

Course Length: 2 hours

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.

Course Design:

- Narrated e-learning modules

Successful Course Completion:

- Requires successful completion of knowledge assessment.

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
- 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
 - Recommended Actions
 - Supervisor Do's and Don't
- Investigating a Potential Substance Abuse Crisis Situation
- Approaching Difficult Situations
- Summary

Post Training Evaluation:

- The employer shall ensure that each employee is evaluated to confirm that he/she understands the information provided in the training.

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/Title49/49cfr38_2_main_02.tpl



Drug & Alcohol Supervisor

E-Learning Course Outline



M&A Safety Services training conforms to OSHA CBT Training standards and ANSI Z490.1. Criteria for Accepted Practices in Safety, Health and Environmental Training. M&A Safety Services LLC. follows all ANSI training criteria.

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