



American Drug Testing

Drug-Free Workplace Programs

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DRUG-FREE WORKPLACE ADVISOR

AN ONGOING SERIES TO PROTECT YOUR COMPANY BY HELPING TO KEEP DRUGS OUT OF YOUR WORKPLACE.

Drug-Free Work Week: October 20th—26th

The U.S. Department of Labor and American Drug Testing are promoting *Drug-Free Work Week* as a cooperative program focused on improving worker safety and health in the construction industry through drug-free workplace programs. The activities listed below represent ways to build safer, healthier workplaces through substance abuse prevention and interven-

Promote your Drug-Free Workplace Program – One way to do this is to distribute to all employees a copy of your drug-free workplace policy, along with a positive message about valuing health and safety, and then provide an opportunity for them to ask questions about it, perhaps through an open forum or privately. **Train supervisors** - Supervisors are the individuals closest to an organization's workforce. Conduct training to ensure supervisors understand their organization's policy on alcohol and drug use; ways to deal with workers who have performance problems that may be related to substance abuse; and how to

refer employees to available assistance (American Drug Testing offers low-cost online training programs).

“...to educate employers, employees and the general public about the importance of being drug-free...”

Educate workers - To achieve a drug-free workplace, it is critical that an organization educate its workers about the nature of alcohol and drug use and its negative impact on workplace safety and productivity. (contact American Drug Testing for free training materials).

Remind employees about the availability of EAP or MAP services - If your organization has an Employee Assistance Program (EAP) or Member Assistance Program (MAP), *Drug-Free Work Week* presents a perfect opportunity to remind them of its availability. **Offer health screening** - Encourage employees to assess their own use of alcohol and other drugs and privately determine if they need help to change their behavior. **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. **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 it is not, consider adding coverage.

Allow employees time to volunteer in community drug prevention efforts - 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** - Post positive messages about the importance of being drug-free to their safety and that of their coworkers.

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 col-

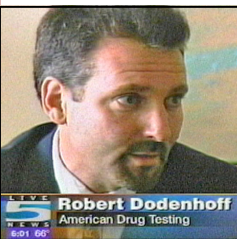
league may have a substance abuse problem. **Distribute a payroll message listing helplines or a reminder about Drug-Free Work Week for employees** - Provide additional value during *Drug-Free Work Week* by including a leaflet or message listing sources of help for



those with substance abuse problems or a simple reminder that it is *Drug-Free Work Week*. **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.

Source: U.S. Department of Labor. For additional tips, see the “client area” at www.AmericanDrugTesting.com

The Drug-Free Workplace Advisor is published by



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

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