



The Importance of Drug and Alcohol Awareness

Drug and alcohol policies in the workplace are integral components of corporate governance that aim to ensure the welfare, and productivity of employees. These policies are key for a healthy, productive, and legally compliant work environment.



In 2017, the According to the National Survey reported that **19.7 million** American adults struggled with a substance use. disorder.



Overall, **47,5000** deaths can be attributed to adverse long-term health effects from alcohol use.

Consequences for Non-Compliance

Clearly define the consequences for policy violations.



- 1. First-Time Offenders
- 2. Repeat Offenders
- 3. Severe Violations

Substances

List all prohibited substances.







Illegal Medication Alcohol Drugs

Testing Protocols

Implement a testing protocol that includes:



- Pre-employment Screening
- Random Testing
- Incident-based Testing

Identify Common Drugs and Alcohol Misused

Knowing the types of drugs and alcohol that are commonly misused can help organizations and employees alike in creating a safe and healthy workplace.



Alcoholic Beverages:

Beer, wine, and liquor.

Synthetic Drugs

"Spice," bath salts.

Prescription Drugs

Includes opioids and stimulants.

Over-the-Counter Drugs

Cough syrups and pain relievers.

Recreational and Illegal Drugs

Cannabis, cocaine, and others.

Recognize the Signs of Abuse

Behavioral Changes

> Signs include erratic behavior, tardiness, and decreased work performance.

Physical
Symptoms
Signs like red eyes,
unclear speech,
and lots of

sneezing.

Social Clues
Changes manifest
as withdrawal from
activities, conflicts,
and financial

troubles.

Monitoring Productivity

Frequent missed deadlines, less interest in work, lower quality work.

Legal Compliance and Employer Responsibilities

Legal compliance and employer responsibilities involve following the rules and taking charge in setting up and managing drug and alcohol policies and testing in the workplace.

Comply with Federal and State Drug Law including the Controlled Substances Act and DEA registrations, while navigating the complexities of cannabis regulations. Create Effective Drug and Alcohol Policies encompassing purpose, scope, and enforcement measures for a safe and productive workplace.

Conduct Lawful Drug Testing in the Workplace

by adhering to relevant laws, using, ensuring consent, privacy, and responsibly communicating results.



Promote a Drug-Free Workplace

A drug-free workplace is essential for the safety, productivity, and well-being of your employees. So, how do you promote a drug-free zone at work?

- Establish a Drug-Free Policy by consulting stakeholders, drafting, and revising clear rules, communicating the policy to employees, and enforcing it consistently.
- Improve Employee Training and Awareness about drug abuse risks and policies through training sessions, informational materials, and open discussions.
- Implement Drug Testing by considering random tests, using third-party services for fairness, and routinely evaluating the program's effectiveness.

Educate on the Risks of Drug & Alcohol Abuse

If you're looking to maintain a drug-free environment at work, one of the most effective ways is to educate your team about the risks of drug and alcohol abuse.



- Impaired Judgement and Coordination
- Accidents and Injuries
- Legal Trouble
- Liver Damage
- Heart Issues
- Addiction
- Strained Relationship
- Work or School Performance
- Mental Health

Provide Resources for Treatment and Support such as medical professionals, community resources, and personal support systems. Here are the various resources available:

- Primary Care Physicians
- Specialist
- Mental Health Professionals Support from Friends
- Community Resources
- Rehabilitation Centers
- Helpline and Online Support
- Family Therapy

Handling Drug and Alcohol Issues in the Workplace

Recognize and Respond to Drug and Alcohol Incidents



of substance use.

Identify Warning and sensory indicators



Prioritize Safety: In help and remain with the person.



Gather Information: Signs: Notice physical, emergencies, call for Find out what substance Aid: Help with alcohol was used, and any medical details.



Provide Basic First poisoning or overdose situations.



Keep Them Conscious: Maintain their awareness until help arrives.

Collaborate with HR for Appropriate Actions

Recognize when to involve HR in situations beyond normal employee-manager scope, including:



Repeated Performance Issues



Harassment and Discrimination



Employee Conflicts



Legal and Ethical Concerns



Drug or Alcohol Incidents

Evaluate the Effectiveness of Drug and Alcohol Policies

Evaluating the effectiveness of drug and alcohol policies in an organization is a multi-step process that involves thorough preparation, direct involvement, and ongoing follow-ups. Below are detailed steps for conducting this critical evaluation.

Begin with Policy Review

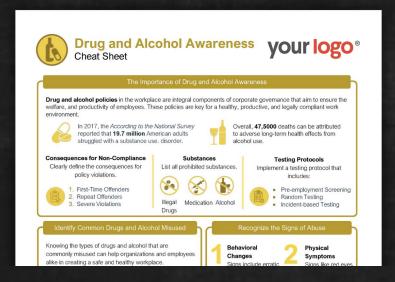
Conduct Surveys

Review Incident Reports

Evaluate Treatment Programs

Consult External Audits or Experts







Train Your Staff & Community

Add Your Logo For FREE

Make this cheat sheet yours with a <u>free account</u>.



300+ Customizable Courses & Cheat Sheets

Why write your own training, when we've done it for you?

Business Skills

Accounting

Communication

Customer Service

HR

Marketing

Professional Development

Sales

Training & Education

Career Development

Career

Higher Education

Job Hunting

▲ Compliance & Safety

Active Shooter

Discrimination

Harassment

Safety

Security

G Google

Calendar

Chrome

Classroom

Docs

Drive

Gmail

Sheets

Slides

Microsoft

Access

Copilot

Excel

OneDrive

Outlook

PowerPoint

Teams

Windows

Word

Leadership

Leadership

Management

Project Management

Technology

A.I.

Digital Literacy

Software Applications

Wellness

Mental Health

Personal Growth

Well-Beina

Work/Life Balance

Diversity & Citizenship

Bias

Diversity

U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

		Paid Plans		
Includes	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	in LinkedIn Learning
Nourse Builder with Al				Articulate Rise
? Skill Assessments		•		Northstar
■ LMS				t Teachable
	Free	\$495		
Annual Cost	Sign Up	Buy Now	Contact Us	



"Customizing the courses saved hours of work."



"So impressed with your features and ease of use!"

