



Regenstrief Institute

**Drug-Free Workplace
Mandatory Training 2021**

Training Objectives

- Comprehend the harmful impact of workplace substance use disorder
- Understand the requirements of the law and company policy
- Identify ways in which substance use can impair job performance
- Take action to deal with substance use disorder concerns

The Scope of the Problem

- 10% of U.S. workers engage in unhealthy/hazardous substance use.
- Most persons who misuse substances are employed.
- 60% of workers know someone who has reported for work under the influence of a substance.
- Anyone can be engaged in unhealthy/hazardous substance use.

The Cost of Substance Abuse

- Substance use disorders cost more than \$50 billion annually.
- Persons who engage in unhealthy/hazardous substance use:
 - ✓ Have been found to make more mistakes.
 - ✓ Generally take more time away from work.
 - ✓ Have higher rates of accidents.

The Cost of Substance Abuse (cont.)

- 40% of industrial fatalities are linked to substance misuse.
- 47% of all occupational accidents can be attributed to substance misuse.
- Substance misuse can lead to theft and crime in the workplace.

Drug-Free Workplace Act

- The law says companies that do business with the U.S. government must have a written policy explaining the rules against drugs in the workplace. The policy must be distributed to all employees, and must state that employees can't use, distribute, sell, or make drugs at work.
- The law also requires companies to have drug awareness programs to educate workers about the dangers of drug use, particularly on the job.

Drug-Free Workplace Act

- Any employee who is convicted of, pleads guilty to, or is sentenced for a crime involving an illegal drug is required to report the conviction, plea or sentence to HR within five days. Regenstrief then has 10 days to report the conviction to the government.
- Regenstrief then has 30 days to take appropriate action. Action might include mandatory treatment, discipline—up to and including discharge, or other action.

OSHA Requirements

- Protection against recognized hazards
- Substance misuse is such a recognized hazard



Regenstrief Policy

- Prohibits possession, use, or sale of drugs on company property.
- Prohibits possession or use of alcohol on company property (exceptions may apply for social events that take place on the property with prior management approval).
- Forbids working under the influence of drugs or alcohol; regardless of work location (RI building, home office, another remote location).

Regenstrief Policy (cont.)

- Provides assistance to employees who want help with substance use disorder.
- Imposes discipline on those who refuse help and continue to use/misuse substances on the job.

Substances that are covered by RI policy and procedures include:

- Alcohol
- Marijuana
- Cocaine
- Heroin
- Amphetamines
- Hallucinogens
- Prescription Drugs

This is not an exhaustive list. Any number of substances can be used in unhealthy/hazardous ways that would be in violation of RI policy for a drug free workplace.

What resources are available for assistance?

- EAP – Employee Assistance Program
- Talk to a trusted health practitioner
- Many states have websites/phone hotlines to find assistance.
 - ▶ Indiana 2-1-1: <https://in211.communityos.org/>

What resources are available for assistance?

- Alcoholics Anonymous
 - ▶ www.aa.org
- Al-Anon/Alateen
 - ▶ www.al-anon.alateen.org
- Cocaine Anonymous
 - ▶ www.ca.org
- Narcotics Anonymous
 - ▶ www.na.org
- National Clearinghouse for Alcohol and Drug Information
 - ▶ www.addiction.com
- National Council on Alcoholism/Drug Dependence Hopeline
 - ▶ www.ncadd.org

What do you do if you are concerned about a coworker?

- Express your concern.
- Encourage the person to access resources.
- Talk to your supervisor/Human Resources if concerns persist.

Key Points to Remember

- Substance misuse threatens the productivity, safety, and security of Regenstrief Institute and our employees and affiliates.
- Working under the influence of alcohol or drugs seriously impairs a person's ability to perform the job well and safely.
- Never ignore a substance use disorder — ask for assistance by contacting expert resources.

- Our Policy/Procedure on a Drug Free Workplace is located on Jostle at:
- Library>Human Resources>HR Policies>POL-ADM-004_Drug_Free_Workplace_Policy