

MODULE II: DEVELOP AND IMPLEMENT THE PLAN – POLICIES

Once the company's leadership team has committed to this work and identified the working team with assigned responsibilities, the next step involves developing a plan of action. This will require input and rigorous review before the plan is put into action.

Getting started.

- » Convene the working team and confirm responsibilities of each member.
- » Set a regular meeting schedule.
- » Solicit input from a diverse range of sources and people within the organization.
 - Consider incorporating an employee engagement survey to understand how your employees view your organization's substance policies and practices.
- » Assess what your company has in place or is already doing related to addressing substance use and substances in the workplace.
- » Develop a draft plan that contains key strategies your company will focus on, as well as action steps and the responsible person/people for engaging in each.



Key areas to include in your plan.

EDUCATION AND TRAINING

- » Train supervisors on opioid use disorder, substance misuse signs and symptoms, responding to a substance-impairment-related crisis, confidentiality and substance use, naloxone training and worksite naloxone programs, and finding community substance misuse and substance treatment and support services in Delaware.
- » A survey of Delaware construction companies showed the topics of highest interest included a drug-free workplace, opioids/prescription drug abuse, prevention of substance misuse, how to support/maintain recovery, alcohol and drug addiction, and treatment access and how to get help.
- » The most important curriculum components included training supervisors to know the action steps to take when they suspect an employee is impaired at work and promoting key steps to take when a supervisor suspects an employee is misusing substances.
- » Recommended ways to promote broader employee education and awareness include toolbox talks, flyers and informational videos, and employee reminders.



HUMAN RESOURCES: POLICIES

- » A well-designed substance use policy is the foundation for workplace substance use and offers legal protection when substance-related issues occur in the workplace.
- » Drug-free workplace (DFWP) programs protect employers and employees from harm.
- » DFWP policies should include drug testing; safeguard employee confidentiality; and comply with federal, state, and local laws, as well as union and industry regulations.
- » Conduct a policy review process if you have a DFWP policy. Gather input from company employees to get feedback.
- » After creating the DFWP policy, you should host an educational session about the policy with supervisors, provide all employees with a copy of the policy and make sure everyone understands it, and host a town-hall meeting to answer questions.



Key objectives checklist.

- ✓ Final plan content for addressing substances in your workplace
- ✓ Implementation of work plan
- ✓ Assignment of responsibility to strategies
- ✓ Implementation of the plan

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



DELAWARE HEALTH AND SOCIAL SERVICES
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