

**Anyone Can Develop a  
Substance Use Disorder.  
Anyone.**



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**PAStop.org Workplace Toolkit**

**CPA** Commonwealth  
Prevention  
Alliance

# **PAStop.org Workplace Toolkit**





## **Five Proactive Steps Employers Can Take: Opioids in the Workplace**

**O**pioids are powerful prescription pain relievers that can cause impairment, dependence, and fatal overdose. The United States is experiencing an opioid epidemic and Pennsylvania has been hit particularly hard.

Opioid medications are both a health and a safety issue in the workplace. Fortunately, there are steps employers can take to keep their employees healthy and safe, and their companies productive.

### **A Drug-Free Workplace in Five Steps**

Drug-free workplace programs are cost-effective plans that will help employers keep their employees safe and healthy. Effective programs should consist of these five components:

- ▶ **1. A Clear, Written Drug-free Workplace Policy**  
The involvement of legal counsel and human resources is critical to ensure the policy includes protections for risk management, injury prevention, and liability.
- ▶ **2. Employee Education**  
Make sure that employees receive information about how opioid medications could affect health, job performance, and safety. This includes:
  - Talking to doctors about non-opioid options for pain management
  - Avoiding driving and operating machinery while under the influence of drugs, including prescribed medications
  - Safe storage and disposal of medications
  - Not to share medications with family, friends, or colleagues
  - How to seek help for opioid dependenceWhile illegal drugs used to be the focus, it is now important to offer frequent reminders of the prescription drug policy for your workplace.
- ▶ **3. Supervisor Training**  
Supervisors are able to provide employee education regularly during individual and team meetings. Managers should have up-to-date knowledge on opioids and they must understand company drug policy. They should also have set steps to follow if they suspect problematic drug use.
- ▶ **4. An Employee Assistance Program**  
Employee Assistance Programs (EAP) offer people the option to access services for mental health and other personal concerns privately. Purchasing EAP services costs money, but research shows that they have positive returns on investment. While many companies have EAPs, few employees use them. Be sure that employees are aware of what an EAP is and how to use it for support.
- ▶ **5. Drug Testing**  
A Drug-Free Workplace Policy was more easily enforced when illegal drugs were the only drugs banned under the policy. Now, the increased use of prescription medicines, especially opioid painkillers has created an important need to revisit these policies.





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Drug tests can be perceived as being highly intrusive, but they can be invaluable tools for preventing drug-related incidents and reducing risk. Before performing any drug test or adopting a drug-testing policy, employers must obtain expert legal advice that is current with both state laws and federal guidelines.

**What drugs are essential to test for?** Many companies still use a standard five-panel test, which does not detect certain opioids, including oxycodone (also known as Percocet). Oxycodone is the most commonly detected prescription painkiller in the workplace. Don't rely on the standard five-panel test to identify prescription opioid use among your employees.

Choose the test panel based on drugs that are commonly used in your area. For more information about local trends, consult with a testing laboratory or local addiction treatment center.

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**Substance Use Treatment for Employees**

Opioid use changes the brain, which is one of the reasons that dependence is hard to overcome. But many people do recover and employer support often helps. Research has found that when workplaces monitored and supported treatment, their employees had better long-term recovery rates than when treatment was started because of friends and family members.

Recovery often requires long-term treatment with medications. Here are two different ways in which medication can be used:

Detoxification followed by intensive counseling and naltrexone is more effective than detoxification alone. Naltrexone is a medication that stops the brain from feeling the effects of opioids.

Medication-assisted treatment with either methadone or buprenorphine can be very effective. These prescribed drugs are opioids that help a person with a substance use disorder (SUD) feel normal and reduce cravings. Buprenorphine may cause less drowsiness or job impairment than methadone. A treatment provider can help determine what is appropriate for your workplace. Both buprenorphine and methadone can be offered on an outpatient basis. Because of serious changes to brain chemistry that happen as a result of opioid usage, many people remain on medication for months or a year and some for the remainder of their life. Like any other medical condition, this need not affect job performance.

**Reversal Treatment for Opioid Overdose: Naloxone**

Naloxone (Narcan) is an antidote to opioid overdose. It is an opioid antagonist that is used to reverse the effects of opioids. Naloxone works by blocking opiate receptor sites. It is not effective in treating overdoses of benzodiazepines (such as Valium, Xanax, or Klonopin), barbiturates (Seconal or Fiorinal), clonidine, Elavil, GHB, or ketamine. It also is not effective in treating overdoses of stimulants such as cocaine and amphetamines (including methamphetamine and Ecstasy). However, if opioids are taken in combination with other sedatives or stimulants, naloxone may be helpful.

Anyone at a workplace, including workers, clients, customers, and visitors, is at risk of overdose if they use opioids. Call 911 immediately for any suspected overdose. Overdose without immediate intervention can quickly lead to death. Consider implementing a program to make naloxone available in the event of an overdose.



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Naloxone is only effective for opioid overdoses. It cannot reverse an overdose from alcohol, benzodiazepines, cocaine, or other drugs if opioids are not present. But since most overdose deaths involve opioids, it is an important rescue medication. Naloxone is very safe. Giving naloxone to someone who has not taken opioids will not harm them, so it is routinely used whenever overdose is suspected.

Naloxone is available in four common formulations:



**ADAPT Nasal**

This is an easier-to-assemble intranasal formulation.



**Injectable**

This type is the least expensive and is easy to use, but involves a syringe injection.



**Auto-Injector**

This auto-injector is very easy to administer and is very durable, but can be expensive if your insurance doesn't cover it.



**IMS Intranasal**

This type does not require a needle, but is a little more complicated to assemble.

*In the unfortunate circumstance where an employee finds that he or she is dependent on opioid painkillers or heroin, help needs to be clear and accessible.*

Note that the use of any naloxone formulation can cause the overdose victim to experience opioid withdrawal symptoms. These are usually not serious health concerns.

You will need policies and procedures for such a program. These should be developed in consultation with safety and health professionals. Involve the workplace safety committee (if present) and include worker representatives. You also will need a plan to purchase, store, and administer naloxone in case of overdose.

Conduct a risk assessment before implementing the naloxone program. Consider liability and other legal issues related to such a program.

**More information and resources are available at [pastop.org/workplace](http://pastop.org/workplace)**

**There Are Ways to Help**

In the unfortunate circumstance where an employee finds that he or she is dependent on opioid painkillers or heroin, help needs to be clear and accessible. Employer-sponsored treatment is more effective than treatment encouraged by family or friends. Retaining an employee following successful treatment is good for morale and the company's bottom line.

## **Employers and Painkillers:** **The Benefits of Addressing Opioid Use** **in the Workplace, the Risks of Ignoring It**



**O**pioid dependence is a growing problem. Dependence on prescription opioids (painkillers like Vicodin and Percocet) has grown to epidemic proportions in the United States and Pennsylvania has been hit particularly hard.

**Anyone can develop a SUD.** One in five Americans say a family member has become dependent on prescription painkillers. In Pennsylvania and across the country, this epidemic affects men and women of all ages and races, from small towns to big cities. Most people with unhealthy drug use are employed full-time.

**What does that mean for you, as an employer?** It means your employees have a growing risk of opioid dependence and some may already be struggling with it—whether you know it or not.

SUDs of any kind can cause problems at work. However, opioids are a special case because:

- They are medications that are sometimes prescribed for legitimate conditions. Americans see the risks of medications as smaller than they really are.
- Problems with prescription painkillers can lead to heroin use, which has severe consequences for families and workplaces.

As an employer, you can improve your company culture — and your bottom line — by taking steps to address at-risk substance misuse and dependence.

### **The Risks of Doing Nothing**

#### **Absenteeism**

According to a 2017 report from the Bureau of Labor statistics, workers with a current substance use disorder miss an average of 14.8 days per year, while the subset with a pain medication use disorder miss an average of 29 days per year. This is in contrast to an average of 10.5 days for most employees, and an average 9.5 days for workers in recovery from a substance use disorder.

#### **Healthcare Costs**

In Pennsylvania, an estimated \$1.5 billion was spent on healthcare specifically for persons with an Opioid Use Disorder (OUD) in 2016. Persons with an OUD spend more money on healthcare per year on average than those without an OUD, including presentations at emergency department and the utilization of emergency medical services in the field.

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## **Employers and Painkillers: The Benefits of Addressing Opioid Use in the Workplace, the Risks of Ignoring It** (continued)

On average, people with at-risk opioid use cost employers nearly twice as much in annual healthcare expenses as those without at-risk use.

There are many reasons that healthcare costs are higher for people with at-risk opioid use.

If prescribed, the medications themselves are costly. And opioid use is associated with a long list of other health problems, such as breathing problems, depression, infertility, poor digestion, and tooth decay, all of which can increase healthcare costs for employers. Research suggests that family members of people with opioid dependence tend to incur more health care costs as well, which employers often cover.

### **Turnover**

Employees with SUDs change jobs more often. Losing an employee and hiring someone new is expensive.

It costs you about one-fifth of a worker's salary to replace her. Turnover is expensive because of productivity losses when someone leaves a job, the costs of hiring and training a new employee, and slower productivity until the new employee gets up to speed in his new job.

### **Relationships and Company Culture**

By definition, drug dependency affects social functioning and fulfillment of obligations. At work, it can hurt an employee's productivity and ability to collaborate. This, in turn, affects other employees and the company as a whole.

Other employees are more likely to quit if they work with a person who has a SUD.

## **The Rewards of Taking Proactive Steps to Address Opioids**

### **Workplaces can prevent opioid dependence**

Research shows that drug-free workplace policies and employee assistance programs work well to reduce prescription drug misuse, particularly among younger workers.

### **Workplaces can help employees get back on their feet**

When treatment for an SUD is required by employers, it is more likely to be successful. Pressure from the workplace helps people get into treatment earlier and gives them an ongoing reason to maintain recovery.

## **Opioids and Your Workplace: A Guide for Small Businesses**



**T**he research is clear: if you have a drug-free workplace policy and an Employee Assistance Program (EAP), your employees are less likely to use drugs. Small businesses are less likely to have these policies and programs in place, leaving them more vulnerable to employees with drug problems. Drug use is a growing concern for employers in the midst of a nationwide opioid epidemic that has hit Pennsylvania particularly hard.

Almost all large companies check applicants for substance use, but only two-thirds of companies with fewer than 100 employees conduct pre-hire drug tests. As a result, small businesses are more attractive to applicants who use drugs, including opioid painkillers and heroin.

### **Want to Create Drug-free Policy?**

See our Resource section at the end for tools, tips, and organizations that can help.

### **Opioid Use Affects Small Businesses More**

Not only are small businesses more likely to hire and employ people who misuse opioids, they are also more dramatically affected by the consequences of employees with opioid dependence. Healthcare costs, absenteeism, and turnover—all linked with opioid misuse—are a bigger problem for a small business's budget and overall ability to function.

**The Health Costs of Opioid Misuse are Large.** On average, people with at-risk opioid use cost employers nearly twice as much in annual healthcare expenses as those without at-risk use.

**Opioid Misuse Increases Absenteeism.** On average, people with at-risk opioid use are absent three more days per year than other employees.

**Opioid Misuse Leads to Turnover.** People with SUDs are more likely to have had three or more jobs in the past year than the general population.

**People with Substance Use Disorder Affect Their Coworkers.** Other employees are more likely to quit if they work with a person who has an SUD.

"For small businesses, a bad hire represents a greater proportional cost for the organization than that of large enterprises, since every key employee has a huge impact on the business and its customers." (Rachel Trindade, *Hire Right*)

*Drug use is a growing concern for employers in the midst of a nationwide opioid epidemic that has hit Pennsylvania particularly hard.*





**Opioids and Your Workplace: A Guide for Small Businesses**  
(continued)

**FAQs for Small Business Leaders**

**Q:** **I trust my employees. Why should I create a drug-free workplace policy?**

**A:** Trust is an essential ingredient in working relationships. Fortunately, a drug-free workplace policy can help maintain your trust in your employees and help your employees trust you.

A drug free workplace policy allows you to obtain relevant information about employee substance use instead of relying on gossip and hunches. This promotes trust and fair treatment.

Just as important, a drug-free workplace policy helps your employees trust you. They know you won't turn a blind eye to a fellow employee whose substance use is creating a toxic work environment. And they know that your company is willing and able to help if drug dependence becomes a problem in their lives.

**Q:** **I'm concerned about the costs of an Employee Assistance Program.**

**A:** EAPs are not expensive. They cost \$12-40 per employee each year. Plus, you may save more than you spend. Many studies show that EAPs are cost-effective. For every \$1 invested in an EAP, employers can expect a return on investment of \$3-6.

**Q:** **We haven't had any problems with drugs. Why should I be concerned now?**

**A:** As of 2017, the highest rates of overdose occurred in the 25 to 54-year-old age range, a group that has approximately 71 to 78 percent of its population employed.. That means there is a significant risk that your employees are now (or will be soon) struggling with addiction to painkillers or heroin. Risk is the likelihood of something going wrong, not about whether it's happened already.

**Q:** **How do I create a drug-free workplace policy?**

Visit Drug Free Workplace PA: <https://www.drugfreeworkplacepa.org/>

**A:** Read SAMHSA's Drug Free Workplace Toolkit: <http://www.samhsa.gov/workplace/toolkit>

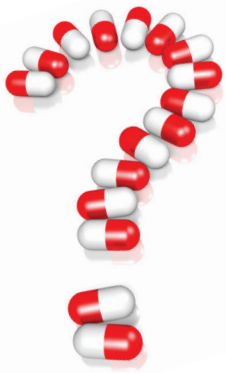
More information and resources are available at [pastop.org/workplace](http://pastop.org/workplace)

**Protect Your Investment**

*Small business owners care.* In surveys, small business owners say they are motivated to do what they love and build something new. They place high priority on customers and relationships.

*Small business ownership is risky.* About half of small businesses keep their doors open for five years. About a third keep them open for ten.

*Taking steps to address opioids in your workplace now could make all the difference in the future.* Protect your employees, your customers, and your bottom line. Protect your dreams, your energy, and your time. Dependence on painkillers is a major problem in Pennsylvania, but tools are available to keep your employees safe and healthy.



## **Resources**

All the preceding information has been adapted from materials available from the following sources:

- SAMHSA Drug Free Workplace Toolkit (Link)
- Drug Free Workplace PA (Link)
- Centers for Disease Control (CDC) (Link)
- National Institute on Occupational Safety and Health (NIOSH) (Link)
- The Drug Enforcement Agency (DEA) (Link)
- The National Safety Council “The Proactive Role Employers Can Take: Opioids in the Workplace” (Link)

**Please visit [PAStop.org/workplace](https://PAStop.org/workplace) for these and many other options supporting these concepts.**

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