premises to be used for producing, distributing or consuming controlled drugs.

Road Transport Rule Book

All Dublin Bus employees are prohibited from reporting for duty under the influence of alcohol or drugs.

7. What do we need to know about alcohol and drugs?

Alcohol

Alcohol is a positive part of life for many people and most of the time drinking alcohol does not cause any problems. However, drinking too much or drinking at the wrong time can harm your health, relationships, work and community.

Alcohol is absorbed into the bloodstream within a few minutes of consumption. It has an initial stimulant effect but later acts as a depressant. Even at levels below the legal drink-and-drive limit, alcohol will affect co-ordination, reaction times, thinking, judgment and mood, and therefore driving performance.

What happens when you drink alcohol?

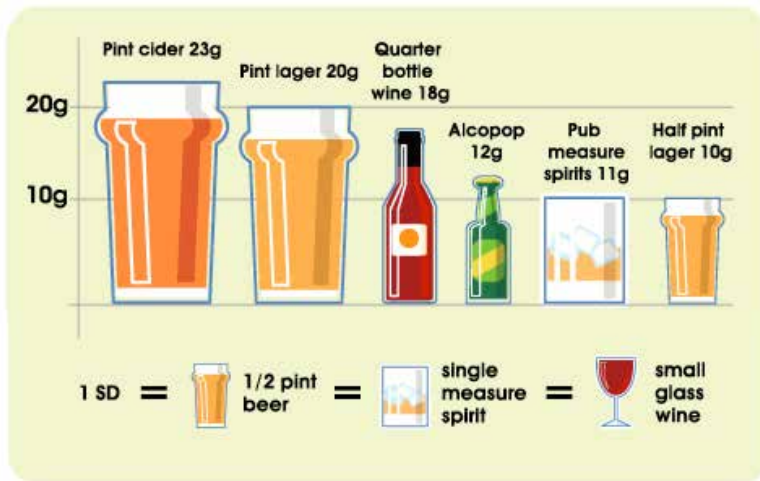
- ▶ Alcohol takes effect quickly and wears off slowly.
- ▶ It takes a healthy liver about one hour to break down and remove one standard drink.
- ▶ It takes eight hours to remove four pints of average strength beer from the blood.
- ▶ Black coffee, cold showers and fresh air won't sober someone up – only time can remove alcohol from the bloodstream.

The concentration of alcohol in the body depends on many factors but mainly:

- ▶ how much you have consumed;
- ▶ how long you have been drinking;
- ▶ whether or not you have eaten; and
- ▶ your body size and weight.

What is a standard drink?

In Ireland, a standard drink has about 10 grams of pure alcohol in it. Here are some examples of standard drinks (SD).



Alcohol abuse and health

Drinking large quantities of alcohol can lead to a variety of conditions, including:

- ▶ high blood pressure;
- ▶ liver disease;
- ▶ stomach disorders;
- ▶ psychiatric conditions (such as depression or dependency);
- ▶ cancer;
- ▶ loss of sexual libido; and
- ▶ weight problems (alcohol is high in calories).

Binge drinking is a form of harmful drinking that is likely to increase our risk of accidents, injuries, violence and poisoning. When we drink six or more standard drinks, we increase the harmful effects of drinking.

Alcohol and work

Alcohol abuse can affect our behaviour and performance in the workplace. It can also:

- ▶ cause loss of balance;
- ▶ cause poor muscular co-ordination;
- ▶ slow down reaction times;
- ▶ blur vision; and
- ▶ decrease awareness.

Alcohol abuse can badly affect the safety of ourselves, our colleagues, our customers and other people we interact with.

Drinking even small amounts of alcohol before or while carrying out 'safety critical work' will increase the risk of an accident.

Alcohol and driving

Drinking alcohol seriously affects driving ability. When you have a drink, the alcohol hits your brain within minutes. It starts to slow down and close your brain's activity, so your driving skills are quickly impaired.

Serious driving errors

Alcohol can cause serious driving errors. For example it can affect your peripheral vision, leading to difficulty seeing signs and other road users, particularly pedestrians and cyclists. Other serious errors that alcohol can cause include:

- ▶ slowing your reaction time to hazards;
- ▶ driving too quickly or too slowly;
- ▶ driving in the wrong lane;
- ▶ running over the kerb;
- ▶ weaving and straddling lanes;
- ▶ driving with quick, jerky starts;
- ▶ failing to signal or use headlights;
- ▶ going through stop signs and red lights; and
- ▶ overtaking badly.

Any amount of alcohol impairs driving

Any amount of alcohol impairs driving and increases risk. Alcohol is slowly removed from the body, so you could be unfit to drive the morning after the night before. If your job depends on you having a driving licence, a drink- or drug-driving offence may mean that you lose your job. The only safe advice is to **never** drink and drive. It is not worth the risk.

Problem drinking

Early signs of problem drinking include:

- ▶ drinking faster than everyone else;
- ▶ drinking often to cope with problems;
- ▶ being unable to stop drinking once you start;
- ▶ having a high tolerance of alcohol – you can drink a lot before you feel drunk;
- ▶ having memory loss or blackouts;
- ▶ needing a drink first thing in the morning to get going;
- ▶ secretly doubling up or sneaking drinks; and
- ▶ feeling guilty after drinking.

If you recognise any of the above signs you should contact your GP or local alcohol counselling service for confidential advice and support.

If you drink heavily or think you might be dependent on alcohol, seek medical advice to address the problem.

Tips on drinking less alcohol

- ▶ Don't drink alcohol before you go out.
- ▶ Buy smaller drinks – have a glass instead of a pint, a single instead of a double.
- ▶ Leave your glass down between sips.
- ▶ Wait a while before getting another drink.
- ▶ Have a glass of water or try some alcohol-free drinks between alcoholic drinks.

- ▶ Occupy yourself – dance, talk, play pool.
- ▶ Try not to get into rounds or, if you can't avoid a round, buy yourself a non-alcoholic drink when it is your turn.
- ▶ Don't play drinking games.
- ▶ Spread out your drinking over the week with more alcohol-free days than days you consume alcohol.
- ▶ Do not drink on consecutive days.

Home alcohol measures tend to be a lot larger than pub ones. If you are offered a drink when visiting someone, try a bottle or a can instead of a short. It is easier to watch what you are having.

Know your limits. If you are honest, you know the point where you start to lose control or behave differently because of alcohol. Your main target should be not to have more than this. Drink sensibly.

Drugs

Many drugs that we all come across every day are legal, for example prescribed or over-the-counter medicines, alcohol, coffee or nicotine. Every drug has side effects and risks, but some drugs have more risks than others.

Different drugs create different problems for different people. The most commonly used illegal drugs are amphetamines, cannabis, cocaine, ecstasy and heroin. These drugs risk causing heart, lung or liver damage, mental illness, suicide and death.

Using drugs can become a problem depending on:

- ▶ **what** drug is used;
- ▶ **who** is using the drug (especially their mood and personality);
- ▶ **why** they are using the drug; and
- ▶ **what** work they are doing while taking the drug.

What you need to know about drugs

Many kinds of drugs can change your mood, behaviour and judgement. Some of these drugs come under the Misuse of Drugs Act. They are known as ‘controlled drugs’.

Depressants such as alcohol can cause sleepiness and drowsiness, and impair judgement.

Sedatives and minor tranquillisers include the benzodiazepine drugs, such as valium. These are often prescribed to calm you down or to help you sleep at night. They have the same general effects as depressants but can also become addictive.

Opiates, also known as narcotic analgesics, are strong painkillers that produce feelings of euphoria (happiness) and sleepiness. Opiates include morphine, heroin, methadone and codeine.

Stimulants are drugs that make you feel more awake, alert, energetic and confident. Stimulant drugs include cocaine and amphetamines.

Hallucinogens are drugs that produce strange and intense visions called hallucinations. These drugs include LSD (acid) and magic mushrooms.

Prescription and over-the-counter drugs

Prescription medications are used to treat a variety of health conditions. Most people who take prescription medications use them responsibly.

A variety of drugs can be purchased over the counter without a prescription. Some over-the-counter medications or health supplements can have effects that could affect your work.

If you go to your doctor or pharmacist and they advise you to take medication, you must tell them what type of work you do so

that they can give you the necessary information about possible side effects.

Some prescription and over-the-counter drugs can have side effects that affect your ability to drive. If you are a professional driver, you should always tell your doctor and pharmacist that you drive for a living and, if possible, ask for drugs that do not affect your driving.

Always follow instructions carefully and read the label. If it says 'may cause drowsiness', assume that it will. Don't take it and then drive.

If you are in any doubt about whether you are fit to carry out your work while on medication, you must consult your doctor or the ClÉ Medical Department.

If you voluntarily disclose a concern about prescribed or over-the-counter medication, we will give you the necessary information and guidance from our Medical Department to help you.

Polydrug use

Polydrug use means using more than one substance within a set time period.

Some people use more than one drug at the same time. Mixing drugs (whether legal or illegal) can be dangerous because the effects and side effects are added together.

Drugs and work

If you abuse drugs or use them incorrectly, it can be a serious problem not only for you but also for your workplace, colleagues, customers or anyone else you meet while you are at work. The possession of some drugs is illegal, so anyone who uses them risks facing criminal charges. At the same time the drugs can

harm their health and put their job at risk.

There are strict rules about a person's fitness when driving a bus. You must tell your employer if you have any medical conditions or are taking any medication that could affect your fitness to drive. The law states that there are some prescribed drugs that make a person unfit to drive. You are responsible for checking this with your doctor or pharmacist and following what they say.

**“We aim to
raise awareness
of the risks
associated
with the use
of alcohol and
other drugs”**

8. Who is responsible for putting this policy in place?

All of us in Dublin Bus – employees, contractors, sub-contractors and other people acting for or on behalf of Dublin Bus – are responsible for putting this policy in place and making it effective.

The types of things each person is responsible for are detailed in this policy. Specific responsibilities are given to:

- ▶ Head of Human Resources and Development;
- ▶ senior management;
- ▶ local managers and supervisors;
- ▶ all employees;
- ▶ the CIÉ Medical Department.

Head of Human Resources and Development

The Head of Human Resources and Development, must:

- ▶ make sure that all new and existing employees know what is in this alcohol and drugs policy;
- ▶ provide relevant support services for employees;
- ▶ provide relevant training for local managers and supervisors;
- ▶ make sure that this policy is fully put in place; and
- ▶ monitor and review this policy.

Senior management

Senior management must:

- ▶ endorse and support this policy;
- ▶ understand this policy and how to put it in place;
- ▶ provide support and training for local managers and supervisors so that they can put this policy in place;
- ▶ effectively and sensitively support any employee or colleague who may develop an alcohol- or drug-related problem;

- ▶ make sure local managers are always available to deal with issues arising from alcohol or drugs; and
- ▶ always lead by example.

Senior management must also promote:

- ▶ a positive and supportive working environment so that people feel free to voluntarily reveal any concerns they may have about alcohol or drugs; and
- ▶ a responsible attitude to alcohol and drug issues.

Senior management must make sure that if someone voluntarily reveals that they have a concern about alcohol or drug consumption, there are arrangements in place to support that person.

Local managers and supervisors

Local managers and supervisors must prevent anyone who is under the influence of alcohol or drugs from starting or remaining on duty.

Awareness and training

Local managers and supervisors must take part in appropriate training so that they can:

- ▶ put this policy in place; and
- ▶ effectively and sensitively support any employee or colleague who may develop an alcohol or drug related problem.

Local managers and supervisors must make sure the relevant people know what is in this alcohol and drugs policy and how it applies to them. They must also give them any other relevant information. The relevant people include:

- ▶ employees;
- ▶ contractors;
- ▶ sub-contractors; and

- ▶ anyone else in each manager's or supervisor's area of responsibility.

Respect

Local managers and supervisors must respect the right of every individual to be treated with dignity and respect and ensure that any personal information is kept confidential.

Rehabilitation

Whenever possible, local managers and supervisors must make sure that employees who have completed a recognised rehabilitation programme are not victimised in relation to their job or chances of promotion.

If someone voluntarily reveals a problem with alcohol and drugs, is then rehabilitated and later returns to work, local managers and supervisors must continue to monitor them so that they reach appropriate standards.

All employees

Report for duty in fit condition

Employees must not report for duty under the influence of alcohol or performance-impairing drugs. In addition, they must not consume alcohol or performance-impairing drugs while on duty.

Understand this policy

Employees must familiarise themselves with this policy and understand the consequences of breaching it.

Understand prescribed and over-the-counter drugs

Employees who are taking prescribed or over-the-counter medication must first find out whether they are safe to work while taking it. To do this, they should ask:

- ▶ their doctor;
- ▶ pharmacist; or
- ▶ the CIÉ Medical Department.

Ask for referral

Any employee who believes they have a problem with using alcohol or drugs must ask their manager to refer them to the CIÉ Medical Department.

Support colleagues

Employees must encourage and support their colleagues who are dealing with alcohol or drug problems and if necessary help them to get the help of the relevant support services.

Training and awareness

Employees must attend any relevant training provided and co-operate with awareness raising initiatives.

If you are asked to work an extra duty when you are off, and you have consumed alcohol or drugs that would make working unsafe, you must answer the request honestly and turn down the unscheduled extra work.

9. What about contractors and sub-contractors?

Senior managers responsible for getting the services of contractors and subcontractors must make sure that the service providers are fully aware of this alcohol and drugs policy. The managers must make sure that contractors have systems in place to communicate the contents of this policy to their employees so that they can comply with it.

10. What supports are available?

Local management

This policy supports employees who need to address problems they may be experiencing with the misuse of alcohol or drugs. Your local manager has been trained to deal with issues in a professional and confidential way. You can talk to your local manager and ask advice on any problem you may be experiencing relating to this alcohol and drugs policy.

Employee Assistance Programme

If you need personal support and help, you can contact the Employee Assistance Programme (EAP). It is an independent and confidential counselling service that can help you to identify and sort out personal issues. You can get up to six free and confidential sessions a year by contacting freephone **1800 222 833**.

CIÉ Medical Department

The CIÉ Medical Department provides a range of services to support this alcohol and drugs policy. Dublin Bus managers can refer employees for:

- ▶ assessment;
- ▶ treatment;
- ▶ rehabilitation; and
- ▶ support services.

The CIÉ Medical Department offers information and awareness services to Dublin Bus employees and managers. These services cover the effects of alcohol and drugs on safety and performance in the workplace. In addition, the department will provide this information when asked, to:

- ▶ employees;
- ▶ GPs; and
- ▶ community pharmacists.

The CIÉ Medical Department will support employees who voluntarily disclose an alcohol or drug problem. They will also help managers to support the employee so that they can stay in employment following rehabilitation.

11. What happens if someone discloses a problem?

Dublin Bus will make sure that any employee who voluntarily discloses a concern regarding alcohol or drug use will get the necessary support.

It is essential to identify and treat problems early. This makes sure that both the employee and the company avoid problems. It is very important, therefore, that employees who feel that they may have

a problem, or are at risk of developing a problem with alcohol or drugs, should come forward and look for help as early as possible.

If you think this applies to you, contact your local manager or the Human Resources Department. They will discuss with you the most suitable options to provide the appropriate help.

When you disclose a problem, you can be sure that:

- ▶ your manager or the Human Resources Department will respect your right to confidentiality;
- ▶ Dublin Bus will give you time off work to attend treatment and counselling; and
- ▶ Dublin Bus will allow you to return to work when your manager and CIÉ Medical Department have agreed that you can do so.

Impact on safety

If an employee's usual duties mean that a problem with alcohol or drugs could have a particular impact on safety, we will do everything we can to give them other appropriate duties, if available, until they can resume their normal work. We will do this only after consulting the CIÉ Medical Department.

New duties

Before taking up these duties, the employee must agree to whatever arrangements or restrictions the Chief Medical Officer says are necessary for them to continue working. The Chief Medical Officer makes this decision with the employee's manager. These duties may include ones that are different from those the employee was doing previously. At this stage, we will also arrange for any necessary ongoing treatment or counselling.

Prescribed course of treatment

We may suspend or dismiss an employee if, having voluntarily disclosed an alcohol or drug dependency problem, they fail to undertake or complete a prescribed course of treatment. We



**“We outline
the supports
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may also do this if we find that the employee is unfit for duty as a result of using alcohol or drugs.

12. What is the disciplinary procedure?

If we find that someone has broken the rules detailed in this policy, we may choose from a range of sanctions, including dismissal. While one of our main concerns is to rehabilitate the employee, we have a duty to each other and to the public to reduce the risk caused by alcohol or drugs in our workplace when we deliver our services.

We may take disciplinary action when an employee:

- ▶ reports for duty in an unfit state due to the use of alcohol or drugs;
- ▶ is in possession of illicit drugs while on duty;
- ▶ consumes alcohol or drugs while on duty; or
- ▶ refuses to take part in a rehabilitation programme.

Where we take disciplinary action against an individual, we will follow our established disciplinary procedures.

13. Right to appeal

If we have disciplined you because we think you have failed to stick to the alcohol and drugs rules as detailed in this policy, you may appeal our decision. While you are waiting for the outcome of an appeal, there are certain duties that you may not do.

14. Will everyone get a copy of this policy?

We will give every employee a copy of this policy and any policies updated later. We will integrate the information in this policy into relevant training or briefing sessions for all employees.

15. Will this policy be reviewed?

The Head of Human Resources and Development will make sure that this policy is managed, monitored and reviewed to ensure it is effective.

This review will make sure the policy is:

- ▶ being put in place fairly and effectively across the organisation; and
- ▶ meeting all of Dublin Bus's duties under health and safety legislation.

The review will also decide if the policy or related procedures need to be altered to take account of changing circumstances.

Other information and support

Abate Counselling Service (Employee Assistance Programme)

Services: An independent and confidential counselling service to help you identify and sort out personal issues

Address: Various locations

Freephone: 1800 222 833

Alcoholics Anonymous (nationwide service)

Services: Self-help support group for people with alcohol-related problems

Address: Various locations, Dublin City

Phone: 01 842 0700

Email: gso@alcoholicsanonymous.ie

Website: www.alcoholicsanonymous.ie

Al-Anon Family and Friends Support Group

Services: Understanding and support for families and friends of problem drinkers

Address: Various locations in Dublin

Phone: 01 873 2699

Email: info@al-anon-ireland.org

Website: www.al-anon-ireland.org

Crosscare's Drug and Alcohol Programme

Services: An online information and support service available Monday to Friday between 9am and 5pm

Phone: 01 836 0911

Dublin Counselling and Therapy Centre

Services: Counselling and support for alcohol, drugs, gambling and prescription drug addiction in adults

Address: 41 Upper Gardiner Street, Dublin 1

Phone: 01 878 8236

Email: info@dctc.ie

Health Service Executive (HSE) Drugs and Alcohol Information and Support

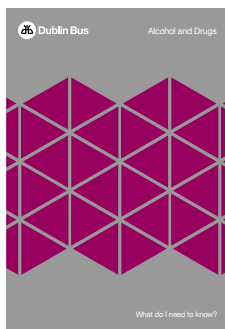
Services: Support, information, guidance and referral for anyone with a question or concern related to drug and alcohol use.

Freephone: 1800 459 459

The helpline is available from Monday to Friday between 10am and 5pm. All calls are confidential.

This handbook has been produced by and is available from:

Human Resources Department
Dublin Bus
59/60 Upper O'Connell Street
Dublin 1



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Notes:

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