

# Recognizing Drug & Alcohol Abuse

## Course Outline – Supervisors

Module	Learning Objectives	# of Customizable Pages
<b>Introduction</b>	<ul style="list-style-type: none"><li>• Start the course with an understanding of what to expect (topically) and how the course works (functionally).</li><li>• Begin to build an understanding surrounding the many topic areas that comprise a supervisor's responsibility to recognize substance abuse at work.</li></ul>	3
<b>Recognizing Drug and Alcohol Abuse</b>	<ul style="list-style-type: none"><li>• Recognize a supervisor's responsibility to understand and enforce relevant policies on addiction and abuse in the workplace.</li><li>• Review the rules for drug and alcohol testing.</li></ul>	
<b>Reasonable Suspicion of Drug Use</b>	<ul style="list-style-type: none"><li>• Define legal and illegal substances in the workplace.</li><li>• Review how to credibly evaluate whether there is reasonable suspicion of drug or alcohol abuse.</li><li>• Review how to identify signs of substance abuse and symptoms of impairment in employees.</li></ul>	

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<b>When Reasonable Suspicion Exists</b>	<ul style="list-style-type: none"><li>• Recognize a supervisor’s responsibility to ensure safety and security in the workplace.</li><li>• Review how to respond appropriately when there is reasonable suspicion.</li><li>• Review how to respond to drug test results.</li><li>• Review the proper procedures for documenting incidents of abuse or investigations.</li><li>• Recognize how to follow up on incidents while keeping employees’ rights in mind.</li></ul>	
<b>Policies and Resources</b>	<ul style="list-style-type: none"><li>• Recognize a supervisor’s duty to respond immediately if they suspect an employee of being under the influence of drugs or alcohol in the workplace.</li><li>• Review organizational policies regarding substance abuse at work Explore topics further through provided resources</li></ul>	5