

**SYNLAB** 



# Workplace Drug & Alcohol Testing

Responsive / Reliable / Results

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# Welcome to SYNLAB Laboratory Services

At SYNLAB Laboratory Services we understand the importance of safeguarding your people and business. For over 30 years' we've shared our expertise and worked with customers large and small, to identify, deter and rule out drug and alcohol misuse in the workplace.

Via our UK based UKAS accredited laboratory and a national 24/7 sample collection service, we offer end to end workplace drug and alcohol testing services, which can be taken in full or in part, including:



#### Policy

- Writing
- Implementation
- Review



#### Testing

- On-site
- Back to our in-house laboratory
- Pre-employment, random, post incident, reasonable suspicion, periodic breathalyser and testing kits



#### Training and Support

- Bespoke policy training
- On-going support
- General awareness training

Today we partner with over 3,500 customers across the UK to help minimise the risks associated with drugs and alcohol in the workplace and meet industry best practice.

Part of SYNLAB Group, the leading medical diagnostics provider in Europe, in addition to our drug and alcohol testing services, we also offer a wide range of pathology, occupational health and wellness testing. Contact us for further details.



SYNLAB Laboratory Services took the time to understand our business and needs. We selected them as our drug and alcohol testing partner based on their flexible approach, experience, accreditations and the ability to access to their own laboratory experts if needed.

**Sean Cullen**  
Lead SHEQ Manager, Bibby Distribution

# Policy Implementation, Review & Support

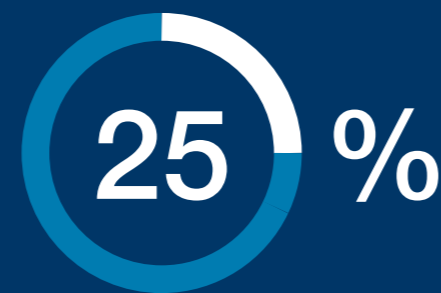
## Implementing Your Policy

At SYNLAB Laboratory Services we assist organisations large and small, to set out a tailored policy with the aim of reducing and deterring substance misuse in the workplace. When it comes to writing and implementing a policy, there is no 'one size fits all' approach to reduce the risks associated with drug and alcohol misuse in the workplace.

Our team of trusted experts can provide assistance in producing an effective policy that incorporates industry guidelines, follows best practice and is up-to-date with new and emerging trends.

## A Drug and Alcohol Policy has helped our customers:

- Manage and reduce risks in the workplace – acting as a preventative measure.
- Support the **health, safety and welfare** of their employees at work.
- **Build relationships** with employees by showing them there is support available.
- **Raise awareness** of issues in the business, encouraging staff members to take action.
- **Reduce the number of absences**, while increasing staff productivity levels.
- Improve corporate responsibility – protecting their people and brand.



• 25% of employees say that drugs or alcohol have affected them at work<sup>1</sup>

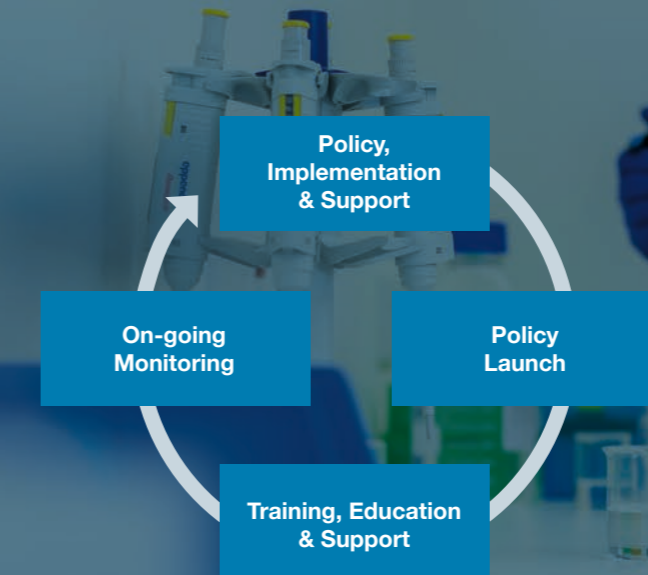
• Lost productivity due to alcohol use costs the UK economy more than £7 billion annually<sup>2</sup>

1.Considerate constructors' scheme 2016; Spotlight on drugs & alcohol 2.Public Health England 2016 Health matters: harmful drinking and alcohol dependence.

# Already Have a Policy?

If you already have a policy in place our team of trusted experts can assist you in the process of reviewing your policy and determining the next steps.

It's important to review your drug and alcohol policy periodically in order to stay up-to-date with new and emerging trends, to ensure new legislation is met and that it still meets objectives as your business grows.



# Drug & Alcohol Testing

SYNLAB Laboratory Services can support your organisation's proactive commitment to the health and safety of individual employees, co-workers and customers by introducing drug and alcohol testing. We offer a range of different testing methods to meet your individual business needs.

## Alcohol Testing

The most effective way to test for alcohol is to use an electronic breathalyser to test a breath sample. At SYNLAB Laboratory Services, we use calibrated electronic breathalysers which are the same models used by many police forces in the UK. These breathalysers produce instant and accurate results.

## Drug Testing

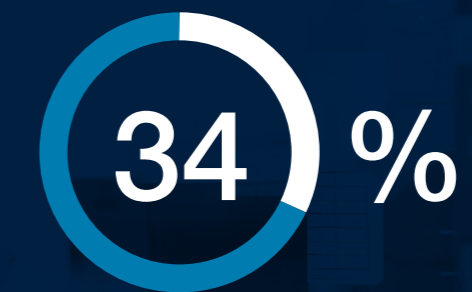
A drug test from SYNLAB Laboratory Services is usually conducted in two stages. The first stage is the preliminary screen; an instant test usually performed at the customer site. The second stage is to confirm the result of the preliminary screen by sending it to our accredited laboratory which quantifies the drugs or metabolites in the sample against recognised cut off levels.

## Urine

The most effective method for drug testing is to use a urine test. Urine is considered the gold standard as it's highly reliable and easy to collect and analyse. Urine is also the easiest sample medium used for cannabis detection – the most commonly abused substance in the UK.

## Saliva

Saliva testing is particularly useful in situations where toilet facilities are not readily available and is an unobtrusive method. With a narrower window of detection, saliva is used to look for use within the past day or less.



34% of adults aged 16 to 59 had taken drugs at some point during their lifetime\*

\*Crime Survey England and Wales 2017/18

# Drug & Alcohol Testing

## When to instruct testing

One of the key factors for an organisation to provide a safe and healthy working environment, is to ensure that employees do not misuse drugs or alcohol, nor are exposed to the consequences of misuse by others. You can do so by implementing an effective drug and alcohol testing programme, which can act as a deterrent to the misuse of drugs and alcohol in the workplace and also increases corporate responsibility.

16 %

On average  
16% of 'For Cause'  
tests returned a  
positive result\*

\*SYNLAB internal data 2018-2019



### Random

The impartial, random selection of employees to be drug and alcohol tested throughout the year can reduce the risk of accidents in the workplace due to drug and alcohol abuse.

### Pre-employment

Ensuring the safety and reliability of your workforce is of paramount importance. Using drug and alcohol testing either as part of your pre-employment checks or during the probation period, ensures you have reliable staffs that are free from the effects of drugs and alcohol on site.

Both Random and pre-employment require at least 48 hours' notice.

### For Cause

At SYNLAB Laboratory Services we define a 'For Cause' collection or testing as follows:

#### Post Accident/Incident:

Testing those involved in accidents/incidents following on from them to eliminate the suspicion of drugs and/or alcohol from proceedings.

#### Reasonable Suspicion:

When behaviour and/or observations indicate substance misuse including the discovery of illegal substances, paraphernalia or empty alcohol containers.

#### On-going/Periodic Monitoring

Any employee who has previously and voluntarily come forward and admits to having a drug and/or alcohol problem may be regularly tested over a 12 month period as part a rehabilitation process.

# In-house Laboratory Analysis

Whether the sample was tested using a testing kit or in our laboratory, the result of a preliminary test is returned as either 'negative' or 'non-negative'.

'Non-negative' means something within the sample has reacted with the test, however this could be an illegal drug, prescription medication or some over the counter medications.

Any non-negative result needs confirmation analysis. This is an in-depth analysis of the sample, producing reliable, legally defensible results.

A non-negative test result can be sent to our accredited laboratory to be analysed by our professionals.

The sample is divided into an 'A' and 'B' sample and is then sent back to our laboratory for analysis. An alternative sample is kept should there be any queries following the result.

SYNLAB Laboratory Services uses confirmation processes based on liquid chromatography with mass spectrometric detection (LC-MS) and all methods are validated as part of SYNLAB Laboratory Services' ISO 17025 accreditation.

## Reporting Service

With a combined 60 years' experience, our industry leading experts are able to provide a certificate of analysis detailing the testing that has occurred, whether the result is positive or negative and a medication interpretation where required. SYNLAB Laboratory Services are unique in having our medication opinions and interpretations included within our ISO 17025 accreditation.



Statistically, drinkers are more likely to be employed than non-drinkers<sup>1</sup>



Cannabis is the most commonly used drug in the UK<sup>2</sup>

1. Public Health England (2016) - Working years of life lost due to alcohol  
2. ACMD Reports & Drug wise report 2017

# Collection Services

At SYNLAB Laboratory Services, we offer a national sample collection service available 24 hours a day, 365 days a year.

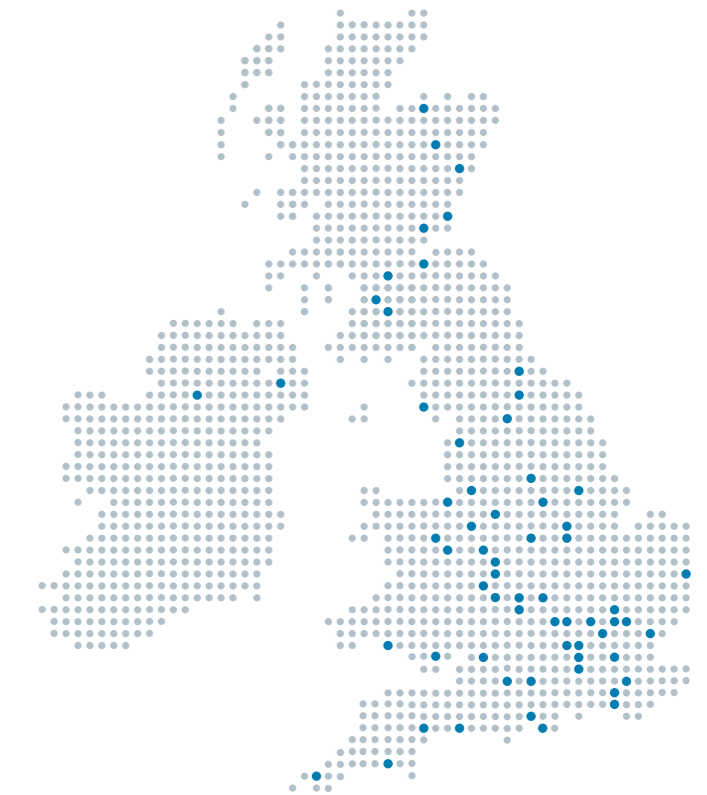
Our impartial, professionally trained Collection Technicians are located across the UK giving you the confidence of a compliant, end to end solution to support your business' needs.

This impartiality of a third-party collection service removes potential allegations of prejudice or bias about who is tested and when, and demonstrates your organisation's commitment to fairness.

Our strict chain of custody procedures ensure personal data is protected, results are secure and accurate.

## Key benefits of using SYNLAB Laboratory Services' Collection Service include:

- Our urine and saliva chain of custody collection process is ISO 17025 accredited.
- Robust policies and procedures.
- Impartial, high quality service.
- We are digital! All of our Collection Technicians are equipped with tablets to capture all testing information for a professional, seamless service.



# Training, Education & Support

For the success of any workplace Drug and Alcohol Policy, it is critical that those responsible for its implementation and on-going delivery are sufficiently trained. Leveraging our experience as a trusted expert partner, SYNLAB Laboratory Services has a range of tools available to support you educate, communicate and train those enforcing the policy, as well as your wider employee base.

We know that every organisation is different and as a result we provide bespoke training solutions to enhance your organisation's awareness of drug and alcohol misuse in the workplace, and to aid you in the on-going administration of your drug and alcohol testing programme.

Our highly knowledgeable training team are equipped to provide education, training and consultancy communications and requirements, which will ensure your company strategy is able to manage the risks associated with drug and alcohol misuse.

## Who should attend?

All employees who are responsible for enforcing the drug and alcohol policy should attend a training course when your organisation's policy goes live. We recommend refresher training is completed every 12 months to ensure your team are kept up to date with new trends, and retain competency.

## Supporting materials

We also offer some simple tools including posters, pamphlets and alcohol unit calculator wheels to assist you in reinforcing the key messages of your policy across your organisation, which will inform and raise awareness amongst your employees:



Posters



Pamphlets



Alcohol unit calculator wheel

# Results You Can Trust

No matter the reason why a sample is sent to our laboratory, you can rest assured that you are in safe hands with SYNLAB Laboratory Services' trusted expert toxicology team who have over 60 years' combined experience in the field.

SYNLAB Laboratory Services' laboratory is accredited by UKAS, a recognised body to assess against international agreed standards. The accreditation provides an assurance of the competence, impartiality and integrity of conformity assessment bodies.

We are regularly audited by our accrediting bodies. We hold UKAS ISO 17025, the Forensic Science Regulator's Codes of Practice and Conduct and are accredited by RISQS. Our Pathology laboratory also holds ISO 15189.



## ISO 17025

UKAS Accredited Testing Laboratory No 2144



## ISO 15189

UKAS Accredited Medical Laboratory No. 9301



## FORENSIC SCIENCE

Forensic Science Regulator's Codes of Practice and Conduct



## RISQS

Accreditation

## Why Choose Us?

**SYNLAB Laboratory Services can support you throughout the whole process of drug and alcohol testing with the following:**

- We offer an end to end testing service, from policy implementation and support to training and educating your team.
- We have a dedicated and attentive client management team.
- Customers have direct access to our laboratory experts.
- Our collection service operates 24/7, 365 days a year with a digital collection system to capture all testing information for a professional, seamless service.
- We are one of the few providers that offer a combined in-house collection and laboratory service, enabling us to deliver industry leading turnaround times.
- Our laboratory is accredited by UKAS, RISQS and the Forensic Science Regulator's Codes of Practice and Conduct.
- Expedited service options available.
- SYNLAB Laboratory Services is focused on innovation, with our own research and development team.



## What Our Customers Say



**Emma Kirby**  
HR Business Partner  
Co-Op Funeral Care

From our initial discussions through to the in-house training, SYNLAB Laboratory Services guided us each step of the way during the implementation process, using their experience as experts in this field, with a clear communication plan.

This level of outstanding, on-going support has continued since implementation and being able to have SYNLAB Laboratory Services' toxicology team only a phone call away has been immensely helpful.



**Sarah Wells**  
Business Manager  
Caritas

Using their capacity and expertise, SYNLAB Laboratory Services continuously deliver an excellent service to Caritas, and ultimately help us achieve our goal of delivering the highest quality patient experience at all times.





SYNLAB Laboratory Services  
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Brecon Road  
Abergavenny  
Monmouthshire NP7 7RX

SYNLAB Laboratory Services does not provide legal advice to its customers or donors of samples. Our customers and any donors should seek the advice of specialist legal advisors in connection with drug and alcohol testing including with regards to the development and enforcement of any organisational and/or employer policies.

SYNLAB Laboratory Services offers its services in compliance with laws in the UK. It is our customer's own responsibility to comply with all laws applicable to them and the operation of their business, including but not limited to, the Data Protection Act 2018/GDPR (EU) 2016/679 and the Health and Safety at Work Act 1974, as well as all relevant employment laws.

SYNLAB Laboratory Services' UKAS  
Accredited testing Laboratory numbers:

UKAS accredited testing laboratory No 2144.

UKAS accredited medical laboratory No. 9301.

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