

DRUG AND ALCOHOL POLICY STATEMENT AND TESTING RECORD

FORM — HOLD SEPARATELY

The policy on one page, and the record of a test carried out under it

KD-OH-DA-006 Rev A0

No regulation requires a construction employer to test for drugs or alcohol. HSWA 1974 s.2 requires a safe system of work and s.7 requires every employee to take reasonable care of themselves and others, and nobody impaired on a site meets either; a policy is how an employer says what it will do about that, and it is the employer's to adopt. Section 1 is a statement to adopt or adapt; sections 2 to 5 are the record of one test carried out under it. A test produces health data, so it is done with consent, by a competent provider with a chain of custody, and the record is held apart from the site file under the Data Protection Act 2018 and UK GDPR. The principal contractor's site rule is that every contractor has a policy and applies it; this sheet is the policy for a contractor who has none, and the record for any test on this site. Rail infrastructure work has its own statutory regime — take advice.

1 POLICY STATEMENT — ADOPTED BY THE EMPLOYER NAMED BELOW

EMPLOYER	POLICY OWNER	ADOPTED ON	REVIEW BY

Issue. This policy is issued to every person it covers before it is applied to them, and forms part of their terms; the employer records its lawful basis and impact assessment (reference below).

The rule. Nobody works on site under the influence of alcohol or drugs, and nobody brings them onto site. Medicine, prescribed or bought, that can affect alertness, balance or judgement is declared to the supervisor before the shift and the work is adjusted — the medicine is not the problem, the unreported effect is.

Testing. The employer may test with cause, where behaviour, an incident or a near miss gives a reasonable ground that is written down; after an incident or dangerous occurrence where impairment cannot be ruled out; at random, only within the roles the employer has identified as safety-critical and listed in this policy, selected genuinely at random and recorded; and pre-placement — at conditional offer only, and only where the role justifies it. Tests are carried out by a competent provider, by screening with laboratory confirmation of a non-negative drug screen, and a second evidential breath test for alcohol, with a documented chain of custody. The person may have a colleague present. A person who cannot provide a sample is given the time and fluids the provider's protocol allows; an inability the provider confirms is not a refusal, a failure to try is.

Consent and refusal. A test is taken with the person's written consent. A person may refuse; the refusal is recorded, and it is dealt with under the employer's disciplinary procedure only where this policy has been issued to the person beforehand, because a person on whom there is cause cannot continue to work untested.

Outcome. A person who screens non-negative, or refuses, is removed from safety-critical work and from site pending the confirmed result and the employer's procedure. That procedure — support and referral, or discipline — is the employer's, not the site's. A confirmed negative ends the matter and the record says so.

Confidentiality and data. A result is health data. It is seen by the tester, the policy owner and the person; the site manager is told only whether the person may work. Records are held by the employer apart from the site file, for the period written below, and the person may see them. The test is carried out in private, with dignity, and without comment to anyone not entitled to know.

☐ With cause	☐ Post-incident	☐ Random — roles and method below	☐ Pre-placement — conditional offer only
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SAFETY-CRITICAL ROLES COVERED BY RANDOM TESTING

RANDOM SELECTION METHOD

SUBSTANCES TESTED FOR

ALCOHOL CUT-OFF APPLIED

LAWFUL BASIS AND IMPACT ASSESSMENT REF

TESTING PROVIDER

RECORDS KEPT FOR

2 TESTING RECORD — ONE TEST, ONE SHEET

PROJECT / SITE REF	SITE	DATE	RECORD MADE BY
PERSON	EMPLOYER	ROLE	TEST TYPE

GROUND(S) (WITH CAUSE OR POST-INCIDENT) — WHAT WAS OBSERVED, BY WHOM, WHEN

RANDOM SELECTION REF	COLLEAGUE PRESENT	MEDICINE DECLARED TO THE PROVIDER?

3 CONSENT

I understand why I am being asked to take this test, that I may have a colleague present, and that I may refuse and the refusal will be recorded and dealt with under my employer's policy, which has been issued to me. I consent to the sample being taken and tested. My employer holds the result under its data-protection policy document, not on this consent.

SIGNATURE	DATE / TIME	REFUSED	WITNESS SIGNATURE

4 THE TEST

PROVIDER / TESTER	METHOD	SAMPLE / CHAIN-OF-CUSTODY REF	SAMPLE TAKEN AT

- ☐ Negative — the matter ends; the person returns to work
- ☐ Non-negative screen — sample sent for laboratory confirmation; removed from site pending the result
- ☐ Refused — recorded; removed from site; the employer's procedure applies
- ☐ Unable to provide a sample after the time and fluids the protocol allows — provider's note attached; a confirmed inability is not a refusal

LABORATORY CONFIRMATION REF	RESULT RECEIVED	CONFIRMED OUTCOME	POLICY OWNER TOLD

SITE MANAGER TOLD (NAME, DATE, TIME)	MAY WORK / MAY NOT WORK — NOTHING ELSE

5 SIGNATURES

This record is health data: held by the employer apart from the site file; seen by the tester, the policy owner and the person; retained as section 1 states.

Tester / provider:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.