



Coalition for Construction Safety

## CCS Contractor Tool Kit – A Tactical Guide

### Substance Abuse Program

- ◆ Helps ensure you have a drug free workplace
- ◆ Allows your employees to work on participating CCS Owner sites

#### **To get started:**

**1-**Choose your TPA. CCS has an approved list of Third Party Administrators from which you can choose. They will assist you in your testing locations, chain of custody paperwork and testing. They will make sure that your test results get uploaded into our Safesite database. To view the list of TPAs, go to [www.ccs-safety.org](http://www.ccs-safety.org) and go to the Programs tab and click on Substance Abuse Program. There is a link at the top of the page – Contacts for Substance Abuse Testing. Click on the link to view the approved Third Party Administrators.

**2-**Order your CCS cards for your employees. To access the CCS Card Application, go to [www.ccs-safety.org](http://www.ccs-safety.org) and go to the Programs tab and click on Substance Abuse Program. There is a link at the top of the page – CCS Card Application. Click on the link to complete the card application.

*If you have any questions, contact Heather Martin, Program Director, at (317) 805-1038.*

### CCS Safesite

- ◆ Portal to check CCS Cards for individual workers
- ◆ View availability of workers based on substance abuse program testing
- ◆ View individual worker safety training

#### **To get started:**

- ◆ Go to the CCS Safesite database website at [www.ccssafesite.org](http://www.ccssafesite.org)
- ◆ Register as a Contractor Card Manager and complete the application
- ◆ Once approved, you can check the status of workers who have CCS Cards and have submitted for drug and alcohol screening and/or have safety training entered in the system

#### **To check CCS Cards (via smart phone, tablet or computer):**

- ◆ Go to the CCS Safesite database website [www.ccssafesite.org](http://www.ccssafesite.org)
- ◆ Log in with your Card Manager username and password
- ◆ Easy access to worker data using one of three options:
  - Scan QR code on card
  - Enter card number
  - Enter worker name and last six digits of SS#

*Please note that if you have not logged in for over six months, you will need to re-register as a Card Manager.*

#### **Database worker information includes:**

- ◆ Worker name
- ◆ Date of last drug test
- ◆ Type of drug panel of last test
- ◆ Has passed a drug test in the past 12 months and available to work
- ◆ Safety training completed

### Worker Training Database

- ◆ Manage individual worker training
- ◆ Ability to provide reports detailing employee training prior to work
- ◆ Get reminders when worker training is due to expire

#### **To get started:**

- ◆ Go to the CCS Safesite database website at [www.ccssafesite.org](http://www.ccssafesite.org)
- ◆ Register as a “Training Manager” and complete the application (*companies may have a maximum of two*)
- ◆ Once approved, you have the ability to enter worker training information\*
  - Worker name
  - Safety training completed
  - Expiration dates of training if applicable
  - Documentation for each training listed (certificate, card, syllabus, etc.)

*\*CCS offers a service to enter data for your company for a fee. Contact Paige Riley at (317) 686-2665 for more information.*