



This checklist is a starting point for businesses looking to establish opioid use disorder prevention policies and procedures. Every business is different, so it's important to consult with the proper team members as you roll out a new policy and program.

Leadership

- ☐ Meet with leadership to establish company approach to substance use disorder and the desired policy
- ☐ Educate leadership about the prevalence of substance use disorder and the impact on the workplace
- ☐ Use positive reinforcement to highlight behaviors that are healthy, safe and productive

Policies

- ☐ Review existing drug and alcohol policies
- ☐ Implement a non-zero tolerance policy
- ☐ Provide details about the circumstances, procedures, and other elements of drug testing (if testing is included in the policy)
- ☐ Develop a safe space and self-referral process
- ☐ Develop a return to work plan

Communication

- ☐ Present to team about the prevalence of substance use disorder, impact on the workplace and how to administer Naloxone while reducing associated stigma
- ☐ Communicate with team members about the new policy
- ☐ Educate supervisors on how to identify signs of substance misuse and understand steps to take to refer affected employees for support
- ☐ Educate employees about how they can use the existing tools to support family members
- ☐ Provide ongoing education through newsletter or Intranet
- ☐ Invite local prevention or recovery group to speak to organization at all-staff or lunch and learn

Human Resources

- ☐ Acquire Naloxone and inform staff about on-site location
- ☐ Distribute initial stigma survey to evaluate current company perceptions about opioid and substance use disorder
- ☐ Introduce policy to employees and have them sign off on the updated policy
- ☐ Evaluate team comprehension and buy-in through anonymous survey at 6 month and 12 month post-implementation

Benefits

- ☐ Work with your benefits broker to create a one-pager that outlines counseling, treatment, and recovery benefits for employees and their dependents, including who to call in a crisis and how to find nearby in-network care
- ☐ Confirm who has access to the EAP, both enrolled and non-enrolled employees, and create a one-pager that explains how to contact the EAP and what it offers
- ☐ Provide Warn Me labels to employees to add to insurance card

Employee

- ☐ Understands workplace policy
- ☐ Understands legal implications for drug-safe workplaces for your industry
- ☐ Trained on how to identify an opioid overdose and how to access and administer Naloxone
- ☐ Understands support program and where to access resources via Intranet or posted around building (remote locations)

Explore more resources at www.oudbiztoolkit.org

These materials provide general information about workplace strategies for addressing opioid use disorder and are NOT a substitute for professional medical advice, diagnosis, or treatment.