

Drug and Alcohol Rehabilitation Programme



home safe plan



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1 Purpose

- 1.1.1 Drugs and alcohol affect people's ability to work safely, which is a risk to individuals as well as to the organisation.
- 1.1.2 Implementation of this guidance document assists Network Rail line managers to support the rehabilitation and continued employment of their employees, who have voluntarily declared a potential breach of Network Rail Drug and Alcohol Policy NR/L1/OHS/051, because of drug, whether legal or illegal, and/or alcohol misuse.
- NOTE:** *Although the misuse of drugs may be considered by some as misuse of illegal drugs, drug misuse can also apply to medicines that have been prescribed by a health professional or those that are purchased over the counter.*
- 1.1.3 Network Rail employees shall receive support and assistance as long as they remain within the requirements of a rehabilitation programme agreed by Network Rail and its advisors.

2 Scope

- 2.1.1 This guidance applies to Network Rail employees who have voluntarily declared to their manager that they have a drug and/or alcohol issue, and where this declaration has not been made in consequence or anticipation of for-cause, random or other testing for drugs or alcohol.

3 Definitions

Term	Definition
Drug	A substance that, when taken into the body, is capable of affecting mental or physical performance.
Employee	Any person who is on the payroll of Network Rail, either on a permanent or temporary basis.
Employee Assistance Programme	A confidential service for information and advice or counselling available to employees free of charge, 24 hours a day, 365 days of the year.
Further medical evidence	Further information in the form of a medical report, which may be requested from an employee's GP or specialist, with their consent.
Informed consent	Consent to a procedure, freely given following a full explanation.
Line manager	The person who has person responsibilities for an individual.
Misuse	The use of alcohol at work or dependency on alcohol and/or drugs for a purpose not consistent with legal guidelines or medical recommendations for dosage, intervals or amounts.
Network Rail	Network Rail Infrastructure Limited of One Eversholt Street,
Occupational health physician	A registered medical practitioner with qualifications from the Faculty of Occupational Medicine (FFOM, MFOM and AFOM).

Term	Definition
Occupational health provider	An approved occupational health service supplier, qualified through Rail Industry Supplier Qualification Scheme (RISQS), which carries out medical assessments and/or drug and alcohol testing.
Safety critical work	Work defined as safety critical in the Railways and other Guided Transport Systems (Safety) Regulations 2006 (ROGS).

Table 1 – Definitions

4 Drug and Alcohol Rehabilitation Process

4.1 Declaration

4.1.1 When an employee declares a drug and/or alcohol issue to their line manager, the line manager shall:

- a. Invite the employee to a meeting to discuss the issue.
- b. Conduct the meeting with the employee in a private room and away from interruptions.

NOTE: *The employee may have the option to be accompanied by a companion if they so wish.*

- c. Explain to the employee that the purpose of the meeting is to discuss the health issue raised by them, its implications on their safety and performance and to identify what further action is required.
- d. Review their current role and responsibilities and remove them from safety critical duties, and work on or about the track. Redeployment from safety critical duties will be necessary prior to the employee being seen by occupational health.
- e. Create a case with HR Direct.

4.1.2 The line manager shall then refer the employee to Network Rail's occupational health provider for a face-to-face assessment, with an occupational health physician (OHP). Within the referral the line manager is required to clearly identify the health issues, implications on the employee's performance, the duties and responsibilities undertaken by the employee. The line manager will need to question whether alternative duties are operationally feasible, for onward referral for specialist assessment and any further questions that they may wish to ask.

NOTE: *The line manager will need to gain the employee's consent for the occupational health referral.*

4.2 Referral and Specialist assessment

4.2.1 The employee shall then attend a face-to-face appointment with an OHP. Consideration should be made for the safe transport of the employee to attend the referral.

4.2.2 Further medical evidence (FME) may be required by the OHP following the face-to-face assessment. Baseline blood tests may also be required, depending if they are clinically indicated.

- 4.2.3 The OHP shall write an interim report and recommend if redeployment to an alternative role if this is required.
- 4.2.4 With the employee's consent, the OHP shall refer the employee to Network Rail's employee assistance programme (EAP) provider, to their psychological services team, for an advanced specialist psychological assessment face-to-face to determine the circumstance, background, recommendations for treatment and prognosis. The assessment will identify local NHS and/or other treatment options available to the employee, to support their rehabilitation.
- NOTE:** *The referral to the EAP will require authorisation from the line manager, in the form of a purchase order (PO).*
- 4.2.5 Following this, the OHP shall conduct a telephone assessment with the employee, to discuss the outcomes of the specialist assessment.
- 4.2.6 If a drug and/or alcohol issue is not identified during the specialist assessment, the case will be closed and a management report shall be issued. Recommendations for future management of the employee shall be included in the management report, written by the OHP.

4.3 Review during rehabilitation programme

- 4.3.1 If a drug and/or alcohol issue is identified during the specialist assessment, a case conference with the employee's line manager, EAP and occupational health will be held. A Human Resources Business Partner (HRBP) and/or HR Direct are optional attendees to the case conference. The outcomes of the conference will be to determine the type and length of the rehabilitation programme, if required, and whether to progress on the rehabilitation programme.
- 4.3.2 If this is decided, the employee and line manager will sign the contract of commitment. See Appendix A for a copy of this. Copies of the contract of commitment should be held by the line manager, employee, occupational health provider, HR Direct and the employee records team.
- 4.3.3 Should an employee decline to sign the contract of commitment, this will be considered a breach of the lifesaving rule "*Never work or drive while under the influence of drugs and alcohol*"; and will result in an investigation, which could result in disciplinary action.
- 4.3.4 Occupational health and EAP will link in to specialist agencies and the employee's primary care service, as appropriate, to facilitate and support the employee through the agreed rehabilitation programme.
- 4.3.5 The employee's line manager will arrange unannounced random drug and alcohol testing in accordance with the contract of commitment, to assess compliance to the programme. The results of which will be uploaded to Network Rail's occupational health providers' portal, by the line manager. Initially this should be arranged on a monthly basis and less frequently thereafter, depending on progress. The OHP will be able to further advise on the frequency of testing, depending on the rehabilitation programme.
- 4.3.6 The line manager should arrange weekly one to one reviews to check performance and provide support.
- 4.3.7 The line manager can access support for themselves, through Network Rail's EAP provider.
- 4.3.8 HR Direct shall support the line manager by providing advice and guidance in the management of individual cases, in line with Network Rail's policies and procedures.

- 4.3.9 The employee shall attend appointments with the OHP as agreed, where the OHP will review the employee's compliance with the rehabilitation programme and treatment regimen. The OHP will continue to make recommendations for fitness for work during this period, including whether return to work on restricted duties is necessary. Blood tests will be conducted, if clinically indicated. FME from the employee's GP or treating specialist will also be requested with consent.
- 4.3.10 If the employee is compliant with the programme, the case can be closed, with a management report issued by the OHP, to the employee's line manager. The report will provide the line manager with clear, concise advice about the health and fitness of the employee to enable them to deal fairly with the case.
- 4.3.11 Review case conferences may be held to evaluate progress during the rehabilitation programme. Those attending should be the same involved in the initial case conference.

4.4 Case closure

- 4.4.1 Following fitness clearance by the OHP, the employee can be reinstated into their substantive role at the end of a successful rehabilitation programme.
- 4.4.2 The line manager shall notify the employee that they will undergo a special regime of additional unannounced drug and alcohol testing for a period of at least two years to ensure compliance to the drug and alcohol policy.
- 4.4.3 Should the employee not successfully comply with the rehabilitation programme, complete the programme, or have relapses during the programme; then the line manager following support and guidance by HR Direct, should arrange a case conference to discuss the case fully and agree on future management of the case. The employee may have their employment terminated in accordance with the arrangements in the "contract of commitment", signed at commencement of the rehabilitation programme.
- 4.4.4 If an employee relapses post rehabilitation, a case conference should be held to discuss the case fully and agree on future management of the case. The employee may have their employment terminated in accordance with the arrangements in the "contract of commitment", signed at commencement of the rehabilitation programme.
- 4.4.5 During the period of rehabilitation, should an individual appear under the influence of drugs and/or alcohol, then for-cause drug and alcohol testing shall be arranged.

5 Records

- 5.1.1 HRSS shall input employee medical reports received from the occupational health providers into Oracle.
- 5.1.2 The occupational health provider shall retain all personal medical records, completed questionnaires, clinical tests, and any other assessments with the result kept within the employees' confidential medical records.

Appendix A – Contract Of Commitment

Employee name:	Employee number:	Sentinel number (if applicable):	Work location:
Job role:	Date:	Name of manager completing:	

- A.1 I declare I have a drug and/or alcohol issue and agree to adhere to the recommendations and advice given to me by Network Rail Occupational Health Service provider. I am aware that I need to avoid alcohol and/or drugs from (Insert date) for my own health, safety and welfare.
- A.2 I understand I must attend all of my appointments as advised by occupational health physician (OHP) and agree to the OHP providing management with a report after my appointment, detailing the rehabilitation programme, compliance and progress to my rehabilitation programme.
- A.3 I understand that I will be subject to targeted unannounced drug and alcohol testing as part of the Network Rail’s Drug & Alcohol Policy.
- A.4 I understand I must attend treatment as agreed with my counsellor and/or medical practitioners. This may include attending AA (Alcoholics Anonymous) or NA (Narcotics Anonymous) self-help groups.
- A.5 I understand I may be asked to attend Network Rail’s occupational health service provider periodically to have blood tests to assess my alcohol consumption. A report will be produced to management detailing my compliance to medical advice and treatment.
- A.6 I understand that if I fail to adhere to the specific requirements of my rehabilitation programme, I am likely to be subject to disciplinary action and possible dismissal.

Date

Signed by Employee

Signed by Line Manager

- Copy to employee *(please tick)*
- Copy to line manager *(please tick)*
- Copy to HR Direct *(please tick)*
- Copy to Network Rail’s occupational health provider *(please tick)*
- Copy to Employee Records & Medicals Team EmployeeRecords@networkrail.co.uk