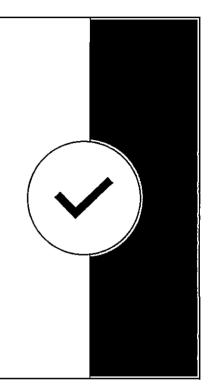


- The Participant will define impairment
- The Participant will identify what elements should be included in a policy
- The Participant will identify the signs of impairment in the workplace
- The Participant will identify workplace tasks affected by impairment
- The Participant will relate workplace tasks to performed during practical exercises.

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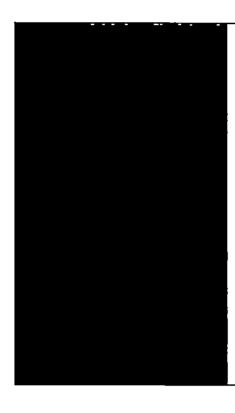
## **Handouts**

- Copy of Power Point presentation
- For Cause Drug/Alcohol Testing Check List
- Reasonable Suspicion Determination Report
- OMAG Loss Bulletin
- Sample Testing Policy



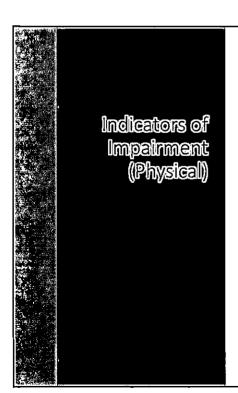
## What is Impairment?

Impairment occurs when an employee is unable to safely perform their professional responsibilities and duties. Indicators of Impairment



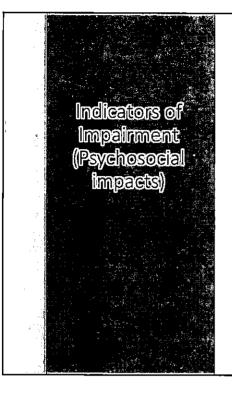
- Statement of the purpose and objectives of the policy and program
- · Definition of impairment
- Statement of who is covered by the policy and program
- Statement of the employee's rights to confidentiality
- A mechanism for employees to confidentially report when they have been prescribed a medication that may cause impairment or when they feel they might be otherwise impaired
- Statement regarding if either medical/therapeutic or non-medical substances are allowed on the premises, or under what situation they would be allowed

- That arrangements have been made for employee education (e.g., general awareness)
- That arrangements have been made for educating and training employees, supervisors and others in identifying impaired behavior and what steps will be taken if impairment is suspected
- Provisions for assisting those with disability due to substance dependence
- Processes for accommodation, and return to work/remain at work
- If applicable, statement of under what circumstances substance testing will be conducted, as well as the criteria for testing and interpretation of test results
- Provision for a hierarchy of disciplinary action

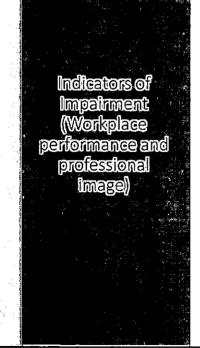


- Deterioration in appearance and/or personal hygiene
- · Unexplained bruises
- Sweating
- · Complaints of headaches
- Tremors
- · Diarrhea and vomiting

- · Abdominal/muscle cramps
- Restlessness
- Frequent use of breath mints/gum/mouthwash
- · Odor of alcohol on breath
- · Slurred speech
- Unsteady gait



- Family disharmony (how they speak of family members
- Mood fluctuations (swinging from being extremely fatigued to 'perkiness' in a short period of time)
- · Inappropriate verbal or emotional response
- Irritability
- · Confusing or memory lapses
- · Isolation from colleagues
- · Lack of focus/concentration and forgetfulness
- Lying and/or providing implausible excuses for behavior



- · Calling in sick frequently
- Moving to a position where there is less visibility or supervision
- Arriving late for work, leaving early
- Extended breaks; sometimes without telling colleagues they are leaving
- Forgetfulness

- Errors in judgement
- Deterioration in performance
- Excessive number of incidents/mistakes
- Non-compliance with policies
- Sloppy, illegible or incorrect work (pattern)
- Changes in work quality