Drugtest checklist

Drug testing is a natural part of a company, as a business handles great values and human health.

Drug tests are performed at the workplace with or without warning or in case of suspicion.

Instruction

1. Go to the workplace
2. Designate a suitable toilet
3. Discreetly ask the employee to provide a urine sample
4. Hand over sterile plastic mug in which the employee leaves a urine sample, ask the employee to place the mug in the toilet
5. Perform drug test according to instructions
6. Announce that result
7. Photograph the drug test and place it in a sealed plastic bag and take it with you
8. Initiate rehabilitation measures in case of established abuse or book an in-depth drug test immediately if the employee claims that the result is false

<u>Medhavd utrustning</u>
Drugtest bag containing:

- Test protocols
- Drug tests
- Sterile rubber gloves
- Sterile plastic cups
- Sterile plastic bags
- Hand alcohol

The test results are assessed, note in the test protocol and print out a photograph and put everything in the personnel folder.

Order drug tests at:

Check local law for doing drug tests and then find a suitable drug test provider!

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Test protocol of drug test

Test protocol when doing drug tests:

Employee name	Employment nr
Social security nr	Phone

TEST PROTOCOL

Where is the drug test?	Date
Address	Time
What toilet/place?	Other

TEST & RESULTS

Has the employee approved test? ☐ Yes ☐ No		Has test been made sterile? ☐ Yes ☐ No
Test result ☐ Yes, there are indication of drugs		☐ No drugs detected
Comments/explanations from the employee:		
Any photos ☐ Yes ☐ No	Test destroyed ☐ Yes ☐ No	Archived personell folder

REHABILITATION MEASURES?

Rehabilitation required? ☐ Yes ☐ No	Handed over to staff department date

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