For-Cause Test Form

|  |
| --- |
| To be used in accordance with Section 6: NR/L2/OHS/00120. This form is required to be completed by a responsible manager with the worker and prior to arranging a for-cause drugs and alcohol test.  The form is designed to enable a responsible manager to determine and document if there are reasonable grounds of suspicion that a worker is working whilst unfit due to drugs and alcohol. Only if reasonable grounds of suspicion can be confirmed should a for-cause test be arranged.  Once completed the form is considered personal sensitive and should be stored to the worker’s employee record file. The responsible manager should also provide the worker with a copy. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Worker Name** |  | **Job Title** |  |
| **Responsible Manager Name** |  | **Job Title** |  |
| **Location** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 1.**  **Determine if there are reasonable grounds for suspicion that the worker is unfit for work due to drugs or alcohol.** (select all that apply)  See Appendix A for guidance on signs and symptoms of drugs or alcohol use. | Line manager has concerns over worker behaviour, conduct or performance which could indicate the worker is unfit for work due to drugs or alcohol.  Report to the line manager of a witnessing of the worker using or supplying drugs or alcohol at work.  Report to the line manager of concerning behaviour or conduct which could indicate the worker is unfit for work due to drugs or alcohol.  A smell of an alcoholic drink from the worker.  The worker admitted to using or supplying drugs or alcohol at work.  None of the above | | |
| **Responsible manager to confirm Section 1 has been checked, completed, and discussed with the worker:** | | | ☐ |
| **SECTION 2.**  **Based on the evidence to determine reasonable grounds for suspicion, is a for-cause test required?** | **Yes**  Provide further details:  **No** | | |
| **If yes:**   * Remove the worker from all duties. * Contact the D&A testing service provider on 0800 316 0066 – PIN 1925 to arrange a for-cause test or contact Route Control to arrange on behalf. * If the worker is working at home, agree which Network Rail location they will attend to undergo the for-cause test. The responsible manager should arrange safe transport. * Contact HR Direct on 0800 0546 547 for guidance. If this occurs out of hours, access the HR Direct site, search for ‘suspension’ and follow the procedure and guidelines. At the first opportunity contact HR Direct to create a case and confirm the suspension by letter.   **If no:**   * There are no grounds to arrange a for-cause test. * The worker can return to normal duties. | | | |
| **Responsible Manager signature:** | | **Worker signature:** | |

**Note: Appendix A is verbatim from NR/L2/OHS/00120.**

**Appendix A – Signs and Symptoms of Drugs and/or Alcohol Use**

The following are possible signs and symptoms a worker could be working whilst unfit due to drugs or alcohol.

These symptoms can also be caused by other medical or non-medical factors, including side effects of some medicines, and this should be considered prior to taking any action. If the line manager is concerned about a colleague’s wellbeing they should ask them how they are doing and feeling, and whether they would like any support from you, their responsible manager or the Employee Assistance Service.

Managers will need to consider both the long and short term changes in conduct, appearance, behaviour and work performance.

In the absence of an acceptable explanation being offered by a worker, this may indicate to the manager concerned that there is a potential drug or alcohol related misuse to be investigated and the for-cause process should be applied.

**Behavioural signs might include**:

a) Moodiness;

b) Aggressiveness;

c) Memory confusion;

d) Poor attention level;

e) Inappropriate responses to questions;

f) Irritability;

g) Sudden temper tantrums, or resentful behaviour.

**Physical signs might include:**

a) Cold, sweaty palms, shaking hands;

b) Slurred speech;

c) Puffy face, blushing or paleness;

d) Red, watery eyes, pupils larger or smaller than usual, blank stare;

e) Smell of substance on breath, body or clothes;

f) Sucking on mints, using mouth wash, spraying aftershave/perfume or drinking;

large quantities of water or other liquids;

g) Extreme hyperactivity; excessive talkativeness;

h) Nausea, vomiting or excessive sweating;

i) Tremors;

j) Slowed or staggering walk; poor physical co-ordination;

k) Sleepiness.

**Unusual changes in work-related behaviour;**

1. multiple instances of unauthorised leave;
2. excessive sick leave;
3. frequent absences or lateness around leave days, weekends;
4. excessive lateness in reporting for duty;
5. improbable excuses for absence;
6. frequent single days absence;
7. aggression, irritability or overly defensive behaviour;
8. poor co-ordination and balance;
9. impaired perception of time and distance;
10. reddening of whites of the eyes and possibly dilated pupils (acute observable signs following cannabis intake) or very small pupils (acute observable signs of opiates);
11. smell of alcohol on breath;
12. medically unfit;
13. affected by fatigue or suffering from loss of concentration.
14. work seems to require more effort than the manager would ordinarily expect for that worker;
15. the task takes more time than it normally should;
16. alternate periods of high and low productivity;
17. increasing general unreliability and unpredictability;
18. increased errors and generally poor performance; unusually clumsiness;
19. high rate of reported sickness on duty and physical incapability of performing the job.

***NOTE:*** *For example, where there is strong suspicion that worker may be presenting with the signs and/or symptoms suggestive of a 'hangover'; commonly reported symptoms including headache, nausea, sensitivity to light and noise, lethargy and excessive thirst.*