

Drug Free Workplace

Analyze • Inform • Motivate

The news headlines report accidents and violence on a daily basis that can be related to the abuse of alcohol or drugs. Employers are faced with the daunting task of not only providing a safe work environment for their employees with protecting them from co-

can be effective without all five elements, the DOI. recommends that each be examined to develop a policy for your company.

Today, companies have an employee handbook that guides the newly

required to notify the company?

- Will employees, lockers or personal belongings on company premises be subject to searches?
- Will the policy include drug and/or alcohol testing?
- What type of testing will be conducted?
- Who will conduct any testing?
- What are the consequences to any violations of the policy?
- Is the policy zero-tolerance or will there be a return-to-work program?
- Will there be any assistance / counseling available?
- Who pays for this assistance?
- How will employee confidentiality be protected?
- Who will enforce the policy?
- What type of training will they receive?
- Will all employees receive training on the new policy?
- How will the policy and/or any changes be communicated to employees?

5 Basic Elements of a Drug –Alcohol Program

1. Written Policy
2. Supervisor Training
3. Employee Education
4. Employee Assistance Program
5. Drug Testing

workers that may be under the influence of drugs and/or alcohol.

By ensuring a drug-free workplace, companies find that an effective policy adds value to their health and safety program.

Where Do I start

The most common question employers have regarding a drug—alcohol program is how do I start? The US Department of Labor advises that most successful company programs have five basic elements. Programs

hired workers in the day-to-day activities and processes of the company. The written policy for a drug and alcohol program is not different.

Questions to consider when developing a policy

The written policy answers but is not limited to the following questions:

- What is the purpose of the program?
- Who is covered by this policy?
- If convicted of a drug/alcohol offense, will the employee be

As these questions are addressed in a written policy, the remaining elements quickly fall into place.



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About DTRIC Insurance Risk Consulting Services

The Risk Consulting Services team at DTRIC Insurance is designed to help you reduce accidents and injuries in the workplace. Our approach involves our proven **A.I.M.** process that is easy to understand and simple to implement.



ANALYZE

We start by helping you understand and assess your current situation with services including:

- Safety audits
- Property and liability hazard surveys
- Accident investigation training
- Graphical analysis
- Job hazard analysis

INFORM

Keeping your team members informed is essential to success. We'll help you:

- Develop a safety committee
- Provide educational resources
- Work with your management team to develop their skills and knowledge of regulations
- Address loss trends with training on key issues
- Open communications within your organization

MOTIVATE

The more safety is promoted in your workplace, the more motivated your team members will be to make safety a top priority. Whether you motivate with promotions, incentives or recognition, we'll help you develop a results-driven method to encourage safety at all times.

DTRIC's Risk Consulting Services team will work closely with you to create a program to effectively improve your bottom line.