

SAFETY IS  
YOUR  
RESPONSIBILITY

## Alcohol in the Workplace

As an employer it is YOUR responsibility to ensure that measures are in place to safeguard the health and safety of your employees and anyone else who may be affected as a result of the business undertaking.

### ADVICE TO EMPLOYERS

#### ALCOHOL IN THE WORKPLACE

##### WHAT IS ALCOHOL ABUSE?

It means that the consumption of alcohol is adversely affecting their work performance and relationships at work.

##### WHAT ARE THE FEATURES OF ALCOHOL ABUSE?

- Frequent unauthorised leave
- Frequent absences on Mondays and Fridays
- Deterioration in personal appearance and personal hygiene
- Lowered job efficiency
- Deteriorating relations with colleagues and clients

##### WHAT FACTORS CAN CONTRIBUTE TO ALCOHOL ABUSE?

- Too much or too little work
- Under or over promotion
- Marital or family problems
- Irregular or long hours
- Pressure from colleagues
- Family illness or bereavement



LEEDS  
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Environmental  
Health Services

[www.leeds.gov.uk](http://www.leeds.gov.uk)

More advice overleaf →

## CONTINUED

### ➔ WHAT SHOULD EMPLOYERS DO?

It can help to set up an alcohol policy which should clearly define 'alcohol abuse'. Employers should:

- Provide for the policy to be monitored and reviewed regularly in consultation with workplace representatives
- Encourage the worker to seek help voluntarily
- Guarantee confidentiality concerning discussions or subsequent treatment
- Stress that the absence for treatment will be regarded as sickness
- Enable the worker to return to the same job after treatment or try to provide alternative employment
- Explain that if the worker refuses help or his or her performance continues to be impaired then disciplinary action may be necessary

### WHERE CAN YOU GET MORE INFORMATION?

**Alcoholics Anonymous Tel: 0845 769 7555**

**Alcohol Concern (information line open 1.00pm – 5.00 pm)  
Tel: 0207 922 8667**

**Institute of Alcohol Studies Tel: 0207 2224001/5880**

**For further advice on these safety issues or any other aspect of health and safety, you can contact the Health and Safety section of Environmental Health Services on (0113) 247 7791 or [env.health@leeds.gov.uk](mailto:env.health@leeds.gov.uk)**

#### **Basic health and safety training**

**Our Health Promotion Unit runs a course in basic health and safety awareness. To receive information on this course contact the Health Promotion Unit at Environmental Health Services on (0113) 395 0683.**