

How to develop drug & alcohol policy

Needs Analysis

A needs analysis helps identify

- gaps in policies and procedures
- risks to health, safety and productivity
- priority areas of policy need

STEP
01



STEP
02

Consultation

Extensive consultation with workers, managers and other stakeholders is required throughout the process to ensure effective implementation

Develop Policy

Best practice policy is based on health and safety. Drug testing is may or may not be required depending on the needs assessment. Legal advice may be beneficial

STEP
03



STEP
04

Implementation

Implementation includes training for workers and managers and may require change management processes

Evaluation

Evaluation ensures that the policy is meeting its stated objectives and identify areas for further development

STEP
05

