MODULE 1: EDUCATING YOUR EMPLOYEES ABOUT BEING SAFE AND RESPONSIBLE CONSUMERS OF PRESCRIPTION MEDICATION

Educate employees within the context of your drug-free workplace policy's rule about prescription and over the counter drugs. Rooting employee education in your policy ensures that employees know what happens if they violate a rule, when they'll be tested, and their rights and responsibilities. In addition, include safety and health information about prescription and over the counter drugs in your sessions, and be sure to point employees to available resources for assistance if they or a family member needs help with any alcohol/drug issue.

In short, employee education can increase the likelihood your employees will adhere to your drug-free workplace program. And as an added bonus, education can also help *prevent* alcohol and other drug related problems with your employees and even their children.

For information and downloadable resources to use in educating your employees to be safe and responsible consumers of prescription medications, visit Together Arkansas (https://www.togetherarkansas.com/helpful-links/).

General Employee Education Tips

- Don't limit employee education to formal classroom learning. Use reinforcements and refreshers such as
  - Break room flyers
  - Articles in company newsletters
  - "Toolbox talks" or "watercooler conversations"

- Choose the option that works for your budget, comfort level and logistics
  - Hire a qualified trainer to come to your site.
  - Receive training to do it yourself.
  - Send individual employees (e.g., new hires) to online webinars or OnDemand courses.

- Make your sessions engaging, interactive and a fit for YOUR team!
  - Cover new topics each year (e.g., low-risk alcohol guidelines, preventing substance use disorder, talking with children about substance misuse, etc.).
  - Use games (e.g., trivia) to encourage interaction and to check employees' level of understanding.

- Be sure your employee education complies with the requirements of any state incentive program(s) you wish to take advantage of (e.g., workers' compensation premium credits).

Together Arkansas, including the course and these resource materials, has been developed to raise awareness with businesses about how to respond to the risks associated with the misuse of opioids and other drugs. The content is meant for educational purposes only and not for the purpose of providing legal advice or replacing the work needed to develop a responsible drug-free workplace policy and program. As such, it should not be used as a substitute for consultation with a legal professional or other competent advisor. If you have questions about this course or the information presented here, please reach out Contact@TogetherArkansas.com.

To view the other modules in this course, visit www.TogetherArkansas.com.

Together Arkansas is a collaboration between the Arkansas State Chamber of Commerce/AIA, Arkansas Blue Cross and Blue Shield, and Arkansas Opioid Recovery Partnership. Written and produced by Working Partners®, with thanks to the Ohio Chamber of Commerce and Anthem Blue Cross/Blue Shield.