

### Some general steps to follow include:

- ✓ When developing a drug testing policy, employers should create a written workplace drug and alcohol testing policy that outlines the reasons for such testing, the types of testing used, the procedures for conducting the tests and the consequences of a positive test result.
- ✓ Employers must decide how to test their employees in a way that is appropriate for their workplace. This is commonly urine or saliva testing.
- ✓ Selecting a drug testing provider. Many providers offer workplace drug testing services. However, an employer must ensure that the testing provider is trustworthy and reputable. They should be experienced in conducting testing as well as interpreting the results accurately.
- ✓ Managers and supervisors should be trained on the policy including their role in enforcing it. This training should also include recognising the signs of substance abuse.
- ✓ Testing should be carried out fairly and consistently with the support of the testing provider and following the drug testing policy established.
- ✓ Employers should plan for what happens when an employee receives a positive result. This can include support for the employee as well as disciplinary action if necessary. Employers should maintain strict confidentiality of any drug testing results and limit access to only those who need to know.