



Scope

This program¹ applies to all employees, and is intended to serve as a basis for ensuring that employees are aware of the dangers of drug and alcohol abuse as it relates to the workplace. This procedure does not cover the use of drugs and alcohol as it related to Federal and State Department of Transportation (DOT), or aspects related to drug and alcohol testing in the workplace.

Purpose

The purpose of the substance abuse awareness procedure is to provide information to employee regarding the risks to themselves, other employees, and the general public related to the use and abuse of drugs and alcohol. This program also identifies resources that employees can use to obtain additional information and assistance on substance abuse.

Member-Level Responsibilities

On the line below, list the job title of the person who has primary responsibility for oversight of this policy. _____

Supervisors are responsible for ensuring all employees are:

- Aware of the organization’s drug and alcohol policies
- Familiar with the organization’s employee assistance program (EAP) as it relates to drug and alcohol issues
- Familiar with the general signs and symptoms of drug and/or alcohol abuse
- Familiar with the basic Americans with Disabilities Act (ADA) requirements and restrictions as it relates to employees who have self-identified as having a condition covered by the Act

Employees have the responsibility to:

- Contribute to a drug and alcohol-free work environment by not being under the influence of these substances during work hours, or preceding work hour such that the use could affect their ability to perform their assigned job duties,
- Be familiar with the organization’s drug and alcohol policies,
- Be familiar with the Employee Assistance Program (EAP) and how to access the program.

¹ The content of this program is based upon the following regulation:

- Pennsylvania Title 34, Part VIII, Bureau of Workers’ Compensation – Chapter 129, Subchapter D §129.452; Group Self-Insurance Fund’s AIPP Requirements



General Information

The use of drugs and alcohol can have significant negative effects employees, the organization, and the general public. With the abuse of opioids on the rise in Pennsylvania, it is important to ensure the use of opioids does not affect the safety of the workplace in any manner.

- The use, possession or sale of illegal drugs on the premises, in work vehicles or while performing one’s job duties or functions is strictly prohibited;
- The use or sale of alcohol on the premises, in work vehicles or while performing one’s job duties is prohibited;
- The improper use or sale of any drug, which may include prescription or over-the-counter medication, on the premises, in work vehicles or while performing one’s job duties or functions is prohibited; and
- Being under the negative influence of drugs (illegal or otherwise) or alcohol on the premises, in work vehicles or while performing one’s job duties or functions is prohibited.

Prescription / Over-The-Counter Medications

Any individual using prescription or over-the-counter drugs shall be under a duty to notify his or her supervisor of such use before starting or resuming work to the extent such use has any potential effect on the individual’s ability to work or any potential to jeopardize anyone’s safety. It will be the individual’s obligation to solicit information from his or her health care provider regarding possible adverse effects of such use before working and immediately share such job impact information with their supervisor. The supervisor does not need to know and should not be informed of what the medication is, or for what purpose it is being taken. All information provided to the supervisor shall be kept confidential and shared only on a “need to know” basis consistent with the applicable law.

Training

This procedure will be reviewed with all employees initially upon hire, and when there is a change to the procedure.

Procedure Review and Revision

This procedure will be reviewed on a regular basis to ensure it is accurate. Appropriate changes will be made as soon as the need is identified, or if there is a change to the procedure. If substantial changes are made to this procedure, employees will be trained on these changes.