



Drug-Free Workplace Supervisor Training and Employee Education Programs

by Captain Leo A. Cangianelli, Vice President of The Walsh Group

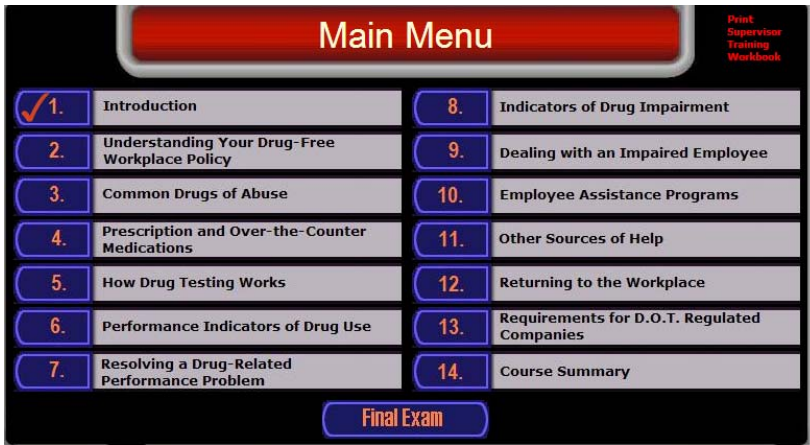
Ask Richard Nichols, the Director of Fleet Services and Safety for National Van Lines, how much money the company has saved in the last 4 years since their drug-free workplace policy went into effect, and he does not hesitate. "35% on all of our insurance coverages, workers compensation, cargo, PI/Pd and hospitalization", he says with pride. Two key factors in having an effective drug-free workplace policy are: **Educating your employees:** explain your company's policy; tell employees where they can go for help if they have a problem; explain how alcohol & drug abuse affects your health; explain how alcohol & drug abuse affects your productivity, absenteeism, accidents, health care costs, quality of product; details of the company's drug testing program: guidance and assistance to non-abusing workers who are directly or indirectly affected by substance abusing co-workers.

Supervisory Training: The role of the supervisor is traditionally a difficult one. You must fulfill various responsibilities to the employees, work group and organization. You are also responsible for ensuring the work is carried out in a way that no one's security, safety or health is jeopardized. As a supervisor, you have the day to day responsibility for what goes on in the workplace and you play a critical role in supporting the drug-free workplace program and enforcing the policy. You are responsible for seeing that the work of the staff meets established performance standards. Your supervisory role is clear. When an employee begins to show a consistent pattern of problem behavior, you must take action focusing on job performance, even when you think the problem may be caused by substance abuse. This allows you to balance the rights of the individual employee to privacy and fair treatment; and the rights of the work group to a safe, secure and productive environment.

In our continued search for resources to assist our DDW members to establish and maintain their drug-free workplace, *Drugs Don't Work in NJ!* has made arrangements with The Walsh Group to present their program at a special seminar on October 3, 2007 at the NJ Turnpike Authority at their new location in Woodbridge. Mr. Cangianelli is Vice President of The Walsh Group in Bethesda, Maryland, a company specializing in substance abuse training development, research and consulting, www.walshgroup.org. The following is a brief description of Drug-Free Workplace training created by The Walsh Group:

In the Federally regulated Transportation industries there are specific requirements for development and implementation of a Drug-Free Workplace (DFWP). Among these are minimum standards for drug and alcohol testing as well as providing supervisor training and employee education for the workforce. To meet these needs, The Walsh Group has developed a unique set of management tools to facilitate the implementation of a Drug-Free Workplace and also comply with the Department of Transportation supervisory training and employee education requirements. Their programs include a series of interactive computer-based training and education programs for employees and supervisors that are flexible as to time and location of training and that provide a cost-effective alternative to traditional methods. Upon completion of the instruction and a passing grade on the course exams, a certificate of completion can be printed as evidence of passing the course.

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The **Supervisory Training** course takes slightly more than two hours to complete depending on the knowledge base of the trainee. The **Employee Education** program takes a little under two hours to complete. Both courses incorporate color graphics, moving text boxes, bulleted highlights, narration, and timed presentations to enhance the delivery of the instructional material. Trainees can complete the training at their own convenience and learning pace. Topics

are designed as separate instructional sections and linked menus allow trainees to quickly pick up where they previously left off headings and page numbers. The quick-click buttons at the bottom of each page make the training material a breeze to navigate. Each training section also includes a group of interactive questions that allow trainees to test their mastery of the material they just covered.

Included in the employee education course are risk assessment questions that query the trainee about their substance use behavior and potential remedies. The D.O.T. section is required only for safety sensitive employees regulated by DOT. The last two sections of the course are optional and have in-depth information on the most common drugs abused in the U.S. and how to obtain help if needed. There is a final review that examines the trainee's understanding of the course material covered.



A Walsh Group evaluation of the supervisory training course with small businesses involving approximately 150 supervisors in Maryland and Florida has shown that this supervisory training program consistently brings the company drug free workplace program to a new level. Companies that administered the program to their supervisors experienced fewer absences, workers compensation claims, and accidents and experienced higher employee productivity overall.

During the Partnership for a Drug-Free New Jersey's seminar on October 3, 2007 at the NJ Turnpike Authority in Woodbridge, The Walsh Group will unveil this new development in drug-free workplace training and present selected sections of the supervisor training and the employee education training course in a facilitated meeting. Your supervisors will be trained: to review your drug-free workplace policy; their role in implementing your policy; ways to recognize job performance that could be related to substance abuse. Come to the meeting with your policy! Information on this exciting seminar will be mailed to you in the fall.

You may preview both courses on the internet by visiting www.drugfreeworkplacetraining.com and clicking on "DEMOS" for a demonstration.

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