MODULE 1:
SELF-ASSESSMENT CHECKLIST: DRUG-FREE WORKPLACE (DFWP) PROGRAM

A comprehensive, best-practice drug-free workplace (DFWP) program is essential for detecting, preventing, and addressing substance misuse, while supporting employees in recovery. An effective program includes five main components:

1. Written Drug-Free Policy and Procedures;
2. Employee Education;
3. Supervisor Training;
4. Drug and Alcohol Testing, and
5. A Plan for Employee Assistance.

Use this checklist to assess your company's DFWP program.

1. Written Drug-Free Policy and Procedures
   - ☐ Our policy was developed/reviewed by legal counsel or a DFWP expert.
   - ☐ Our policy complies with all applicable federal, state, and local laws and authorities to which we are subject (e.g., ADA, FMLA, , NLRA, DOT regulations).
   - ☐ Our policy complies with the requirements of any state incentive program(s) we wish to take advantage of (e.g., workers' compensation premium credits).
   - ☐ Our policy is tailored to the states where we operate and where employees reside (e.g., insurance premium discounts and/or grants).
   - ☐ Our policy goes beyond testing requirements and is comprehensive (should be more than one page in length).
   - ☐ Our policy contains clear written operational procedures and appropriate forms to guide implementation.
   - ☐ Our policy is consistent with other company policies and practices.
   - ☐ Our policy is reviewed and revised, at minimum, every two years.
   - ☐ IF SUBJECT TO A COLLECTIVE BARGINING AGREEMENT(S): We have offered a copy of our policy to union representatives and have given them the opportunity to bargain its terms.
   - ☐ IF MANDATED BY THE DEPARTMENT OF TRANSPORTATION (DOT): We have a separate policy and procedural flow that complies with all DOT alcohol/drug regulations.

For more information about the laws and authorities impacting policy decisions; and the desired elements of a customized, prescriptive and legally-sound written policy and procedures, refer to Modules 3 and 4 of "DOSE of Reality for Employers."

2. Employee Education
   - ☐ We include notice of our DFWP program in all job descriptions and advertisements.
   - ☐ We have signage prominently posted on our premises and job sites stating our commitment to a drug-free workplace.
   - ☐ We have a process for ensuring new hires receive the policy, are provided an overview, and sign-off on the policy before commencing their job duties or subject to drug testing.
   - ☐ We conduct DFWP-specific employee education annually and have verification of that education on file.
   - ☐ We have a plan to educate those employees who miss the annual session.

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- ☐ Our employee education includes, at minimum
  - a detailed review of our DFWP policy;
  - up-to-date and relevant information on alcohol and other drugs; and
  - information on assistance resources available to employees and their family members.
- ☐ Our employee education is provided by trainers with demonstrated experience and expertise in DFWP operations.
- ☐ Our employee education complies with the requirements of any state incentive program(s) we wish to take advantage of (e.g., workers' compensation premium credits).

3. Supervisor Training
   - ☐ We conduct DFWP-specific supervisor training and have verification of that training on file.
   - ☐ We have a plan for training supervisors who miss annual sessions.
   - ☐ We have a process for ensuring newly-hired or promoted supervisors receive DFWP training before assuming their supervisory duties.
   - ☐ Our supervisor training includes skill development opportunities regarding, at minimum, how to
     - recognize, document and confront a possible alcohol/drug-related problem;
     - respond to tips;
     - refer employees to assistance, when needed; and
     - follow company-specific procedural flows for handling reasonable suspicion and post-accident situations, as well as procedures for random testing.
   - ☐ Our supervisor training is provided by trainers with demonstrated experience and expertise in DFWP operations.
   - ☐ Our supervisor training complies with the requirements of any state incentive program(s) we wish to take advantage of (e.g., workers' compensation premium credits).

4. Drug and Alcohol Testing
   - ☐ We have our testing specifications in writing, including
     - who we test and when;
     - what we test for;
     - methodology of testing (e.g., urine, oral fluid, blood, breath);
     - cut-off levels (i.e., what constitutes a positive test); and
     - price for both drug and alcohol testing.
   - ☐ We have a designated customer service contact with our drug testing vendor that we can access with ease.
   - ☐ We have clear procedures for post-accident alcohol testing.
   - ☐ We have a system in place for locating a collection site if an employee is working out of town.
   - ☐ We have a system in place for identifying a collection site which can provide breath or blood alcohol testing, when needed.
   - ☐ We know where to send an employee, as needed, for a test after-hours or on weekends.
   - ☐ Upon arriving at the collection location, employees typically do not have to wait more than 20 minutes for the test.
   - ☐ Our preferred collection facility is staffed and willing to conduct observed collections, if needed.
   - ☐ IF CONDUCTING RANDOM TESTING: We have contracted with an outside vendor to randomly select employee names for testing.

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- ☐ IF CONDUCTING RANDOM TESTING: We have a system in place with our testing vendor to maintain a list of current employees subject to random testing.
- ☐ Our testing decisions comply with the requirements of any state incentive program(s) we wish to take advantage of (e.g., workers' compensation premium credits).

5. A Plan for Employee Assistance
   - ☐ We regularly provide information to our employees about where they or a family member could turn for assistance if experiencing an alcohol or other drug issue.
   - ☐ We have identified a specific resource that will conduct a mandatory alcohol/drug assessment, as needed, for employees who violate our policy.
   - ☐ We have a plan that outlines how a mandatory referral for assessment will transpire, including when and what documentation/progress reports will be provided to management.
   - ☐ We know the specifics of our assistance provider, including
     - location(s);
     - costs for services;
     - average wait-times;
     - point of contact;
     - hours of operation; and
     - employee utilization.
   - ☐ Our plan for employee assistance complies with the requirements of any state incentive program(s) we 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.

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