

SUPERVISOR'S GUIDE TO WORKPLACE TESTING

A QUICK REFERENCE FOR SUPERVISORS
AND MANAGEMENT

Part of the Beacon Employer Compliance Resource Series

PAGE 1 | SUPERVISOR ESSENTIALS

1 WHEN SHOULD YOU ORDER TESTING?

Testing should always be conducted in accordance with your company policy.

 Pre-Employment	 Random	 Reasonable Suspicion	 Post-Accident
 Return-to-Duty	 Follow-Up	 Annual / Policy Testing	 For-Cause Testing

2 WHAT SUPERVISORS SHOULD DO

- ✓ Follow your company's written testing policy.
- ✓ Document objective facts and specific observations.
- ✓ Contact Beacon promptly to arrange testing.
- ✓ Protect employee confidentiality at all times.
- ✓ Arrange transportation if the employee is unable to drive.
- ✓ Ensure all required documentation is completed.
- ✓ Cooperate with the collector during the process.



3 WHAT SUPERVISORS SHOULD NOT DO

- ✗ Do not diagnose impairment or make medical judgments.
- ✗ Do not delay testing unnecessarily.
- ✗ Do not leave the employee unsupervised (when appropriate).
- ✗ Do not discuss the situation with other employees.
- ✗ Do not allow the employee to drive if safety is a concern.
- ✗ Do not promise confidentiality beyond the limits of company policy and law.



REMEMBER

Your actions help ensure a safe workplace, protect your employees, and keep your company in compliance.

PAGE 2 | WORKING WITH BEACON

1 THE BEACON PROCESS

-  **CONTACT BEACON**
Call or email to request testing.
-  **WE SCHEDULE TESTING**
We confirm the details and schedule a time that works for you.
-  **WE TRAVEL TO YOUR LOCATION**
Our certified collector comes to your workplace or designated site.
-  **WE PERFORM THE COLLECTION**
Testing is conducted in accordance with federal, state, and company requirements.
-  **WE COMPLETE DOCUMENTATION**
All required forms are completed accurately and securely.
-  **WE COORDINATE LABORATORY SERVICES**
Specimens are shipped to a SAMHSA-certified laboratory.
-  **RESULTS ARE REPORTED**
Results are reported according to your company's policy and program requirements.

2 BEACON CAN HELP WITH

 DOT Drug Testing	 Non-DOT Drug Testing	 DOT Breath Alcohol Testing	 Non-DOT Breath Alcohol Testing
 Hair Follicle Testing	 Oral Fluid Testing	 Mobile Collections	 Chain of Custody Documentation

3 SUPERVISOR TIPS

- ✓ Know your company's written testing policy.
- ✓ Document facts, not assumptions.
- ✓ Act promptly when testing is warranted.
- ✓ Maintain confidentiality throughout the process.
- ✓ Contact Beacon with any questions before ordering a test.



NEED ASSISTANCE?

We're here to help you every step of the way. Contact Beacon with any questions.

