

Components of Alcohol & Drug Free Workplace Program

5 Components of an Alcohol & Drug Free Workplace Program

- **Written Policy**
 - Identifies current drug & alcohol testing methods and the evolving trends of drug abuse
 - The differences between urine, blood, hair and oral fluid testing
 - When to leverage the strengths of each testing type.
- **Supervisor Training**
 - A course for supervisors to learn what to look for and how to manage reasonable suspicion situations in the workplace
 - Within this training, your supervisors should be trained on what to look for in employee behavior, how to handle adverse events and proper documentation for compliance to the program.
- **Employee Evaluation**
 - Frequent scheduled one-on-one meetings to discuss employee performance
- **Employee Assistance Program**
 - Offering this program to help employees with personal or work related problems that could potentially impact the workplace
- **Drug Testing**
 - Consistent drug testing policy to enhance safety and discourage drug use

Guidelines for Supervisors

- Be aware of the the company's alcohol & drug testing policy
 - Be familiar with legally sensitive areas
 - Know how to recognize any suspicious behavior in employees
 - Properly document observations
 - Take appropriate actions
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Risks of an Unsupervised Workplace

- Frequent turnover
 - Increased worker's comp claims
 - Lower employee productivity
 - Higher accident rate
 - Increased theft
 - Higher absenteeism
 - Greater risk of lawsuits
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5 Benefits of Supervisor Training

1. Ensure that all supervisors understand their specific responsibilities for initiating and carrying out the drug-free workplace policy and program.
 2. It raises awareness of the potential signs and symptoms in your workplace.
 3. Supervisors are a company's best chance of catching and rectifying problems quickly and effectively as they are closer to the workforce.
 4. Supervisor Training will give supervisors the tools needed to recognize, document, and confront problem employees in order to ensure safety.
 5. It will not only serve as a deterrent to possible drug use in the workplace, but also enhance safety.
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Don't want to build your own?

Leverage ARCpoint Labs' turn key

Supervisor Signs and Symptoms Training program.

What Our Course Can Provide

- The ability to identify Signs and Symptoms of substance abuse
 - The ability to initiate a Reasonable Suspicion drug or alcohol test
 - The ability to document observations correctly
 - Reduced liability in sensitive situations while balancing employee rights
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The Training Includes

The ARCpoint Labs Supervisor Signs and Symptoms training will include:

- Approximately 1 hour presentation
 - Check List to make documentation easy for supervisors
 - Quiz that verifies your staff is trained effectively
 - Certificate of completion
 - Documentation to track which employees have been trained
 - A course that will allow policy adherence to be simple and consistent
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For pricing and availability, contact
your local ARCpoint Labs owner today!

FIND YOUR LOCATION HERE

Thank You
