

Doc no. PR - 0008 - UK	Document type. Procedure	Title. Drug and alcohol policy		
Version no. 5	Version date. 17-04-2017	Author kenn394c	Owner kenn394c	Approver kenn394c

Responsibility

It is management's responsibility to ensure that drugs and alcohol policy and control is known to all persons on MARTEC.

Action

MARTEC WISHES to establish and maintain an environment on its departments and training sites that are free from the harmful effects of alcohol and unlicensed drugs and the abuse of legal drugs.

All MARTECs employees, students and course delegates must be able to perform their duties in a safe and professional manner, and shall at all times be able to respond to an emergency - the influence of alcohol or drugs that may impair mental ability and / or physical performance is not tolerated .

To achieve this goal, MARTEC enforces, a total ban on alcohol or unauthorized drugs by visual inspection as well as any system of random testing.

ALCOHOL

The maximum permitted alcohol concentration in urine or blood for all of MARTECs employees, students and course delegates, regardless of their capacity or purpose , must be zero (ie, 00 mg / 100 ml).

DRUGS

On suspicion of drug abuse, the person will be asked to submit a urine sample.
Should the urine test be positive, the person is expelled immediately from MARTEC.

An objective sample will then be carried out by a professional laboratory.

Should this prove negative, MARTEC pays the costs of the test, and an agreement on the resumption of the person's activities on MARTEC will be arranged.

Should the test be positive, paying occupant costs for the sample, and the expulsion from MARTEC maintained.

The rules of conduct and control, which also applies MARTECs employees shall be established and maintained in MARTECs Quality system and made available to all employees, students and course delegates.

Any abuse of alcohol and / or drugs must be prevented, and any suspicion of potential problems should be treated immediately.

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Documentation

All employees, students and course delegates, regardless of their capacity or purpose, which wants to access MARTEC and its training areas, must sign a declaration ("Acceptance of Policy"), which confirms that MARTECs drug and alcohol policy has been read, understood and accepted.

The signed Acceptances are to be kept by the administration.

Enclosures

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Reference documents

FO - 0008 - UK	Acceptance of drug and alcohol policy
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Standards

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Job functions

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