



Manager checklist- DASP

Managers should have read the full [\(DASP\) guidance](#) prior to following this checklist.
This checklist is complimentary to the DASP only.

1

Has the employee declared substance misuse whilst working?

Following- Section 4; Informing the company of a drugs and/or alcohol misuse concern

- YES**
- Complete a for-cause test to assess risk of the employee being at work as per the Drug and Alcohol Standard (NR/L2/OHS/00120).
 - Hold a meeting with the employee
-
- NO**
- Hold a meeting with the employee

2

Hold a meeting with the employee:

Following- Section 5; Drugs and Alcohol Support Process

- Discuss the disclosure with the employee and inform them of what support is available to them via the Drug & Alcohol Support Programme (DASP)
- Assess any risks to safety
- remove the employee from safety critical duties & driving
- restrict from duties as risk indicates
- review whether temporary local redeployment is required and feasible
- Open a case with HR if required.
- Discuss with the employee whether they feel that there is a risk they may come to work with drugs and/or alcohol in their system and support them in a decision on whether sickness absence is required. Sickness absence policies will apply.
- Discuss and sign the '[Declaration of Commitment](#)' with the employee, before they can access the DASP support
- Provide the employee with the [Colleague information sheet](#)
- Get consent to refer the employee for a specialist occupational health assessment and then refer the employee for an assessment via MyOH portal
- If the employee would like counselling support, get consent to refer the employee to EAP+ for counselling. But only once they have signed the declaration of commitment.
- initiate regular wellbeing meetings, as a minimum, with each report issued by OH.

3

Has the Declaration of commitment been signed?

- YES**
- Offer support under DASP, including where appropriate, voluntary [active monitoring](#).
 - [Refer](#) for EAP+ counselling support
-
- NO**
- Withdraw support under DASP until signed
(Section 7. Case closure, withdrawal of DASP and employee re-instatement into safety critical role)

4

On a return to work

- Start mandatory [active monitoring](#) tests
- Return to full substantive role following requirements set out within the full DASP document
(Section 7. Case closure, withdrawal of DASP and employee re-instatement into safety critical role)
- For-cause test if the employee is suspected to be under the influence at work