



**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   |
| 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<br>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 <b>AND</b> every year before submitting annual report |
| 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 | Prior to performing work or direct supervision on state construction projects   |
| Submit Annual Report (DFSP-4)  | PRIVATE SECTOR: Last business day of March<br>PUBLIC SECTOR: Last business day of September   |