
TOOL BOX TALK 1: DRUG-FREE WORKPLACES: The Basic Message

Worksite alcohol and drug use cannot be taken lightly, especially on construction sites where we rely on each other for safety. As a worker on this site, you have certain responsibilities related to drug and alcohol use. It is your responsibility to:

- Understand our company's drug-free workplace policy.
- Follow it and set a good example for others by working drug and alcohol free.
- Seek help if you or your co-worker(s) need it.
- Notify management if you observe use of or impairment from drugs or alcohol that could threaten the health and safety of employees.



Remember: if you directly observe drug-free workplace policy violations or obvious, on-the-job impairment that you believe poses an immediate danger to any worker on the job (perhaps caused by alcohol or drug use):

- DO NOT delay or ignore the situation.
- STOP the worker from committing the unsafe practice, if at all possible.
- NOTIFY your supervisor or foreman, immediately.
- BE WILLING to risk being wrong. When your safety and that of your co-worker(s) is on the line, it is better to be safe than sorry.

A safe, healthy and drug-free workplace is everybody's responsibility. Thanks for making it yours.

Handouts: Give each worker the Fast Facts card, "Keep Your Worksite Drug and Alcohol Free."

TOOL BOX TALK 2: UNDERSTANDING OUR DRUG-FREE WORKPLACE POLICY

On construction sites, where we rely on each other for safety, everyone deserves to be assured that no one is working under the influence of alcohol or drugs. That's why we have a **drug-free workplace policy** and why everyone has a responsibility to:

- Understand and follow this policy.
- Notify management if you observe impairment from drugs or alcohol that could threaten the health and safety of employees.

The specifics of our particular policy include the following:

Note to Presenter:

Use this time to educate your audience on your organization's actual drug-free workplace policy by explaining:

- *What is not allowed (e.g., use of or impairment from alcohol or drugs while working; abuse of prescription drugs, etc.).*
- *Whether drug testing is conducted, and if so, under what circumstances (e.g., random, reasonable suspicion, post-accident).*
- *The consequences of violating your company's drug-free workplace policy (i.e., disciplinary action).*
- *What assistance is available to employees with drug or alcohol problems (e.g., whether your company offers an Employee Assistance Program (EAP) or Member Assistance Program (MAP)).*
- *Who should be contacted either for assistance or for further information about the policy.*

Handouts: *If you have not recently done so, give each worker the Fast Facts card, "Keep Your Worksite Drug and Alcohol Free."*

TOOL BOX TALK 3: WORKING SAFE AND DRUG FREE: The Responsibility Starts with You

Worksite alcohol and drug use cannot be taken lightly, especially on construction sites where we rely on each other for our safety. Responsibility over the safety of our worksite starts with each and everyone one of us. So take a good look at yourself. I'm not asking anyone to answer out loud, but I want each of you to ask yourself whether you might have a problem with drugs or alcohol. Have you found yourself:

- Having trouble doing your fair share at work because you are frequently hung over?
- Drinking first thing in the morning or before your shift?
- Fearful of being caught by a workplace drug test?
- Having a hard time sticking to the recommended dosage of a prescribed medication?
- Making unsuccessful attempts to cut down on alcohol or stop using drugs?
- Feeling guilty for letting down your co-workers because of your drinking or drug use?
- Annoyed by comments made about your drinking or drug use?

If you answer yes to **any** of these, you **may** have a drug or alcohol problem and should seek help. AND if you are using drugs illegally, it's not only against the law and against company policy, it's a safety hazard. It is **never** alright to be impaired on the job because someone could get hurt.

Please consider getting help before you really have something to feel guilty about. Free, confidential help is available.

Note to Presenters:

If your company provides confidential assistance services, such as an Employee Assistance Program (EAP) or a Member Assistance Program (MAP), communicate the following:

Our company's Employee Assistance Program (EAP) provides confidential counseling and referral services as a benefit to employees. Their specially trained counselors can be reached at <CONTACT INFORMATION>.

If your company does not provide such a service, you can suggest that workers call 1-800-662-HELP or visit www.findtreatment.samhsa.gov to find information on local programs and resources.

Handouts: *If you have not recently done so, give each worker the Fast Facts card, "Keep Your Worksite Drug and Alcohol Free."*



TOOL BOX TALK 4: RECOGNIZING DRUG OR ALCOHOL PROBLEMS IN YOUR CO-WORKERS

Most of us know someone—perhaps a family member, friend or co-worker—who has been affected by alcohol or drug abuse in some way. In fact, co-workers are often the first to notice when someone is abusing alcohol or drugs while working. Have you found yourself:

- Doing more than your fair share at work due to a co-worker’s unreliability?
- Making excuses for a co-worker who is proving increasingly undependable?
- Fearing for your safety while that person is on the job?

These, and possibly witnessing drinking or drug using behavior, may be clues that a co-worker has a problem. And, as difficult as it may be, if you have reason to believe that a co-worker is abusing alcohol or using illegal drugs, it is important that you not ignore what you see. Protecting or making excuses for them can actually make their drug or alcohol problems worse since it prevents them from getting the help they need – and compromises safety. So don’t wait until someone gets hurt to take action.

The bottom line is that all of us have a responsibility to work drug free and take notice of co-workers who may have a problem. **Do not hesitate to speak up** and remind your peers that working drug free is serious business.

If you are concerned that someone has a problem:

- Tell the person that you’ve noticed a change in their behavior and that you are concerned.
- Be honest and concrete about what concerns you.
- Avoid saying “you always” or using other similar accusatory language (for example, calling them an “alcoholic” or “drug addict”).
- Don’t threaten to report them—unless you truly intend to do so.
- **Urge the person to get help** and offer information about how to get it.

If you fear that someone’s health or safety is threatened by alcohol or drug use, you should alert your supervisor immediately. But, *never* talk to other co-workers about your concerns as rumors can be harmful.

If you don’t feel that there’s an immediate threat to safety, but *are* concerned about the future risks of your co-worker’s drug or alcohol use, speak *confidentially* to appropriate personnel such as a human resource manager or an employee or member assistance professional (EAP or MAP).

Note to Presenters:

If your company does not provide an EAP or MAP, you can suggest that workers call 1-800-662-HELP or visit www.findtreatment.samhsa.gov to find information on local programs and resources.

Handouts: *If you have not recently done so, give each worker the Fast Facts card, “Keep Your Worksite Drug and Alcohol Free.”*

TOOL BOX TALK 5: WORKING UNDER THE INFLUENCE: Help or Consequences

It's up to all of us to make sure our worksite is safe and drug free. But, for those struggling with drugs or alcohol, it can be challenging to work safely. We want all of you to know that confidential help is available if you or your co-worker(s) need it.

Note to Presenters:

If your company provides confidential assistance services, such as an Employee Assistance Program (EAP) or a Member Assistance Program (MAP), communicate the following:

Our company's Employee Assistance Program (EAP) provides confidential counseling and referral services as a benefit to employees. Their specially trained counselors can be reached at <CONTACT INFORMATION>.

If your company does not provide such a service, you can suggest that workers call 1-800-662-HELP or visit www.findtreatment.samhsa.gov to find information on local programs and resources.

However, if you continue misusing drugs or alcohol—and you don't get the help you need—there will be consequences. Sooner or later you'll either get caught, lose something precious to you--such as your health, your home, your family or your job--or someone will get hurt. Don't take that chance, get help now.

Handouts: *If you have not recently done so, give each worker the Fast Facts card, "Keep Your Worksite Drug and Alcohol Free."*