

# Enhance Safety, Health & Environment In Workplace



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- \*Increase profitability, Productivity, Quality and Goodwill**
- \*Decrease likelihood of Incidents, Employee Turnover, Wastage of Raw Material and Expenses**

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**[www.drugfreenation.org](http://www.drugfreenation.org)**

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## Consequences of Drug Abuse At workplace

About 6.7 million drug addicts in Pakistan are destroying their lives besides affecting every sector of society, specifically, the business sector in terms of causing accidents, reducing or causing loss of productivity, poor work and absenteeism, etc. The number of drug addicts in the business sector has gone up with the labor class and lower middle class by taking drugs for various reasons. The economy of Pakistan is paying a big price for it owing to employee accident and errors, high illness rates, wastage of time, low productivity and absenteeism.

A survey conducted by Drug Free Nation in Karachi city indicates that drug abuse workers affected their organization in terms of loss of productivity, poor work and absenteeism. Among them 76% workers committed mistakes, 56% wasted raw material, 24% remained absent from work 3 to 4 days a week that impaired 86% of total productivity. Their speed of work was slow, 48% did not satisfy their employers whereas 78% impaired their quality of work. Furthermore, 40% of them quarreled with their colleagues at their workplaces.

Above mentioned consequences of drug abuse problems are confined to merely Karachi city. A survey conducted on national level will further clear the impact of addiction on total economy of Pakistan. Furthermore, there is a great need to launch a program to make our workplaces drug free.

Therefore, there is a strong need to launch a grand program to eliminate the silent killer by government, business community and other workplace stakeholders.

## Drug Free Workplace Program

Drug Free Workplace Program is a constructive means for management and employees to work together to maintain a safe, productive, drug free environment

### Components of Drug Free Workplace

1. Substance Abuse Policy (SAP)
2. Effective Supervisor / Manager Training Program
3. Employee Education Program (EEP)
4. Employee Assistance Program (EAP)
5. Drug Testing (DT)



## Substance Abuse Policy

A written drug-free workplace policy is the foundation of an organization's drug-free workplace program. Every organization's written policy should be unique and tailored to meet its specific needs. However, all effective policies have few aspects in common:

- Written policy should clearly state why the drug-free workplace program is being implemented. Rationale can be as simple as a company being committed to protecting the safety, health and wellbeing of its employees and patrons while recognizing that the elimination of the abuse of alcohol and other drugs is your top priority.
- The second core element of an effective written policy is a clear description of behaviors that are prohibited. At a minimum, this should include a statement that the “use, possession, transfer or sale of illegal drugs or controlled substances by employees is prohibited”.
- The third fundamental element is a thorough explanation of the consequences for violating the policy. Consequences may include discipline up to and including termination and/or referral for assistance. Consequences should be consistent with other existing personnel policies and procedures and any applicable state laws.
- Identify all elements of program such as; employee's assistance, drug testing program etc.

Employers should note that sharing their policy with all company employees is an essential part of a drug-free workplace program.

Involvement of employees will be very beneficial during the process of development of drug free workplace policy.

It will be very helpful to ask for feedback from employees during the initial policy development stage.



**DRUG FREE  
WORKPLACE**

**NOTICE  
TO  
EMPLOYEES & APPLICANTS**

**THIS COMPANY HAS A ZERO TOLERANCE  
POLICY REGARDING THE USE OF DRUGS  
OR ALCOHOL ON THE JOB**



**Drug and alcohol screening or testing may be required  
prior to, during, or after your employment.**

The sign features a red circle with a diagonal slash over a black silhouette of a syringe, a bottle, and pills, indicating a prohibition on drug and alcohol use.

## Effective Supervisor/Manager Training Program

After developing a drug-free workplace policy statement, the organization needs to train those individuals who might be the part of its potential workforce. Training for supervisors and manager is an integral part of drug-free workplace program. Managers/Supervisors should be provided with basic information about the drug-free workplace program and their role in its implementation.

Manager/supervisor training must include the following points:

- Understanding drug abuse policy, its implementation and maintenance
- The Manager/supervisor's specific responsibilities in implementing the policy
- Understanding the effects of substance abuse at workplace
- Employee Assistance Program





## Employee Education Program

Employees are the backbone of any organization so it is quintessential to educate them for successful drug free workplace program.

A drug and alcohol education program provides employees with the information they need to fully understand, cooperate with and benefit from their company's drug-free workplace program.

Effective employee education programs provide company-specific information, such as the details of the drug-free workplace policy, as well as generalized information about the nature of alcohol and drug addiction; its impact on work performance, health and personal life; and types of help available for individuals with related problems.

All employees should participate, and the messages should be delivered on ongoing basis through a variety of means. Forums for employee education may include workplace displays, informative lectures by guest speakers, seminars and sessions at new employee orientations.

Information, Education and Communication (IEC) material and training programs must be in national and local languages to achieve the maximum results.

### **Following topic must be covered in training session of employees:**

- Application of Drug Free Workplace Policy
- Consequences in case of violation of policy
- Basic components of Drug Free Workplace program and Employee assistance plan
- Consultancy services in case of having drug abuse
- Common substance abuse in community
- Myth about drug abuse in society
- Warning signs of drug abuse at workplace among coworkers
- Expected benefits of drug free life style

## Employee Assistance Program (EAP)

Employee Assistance Programs (EAP) is integral component of **Drug Free Workplace Program** which supports the employees with the history of drugs.

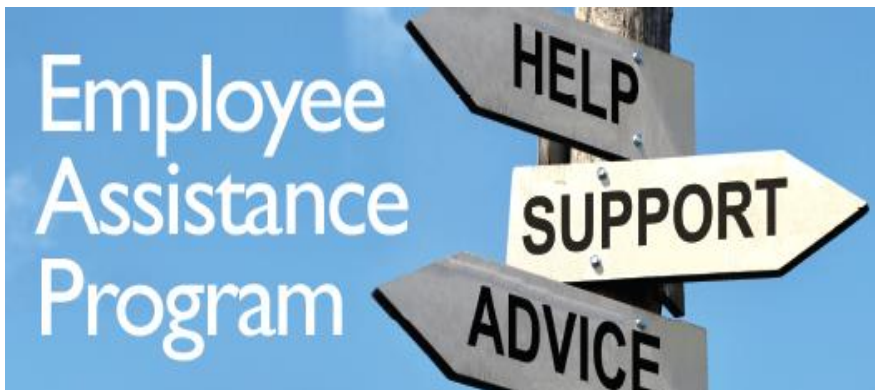
Employee Assistance Programs (EAPs) are generally the most effective tools for addressing poor workplace performance that may stem from an employee's personal problems, including the abuse of any substance.

EAPs are an excellent benefit to employees and their families and clearly demonstrate employers' respect for their staff. They also offer an alternative to dismissal and minimize an employer's legal vulnerability by demonstrating efforts to support employees.

Large Companies can develop their own employees Assistance programs (EAPs).

Same type of industries can jointly develop their united employee assistance

Programs that will provide services to the employees of all the member companies.



## Drug Testing

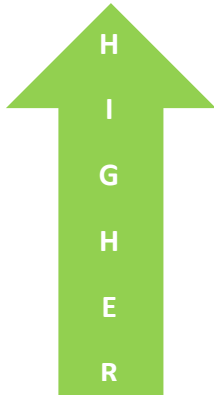
Drug testing of employees is a compulsory component of any Drug Free workplace Program, therefore, the management must conduct drug testing of all the employees at the time of recruiting them.

**Following points must be made clear to all the employees:**

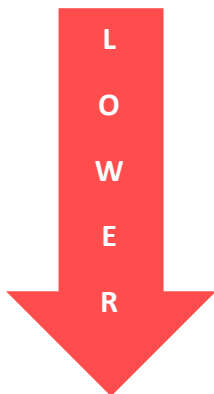
- Who will be tested?
- When will they be tested?
- For what substances will they be tested?
- What consequences will employees and applicants face if they are diagnosed with drug abuse problems?
- Who will administer testing program?



## Benefits Of Drug Free Workplace



- Work Quality
- Productivity
- Profitability
- Working Environment
- Customer Trust
- Employees Moral



- Absenteeism
- Mistakes
- Accidents
- Wastage of Time
- Wastage of Material
- Employee Turnover & Training Costs
- Theft



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