



# REPORTING AND DRIVING FOR WORK UNDER THE INFLUENCE OF DRUGS AND ALCOHOL - EMPLOYERS LEGAL OBLIGATIONS

A High Value Learning Seminar

The Inn at Dromoland, Clare.  
Thursday 27th April 2017

The Ashling Hotel, Dublin.  
Thursday 21st September 2017



UPDATED FOR 2017

## ABOUT THIS SEMINAR

Random Road testing motorists for drug driving will begin on the Easter bank holiday weekend the Minister for Justice has confirmed to the Dail and was reported in the Irish Times on Friday 17th February. The legislation will make it illegal for motorists to drive while under the influence of cannabis, cocaine or heroin. It is also now an offence to drive while under the influence of cannabis containing the drug Salvi-dex which is used in the treatment of multiple sclerosis. A new testing kit to be operated by the Gardaí at random roadside tests will test for illegal drugs and will have major implications for all those who undertake driving as part of their work.

### Reporting for Work under the Influence of Drugs and Alcohol.

Under Section 13(1)b the Safety, Health and Welfare at Work Act 2005 all employees must ensure that they are not under the influence of an intoxicant (defined as including drugs and alcohol and any combination of drugs or of drugs and alcohol) to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.

Employers may prevent employees from reporting for or being on duty under the influence of intoxicants.

### Learning Objectives

At the end of this seminar, those attending will have knowledge of:

- Developing intoxicant policies and procedures.
- Conducting a workplace intoxicant risk assessment.
- Intoxicant testing in the work place - what the law requires.

### Continuing Professional Development Awards

Professional Development Hours (P.D.H.'s) will be awarded by the Employee Assistance Certification Commission (EACC) for attendance.

The Institute of Occupational Safety and Health (IOSH) members will be able to allocate CPD points to the course at the rate of 3 points per course day.

## PRESENTERS



**Maurice Quinlan** introduced the Occupational Alcoholism Programme (OAPs) concept to Europe and hosted the first seminar on this topic in the Clarence Hotel, Dublin, in September 1980. He has recently designed a comprehensive training seminar and reference manual for workplace intoxicants (defined as drugs and alcohol) to comply with Section 13(1) b of the Safety, Health & Welfare at Work Act 2005.



**Pat Ward** is Head of Corporate Services at Dublin Port Company. He is a member of the Executive Management team with responsibility for employee relations, human resources, communications and cruise tourism. He has 10 years' experience as a Trade Union Official representing workers across road, rail air and broadcasting sectors. Pat studied Law and the practice of industrial relations at SIPTU College and holds an MBA from Dublin City University. (Pat will speak at the Dublin Seminar)

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## SEMINAR PROGRAMME

8.30 am **Registration – Objectives, Pre Course Assessment.**

9.00 am **Guidelines on Developing a Comprehensive Approach to Workplace Intoxicants.**

This introduction will outline a five point International Standard and policies and procedures to manage employees who report for, or are at work under the influence of intoxicants (defined as drugs and alcohol) to the extent that they may endanger themselves or others. *Maurice Quinlan, Director, EAP Institute, Waterford*

10.00 am **Safety Critical Risk Assessments for Drivers of Company Vehicles and Safety Critical Employees, Control Measures and Safety Statement.**

The Health and Safety Authority released an Information Sheet on intoxicants in September 2011. Contained in the information sheet is the requirement under Sections 19 and 20 of the 2005 Act, which requires employers to identify hazards in the workplace; to be in possession of a written assessment of the risk presented by those hazards and to draw up a safety statement. If intoxicants could be a hazard at work, the safety statement should take account of this. This session will outline a template for conducting an intoxicant risk assessment.

11.00 am **Sample Workplace Intoxicant Policy.**

A sample workplace intoxicant policy will be outlined and explained. This policy may be adapted to suit individual needs.

12 Noon **Procedures for Managing Reasonable Suspicion for Employees who Report for or are Driving Company Vehicles under the Influence of Intoxicants.**

This session will outline employers legal obligations and steps to manage the situation where an employee reports or drives a company

vehicle or is on duty under the influence of an intoxicant.

1.00 pm. **Lunch.**

2.00 pm **Case Study 'Intoxicant Policy– The Dublin Port Company Experience'**

Pat Ward, Head of Corporate Services, Dublin Port Company

Pat will only present on the seminar in the Ashling Hotel, Dublin on Thursday 21st September 2017

3.30 pm **Providing Reasonable Accommodation for Disabilities.**

The Labour Court recommended that employers should provide reasonable accommodation for treatment and rehabilitation for alcoholism. Employee Support Services are required to provide support, assessment and referral for treatment and rehabilitation for workplace intoxicants. This session will outline steps to take in referring an employee for treatment and return to work.

4.30pm **Summary and Close**

**Assignment:** Delegates attending may complete a post-seminar assignment. Each delegate attending will receive a comprehensive manual in hard copy and electronic format.

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# ACCOMMODATION LIST

## CLARE SEMINAR HOTEL:

### The Inn at Dromoland

Newmarket on Fergus, Co. Clare.

Tel: +353 61 368161

Email: info@theinnatdromoland.ie

#### Room Rates:

Double B&B per room €78.00

## DUBLIN SEMINAR HOTEL:

### The Ashling Hotel

Parkgate Street, Co. Dublin.

Tel: + 353 (0)1 677 2324

Email: info@ashlinghotel.ie

#### Room Rates:

Double B&B €169.00

Room Only €149.00

**SUBJECT TO AVAILABILITY.**

Please book directly with the hotel. To avail of the corporate rate, please mention the EAP Institute. All rates subject to availability.

## HOW TO REGISTER

1. Book online at [www.eapinstitute.com](http://www.eapinstitute.com)
2. By telephone - 051 855733 Intl. +353 51 855733
3. By fax - 051 879626 Intl. +353 51 879626
4. By post - Complete the registration form and send with payment.

### METHOD OF PAYMENT (PLEASE TICK)

By Credit Transfer to: Bank Of Ireland, The Quay, Waterford. IBAN IE91 BOFI 9061 9531 2106 41 | BIC/Swift Code BOFIE2D

Credit Card payments: Book online at [www.eapinstitute.com](http://www.eapinstitute.com).

By Cheque: Total enclosed €  Cheque made payable to the EAP Institute.

Payment is due before the start of the seminar unless otherwise arranged.

### CANCELLATION FEE:

All cancellations must be in writing. In the event of a cancellation, we regret that 25% of the full fee will be payable. If notice of a cancellation is not received earlier than ten clear working days before the seminar, the full fee will be charged. Substitution is allowed.

# FEE €350

€295.00 FOR BOOKINGS RECEIVED BEFORE 31st March for Clare and 21st August 2017 for Dublin.

\*THE FEE IS INCLUSIVE OF SEMINAR ATTENDANCE, COURSE MANUAL, LUNCH TEA/COFFEES.

## REGISTRATION FORM

**Venue:**  Clare - Thursday 27th April 2017  Dublin - Thursday 21st September 2017

Surname:

First Name:

Position:

Surname:

First Name:

Position:

Company:

Address:

Email 1:

Email 2:

Tel. No:

Fax No:

Signed:

Date: