

One Hour Safety Presentation

The main goal of the Division of Safety & Hygiene is the reduction of accidents and illnesses in the workplace. Toward this goal, the One Hour Safety presentation is designed to support the delivery of a presentation to co-workers in your workplace to help them understand and promote safer and healthier work environments. It is recommended that you take the DSH Training Center course as a background for using One Hour Safety Presentation to train others at your workplace. Call 1-800-OHIOBWC, option 2, 2, 2 for class dates and locations.

The One Hour Safety Presentation contains:

- Transparency Masters from which films can be made to use on an overhead projector,
- Instructor Notes which gives the instructor suggestions and script notations to use during the presentation, and
- Student Handouts which can be copied for those attending the presentation.

Materials are included for a one-hour presentation on each of these topics:

- | | |
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| ✓ Accident Analysis | ✓ Lockout/Tagout and Safety-related Work Practices |
| ✓ Bloodborne Pathogens | ✓ Machine Guarding Basics |
| ✓ Effective Safety Teams | ✓ Measuring Safety Performance |
| ✓ Enhancing Safety through a Drug-Free Workplace | ✓ Powered Industrial Trucks Training Program |
| ✓ Ergonomics Basic Principles | ✓ Respiratory Protection |
| ✓ Ergonomics Developing an Effective Process | ✓ Violence in the Workplace |
| ✓ Hazard Communication | |

Applications used:

- 1) Text documents (ending in .txt) can be opened with any word processing program.
- 2) Microsoft PowerPoint slides (ending in .ppt) can be opened with the Microsoft PowerPoint program. If you do not have PowerPoint and you do have Windows 95, 98, 2000 or Windows NT operating system, you can view the PowerPoint slides by downloading a free PowerPoint Viewer from the following website:
<http://office.microsoft.com/downloads/default.aspx?Product=PowerPoint&Version=95|97|98|2000|2002&Type=Converter|Viewer>
- 3) Adobe Reader document (ending in .pdf) contains the One Hour Safety Presentation in read-only format. It can be opened when you download Adobe Reader, which is available free of charge at the following website:
<http://www.adobe.com/products/acrobat/readstep2.html>

If you have comments or questions about these materials for One Hour Safety Presentation, please e-mail us: OCOSHTrng@bwc.state.oh.us

Transparency Masters

Enhancing Safety through a Drug-Free Workplace

**Substance use is a national problem
that's also a workplace issue.**

**77% of illicit drug users and 90% of
alcoholics are employed**

- On average, 15 - 17% of any U.S. workforce uses alcohol or other drugs *(Bureau of Labor Statistics)*
- Users cost employers an average of \$7,000 - \$25,000/year *(Small Business Administration)*

Benefits of a DFWP Program

- Improved safety
- Improved health
- Increased productivity
- Higher morale
- Increased security
- Increased well-being
- Customer satisfaction
- Customer retention
- Positive public image

Essentials of a Written Policy

- **Clearly state why the policy or drug-free workplace program is being implemented**
- **Clearly state that the program applies to all employees**
- **Clearly state description of behaviors that are prohibited**

- **A thorough explanation of the consequences for violating the policy**
- **A discussion of confidentiality of the program records to ensure the privacy rights of employees**
- **Identify and explain the role and responsibilities of a DFWP program administrator**

- **State which substances are prohibited**
- **State what constitutes a positive test**
- **State what testing procedures will be followed**
- **State occasions on which testing will occur**

- **State the consequences of refusing to be tested or attempting to adulterate or substitute a specimen.**
- **Reference the help available to employees with substance abuse problems.**
- **State that supervisors will be trained prior to the implementation of any testing**
- **Communicate the DFWP program and policy to all employees prior to implementation**

Written Policy Needs

- Union/employee input
- Legal review

Supervisor Training

Supervisor training is an integral part of every DFWP program. At a minimum, supervisor training should include a review of:

- The company's DFWP policy**
- The supervisor's specific responsibilities**
- Skills necessary to identify and document performance & behavior problems that may be related to alcohol and other drugs.**
- Referring employees for testing and to available assistance.**

Employee Education

Effective employee education programs provide:

- **Company specific information such as details of the DFWP policy**
- **The nature of alcohol and drug abuse**
- **Its impact on work performance, health, personal and family life**
- **What types of help are available**

Occasions for Testing

- Pre-employment / New Hire
- Reasonable suspicion verified by trained supervisor
- Post-accident with accident including fatality, off-site medical attention required, property and/or vehicular damage beyond a specified amount.
- Random
- Follow-up to assessment or treatment

Employee Assistance

Considered a cornerstone of any
DFWP Program

- What assistance do you offer?
 - **None**
 - **Refer for assessment and/or treatment**
 - **Provide health benefits coverage including chemical dependency treatment**

Instructor Notes

Enhancing Safety through a Drug-Free Workplace

**Substance use is a national problem
that's also a workplace issue.**

**77% of illicit drug users and 90% of
alcoholics are employed**

Statistics from National Institute on Drug Abuse

- On average, 15 - 17% of any U.S. workforce uses alcohol or other drugs *(Bureau of Labor Statistics)*

- Users cost employers an average of \$7,000 - \$25,000/year
(Small Business Administration)

Costs Include:

Tardiness, Absenteeism, Theft, Increase Health Care Costs, Lower Productivity, Higher risk of accidents, Property damage, Greater Workers' Compensation and Liability premiums

Benefits of a DFWP Program

- Improved safety
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Safety: Employees in drug-free environments have greater confidence that their workplaces are safe... Think about the construction contractor whose personal safety depends on his fellow workers being alert and focused at all times.

Health: Employees in drug-free environments take comfort in knowing that their workplace is healthy....Consider the restaurant server who knows his own health won't be compromised because he has to work a double shift to cover for a colleague who regularly calls in sick due to a hangover.

Productivity: Employees in drug-free environments are reassured that their workplaces are productive.... Think about the high-tech worker who knows he won't miss an important deadline because he's covering for a colleague whose output lags due to drug use.

Morale: Employees in drug-free workplace are pleased to be part of a team that gets the job done and enjoy the benefits of higher morale....Picture the nurse who arrives for work each day with the knowledge that the level of patient care won't suffer due to a co-worker's use of alcohol or other drugs.

Security: Employees in drug-free workplaces appreciate that their employer's policies make them more secure....Consider the electronics store sales associate who doesn't have to worry that the cash register she shares will be short at the end of the day because a co-worker steals to support a drug habit.

Well-Being: Employees in drug-free workplaces feel an enhanced sense of well-being... Think about the accountant who worked hard to achieve recovery and finds that his supportive work environment plays an important role in his continued sobriety and success.

Customer Satisfaction/Retention & Positive Public Image: Customers receiving products timely and error free will remain loyal, happy customers.

Essentials of a Written Policy

- **Clearly state why the policy or drug-free workplace program is being implemented**
- **Clearly state that the program applies to all employees**
- **Clearly state description of behaviors that are prohibited**

A written policy should clearly state why the policy or drug-free workplace program is being implemented, namely management's concerns for employee safety and health, productivity, accident prevention and loss control, and a commitment to rehabilitation.

Clearly state that the program applies to all employees, including all levels of management.

A clear description of behaviors that are prohibited. A minimum, this should include a statement that the "use, possession, transfer or sale of illegal drugs or controlled substances by employees is prohibited."

- **A thorough explanation of the consequences for violating the policy**
- **A discussion of confidentiality of the program records to ensure the privacy rights of employees**
- **Identify and explain the role and responsibilities of a DFWP program administrator**

Consequences: Some employers terminate all employees violating the policy. Others offer their employees a “Last-Chance” agreement. The employee agrees to complete the assessment process and any recommended treatment. Once this is completed, the employee may return to work. However, if a second positive test occurs, the employee is terminated.

- **State which substances are prohibited**
- **State what constitutes a positive test**
- **State what testing procedures will be followed**
- **State occasions on which testing will occur**

Company needs to state what substances they are looking for (cocaine, cannabinoids, etc.)

Company needs to specify what qualifies as a positive test (cut-off levels)

Company needs to indicate what type of testing will be conducted (hair, urinalysis, blood, etc.)

Company needs to state that post-accident, reasonable suspicion, pre-employment, random and follow-up to testing are occasions on which testing may be required.

- **State the consequences of refusing to be tested or attempting to adulterate or substitute a specimen.**
- **Reference the help available to employees with substance abuse problems.**
- **State that supervisors will be trained prior to the implementation of any testing**
- **Communicate the DFWP program and policy to all employees prior to implementation**

Company needs to address the issue of adulteration and substitution in the policy.

Substitution: Urine from someone or something else or some other fluid is being provided.

Adulteration: Something is added to a person's urine to interfere with the test.

Employee assistance will be addressed later in this presentation.

Written Policy Needs

- Union/employee input
- Legal review

Whether a union operation or not, including employees in development of program is encouraged.

Nation Labor Relations Board has determined that an employer must bargain in good faith with the union prior to implementing a DFWP policy.

It is recommended that your DFWP policy be a separate agreement with the union rather than a part of the general contract. You do not want your DFWP policy subjected to bargaining every time the contract expires.

Ohio Labor-Management Cooperation Program will help employers implement programs that prevent workplace injuries. The OLMCP can help employers and unions work together to overcome barriers to implementing a DFWP program. An employer may contact BWC to be connected with the OLMCP in their area.

Legal Review: Before implementing your policy, it is recommended to have it reviewed by legal counsel to ensure it is compliant with all federal and state laws and is not in conflict with other work rules or collective bargaining agreements.

Supervisor Training

Supervisor training is an integral part of every DFWP program. At a minimum, supervisor training should include a review of:

- **The company's DFWP policy**
- **The supervisor's specific responsibilities**
- **Skills necessary to identify and document performance & behavior problems that may be related to alcohol and other drugs.**
- **Referring employees for testing and to available assistance.**

Supervisors should receive professional training from qualified, credentialed instructors. Training will help supervisors recognize patterns of behavior that may indicate drug/alcohol related problems. Upon recognizing these patterns of behavior, supervisors can make referrals to appropriate professional assistance.

Employee Education

Effective employee education programs provide:

- **Company specific information such as details of the DFWP policy**
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A drug and alcohol education program is a systematic approach to providing employees with information they need to fully understand, cooperate with and benefit from the company's DFWP program. The education should explain each person's role and responsibilities, and can create a deterrent to using drugs/alcohol.

Occasions for Testing

- Pre-employment / New Hire
- Reasonable suspicion verified by trained supervisor
- Post-accident with accident including fatality, off-site medical attention required, property and/or vehicular damage beyond a specified amount.
- Random
- Follow-up to assessment or treatment

Recommended occasions for testing. Each employer must specify in their policy when testing will occur, what type of testing will be conducted (i.e. hair, blood, urine, saliva) and the method of testing (over-the-counter vs. certified laboratory test). Consequences of a positive test should also be explained in the written policy.

Employee Assistance

Considered a cornerstone of any DFWP Program

- What assistance do you offer?
 - **None**
 - **Refer for assessment and/or treatment**
 - **Provide health benefits coverage including chemical dependency treatment**

Employee assistance is offered to a person who test positive or voluntarily comes forward admitting to having a problem.

Assistance offered:

None: Employer terminates when a person tests positive or when a person admits to a problem.

Refer for Assessment/Treatment: Employer may still terminate for a positive test, however they provide employee with list of resources available to assist employee with problem. Employer may offer “last-chance” agreement, offering the employee an opportunity to complete assessment process and recommended treatment, and hold job for employee until they are ready to return to duty.

Provide Health Benefits: Employer may provide/make available medical benefits that include chemical dependency treatment.

Complete Employee Assistance Program: Employer may offer employees and their families access to a complete EAP.

Research indicates that for every dollar that an employer spends in employee assistance services, range of return on investment is \$4.00 to \$16.95.

Student Handouts

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