



Drug and Alcohol Prevention Program

Section F: Review of Employer Drug and Alcohol Prevention Program (DAPP)

A Drug and Alcohol Prevention Program informs employees of the dangers, to themselves and to others, of drug and alcohol use and abuse in the workplace. The program employs cost-effective, confidential, early intervention strategies to prevent alcohol and drug related accidents on the job. It helps employees who have drug and alcohol problems that interfere with their ability to function on the job in a safe and effective manner. The employer must provide the final, approved DAPP plan to the designated employee representative(s) in each workplace location or to the recognized representative of each collective bargaining unit, where applicable, and to all employees upon request.

Program Element #1

The employer must have a policy that tells all levels of management and all employees what the intent and objectives of the program are, including: (i) The problems which the program is designed to prevent; (ii) management's commitment to addressing those problems and to protecting the safety, health and well being of all employees and individuals in the workplace; (iii) recognition that alcohol and drug use and abuse pose a threat to workplace safety and health; and (iv) a clear message that prohibits the use of alcohol and drugs in the workplace and impairment on the job.

Program Element #2

The employer must establish a procedure to identify employees with drug and alcohol problems that affect job performance and refer them to counseling.

Program Element #3

Employers must protect the privacy of all who use the program, and keep storage and handling of employee records confidential.

Program Element #4

Employers must involve employees in the structure and operation of the program to help them commit to achieving its goals and objectives. This means designating and involving one or more employee representatives and the recognized representatives of each collective bargaining unit, where applicable.

Program Element #5

Employers must assure that the program does not diminish collective bargaining rights, where applicable.

Program Element #6

Employers must establish procedures to facilitate case monitoring and follow-up services.

Program Element #7

Employers must have written plans and procedures to ensure employee safety during emergency situations related to drug and alcohol use and abuse.

Program Element #8

Employers must have an orientation program for new supervisors and employees to educate them about the intent and specific elements of the program.

Program Element #9

Employers must have a training program for supervisors and employees to help them understand the problems associated with the abuse of drugs and alcohol in the workplace, the responsibilities of all affected supervisors and employees in the implementation of the program, the rights of all employees, and the procedures for return to work.

Rest insured.



Program Element #10

Employers must establish an evaluation plan to analyze the effectiveness of the program and its operations.

Program Element #11

Employers must have strategies to maintain and promote the program.

Program Element #12

Employers must name a contact for employees to use when seeking assistance under the employer's Drug and Alcohol Prevention Program.