

## » Drug-Free Safety Program detailed requirements and deadlines

Basic level	
Accident-analysis training (one-time only requirement)	Employer must provide training ( <a href="#">Accident Analysis Online course</a> ) for all supervisors and other personnel involved in the accident-analysis process <b>within 30 days of the start of the program year</b> . All new supervisors must complete this training within 60 days of becoming a supervisor.
Online accident reporting	Employer must submit an <a href="#">Accident Report (DFSP-1)</a> online for all allowed BWC claims <b>within 30 days of an accident or becoming aware of an accident</b> .
Workplace safety review	Employer must submit a <a href="#">Safety Management Self-Assessment (SH-26)</a> at the time of application and renewal.
Annual report	Employer must submit an <a href="#">Annual Report (DFSP-3)</a> about its DFSP by the <b>last business day in September for the January program year</b> or the <b>last business day in March for the July program year</b> .
Safety action plan	Optional for Basic level employers to submit a <a href="#">Safety Action Plan (DFSP-5)</a>
Written policy	Employer must provide a written policy outlining the details of their drug-free program. <a href="#">See more</a>
Employee education	Employer must provide employees with one hour of initial training and one-hour refresher training annually. <a href="#">See more</a>
Supervisor training	Employer must provide supervisors with two hours of initial training and one-hour refresher training annually. <a href="#">See more</a>
Drug/alcohol testing	Employer must provide pre-employment/new hire, reasonable suspicion, post-accident, return-to-duty and follow-up testing. <a href="#">See more</a>
Employee assistance	Compile and share a list of local assistance resources for employees with substance problems and their families. <a href="#">See more</a>
Advanced level	Must complete ALL Basic level plus the following
Safety action plan	Employer in DFSP Advanced must submit a <a href="#">Safety Action Plan (DFSP-5)</a> <b>within 60 days of the start of each program year</b> .
Drug/alcohol testing	Basic level requirements plus 15-percent random testing. <a href="#">See more</a>
Employee assistance	Pre-establish a working relationship with an employee assistance professional to which they can refer an employee with a substance problem for an assessment and pay for the cost of the assessment.

### Additional resources to help you implement and manage your DFSP

[DFSP Guide](#) – This guide explains the rules, program requirements and policies in establishing a DFSP. It also offers information needed to address substance use within your company.

[DFSP Self-Implementation Workbook](#) – This workbook offers guidance on how to develop a drug-free program that is firmly tied to your company’s approach to improve workplace safety at all levels within your company. Checklists help you consider everything of significance for each program element.

[DFSP Safety Resource Guide](#) – This guide provides recommendations, links to safety-management tools, lists of training classes and video resources. It’s intended to assist you with making safety and claims-management improvements identified in the SH-26. So, it’s organized using the same 10 categories.

[DFSP SafetyGrant\\$ Procedural Guide](#) – BWC’s SafetyGrant\$ program provides limited start-up grants to offset the costs associated with implementing the DFSP in your workplace.