

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#035

## OFFICE SAFETY – DRUG & ALCOHOL-FREE WORKPLACE

60% of the world's illegal drug market is in the U.S.A. Over 20 million Americans use Marijuana. An estimated 6 million Americans use Cocaine. An estimated half a million Americans use Heroin. An estimated 13 million Americans are alcoholics. 2/3 of drug abusers are employed! Of these, 3/4 are full time.

A good drug & alcohol-free workplace program can:

- Help employees lead healthier lives and reduces absenteeism
- Reduce operational costs and increase profits
- Preserve investor or shareholder interests
- Protect loyal employees
- Improve products and services
- Result in better service to customers and clients

Employees are responsible to help support a Drug and Alcohol-Free Workplace.

- Notify your supervisor before beginning work when taking drugs (prescription or non-prescription), which may interfere with the safe and effective performance of your duties.
- Do not report to work, be at work, or work while under the influence of on or off-duty alcohol or drug use.
- Do not possess or use alcohol or impairing drugs or substances while on duty, at work, or working.
- Do not or provide or sell drugs or alcohol to any employees while at work.
- Do not ignore, but report to appropriate supervisors, the reasonable signs of drug and alcohol abuse in coworkers: disregard for safety, inability to stay on task, decreased project completion, mood swings and depression, increased absenteeism, extended lunch periods and early departures, avoidance of friends and coworkers, deterioration of personal hygiene and grooming, lack of accountability for personal problems and blaming others.

Meeting Conducted By:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Meeting Attended By:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes & Suggestions

Document Filing Reference