

# SUBSTANCE USE PREVENTION IN THE WORKPLACE AND IT'S ROLE IN THE COMMUNITY

**A DRUG FREE AMERICA FOUNDATION WEBINAR**



*Inspiring Solutions for a Better World*

# OUR PARTNERS



# Training Objectives



Participants will be able to:

- Identify the components of a Drug-Free Workplace
- Describe the benefits from establishing a drug-free workplace
- Explain how a Drug-Free Workplace complements other community-based prevention, intervention, treatment and recovery efforts
- Support businesses and community leaders in efforts to implement Drug-Free Workplaces
- Access additional resources about Drug-Free Workplaces

# The Problem: Drugs in the Workplace

# Substance Misusers in the Workplace

10 times more likely to miss work

More mistakes; lower quality of work

Increased conflicts and complaints

4 times more likely to cause a work related accident

# Drugs in the Workplace

60% of the world's production of illegal drugs is consumed in the U.S.

Nearly 70% of current users of illegal drugs are employed.

Nearly 1 in 4 employed Americans between the ages of 18 - 35 have illegally used drugs.

1/3 of employees know of the illegal sale of drugs in their workplace.

20% of young workers admit using marijuana on the job.

Source: 'Working Partners', National Conference Proceedings Report: sponsored by U.S. Dept. of Labor, the SBA, and the Office of National Drug Control Policy.

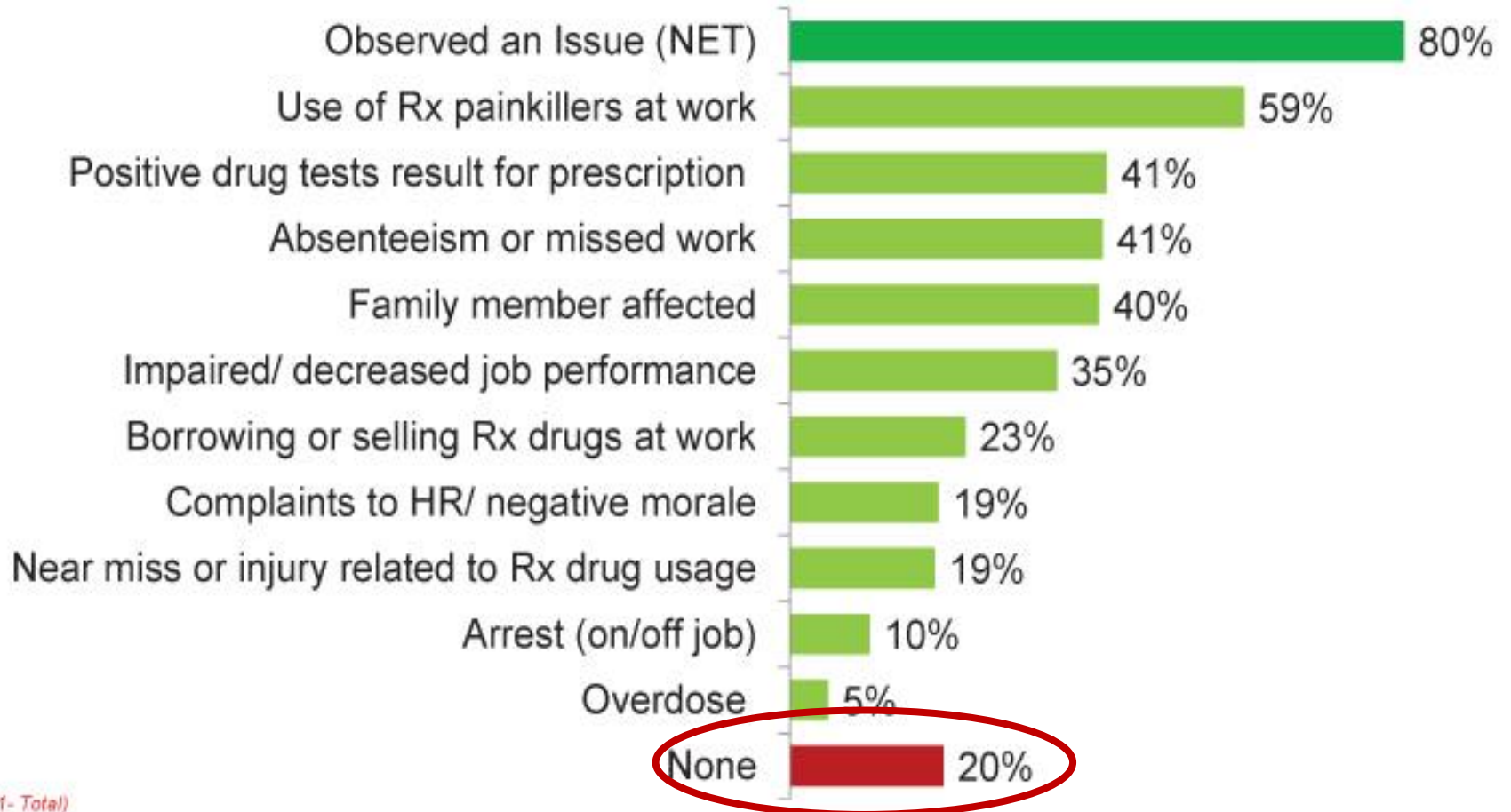
# Drugs in the Workplace

## General Impacts

- Tardiness/Sleeping on the job
- After-effects of substance affecting performance such as hangover
- Poor decision making
- Loss of efficiency
- Theft
- Lower morale of co-workers
- Increased likelihood of trouble with co-workers and/ or supervisors
- Preoccupation with obtaining and using drugs at work
- Interferes with attention and concentration
- Illegal activities at work - buying or selling drugs
- Higher employee turnover requiring the training of new employees
- Disciplinary procedures

# Drugs in the Workplace

## Observed Workplace Issues – Indiana Business Survey



21- Total)

[https://www.in.gov/bitterpill/files/FINAL\\_Media\\_briefing\\_PPT.pdf](https://www.in.gov/bitterpill/files/FINAL_Media_briefing_PPT.pdf)



# Drugs in the Workplace



According to a study reported by the National Institute on Drug Abuse, employees who tested positive for marijuana had:

- 55% more industrial accidents,
- 85% more injuries and
- 75% greater absenteeism compared to those who tested negative.

<https://www.nsc.org/membership/training-tools/best-practices/marijuana-at-work>

# Drugs in the Workplace

## Marijuana in the Workplace - Issues

Issues related to marijuana in the workplace:

- Use may be legal outside of the workplace
- Medical use may be legal in the workplace
- Difficult to identify level of “intoxication”
- Employer must identify other signs of impairment
- DFWP Policies must be kept current



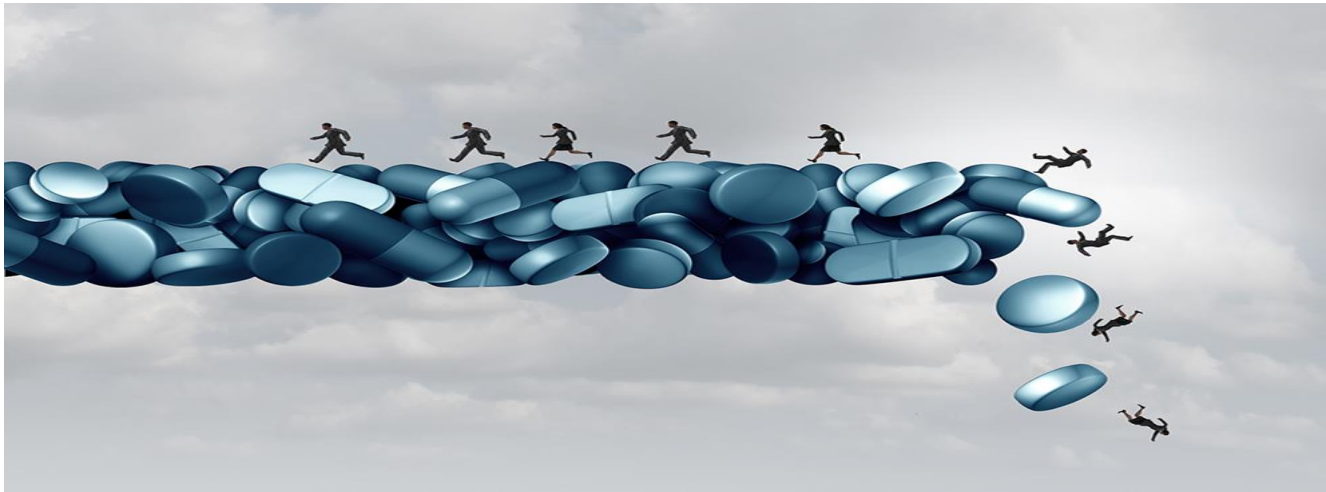
# Drugs in the Workplace

## **Non-medical Use of Rx Drugs in the United States**

23% of the U.S. workforce has used prescription drugs non-medically

Cost to employers = \$53.4 billion

\$42 billion (79%) was attributed to lost productivity.

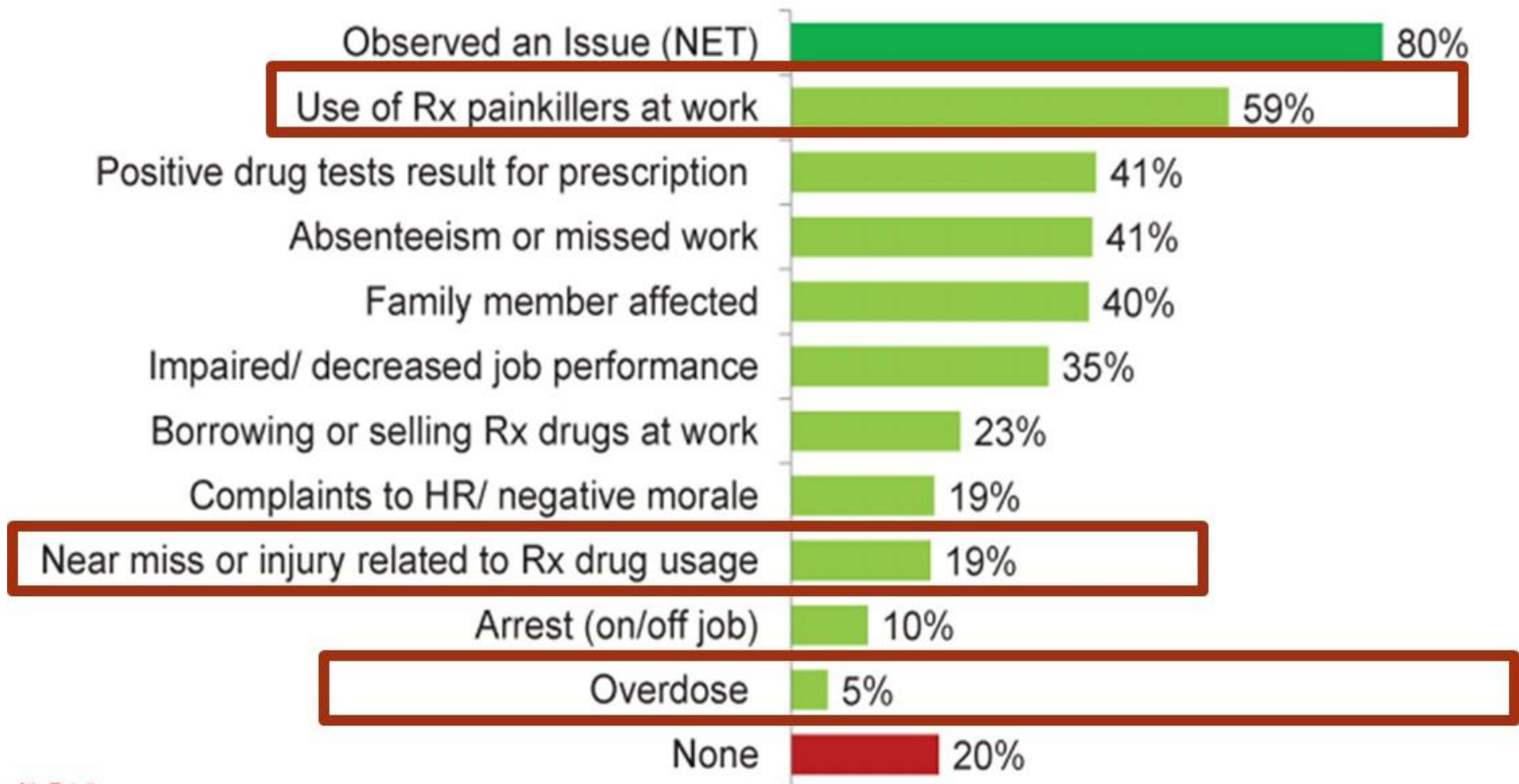


<https://www.ndwa.org/prescription-drugs/prescription-drug-abuse-and-the-workplace/>

# Drugs in the Workplace

## Survey of Indiana businesses

### Observed Workplace Issues



(1- Total)

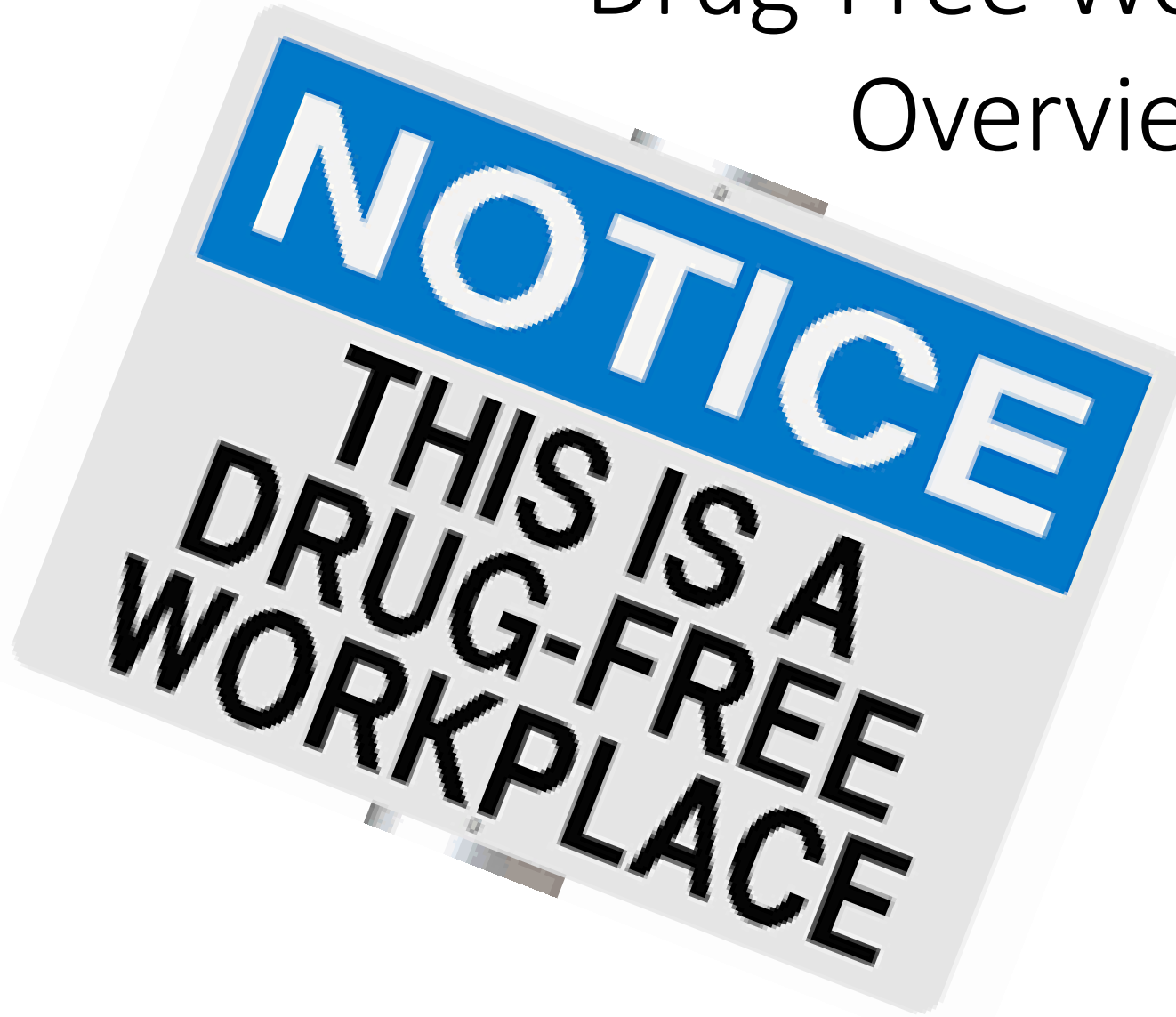
[https://www.in.gov/bitterpill/files/FINAL\\_Media\\_briefing\\_PPT.pdf](https://www.in.gov/bitterpill/files/FINAL_Media_briefing_PPT.pdf)

# Summary Discussion



1. Which specific drugs are misused in the workplaces in your community?
2. Does your community recognize the problems and consequences of “drugs in the workplace”?
3. What are current efforts in your community to address “drugs in the workplace”?

# Drug-Free Workplace Overview



# Drug-Free Workplace Overview

## What is a Drug-Free Workplace (DFWP)?

A DFWP is:

an employment setting where all  
employees adhere to a program of  
policies and activities designed to  
provide a safe workplace, discourage  
alcohol and drug misuse and  
encourage treatment, recovery and the  
return to work of those employees  
with such substance use problems.



<http://www.livedrugfree.org/Drug-Free-Workplace-FAQ.72.0.html>

# Drug-Free Workplace Overview

## Goals of a Drug-Free Workplace

- Ensure worker fitness for duty and protect employees and the public from risks posed by the use of alcohol and controlled substances
- Ensure the safe and efficient performance of employee duties
- Reduce absenteeism and tardiness
- Promote productivity and profitability
- Cooperate with the rehabilitation of those employees who seek such help



# Drug-Free Workplace (DFWP)

## Goal of A DFWP – Employer Perspective

In a DFWP, the employer seeks to create a safe work environment by ensuring that employees are not:

- Using alcohol or drugs during work time
- Selling or distributing drugs during work time
- Affected during work by the effects of indulging in alcohol or drugs outside of the workplace during non-work time.



# Drug-Free Workplace (DFWP)

## Goal of A DFWP – Employee Perspective

The goal of a DFWP program for employees is to encourage an employee:

- To ensure their work is not impacted by drug misuse
- With a ***substance use disorder*** to seek treatment, recover, and return to work
- Affected by another's drug use to take steps to address the issue in ways that minimize the impact of their workplace performance



# Drug-Free Workplace (DFWP)



Legislation related to DFWP seeks to balance the need for workplace safety with employee rights.

# Drug-Free Workplace (DFWP)

## History of Legislation – United States

**1986-** President Reagan issued Executive Order requiring the Federal Govt. to establish and maintain drug-free workplaces.

**1988-** The Drug-Free Workplace Act of 1988 required five elements for Federal Departments and contractors:

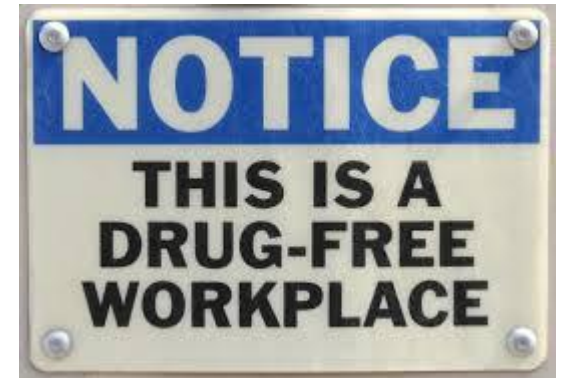
1. Development of a comprehensive written policy
2. Supervisor training
3. Employee education
4. Availability of employee assistance programs
5. Identification of illegal drug users, including drug testing on a controlled and carefully monitored basis.

# Drug-Free Workplace (DFWP)

## Components of a Drug-Free Workplace Program

Common components of a DFWP include:

- DFWP Policy
- Supervisor Training
- Employee Education
- Drug and Alcohol Testing
- Employee Assistance Programs



Other components can include:

- Rehabilitation and Recovery
- Employee Wellness
- Family-Friendly Workplace Policies

# DFWP Policy

## Description

A DFWP Policy describes how the organization will implement its DFWP Program.

The policy must be written and clearly communicated to all employees.




# Supervisor Training

## Description

Supervisor training is an integral part of every DFWP program. At a minimum, supervisor training should include a review of:

- The company's DFWP policy
- The supervisor's specific responsibilities
- Skills necessary to identify and document performance & behavior problems that may be related to alcohol and other drugs. (S.I.G.N.)
- Referring employees for testing and to available assistance.



Supervisor

# Employee Education

## Description



Effective employee education programs provide:

- Company specific information on the details of the DFWP policy
- The nature of alcohol and drug use and misuse
- Its impact on work performance, health, personal and family life
- Employee rights to confidentiality and privacy
- What types of help are available





# Drug and Alcohol Testing

## Description

Drug Testing is used by organizations to:

- Avoid hiring new employees that may pose risks in the workplace
- Create a safe work environment
- Support employee health and safety
- Comply with governmental regulations
- Address acute workplace drug use problems
- Demonstrate social responsibility



# Drug and Alcohol Testing

## Testing can happen....

- Pre-Hire
- Post-Incident
- Reasonable Suspicion
- Random
- Return to Work



# Employee Assistance Program

## Description

An EAP allows organizations to offer help to employees with personal problems, including problems with alcohol and other drugs.

EAPs demonstrate employer support for employee health and safety and improved productivity.

Low-cost options for offering an EAP are available, making this component within reach even for companies with limited resources.



# Other Components

## Description

- Rehabilitation and Recovery
- Employee Wellness
- Family-Friendly Workplace Policies

# Rehabilitation and Recovery

## Rehabilitation and Recovery Policies

The following policies can support rehabilitation and recovery:

- Health insurance
- A strong EAP
- Disability insurance
- Sick time policies
- Leave polices
- Return-to-work policies
- Peer assistance programs



# Employee Wellness

## Employee Wellness Best Practices

Best practices that organizations can adopt to promote worksite wellness include:

- Forming a Worksite Wellness Committee
- Healthy Eating
- Physical Activity
- Tobacco Cessation
- Cancer Screening



<https://depts.washington.edu/hprc/wp-content/uploads/Sample-Completed-Rec-Report.pdf>

# Family-Friendly Workplace Policies

## Family-Friendly Workplace Policies

### Family-Friendly Workplace Policies

- Flexible Work Schedule
- Paid and Unpaid Leaves
- Employee Assistance Programs
- Paid sick days
- Family-friendly Health Care Benefits
- Child-care Benefits
- Access to Resources

**FAMILY-FRIENDLY!**

<https://ctb.ku.edu/en/table-of-contents/implement/changing-policies/business-government-family-friendly/main>

# DFWP Implementation

## Implementation Setting



Large  
Business



Government  
Agency



Sole Proprietorship



Non-  
Governmental  
Organization



Family-Owned  
Business



Local Retail  
Business

A Drug-Free Workplace may be implemented differently in each setting.



# DFWP Implementation

## Steps to Getting Started

1. Establish a Workplace Health and Safety Committee
2. Clarify the components of the DFWP
3. Establish a timeline
4. Determine decision making processes
5. Identify Process and Outcome Measures

# Drug-Free Workplace (DFWP)

## Summary of Benefits from a Drug-Free Workplace

Direct financial benefits to employers include:

- Reduced health benefit expenses
- Reduced insurance premiums
- Decreased absenteeism
- Increased worker productivity

Other benefits include:

- Improved employee morale
- Decreased disciplinary actions
- Demonstrated commitment to employee health and safety



# Summary Discussion

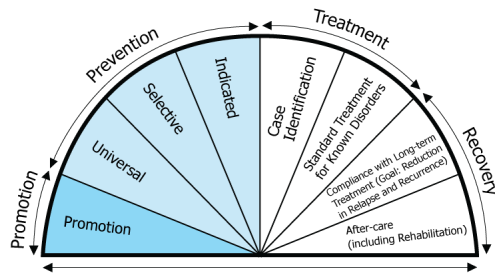


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# Drug-Free Workplace in the Community

# DFWP in the Community

**A DFWP complements community efforts by:**



Addressing the  
Continuum of Care



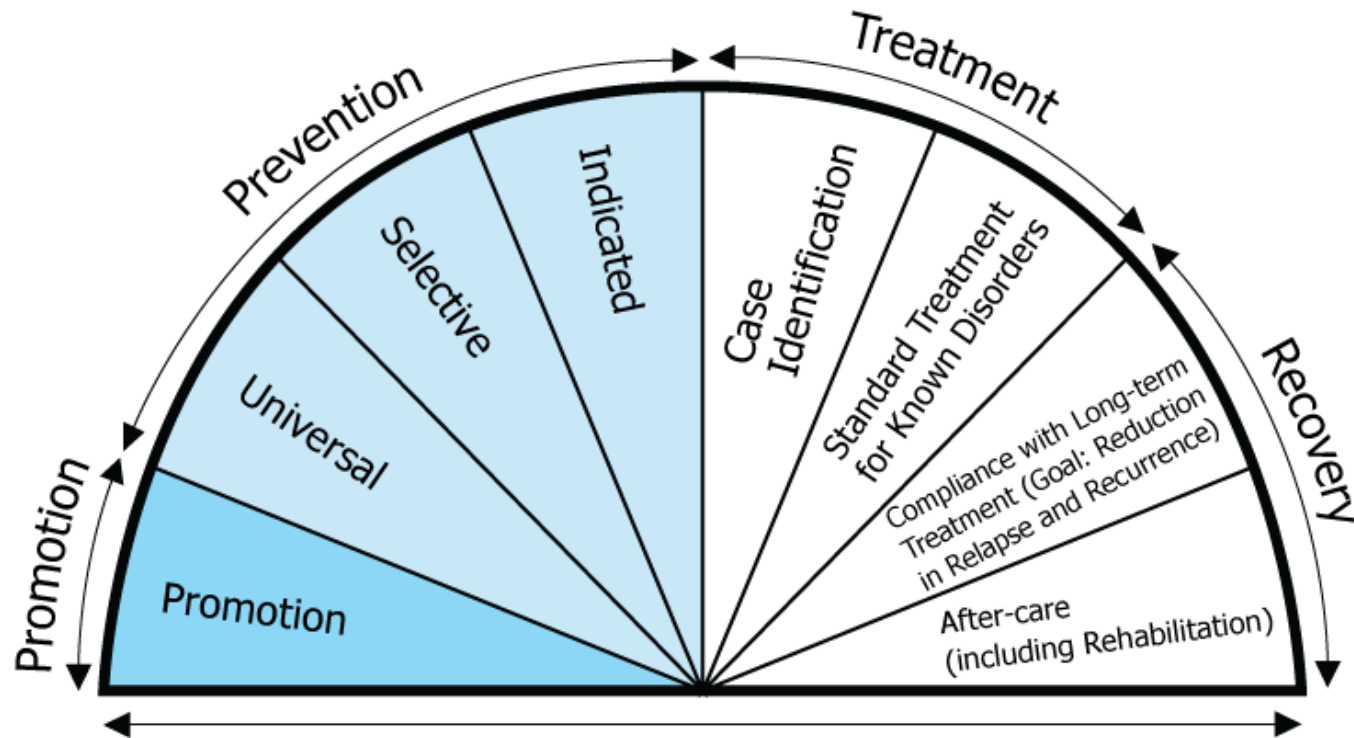
Reaching Specific  
Populations and  
Sectors



Promoting Healthy  
Norms

# DFWP in the Community

## Continuum of Care



Source:

[http://mh.nv.gov/uploadedFiles/mhnavgov/content/Meetings/Bidders\\_Conference/Institute%20of%20Medicine%20Prevention%20Classifications-rev10.20.14.pdf](http://mh.nv.gov/uploadedFiles/mhnavgov/content/Meetings/Bidders_Conference/Institute%20of%20Medicine%20Prevention%20Classifications-rev10.20.14.pdf)

# DFWP in the Community

## Hard-to-Reach Populations: 18-24 year olds

Promote prevention by:

- Providing information about drug use and consequences
- Establishing clear standards for acceptable use of legal drugs
- Providing resources and access to intervention, treatment and recovery services



# DFWP in the Community

## Hard-to-Reach Populations: 18-24 year olds

Risk Factors addressed:

- Community Norms
- Laws and Enforcement
- Favorable Attitudes
- Availability



Protective Factors addressed:

- Healthy beliefs & Clear standards
- Access to services
- Resiliency



# DFWP in the Community

## Hard-to-Reach Populations: Parents

DFWP programs can support parents through:

- Providing relevant up-to-date information on drug use trends and community resources
- Support for parents seeking substance use intervention, treatment and recovery services
- Family-friendly workplace policies – allowing parents time and resources for dealing with family issues



# DFWP in the Community

## Hard-to-Reach Populations: Parents

Risk Factors addressed:

- Family Management Problems
- Favorable Attitudes
- Availability

Protective Factors addressed:

- Healthy beliefs & Clear standards
- Access to services
- Resiliency



# DFWP in the Community

## Targeted Sector: Businesses

Community prevention providers can support local business DFWP efforts by providing:

- Access to resources on how to start a DFWP
- Training to employees on drugs of use, consequences and access to interventions and treatment resources
- Support and resources for establishing a family friendly workplace



# DFWP in the Community

## Targeted Sector: Businesses

Risk Factors addressed:

- Community Norms
- Favorable Attitudes
- Low neighborhood Attachment and Community Disorganization



Protective Factors addressed:

- Healthy beliefs & Clear standards
- Access to services
- Resiliency

# Summary Discussion



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# Drug-Free Workplace Overview

# Drug-Free Workplace

## Summary

- Workplaces are impacted by employee use and abuse of alcohol and drugs
- Drug-Free Workplaces give organizations tools to create a safe and healthy workplace
- DFWP's can increase employee health, productivity and organizational effectiveness



# Activity

## Next Steps

- What will you do with this information?
- Who will you share it with?
- What additional information do you need?
- What are your next Steps?

Next Steps – Action Planning		
Task	By When?	By Whom?



# The Fierce Urgency of Now

“We are now faced with the fact that tomorrow is today. We are confronted with *the fierce urgency of now*. In this unfolding conundrum of life and history, there "is" such a thing as being too late. This is no time for apathy or complacency. This is a time for vigorous and positive action.”

— Martin Luther King Jr.”.

