

## Alcohol and Substance Policy Guidance

### Introduction:

NHS Greater Glasgow and Clyde (NHSGGC) is committed to providing a safe and effective working environment and to promoting the health, safety and wellbeing of patients, visitors and employees. The Alcohol and Substance Policy is designed, to ensure that employees are aware of the risks associated with alcohol and/or substance misuse and the consequences, including the legal consequences, of their actions.

### Alcohol and Substance Definitions:

NHSGGC defines misuse as any alcohol or substance use, either intermittent or continual, which definitely and repeatedly interferes with a person's health, social functioning and work capability, efficiency, productivity, safety or attendance at work. The policy applies to alcohol, all drugs identified in the Misuse of Drugs Act, prescribed drugs, 'over the counter' medication and other substances which could impair judgement. It is acknowledged that nicotine is also a drug but this will not be addressed by this policy (please refer to NHS GGC No Smoking Policy).

### Scope:

The policy applies to all employees of NHSGGC and/or working on NHSGGC sites, including temporary and agency employees, volunteers, students, those on work experience. It covers measures to be taken in response to situations involving alcohol or substances which have an impact on the workplace. Contractors are obliged to adhere to the rules of this policy.

### Aims:

The aims of the policy are:

- To protect the welfare of patients and employees from hazards resulting
- from employees alcohol and substance misuse
- To raise awareness of staff to the risks associated with alcohol and substance misuse and to promote awareness of responsible drinking through appropriate information and through health promotion events and campaigns throughout the organisation
- To create a climate that encourages individuals who suspect or know they have an alcohol or substance misuse problem to seek help at an early stage
- To provide support, encouragement and assistance to employees to access appropriate support for assessment, counselling and other forms of help, when it is known or suspected that the problem is alcohol or substance related
- To ensure that managers, employees, trade union and professional organisation representatives are confident in managing substance misuse problems which are impacting on the working environment
- To provide a framework to enable instances of alcohol or substance misuse to be handled in an appropriate, fair and consistent manner

# Health & Safety Management Manual

---

- To achieve a balance between supporting employees who come forward with a problem and the overriding need to preserve health and safety.

## **Roles & Responsibilities:**

It is the responsibility of all employees to ensure that:

- They do not consume alcohol or misuse substances during the course of the working day;
- They do not consume alcohol or misuse substances when on call or on a break from the workplace with the intention/ possibility of returning to it;
- They do not come to work under the influence of alcohol or substances; (a list of symptoms which may be identified as indicating 'under the influence' are listed in section 2.0 of the associated guidance document).
- They will take advice from GP/Pharmacist regarding side effects of prescription or over the counter medication in relation to performance at work.
- They are aware that they may be required to participate in testing where this is agreed as part of an alcohol or substance misuse rehabilitation programme.

The manager has prime accountability and responsibility for the management of the employee who has an alcohol or substance misuse problem or who has a performance issue related to alcohol or substance misuse.

## **Further guidance and information can be accessed from:**

<https://www.nhsggc.scot/downloads/alcohol-and-substance-use/>