



Drug Free Workplace Program Start Up Instructions

1. Distribute Sixty Day Notice of Drug Free Workplace Program
2. Complete and forward Application for Drug-Free Workplace Premium Credit Program to your Workers Comp Insurance Agent and Underwriter. **Do this annually with policy renewal!**
3. Post DRUG FREE WORKPLACE sign and stickers
4. Make copies of the DRUG FREE WORKPLACE POLICY and distribute to all employees.
5. Have all employees sign DRUG FREE WORKPLACE PROGRAM RECEIPT (page 19 of the policy); retain and save for file
6. Make copies of the EMPLOYEE EDUCATION PROGRAM and distribute to all employees, retain and save for file the first page which gets signed by the employees.
7. Make copies of SUPERVISOR TRAINING PROGRAM and distribute to all supervisors, retain and save for file the first page which gets signed by the employees.
8. Review with supervisors the AFTER HOURS TEST NON DOT FORM which explains the procedures for the afterhours testing.
9. Utilize program forms when appropriate: DOCUMENTATION OF BASIS FOR REASONABLE SUSPICION FORM and PRE EMPLOYMENT DRUG TEST CONSENT FORM
10. Always give applicants and/or employees a drug testing CHAIN OF CUSTODY FORM when sending them for a drug test. Always record the applicant/employee social security # on the Chain of Custody form.
11. Start testing all applicants whom you offer a position. Follow company policy for all other testing – random, post accident, and reasonable suspicion.
12. Post notice of DRUG FREE WORKPLACE (DFW) on all vacancy announcements
13. Keep Florida Drug Free Workplace Statutes on hand for any requests to view these