



DRUG-FREE SAFETY PROGRAM (DFSP) CHECKLIST

COMPARABLE LEVEL

YEAR 1 - COMPARABLE	Deadline
Submit DFSP application for Comparable level (U-140)	Prior to bidding on State of Ohio construction projects
Develop drug-free policy	Prior to conducting or receiving employee education and/or supervisor training
Select drug testing vendor and establish a random testing program	
Compile a list of counselors available to help employees with alcohol/drug-related problems	
Educate all employees who will be working or providing direct supervision on a construction project (1hr)	Prior to performing work or direct supervision on state construction projects <i>(Note: Education and training requirements are one-time only for 2022 and 2023. They will be annual starting in 2024.)</i>
Train all supervisors who will be working or providing direct supervision on a construction project (1hr)	
Conduct pre-employment testing on any employee who will be working or providing direct supervision on a State of Ohio construction project	
Submit Annual Report (DFSP-4)	PRIVATE SECTOR: Last business day of March PUBLIC SECTOR: Last business day of September
YEAR 2 AND BEYOND - COMPARABLE	Deadline
Complete random testing	When selected
Educate all employees who will be working or providing direct supervision on a construction project (1hr)	Prior to performing work or direct supervision on state construction projects <i>(Note: Education and training requirements are one-time only for 2022 and 2023. They will be annual starting in 2024.)</i>
Train all supervisors who will be working or providing direct supervision on a construction project (1hr)	
Conduct pre-employment testing on any employee who will be working or providing direct supervision on a State of Ohio construction project	
Submit Annual Report (DFSP-4)	PRIVATE SECTOR: Last business day of March PUBLIC SECTOR: Last business day of September