

APPENDIX B:

NEW EMPLOYEE TRAINING GUIDE



OCCUPATIONAL
DRUG TESTING, LLC

COMMON EFFECTS OF DRUG USE AND ABUSE



WARNING SIGNS

- Inappropriate laughter
- Obscene language/gestures
- Increased irritability
- Defensive behavior
- Hypersensitivity
- Temper outbursts
- Fighting with co-workers
- Withdrawn attitude
- Bizarre/uncontrollable actions

HOME BEHAVIORS

- Missing money or objects
- House supply of prescription drugs dwindling with no explanation
- Increased time spent alone
- Possession of drug paraphernalia

SOCIAL PROBLEMS

- Family relationship deterioration
- Frequent absence from home
- Changing group of friends

WORK ATTENDANCE

- Lateness to work
- Leaving work after lunch
- Frequent call-ins
- Takes extended weekends
- Takes unauthorized days
- Excessive sick days
- Absence from work station

WORK PERFORMANCE

- Drop in productivity
- Inconsistent daily work
- Shortened attention span
- Decreased ability to think clearly
- Depreciated listening skills
- Uncooperative/negative attitude

APPEARANCE

- Inappropriate work attire
- Physically unhealthy looking
- Appears unclean or unwashed
- Offensive body odor or breath

note: SOME DISEASES MAY MIMIC DRUG USE. THESE SYNDROMES INCLUDE DIABETES, EPILEPSY, TRAUMA, BRAIN DISEASES OR TUMORS, PARKINSON'S DISEASE, OTHER NEUROLOGICAL DISORDERS AND ALLERGIC REACTIONS. USE CAUTION WHEN CONFRONTING A SUSPICIOUS EMPLOYEE.

COMMON EFFECTS OF ALCOHOL USE AND ABUSE



STANDARD DRINK SIZES

CAN OF BEER

12 oz. of beer at 4% alcohol equals
0.48 oz. of pure alcohol

GLASS OF WINE

4 oz. of wine at 12% alcohol equals
0.48 ounces of pure alcohol

SHOT OF WHISKEY

1.25 oz. of hard liquor at 40% alcohol
equals 0.50 oz. of pure alcohol

WARNING SIGNS

Depression and anxiety

Magnified emotions

Impaired motor functions

Acting uninhibited

Memory impairment

Flushed/reddened face

Increased sweating

Confusion/dizziness

Dehydration

Slow reaction times

MOST COMMON SYMPTOMS

BREATH ODOR

this symptom alone is sufficient
evidence for a Reasonable
Suspicion Breath Alcohol Test
Possession of Alcohol

ALCOHOL POSSESSION

this is a clear piece of evidence
showing alcohol use problems

THE FOUR S'S

Sleepiness, slurring, staggering, smell

BEHAVIOR CHANGE

Usual demeanor changes.
Example: shy person now aggressive

POOR FOCUS

Unable to concentrate, and/or
easily confused and disoriented

ABSENTEEISM

Disappearing from work,
sporadic work patterns

**Alcohol affects judgment, memory,
reaction time, and life sustaining functions.**

safety issues: MORE THAN 40% OF FATAL HIGHWAY CRASHES
ARE ALCOHOL RELATED. ALCOHOL ALONE IS A CONTRIBUTING
FACTOR IN MORE THAN 10% OF ALL WORK-RELATED INJURIES.
THE PRODUCTIVITY OF AN ALCOHOLIC EMPLOYEE IS 25-50
PERCENT LOWER THAN NORMAL PRODUCTIVITY.

TESTING PROCEDURES

FTA PROGRAM



TITLE 49: TRANSPORTATION

PART 40: PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS DOT DRUG AND ALCOHOL POLICY & COMPLIANCE OFFICE



WHO IS COVERED? A person who performs a revenue vehicle operation, revenue vehicle and equipment maintenance, revenue vehicle control or dispatch (optional), Commercial Drivers License non-revenue vehicle operation, or armed security duties.

REQUIRED DRUG TEST TYPES: Pre-employment, Random, Reasonable Suspicion, Post-Accident, Return-to-Duty, and Follow-Up.

ALCOHOL TEST TYPES: Pre-employment (optional), Random, Reasonable Suspicion, Post-Accident, Return-to-Duty, and Follow-Up.

DEFINITION OF ACCIDENT REQUIRING TESTING: Any accident involving a fatality requires testing. Testing following a non-fatal accident is discretionary: If the employer can show the employee's performance could not have contributed to the accident, no test is needed. Non-fatal accidents that may require testing must have disabling damage to any vehicle or immediate medical attention away from the scene to meet the testing threshold.

REASONABLE-SUSPICION DETERMINATION: One trained supervisor or company official can make the decision based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. If an employee refuses a test, or tests positive, they are immediately removed from the safety sensitive position and referred to a substance abuse professional.

PRE-DUTY ALCOHOL USE PROHIBITIONS: Four (4) hours prior to performance of duty.

ACTIONS FOR BACS 0.02 – 0.039: If the employer chooses to return the employee to covered service within 8 hours, the BAC re-test must be below 0.02.

EMPLOYEE TRAINING: Employer must provide education with display and distribution of informational materials and a community service hot-line telephone number, if available. One-hour of training on the effects and consequence of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use. Distribution to each employee of the employer's policy regarding the use of drugs and alcohol with signed receipt is mandatory.

SUPERVISOR TRAINING: One-hour of training is required on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use. One-hour of training is also required on the specific, contemporaneous physical, behavioral, and performance indicators of probable alcohol use.

FTA PROHIBITED DRUGS (DOT 5-PANEL SCREEN): Cocaine, Marijuana, PCP, Amphetamines, Opioids.

BENEFITS OF THE EAP: EMPLOYEE ASSISTANCE PROGRAM

defined: EMPLOYEE ASSISTANCE PROGRAMS (EAPS) ARE WORKSITE BASED PROGRAMS AND/OR RESOURCES DESIGNED TO BENEFIT BOTH EMPLOYERS AND EMPLOYEES. EAPS HELP BUSINESSES AND ORGANIZATIONS ADDRESS PRODUCTIVITY ISSUES BY HELPING EMPLOYEES IDENTIFY AND RESOLVE PERSONAL CONCERNS THAT AFFECT JOB PERFORMANCE.

benefits include:

- Decreased absenteeism
- Reduced accidents and fewer workers compensation claims
- Greater employee retention
- Fewer labor disputes
- Significantly reduced medical costs from early identification and treatment of individual mental health and substance use issues.

dept. of labor study reveals:

- For every dollar invested in an EAP, employers generally save between 5 and 16 dollars.
- 66 percent decline in absenteeism after alcohol abusers have been identified and treated.
- 75 percent reduction in inpatient alcohol and other drug abuse treatment costs.
- 33 percent decline in use of sickness benefits.
- 65 percent decline in work-related accidents.
- 30 percent decline in workers' comp. claims.

EAP services to individuals:

- Mental health-related services and referrals
- Drug and alcohol-related services and referrals
- Services and referrals related to personal issues
- Information on work/life support
- Wellness and health promotion services
- Work-related support

EAP services to organizations:

- Education on handling mental health, stress, and addictions in the workplace
- Addressing workplace violence
- Safety and emergency preparedness
- Difficult situation communication guidance
- Absence management
- Meeting needs of specific workers