
DRUG AND ALCOHOL TESTING PROCEDURE

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1. Purpose and Scope

This procedure defines:

- When and how the testing of personnel for the presence of alcohol and illegal drugs will be carried out.
- How the effects of medicine are controlled.

This procedure applies to persons working for L Lynch Plant Hire and Haulage.

This procedure does not form part of an individual's contract of employment and may be amended from time to time. Suitability, adequacy and effectiveness of the procedure and related implementation arrangements, including the list of drugs against which testing takes place and any equipment used to carry out such tests will be reviewed regularly, or as and when required.

2. Compliance

- Transport and Works Act 1992
- Road Traffic Act 1988
- The Health and Safety at Work etc. Act 1974 (HSWA);
- The Management of Health and Safety at Work Regulations 1999 (MHSW Regs);
- The Misuse of Drugs Act 1971

3. Responsibility

The H&S Director is responsible for ensuring that suitable resources are made available for implementation and maintenance of the D&A procedure.

All employees have a responsibility to comply with this procedure, irrespective of their role.

4. Alcohol, Drug and Substance Testing

The company may carry out drug, alcohol and substance screening or testing in any of the following circumstances:

- Pre-placement for individuals who are required to undergo a screen/test by the Company or a Client.
- At the point of a medical examination when required.
- If there are grounds to suspect that any of our employees, agency workers or contractors are unfit for work through drugs, alcohol, or substance abuse.
- Following a work-related incident or accident.

- Where a complaint relating to a group of workers, or a work location has been made and/or where there is evidence of drugs or alcohol consumption or substance abuse ground on a worksite.
- Where a complaint relating to a L Lynch driver has been made and/or where there is evidence of drugs or alcohol consumption in the L Lynch vehicle.
- Random unannounced testing implemented by the company.

Health and Safety is of critical importance to the Company and all of our employees are expected to comply with the company Drug & Alcohol Policy and to comply with the standards required within this procedure irrespective of their role. Drug and Alcohol Testing may be carried out on any of our employees, irrespective of their role.

Drug and Alcohol Testing will always be carried out in a way that protects the dignity of the person being tested, maintains confidentiality of the testing process and any declared medication being taken, which may affect the results of the test. Testing will be undertaken using a strict and defensible Chain of Custody Procedure.

The use of non-prescribed drugs and/or alcohol whilst at work including in vehicles is strictly prohibited. The use of drugs and/or alcohol in an employee's own time that affects his/her ability to carry out their subsequent duty for the company is also prohibited.

5. Procedure

5.1 Initial Screening

The initial screening method for all projects is indicative only and will be carried out through Point of Collection Testing. In all cases where a non-negative Point of Collection screen is produced, this will be followed up by the sample undergoing laboratory analysis using an approved supplier.

If, having undergone testing, it is confirmed that any of our employees has tested positive for alcohol or 'non-negative' for a drug, or any of our employees declare that they have a drug and/or alcohol misuse issue, the Company reserves the right to suspend the individual from work on full pay to allow the matter to be investigated under the terms of the Disciplinary Policy. L Lynch Plant Hire and Haulage Ltd encourages all employees who feel they may have an alcohol or drug misuse issue to seek support, rehabilitation and advice from their GP and specialist support agencies.

Any non-negative result for un-prescribed controlled drugs revealed by a drug test, or a non-negative result for alcohol that is above the limits defined in the user guide, will be considered as a gross misconduct offence, and will be dealt with under the company Disciplinary Policy and may lead to summary dismissal. This is regardless of whether the results would indicate the employee's ability to function safely at work had been affected or not.

If an individual refuses to comply with the testing procedure (including refusal to undertake screening / leaving a site or office immediately prior to testing / attempting to avoid or tamper with

the test in any way), such behaviour will be treated as gross misconduct and will entitle the Company to consider taking disciplinary action up to and including dismissal.

Matters concerning alcohol or drug misuse will be kept strictly confidential. Results of drugs and alcohol testing will only be reported to relevant line manager(s), those carrying out investigations, Occupational Health, HR, and the employee being tested.

5.2 Selection and Protocol for Unannounced Testing

Periodically, unannounced, random testing will be carried out. This choice can be made by the Board of Directors, the Senior Site Management, the HSQE department or a selection of the three.

Where a site is chosen, everyone working for L Lynch on site that day will be tested. That includes all members of the HSQE department and Senior Management working on the site.

The testing for each individual must be carried out in private and the results maintained as strictly confidential.

Upon arrival on site, the signing in book for the day will be used as the basis of those who will be tested. Should anyone has forgotten to sign in the book, they will also be tested. Should anyone signed in the book not be available for test (e.g., lunch or visiting another site) they will not be permitted to return to work until they have been tested.

6. Reporting issues with drugs or alcohol

An employee who considers that they might have a drug or alcohol problem is encouraged to declare this issue to their Line Manager as soon as possible or before there is the possibility of being asked to take a Drugs & Alcohol test.

The Company will treat each case on an individual basis, in confidence, to do what is possible to support the employee.

Reporting such issues must be done before a test is carried out. Those reporting issues after a test will be subject to the same disciplinary measures as those who do not report an issue.

Those who report that they are taking medication prescribed to them must provide evidence. Consultation will then be carried out with the Company's Occupational Health Provider.

7. Effects of Medicine

Some prescribed and some ‘over the counter’ medicines can affect a person’s performance adversely presenting a higher risk to their safety and the safety of others.

All employees are required to:

- Determine if any medication that they are taking may be likely to affect their performance, enquiring of a doctor or Pharmacist as appropriate.
- Advise their Line Manager/Supervisor if any such medication may affect their performance at work. If in doubt, they are not to commence work until instructed by a Line Manager/Supervisor.
- Declare any medication being taken on their health questionnaire during the onboarding process.
- Provide an update to Lynch Plant recruitment and HR departments if their situation changes throughout the course of their employment.

8. Appeals

Should a person fail, they may lodge an appeal which must be done so in writing to the H&S Director.

9. Associated Documentation

- HR019 – Donor Info Urine
- HR020 – Donor Info Breath NWR
- HR021 – Donor Info Urine NWR
- LF198 – Alcohol Testing Form
- LF230 – Drug and Alcohol Kit Issue Form
- LF231 – Drug and Alcohol Screening Consent Form

10. Appendices

Appendix A – 13 Panel Oral Fluid D&A Test Kit User Guide

Appendix B – Other Parties Prerogatives

Approved by: Fleet & H&S Director

Internal Use

Appendix A – 13 Panel Oral Fluid D&A Test Kit User Guide

Introduction

The 13-panel oral fluid saliva drug & alcohol test kits (DSD-8135) is a rapid test for the simultaneous, qualitative detection of multiple drugs and drug metabolites and alcohol in human oral fluid.

The kits are to be used as an indicative preliminary analytical system only and a more specific alternate method should be used if anything other than a negative sample is provided.

The kits provide results in approximately 10 minutes for the 12 drugs of abuse plus alcohol (detailed in table below).

The kits are tested and are proven to be highly accurate (99%) so suitable for workplace drug testing.

There is no requirement for any formal training for deployment and administration of the kits, however the process will be kept under the custody of the HSQE Department.

Sample Substances

The cassettes provide tests for:

Test	Abbreviation	Cut Off (Ng/ml)	Administration	Detection timelines in oral fluid* (Early/Latest)
Amphetamine	AMP	50	Intranasal Oral Ingestion	5 – 10 mins following use Up to 72 hrs following use
Methamphetamine	MET	50	Intranasal Oral Ingestion Smoking	5 – 10 mins following use Up to 72 hrs following use
Cocaine	COC	20/30	Intranasal Intravenous Injection Smoking	5 – 10 mins following use Up to 24 hrs following use
Marijuana	THC	20/25/50	Direct exposure to mouth (Oral and Smoking)	Shortly after use Up to 14 hrs following
Opiates / (Codeine, Morphine) Heroin	OPI/MOP	40/25	Oral Ingestion Intravenous Injection Intranasal	1 hr following use Up to 7 - 21 hrs following use

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Phencyclidine	PCP	10/25/30	Direct exposure to mouth (Oral and Smoking) Intranasal Intravenous Injection	Up to 72 hrs following use
Methadone	MTD	30	Injection or taken Orally by pill or liquid form	Up to 72 hrs following use
Methylenedioxyamphetamine (Ecstasy)	MDMA	50	Ingested – Capsule, tablet or liquid form Intranasal	Up to 24 hrs following use
Oxycodone	OXY	20/40/50	Intramuscular or Intravenous	No more than 24 hrs after use
Cotinine	COT	20/30	Smoking	Up to 1 – 2 days after use
Benzodiazepines / Tranquilisers	BZO	50/30/20	Oral Ingestion Intravenous or Intramuscular	No more than 48 hrs after use
Synthetic Marijuana/ Spice	K2	25	Oral Ingestion	Up to 24-48hrs after use
Ketamine	KET	50	Intramuscular	Up to 7 days
Barbiturates	BAR	50	Oral Ingestion - tablet Intravenous Injection	Up to 1 week following use
Tramadol	TML	30	Ingested - Tablet	Up to 72 hours
Buprenorphine	BUP	10	Intravenous Injection Intranasal Inhalation	Detectable immediately and up to 36 hrs after use
6-mono-acetomorphine	6-MAM	10	Intravenous Injection	No more than 24 hrs after use
Fentanyl	FYL	50/20	Intravenous Injection Skin Patches	Up to 72 hours
Carfentanyl	CFYL	50	Intravenous	Up to 72 hours
3, 4 methylenedioxyvalerone	MDPV	300	Smoked or taken Orally, Rectally, or Intravenously	Up to 72 hours
Alpha-Pyrrolidinovalerone	a-PVP	300	Oral Intranasal	Up to 72 hours
Lysergic Acid Diethylamide	LSD	10	Oral Intranasal Injection	Up to 72 hours
Alcohol	ALC	0.02%	Orally	12 hrs per unit

*Guide times only and dependent on route of administration

Materials Provided

- Test Cassettes
- Collection Tubes
- Collectors
- Security Seals
- Evaluation Colour Chart



Pre-Use

- Do not use the kits after the expiry date.
- Test kits should remain in sealed pouches until required.
- Complete LF231 – Drug and Alcohol Screening Consent Form.
- Instruct the Donor to not place anything in the mouth including food, drink, gum or tobacco products for at least 10 minutes prior to testing.

Testing

- Bring the pouch to room temperature before opening and use within 1 hour of opening.
- Get donor to remove the collector from the sealed pouch and insert sponge end in mouth.
- Actively swab the inside of mouth for a total of 3 mins until sponge is fully saturated.
- Remove collector from mouth and press sponge end into collection tube strainer to collect oral fluid.
- Discard the collector and snap cap shut on collection tube.
- Gently shake the collector for 10 seconds and then leave for 10 minutes.
- Take the cassette out from the sealed pouch, place it on a clean, level surface.
- Again, gently shake the collector for 10 seconds and snap the tip open, invert it and transfer 3 drops of oral fluid sample into specimen well (S) of the test cassette. Start the timer.
- Wait for the coloured line(s) to appear. Read results in 5 minutes. DO NOT read results after 15 minutes.
- For alcohol strip, the results should be read at 3-5 minutes. Compare the colour of the reaction pad with the colour chart provided.
- Apply a security seal over screw cap of the collector and send to the laboratory for confirmation if necessary.

Post Test

- If the test results are negative the donor may keep cassette if requested.
- If the test results are negative the collection tube can be disposed of as general waste. Oral fluid is not classified as biohazardous so can be disposed of as general waste.
- If a non-negative response is attained for any part of the test, the collection tube should be sealed with the seals provided and the sample dated, and the donor's initials written on tube.
- If a non-negative response is attained for any part of the test, the donor should be spoken to in private to discuss any potential reason (a witness should be present).
- Donor to await 'for cause' testing by approved supplier.

Interpretation (Drugs)

Negative:

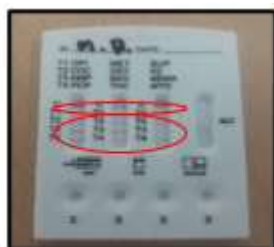
A coloured line appears in the Control Region and coloured lines appear in the Test Region – This means that the levels in the oral fluid are below the designated cut offs as detailed in table 1. The shades of the test line may vary. The result should be considered negative whenever there is a faint line.

Non-Negative:

A coloured line appears in the Control Region and NO line appears in the test Region - This means that the level in the oral fluid is greater than the designated cut offs as detailed in table 1.

Invalid:

No line appears in the Control Region – Insufficient specimen volume or incorrect procedural techniques are the most likely issues.



Negative



Non-Negative



Invalid

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Internal Use

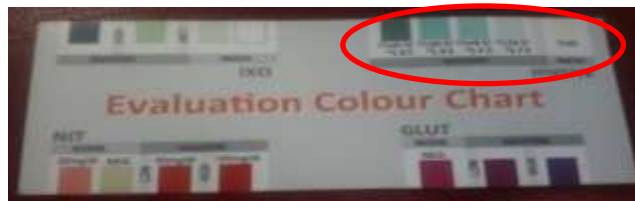
Interpretation (Alcohol)

- Negative - When the oral fluid alcohol rapid test shows no colour change.
- Non-Negative - The oral fluid alcohol rapid test will produce a change of colour in the presence of alcohol.

Alcohol Legislation

At inductions L Lynch will work to two separate limits:

- All Projects (except rail) 0.08%
- Rail Projects 0.02% - (one quarter the UK Drink-Drive limit of 0.08%)
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Appendix B – Other Parties Prerogatives

This procedure does not withstand other parties' prerogatives with regards to the testing of Drugs and/or alcohol and the subsequent positive indications of such tests.

Other parties may include but are not restricted to Client organisations, Principal Contractors and Joint Venture partners (where this procedure is not the primary document).

These prerogatives may include:

- a) The permanent removal of any personnel who violate the "Drug and Alcohol Policy".
- b) The instruction to remove any personnel from site if they suspect an individual of alcohol and/or drug use.
- c) The instruction to remove any personnel from site if they suspect drug or alcohol use could have been a contributing factor to an incident/accident.
- d) Individuals removed from a project following b or c (above) may only be allowed to return to work with the 'other parties' permission following drug and alcohol screening that provides a negative result. Testing must be done at the earliest opportunity following the removal of the individual.
- e) The 'other party' may, without prior notice, search the person, possessions, and vehicles of Contractor personnel on site or at site accommodations. Any person who refuses to co-operate with such a search shall be removed from the site and not allowed to return.
- f) In addition to the testing detailed in this procedure, the 'other party' shall have the right to perform unannounced audits of L Lynch Plant Hire and Haulage's Drug and Alcohol Procedure to verify that it is operating effectively.