

“Substance Abuse & the Workplace Updates”

Co-facilitated by
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& Erica Schmitz from Maine’s Environmental Substance Abuse Prevention Center

1. Introductions

2. Overview of the five components of a Comprehensive Drug Free Workplace Program

A comprehensive Drug Free Workplace Program includes all five of these components. Rather than think of the 5 components as an all-or-nothing endeavor, employers are encouraged to start where they can, and then build from there.

1) Written Policy

- Ideally, the policy should be developed with input from all levels of employees, from management to the lowest status employee.
- A written policy in and of itself is effective and the first step toward a comprehensive program. Many employers are willing to take this first step and can be brought along the continuum with more education and relationship building.

2) Employee education

- Impact of substance abuse on safety, workload and health.
- Defining addiction
- Signs and symptoms of developing problems
- Impact on family and co-workers
- Explain how to access assistance (e.g. EAP)

3) Supervisor training

- Know the organization’s policy and program and how to use it
- Be aware of legally sensitive areas
- Recognize and detect potential problems
- Document, Act, Refer, Reintegrate.

4) Employee Assistance Programs (EAP)

- EAPs need to be certified by the Department of Licensing and Regulatory Services. Certification Requirements:
 - Written policy must first be approved by the Bureau of Labor Standards, Wage and Hour Division
 - Contact: Anne Harriman, Anne.L.Harriman@maine.gov, 623-7926
 - Application for certification:
<http://www.maine.gov/dhhs/dlrs/Licensing/EAP/EAP-ApplicationLicensure.pdf>
 - Contact: Cathy Parlin, Cathy.Parlin@maine.gov, 287-9300
 - \$100 new application fee/\$50 reapplication
 - Annual Report (Renewal applicants only)

- Two year Re-Evaluation EAP Utilization Report (Renewal applicants only)

5) Testing

- Types:
 - Applicant/pre-hire – only if there is an offer of employment or the applicant is placed on a roster of eligibility.
 - Probable cause – Issued from immediate supervisor or other supervisory personnel, MD, nurse, or security personnel. The Facts must be in writing and provided to the employee.
 - Random or Arbitrary
 - Part of a bargaining agreement
 - The health and safety of co-employees or public would be threatened if the employee were OUI – there are considerations if unions are involved.
 - The employer has established a testing program that applies to all employees regardless of position.
 - Testing while undergoing rehab or treatment – conducted by the treatment provider and the results are not released to the employer.
 - Testing to return to work – employer may test anytime between 90 days and 1 year after the date of the employee’s prior test.
- Requirements for testing:
 - Approved written policy by Bureau of Labor Standards, Wage and Hour Division
 - EAP approved by Division of Licensing and Regulatory Services
- Please see Maine Law regarding Employment Practices – Substance Abuse Testing <http://www.mainelegislature.org/legis/Statutes/26/title26sec681.html>

3. Work Alert materials available for communities to use

- On the OSA website at <http://www.maine.gov/dhhs/osa/prevention/workplace/workalert/index.htm>
- Work Alert was created by OSA to serve as both a media campaign and business tool that helps employers to create a Drug-Free Workplace Policy. The Work Alert program was developed for use with businesses with between 20 and 50 employees.
- Along with radio and print ads, postcard mailings, and worksite posters, Work Alert consists of step by step instructions that an employer can take to develop a Drug Free Workplace Policy. An important component is the link to the US Department of Labor’s online policy builder. By using the policy builder to answer a series of questions about their workplace, employers can develop and download a customized workplace substance abuse policy that is right for their business. Clear and consistent substance abuse policies can significantly reduce drug and alcohol abuse in workplaces and impact a company’s bottom line.
- The Work Alert tool provides guidance through three-step process:
 - Step 1 – Involve key employees for input and advice in creating a substance abuse policy

- Step 2 - Customize a Policy that is right for your workplace
This step links to the US Department of Labor's Drug-Free Workplace Policy Builder. Here, employers can create a policy tailored for their business.
- Step 3 - Share the Policy with all employees
- The Work Alert website also includes:
 - A list of community coalitions who can help get started, including contact information.
 - A workplace poster and other materials that can be customized with employee assistance information and local resources for employees who may need help.
- Postcards were sent to businesses to promote this program. A limited number of these postcards are available if people want them.
 - If you are interested in the list of employers who received postcards in order to follow up, email Jo McCasslin at OSA for the list. (We are sending the list to all call participants)

4. How does this fit into the HMP work plan?

- Any work that we do with employers related to substance abuse policy should be coordinated and integrated with our HMP's broader efforts around healthy worksite policies—using Healthy Maine Works. Healthy Maine Works, also known as the worksite initiative, is a program in which employers take a comprehensive survey about the health and wellness needs of their business. After the survey, the program creates a work plan that is specifically designed to address the health and wellness needs of the company. The Drug-Free Workplace policy and comprehensive program are part of this.
- Work Alert is a combined media campaign and business tool that targets businesses with 20 to 50 employees. It is designed to help employers protect their employees and businesses from the negative impact of substance abuse. Work Alert will help employers develop and implement a Drug-Free Workplace Policy that can lead to the implementation of a comprehensive Drug-Free Workplace Program.
- Work Alert can therefore be used as a tool to complement your HMP's workplace initiatives, to help make sure that substance abuse policies are fully addressed within the broader context of worksite wellness.

5. Discussion and sharing –

What resources and talking points have you found most helpful in presenting these materials to employers?

- Many communities have found it helpful to use power point presentations in educating employers. Here is a link to a sample OSA power point presentation regarding substance abuse & the workplace:
<http://www.maine.gov/dhhs/osa/prevention/provider/powerpoints/ppt/SA%20and%20the%20Workplace.ppt>

- Attached are talking points and “yeah, buts” that can be used when talking to employers about Substance Abuse programs. A few key talking points that were mentioned during the discussion:
 - Using safety as a talking point can be beneficial, as safety is a big concern for employers.
 - Many employers are receptive to the cost of substance abuse, and how it affects a business’s bottom line.
 - In 2005, expenses related to lost productivity due to substance abuse in Maine totaled more than \$155.6 million.
 - Alcohol use on and off the job causes problems for non-drinking co-workers. One out of five employees report that the alcohol problems of people they work with cause them to fear injury, work harder, redo work or cover for the drinker.
 - Another talking point would be to tell employers that those businesses without substance abuse policies might be more likely to attract employees with substance abuse issues.
- Some communities have found it helpful to go through a complete wellness overview with employers, with the Substance Abuse component being addressed as just one part of that.
- One community has held an event for employers just about Substance Abuse. Different people were there to talk about different aspects such as Work Alert, treatment, etc. For this group, the interest was in getting some education first before beginning the written policy aspect.

How can we focus our efforts to reach 18-25 year olds?

- To begin, some communities may want to target industries with higher numbers of 18-25 year old employees, such as service and hospitality services, fishing, recreation industries, etc. These often have higher risk drinking rates than other industries, and are often less likely to have substance abuse policies in place.

What have you found most challenging about getting employers on board?

- For many, a stumbling block has been the EAP (Employee Assistance Program) and drug testing steps of the comprehensive program because of the costs and liabilities of implementing such systems. There has been resistance to difficult or expensive components of this program.
 - You can address this by talking to employers and raising their awareness about the true costs of the program, compared to how substance abuse can affect their bottom line.
 - It costs, on average, \$7000 to replace an employee. Also lost is intellectual capital and experience. This affects the bottom line. In many cases, it would actually be cheaper in the long run to provide 6 months of rehab to an employee (one of the more costly components of a comprehensive workplace program).
 - It’s okay if many employers aren’t able to sign on to all five components of a comprehensive program. Anything that you can do to increase employer

awareness of the costs of substance abuse will increase their likelihood of signing on to at least part of it—for example, just the policy component, or just the education component. This is a good step in the right direction.

Please send additional feedback and questions about the Substance Abuse & the Workplace materials to Cheryl Cichowski at cheryl.cichowski@maine.gov.

An evaluation of this conference call will be sent out through surveymonkey. Feedback on any and all parts of the call is greatly appreciated!

We hope that everyone can join us for the next call:

Facilitating Great Coalition Meetings, Thursday, May 21, 1-2 pm.
Online registration <http://mcdregistration.org/signup.asp?ID=147>

SAVE THE DATES! Upcoming calls...

Facilitators/Moderators	Topic	Date/Time of call
Erica Schmitz (MESAP) & OSA staff	Pricing & Promotions	TBA
Maryann Gotreau (OSA) and Erica Schmitz (MESAP)	School Policy Updates	Thursday, SEPTEMBER 17, 1-2 pm
Geoffrey Miller (OSA) and Erica Schmitz (MESAP)	Using Student Survey Data	Thursday, OCTOBER 15, 1-2 pm

Call topics may change to reflect community needs. For this reason, registration is not available until 1 month prior to each call. To register: <http://www.mcd.org/registrations.asp>

If you have specific materials or resources you would like to share with call participants, or if you have any specific questions you would like to see addressed during a call, please contact Erica Schmitz from MESAP (Maine's Environmental Substance Abuse Prevention Center) at Medical Care Development, (207) 773-7737, eschmitz@mcd.org.