



## DRUG-FREE SAFETY PROGRAM (DFSP) CHECKLIST

	January	July
<input type="checkbox"/> <b>Application Deadline (U-140)</b>	October (last business day)	April (last business day)
<input type="checkbox"/> <b>Accident Analysis Training for ALL Supervisors/Managers (online or onsite)</b>	January 30 <sup>th</sup>	July 30 <sup>th</sup>
<b>Annual Safety Review (DFSP-2)</b>	January 30 <sup>th</sup>	July 30 <sup>th</sup>
<input type="checkbox"/> <b>Annual Safety Action Plan (DFSP-5) Advanced Participants</b>	February (last business day)	August (last business day)
<input type="checkbox"/> <b>Online Accident Reporting (DFSP-1)</b>	within 30 days of accident or becoming aware of accident	within 30 days of accident or becoming aware of accident
<input type="checkbox"/> <b>Written Policy – initial program year</b>	March (last business day)	October (last business day)
<input type="checkbox"/> <b>Employee Education (1 hr. min.)</b>		
▪ <b>initial training</b>	April (last business day)	October (last business day)
▪ <b>refresher training</b>	September (last business day) annually thereafter	March (last business day) annually thereafter
▪ <b>New hires</b>	within 8 weeks of hire	within 8 weeks of hire
<input type="checkbox"/> <b>Supervisor Training</b>		
▪ <b>initial training (2hrs.)</b>	April (last business day)	October (last business day)
▪ <b>refresher training (1hr.)</b>	September (last business day)	March (last business day)
▪ <b>New Supervisors including online accident analysis</b>	within 8 weeks of promotion or hire	within 8 weeks of promotion or hire
<input type="checkbox"/> <b>Drug/alcohol testing (pre-employment, new hire, post-accident, reasonable suspicion), follow-up/return-to-duty when appropriate</b>	April (last business day)	October (last business day)
<input type="checkbox"/> <b>Random Testing</b>		
▪ <b>Regulatory Compliance</b>	As mandated	As mandated
▪ <b>Advanced</b>	April (last business day)	October (last business day)
<input type="checkbox"/> <b>Employee Assistance Provider</b>		
▪ <b>BASIC - list of local resources</b>	Prior to program roll-out	Prior to program roll-out
▪ <b>ADVANCED –pre-established relationship with provider</b>	Prior to program roll-out	Prior to program roll-out
▪ <b>pay for initial assessment</b>	As needed	As needed

For more information or to discuss the program call Dyann McDowell (614)204-6834 or visit us on the web at [www.trainingmarbles.com](http://www.trainingmarbles.com)