



American Drug Testing

Drug-Free Workplace Programs

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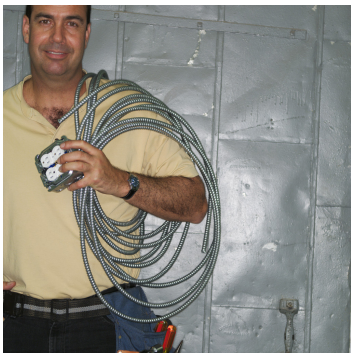
(843) 747-4111

DRUG-FREE WORKPLACE ADVISOR

AN ONGOING SERIES TO PROTECT YOUR COMPANY BY HELPING TO KEEP DRUGS OUT OF YOUR WORK-

Drug-Free Work Week, Part 2: October 19th-25th

October 19-25th is *Drug-Free Work Week*, and employers and workers across the country are encouraged to participate. The activities listed below represent additional ways (see Part I) to build safer, healthier workplaces through substance abuse



prevention and intervention, and most can be implemented at any time during the year. **Offer health screening** - Organizations can use *Drug-Free Work Week* to encourage employees to assess their own use of alcohol and other drugs and privately determine if they need help to change their behavior. For example, organizations can inform employees about the confidential, self-administered online screening tool at AlcoholScreening.org and make sure

all employees have access to the Internet in a private location in case they want to use it. Availability of confidential

“... encourage employees to assess their own use of alcohol and other drugs...”

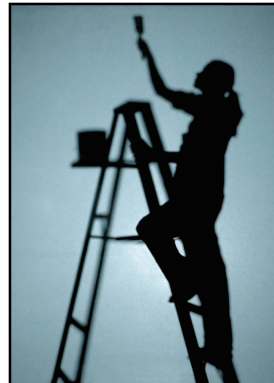
substance abuse screenings by qualified professionals could also be publicized and offered by the EAP health unit, and/or occupational nurse.

Publicize available community treatment resources - Whether or not an organization has an onsite EAP or health unit, help for substance abuse problems is likely available nearby through a hospital, local health department or stand-alone Substance Abuse Treatment Center. Furthermore, self-help programs, such as the 12-step programs of Alcoholics Anonymous and Al-Anon, are free and available in communities nationwide.

Review your health insurance policy - Coverage for substance abuse treatment makes it more likely that employees struggling with alcohol and drug problems will seek help proactively. Review your health insurance policy to see if substance abuse treatment is covered, and if not, consider adding coverage.

Allow employees time to volunteer in community drug prevention efforts - One way to promote an organization's dedication is to grant employees time off to volunteer to assist with efforts to prevent substance abuse in the larger community or organize a team of volunteers to support a local prevention initiative.

Create a Drug-Free Workplace Display - *Drug-Free Work Week* is a great time to freshen up bulletin boards in break areas or other locations that employees frequent by posting positive messages about the importance of being drug-free



to their safety and that of their coworkers. Display materials could include a copy of the company's drug-free workplace policy, a list of local and national helplines for employees who may have a problem with alcohol or drugs, and EAP contact information, if applicable.

Feature Drug-Free Work Week in the employee newsletter or Intranet - Articles could be on a range of topics, including general information about substance abuse and its impact in the workplace environment; sources of help for workers with substance abuse problems; and actions workers

can take if they think a colleague may have a substance abuse problem.

Distribute a payroll message listing helplines or a reminder about Drug-Free Work Week for employees - Provide additional value during *Drug-Free Work Week* by including a leaflet or message listing sources of help for those with substance abuse problems or a simple reminder that it is *Drug-Free Work Week* and a good time to re-commit to working drug-free.

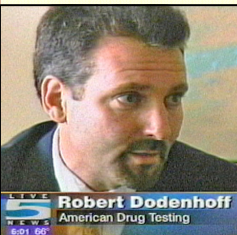
Hold a social event celebrating safety and health - A social event with plenty of food, fun and non-alcoholic drinks can help reinforce the importance of being drug free to working safely and remind workers that alcohol is not necessary to unwind and relax. The theme for

such an event could be one of general health and wellness, with door prizes such as gift certificates for local health clubs or recreational activities.

Source: U.S. Department of Labor

For additional tips, see the “client area” at www.AmericanDrugTesting.net. or call 843-747-4111.

The Drug-Free Workplace Advisor is published by



American Drug Testing, a leading drug-free workplace administrator and testing

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