

Education - Resources Incentives/Rewards

Partnership Members

A&B Buildings and Supplies
Cloud Peak Initiatives
Northern Wyoming Mental Health
Rio Tinto
Society for Human Resource Mgmt. (SHRM)
Sheridan County Chamber of Commerce
Sheridan County Prevention Coalition
Volunteers of America/WYSTAR
Wyoming Dept. of Workforce Services
Wyoming Sawmills
****Your Business Here****

Creating a Drug-Free Workplace

A drug-free workplace program includes five components:

Drug-Free Workplace Policy

- Create - with help from various agencies and management strategy resources - a policy unique to the needs of your workplace and business plan.
- Create proper documentation for employees

Supervisor Training

- Ongoing opportunities for training supervisors and managers on matters concerning random testing, strategies for creating a drug-free workplace
- Tips for employee conversations
- Confidentiality, consistency and follow-up

Employee Education

- Drug testing requirements
- Workplace rules and regulations

Employee Assistance

- In the case of positive tests, resources for aid and cessation or recovery programs

Drug Testing

- Initial testing of every employee - every time
- Randomly test 20% of your employee base annually
- Resources for testing kits and lab availability

Partnership for a Drug-Free Workplace Goals

- Promote Safety and health in the workplace for employees, co-workers, and consumers
- Enhance quality employee recruitment
- Reduce employee turnover
- Reduce absenteeism
- Increase productivity
- Reduce accidents/injuries

**38-50% of all
Worker's
Compensation
claims are related to
substance abuse in
the workplace.**

Please visit the Sheridan County Chamber of Commerce Website at:
www.sheridanwyomingchamber.org
Other related online resources:
www.drugfreegillette.org
www.dol.gov - department of labor

**An estimated 14.8
million Americans
are currently illicit
drug users and
approximately 9.4
million of these
individuals are
employed.**

Tim Force and the Casper Burger Kings

Tim Force and his wife Dawn own three Burger King stores in Casper. Immediately following their purchase they realized some major problems in the stores related to substance use and abuse by their employees. Theft of cash and food was too common and employees were scaring away customers.

The Force's decided to make a change. They created and enforced a drug testing policy that has become a model for other businesses. In the beginning they lost half their employee base, they walked away to avoid pre-employment, random, suspicion-of-use, and post-accident testing. After the initial turnover the restaurants began to draw a much improved employee base of people who choose to work drug-free and in a safe and drug-free environment.

Tim and Dawn still experience typical food service turnover but now have a waiting list of 15-year-olds willing to work safely and abide testing policy.

****Based on an article in the Casper Star-Tribune: January 12, 2007****

Substance abusers are 2.5 times more likely to be absent eight or more days per year.

Partnership for a Drug-Free Workplace Requirements:

- Pre-employment testing of all new hires (type of testing is at employer's discretion)
- Random testing of 20% of entire workforce annually (including upper management)
- Post-accident and reasonable suspicion testing

OR

- Provide proof of participation in Worker's Compensation Discount Program

Increase your business's quality employee recruitment - Substance Abusers are 1/3 less productive.

Testing Kits and other Testing Resources

www.uscreeningsource.com

www.uritoxmedicaltesting.com

www.onsitedrugtesting.com

Substance Abuse and Mental Health Services Administration - Employer Kits for Drug-Free Workplaces www.samhsa.org

Sheridan County Employee Testing and Employee Assistance Program Options

- Crazywoman Detection Service (Ginger Roberts) - (307) 673-5144 (On site drug and alcohol testing for employers testing employees)
- Cloud Peak Initiatives - (307) 674-1668 Drug Testing/EAP, Outpatient and Intensive Outpatient Treatment
- WYSTAR/VOA - (307) 672-2044 Residential/Out Patient Substance Abuse Treatment, EAP, Drug Testing
- Northern Wyoming Mental Health Center Substance Abuse Programs- (307-674-7702 Outpatient Substance Abuse Treatment, EAP
- Assessing Solutions - (307) 673-4647 Assessment and Outpatient Treatment

Strategies for Quality Employee Recruitment

- Show your pride in your work, workers, and workplace. Quality employees will come to a workplace in which they are cared for and respected
- Prepare your words ahead of time and stick to a plan of consistent expectations for employees to meet
- Focus on job performance and conduct, not on suspected substance use or abuse or other reasons for performance problems
- State your expectations, the policy, and the incentives clearly
- Publicize the fact that your workplace is drug-free and thus safe, efficient, and full of quality co-workers

Think about your workforce: By occupation, the highest rates of current illicit drug use and heavy drinking were reported by food preparation workers, waiters, waitresses and bartenders (19%); construction workers (14%); service occupations (13%); and transportation and material movers (10%).