

DRUG-FREE WORKPLACE

Applicant & Employee Notice

Drug-Free Workplace

This company strictly prohibits the illicit use, possession, dispensation, distribution, or manufacture of controlled substances in the workplace. Any violation of this policy shall result in adverse employment action up to and including termination.* Screening tests for illegal drug use may be required before hiring and during your employment.**

*The Drug-Free Workplace Act of 1988 (codified in 41 USCS 701 (a)(1)(A)) requires covered employers to publish this information.

**Additional state laws may apply

REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

Immediately report all work-related injuries and illnesses to your supervisor.

- You may not be discriminated against for reporting work-related fatality, injury or illness.
- Employees, their personal representatives have the right to access the OSHA injury and illness records.
- Your employer may not charge for copies the first time they are provided. If additional copies are requested your employer may assess a reasonable charge for retrieving and copying records.
- When an employee, former employee, personal representative, or authorized employee representative requests copies of OSHA injury and illness records, the employer must provide copies of the relevant information by the end of the next business day.
- Your employer may be required to post the annual summary of workplace injuries and illnesses no later than February 1st of the year following the year covered by the records and keep the posting in place until April 30th.