

CONCERN[®] Services

Drug-Free Safety Program Training Series

Year One Employee

This training entails introductory information for employees for companies that are starting their Drug-Free Safety Program. The training covers:

- Basic explanation of the Drug-Free Safety Program requirements
- Education regarding the urine screen processes
- Discussion of the drugs tested for and their properties

Year One Supervisors

This training entails the 2-hour requirement for supervisors for companies that are starting their Drug-Free Safety Program. The training covers:

- Basic explanation of the Drug-Free Safety Program requirements
- Education regarding the most commonly abused drugs
- Education regarding the signs of alcohol and/or drug use on the job

Year Two Employees

Using the format of a Trivia Quiz, Year Two covers:

- The most widely used drugs in society, both legal and illegal
- The properties and precautions of each of those drugs, including alcohol, marijuana, cocaine, opiates, crystal Meth, tobacco and caffeine

Year Two Supervisors

A “refresher session” on the reasonable suspicion process, including:

- Recognizing a potential problem
- Further investigation of the situation
- Seeking consultation within the company
- Intervening with the employee and asking for a urine screen

Year Three Employees

Focusing on the disease of addiction, utilizing videos from the HBO “Addiction” special, Year Three Employee focuses on:

- The truths behind the myths of addiction
- Education on the disease of addiction
- Information regarding recovery

Year Three Supervisor

A comprehensive view of the supervisors responsibilities under the Drug-Free Safety Program, focusing on:

- Proactive measures to prevent drug use on the job
- Monitoring for impairment on the job
- Intervening on impairment on the job
- Crisis intervention

Year Four Employees

Using a Trivia Quiz format, this training focuses on one of society’s most widely-used and potentially problematic drugs, alcohol. The training covers

- The affects of alcohol on the body
- Guidelines on responsible use of alcohol
- The dangers of alcohol use and hangovers in the workplace

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Year Four Supervisors

This training focuses on a more in-depth education on four areas of the reasonable suspicion process:

- Identifying a performance problem
- Investigating the circumstances regarding the problem
- Making a decision
- Meeting with the employee

Year Five Employees

This training focuses on a “current events” approach to how alcohol and drugs affect all of us in our communities. Issues addressed are:

- The area’s drug trafficking
- The increase in the opiate pain pills and drug overdoses in Ohio
- How alcohol and drugs impact the crime rate
- The danger of drinking and driving

Year Five Supervisors

This training gives a comprehensive view of the reasonable suspicion process by reviewing the most frequently asked questions about the process. This training covers:

- The drugs that are tested positive in workplace urine screens, and the signs of their use on the job
- The investigation process
- Making the decision to test
- Asking the employee for the urine screen

Year Six Employees

This training acts as a review of past years with an emphasis on the history of drug-free workplaces and job safety. Topics covered include:

- The history of drug-free workplaces
- The multiple causes of workplace accidents
- How alcohol, marijuana, pain pills and amphetamines compromise job safety

Year Six Supervisors

This training gives a step-by-step review of the reasonable suspicion process, giving case examples in each stage of the process. The training covers:

- Monitoring employee for signs that could indicate drug or alcohol impairment
- Making the decision to test
- The reasonable suspicion Interview
- Urine testing considerations

Train the Trainer Employee Training

This 3-hour training qualifies the participant to conduct their own Drug-Free Safety trainings for up to three years for their company employees. As part of the training, each participant receives a CD containing Drug-Free Safety Program PowerPoints, a manual containing detailed explanations of the slides, additional drug resource material and a certificate of completion. The training covers:

- Basic information on conducting drug-free workplace trainings
- A description and discussion of how the Drug-Free Safety Program applies to each specific company
- A thorough run-through of the Year One Drug-Free Safety Program Employee training (an introduction into the drug-free workplace, as listed above)
- A thorough run-through of the Year Two Drug-Free Safety Program Employee PowerPoint (a trivia quiz on drugs and their affects, as listed above).
- A thorough run-through of the Year Three Drug-Free Safety Program Employee PowerPoint (education on addiction, as listed above).

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Advanced Train the Trainer Employee Training

This training continues the train-the-trainer process, with 3 more years' worth of trainings. This training includes a 3-hour training and 3 completely different PowerPoints and gives the company representative the training and materials to present three new trainings for their employees.

This includes:

- PowerPoint 4 – A 1-hour training on the drug alcohol, including a trivia quiz regarding its effects and precautions
- PowerPoint 5 – A 1-hour training on “current events” – how drugs affect our communities, in our crime rate, drug trafficking, overdose rate, job safety, and highway safety.
- PowerPoint 6 – A 1-hour training on drugs and workplace safety

Supervisor Train the Trainer Training

This 6-hour training qualifies the participant to conduct their own Drug-Free Safety Program supervisor trainings for up to three years. As part of the training, each participant receives a CD containing Drug-Free Safety Program PowerPoints, a manual containing detailed explanations of the slides, material to conduct supervisor role plays and a certificate of completion. The trainings presented include:

- Year 1 Supervisor Training – An introduction into the reasonable suspicion process and how it applies to supervisors
- Year 2 Supervisor Training – A review of the reasonable suspicion process using a “decision tree” format
- Year 3 Supervisor Training – A review of the supervisors responsibilities under the Drug-Free Safety Program, including monitoring for problems, asking for a urine screen and coping with employee crises