



# Alcohol, Drugs and Medicines in the Workplace

## There can never be too much prevention

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# Establishing a policy in SMEs

- Links with the reference framework
  - Holistic approach for all employees
- Primary prevention: preventing consumption
- Defining the company's in-house policy
  - Individual approach
- Secondary prevention: preventing the risks associated with addictive behaviour (security aspect) and preventing addiction (health aspect)
- Tertiary prevention: assistance following excessive consumption and support for the employee on his or her return to work after treatment (health aspect)





# Points in common: SMEs and large companies

- Decision to adopt a prevention approach
- Inventory of needs and risks in the company
- Raising staff awareness
- Implementing prevention measures
- Evaluation of measures and follow-up





# Advantages and disadvantages of SMEs

- Advantages
- A more family-type atmosphere
- A greater sense of team spirit
- Disadvantages
- No human resources department
  - aines





# Stakeholders in SMEs

- In-house
- Management
- Works council (if there is one)
- External
- Occupational physician
- Occupational psychologist
- Specialists in this field (psychiatrists, GPs, etc.)





# The prevention approach

- Should be led and supported by management
- Concerns all employees, not only those experiencing difficulties
- Requires the commitment of all employees
- Ensures confidentiality and upholds the individual's rights
- Supports employees throughout the change and places an emphasis on social dialogue
- Requires common sense and determination



***Avoid interference in private life***



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# A prevention approach



- Should not seek to stigmatise an individual or category of employees
- Should not be limited to the introduction of in-house regulations
- Should not be punitive





# Toolkit for the employer

## Alcool, Drogue, Médicaments au travail

La prévention sans modération !



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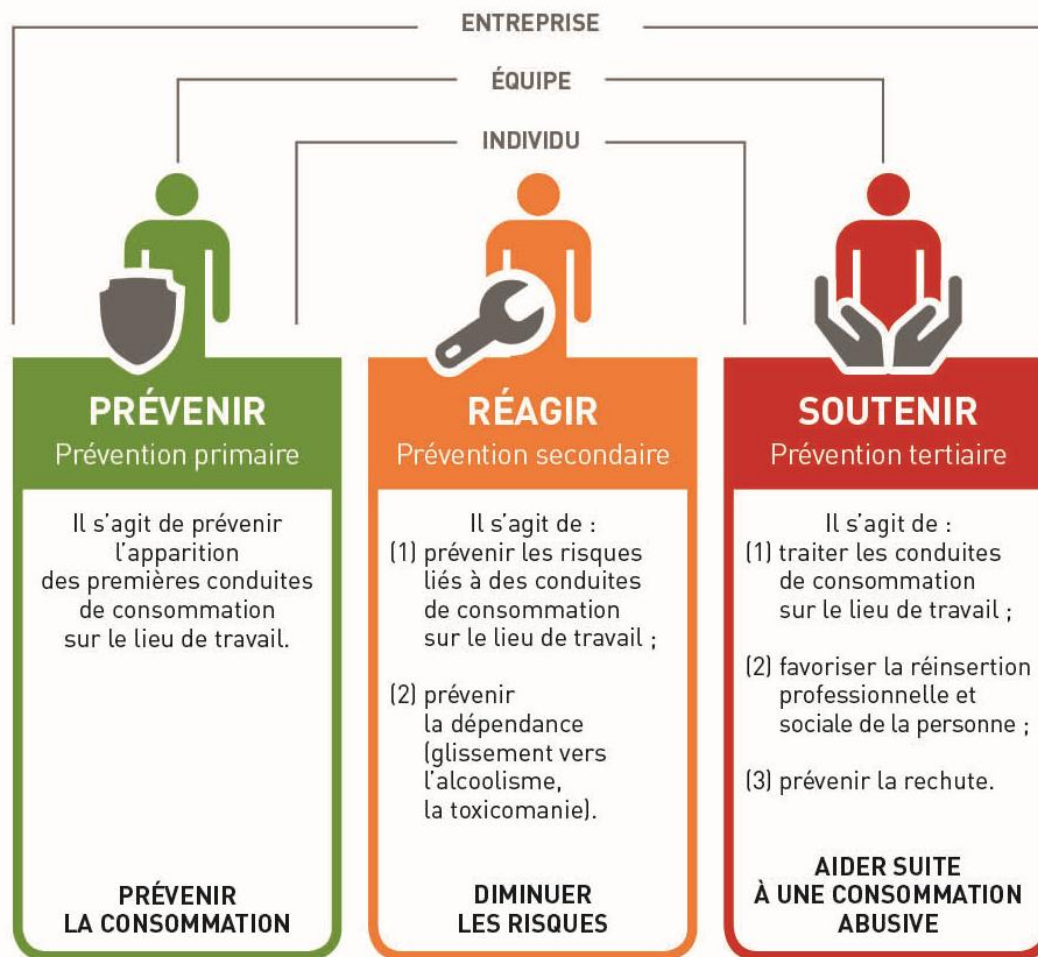


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# 3 focal points of prevention





# PREVENTION

- Preventing consumption before it begins
  - Raising awareness of employees
  - Taking stock of the situation
  - Improving working conditions
  - In-house regulations

## QUELQUES POINTS À RESPECTER POUR UNE BONNE PRÉVENTION

Celle-ci doit être :

- ▶ objective et juste,
- ▶ non jugeante, non culpabilisante,
- ▶ pour les consommateurs comme pour les non-consommateurs,
- ▶ réalisée pour tous, du haut en bas de la hiérarchie.





# Objectives of the in-house regulations

- To promote, maintain or restore employees' health and productivity
- To offer assistance at an early stage
- To ensure a transparent approach for all employees





# Drinks parties in the company

- Make sure that these social events are dealt with responsibly
- Is alcohol necessary?
- Do such parties require approval?
- How can one ensure that staff are home safely?





# REACTING

- Co-dependent relationships
- Managing a risk situation
- Steps to be taken vis-à-vis an employee suffering from alcoholism/drug addiction
- Conducting an interview following a risk situation
- Taking stock following a situation of alcohol or drug abuse







# Co-dependent relationships





# SUPPORT

- Enabling the individual to remain at work/return to work
- Collaboration of all players
- Aim = enable the individual to remain in her position
- Support and assistance





## Assisting a person experiencing difficulties

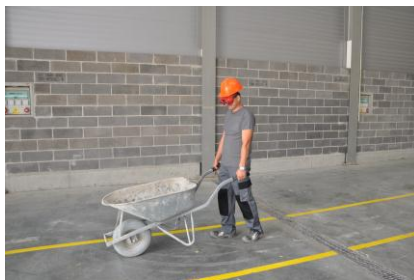
- 4 stages: 4 initials to spell out a key concept: CARE
  1. Check
- Look out for signs of chronic consumption
  2. Analyse
- Investigate signs of dysfunctional behaviour at work
  3. React
- Supervise and empower
- Reciprocal commitment approach: employee, employer and occupational physician
  4. Encourage, supervise, be demanding





# Raising employees' awareness

- Flyer
- Company awareness-raising campaign
- Alert everyone to the risks of alcohol/drugs at work
- Practical exercises: simulation curves, simulation glasses





Thank you for your attention

For more information:

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