

American Drug Testing

Drug-Free Workplace Programs

Volume 1

Issue 58

(843) 747-4111

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 14th - 20th

October 14-20th is designated by the US Department of Labor as *Drug-Free Work Week*, and employers and workers across the country are encouraged to



participate. The purpose of *Drug-Free Work Week* is to educate employers, employees and the general public about the importance of being drug-free as a component of improving workplace safety and health and to encourage workers with alcohol and drug problems to seek help.

The U.S. Department of Labor is promoting *Drug-Free Work Week* through a collaborative effort with the 13 members of its [Drug-Free Workplace Alliance](#), a cooperative program focused on improving worker safety and health in the construction industry through drug-

free workplace programs. In addition, employers and employees across all industries are encouraged to take part.

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

The activities listed below represent ways to build safer, healthier workplaces through substance abuse prevention and intervention, and most can be implemented at any time during the year.

Implement a Drug-Free Workplace Program – *Drug-Free Work Week* is the perfect time to launch a Drug-Free Workplace Program if your organization does not already have one. Such programs are natural complements to other initiatives that help protect worker safety and health. To learn more about them, contact American Drug Testing at 843-747-4111.

Promote your Drug-Free Workplace Program – If your organization already has a Drug-Free Workplace Program, *Drug-Free Work Week* is a logical time to ensure the program is adequate to meet

current needs and to remind employees about its important role in keeping them safe while on the job. 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. As part of *Drug-Free Work Week*, organizations can 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).

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. *Drug-Free Work Week* is a natural time to step up such efforts through training sessions, guest speakers or brown-bag lunches. If employee education is already a regular activity, a *Drug-Free Work Week* program could be

offered on a specific timely topic such as the abuse of prescription drugs or methamphetamine (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

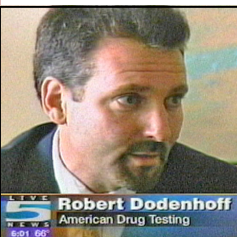


to remind them of its availability. Such programs offer free, confidential services to

help all employees, including supervisors, resolve personal and workplace problems, such as substance abuse. They also offer confidential substance abuse screenings as well as brief intervention, if warranted, and help employees locate local treatment resources. (additional tips in our next newsletter). *Source: U.S. Department of Labor*

For additional tips, see the “client area” at www.AmericanDrugTesting.net or all 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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