

# MODULE I: LEADERSHIP COMMITMENT AND PLANNING

If you are part of a leadership team interested in addressing substance misuse and addiction among your employees, their families, and the community you support, there are several key action items that your company can engage in.



## Determine your path forward.

Begin by convening your company's management leaders, including those who are focused on human resources, legal, and training/safety issues, to:

- Discuss the impact of substance misuse within your workplace. Do you have a shared agreement that this is an issue within your company? If not, what information do you need as a group in order to determine the extent of the issue?
- Develop a shared understanding of the impacts of substance misuse within your workplace. How can this understanding be communicated to employees to raise awareness and reduce stigma about the issue?
- Commit to a change process that will address substance misuse issues within your company, including substance misuse and associated risks. We suggest you use the strategies and plans in the subsequent modules to guide the plan for this change process.
- Develop a timeline or work plan for achieving the shared goals for the change process.
- Identify a small working team to oversee the workplace approach on an ongoing basis and assign responsibilities. This working team should include staff from multiple levels, including the leadership team as well as middle management and frontline staff. They will be responsible for carrying out the work, with clear expectations for reporting back to the leadership group on progress to date and barriers encountered.
- Consider adopting a company resolution that expresses how you plan to address substance misuse issues.



## Use trusted guidance to determine who does what and when.

The National Safety Council has put together a smart, informative toolkit for workplaces that offers a specific set of resources for individuals who play certain roles within organizations. View documents, videos, and other materials that can help you determine who does what and when.

Here's a list of what you'll find at [nsc.org/pages/prescription-drug-employer-kit](https://www.nsc.org/pages/prescription-drug-employer-kit):

**HUMAN RESOURCES:** Developing a drug-free workplace program, understanding drug testing and opioids, navigating benefits and health care data, employee assistance programs and the opioid crisis, legal and regulatory considerations, sample policy, building employee buy-in, communicating with employees about opioids, sample employee engagement survey, getting started, and month-by-month implementation plan.

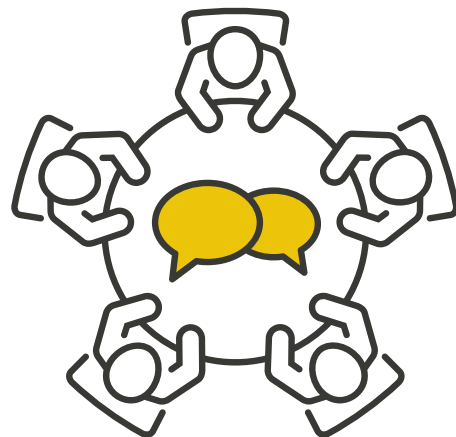
**SAFETY PROFESSIONALS:** Impairment, safety, and opioids; Learning about opioid overdose; naloxone in the workplace.

**SUPERVISORS:** Training supervisors; impairment, safety, and opioids; building a recovery-friendly workplace; building employee buy-in; communicating with employees about opioids; getting started; and month-by-month implementation plan.

## Key objectives checklist.

As a result of your activities, you should have accomplished the following:

- Leadership commits to implementing a strategy to improve response to the substance risks facing all employees.
- Working team is selected and has assigned tasks that are SMART (specific, measurable, achievable, relevant, time-bound).
- The leadership team and working team agree on process and frequency for leadership meetings, during which the working team updates the leadership and key decisions are made.
- The leadership team develops and releases a company resolution related to addressing the impact of substance use disorder within the workplace.



View the entire 49-page Construction Workplace Toolkit document [here](#).



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