



Jump Business Solutions Limited
Free Call: 0800 JUMP4BIZ; Free Call: 0800 586 742; Email: info@jump4biz.com
P.O. Box 102, Morrinsville; Phone: +64 7 887 4751; Fax: +64 7 887 4754
P.O. Box 19, Pukekohe; Phone: +64 9 235 3238; Fax: +64 9 235 3238



Assess your Alcohol and Drug Prevention Systems

	Yes	No	Unsure
Do you have a clear policy against drug and alcohol abuse in the workplace that is aimed at prevention, education, training and rehabilitation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the policy is consistent and fair to all?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you clearly identified who is responsible for monitoring the implementation of the policy and evaluating the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you clearly identified who is responsible for dealing with intoxicated employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that all parties are trained and educated on their rights and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have managers and supervisors been trained in the procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been made aware of their rights and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the procedures align with existing employee counselling (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the procedures are consistent with existing personnel policies and practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the procedures are practical and workable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the procedures clearly specify the type of tests used, accuracy of the tests, the testing procedure, right of refusal and legal rights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have in place procedures to ensure the confidentiality of personal information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are information, education and training programmes integrated into broad-based human resources development, working conditions and occupational safety and health programmes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do management demonstrate, not only by policy, but also example, that drug and alcohol abuse in the workplace is neither appropriate, nor tolerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your alcohol and drug prevention policy and procedures regularly assessed for their effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>