



DRUG-FREE SAFETY PROGRAM (DFSP) CHECKLIST

BASIC & ADVANCED LEVELS

YEAR 1 – BASIC AND ADVANCED LEVELS	January Program Year PUBLIC SECTOR	July Program Year PRIVATE SECTOR
Submit DFSP application & Safety Management Self-Assessment	Last business day of November	Last business day of May
Complete Accident Analysis Training for ALL supervisors	Last business day of January	Last business day of July
ADVANCED LEVEL ONLY: Complete On-Line Safety Action Plan	Last business day of February	Last business day of August
Select drug testing & employee assistance vendors	Before program roll-out	
Develop drug-free policy	Last business day of March	Last business day of September
Educate all employees (min. 1 hr.)	Last business day of April	Last business day of October
Train all supervisors (min. 2 hrs.)		
Submit Annual Report & Safety Management Self-Assessment ADVANCED LEVEL ONLY: Complete On-Line Safety Action Plan	Last business day of September	Last business day of March
Submit Accident Report	Within 30 days of date of accident or from date claim allowed	
Submit receipts for SafetyGRANT\$ (during first 2 years for DFSP) and/or Substance Use Recovery and Workplace Safety Program (SUR)	On-going	
YEAR 2 AND BEYOND – BASIC AND ADVANCED LEVELS	January Program Year PUBLIC SECTOR	July Program Year PRIVATE SECTOR
Complete annual refresher employee education (min. 1 hr.) & supervisor training (min. 1hr.)	Each year by end of September	Each year by end of March
Educate new employees (min. 1 hr.)	Within first 8 weeks of employment	
Train new supervisors (min. 2 hrs.)	Within 8 weeks of becoming a supervisor	
Complete Accident Analysis Training for NEW supervisors	Within 60 days of becoming a supervisor	
Submit Annual Report & Safety Management Self-Assessment ADVANCED ONLY: Complete on-line Safety Action Plan	Last business day of September	Last business day of March
Submit Accident Report	Within 30 days of date of accident or from date claim allowed	
Submit receipt for SafetyGRANT\$ (during first 2 years for DFSP) and/or Substance Use Recovery and Workplace Safety Program	On-going	