



## 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
  - 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
  - Steps to Identify Performance Problems
  - Constructive Confrontation Techniques
  - Actions following Constructive Confrontation
- Possible Substance Abuse Situation



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

[https://www.ecfr.gov/cgi-bin/text-idx?SID=5f6b8e98256b561340f9170ab67cd5f9&mc=true&tpl=/ecfrbrowse/Title49/49cfr382\\_main\\_02.tpl](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](https://www.ecfr.gov/cgi-bin/text-idx?SID=d6b1230f635123a4c17a8849ef0abfb8&mc=true&tpl=/ecfrbrowse/Title49/49cfr40_main_02.tpl)

[https://www.ecfr.gov/cgi-bin/text-idx?SID=d6b1230f635123a4c17a8849ef0abfb8&mc=true&tpl=/ecfrbrowse/Title49/49cfr40\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=d6b1230f635123a4c17a8849ef0abfb8&mc=true&tpl=/ecfrbrowse/Title49/49cfr40_main_02.tpl)