



**Abbott**

# DRUG SAFE WORKPLACE

Workplace Drug and Alcohol  
Testing Programmes



# WORKPLACE TESTING SIMPLIFIED

WITH A PROVEN HISTORY, ABBOTT IS YOUR TRUSTED PARTNER TO DELIVER SUBSTANCE ABUSE TESTING SERVICES THAT HELP YOU ACHIEVE A SAFE, HEALTHY, PRODUCTIVE AND ADMIRABLE WORKPLACE.



## A LEADING PROVIDER

We are one of the leading providers of workplace testing programmes in the UK, with extensive experience partnering with local and multinational organisations across many industry sectors. Significant investment in state-of-the-art laboratories and continuous research and development allow us to detect the latest drugs of choice. This, combined with our accredited laboratories testing urine, oral fluid and hair as well as an extensive network of Collecting Officers, allows us to deliver consistently high-quality services and reliably meet customers' business needs.



## EXTENSIVE EXPERIENCE

With over 30 years of experience and the analysis of millions of tests each year, we're expertly placed to provide scientifically unbiased advice as to the best fit testing to suit your organisation. For every sample tested, we offer extensive access to a technical team of forensic toxicologists, Ph.D. chemists and expert witnesses. Our drug and alcohol tests are performed in our own laboratories, which are staffed by some of the most highly qualified and experienced experts in the industry.



## CUSTOMISED SOLUTIONS

Partnering with us provides an end-to-end customised solution. We will lead you through the process of implementing a drug and alcohol programme and will be alongside you every step of the way. We take the pressure away, making it easy for your organisation. We support, guide, implement and monitor – resulting in the provision of data to effectively manage your programme. Our comprehensively trained and regularly audited sample Collecting Officers are there when you need them throughout the UK, as well as health professional-led medical centres.

# WORKPLACE DRUG AND ALCOHOL TESTING

Drugs and alcohol can have a truly damaging effect on the workplace, affecting not only safety-critical jobs but also business-critical roles where the consequences of a lapse of focus can have costly ramifications.

Leading organisations understand the necessity of implementing substance misuse testing as an integral part of their health and safety policy to fulfil their duty of care to employees. Managing the risks associated with workplace drug and alcohol misuse protects the individual employee, their colleagues and members of the public.

Workplace drug and alcohol testing does not need to be complicated. Our wealth of experience gives us a deep understanding of the problems and concerns that may arise along the way, positioning us to quickly and professionally resolve them.

OUR SIMPLE FOUR-STEP PROCESS CAN TAKE YOUR BUSINESS FROM HAVING NO DRUG-TESTING POLICY THROUGH TO TESTING AND RECEIVING TANGIBLE BENEFITS FROM YOUR PROGRAMME.





# WORKPLACE TESTING SIMPLIFIED



## CRAFTING THE PERFECT POLICY FOR YOU

- Is my policy fair, simple and easy to understand? (Policy Advice and Consultation)



## IMPLEMENTING YOUR POLICY

- How does everyone know what you do? (Policy Communication)
- How do I train everyone? (Training and Education)
- Do I need to consider medications? (Medication Checking Services)



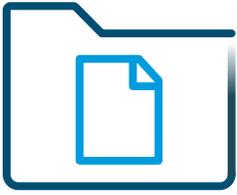
## TESTING YOUR WORKFORCE

- What types of testing should I consider?
- What if I have specialist requirements?
- How will everything get back to the laboratory?



## REPORTING TEST RESULTS

- How do I verify positive results?
- Is dismissal my only option with a positive result? (Fit to Return Service)



# CRAFTING THE PERFECT POLICY FOR YOU

## Policy Advice and Consultation

Our policy specialists will work with you to understand the risks posed by drug and alcohol misuse in your workplace and ensure you have a substance misuse policy to effectively manage those risks. The policy will support your programme of employee communication, awareness and training as well as drug and alcohol testing, ensuring that disciplinary action following a positive test result is detailed within the policy and consequently enforceable. The policy will be compliant with local legislation and industry regulations.

Our advice follows a proven, structured approach based on industry best practice. We clearly explain the factors and consequences that should be considered when developing and implementing a programme of testing. Having advised many companies across a wide range of industries, we have the experience and knowledge to avoid the pitfalls and mistakes within a policy that might otherwise only come to light when the policy is challenged.

A drug and alcohol policy should be fair, simple and easy to understand for all employees and align with the culture, vision and working practices of your company.

We can help you by reviewing your drug and alcohol policy or going that step further and helping you write it. We can also help with union consultations during the development and/or implementation of policies and testing programmes, to give them a full understanding of testing.





# IMPLEMENTING YOUR POLICY

## POLICY COMMUNICATIONS

Effectively communicating your policy to the workforce provides everybody with a clear understanding of the rules, which empowers employees to maintain a safe working environment.

Our training can clarify manager and supervisor responsibilities; this ensures they know how to recognise and deal with the signs and symptoms of drug and/or alcohol use.

## TRAINING AND EDUCATION

We support the development, implementation and ongoing administration of your drug and alcohol testing programme through the provision of comprehensive training in person, remotely by WebEx® or via our online training solution: myLearningXchange.



### TRAINING TOPICS

Using the knowledge and skills of our dedicated training team and account management team, we can provide all the communication, education and training that will ensure your strategy to manage the risks associated with drug and alcohol misuse is effective and legally robust, including the following:

- Manager Drug and Alcohol Awareness Training
- Employee Drug and Alcohol Awareness Training
- Employee Roadshows
- Specimen Collection Training
- Medical Review Officer Workshops
- Results Recipient Training



### ONLINE TRAINING: MYLEARNINGXCHANGE

MyLearningXchange is an online training solution that delivers drug and alcohol awareness and education to all your people, wherever they are:

- Cost-effective training relating to drug and alcohol risks, policies and associated testing
- Consistent education to employees, contractors and managers wherever they are located
- Browser-based training accessible from PC or mobile device

#### It allows you to:

- Eliminate the coordination of calendars and suitable facility requirements
- Empower staff to manage their time to meet training deadlines within the existing workload
- Reduce costs by removing the need to travel or hire suitable space and IT equipment
- Demonstrate compliance through digital records showing course completions

## Medication Checking

Something else to consider is the impact of medications on your workforce. Having a Medication Checking Service makes certain there is no compromise on safety when employees are taking medication.

Certain medicines can cause side effects that can be extremely dangerous and hazardous and may increase the risk of accidents within the workplace. This is particularly true within safety-critical environments.

Our unique Medication Checking Service, Chemist on Call, is operated by a team of industry specialist pharmacists, providing appropriate advice on the risk of side effects along with clear instructions on work restrictions if necessary:

- Easy telephone or website access – both PIN protected for confidentiality
- Fast response times for all checks
- No hassle to administer, with minimal involvement from HR required
- Simple and interactive, with clean recommendation reports provided for audit purposes
- Trend analysis available to see the trends within your business
- Available 24 hours a day, 365 days a year





# TESTING YOUR WORKFORCE

## YOUR LOCAL OR NATIONAL TESTING PROGRAMME

Actively enforcing your policy is crucial in tackling drug and alcohol misuse in the workplace and genuinely addressing the issue. If your policy is not backed up with testing, you could be just as vulnerable to the risks of drug and alcohol misuse as those who do not have a policy. Employers and organisations decide to drug test their employees for a number of reasons, but most importantly, you should test whenever your policy dictates. The most common test situations are as follows.

### PRE-EMPLOYMENT

Recruiting the wrong person is a costly exercise, so using testing as part of a selection process or during a probation period helps you mitigate personnel-related risks.

### EMERGENCY CALLOUT

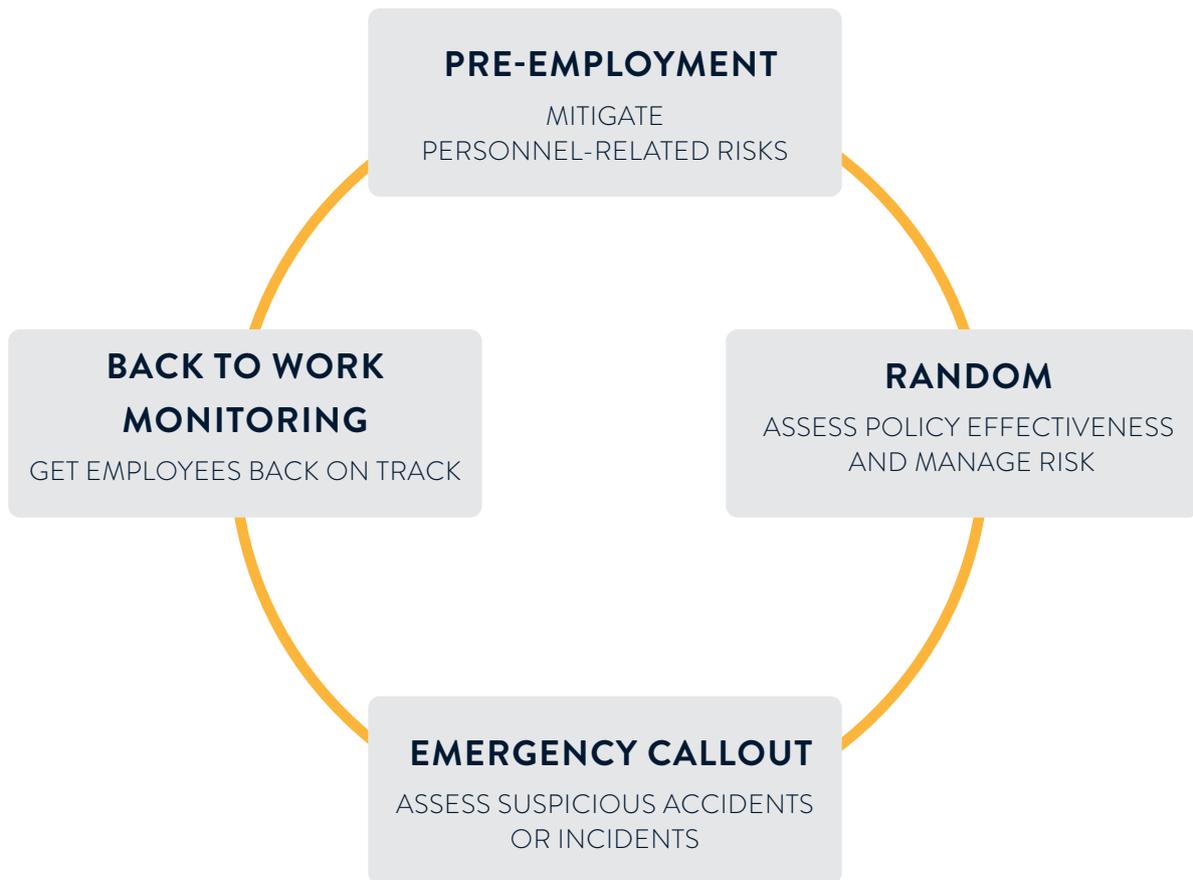
In specific circumstances, such as after an accident or incident where there is evidence of drinking or drug use that contravenes the company's regulations, or if you have suspicion that an individual may be under the influence of drugs and/or alcohol, we can attend the scene and test the employee or employees involved within hours of utilising the call out service.

### RANDOM

Many businesses ask us to test all, or part, of their workforce within a 12-month period. We can do this at regular or random intervals and can select the staff for testing at random too so that the testing process is fair for all employees.

### BACK-TO-WORK MONITORING

Following the return to work of an employee with previous substance misuse problems, a monitoring programme includes regular tests to ensure they are staying drug and alcohol free. We can even arrange all your testing for you via our experienced Programme Managers, leaving you to focus on running your business.



## SPECIALIST TESTING

### STEROIDS

Abbott offers urine-based steroid testing that covers the industry standards, which incorporate a broad steroid panel similar to that carried out by World Anti-Doping Agency (WADA) laboratories. Our tests are ideal for sporting bodies but can be used by any organisation potentially affected or concerned by steroid use.

### SOLIDS/SUBSTANCES

At Abbott, we can look for the drugs of abuse in substances or paraphernalia associated with drug use. Items we can test include the following:

- Tablets
- Powders
- Liquids
- Herbal substances
- Scorched teaspoons
- Tin foil
- Syringes

Substances we can identify are drugs of abuse, prescription medications, over-the-counter medications and novel psychoactive substances. If an item does not contain drugs of abuse, it may not be possible for us to identify it (e.g., vitamins, food stuff, herbal oils, poisons).

## How Do We Deliver All of This?

### SAMPLE COLLECTION NETWORK

Our UK network of over 150 Collecting Officers provides impartial and legally defensible sample collections with minimum disruption to your operations. Each Collecting Officer undergoes comprehensive training. Regular auditing across the network means that you and your staff can be confident of a consistent, high-quality service wherever you are in the world.

You will also receive a professional and personal approach to testing, with our Collecting Officers understanding the sensitivities of different cultures and environments. We collect from many types of location, including workplace offices, vessels, oil rigs, homes and many more.

### RESPONSIVENESS

Responsiveness in the event of an emergency is vital, which is why our network is on call around the clock, every day of the year. In 2019, the UK Collecting Officers managed to arrive at a customer site on average within 1 hour and 34 minutes following an emergency call out request.

## UK Medical Clinics

Our growing network of UK medical clinics enables our customers to send employees and candidates for employment to one of our dedicated testing sites. We can work with the donor directly to schedule the test, allowing you to get on with running your business.







# REPORTING TEST RESULTS

Acting on a reported positive result can lead to serious consequences. Therefore, it is vital that, before any action is taken, the results have been independently reviewed to determine whether there is a legitimate reason for the positive result.

We recommend that all positive confirmation results go to a Medical Review Officer (MRO), who provides independent and expert scrutiny of the results. The MRO can discuss any declared medication with the donor under medical-in-confidence.

The medical review process protects individuals from wrongful accusations when legitimate medications cause a positive result, for example, because they contain prescription opiates. Not only are wrongful accusations distressing for the

individual, but they can also lead to legal action against the employer along with adverse publicity. Therefore, we strongly advise all clients testing their workforce to use a medical review process. We can take care of this for you or provide training to do this.

## We also offer the following reporting services:

- Online results via myToxicology Portal
- Sentinel upload
- Drugs Alcohol Medical Screening Programme (DAMSP) certificate
- Railway Industry Supplier Qualification Scheme (RISQS) certificate

NON-NEGATIVE  
RESULT



MRO ENGAGED



MRO PROVIDES  
INDEPENDENT  
REVIEW



FINAL RESULT  
REPORTED

## FIT TO RETURN PROGRAMME

Dismissal is not the only option when companies are faced with a positive result from an employee drug or alcohol test. Our Fit to Return Programme provides a credible alternative, supporting the employee whilst continuing to manage the risks associated with recreational substance use:

- The deterrent of drug and alcohol testing is maintained
- The risk presented by the employee is managed
- The health and well-being of the employee is improved
- There is a demonstrable return on investment

## MYTOXICOLOGY PORTAL

Providing data at your fingertips, the portal is designed to give you quick and easy access to results for employee samples returned to our laboratory for drug and/or alcohol testing. Available to all customers, who will be able to:

- Conduct quick and easy sample searches via donor name or barcode
- View or download sample status, result outcomes and certificates
- Interrogate company data to view, create and customise graphs, charts and reports

**CONFIDENT DECISION-MAKING EMPOWERED BY DATA**





## OCCUPATIONAL HEALTH SERVICES

We provide workplace occupational health and well-being services specialising in employment medical programmes, preventative occupational health and well-being schemes, enabling you to manage the health, safety and well-being of your employees.

Whether your need is for a one-off medical or a complete end-to-end occupational health solution, we can meet your requirements. This adaptable approach enables us to work successfully across a diverse range of industries, as demonstrated by our portfolio of over 800 clients.

**Some of our occupational health services include the following:**

- Medical assessments, both industry-specific and bespoke
- Safety-critical medicals
- Workstation assessment
- Employee Assistance Programmes
- Counselling
- Physiotherapy
- Flu vaccinations



## We Are Here to Help You

To effectively implement a robust drug and alcohol testing programme, we understand that our customers will need support. That is why we can help you review your drug and alcohol policy, train and educate your workforce and management teams, collect your samples following robust chain-of-custody procedures, check your workforce is safe to work whilst taking medication, and give you options other than dismissal with positive tests via our Fit to Return Programme. We also offer a variety of other solutions, not just drug and alcohol testing, to support and meet your business needs.



## Industry Accreditations/Certifications

Accreditations and certifications are more than a set of badges – they show you that we adhere to internationally recognised quality standards and demonstrate our commitment to best practice.

### QUALITY STANDARDS

ISO 9001:2015

ISO 13485:2016+A11:2021

ISO 45001:2018

ISO/IEC 17025:2017

### INDUSTRY ACCREDITATIONS

Railway Industry Supplier Qualification Scheme (RISQS)

Achilles UVDB

Achilles Chemicals & Allied Industries Global

Achilles First Point Assessment Database (FPAL)

Safe, Effective, Quality Occupational Health Services (SEQOHS)



We're ready to discuss  
a testing programme for  
your organisation today.

CONTACT AN ABBOTT REPRESENTATIVE  
OR VISIT **TOXICOLOGY.ABBOTT**