Non-negative Point of Contact Test – Risk Assessment

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| To be used in accordance with Section 5: NR/L2/OHS/00120. This risk assessment is required to be implemented following a non-negative (inconclusive) Point of Contact Test (POCT) reading which occurred during a random drugs test. It should remain in place until the final laboratory results are provided.  Final laboratory results will be reported within a maximum of 7 working days. The final result could be negative (pass) or positive (fail).  This risk assessment should be completed by the line manager with the worker. Once completed the form is completed it is considered personal sensitive and should be stored to the worker’s employee record file. The line manager should also provide the worker with a copy. |

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| **Worker Name** |  | **Job Title** |  |
| **Line Manager Name** |  | **Job Title** |  |
| **Location** |  | **Date** |  |

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| Section A - Mandatory Removal From Duties | |
| NR/L2/OHS/00120 requires the line manager to remove the worker from all of the following duties until the final laboratory results are reported:   * **ALL safety critical duties** * **Work on or with vehicles, plant, equipment and machinery** * **Driving a company road vehicle** * **Temporary works: excavations, work at heights, at depths and over water, lifting operations, scaffolds, falsework** * **Permits to work, including hot works** * **Flying** * **Working in or affecting confined spaces or mines** * **Construction work, buried services** * **Electrical isolations, switching high and low voltage** * **Any other high risk duties which are specified within the Network Rail Health and Safety Management System** **or duties that make decisions which could directly affect their safety or that of other colleagues.**   **Please specify below:** | |
| Line manager to confirm Section A has been checked, completed and discussed with the worker: | ☐ |

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| **Section B – Grounds for Reasonable Suspicion**  Section B requires the line manager to determine if there are grounds for reasonable suspicion of the worker being unfit due to drugs at the time of the non-negative test. | | | | | |
| **At the time of non-negative test, does the line manager have any concerns over the worker’s conduct or behaviour which may indicate drug misuse?**  See Appendix A further guidance signs & symptoms of drugs or alcohol misuse. | ☐ **Yes**  ☐ **No** | (Brief description of concerns and how this could indicate drug misuse) | | | |
| **If Yes:**   * Remove the worker from all duties and explain the reasons to the worker. * If it is necessary to suspend a worker until the test results are reported, 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. * Continue to Section D   **If No:**   * Continue to Section C. | | | | | |
| Line manager to confirm Section B has been checked, completed and discussed with the worker: | | | | **☐** | |
| **Section C – Continued Duties under Risk Assessment**  Section C requires the line manager to state the suitable or alternative duties the worker can continue to undertake until the laboratory results are reported. | | | | | |
| **Can the line manager provide suitable or alternative duties for the worker to those in Section A?**  The line manager can seek guidance from HR on suitable alternative duties.  This may include, where practicable: working at home, working under additional supervision, carrying out administrative duties or mandatory training. | ☐ **Yes**  ☐ **No** | (Brief description of suitable or alternative duties) | | | |
| **If Yes:**   * Continue to Section D.   **If No:**   * Remove the worker from all duties and explain the reasons to the worker. * If it is necessary to suspend a worker until the test result are reported, 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. | | | | | |
| **Line manager to confirm Section C has been checked, completed and discussed with the worker:** | | | | | ☐ |
| **Section D – Outcome of the Risk Assessment** | | | | | |
| **The worker is remaining at work with suitable or alternative duties until laboratory results are provided?** | ☐ **Yes** | | ☐ **No** | | |
| **The worker has been temporarily suspended until the laboratory results are reported?** | ☐ **Yes** | | ☐ **No** | | |
| **Note for Line Managers:**   * If the worker used a company vehicle to travel to work, it is the worker’s responsibility to arrange alternative means of transport home. * If the worker has used their own vehicle to travel to work, it is the worker’s responsibility to choose how they travel home. * Line managers remain responsible for the welfare of worker’s under the non-negative risk assessment process. * Store a copy of this risk assessment on the employee record file and provide a copy to the worker. | | | | | |
| **Line Manager signature:** |  | **Worker signature:** | | | |

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| **Final Drugs Result**  If the final drugs test result is reported as **negative**:   * Remove this risk assessment and the worker can carry on with their normal duties; * Contact HR Direct on 0800 0546 547 to close the case if the worker has been placed on suspension.   If the final drugs test result is reported as **positive**:   * Contact the employee immediately and remove them from all duties; * Contact HR Direct on 0800 0546 547 to discuss the next steps. |

**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.*