



September 2006

www.dwiresourcecenter.org

## National Drug Free Work Week, October 16 - 22, 2006

October 16-22, 2006 is Drug-Free Work Week, and employers and workers across the country are encouraged to participate. The purpose of Drug-Free Work Week is to educate employers, employees and the general public about the importance of being drug-free as a component of improving workplace safety and health and to encourage workers with alcohol and drug problems to seek help.

The activities listed below represent ways to build safer, healthier workplaces through substance abuse prevention and intervention, and most can be implemented at any time during the year. Employers and workers who conduct these or any other activities in recognition of Drug-Free Work Week, however small in scope, are encouraged to call the DWI Resource Center at (505) 881-1084 if they require assistance. All Center services are free of charge to Albuquerque businesses.

● **Implement a Drug-Free Workplace Program** – Drug-Free Work Week is the perfect time to launch a Drug-Free Workplace Program if your organization does not already have one. Such programs are natural complements to other

initiatives that help protect worker safety and health. To learn more about them, visit DOL's Working Partners Web site. In particular, the site's Drug-Free Workplace Advisor Program Builder offers detailed guidance on how to develop a Drug-Free Workplace Program, starting with the first step: a written policy.

- **Promote your Drug-Free Workplace Program** – If your organization already has a Drug-Free Workplace Program, Drug-Free Work Week is a logical time to ensure the program is adequate to meet current needs and to remind employees about its important role in keeping them safe while on the job. One way to do this is to distribute to all employees a copy of your drug-free workplace policy, along with a positive message about valuing health and safety, and then provide an opportunity for them to ask questions about it, perhaps through an open forum or privately.
- **Train supervisors** - Supervisors are the individuals closest to an organization's workforce. As part of Drug-Free Work Week, organizations can conduct training to ensure

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supervisors understand their organization's policy on alcohol and drug use; ways to deal with workers who have performance problems that may be related to substance abuse; and how to refer employees to available assistance. Working Partners offers more information on Supervisor Training, including ready-to-use training materials.

- **Educate workers** - To achieve a drug-free workplace, it is critical that an organization educate its workers about the nature of alcohol and drug use and its negative impact on workplace safety and productivity. Drug-Free Work Week is a natural time to step up such efforts through training sessions, guest speakers or brown-bag lunches. Working Partners offers more information on Employee Training, including ready-to-use training materials. If employee education is already a regular activity, a Drug-Free Work Week program could be offered on a specific timely topic such as the abuse of prescription drugs or methamphetamine.
- **Remind employees about the availability of EAP or MAP services** - If your organization has an Employee Assistance Program (EAP) or Member Assistance Program (MAP), Drug-Free Work Week presents a perfect opportunity to remind them of its availability. Such programs offer free, confidential services to help all employees, including supervisors, resolve personal and workplace problems, such as substance abuse. They also offer confidential substance abuse screenings as well as brief intervention, if warranted, and help employees locate local treatment resources. Working Partners offers more information about EAPs.
- **Offer health screening** - Organizations can use Drug-Free Work Week to encourage employees to assess their own use of alcohol and drugs and privately determine if they need help to change their behavior. For example, organizations can inform employees about the confidential, self-administered online screening tool Alcohol Screening.org and make sure all employees have access to the Internet in a private location in case

### Join Us For A Luncheon Seminar on Workplace Drug Testing!

SED Medical Labs Presents:  
*Policies: Pitfalls, Prevention, and Pfunny Stories*

Cost: \$15 / person, pay at the door  
November 10, 2006, 11 a.m. – 1 p.m.  
MCM Elegante Hotel  
2020 Menaul NE, Albuquerque

<http://www.dwiresourcecenter.org>

### Hiring A New Employee? Check out their DWI record online!

A DWI on an employee's record can be an indicator of alcohol & drug-related problems, lack of personal responsibility, and poor decision-making skills. Check your employees' records before you hire! The DWI Resource Center offers employers a free online DWI offender database, containing records from the last five years. Check your employees' records today by visiting our website:

<http://www.dwiresourcecenter.org>

they want to use it. Availability of confidential substance abuse screenings by qualified professionals could also be publicized and offered by the EAP health unit, and/or occupational nurse.

- **Publicize available community treatment resources** Whether or not an organization has an onsite EAP or health unit, help for substance abuse problems is likely available nearby through a hospital, local health department or stand-alone Substance Abuse Treatment Center. Furthermore, self-help programs, such as the 12-step programs of Alcoholics Anonymous and Al-Anon, are free and available in communities nationwide. Drug-Free Work Week is a great time to remind employees about community resources that can be helpful for a person struggling with a substance abuse problem or those who are close to him or her.
- **Distribute a payroll message listing helplines or a reminder about Drug-Free Work Week for employees** - Paychecks are one thing that every employee pays attention to! Provide additional value during Drug-Free Work Week by including a leaflet or message listing sources of help for those with substance abuse problems or a simple reminder that it is Drug-Free Work Week and a good time to re-commit to working drug-free. An easy way to do this is to print and reproduce a ready-to-use payroll message. Call the DWI Resource Center for free paycheck inserts at (505) 881-1084.
- **Hold a social event celebrating safety and health** - A social event with plenty of food, fun and non-alcoholic drinks can help reinforce the importance of being drug free to working safely and remind workers that alcohol is not necessary to unwind and relax. The theme for such an event could be one of general health and wellness, with door prizes such as gift certificates for local health clubs or recreational activities. Working Partners provides a number of tips on how to create alcohol-free workplace parties.