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Appendix: Sample Policy Statement

Date:
To: All Employees
From: [Practice Owner]
Re: Policy on Drug-Free Workplace

This is to reiterate, and state in a more formal way, our policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on the practice's premises. Our policy is as follows:

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or the abuse of a legal, non-controlled substance such as prescription or over-the-counter drugs and/or alcohol on company premises or while conducting company business off company premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

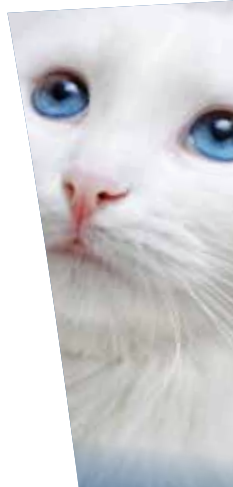
The practice recognizes drug dependency as an illness and a major health problem. The practice also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use our employee assistance program and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

Employee Assistance Program Information

SAMHSA's Drug-Free Workplace Helpline
 (800) WORKPLACE (967-5752)

American Council for Drug Education
 1-800-488-DRUG (3784)

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Appendix: Model Drug-Free Workplace Program

The following constitutes an effective drug-free workplace program.

- A written mission statement and goal-oriented policy**, clearly written (in language that typical workers can understand), supported by top management, understood by all employees, and consistently practiced and enforced.
- Employee awareness education**, which describes the program to all employees, discusses the hazards associated with drug and alcohol usage, and outlines procedures to follow when testing/evaluating for drug use in the workplace. All training should be documented.
- Separate supervisory training**, covering the rights and responsibilities of the employees and the supervisors, the practice's policies and procedures, how to recognize possible drug usage, and how and where to refer individuals with possible problems (i.e., what employee assistance programs or other resources are available). In addition, the training should cover any documentation requirements, performance/behavior criteria, etc.
- Drug testing**, the stated purpose of which is to deter the abuse of drugs and alcohol, avoid hiring employees who use illegal drugs or overindulge in alcoholic beverages, and to provide early identification and referral to treatment of employees who have drug or alcohol problems. Testing should be done by laboratories certified by the U.S. Department of Health and Human Services' National Laboratory Drug Testing Certification Program. Testing by other laboratories is discouraged because of potential legal challenges.
- Drug and alcohol testing guidelines**, to ensure that the drug-testing program runs smoothly. Although drug and alcohol testing is normally the most controversial element of a drug-free workplace program, it can also be the most cost effective, especially when it is part of a comprehensive program. Employers are encouraged to use drug testing when individuals apply for employment; post-accident and/or "for cause"; and follow-up after positive results are obtained on drug tests. Random drug testing is optional, but it should be strongly considered for premium discounts that are available in some states that approach 5%.
- Consideration of treatment vs. termination**. The suggested (and typically the most cost effective approach) is to treat any employee who tests positive or who voluntarily comes forward with his/her problem. Termination is also an option; but, because of possible legal ramifications, termination should occur only after all previously discussed policy procedures have been followed (and documented).

Your final program should be reviewed by an attorney before it is actually implemented. On the following page is a loss control checklist that can be used to evaluate the effectiveness of a drug-free workplace program.

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Appendix: Drug-Free Workplace Evaluation

ITEM	COMMENTS
1. Written policy statement, with evidence of support by top management.	
2. Written program with specified procedures for employee training, supervisory training, drug-testing procedures, and treatment/termination options (i.e., enforcement and/or disciplinary program).	
3. Evidence of employee training (documented by having employees sign that they have received and understand provided training).	
4. Evidence of supervisory training (documented with content and objectives listed).	
5. Drug-testing procedures: <ul style="list-style-type: none"> <input type="checkbox"/> All pre-hire applicants tested. <input type="checkbox"/> For cause testing (including post-accident and identified suspicious behavior). <input type="checkbox"/> Random testing (a suggested initial target is 25% of the entire workforce annually, adjusted up and down, depending on number of positives). <input type="checkbox"/> Use of certified laboratory for analysis. <input type="checkbox"/> Use of medical review officer to interpret results. 	
6. Employee assistance program (EAP) or resource file for reviewing individuals as needed.	

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