

**Work Session– 6:00 p.m. – Council Chambers**

Purpose: Drug Free Safety Program Training.

A work session of the Oberlin City Council was held on December 17th, 2012 immediately preceding a regular City Council Meeting in Conference Room 2 of the Oberlin City Hall, located at 85 S. Main Street Oberlin, Ohio. The meeting was called to order at 6:07 p.m., by Presiding Officer Ronnie Rimbart. Those in attendance were as follows:

Council Members Present:

Present

Absent

Charles Peterson
Bryan Burgess
Sharon Soucy
Elizabeth Meadows
Scott Broadwell
Aaron Mucciolo
Ronnie Rimbart

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Others Present:

Diane Ramos, DFSP Trainer
Richard Edwards
Michelle Nedwick
Mark Reynolds
Ben Ryba
Eric Severs
Fred Swanson

The purpose of the work session was to provide Drug Free Work Place Training through the City's Drug Free Safety Program. The program facilitator for this session was Diane Ramos, who began by outlining the primary objectives of employee education which were to help employees:

- Understand the impact of alcohol and other drugs on the employee and the work place.
- Understand the purpose and elements of the City's drug-free safety program.
- Understand what measures are built into this program to protect your rights.
- Understand how to get information and assistance in dealing with alcohol or other drug abuse.
- Understand the process, accuracy and reliability of alcohol and drug testing.
- Learn meaningful information about substance use and abuse that can be helpful to you and others in your life.

Additional topics that were covered included:

- The responsibilities of the HR Administrator (HRA) as the DFSP Coordinator.
- Five (5) Elements of the City of Oberlin's Drug – Free Safety Program.
- How Substance Abuse Impacts the Work Place?
- Who can be affected by substance abuse?
- City of Oberlin's Drug Testing Program.
- Objectives of Drug Testing.
- Drug Testing Protections.
- How Positive Test Results are Determined.
- How to receive help for yourself, and your family members through the Ease@work Program.

Following the presentation general discussion ensued. Training and discussions were supported by a video called "Understanding a Drug Free Workplace Program." A Power Point of the presentation is attached to the minutes.

Being that there was no further business to come before Council the meeting adjourned at 7:07 p.m.

Attest:

BELINDA B. ANDERSON, CMC
CLERK OF COUNCIL

RONNIE J. RIMBERT
PRESIDENT OF COUNCIL

APPROVED: 05/06/2013

POSTED: 05/07/2013

CITY OF OBERLIN DRUG-FREE SAFETY PROGRAM



CITY OF OBERLIN

DRUG-FREE SAFETY PROGRAM



- The HR Administrator (HRA) is our DFSP Coordinator
 - Responsible for arranging any drug-testing
 - Will provide a list of resources for obtaining help for employees and/or their families
 - Will arrange for employee and supervisor DFSP training

5 ELEMENTS OF OUR DRUG-FREE SAFETY PROGRAM



- Written policy and procedures
- Employee education
- Supervisor training
- Drug and alcohol testing (as is appropriate)
- Employee assistance

OBJECTIVES OF EMPLOYEE EDUCATION



- Understand the impact of alcohol and other drugs on the employee and the workplace
- Understand the purpose and elements of the City's drug-free safety program
- Understand what measures are built into this program to protect your rights
- Understand how to get information and assistance in dealing with alcohol or other drug abuse
- Understand the process, accuracy and reliability of alcohol and drug testing
- Learn meaningful information about substance use and abuse that can be helpful to you and others in your life

SUBSTANCES OUR PROGRAM IS CONCERNED WITH



- *Use* of illicit drugs
- *Misuse* of alcohol
- *Abuse* of prescription or over-the-counter drugs

...that impact workplace
safety and productivity

How does Substance Abuse Impact the Workplace?

Impacts on Employee Safety



- 47% of workplace accidents that end in serious injury have alcohol and/or other drugs involved
- 40% of workplace accidents that end in death have alcohol and/or other drugs involved
- If an employee is under the influence and injures themselves in a workplace accident, they are 40% more likely to involve a coworker in the accident
- Substance abusers' productivity is 2/3 of non-abusers

Impact on the Bottom Line

- Abusers use 300-400% more medical benefits than non-abusers
- 38-51% of workers' comp. claims in U.S. have alcohol and/or other drugs involved
- Abusers are absent 3 weeks more than non-abusers
- Abusers are late to work 3 times as often
- 50-80% of workplace theft is tied to alcohol and/or other drugs

Who Can Be Affected By Substance Abuse?

Who Can Be Affected by Substance Abuse?



Use can lead to *Abuse*

Abuse can lead to *Dependence*

Dependence can lead to *Addiction*

Anyone can be affected by Addiction

USE, ABUSE, AND ADDICTION



Abuse

- Excessive or inappropriate use which results in negative consequences in one's work, family or social life

Physical Dependence

- The body's physical craving which develops after prolonged use
- Body builds a tolerance to the drug requiring more for the "high"

Psychological Dependence

- Emotional craving either for its "feel good" quality or to avoid negative effects in its absence

Addiction

- Includes both psychological and physical dependence
- Preoccupation with the drug
- Compulsion
- Loss of control
- Continued repeated use despite adverse consequences

OBJECTIVES OF DRUG TESTING



- Ensure Safety
- Deter use
- Give the employee a reason to go for help

DRUGS TESTED FOR



- Marijuana (THC)
- Cocaine
- Amphetamines
 - Amphetamine
 - Methamphetamine
 - MDMA
 - MDA
 - MDEA
- Opiates
 - Codeine
 - Morphine
 - 6-AM (Heroin)
- Phencyclidine (PCP)

MARIJUANA



- Most commonly abused illicit drug (approximately 49% of all positive tests)
- 16-22 times stronger than in the 1960s
- One joint can cause the same damage to the lung & heart as 10-25 cigarettes
- Is fat soluble and has a longer detection window
- High last 2-4 hours but impairment lasts much longer:
 - Compromised concentration & memory
 - Decreased motor skills and response time
 - Impaired peripheral vision
 - Compromised depth perception

COCAINE



- Central nervous system stimulant
- More than 66% of cocaine users are employed
- Use is often associated with financial difficulties
- Estimated to account for 16% of all positive tests

PRESCRIPTION & OTC DRUGS



- Abuse:
 - Taking more than prescribed or directed
 - Taking for reasons other than why prescribed or directed
 - Taking someone else's prescription

Alcohol



- Is a depressant, not a stimulant
- Most abused drug in the US
- Causes more physical illnesses than any other drug
- 1 out of 10 people who drink will become addicted
- A child is 4 times more likely to become addicted if his/her biological parent is addicted
- 12 oz. can of beer, 1.5 oz. shot of 80 proof liquor, 5 oz. glass of wine have virtually the same alcohol content
- There is no way to sober up except time – It takes about 1.5 hours for every drink consumed

Alcohol – Breath Alcohol Content (BAC)



No. of drinks	"FIT" BODY WEIGHT (LBS.)							
	100	120	140	160	180	200	220	240
1	.04	.03	.03	.03	.02	.02	.02	.02
2	.08	.06	.05	.05	.04	.04	.03	.03
3	.11	.09	.08	.07	.06	.06	.05	.05
4	.15	.12	.11	.09	.08	.08	.07	.06
5	.19	.16	.13	.12	.11	.09	.09	.08
6	.23	.19	.16	.14	.13	.11	.10	.09
7	.26	.22	.19	.16	.15	.13	.12	.11
8	.30	.25	.21	.19	.17	.15	.14	.13
9	.34	.28	.24	.21	.19	.17	.15	.14
10	.38	.31	.27	.23	.21	.19	.17	.16
11	.40	.34	.30	.27	.24	.22	.20	
12		.38	.33	.29	.26	.24	.22	
13		.40	.36	.32	.29	.26	.24	
14			.38	.34	.31	.28	.26	
15				.37	.33	.30	.28	

A "drink" equals 1.5 oz. of 80 proof liquor OR 12 oz. of beer OR 5 oz. of wine. Subtract .015 for every hour after the first hour. The chart serves as a guideline only, and the BAC level is only an approximation.

CITY OF OBERLIN

DRUG TESTING PROGRAM



- Drug Testing will occur under the following circumstances:
 - Post-Offer, Pre-Employment Drug Testing
 - Reasonable Suspicion
 - When management has reason to suspect that an employee may be in violation of the DFSP Policy
 - Post-Accident
 - Will occur regardless of damage/injury
 - Return-to-Duty
 - Occurs after previously testing positive – MUST Test Negative
 - Random Drug Testing
 - Safety sensitive positions only

DRUG TESTING PROTECTIONS



1. Federally certified laboratories
2. Protocol & chain-of-custody
3. Preliminary screen
4. Confirmatory screen
5. Cut-off levels
6. MRO
7. Re-test

POSITIVE TESTS



- Positive Drug/Alcohol Tests are determined by “cut-off levels”
- Cut-off levels are established standards that determine when the level of alcohol/drugs present in the body are at unsafe levels
- Cut-off levels are determined by years of research and are specific to each substance
- Breath Alcohol Concentration (BAC) exceeding .04 is considered a positive result



How to receive HELP

**Help for yourself, or your family member is
at your finger tips!**

ease@work

www.easeatwork.com/EASEy

or

(216) 241-3273 or (800) 521-3273

Username: City of Oberlin Password: EASE