

DRUG FREE WORKPLACE



BUSINESS GUIDE

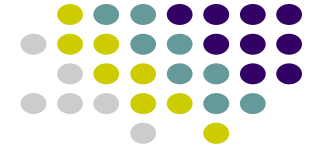
WORKDRUGFREE OREGON

An Oregon Business Plan Initiative

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Workplace alcohol and drug related problem cost the U.S. over \$100 billion each year How much is it costing you?



The fact is 74% of drug users are employed.

- The effects are devastating.
- Workers are at risk on the job.
- The company suffers.

Drug and Alcohol Abusers:

- Are five times more likely to file a worker's compensation claim.
- Incur 300% more health costs.
- Are 1/3 less productive.
- Are absent from work 3 times more.

HOW THE DRUG FREE WORKPLACE PROGRAM CAN HELP YOU!

We provide a comprehensive tool kit that includes:

- **SAMPLE POLICY:**
Drug Free Prineville-Crook County will provide assistance using the US Department of Labor's Working Partners website to develop a policy that is just right for your business and/or will connect you to legal resources.
- **TRAINING:**
Trainings for supervisors and employees outlining roles and responsibilities to provide for a safe and productive work environment.
- **EMPLOYER RESOURCES:**
List of Employee Assistance resources and drug testing providers that specialize in workplace programs.

WHAT CAN YOU DO?

Write a clear and comprehensive policy that will answer these questions:

1. What is the purpose of the policy?
2. What do you expect from your employees?
3. What will happen if someone violates policy?

Offer employee assistance programs providing:

1. Identification/resolution of performance problems.
2. Confidential short-term counseling.
3. Assessment and referral.
4. Supervisory training/consultation.
5. Follow-up services.

Conduct Drug Testing

1. Avoid hiring individuals who use drugs.
2. Deter employees from abusing drugs/ alcohol.
3. Provide early identification and referral to treatment.

Train Supervisors:

1. To recognize potential drug/alcohol abuse.
2. How to document performance problems.
3. Skills for referral of employee to company's Employee Assistance Program.
4. Importance of follow progressive discipline.
5. If you sell alcohol, training should cover responsible alcohol serving.

Educate Employees:

1. Explain your workplace policy.
2. Describe how employees can get help for substance abuse problems.
3. Inform employees on how substance abuse actually affect their livelihood.
4. Educate staff on how to prevent or deal with substance abuse at home.

"The quality of a workforce is just as important to economic development as the availability of workers. By fighting drug abuse in the workforce we are working toward improving the productivity of our workers and the health of our businesses in the region." John Boylen, 2006 Chamber President