



Drug & Alcohol Supervisor Course Outline

Prerequisites: This course shall have no formal pre-requisite.

Course Length: 3-4 hours – Course length shall vary depending on the number of delegates. Total course time includes breaks.

Class Size: The maximum number of delegates that may be trained and tested per instructor shall be thirty-five (35) in the classroom session.

Course Objective

- Provide delegates the requirements of a substance abuse policy.
- The prevalence of alcohol and drug abuse and its impact on the workplace.
- How to recognize the link between poor performance and alcohol and/or drug abuse.
- The progression of the disease of addiction.
- Types of assistance available.
- The different components of the Drug-Free Workplace Policy.
- Their role in implementing the Drug-Free Workplace Policy.
- Supervisor Responsibilities.
- Delegates should be able to demonstrate knowledge during written examination.

Course Design

- Power Point© / Lecture / Audio Video / Visual Aids

Successful Course Completion

- Requires a minimum score of 75% or better.
- Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.
- Delegates will have no more than thirty (30) minutes to complete the exam.

Course Content Summary

- Classroom

Breaks: 10 minutes (approximately every hour)

Lunch: 1 Hour (if applicable)

Course Outline

About Substance Abuse

- Definitions
 - Abuse

Drug & Alcohol Supervisor Course Outline

- Addiction
- Understanding Addiction
- Reasons for Substance Abuse in the Workplace
- Impact of Substance Abuse in the Workplace
- Company's Viewpoint
- Sign and Symptoms of Substance Abuse
- Drug Abuse Statistics
 - Age Comparison
 - Gender Comparison
 - Education Comparison
 - New Hire vs. Random
- The High Cost of Substance Abuse
- Hidden Cost of Abuse
- Reasons for Drug Testing
- Reasonable Cause Drug Testing
- Retention of Records
- Common Types of Drugs and Effects
 - Amphetamines
 - Cocaine
 - Marijuana
 - Opiates
 - PCP (Phencyclidine)
 - Hallucinogens
 - Alcohol

Drug-Free Workplace Policy

- Program Short-Term Benefits
- Program Long-Term Benefits
- Goals of Policy
- Policy Content

Employee Assistance Program (EAP)

- About Employee Assistance Program
- EAP Confidentiality
- Family and Co-worker Impact on Employee

Supervisor Responsibility

- Responsibility
- Legal Sensitive Areas
- Performance Problems/Potential Crisis Situations



Drug & Alcohol Supervisor Course Outline

- Steps to Identify Performance Problems
- Constructive Confrontation Techniques
- Actions following Constructive Confrontation
- Possible Substance Abuse Situation
 - Recommended Actions
 - Supervisor Do's and Don't
- Investigating a Potential Substance Abuse Crisis Situation
- Approaching Difficult Situations
- Summary

Training Scenarios

- Scenario #1
- Scenario #2
- Scenario #3
- Scenario #4

Practical Session

- None

Training Center Provided Material

- Course Material

Delegate Requirements

- None

Reference Material / Documents

Drug Free Workplace Act 1988

Interpretation of 1904.35(b)(1)(i) and (iv)

https://www.osha.gov/recordkeeping/finalrule/interp_recordkeeping_101816.html

DOT 49 CFR 382

https://www.ecfr.gov/cgi-bin/text-idx?SID=5f6b8e98256b561340f9170ab67cd5f9&mc=true&tpl=/ecfrbrowse/Title49/49cfr382_main_02.tpl

DOT 49 CFR Part 40

https://www.ecfr.gov/cgi-bin/text-idx?SID=d6b1230f635123a4c17a8849ef0abfb8&mc=true&tpl=/ecfrbrowse/Title49/49cfr40_main_02.tpl