

Report to: Council Functions Committee
Date of Meeting: 4 December 2006
Report of: Head of Human Resources
Title: Alcohol, Drugs and other Substances Misuse at Work – Policy

1. **SUMMARY**

In order to promote the health and wellbeing of its staff, and ensure safe methods of working, it is intended to introduce a policy that clearly sets out the issues associated with the misuse of alcohol, drugs and other substances in the workplace. The policy is intended to avoid unnecessary illness, absences and accidents in the workplace due to substance misuse.

2. **RECOMMENDATIONS**

2.1 It is recommended that this policy is adopted with effect from 2 January 2007.

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Report approved by:

Tricia Taylor Corporate Director

3.0 **DETAILED PROPOSAL**

3.1 The details are set out in the policy document (attached)

4.0 **IMPLICATIONS**

Individual employees are actively encouraged to take personal responsibility for their own actions and behaviours. Advice, assistance and encouragement will be offered to anyone identified as possibly having a substance misuse problem that may adversely affect their work. Equally the Council has a duty to risk assess to ensure that the actions and behaviours of employees do not put themselves or others at risk of harm.

4.1 Financial

There are no direct additional costs associated with the proposed policy apart from a requirement to modify Health and Safety training. Where required specialist support will be available within the existing Occupational Health contract

4.2 Legal Issues

The legal position is set out in the proposed policy.

4.3 Staffing

Nil

4.4 Accommodation

Nil

4.5 Equalities

This has been considered within the consultation process and will continue to be closely monitored. The position concerning prescribed substances is set out in the proposed policy.

4.6 Community Safety

The proposals set out in the policy are considered to have a positive impact on community safety and the wellbeing of people.

4.7 Sustainability

It is proposed that the policy is widely publicised with ongoing training and support to ensure that the requirements are understood and become part of best practice.

4.8 Potential Risks

The policy supports the requirements of health and safety legislation and good employment practice.

4.9 Other Consultees

The proposals set out in the policy have been widely consulted upon through officers and UNISON.