

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	✓	✓	✓	✓	✓

QUICK REFERENCE GUIDE

Who needs to be aware of this document family: • Lead Occupational Health Manager • Senior Occupational Health Coordinator • Occupational Health Coordinator • Occupational Health Nurses • Occupational Health Technicians Key actions (steps): 1. Identify need for drug and alcohol screening – new starter, safety critical, random 2. Required appointment booked 3. Notification of appointment sent out via email, letter and SMS 4. Undertake screening 5. Notify the business where there is a non-negative 6. Notify the business of lab confirmations 7. Book in random drug and alcohol screenings at the request of the business 8. Upload external paperwork for randoms, inductions and for cause screenings Key related company procedures, forms or systems: • VolkerWessels UK Drugs and Alcohol Policy • H90-G01 Chain of Custody Training Manual - Urine • H90-G02 Site Drug and Alcohol Screening Guidance • H90-G03 Chain of Custody Training Manual - Saliva • H90-G04 Chain of Custody Training Manual - Enterprise C2V • (H90-01 Chain of Custody Checklist) • (H90-01 Chain of Custody Checklist (C2V Enterprise)) • (H90-02 Consent form for Drug and Alcohol Testing) • (H90-02 Consent Form for Drug and Alcohol Testing (C2V Enterprise)) • (H90-02 Falklands Only - Consent Form for Drug and Alcohol Testing) • (H90-04 Drug and Alcohol Screening - Confirmation of Results) • (H90-05 Consumables Order Form) • (H90-05 Consumables Order Form (C2V Enterprise)) • (H90-06 Chain of Custody Peer Review)	Key accountabilities (responsibilities): Senior Occupational Health Coordinator is required to: • Identify need for screening • Book in appointments • Send notifications of appointments via email, letter and SMS • Notify the business of any non-negatives • Notify the business of lab confirmations • Book in random screening events • Upload external paperwork Occupational Health Coordinator is required to: • Identify need for screening • Book in appointments • Send notifications of appointments via email, letter and SMS • Upload external paperwork Occupational Health Nurses is required to: • Undertake drug and alcohol screening • Notify Occupational Health admin of any non-negatives and fitness to work Occupational Health Technicians is required to: • Undertake drug and alcohol screening • Notify Occupational Health admin of any non-negatives and fitness to work Collection Officers is required to: • Undertake drug and alcohol screenings • Notify Occupational health admin of any non-negatives • Send all paperwork to Occupational Health admin Associated external guidance or reference material: • The Health and Safety at Work Act 1974 • Misuse of Drugs Act 1971 • Management of Health and Safety at Work Regulations 1999 Key contacts for guidance and queries: Occupational.health@volkerwessels.co.uk 01992305045
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Note, this Quick Reference Guide is a summary to aide understanding as a quick reference reminder. Those with responsibilities in this procedure are required to read the document in full and adhere to its requirements.

Issue no.:	18	Date:	Aug 2026	Parent document:	VolkerWessels UK Occupational Health and Wellbeing Policy and Strategy			
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1. PURPOSE

The purpose of this procedure is to outline when a drug and alcohol screening may be required and the process for this.

2. SCOPE

This procedure relates to services provided by the Occupational Health Nurses and the Occupational Health Technicians and applies to all business units of VolkerWessels UK (VW UK).

3. REFERENCES (INPUTS)

- The Health and Safety at Work Act 1974
- Misuse of Drugs Act 1971
- Management of Health and Safety at Work Regulations 1999

4. ABBREVIATIONS & DEFINITION OF TERMS

OHN - Occupational Health Nurse

OHP - Occupational Health Physician

OHT - Occupational Health Technician

PoCT - Point of Contact Testing

VW UK - VolkerWessels UK

5. ACTIONS (PROCESS)

5.1 Equipment

All chain of custody officers will require the use of a breathalyser to conduct drug and alcohol screening. VW UK preferred breathalyser is:

Draegar 6820 and Printer System

Six monthly calibrations will be completed by Alco Digital and records will be kept on file. OHC to send out vouchers.

5.2 Training

All chain of custody officers are required to complete chain of custody training as per the below:

Training provider	Course	When to be completed
Matrix	VW UK Chain of Custody Training	Upon approval of role
Claritest	VW UK Chain of Custody Training	Upon approval of role
VW UK	VW UK Chain of Custody Training	Upon approval of role

H90-G01 *Chain of Custody Training Manual - Urine* will be used by Occupational Health to deliver the training to those approved for the role. A manual will be provided that will be given to each of the delegates.

H90-G03 *Chain of Custody Training Manual - Saliva* has been created as guidance for saliva drug and alcohol screening undertaken on site. Only to be used by those trained to do so

H90-01 *Chain of Custody Checklist* will be used to ensure the correct process is followed during the first six months of being trained as a chain of custody officer.

Once the training has been completed, the newly appointed Chain of Custody Officer will be provided with a chain of custody card as evidence of competency. Trained Chain of Custody Officers will be required to use H90-05 *Consumables Order Form* to order replacement consumables from the Occupational Health Coordinator.

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5. ACTIONS (PROCESS) (CONTINUED)

5.2 Training (Continued)

Chain of custody officers will be peer reviewed every six months by occupational health using H90-06 *Chain of Custody Peer Review*. Any issues will be resolved by occupational health through additional training. If the chain of custody officer completes the training and subsequent reviews, they will each receive a chain of custody card as evidence of competence.

5.3 Scheduling

On commencement of employment

- HR will notify Occupational Health of any new starters who are due to join the business. The Occupational Health Coordinator will book an appointment for the individual to complete a new starter drug and alcohol screening and an appointment letter will be sent out
- The chain of custody officer will conduct the drug and alcohol screening and the results will be recorded on H90-02 *Consent form for Drug and Alcohol Testing / H90-02 Falklands Only - Consent Form for Drug and Alcohol Testing*
- If a new employee requires a new starter drug and alcohol screening but has completed another drug and alcohol screening within the last month (random, PTS, for cause etc) then we can accept this as the new starter screening, but the employee must provide evidence of the screening

Safety Critical Worker (SCW) Medical

- All employees who undergo a SCW medical will be required to complete a drug and alcohol screening
- The VW UK Group Health, Safety and Quality (GHSQ) Director has approved the use of saliva testing in certain specific operating units, ahead of their planned drug and alcohol screening by VW UK Occupational Health. Use of saliva kits is not permitted outside of these arrangements and not without the permission of the GHSQ Director

During site induction

- Where there is a contractual requirement to complete induction drug and alcohol screenings, a member of the site team will be trained as a chain of custody officer and will conduct these screenings when required
- The chain of custody officer will conduct the drug and alcohol screening and the results will be recorded on H90-02 *Consent form for Drug and Alcohol Testing / H90-02 Falklands Only - Consent Form for Drug and Alcohol Testing*

Random drug and alcohol screenings

- As standard Occupational Health will book random screening events per business unit. The number of sites to be screened will be worked out in accordance with the VolkerWessels UK Drug and Alcohol Policy
- Any additional requests are emailed to the Occupational Health Coordinator who will book the random screening event. These will be chargeable back to the contract that has made the request
- The Occupational Health Coordinator will liaise with the third-party provider to book these events
- Site Managers and contacts should use H90-G02 *Site Drug and Alcohol Screening Guidance*
- The VW UK Group Health, Safety and Quality (GHSQ) Director has approved the use of saliva testing in certain specific operating units. Use of saliva kits is not permitted outside of these arrangements and not without the permission of the GHSQ Director

For Cause

- For Cause drug and alcohol screenings are booked by a site representative using Express Medicals by calling **0207 394 8057**
- For Network Rail site requires Point of Contact Screening to the Network Rail standard, there is a backup line should the first number fail **0207 500 6979 (PIN:6758)**
- Site managers and contacts should use H90-G02 *Site Drug and Alcohol Screening Guidance*

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5. ACTIONS (PROCESS) (CONTINUED)

5.3 Scheduling (Continued)

Programmed screenings

- In the event that an individual admits to regular use of drugs and / or alcohol a programmed set of screenings can take place to support the individual's rehabilitation
- The programme of screenings will be decided by HR who will notify the Occupational Health Coordinator. This will either be booked with an internal chain of custody officer or with a third-party provider. Where an internal chain of custody officer is used H90-02 *Consent form for Drug and Alcohol Testing* / H90-02 *Falklands Only - Consent Form for Drug and Alcohol Testing* will be used to record the results
- A programme of screening can only be planned if consent has been obtained from the individual to do so

5.4 Responsibilities

The Chain of Custody Officer

- Must ensure chain of custody is intact throughout the process
- Must ensure the individual provides informed consent
- Must advise the Occupational Health Coordinator of non-negative results
- Must complete the laboratory confirmation process where a non-negative result is identified
- Must advise VRCC if a urine collection for VR employees is aborted for any reason

The Occupational Health Coordinator

- Booking individual and random drug and alcohol screenings
- Entering the results onto Cority
- Providing the business with the laboratory results for any non-negative screenings
- To generate reports on a regular basis of those employees that require recall for Drugs and Alcohol Check by OHN / OHT

5.5 Content of Assessment

- Screening conducted by a competent person
- Drug screening using approved PoCT testing and alcohol screening using approved breathalyser

5.6 Notification of Results

The Chain of Custody Officer

- Upon identifying a non-negative drug result or a positive breathalyser results the chain of custody officer must contact the Occupational Health Coordinator
- The chain of custody officer must send all completed consent forms and lab confirmation forms to Occupational Health

The Occupational Health Coordinator

- When notification of a non-negative has been received the Occupational Health Coordinator will send an email to the relevant business unit (HR, HSEQ and Line manager (if applicable)) advising them of the non-negative. The individuals name and employer will be included in the email but NOT information
- When the laboratory result has been received the Occupational Health Manager will complete H90-04 *Drug and Alcohol Screening - Confirmation of Results* and will email to the relevant business unit to advise them of the result
- Declared medications will be kept confidential and will not be shared with the business

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5. ACTIONS (PROCESS) (CONTINUED)

5.7 OH Records

Occupational Health will maintain records of the health surveillance programme.

Record	Retained By	Retention Period
Personal Medical Records	Occupational Health	40 Years

6. ASSOCIATED GUIDANCE & INFORMATION

- *VolkerWessels UK Drugs and Alcohol Policy*
- *H90-G01 Chain of Custody Training Manual - Urine*
- *H90-G02 Site Drug and Alcohol Screening Guidance*
- *H90-G03 Chain of Custody Training Manual - Saliva*
- *H90-G04 Chain of Custody Training Manual - Enterprise C2V*

7. DOCUMENTATION (OUTPUTS)

Standard VolkerWessels UK Record Documents are referenced in brackets. Where alternative formats are used, they shall contain the same or additional content.

- *(H90-01 Chain of Custody Checklist)*
- *H90-01 Chain of Custody Checklist (C2V Enterprise)*
- *(H90-02 Consent form for Drug and Alcohol Testing)*
- *(H90-02 Falklands Only - Consent Form for Drug and Alcohol Testing)*
- *H90-02 Consent Form for Drug and Alcohol Testing (C2V Enterprise)*
- *(H90-04 Drug and Alcohol Screening - Confirmation of Results)*
- *(H90-05 Consumables Order Form)*
- *(H90-05 Consumables Order Form (C2V Enterprise))*
- *H90-06 Chain of Custody Peer Review)*

8. ISSUE RECORD

Issue	Date	Comments
1 - 13	Oct 2023	Please review 'Issue Record' Section in Issue 13 for a log of changes between Issue 1 and Issue 13.
14	Feb 2024	Annual review of H90 family. Content update under Section 5.2 Training to include additional training provider 'Claritest'. Both H90-02 / H90-02 (<i>Falklands Only</i>) have been updated with amended 'Drug types' in the test results table. H90-04 has an updated tick list under 'Positive for:' table. H90-05 costs updated.
15	Feb 2025	Annual review of H90 <i>Drugs and Alcohol</i> family. No Content update.
16	May 2025	Updates in relation to the use of saliva testing in specific operating units.
17	Feb 2026	Amended as part of annual review. Updated requirements for new starter and random D&A. New documents added to include C2V Enterprise project.
18	Aug 2026	H90-G01 and H90-G02 updated with for cause details.

9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

H90-G01 *Chain of Custody Training Manual - Urine* and H90-G02 *Site Drug and Alcohol Screening Guidance* has been amended to include the telephone numbers required to book a For Cause screening.

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10. PROCEDURE REVIEW

This procedure and its associated documents will be annually reviewed as per H101-G01 *Occupational Health Audit Schedule*. H74-06 *Occupational Health Procedures and Document Review* will be used to record the review and changes.

11. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

Job role, department, function	Method of briefing revised issue
GHSQ Director	GHSQ Director is the document owner, approves changes, no briefing required.
Occupational Health	Email notification from GHSQ Director.
All Employees	Record of Revisions and cascade briefings as appropriate.

12. IMS AUTHORISATION

Document owner approval:

Adrian Shah-Cundy, GHSQ Director - 31.07.2026

Approval for IMS:

Eleanor Collins, IMS Administrator - 03.08.2026

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