

# Toolkit for Employers: Substance Use and the Workplace

ACCESS THE FOLLOWING EMPLOYER TOOLKIT DOCUMENTS AT  
<https://www.mychoicematters.net/employer-toolkit/>

## Section 1. General Information on Substance Use

- 1.1 Surgeon General Calls on Employers to Combat Opioid Epidemic
- 1.2 Real Cost of Substance Use
- 1.3 Facing Addiction in America: General Facts and Recommendations
- 1.4 Opioid Use Disorder (OUD) Facts

## Section 2. Workplace Policies: Injury Prevention

- 2.1 Total Worker Health
- 2.2 Seven Ways to Improve Operations without Sacrificing Worker Safety
- 2.3 OSHA Recommended Practices for Safety and Health Programs

## Section 3. Workplace Policies: Benefits and Employee Assistance

- 3.1 An Employers Guide to Workplace Substance Abuse
- 3.2 The Proactive Role Employers Can Take: Opioids in the Workplace
- 3.3a to 3.3d Plan, Develop, and Implement a Workplace Drug Policy (Sample)
- 3.4 Benefits Toolkit: Addressing Opioids in the Workplace (Sample)
- 3.5 About Employee Assistance Programs (EAPs)
- 3.6 REACH EAP for Cape Cod

## Section 4. The Law and Substance Use

- 4.1 Opioid Epidemic & Workplaces: Summary of Employment Law Considerations
- 4.2 Employment Law Presentation and Sample Policies:
  - Reasonable Accommodation Policy (Sample)
  - Massachusetts Sick Time Policy (Sample)
  - Massachusetts Substance Use Policy (Sample)
  - Last Chance Agreement (Sample)

## Section 5. Additional Resources and Information

- 5.1 Surgeon General's Advisory on Naloxone
- 5.2 Employers Urged to Stock Opioid Overdose Antidote
- 5.3 Finding Quality Treatment for Substance Use Disorders
- 5.4 How to Recognize and Respond to an Opioid Overdose (Flyer)

# What is substance misuse in your workforce costing you?



Try the National Safety Council's Cost Calculator:  
[www.nsc.org/forms/substance-use-employer-calculator](http://www.nsc.org/forms/substance-use-employer-calculator)

Are you concerned about yourself or someone else?

Learn more about addiction and how you can help.

## Massachusetts Substance Use Information and Education Helpline

800-327-5050 (confidential) [www.helpline-online.com](http://www.helpline-online.com)

**Substance Use Resources and Information for Cape Cod** [Barnstable County Substance Use Resource Guide](#) \*Download and print the .pdf\*

**Gosnold on CapeCod** [www.gosnold.org](http://www.gosnold.org)

**Learn to Cope** [www.learn2cope.org](http://www.learn2cope.org)

**Parents Supporting Parents**  
[Parents-Supporting-Parents-FB](#)

## Opioid Overdose Education and Naloxone Training

*Naloxone can temporarily reverse the effects of an opiate overdose*

## Training and Naloxone Distribution

- ☐ **AIDS Support Group of Cape Cod** (free) – [www.asgcc.org](http://www.asgcc.org)
- ☐ **Learn to Cope** (free) – [www.learn2cope.org/](http://www.learn2cope.org/)

**Naloxone (“Narcan”)** can be purchased from pharmacies (cost is based on insurance; no prescription is needed; call ahead)

**Mashpee Substance Use Drop-In Night**  
First Tuesday of every month at Mashpee Public Library- 4-7pm (free). [Connect to support and treatment.](#)

## National Institute on Drug Abuse

[www.drugabuse.gov](http://www.drugabuse.gov)

**Substance Abuse and Mental Health Services Administration**  
[www.samhsa.gov](http://www.samhsa.gov)

**Massachusetts Opioid Addiction State Initiative**  
[www.mass.gov/StopAddiction](http://www.mass.gov/StopAddiction)

**Barnstable County Regional Substance Use Council (RSAC) E-Newsletter Sign-Up**  
[RSAC-Newsletter](#)



## Barnstable County Department of Human Services

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