



DRUG FREE WORKPLACE PROCEDURE

1.18

Effective Date: 07/18

Purpose: The purpose of this procedure is to outline drug testing guidelines for employees and potential employees as well as assure compliance with the Drug-Free Workplace Act of 1988. Enhanced productivity, employee safety and decreased health and accident costs are also part of the intended purpose of this procedure. Moreover, because employees interact with the general public, this procedure is also intended to promote and protect public health and safety.

Failure to Comply: Employee failure to comply with this policy could result in disciplinary procedures up to and including dismissal. Employees are expected to comply with all drug free requirements whether established by the agency or by federal, state or local law. Agency failure to comply could result in violation of federal or state regulations.

Procedure: Barren River District Health Department (BRDHD) is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. In compliance with the Drug-Free Workplace Act of 1988, BRDHD has created a drug screening and testing procedure in the attempt to maintain a drug-free work environment. This drug-free workplace procedure applies whenever anyone is representing or conducting business for BRDHD. Therefore, this procedure applies during all working hours, whenever conducting business or representing the organization, while on call, and while on organization property and/or at agency sponsored events.

The unlawful manufacture, distribution, dispensation, possession or use of any controlled substance is prohibited in the workplace.

Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., use leave time, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this procedure to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or accidents occur.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify BRDHD, in writing, within five (5) calendar days of the conviction. Failure to report a conviction could result in disciplinary action. BRDHD will notify the Department for Public Health as well as federal contracting agencies when and where appropriate.

Testing

Each employee, as a condition of continued employment, will be required to participate in any of the following type of drug testing upon the request of management:

- pre-employment
- post-accident
- reasonable suspicion

Pre-employment testing occurs after an applicant has accepted an offer of employment from BRDHD. An individual whose drug screen results are unacceptable will be considered ineligible for employment. Post-accident testing will be conducted following an employee's involvement in an accident whether on or off BRDHD's premises during the course of employment for BRDHD. Post-accident testing must be completed within 24 hours after the accident occurs. What the definition of an "accident" may be is at the discretion of the public health director.

Reasonable suspicion testing will be performed upon request of the director, or his/her designee. Any employee who is tested for reasonable suspicion shall be placed on leave with pay until the results of the test are known.

All drug screening will be performed by a third party vendor at the vendor's premises.

A confirmed positive test shall be utilized by BRDHD as a basis for the disciplinary process up to and including dismissal of the tested employee.

Forms: None

References: [Drug-Free Workplace Act of 1988](#)

Contact Person: Human Resources Manager

Procedure Origination, Revision, and Review Tracking

Procedure Number	Origination Date	Description of Revision or Reviewer Name
1.18	12.14.2017	HR Manager – Procedure Creation
1.18	9.29.2020	HR Manager-review