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Drug and Alcohol Policy

Our policy is to provide a safe and drug free working environment for all our employees and clients in line with the Safety, Health & Welfare at Work Act 2005. This policy covers all employees, contractors and those who visit the site and employees working in client's homes.

Employee Responsibility

It is the responsibility of all Myhomecare.ie employees to report for duty in a fit manner free from all intoxicants (defined as drugs and alcohol) that may pose a threat to their own safety, that of their colleagues, clients or those who visit the site. Where medication has been prescribed for legitimate use employees should ascertain from the prescribing Doctor if there are any possible side effects which may interfere with their work and notify their supervisor or HR Manager before reporting for duty.

No consumption or handling of alcohol is allowed while working for Myhomecare.ie. The use, possession, sale, and distribution of illicit drugs are prohibited on our premises and client premises in accordance with the Misuse of Drugs Act 1984 /1997. Employees found in possession of illicit drugs will be reported to the official authorities.

Myhomecare.ie is prepared, if informed to support an employee with a drug and alcohol problem on a case by case basis.

Any employee who suspects that they are having personal difficulty with alcohol and drugs, are encouraged to seek assistance prior to detection. Full support will be offered including treatment and rehabilitation.

Employee Education and Orientation

Myhomecare.ie will provide training and information for all employees on their obligations under the Act and the adverse health implications of drug and alcohol use.

Training

Training is be provided to Managers and employees on the early identification of poor work performance which may indicate a personal problem such as the abuse of alcohol or drugs.

Employee Assistance / Support Programme

Employees identified with drug and alcohol problems will be referred to external support agencies for assessment, and where indicated treatment and rehabilitation. Full confidentiality will be maintained. Disclosure will not take place without written consent or except where it is required by law. Employees will be required to complete a return to work agreement on completion of treatment.

Procedures for Handling Drug and Alcohol related incidents

Managers, who have reasonable suspicion that an employee is under the influence of an intoxicant, will request the employee to leave the site. Two people should be involved in the approach. No accusations regarding drugs or alcohol should be made. If the employee is driving then a taxi should be ordered to transport the employee to a risk free environment.

The employee is advised to attend a meeting with the department and HR Manager on the following day.

The Homecare Co-ordinator will request a performance profile of the employee with details of any previous poor performance such as poor time keeping, unauthorised absence on and off the job, decrease in output and quality, insubordination, relationship difficulties and any recent involvement in grievance or disciplinary procedures.

At the follow up meeting the department and HR manager will review the previous history, ask for an explanation from the employee and outline the employee's obligations under section 13 of The Safety Health and Welfare at Work Act 2005 and the company policy on drugs and alcohol.

An offer of support is extended to the employee. They are free to accept or reject this offer. In the event of acceptance, disciplinary procedures are suspended pending the rehabilitation process. This agreed process will form a contract between the individual and the company.

If the individual refuses to accept the support then disciplinary action should be applied in the form of a final written warning for gross misconduct.