

Substance Abuse in the Workplace

A Guide to Resources from the Maine Office of Substance Abuse

Books and videos may be borrowed, and pamphlets may be requested by contacting the Information & Resource Center: **Phone:** 1-800-499-0027 **E-mail:** osa.ircosa@maine.gov **TTY:** 1-800-606-0215

PAMPHLETS:

- About On-the-Job Substance Abuse
- About Employee Assistance Programs
- Substance Use Disorders in the Workplace: A Guide to Recovery for Employees
- Substances and Safety: Drinking, Drugs and the New Workplace
- Working Toward a Drug Free Workplace

*Many more titles are available on drug and alcohol topics.

POSTERS:

- Substance Abuse: Recognizing the Symptoms
- Workplace Substance Abuse Programs are a Wise Business Investment.

BOOKS

- Addiction Treatment: Investing in People for Business Success. SAMHSA 1999
- Brief Employee Assistance Program Homework Planner. Wiley. 2000
- Building Blocks for a Drug Free Workplace. U.S. Dept. of Labor. 2000
- The Drug Free Workplace Employer's Manual: A Guide to Establishing A Comprehensive Drug Free Workplace Program. CADCA. 2001
- The Employee Assistance Treatment Planner. Wiley. 1998
- Good Work! Linking Health to the Bottom Line: Cost Effective Strategies for a Healthier Workplace. ME. Bureau of Health. 2004
- The Integration of Employee Assistance, Work/Life and Wellness Services. Haworth Press. 2005
- Worker Substance Use and Workplace Policies and Programs. U.S. DHHS. 2007.
- Workplace Intervention: The Bottom Line on Helping Addicted Employees Become Productive Again. Hazelden. 2000

A Good Drug-Free Workplace Program Can Lead To...

Increases In:

- ◆ Productivity
- ◆ Profits
- ◆ Customer Satisfaction
- ◆ Health Status
- ◆ Employee Morale

Decreases In:

- ◆ Absenteeism
- ◆ Accidents
- ◆ Turnover
- ◆ Workers' Compensation Costs
- ◆ Employee Discipline Problems

VIDEOS

Drugs and Society: the True Cost to You- Drugs in the Workplace. (60 min., 2004)

Everyone involved in running a business (both employers and employees) suffers when there is workplace drug abuse. Alcohol and drug abuse has been estimated to cost American businesses roughly \$81 billion in lost productivity in just one year. \$37 billion due to premature death, and \$44 billion due to illness. This video provides facts about drug use in the workplace and what you can do to help prevent it.

Getting High: Not in the Job Description. (20 min. 2002)

Whether you work on an assembly line or write computer programs for a company's accounting department, you have a right to a safe and drug-free work environment. This program is designed to help viewers of all ages understand their rights and responsibilities on the job, to increase their protection from coworkers whose critical thinking and decision-making skills may be impaired through substance abuse.

The Portrait of Addiction: Close To Home. (57 min. 1998)

Nine men and women-all recovering from drug and/or alcohol addiction-tell their stories. The recovering addicts run the gamut: a former narcotics agent, now recovering from a cocaine habit; a mother of three who is a marketing specialist; a former-addict and founder of Stand Up Harlem, a community of HIV-positive addicts and recovering addicts; a journalist and former addict who actually served as a researcher on the series. This candid testimony from people who have been there leaves little doubt that addiction can happen to anyone and so can recovery. (Part of the Moyers on Addiction Series.)

SUBSTANCE ABUSE in the WORKPLACE

WEB RESOURCES

National Resources:

SAMHSA Workplace Programs - For more information about Substance Abuse, Drug Free Workplace, Prevention Research, Drug Testing, Federal Programs and other workplace related information, visit the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration's division of Workplace Programs website.

<http://workplace.samhsa.gov/>

The National Youth Anti-Drug Media Campaign offers employers free youth drug prevention resources for parents at work. For more information go to:

www.theantidrug.com/atwork

The U.S. Department of Labor, Office of the Assistant Secretary for Policy, Working Partners for an Alcohol- and Drug Free Workplace offers many useful resources on their web site:

www.dol.gov/workingpartners

The Drug-Free Workplace Advisor Assists users to build tailored drug-free workplace policies and provides guidance on how to develop comprehensive drug-free workplace programs.

www.dol.gov/elaws/drugfree.htm

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Maine Resources:

The Maine Office of Substance Abuse Information and Resource Center houses a collection of books, videos, dvds and literature which are searchable using the online library catalog at:

www.maineosa.org/irc

Library materials are available on loan. Pamphlets, posters and handouts are also available. Staff will assist with searches for information.

Online Directory of Programs and Services

The Maine Office of Substance Abuse provides the Online Directory of Programs and Services, a searchable directory of Maine licensed treatment agencies, contracted prevention services, and Driver Education and Evaluation Program providers. Located on the web at:

www.maineosa.org/help/directory.htm

Maine Bureau of Labor Standards

Any employer who wants to have a substance abuse testing program (but is not required to under federal law) must submit a policy to the Maine Bureau of Labor Standards (BLS) for review and approval. A model substance abuse testing policy to help employers develop an acceptable policy is available on the BLS website:

www.maine.gov/labor/labor_stats/publications/substanceabuse

Healthy Maine Partnerships "Good Work! Resource Kit"

The Good Work! Resource Kit was developed to help worksites interested in developing low-cost ways to support employee health and productivity by providing successful techniques actually used by Maine businesses.

<http://healthymainepartnerships.org/mcvhp/gw.aspx>