**Managing the Performance, Safety & Health Risks of Employee Drug and Alcohol Use**

**SEMINAR PROGRAMME**

**Registration – Objectives, Pre Course Assessment Developing Agreed Drug and Alcohol Policies and Procedures**

This introduction will outline a five point International Standard and best practice method of managing employees who attend, or are at work unfit for duty due to the consumption of intoxicants (defined as drugs and alcohol) to the extent that they may endanger themselves or others.

Maurice Quinlan, Director, EAP Institute

**Drug and Alcohol Risk Assessments, Control Measures and Safety Statement**

This session will outline a comprehensive approach including updating of safety statements to include all behavioural risks, the development of a drug and alcohol policy and procedures to include drug and alcohol testing and steps to advise employees of their obligations under the 2005 Act.

Maurice Quinlan, Director, EAP Institute

**Manager and Team Leader Training, Employee Information and Education**

This session will outline policies and procedures for managers team leaders on how to handle employees who report for or are at work under the influence of drugs or alcohol and how to provide reasonable accommodation for treatment and rehabilitation. It will also outline information and education on workplace intoxicants for employees.

Maurice Quinlan, Director, EAP Institute

**LUNCH**

1.00 p.m.

**Employee Drug Testing, Assessment, Treatment and Rehabilitation, Employee Support Services.**

Employee Support Services are required to provide support, assessment and referral for treatment and rehabilitation for workplace intoxicants (defined as drugs and alcohol).

Lorna Flanagan, Technical Support Specialist, Biomnis

**Procedures for the Collection and Processing of Chain of Custody Samples.**

This presentation will describe the procedures for maintaining an intact Chain of Custody (CoC) sample for drugs of abuse and alcohol analysis from its initial collection from the donor through to processing of specimens received into the toxicology laboratory. Chain of Custody procedures have been designed to produce a specimen that will withstand legal scrutiny, ensuring that the specimen belongs to the donor whose information is on the COC form and bottle seal, and that no substitution, adulteration or tampering has taken place.

Lorna Flanagan, Technical Support Specialist, Biomnis

**Summary and Close.**

5.00 p.m.

**One Day Learning Seminar**

**Cork**

Rochestown Park Hotel

Thursday 1st March 2012

**Galway**

Carlton Hotel

Thursday 17th May 2012

**Portlaoise**

Heritage Hotel

Thursday 21st June 2012

**ABOUT THIS SEMINAR**

**Background**

A report in the November issue of Health and Safety Review has confirmed that legally binding regulations on workplace intoxicant (defined as drugs and alcohol) testing will not be issued by the Health and Safety Authority (HSA). The HSA is currently preparing information on intoxicants which it will publish in 2011. There is no impediment on Irish companies conducting employee drug testing especially those in safety critical industries. The testing should be carried out to the standards set by the European Workplace Drug Testing Society (EWOTDS) for legally defensible drug testing.

The purpose of this seminar is to outline an approach that companies can implement, in managing the performance, safety and health risks of employee drug and alcohol abuse. The seminar will also outline policies and procedures to manage the situation where an employee reports for, or is on duty, under the influence of an intoxicant to the extent that they may endanger themselves or others.

**Learning Objectives**

At the end of this seminar attendees will have knowledge of:

- The current Health and Safety Authority (HSA) position regarding intoxicant testing (defined as drugs and alcohol).
- How to develop a best practice, comprehensive approach to workplace intoxicants.
- The European Workplace Drug Testing Society (EWOTDS) guidelines on legally defensible workplace drug testing.

**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 2 points per 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.

Lorna Flanagan graduated from Dublin Institute of Technology in 2007 after completing a Science degree specialising in Biochemistry and Molecular Biology. She went on to complete a PhD in Molecular Biology for breast cancer research in the Physiology Department, Royal College of Surgeons in Ireland. Lorna joined Biomnis Ireland as a Technical Support Specialist in the area of Drugs of Abuse in 2010 and is responsible for Biomnis Ireland’s nationwide drug of abuse and toxicology business areas, with a supervisory role over the 24/7 on-call drug testing team. She is a certified DATIA professional collector.
REGISTRATION FORM

How to Register:

1. Book on line at www.eapinstitute.com
2. By tel: 051 855733 - International: +353 51 855733.
3. By Fax: 051 879626 - International: +353 51 879626.
4. By Post. Complete the Registration Form and send with payment.

Method of Payments: (please tick)   Fee: €350.00
☐ By Cheque. Total enclosed € ........................ Cheque to be made payable to the EAP Institute.
☐ By Credit Transfer to: EAP Institute - Account No. 31210641, Bank Of Ireland, The Quay, Waterford. Sort Code 90 61 95
☐ IBAN IE91 BOFI 9531 2106 41

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.

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Accommodation List

Employee Drug & Alcohol Use

Venue:     Friday 17th March 2012     Friday 17th May 2012     Friday 21st June 2012
Surname:   First Name:   Surname:   First Name:   Surname:   First Name:
Company:    Company:    Company:    Company:    Company:    Company:
Address:    Address:    Address:    Address:    Address:    Address:
Tel. No:    Fax No:    Tel. No:    Fax No:    Tel. No:    Fax No:
Signed:    Date:    Signed:    Date:    Signed:    Date:

Please complete and return to: Anita Furlong, Conference Administrator, EAP Institute, 143 Barrack Street, Waterford, Ireland.
Tel: 051 855733, Intl. +353 51 855733, Fax: 051 879626, Intl. +353 51 879626 E-Mail: anita@eapinstitute.com

Method of Payment: (please tick)   Fee: €350.00
☐ By Cheque. Total enclosed € ........................ Cheque to be made payable to the EAP Institute.
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Accommodation List

Employee Drug & Alcohol Use

Cork Seminar Hotel:
Rochestown Park Hotel
Rochestown Road, Douglas, Cork
Telephone: +353 21 489 0800 Fax: +353 21 489 2178
Email: res@rochestownpark.com
Single B&B €95.00 (subject to availability)

Galway Seminar Hotel:
Carlton Hotel, Dublin Road, Galway, Ireland
Tel: (091) 381200
Email us: reservations.galwaycity@carlton.ie
Single €75.00 B&B (subject to availability)

Portlaoise Seminar Hotel:
Portlaoise Heritage Hotel,
Portlaoise, Co. Laois, Ireland
Tel: +353 (0) 5786 78 588  Fax: +353 (0) 5786 78 577
Email: info@theheritagehotel.com
B&B Single €79.00 (subject to availability)

Accommodation: Book directly with the hotel. Please mention the EAP Institute to avail of the corporate rate.