

Contents

Preface	V
1. General provisions	1
1.1. Objectives	1
1.2. Application and uses	1
1.3. Definitions	2
2. General duties, rights and responsibilities	8
2.1. General duties of competent authorities	8
2.2. General duties and rights of employers	9
2.3. General duties and rights of workers and their representatives	10
3. Development of an alcohol and drug policy for the workplace ...	13
3.1. Cooperation between the social partners	13
3.2. Contents of an alcohol and drug policy	13
3.3. Assessment	14
4. Measures to reduce alcohol- and drug-related problems through good employment practices	16
4.1. Identification of working environment problems	16
4.2. Corporate practices	16
4.3. Job placement of rehabilitated workers	16
5. Restrictions on alcohol, legal and illegal drugs in the workplace ..	17
5.1. Restrictions on alcohol	17
5.2. Availability of non-alcoholic beverages	17
5.3. Restrictions on legal drugs	18
5.4. Restrictions on illegal drugs	18
5.5. Payment in kind	18
6. Prevention through information, education and training programmes	19
6.1. Effects of alcohol and drugs	19
6.2. Information about the working environment	19
	XI

Alcohol- and drug-related issues in the workplace

6.3. Training for supervisors and managers	20
6.4. Training for workers' representatives	20
6.5. Delivery mechanisms	21
7. Identification	22
7.1. Different types of identification	22
7.2. Testing	22
8. Assistance, treatment and rehabilitation programmes	23
8.1. Health character of alcohol- and drug-related problems	23
8.2. Job security and promotion	23
8.3. Coordinating assistance to workers	23
8.4. Reintegration	26
8.5. Collective bargaining for treatment and rehabilitation benefits	26
8.6. Privacy and confidentiality considerations	27
9. Intervention and disciplinary procedures	28
9.1. Preference for treatment to discipline	28
9.2. Discipline and the role of the employer	28
9.3. Elaboration and communication of disciplinary rules	28
10. Employment discrimination	30
10.1. Principle of non-discrimination	30
Appendices	
I. The development of an alcohol and drug programme for the workplace	33
II. Linkages between alcohol and drugs and the workplace: A selection of studies	35
III. Effects of alcohol and drugs and indicators of potential problems	40
IV. Examples of delivery mechanisms concerning alcohol and drug programmes in the workplace	43
V. Guiding principles on drug and alcohol testing in the workplace as adopted by the ILO Interregional Tripartite Experts Meeting on Drug and Alcohol Testing in the Workplace, 10-14 May 1993, Oslo (Hønefoss), Norway	44
VI. Selected bibliography of general and chapter-specific literature on alcohol- and drug-related issues in the workplace	56