



# “Managing the Performance, Safety & Health Risks of Employee Drug and Alcohol Use”

## One Day Learning Seminar



**Galway**  
Carlton Hotel  
Thursday 17<sup>th</sup> May 2012



**Portlaoise**  
Heritage Hotel  
Thursday 14<sup>th</sup> June 2012



**Dublin**  
The Ashling Hotel  
Thursday 28<sup>th</sup> February 2013

**Book on line at [www.eapinstitute.com](http://www.eapinstitute.com)**

### ABOUT THIS SEMINAR

#### Safety

An Information sheet on intoxicants at work posted on the Health & Safety Authority (HSA) website on the 20th September 2011 confirmed that the HSA will not be issuing any codes of practice or regulations on intoxicant testing.

#### Performance - absence from work

IBEC reports that 4% of companies cited alcohol and alcohol related illness as being a leading cause of short term absence for males, while the figure is 1% for females (Source IBEC report on absence at work August 2011)

#### Health & Well-Being

The National Drug Related Deaths Index reported that there has been an increase in deaths from alcohol dependency in 2004 there were 459 reported and this had increased to 700 by 2008. The Irish Times reported that a draft copy of the National Substance Misuse Strategy 2009-2016 indicated that there were 1100 alcohol related deaths in 2008.

#### Learning Objectives

At the end of this seminar those attending 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 (EWDTS) 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.

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### 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.



Dr Mark Piper is employed by Randox Laboratories Ltd since 1997 as a scientist specialising in the analysis of body fluids for the presence of drugs and alcohol. Dr. Piper spent 10 years in the design and development of toxicology assays for several sample types including urine, blood, oral fluids, meconium, vitreous humour and tissue homogenates. Since 2007 he has been the Toxicology Manager of Randox Testing Services.

**Carlton Hotel,  
Dublin Road,  
Galway**

The Carlton Hotel Galway City (formerly Days Hotel Galway), one of the leading hotels in Galway, is located 5 minutes drive from Galway City Centre, and as a result is one of the more centrally located hotels in Galway city. <http://www.carltonhotelgalwaycity.com/>

**Heritage Hotel,  
Portlaoise,  
Co. Laois**

The Heritage Hotel is set in the perfect location for you to 'Explore the Heart of Ireland' with only a 5 minute walk from Portlaoise Train Station allowing you excellent access from all over Ireland. Nestled in the heart of Portlaoise Town, this sophisticated urban setting is perfect for business or pleasure. <http://www.theheritagehotel.com/>

**The Ashling Hotel,  
Parkgate Street,  
Dublin**

The Best Western Ashling Hotel is located on the River Liffey across from Heuston Rail Station. It's just a 20 minute walk from the city centre and Temple Bar area. Alternatively, the hotel is just 5 minutes from the city centre by tram (Luas red line). Board at Abbey Street in the city centre and disembark at Museum. [www.ashlinghotel.ie](http://www.ashlinghotel.ie)

### SEMINAR PROGRAMME

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

**9.00 am Guidance on Developing a Comprehensive Approach to Workplace Intoxicants (Defined as Drugs and Alcohol)**  
This introduction will outline a six 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*

**10.00 am Hazard Identification and Safety Critical 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.

**11.00 a.m. Employee Information and Education – Manager & Supervisory Training**  
This session contains information on employee obligations under Section 13(1)b of the Safety Health and Welfare at work Act 2005, company policies and procedures on intoxicants and control measures including safety critical risk assessment and safety statement. Generalised information on intoxicants will also be included. This session will also outline policies and procedures for team leaders on how to handle employees who report for or are on duty under the influence of intoxicants

**1.00 p.m. LUNCH**

**2.00 pm Implementing a successful and secure workplace drug and alcohol testing programme – points and pitfalls.**  
The processes for biological specimen collections identified in the European Workplace Drug Testing Society guidelines are very well defined. The implementation of these guidelines and the chain of custody procedures associated with the specimen collection, transportation, analysis and reporting of results will be discussed. Every step of the process has potential pitfalls. These will be examined and investigated during this presentation to ensure a successful, secure and accurate outcome.  
*Dr. Mark Piper, Toxicology Manager, Randox Laboratories*

**3.00 pm European Workplace Drug Testing Society (EWDTS) Guidelines on Legally Defensible Workplace Drug Testing**  
The Health and Safety Authority (HSA) in their recent information sheet for employers and employees on requirements under health and safety legislation that where testing is part of a company policy it is recommended that it is carried out in accordance with a recognised standard such as the EWDTS Guidelines on Legally Defensible Workplace Drug Testing. A handout outlining the guidelines will be included in the seminar manual

**5.00 pm Summary and Close.**

1. **Book on line at [www.eapinstitute.com](http://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.

**€ 350.00**

€295 for bookings received before 30<sup>th</sup> April 2012. The fee is inclusive of seminar attendance, Course manual, lunch, tea/coffees.

**Method of Payment:** (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 9061 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.

**REGISTRATION FORM**

<p><b>Venue:</b> <input type="checkbox"/> Galway Thursday 17<sup>th</sup> May 2012</p> <p>Surname: <input style="width: 100%;" type="text"/></p> <p>Position: <input style="width: 100%;" type="text"/></p> <p>Surname: <input style="width: 100%;" type="text"/></p> <p>Position: <input style="width: 100%;" type="text"/></p> <p>Company: <input style="width: 100%;" type="text"/></p> <p>Address: <input style="width: 100%;" type="text"/></p> <p><input style="width: 100%;" type="text"/></p> <p>Email: <input style="width: 100%;" type="text"/></p> <p>Tel. No <input style="width: 50%;" type="text"/></p> <p>Signed: <input style="width: 50%;" type="text"/></p>	<p><input type="checkbox"/> Portlaoise Thursday 14<sup>th</sup> June 2012</p> <p>Surname: <input style="width: 100%;" type="text"/></p> <p>Position: <input style="width: 100%;" type="text"/></p> <p>Surname: <input style="width: 100%;" type="text"/></p> <p>Position: <input style="width: 100%;" type="text"/></p> <p>Company: <input style="width: 100%;" type="text"/></p> <p>Address: <input style="width: 100%;" type="text"/></p> <p><input style="width: 100%;" type="text"/></p> <p>Email: <input style="width: 100%;" type="text"/></p> <p>Tel. No <input style="width: 50%;" type="text"/></p> <p>Signed: <input style="width: 50%;" type="text"/></p>	<p><input type="checkbox"/> Dublin Thursday 28<sup>th</sup> February 2013</p> <p>First Name: <input style="width: 100%;" type="text"/></p> <p>First Name: <input style="width: 100%;" type="text"/></p> <p>Fax No: <input style="width: 100%;" type="text"/></p> <p>Date: <input style="width: 100%;" type="text"/></p>
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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](mailto:anita@eapinstitute.com)

**Accommodation List**

**Employee Drug & Alcohol Use**

<b>Galway Seminar Hotel :</b>	<i>Carlton Hotel</i> , Dublin Road, Galway, Ireland Tel: (091) 381200 Email: <a href="mailto:reservations.galwaycity@carlton.ie">reservations.galwaycity@carlton.ie</a> Single €75.00 B&B (subject to availability)
<b>Room Rate:</b>	
<b>Portlaoise Seminar Hotel :</b>	<i>Heritage Hotel</i> , Portlaoise, Co. Laois, Ireland Tel: +353 (0) 5786 78 588 Fax: +353 (0) 5786 78 577 Email: <a href="mailto:info@theheritagehotel.com">info@theheritagehotel.com</a> Single B&B €79.00 (subject to availability)
<b>Room Rate:</b>	
<b>Dublin Seminar Hotel:</b>	<i>Ashling Hotel, Parkgate St., Dublin</i> Tel. + 353 (0)1 677 2324 Fax: + 353 (0)1 679 3783 Email: <a href="mailto:info@ashlinghotel.ie">info@ashlinghotel.ie</a> B&B Single €79.00 (subject to availability)
<b>Room Rate:</b>	

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