



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.

What your business can do to become drug-free, Part II

II. Training Supervisors

Supervisors have an important role to play in your drug-free workplace program. Their support is critical.

The key to their success is to clearly identify your expectations for them. For example, supervisors should not be expected to act as substance abuse experts; that's not their job. However, they should be expected to identify the signs of poor job performance and follow standard company procedures for dealing with employees.

Train supervisors to do the following:

1. Know the company's policy;
2. Understand their role in the policy's implementation and maintenance;
3. Observe and document unsatisfactory job performance;
4. Confront workers about unsatisfactory job performance;

5. Understand the effects of substance abuse in the workplace; and

“... to identify the signs of poor job performance and follow standard company procedures for dealing with employees.”

6. Know how to refer an employee suspected of having a substance abuse problem to those who are qualified to make a diagnosis and offer assistance.

III. Educating Employees

Employees must understand and support your program. Educating them is a critical step in achieving your drug-free workplace objectives.

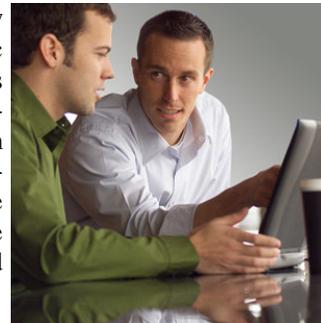


There are five goals related to employee education:

1. Provide information about how alcohol and other drugs affect individuals and families;
2. Help them understand the impact that substance

abuse has on safety, productivity, and the overall cost of doing business;

3. Explain the consequences for violations of the policy;
4. Describe how the basic components of your overall program work, including employee assistance services and testing; and
5. Describe how employees can get help overcoming substance abuse problems.



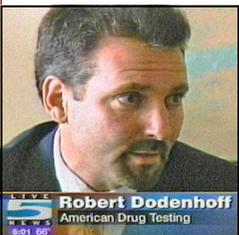
employee assistance service, do the following:

1. Contact other companies in your area that provide employee assistance services to their workers and learn about their programs.
2. Determine whether there is an EAP consortium available in your community. Consortia typically make EAP services available at the kind of prices that larger companies usually enjoy. A local or state chamber of commerce, trade association, or other business organization may provide an EAP consortium.

In Part III we elaborate on drug testing as part of a comprehensive drug-free workplace initiative.

For additional tips, see the “client area” at www.AmericanDrugTesting.net or all 843-747-4111.

The Drug-Free Workplace Advisor is published by



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IV. Providing Employee Assistance

An employee assistance program (EAP) is a job-based program established to help workers with personal problems that affect job performance. Substance abuse may be one of those problems. The use of EAPs can be cost-effective and result in overall savings with the drug and alcohol testing program. However, EAPs are not a “quick fix.”

For many companies a formal EAP is financially unrealistic. However, the services provided by EAPs are available in a variety of ways--often within the budget of a small company.

If you are interested in an em-

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