



Lāna`i Community Health Center

Policy and Procedure

Title: Drug Free Workplace and Random Drug Testing Policy	Effective Date: January 31, 2012	Revised Date:	Page 1 of 1
Executive Director Signature  Date: January 31, 2012	Board Approval Signature: Not Required for this Policy Date:		

As a non-profit, Lāna`i Community Health Center (LCHC) has established this policy to ensure a safe working environment for patients and employees. See also: **Substance Abuse and Substance Abuse Testing Policy & Consent Release Form.**

RELATED POLICIES AND PROCEDURES

As a condition of employment and/or continued employment, medical examinations, including but not limited to TB clearance, may be required to verify your mental and physical ability to perform the essential job functions or assist in the evaluation of your condition and/or any reasonable accommodation that may be necessary. All information gathered from a medical examination will be kept confidential in the employee’s LCHC electronic medical record, a separate and distinct location from other employee HR information. Access to this information will be limited to those who have a legitimate need to know.

Both pre-employment drug tests and physicals are performed only after the job offer has been made. Physicals will be directly related to the position and not have an adverse impact upon hires. There are potential reasonable accommodations factors for “disabled” individuals that will be considered by LCHC. No unnecessary or unneeded tests will be conducted for any LCHC position.

Upon employment, staff member will be required to read and sign the **Substance Abuse and Substance Abuse Testing Policy & Consent Release Form.**