



# **PREVENTION OF SUBSTANCE ABUSE IN THE WORKPLACE**

**Self-Study Guide**

**PCH is committed to maintaining a Substance Abuse Prevention policy and program in an effort to:**

- Maintain safe practices, services, and facilities for our Patients
- Maintain a safe and healthy work environment for our Employees
- Continue to protect non-substance abusers from the effects of substance abuse while at work
- Identify those who are impaired due to substance abuse (use of illicit or illegal drugs, abuse of prescription medications, and/or alcohol), with the intent of maintaining all of the above while encouraging substance abusers to obtain the help they need

**You are a crucial part of the solution because you:**

- Refrain from substance abuse yourself
- Refuse to accept or cover up the problems caused by others' substance abuse
- Participate in learning more about the problems of substance abuse in the workplace

**Substance abuse continues to be prevalent and deadly in the US:**

- In the US, 22.5 million persons (or 8.9 % percent of the population) are classified with substance dependence or abuse in the past year based and 18.7 million persons (or 7.4 % of the population) are classified with dependence on alcohol
- Recent statistics indicate that 7.75% of Ohioans suffer from illicit drug dependence or abuse, and 18.94% of Ohioans suffer from alcohol dependence or abuse
- Each year 20,000 to 40,000 Americans die from drug abuse
- Excessive alcohol consumption is associated with approximately 75,000 deaths per year
- Alcohol is a factor in approximately 41% of all deaths from motor vehicle crashes
- 74% of adults who use illegal drugs are employed and 90% of alcoholics are employed
- On average, 14 out of every 100 employees abuse drugs on the job (14%)
- According to the above statistic, we could have up to 37 PHS employees that may suffer from drug dependence or abuse

**Organizations that implement Substance Abuse Prevention policies and programs help to maintain a healthy and safe work environment. PHS Substance Abuse program includes:**

- Visible and active support from management
- Substance Abuse Prevention and Detection orientation and training provided to all employees
- Well documented and communicated safe work practices and policies regarding worker safety and health
- Professionally administered drug and alcohol tests, and analysis at appropriately certified laboratories
- Information for employees that come forward before required screening to disclose and seek help

**Success of the Substance Abuse Prevention program depends on the following:**

- Creating and enforcing a Substance Abuse Prevention policy
- An approved prior to offer/pre-placement testing procedure
- Assistance for those who need it
- Corrective action when policy is violated

**Impairment due to drug and/or alcohol abuse in the workplace is directly related to:**

- Accidents - with dulled senses and reduced reaction time, substance abusers increase their chances of being involved in accidents during their work hours
- Illnesses - suffer from a long list of chronic illnesses, ailments, health conditions, and eventual death
- Addiction - leads to more abuse until the user's entire existence centers on the alcohol or drugs
- Financial Burdens - drugs are expensive, and dependence on drugs or alcohol can often leave the abuser with less time for income-producing activities – such as an honest day's work
- Crime and Legal Problems - substance abusers often commit crimes to support their habits, and convicted criminals frequently spend their most productive years in prison

**How substance abuse affects job performance:**

- Excessive use of sick leave
- Monday and/or Friday absences
- Repeated absences of 1-2 days
- Excessive tardiness or leaving work early
- Frequent unscheduled short-term absences
- Repeated physical illness on the job
- Continued absence from workstation more than the job requires, long breaks
- Frequent trips to the water fountain or bathroom
- Coming, or returning, to work in an obviously impaired condition
- High accident or incident rate
- Generally lowered job efficiency and erratic work patterns
- Difficulty in concentrating or confusion
- Deteriorating relationships with others on the job

**Occasions for drug and/or alcohol testing:**

- Pre-employment
- Reasonable suspicion
- Follow-up to Work Improvement Plan related to substance abuse

**Drug testing:**

- Specimen is collected at PCH Lab by trained professional
- Employee provides urine sample in approved, private environment
- Chain of custody controls are followed in obtaining, labeling and handling of all specimens
- Specimen is screened for presence of drugs. If drugs are detected, second test is performed as confirmation
- If tampering is detected, either at the collection site or during analysis at the lab, the employee is required to provide a second specimen using the same protocol and chain of custody controls
- If failed results, test will be forwarded to our Medical Review Officer
- Final reporting provided to VP, Human Resources from MRO

**PCH screens for the same drugs indicated by the Department of Transportation:**

- Marijuana
- Opiates
- Cocaine
- Amphetamines
- Phencyclidine
- Alcohol

**You are responsible for:**

- Reading and understanding the PCH Substance Abuse policy
- Understanding any federal or state laws applying to your job classification concerning drugs or alcohol in the workplace
- Protecting our patients, your co-workers, and our workplace from the impact of substance abuse by reporting substance abuse concerns which you witness and by not becoming a statistic yourself

**You Have a Legal Right to:**

- Be informed of the effects and consequences of substance abuse
- Be informed of the help which is available to you if you are suffering from substance abuse
- Request a second test at a different laboratory if you disagree with the findings of the first test
- Provide legal prescription drug use which could have caused a positive test result