



# National Drug-Free Workplace Alliance

A Division of Drug Free America Foundation, Inc.

## 2018 National Drug-Free Work Week Ideas

### Plan

- Establish a planning committee that could include: safety director/committee, human resources, employee relations, employee benefits, communications department, etc.
- Highlight the connection between a drug-free workplace and a safe and health work environment.
- Update all Workplace safety policies in advance of event and deliver updated policies.

### Promote – Internal

- Posters on bulletin boards
- Banner
- Paystub stuffer
- Employee newsletter
- Employee website or intranet, login message, banner, etc.
- Tent cards for cafeteria or break room
- Employee Assistance Program materials
- Social media

### Promote – External

- Company website
- Company newsletter or blog (dedication to safety through a drug-free workplace)
- Telephone hold message
- Social media

### Educate

- Disseminate company drug free workplace and safety policies
- Drug free workplace newsletters
- Utilize online drug-free workplace training (no cost through the National Drug-Free Workplace Alliance)
- Group drug-free workplace education – reinforce your policy and program
- Invite community or industry speakers (industry association, community substance abuse prevention coalition, sheriffs' office or police department speakers' bureaus)
- Update supervisors' skills
- Refresh all employees' safety training

### Resources

- Display local and national assistance resources information and brochures
- Employee Assistance Program (EAP) if you have one

## Safe and Healthy Workplace Fair

### Include these additional features (if applicable) along with the above:

- Displays on OSHA requirements and training (if applicable)
- Displays on health department requirements and training (if applicable)
- Displays on industry association standards (if applicable)
- Department of Transportation requirements and training (if applicable)
- Displays and demonstrations from internal departments, safety organizations, equipment or service vendors, community agencies, etc.
- Health department or hospital, health benefits provider, insurance providers.
- Invite insurance carrier loss prevention specialist; OSHA specialist, workers' compensation specialist, etc. to speak or provide workshops for applicable employees or departments.