

## 5 SIMPLE STEPS TO A DRUG-FREE WORKPLACE

### 1. IMPLEMENT A SUBSTANCE ABUSE POLICY.

Your company must have a substance abuse policy in place that meets all requirements of Georgia law. The policy must be signed by the president of the company and distributed to all employees. A sample policy can be provided for your reference.

### 2. DRUG TEST EMPLOYEES.

You do not have to drug test your entire workforce. State certification requires drug screens on new employees on and after the date the policy is implemented for the following occasions:

- Pre employment
- Post accident
- Reasonable suspicion (must show documentation of unacceptable work performance)
- Post rehabilitation

Companies that opt to perform random drug screens must wait 60 days before drug testing existing employees and must follow guidelines for random testing found in the Rules and Guidelines of a Drug-Free Workplace handbook.

### 3. MAKE EMPLOYEE ASSISTANCE PROGRAMS ACCESSIBLE TO EMPLOYEES.

Make sure employees are aware of how to access employee assistance resources. Post a treatment provider list and/or other counseling resources on your company bulletin or break room. Your health insurance provider may already offer this service to employees under your health plan.

### 4. CONDUCT ONGOING EMPLOYEE AND SUPERVISOR EDUCATION.

One hour of employee training and one hour of supervisor training must be completed within the first 60 days of implementing a DDW policy. Employee training is ongoing throughout the year in the form of a monthly newsletter, distributed via e-mail by your local chamber. Supervisor training is ongoing throughout the year in the form of a bi-monthly newsletter (6 per year, distributed via e-mail by your local chamber.

### 5. APPLY FOR STATE CERTIFICATION.

Once the first hour of training for employees and the first hour of training for supervisors is complete and the 60 day grace period has expired, on the 61st day, the application for state certification can be applied for. Your DDW coordinator is available to assist with the application process. Certification must be done on a yearly basis. Once you receive your state issued certificate, provide a copy to your local chamber and insurance provider to issue the 7.5% discount on your workers' compensation insurance.

## BENEFITS

- Receive a 7.5% discount on workers' compensation insurance premiums. Save thousands of dollars every year.

## Drugs Don't Work Program Details

- Cut workers' compensation claims in half. Substance abusers have 300% higher medical costs and are 3.6 times more likely to injure themselves or a co-worker.
- Increase productivity and morale among employees. Drug and alcohol abusers are proven to be 1/3 less productive.
- Reduce absenteeism and employee turnover. Substance abusers are 2.5 times more likely to have absences of 8 or more days each year.

## CHAMBER RESOURCES

Editable sample policies & forms

Drug testing provider list

Access to legal counsel contacts and policy consultation

Monthly supervisor and employee training newsletters

Assistance with proof of compliance requirements and state certification

## ENROLL TODAY

As an added benefit to your Chamber Membership, let us help you on the path to a drug-free workplace. If you are already enrolled in the Drugs Don't Work program and need assistance, please contact Melissa Mayton at [m.mayton@dawson.org](mailto:m.mayton@dawson.org)

## ENROLL IN DRUGS DON'T WORK

### FREQUENTLY ASKED QUESTIONS – DRUGS DON'T WORK

Q: How is Drug-Free Workplace defined?

A. It 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 abuse and encourage treatment, recovery and the return to work of those employees with such abuse problems. The intent of the program is to educate adults on the problems relating to substance abuse. The one place where there can be mandated adult education is the workplace. This empowers the individual and the family, resulting in stronger communities.

Q: Do I have to drug test all my employees?

A. No, all employees are NOT required to be tested, however, pre-employment, reasonable suspicion, and post-accident testing are required.

Q. Do I have to fire an employee who tests positive for drugs?

A. No, you have the right to fire an employee or take disciplinary action, which should include an agreement by the employee to undergo substance abuse treatment.

Q. Do all my employees have to go through the training at the same time?

## Drugs Don't Work Program Details

A. No, you may divide your workforce into groups. Drugs Don't Work attempts to make the program as user friendly as possible. Lectures, articles, and videos are some ways to accomplish the hours of training needed.

Q. When does the workers' compensation insurance premium credit begin to accrue?

A. The premium discount will be applied pro rata as of the date of certification (the date of approval by the Georgia State Board of Workers' Compensation).

Q. When does the insured actually receive payment for the credit?

A. The insured employer, however, will not receive payment for such credit until after the annual final premium audit under such policy.

Q. How long will an insured employer receive the 7.5 % discount?

A. The insured employer is entitled to receive the 7.5 premium credit for up to eight years from date of original certification. Thereafter, the premium discount shall be determined from the insured's experience rating plan or in the case of an insured not rated upon experience, the premium discount shall be determined by the Commissioner of Insurance based upon data received from the insurer.