

Checklist for Drug-Free Employers

The checklist below can be used to ensure that a employers BWC Drug-Free Workplace Program (DFWP) has all of the required components. These should be reflected in the written substance policy that is shared with their employees.

1. The drug-free program **must apply to all employees**, including management, and must comply with collective bargaining agreements, if applicable.
2. The written policy should mention **the company's reason for creating a substance-free workplace**, e.g., concern for employee safety/health, productivity, accident prevention, loss control and commitment to helping employees with substance problems who come forward for assistance.
3. The written policy should address **confidentiality** of program records and information, and that the employer is ensuring that they will obtain a consent-to-test/release form from every employee to facilitate any testing that has to occur.
4. The written policy should state what constitutes prohibited conduct in relationship to substance use affecting workplace safety and the possible **consequences of violating your policy**.
5. The written policy should mention annual **employee education** that includes:
 - Providing a copy of the policy to all employees
 - How the Drug-Free Program will operate
 - Information related to alcohol and drug use
 - How substance use affects workplace safety
 - The effects/dangers and signs/symptoms associated with alcohol and drug use
 - Where to go for assistance with a substance problem
 - The protections built into the program. Employee education is – at minimum - two hours annually for current employees (including supervisors) and new hires with a two-hour refresher each year.

- New hires should receive information and a copy of the written policy at orientation along with any written materials that were shared at the last employee education session dealing with substance use.
 - The two hours can be used on policy discussions as well as substance educational awareness.
- 6.
- Your program should ensure **all supervisors receive skill-building training** to properly support your drug-free program and carry out your Drug-Free policy.
 - This includes being trained to:
 - Recognize a possible substance problem.
 - Document the situation.
 - Confront the employee professionally.
 - Make a referral for testing or assistance.
 - Supervisor training is for all current and new supervisors, and is 4 hours initially for each supervisor with two hours of annual refresher training for those who've received the initial training.
 - A qualified person must do or oversee the training.
 - The employer can use some of training time to discuss expectations of supervisors and operational issues.
 - The remainder should be spent on skill-building.
- 7.
- Your policy should mention substance testing and cover each type of situation where an alcohol and/or drug test may occur including:
 - Pre-employment/new hire** (drug test only, applies to all newly hired employees)
 - Post-accident, reasonable suspicion, return-to-duty** (and any other follow-up testing if the employee is retained)
 - Random** (drug test only)
 - If applicable, your policy should describe the **drugs that will be tested (including alcohol), testing procedures, prescription medications, over-the-counter medications, and illegal drugs**, and that a positive test involves testing at or above cut-off levels for various types of drugs and for alcohol.

- 8. Your policy should mention the protections that come from using a collection site that follows an approved chain-of-custody process to ensure accurate and reliable testing results, a federally-certified laboratory, and a Medical Review Officer who ensures the employee's rights are protected in the testing process.

- 9. Your policy should address **employee assistance** services, and your company should provide – at minimum - a list of local community resources that employees can go to for help with a substance problem.
 - For Level 2, your program should also include pre-establishing a relationship with an employee assistance provider to whom employees who need an assessment could be referred.
 - For Level 3, your program should include health care coverage with available chemical dependency counseling.

- 10. For Level 2 or Level 3, your program should include the required steps of **BWC's 10-Step Business Plan**.

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Information

- For further information, please contact
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Date Reviewed _____

Reviewer _____