



etb

Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
*Cavan and Monaghan
Education and Training Board*

CAVAN AND MONAGHAN EDUCATION AND TRAINING BOARD

Largy College Workplace Substance Abuse Policy

Adopted by

Cavan and Monaghan Education and Training Board

on 08 January 2014

Workplace Substance Abuse Policy

Scope of policy

For the purpose of this policy the term drugs will be defined as all mood-altering substances, either legal or illegal. This includes alcohol, prescribed and other medications, in addition to illegal and illicit substances. This policy does not refer to tobacco use.

Introduction

Alcohol and other drugs affect concentration, co-ordination and performance. It is recognised that the effects of alcohol and other drugs may spill over from ones private life into the workplace resulting in less efficient work performance, accidents and absenteeism. Cavan and Monaghan ETB recognises its employees as its most valuable resource and is committed to providing a working environment, which is a healthy and safe one for the entire workforce as well as customers/students. Therefore, this policy should be seen in the context of the promotion of health, safety and welfare of all employees of Cavan and Monaghan ETB.

The Legal Position

There are clear reasons for having a substance abuse policy from a health and safety perspective. Alcohol or other drug misuse may affect the ability of Cavan and Monaghan ETB as employers and employees to maintain a safe working environment.

Health & Safety Legislation

The Safety, Health and Welfare at Work Act 2005 places a duty upon employers 'to ensure so far as is reasonably practicable the health and safety of employees'.

Section 13. of the Act also outlines the duties of employees:

(1) An employee shall, while at work—

(a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

(b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

Drug and Alcohol related Legislation

The Road Traffic Act (1961) prohibits the use of mechanical vehicles while under the influence of drugs or alcohol.

The Misuse of Drugs Act, 1977 and 1984 outlines the restriction on the possession of controlled drugs. This states that it is illegal to produce, supply or be in possession of drugs covered by the act unless prescribed to the individual by a doctor. The same Act states that it is illegal to have controlled drugs on your premises or to allow your premises to be used for the production, distribution or consumption of controlled drugs.

Principles

Cavan and Monaghan ETB recognises the desirability of promoting the health and well-being of employees by:

- encouraging a healthy lifestyle and discouraging the development of alcohol and other drug related problems
- offering assistance to employees who need it to overcome problems caused by alcohol or drug misuse

Aims

This policy aims to:

- raise awareness of the risks of alcohol and other drug related problems in the workplace
- promote the health and wellbeing of employees
- minimise problems at work arising from the effects of alcohol and other drugs
- identify employees with possible alcohol and drug related problems at an early stage
- offer employees with alcohol and other drug related problems referral to an appropriate source for professional advice and treatment if necessary

Policy Statement

- This policy applies equally to all employees
- All Cavan and Monaghan ETB premises, as well as other premises that are rented or used by ETB programmes, are to be alcohol and drug free during working hours¹
- No alcoholic drinks will be served at ETB events involving Under 18s
- Employees shall be alcohol and drug free while on duty
- Employees should be aware that it takes a number of hours for alcohol consumed to leave the body's system and should therefore be mindful of allowing sufficient time between alcohol consumption and commencing work.
- After work functions and other social events are outside the remit of this policy.

Identifying the Problem

Employees are encouraged to seek assistance on a voluntary basis. However, a problem may become apparent due to the observances of a colleague or manager. If an employee becomes concerned that a colleague may have an alcohol or drug-related problem they are encouraged to bring the matter to the attention of their immediate supervisor or to the Human Resources Department.

NO ONE characteristic identifies someone with an alcohol and drug related problem but the following MAY be indicators especially if occurring in combination or over a period of time.

- ✓
- ✓ Absenteeism
- ✓ Accidents and unusual incidents
- ✓ Fluctuating work performance
- ✓ Fluctuations in concentration and energy
- ✓ Late arrival for work / Late return to work after breaks
- ✓ Unexpected mood changes
- ✓ Poor co-operation with colleagues
- ✓ Unkempt appearance
- ✓ Frequent borrowing of money
- ✓ Hand tremor
- ✓ Smelling of Alcohol
- ✓ Excessive sweating
- ✓ Unreliability
- ✓ Aggression or irritability
- ✓ Confusion or drowsiness

¹ This excludes performances and events at The Garage Theatre, Monaghan

Procedure

Where a possible alcohol or drug related problem is identified, it will be raised with the staff member concerned by their immediate supervisor in the first instance and they will be made aware of the availability of support services (Employee Assistance Service for Teachers and SNAs, Occupational Health Service, Alcohol and Drug-related Counselling Services), and encouraged to avail of these services. Contact details for some of these services are listed in Appendix 1.

Cavan and Monaghan ETB will endeavour to ensure that any employee who seeks help will be treated with discretion and in confidence.

Employees will be given the normal sick leave and the protection and employment rights available to all employees with ill-health problems – Employees will be referred to the Occupational Health Service (Medmark) for assessment and the ETB will seek the advice of Medmark re any reasonable accommodations which need to be put in place in order to facilitate and support the recovery/rehabilitation of the employee. Time off will be given for treatment or other specialist help or aftercare provided appropriate certification is submitted.

Where however, an employees work performance or behaviour remains unsatisfactory, the normal disciplinary procedures will be activated specifically in relation to these issues. The provisions of DES C/L 0059/2009 will apply to teachers and principals, C/L 0072/2011 will apply to SNAs and the nationally agreed Disciplinary Procedure for staff employed by ETBs (formerly VECs) will apply to all other employees. Throughout these procedures the employee will be entitled to representation and due process.

Direct Contact

Any employee who feels they have a problem may approach their Principal/Centre Manager/ Programme Co-ordinator, the HR Department, colleagues or services such as the Employee Assistance Service for support and assistance.

Assurances and procedures as set out above shall apply to such contacts.

Monitoring

Progress of employees will be monitored directly by his/her line manager (if this is source of referral) or by Occupational Health Service in conjunction with the HR Department and the employee's line manager by consent of employee only. Should an employee's alcohol and/or other drug related problems reappear, the case will be reconsidered via the above process.

Implementation & Review

The successful implementation and establishment of this policy is the responsibility of all employees of Cavan and Monaghan ETB. However, overall co-ordination and responsibility lies with Principals/Centre Managers/Programme Co-ordinators/Heads of Department, and the HR Department who have special responsibilities in relation to the policy. These include:

- Being familiar with the policy and its procedures
- Providing information on the policy and encouraging employees who may have an alcohol and other drug related problem to seek assistance voluntarily.
- Assisting the employee and monitoring job performance where he/she remains and/or returns to work
- Having up-to-date information on alcohol and drug advice and treatment agencies
- Ensuring the policy is kept under review and, if necessary, that amendments are proposed.

The date of implementation of this policy is 08 January 2014 which is the date of adoption by Cavan and Monaghan Education and Training Board.

This policy will be review periodically and in light of changes in legislation and guidance from sources such as the Department of Health & Children, the Health Service Executive, the Health & Safety Authority and the Department of Education & Skills.

Adopted by the Board of Management

Signed: _____
Chairperson

Date: 11th February 2014

Signed: _____
School Principal

Date: 11th February 2014

Proposed by: _____

Seconded by: _____

Review Date: February 2017

Appendix 1

Resources:

Employee Assistance Service (Teachers & SNAs)	www.carecallwellbeing.ie	1800 411 057
Occupational Health Service	Contact the Human Resources Department	
HSE Drug & Alcohol Helpline	www.drugs.ie	1800 459 459
HSE Addiction Resource Centre (Monaghan-based)		047 72100
Alcoholics Anonymous (Nationwide Service)	www.alcoholicsanonymous.ie	01 842 0700
Cavan / Monaghan Drug Education Initiative (Monaghan-based)		047 71663
Cavan/Monaghan Drug Awareness (Cavan-based)		042 966 6983