AOD IN THE WORKPLACE

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Program Objectives

(1 of 3)

- Assess the roles that alcohol and other drugs play in your workplace.
- Create an effective drug free policy, and successfully implement it within your organization.

Program Objectives

(2 of 3)

- Learn the benefits of an Employee Assistance Program, and determine how to select the right EAP for your organization.
- Understand the methods of drug testing, and decide which variety will be the most effective in your organization.

Program Objectives

(3 of 3)

- Learn the hallmarks of a successful program, and create strategies to achieve success.
- Increase productivity, lower costs from compensation claims, decrease absenteeism, and prevent accidents.

The Problem

(1 of 5)

Of the 17.4 million illicit drug users, age 18 or older in 2007, 13.1 (75.3%) million were employed—either full time or part time.

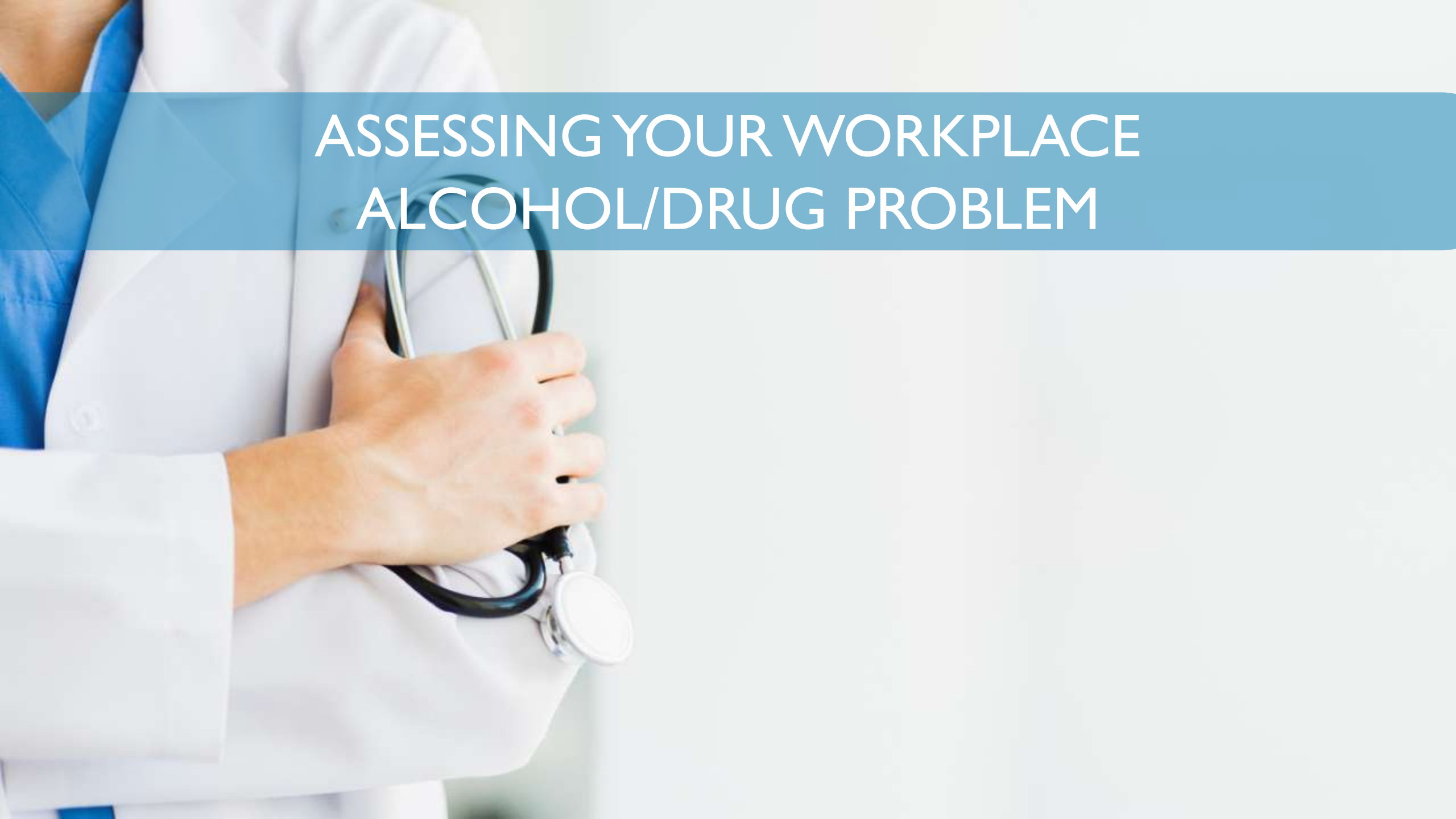
Absenteeism, increased healthcare costs and decreased productivity due to alcohol and other substance abuse costs your company $1,000 per employee per year.

The Problem

(2 of 5)

Research indicates that between 20% and 30% of all workplace accidents involve employees who are intoxicated.

Between 10% and 20% of all workplace deaths test positive for alcohol or other drugs.



ASSESSING YOUR WORKPLACE ALCOHOL/DRUG PROBLEM

Assessing Your Workplace Alcohol/Drug Problem

(1 of 13)

Alcohol/drug abuse has been shown to negatively affect the following areas:

Assessing Your Workplace Alcohol/Drug Problem

(2 of 13)

Alcohol/drug abuse has been shown to negatively affect the following areas:

Assessing Your Workplace Alcohol/Drug Problem

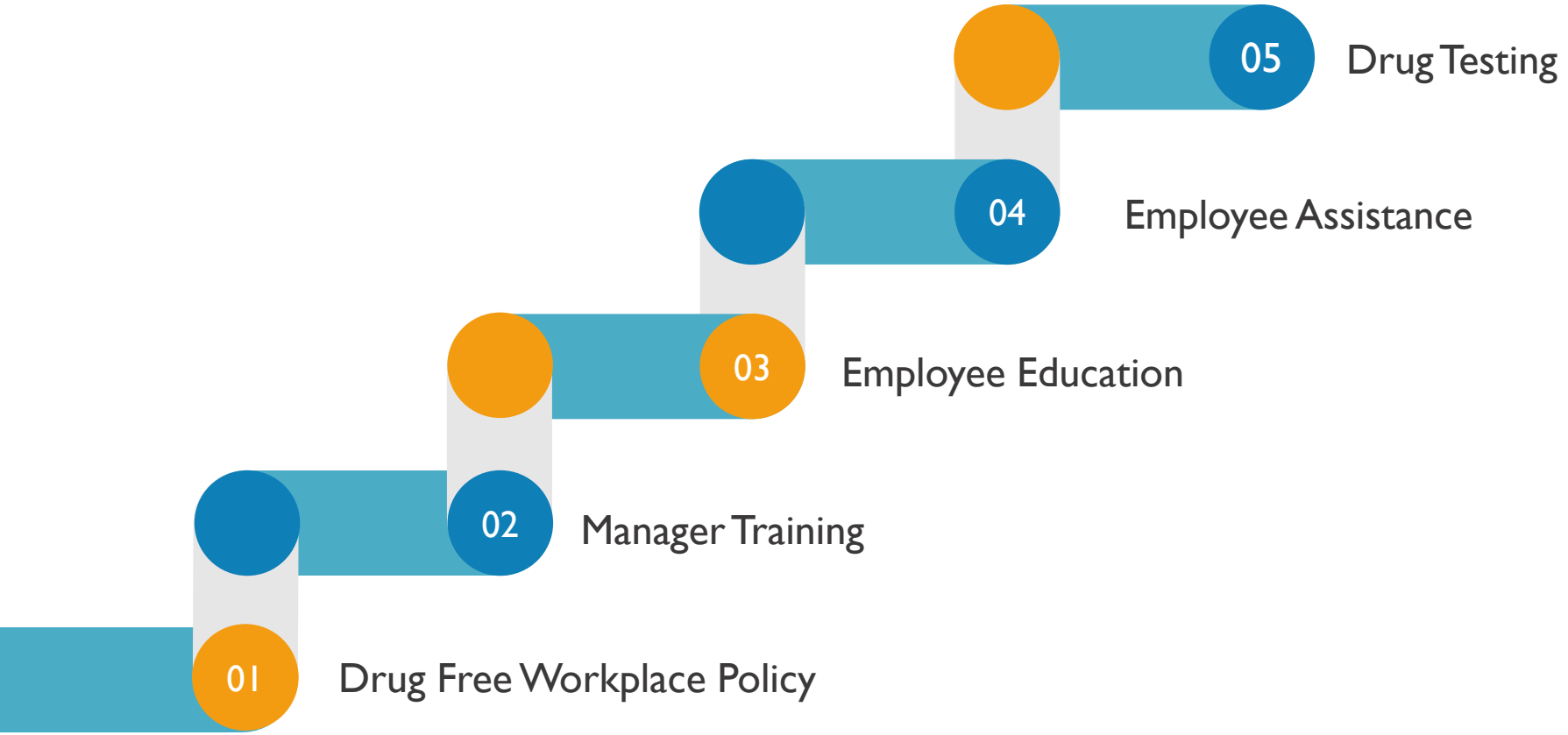
(9 of 13)

Recognizing alcohol and drug abuse and dependency requires knowledge of the general signs and symptoms, which may also be unrelated to job performance and work behavior.

The Drug Free Workplace Act

(2 of 3)

The 5 steps to becoming a drug free workplace include:



DRUG FREE POLICY

Drug Free Policy

(1 of 10)

A drug free policy is a written statement that describes prohibited actions and the consequences for doing them.

The policy needs to be comprehensive and clear.

TRAINING MANAGERS

Training Managers

(7 of 18)

Managers must be responsible for:

EDUCATING EMPLOYEES ON SUBSTANCE ABUSE

Educating Employees on Substance Abuse

(6 of 13)

The collaborative approach:

Educating Employees on Substance Abuse

(7 of 13)

The collaborative approach:

This strategy tends to be more effective than the top-down approach if time and energy can be put into creating the right drug free atmosphere.

Though the collaborative approach seeks to educate and support employees, this does not imply leniency - consequences must still be strictly enforced.

EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance Program

(1 of 19)

An EAP is a workplace focused program, which focuses on recognizing and resolving the workplace problems associated with alcohol and/or drugs.

Employee Assistance Program

(19 of 19)

The EASNA maintains an accreditation program that sets standards for internal and external employee assistance programs.

The EAPA is a professional membership organization that certifies the qualifications of individual employee assistance practitioners.

DRUG TESTING

Drug Testing

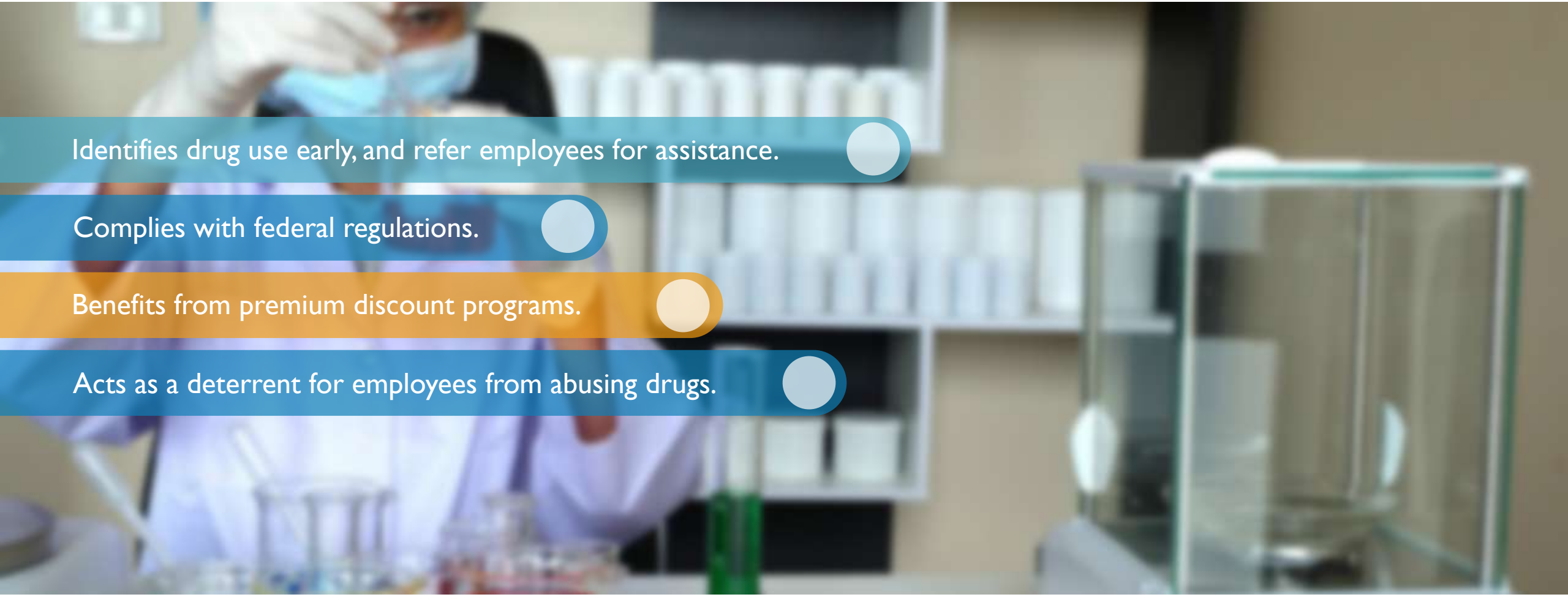
(1 of 9)

Drug testing is a way to get evidence of recent drug use in order to take appropriate action, provide reason for consequences, and analyze the outcome.

Drug Testing

(2 of 9)

The drug testing prevents hiring employees who abuse drugs.



Drug Testing

(3 of 9)

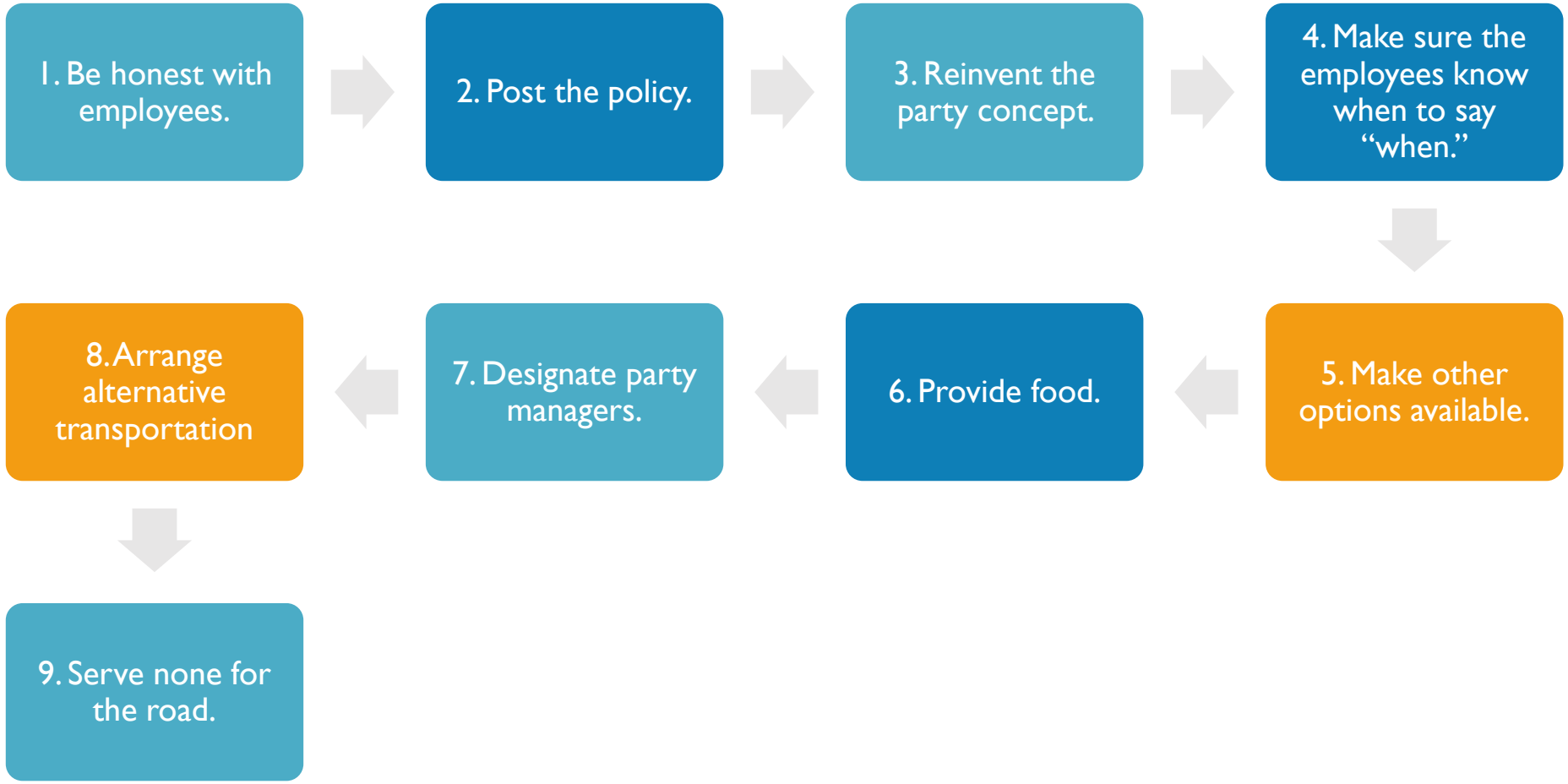
There are 5 types of drug testing:

WORKPLACE PARTIES

Workplace Parties

(1 of 11)

Nine steps for safe office celebrations:



Workplace Parties

(3 of 11)

Nine steps for safe office celebrations:

Be honest with employees.
Make sure employees know the alcohol and drug policy before any use of alcoholic beverages in the office.

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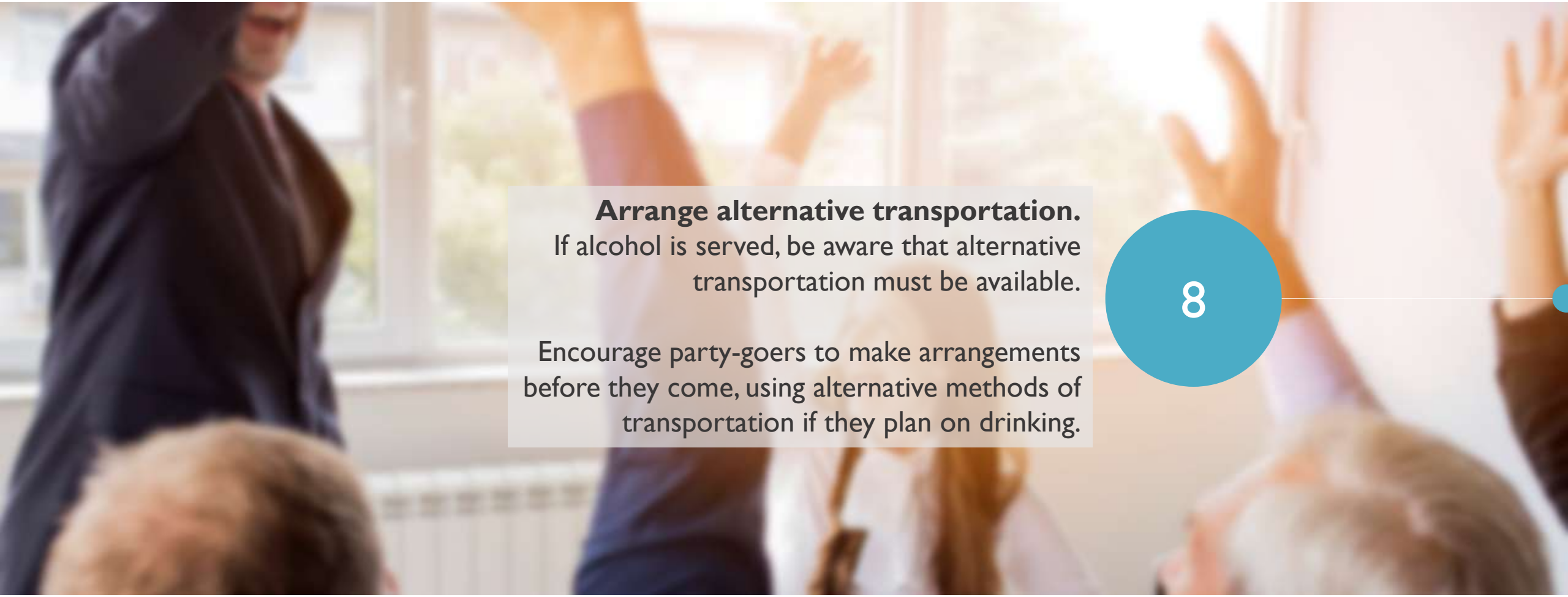
Workplace Parties

(10 of 11)

Nine steps for safe office celebrations:



Arrange alternative transportation.
If alcohol is served, be aware that alternative transportation must be available.

Encourage party-goers to make arrangements before they come, using alternative methods of transportation if they plan on drinking.

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