



DID YOU KNOW

...that substance abusers are **five times** more likely to file worker's compensation claims and are likely to incur medical costs and benefits that are **300% higher** than their non-abusing counterparts?

Alcohol and drugs don't mix well with the workplace. Business owners are paying the price — between \$70 billion and \$150 billion in the United States every year.

But there is good news — *prevention works at work!* Businesses that have instituted comprehensive Drug-Free Workplace programs have realized substantial savings in insurance premiums and enjoyed substantial increases in productivity.

For further information or to schedule a Drug-Free Workplace program for your organization, please call Barbara Sprechman at 732.663.1800, ext. 211.

1405 Highway 35 North
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life skills education.
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8 STEPS TO A DRUG-FREE WORKPLACE



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TALK TO EMPLOYEES ABOUT THE BENEFITS OF A DRUG-FREE WORKPLACE

Stress the positive aspects of a drug-free workplace, such as the fact that a firm, compassionate program can provide a healthy, safe and fair workplace for all.

LISTEN TO EMPLOYEE IDEAS

Ask your employees for their input. It is important to let them know you value their opinions and feelings. By listening to their ideas about drug-free workplace, you will open the lines of communication, build trust and develop a workplace that everyone feels good about.

LEARN ABOUT EMPLOYEE ASSISTANCE PROGRAMS

What can you do if an employee tells you he/she has a drug or alcohol problem? Are you prepared to help? By learning about substance abuse treatment programs and resources available in your community, you will be better prepared to face this situation. Prevention First has a comprehensive library that contains the latest information about drug and alcohol abuse, and our staff is trained to refer those in need.

CONSIDER DRUG TESTING

Many companies require mandatory drug testing, especially when employees operate machinery or motor vehicles. Other companies implement applicant testing. This sends a strong anti-drug message to prospective employees and is the least controversial form of drug testing. Other forms include post-accident follow-up, reasonable suspicion and random drug testing. The staff at Prevention First can work with you to determine whether a drug testing program is right for your business.

OFFER SUBSTANCE ABUSE TRAINING TO SUPERVISORS

By training your supervisors about the company's drug-free workplace policy, employee assistance program and drug testing safeguards and procedures, they can help to provide documentation about employee performance problems.



PROVIDE SUBSTANCE ABUSE INFORMATION TO YOUR EMPLOYEES.

Make information about the effects and dangers of commonly abused substances available to your employees. Post company policy, explanation of substance abuse addiction and where to go to obtain counseling and treatment. Arrange for one of our certified substance abuse professionals to provide an informational seminar to your employees.

CREATE A WRITTEN DRUG- FREE WORKPLACE POLICY

Your policy should state the purpose of the program, prohibit use and possession of illegal drugs, intoxicants and controlled substances, spell out the action to be taken against employees who violate the restriction and inform employees of available drug counseling, rehabilitation or assistance programs. Prevention First can help you develop a written policy that will reinforce your company's commitment to a drug-free workplace.

EDUCATE YOUR EMPLOYEES ABOUT YOUR DRUG-FREE WORKPLACE PROGRAM

Give notice well in advance of policy implementation. Once your drug-free workplace policy is written, it should be disseminated to and acknowledged by all employees. To introduce the policy, you may want to hold a meeting and explain the value of a drug-free workplace. Drug-free workplace policies should be posted and included on employment applications.

To learn more about how Prevention First can help your business, call Barbara Sprechman at 732.663.1800 ext. 211.



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