

# **Drugs and Substance Testing in the Workplace**

**Information and Insights  
About How You Can  
Implement a Drugs and Substance  
Testing Policy In Your Organisation**

**This Book Provides Information About  
Products For Substance Testing In The Workplace**

Copyright ©2005 Need-to-Findout.co.uk • All Rights Reserved

No copies of this content may be made, including photocopy, scan, computer, electronic, manually, or by any methods, without express permission of Need-to-Findout.com. All references are listed in the body of this works and in the List of References. All content was researched via the Internet and is based on fact. No reference has been intended to any person, alive or dead.



The purpose of this book is to explain why employers should adopt and enforce a substance misuse policy and adopt testing as part of the policy. Testing helps improve safety and organisational efficiency, reduce risks to the organisation's reputation and guard the welfare of employees and individuals in the public.

This book explains what to look for and what to train management to look for. While testing can help detect misuse, it will not prevent it. However, having a testing policy in place will help employers avoid substance misuse in the workplace.

Many products are available to test for drug and substance misuse. This book will provide information about the various advantages and disadvantages.



This book will help organisations develop a policy that does not violate human rights issues and data protection issues and stays within legal guidelines. This book can be used as a guide to implement a clear drug and substance misuse policy and implement a drug and substance testing program.

### Workplace Facts

- A member of staff under the influence of drink or drugs will only achieve 67% of their work potential. (Substance Abuse Survey, IPD, 1998)
- Drug-using employees are three times more likely to require sick leave or benefits. (Jackson, Drug and Alcohol Policies, 1999)
- Almost 17 million working days are lost each year due to alcohol misuse alone. (Alcohol Strategy, Department of Health, 2004)
- It is estimated that 25% of people seeking help for drug
- The estimated cost of drug and alcohol misuse in terms
- 40% of the workforce under 40 years of age has experimented with illicit drugs. (DrugScope, 1998)



Source: **Substance abuse and the workplace** from the [Drugs.gov.uk](http://www.drugs.gov.uk) website at

**<http://www.drugs.gov.uk/ReportsandPublications/Communities/1106845945/11436.pdf>**

## What Does a Standard Drug Test Look For?

Please keep in mind that the substance being tested for varies depending on the testing company, the government requirements, suspicions, the expense and the expectations. Drug testing usually screens for Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cannabis, Cocaine and Crack, Ecstasy, Ethanol, GHB, Heroin, Ketamine, LSD, Magic Mushrooms, Marijuana, Methamphetamine, Phencyclidine (PCP), Poppers, Tranquillisers and Volatile substances (solvents).

Drug tests also check for these US Department of J  
drugs of concern:

- [2,5-Dimethoxy-4-\(n\)-propylthiopheneth](#)  
(Street Names: Blue Mystic, T7, Beautiful, Tr)
- [3,4-Methylenedioxymethamphetamine](#)  
(Street Names: MDMA, XTC, X, Ecstasy)
- [4-Bromo-2,5dimethoxyphenethylamine](#)  
(Street Names: 2C-B, Nexus, 2's, Toonies, Bromo, Spectrum, Venus)
- [5-Methoxy-N,N-diisopropyltryptamine \(5-MeO-DIPT\)](#)  
(Street Names: Foxy, or Foxy Methoxy)
- [Alpha-methyltryptamine](#)  
(Street Name: Spirals)




## What is the Impact of Drug and Substance Misuse in the Workplace?

Substance misuse in the workplace affects the bottom line of organisations.

Substance misuse slows down worker productivity, impairs the worker's judgement and can make it difficult for the individual to perform tasks and cope in the

workplace when employers need to replace employees

who suffer from drug and substance misuse.



In the workplace, one whose life is affected by substance misuse in some way, and who may subsequently be unable to do his or her job effectively. For employers in safety-critical industries (such as transport and manufacturing) this can be a major problem, posing a threat to the health and wellbeing of everyone around them. There is also the social and economic cost of drug and alcohol misuse which, in terms of absenteeism, sickness and crime, is estimated to be in excess of £20 million.

Source: **Talk to Frank** at <http://www.talktofrank.com/>

Personnel who have substance abuse problems cost the organisation through absenteeism, increased insurance costs, impaired productivity, and accidents caused by impaired judgment and deterioration in performance. These employees may exhibit bad behaviour, bad decision making, and poor discipline.

## What Laws Pertain to Drug and Substance Misuse Testing in the United Kingdom?

In the United Kingdom (UK) several laws pertain to drug and substance misuse in the workplace and testing for these substances: Misuse of Drugs Act 1971; Management of Health and Safety at Work Regulations 1992; Transport and Works Act 1992; and The Road Traffic Act 1988.

### Misuse of Drugs Act 1971

This Act covers nearly all drugs with misuse and/or break the law if they allow drug related activities in The production, supply and possession of controlled substances under the Act except in certain specified circumstances (for example, a medical practitioner has prescribed the drug) Employers have

obligations toward anyone working on their premises. These persons include their employees, employees of other organisations and members of the general public.



### Misuse of Drugs Act 1971

The Act lists the drugs that are subject to control and classifies them in three categories according to their relative harmfulness when misused.

**CLASS A** - includes ecstasy, cocaine, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of Class B drugs.

**CLASS B** - includes oral preparations of amphetamines, barbiturates, cannabis resin, codeine and methaqualone (Mandrax).

**CLASS C** - includes most benzodiazepines (e.g. Temazepam, Valium), other less harmful drugs of the amphetamine group, anabolic steroids, \*c

Source: **Health and Safety Executive website**

**<http://www.hse.gov.uk/pubns/indg91.pdf>**



\* **Note:** Cannabis was originally classified as a Class B drug but was later reclassified as a Class C drug under the Misuse of Drugs Act of 1971.

Source: **Substance abuse and the workplace. Drugs.gov.uk website**

**<http://www.drugs.gov.uk/ReportsandPublications/Communities/1106845945/11436.pdf>**

## What Are The Most Commonly Misused Substances in the UK?

According to Drug Strategy Directorate in the Home Office, the most commonly misused substances in the UK include:

**Heroin** (smack, horse, H, scag, brown, gear, junk, stag, jack)

**Cocaine** (Charlie, coke, dust, C, candy, rock, snowbirds, white cr

**Crack** (freebase, rock, wash, st

**Ecstasy/ MDMA** (E, XTC, doves

**LSD** (acid, trips, tabs, dots, blot

**Magic Mushrooms** (liberties, r

**Amphetamines** (speed, whizz, uppers, billy, sulph, amp)

**Cannabis** (Marijuana, grass, hash, dope, blow, weed, puff, pot, ganja, spliff, wacky baccy, sensimillia)

**Presc** Valium, Rohypnol, Mogadon, Altiva, (mazzies)

**Anab** (s)

**Popp** h as ram, thrust, gold, rush, TNT)

**Solve** (els, aerosols)

Source: [Substance abuse and the workplace](http://www.drugs.gov.uk/ReportsandPublications/Communities/1106845945/11436.pdf). Drugs.gov.uk website

<http://www.drugs.gov.uk/ReportsandPublications/Communities/1106845945/11436.pdf>

## 4 - Before Testing

### How Can Employers Identify Drug and Substance Misuse Problems?

Stress and depression may cause employees to fall behind in their work or become accident-prone. Managers should be alert to these signs before considering drug and substance misuse problems.

Drug and substance misuse problems can lead to a decline in performance and increases in mistakes. Identifying these problems earlier and faster when they identify and address them in early states of the problems. The checklists in Appendix 1 of this book can be used to help a manager identify workplace performance issues, spot accident trends, identify physical signs, identify patterns in absence from work and working and identify changes in moods and states.



## How Is Drug Testing Conducted?

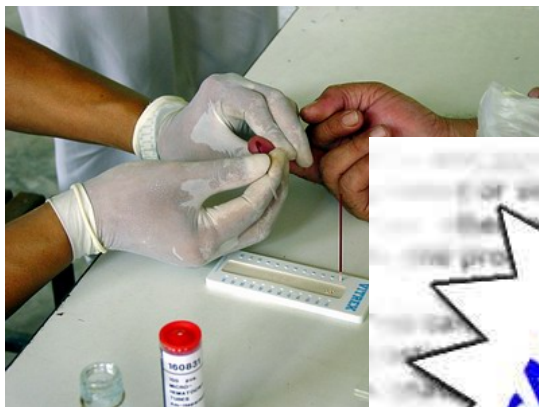
Employers are responsible for assigning personnel who have been trained to collect the samples, monitor the testing, keep the samples secure, test the samples, record the results, and ensure that the samples are properly stored. Employers can test urine and saliva samples and the results are usually available within a few days.

Only trained personnel should collect and handle samples. Organisations must ensure that samples are properly stored, transported, and handled. Samples must be recorded and stored in a secure location. Samples must be tested in a laboratory to ensure the sample and the name stay together and the sample does not get contaminated.



# 6 - Products Used For Substance Misuse Testing & Their Pros and Cons

## What Are Different Testing Methods



The five primary types of testing methods include testing the urine, saliva, hair, blood

method has pros and cons in sensitivity and where the sample is collected.



## How Obtrusive Are The Testing Methods?

Urine, saliva and hair tests are relatively unobtrusive methods of testing. Blood testing is the most intrusive test. Sweat testing is a relatively intrusive drug testing method because the subject is required to wear a device for a prolonged period of time.



## What Are The Differences Between The Commonly Used Test Methods

This topic compares the differences between the commonly used test methods in terms of cost of the test, how intrusive the test is, how easy to use the test is, how sanitary the test is, how accurate the test is, how long it takes to read the results, how easy it is to store the results and how long it takes to read the results.



**Table 4**

**Differences Between Commonly Used Test Methods**

	<b>Urine Single Tests</b>	<b>Urine Mutli Tests</b>	<b>Oral Fluid Mutli Tests</b>	<b>Digital Breathe Mutli Tests</b>
<b>Cost</b>	Low	Low	Low	High
<b>Intrusive</b>	Medium	Medium	Low	Low
<b>Ease of Use</b>	Medium	Medium	Low	Medium
<b>Sanitary</b>	Medium	Medium	Low	Low
<b>Accuracy</b>	Medium	Medium	Low	High
<b>Ease of Results Storage</b>	Medium	Medium	Low	High
<b>Result Time</b>	Low	Low	Low	Low



### Single Cassette Rapid Drug Test Kit

**Step 1** When the urine sample is ready to be

tested, remove the foil pouch. Set up on a clean, level surface.

Note the description:

- COC CARD TEST is the type of test (Cocaine / Crack)
- LOT #: 30179 is the Lot Number / Batch Number
- EXP: 06/2005 is the expiry Date Before Opened
- Note: Once the test is opened, it must be used immediately.

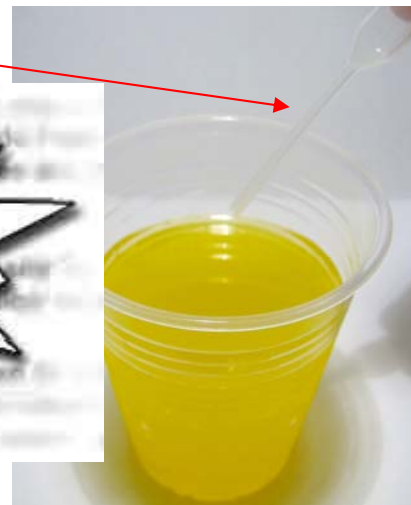


**Step 2** Using pipette or a dropper, add three

full drops of urine

Allow five seconds

each drop.



**Large graphic LCD Screen**

Menu guided user interface.  
Messages in plain text



**Printing**

Print test protocol after  
results are available

**Easy Handling**

Slide up protective cover  
to insert test cassette

**Data Entry**

Additional personal data easily  
entered via optional keyboard



Source: Photograph courtesy of Draeger Safety UK Limited

### Dräger Drug Test Unit

**Step 3** Insert cassette into Draeger Digital

Testing De

Discard the  
collector.



ph courtesy of Draeger Safety UK

Limited

**Step 4** Input data

Log information and review  
results.



**Progress Bar**

Showing analysis progress  
of sample.



**Data Input**

Subject & operator information  
can be input - time, date etc.



**Results & Review**

View results and log information

Photograph courtesy of Draeger Safety UK Limited

## [Purchase the Dräger Drug Test Unit](#)

[\(Click here\)](#)

---

### Workplace Performance Checklist

- Deteriorating standards of work
- Reduced quality and quantity of work
- Makes poor decisions
- Increases in negligence
- Increases in errors
- Does not perceive or follow directions or instructions
- Loss of interest
- Does not plan work properly, resulting in things being done incorrectly or being done to another, without reason
- Fails to meet deadlines
- Takes more time to complete job
- Violates safe working practices
- Shows signs of stress
- Does not respond well to training



### Accident Record – Checklist

- Causes accidents at work, at home or on the road
- Makes frequent trips to the First Aid station
- Shows trauma from accidents or fights

---

# Appendix II - Sample Drug and Substance Misuse Policies

## DISCLAIMER OF WA

THE POLICIES AND PROCEDURES ARE PROVIDED FOR <http://www.need-to-findout.co.uk/> SUGGEST YOU ADAPT THESE PROCEDURES TO YOUR JURISDICTION. IT IS THE RESPONSIBILITY OF THE USER TO COMPLY TO THE LAWS IN THE JURISDICTION WHEREIN THESE POLICIES WILL BE PRESENTED AND ENFORCED.



<http://www.need-to-findout.co.uk/> HEREBY URGES ORGANISATIONS TO CONSULT LEGAL COUNSEL WITH REGARD TO THE USE OR IMPLEMENTATION OF THESE POLICIES AND PROCEDURES. <http://www.need-to-findout.co.uk/> ASSUMES NO RESPONSIBILITY FOR ANY DAMAGES OF ANY KIND RESULTING FROM THE USE OF THE POLICIES AND PROCEDURES CONTAINED HEREIN. THE READER ASSUMES ALL RISK OF USE. THE READER ACKNOWLEDGES AND ASSENTS TO THIS DISCLAIMER.

# Appendix III - Consent to Drug Test

THE POLICIES AND PROCEDURES ARE PROVIDED FOR INFORMATION. <http://www.need-to-findout.co.uk/> SUGGEST YOU ADAPT PROCEDURES TO YOUR JURISDICTION. IT IS THE RESPONSIBILITY TO COMPLY TO THE LAWS IN THE JURISDICTION WHEREIN THE POLICIES WILL BE PRESENTED AND ENFORCED.

<http://www.need-to-findout.co.uk/> HEREBY URGES ORGANIZATION TO CONSULT WITH COUNSEL WITH REGARD TO THE USE OR IMPLEMENTATION OF THESE PROCEDURES. <http://www.need-to-findout.co.uk/> ASSUMES ALL DAMAGES OF ANY KIND RESULTING FROM THE USE OF THE POLICIES AND PROCEDURES CONTAINED HEREIN. THE READER ASSUMES ALL RISK OF USE. THE READER ACKNOWLEDGES AND ASSENTS TO THIS DISCLAIMER.



# Glossary

## **Amphetamines**

Synthetic stimulants that affect brain neurotransmitters. They mimic the fight-flight response that enable... activity under situations of stress. The amphetamine sulphate which is relatively commonly known simply as 'amphetamine', 'whizz', 'uppers', 'amph', 'billy' or 'speed'. Methamphetamine is usually called

Source:

<http://www.drugs.gov.uk/WorkPages/Communications/CommunicationsandCampaignPack/Factsheets/factsheet2.pdf>

## **Anabolic Steroids**

Names include nandranol and stanozolol, Sustanon 250, Deca-Durabolin, Dianabol, Anavar and slang terms such as 'roids'

Source:

<http://www.drugs.gov.uk/WorkPages/Communications/CommunicationsandCampaignPack/Factsheets/factsheet3.pdf>

a group of barbituric acid derivatives that act as central nervous system depressants and are used as sedatives or hypnotics.

<http://www.dictionary.com>



# Glossary

**Volatile substances (solvents)** Includes the gases butane and propane, which occur in gas lighters and refills, hairspray and deodorant aerosols, some air fresheners and whipping creams, refrigerators, aerosol cans, air conditioning tubes, some paint, thinners and correction fluids, and some vapours to get 'high'. The substance is inhaled through the lungs from a cloth, a sleeve or a plastic bag. The substances are absorbed through the lungs and pass into the bloodstream together with the lower oxygen intake.

Source:

<http://www.drugs.gov.uk/WorkPages/Communications/CommunicationsandCampaignPack/Factsheets/factsheet37.pdf>



## Useful Publications

The following references contain additional information on the workplace.

The Drugs.gov.uk is the cross-government website to disseminate the Strategy and the work of Drug Action Teams (DATs) and interested individuals wanting to find out more about the ten-year strategy. Visit this website for the latest information: <http://www.drugs.gov.uk/ReportsandPublications>



A literature review on the international state of knowledge of drug testing at work, with particular reference to the U.S. Retrieved March 26, 2005 from the drugscope.org.uk website at:

<http://www.drugscope.org.uk/uploads/goodpractice/documents/Workforce%20Drug%20Testing%20DrugScope%20Review%206%20January%202003.pdf>

Cannabis Fact Sheet. (n.d.) Retrieved April 11, 2005 from

<http://www.drugs.gov.uk/WorkPages/Communications/CommunicationsandCampaignPack/Factsheets/factsheet8.pdf>

Discipline at work. (n.d.) Retrieved March 30, 2005 from the Advisory, Conciliation and Arbitration Service (ACAS) website: [www.acas.org.uk](http://www.acas.org.uk)

Draeger Safety UK Limited. Contributions in content and photographs. Website:

<http://www.draeger-safety.com/ST/internet/UK/en/index.jsp>

Employee Leaflet 1. Retrieved March 24, 2005 from Drugs.gov.uk website:

[www.drugs.gov.uk/ReportsandPublications/1079608061/45619\\_Employee\\_Leaflet\\_1.pdf](http://www.drugs.gov.uk/ReportsandPublications/1079608061/45619_Employee_Leaflet_1.pdf)

Health and Safety Commission. Retrieved March 24, 2005 from the Health and Safety Commission website:

[www.hseoffice.gov.uk/rds/pdfs05/r256.pdf](http://www.hseoffice.gov.uk/rds/pdfs05/r256.pdf)

Health and Safety Commission. Retrieved March 26, 2005 from the Health and Safety Commission website at: <http://www.hse.gov.uk/pubns/indg91.pdf>



---

Substance abuse and the workplace. Retrieved March 24, 2005 from Drugs.gov.uk



[gov.uk/ReportsandPublications/Communities/11df](http://www.drugs.gov.uk/ReportsandPublications/Communities/11df)

s Winners. Retrieved March 24, 2005 from

:  
[gov.uk/ReportsandPublications/ReducingSupply/supplyRevwebedition.pdf](http://www.drugs.gov.uk/ReportsandPublications/ReducingSupply/supplyRevwebedition.pdf)

Sharing. Retrieved March 24, 2005 from Drugs.gov.uk

<http://www.drugs.gov.uk/ReportsandPublications/ReducingSupply/1111579537/DataSharingwebedition.pdf>

Tackling Drug Supply - Effective Partnerships. Retrieved March 24, 2005 from Drugs.gov.uk website:

<http://www.drugs.gov.uk/ReportsandPublications/ReducingSupply/1111579537/EffectivePartnershipswebedition.pdf>

**Note:** Crown copyright material is reproduced with the permission of the Controller of HMSO and the Queen's Printer for Scotland.  
Licence Number: C02W0006329

