

ALCOHOL AND DRUGS POLICY – AIRPORT USERS

1. Introduction

- a. It has been recognised throughout the UK that drug and alcohol misuse continues to be a major hazard and a public safety problem. Generally speaking there is an advance towards tightening of controls especially where members of the general public may be put at risk.
- b. The Company's policy therefore is intended to meet the high level of safety requirements of the aviation industry and to exercise reasonable controls to ensure such levels are maintained. This policy is part of a continuing process to minimise risk and to enhance the health and safety of all airport users.
- c. It is of paramount importance to ensure the wellbeing and safety of all airport users, including staff, members of the general public and contractors, therefore all contractors, whether employed directly or indirectly by the Airport, require very high standards. Hence, there needs to be a very strict policy, not only to ensure that a high level of customer service is maintained, but, primarily for safety reasons. It is necessary to have the confidence that no impairments exist to potentially adversely affect anyone's day-to-day capability and their ability to respond to emergency situations.
- d. This policy builds on the responsibilities laid down under the Health and Safety at Work Act for the Company to provide a working environment for airport users that is, so far as is reasonably practicable, safe and without risk to health and for everyone to take reasonable care for the safety and health of themselves and others.

2. General Rules

- a. As a general rule, and with immediate effect, the consumption of alcohol on Airport premises by any person employed directly by the Airport or by any companies associated therein to work within the Airport boundaries is prohibited.
- b. Consumption of alcohol in any bar or at any function, in clothing likely to be recognised as an Airport User is not permitted within the Airport.
- c. It is incumbent upon individuals to present themselves fit for work and free from any effects of drugs and/or alcohol.

- d. It is incumbent upon Supervisors/Managers to ensure that any operative for whom they have responsibility presents themselves fit for work and free from any effects of drugs and/or alcohol.
- e. Notes - On the question of the definition of Airport premises, the spirit of the policy was to ensure that there could be no misunderstanding of operatives consuming alcohol during working hours. Therefore providing that an operative was neither working within the Airport nor going to be working within the Airport, and was not visibly identifiable as an Airport User, he or she was free to drink responsibly in the bar in appropriate circumstances.

3. Policy for Managing Airport Users, where they are suspected to be under the influence of Alcohol or Drugs

- a. When an individual's appearance or behaviour gives rise to suspicion, wherever possible, any judgement must be based on objective evidence such as abnormal speech or appearance, a heavy smell of alcohol.

4. If any Airport User is considered to be under the influence of Alcohol or Drugs, the GPA staff member will :

- a. Explain to the individual that they suspect them to be under the influence of either alcohol or drugs.
- b. Obtain verification of suspicion by another member of staff. Preferably their own manager or another manager.
- c. Withdraw the individuals ID, if appropriate.
- d. If there is one, contact the onsite supervisor or if lone working, contact their employer to explain the situation.
- e. HR must be contacted to carry out a with cause test. A negative test must be achieved before permission to continue is granted. If the result is positive, HR should contact the Management of the individual to attend the workplace and escort the individual off the premises.
- f. Request for the onsite supervisor/employer to arrange for alternative transport for the individual. If transport cannot be arranged then it should be explained to the individual not to drive his/her own vehicle and that they should arrange alternative transport.
- g. Future access to GPA will be at the discretion of GPA Management

5. Following a reportable Incident or Accident onsite, the GPA staff member will:

- a. Ensure the safety and wellbeing of all involved in the incident; determine if the influence of alcohol or drugs could be a factor in causing the incident.
- b. Raise an Emergency 2000 call.
- c. Contact HR department for a 'with cause' test to be completed. The Airport User should be accompanied by their own Department Manager or a senior person within GPA.
- d. If positive result – remove the ID pass.
- e. In extreme circumstances there may be a requirement to contact Airport Police or GPA Security.
- f. Submit a report of the incident to their Manager and the GPA Safety, Health & Environmental Department.
- g. Future access to GPA will be at the discretion GPA Management.

6. Random tests conducted by the GPA on call Drugs & Alcohol team

- a. All Airport Users in safety critical roles are now under the same rules and regulations as GPA employees.
- b. Individuals will be informed of the need to attend on the day of testing. Failure to attend or provide necessary samples could result in investigation. Absence of a suitable reason may result in the individual's security pass being withheld and access to GPA to carry out any future works refused on a permanent basis.

7. The drugs tested for by the Airport may include:

- a. Amphetamines (e.g diet pills)
- b. MDMA (methamphetamine)
- c. Benzodiazepines (e.g valium)
- d. Methaqualone
- e. Phencyclidine (angel dust)
- f. Opiates (e.g codeine, heroin)
- g. Barbiturates (e.g sleeping pills)
- h. Cocaine
- i. Methadone
- j. Cannabis
- k. LSD
- l. Propoxyphene

8. Alcohol

- a. Alcohol will also be tested and as it can be consumed responsibly and legally within a limit, there is a maximum level of alcohol allowed. The limit set for the Company's test is 22 microgrammes per 100 ml for breath or 67 milligrammes per 100 ml for urine, which is the same as the Scottish legal driving limit.
- b. As an approximate guideline, one pint of ordinary beer might bring the blood alcohol level close to or above this limit. It is just a rough guideline because blood alcohol levels depend on many factors, such as individual's weight and body type, sex, how much and how fast the alcohol was consumed etc.
- c. Alcohol is also detectable in urine within approximately 12-24 hours after the intake. Therefore it is the responsibility of each Airport User to ensure he/she is not over the limit.

9. Method Used

- a. All tests are carried out with the "Chain of Custody Method" which tests for drugs and alcohol. Samples are taken under controlled circumstances and sealed with bar codes in the presence of the Airport User. Other than this, the procedure is as above. The result will be given to the Airport HR team from the Laboratory within five (5) working days.

10. Positive Results

- a. Any test result that is positive is serious misconduct and can result in the Operatives security pass being withheld permanently and refusal of further works at the Airport.
- b. Further action may be taken against the employer in so much if negligence on the part of the employer can be found; access may be denied at any time in the future to carry out works.

11. Policy Review

- a. The operation of this policy will be reviewed annually to determine whether any changes should be made to the testing regime. Changes will only be made following further consultation with the Airport Users Group.

12. Definitions

- a. GPA Glasgow Prestwick Airport

**13. All tests carried out will be charged to the Employer of the Airport
User as follows:**

- a. £20.00 for the test (including random testing)
- b. £100.00 (plus postage) for any positive results