

## **Voluntary active monitoring**

### **When to use**

A voluntary drug and alcohol test should be offered to employees that inform their manager that they have a drug or alcohol misuse concern, (either directly or via EAP).

Employees must be absent from work and have signed the 'declaration of commitment' to qualify for a voluntary active monitoring test.

The aim of voluntary active monitoring is to support the employee, manager, and occupational health, in assessing the risk of the employee returning to work safely after a misuse disclosure, and in accordance with Network Rails Life Saving Rules.

### **How to request**

It is very important that managers correctly request 'voluntary active monitoring' when ordering a test, as any refusals or positive test results completed under this testing type will automatically be exempt from investigation, sentinel suspension and disciplinary action as they are absent from work- as per the full DASP guidance document. The option to apply a sentinel suspension for a voluntary active monitoring test result has been removed from the sentinel database.

The line manager should order the test 48 hours in advance, by contacting the drug and alcohol supplier (Abbott toxicology) on: [ToxEU.Workplacebookings4@abbott.com](mailto:ToxEU.Workplacebookings4@abbott.com)

Voluntary testing should be pre-agreed by the employee as it is voluntary participation, therefore ordering 48 hours in advance allows for a more cost-effective service and pre-engagement with the employee, compared to that of a 2 hours call out service.

### **Results**

Test results will be given on the day of testing:

- Alcohol breathalyser outcome: (pass or fail)
- Drug test outcome: negative (pass) or non-negative (require further analysis)

Non-negative results will be sent to lab for further analysis. The employee may be contacted by a medical review officer with 5 working days.

Voluntary active monitoring test results will be uploaded onto the employee's sentinel profile by occupational health, for both safety critical, and non-safety critical staff. Voluntary active monitoring tests will appear as 'D&A Support- Voluntary' on the employees' sentinel profile.

The full working processes for Voluntary active monitoring are outlined in the Drugs and Alcohol Support Programme, Section 4.2- Return to Work & 'Voluntary Active Monitoring'.



## **Mandatory active monitoring**

### **When to use**

Mandatory monitoring is a regime of compulsory drugs and alcohol tests an employee will have to complete when working or returning to work after informing their manager that they have a drug or alcohol misuse concern. Tests should be unannounced.

Mandatory active monitoring should be completed for a period of up to 12 months to ensure safety and abidance of Network Rails Life Saving Rules. To ensure that monitoring is done fairly and is tailored to the employees support needs, where possible, the manager should seek the advice of occupational health on the frequency of tests.

### **How to request**

It is very important that managers correctly request 'mandatory active monitoring', as any refusals or positive tests will be investigated and may result in a sentinel suspension and/or disciplinary action. This is as the employee will be working at the point of test and will be bound by Network Rails Drugs and Alcohol Standard (NR/L2/OHS/00120).

The line manager should order the test 48 hours in advance, by contacting the drug and alcohol supplier (Abbott toxicology) on: [ToxEU.Workplacebookings4@abbott.com](mailto:ToxEU.Workplacebookings4@abbott.com)

Mandatory testing is completed on a regime, and therefore allows for pre-booking, for a cost-effective service.

Where an employee is thought to be under the influence of drugs or alcohol whilst at work, 'for-cause' testing will apply as per the Drug and Alcohol Standard and 2-hour call out procedures.

### **Results**

Test results will be given on the day of testing:

- Alcohol breathalyser outcome: (pass or fail)
- Drug test outcome: negative (pass) or non-negative (require further analysis)

Non-negative results will be sent to lab for further analysis. The employee may be contacted by a medical review officer with 5 working days.

Mandatory active monitoring results will be uploaded onto the employee's sentinel profile by occupational health, for both safety critical, and non-safety critical staff. Mandatory active monitoring tests will appear as 'D&A Support- Mandatory' on the employees' sentinel profile.

The full working process for 'mandatory active monitoring' is outlined in the Drug and Alcohol Support Programme Section 4.3- Return to work and other required monitoring tests.