

Employer Instructions for After Hours Drug & Alcohol Testing



After Hours Drug and Alcohol Testing is available from 6 pm – 7 am, Monday through Friday and 24 hours on Saturday and Sunday.

1. Page OHS on-call staff at 517-360-2165 (on-call staff should respond within 15 minutes). Please let staff know what type of testing is to be done.
2. Send the employee directly to the **St. Lawrence Emergency Department** along with a completed OHS authorization form. An employer representative designated to authorize testing must sign the form. The on-call OHS staff member will meet the employee in the St. Lawrence Emergency Department.

Note: If the test is for reasonable suspicion, a designated employer representative must accompany the employee.

3. Instruct employee that if on-call person is not at St. Lawrence Emergency upon arrival, employee should check in at the registration desk. Give the clerk the OHS authorization form and tell the clerk that he/she is there for drug and/or alcohol testing only – do not sign in for treatment. Ask the clerk to page OHS on-call staff. The OHS associate will escort the employee to the testing area.
4. After testing is completed, the on-call associate will take the employee back to the Emergency Department and the employee may leave. A copy of the testing form(s) will be provided to the employee.

Note: A breath alcohol test with a **confirmed positive result requires that the employee remain in the testing area until the employer has been notified and arrangements for transportation for the employee have been made. ***It is the responsibility of the employer to arrange for transportation.*****

5. Contact OHS at 517-364-3900 on the next business day if there are any questions or concerns.