

Recognizing Drug & Alcohol Abuse

Course Outline – Supervisors

Module	Learning Objectives	# of Configurable Pages
Introduction	<ul style="list-style-type: none">• Start the course with an understanding of what to expect (topically) and how the course works (functionally).• Begin to build an understanding surrounding the many topic areas that comprise a supervisor's responsibility to recognize substance abuse at work.	3
Recognizing Drug and Alcohol Abuse	<ul style="list-style-type: none">• Recognize a supervisor's responsibility to understand and enforce relevant policies on addiction and abuse in the workplace.• Review the rules for drug and alcohol testing.	
Reasonable Suspicion of Drug Use	<ul style="list-style-type: none">• Define legal and illegal substances in the workplace.• Review how to credibly evaluate whether there is reasonable suspicion of drug or alcohol abuse.• Review how to identify signs of substance abuse and symptoms of impairment in employees.	

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When Reasonable Suspicion Exists	<ul style="list-style-type: none">Recognize a supervisor’s responsibility to ensure safety and security in the workplace.Review how to respond appropriately when there is reasonable suspicion.Review how to respond to drug test results.Review the proper procedures for documenting incidents of abuse or investigations.Recognize how to follow up on incidents while keeping employees’ rights in mind.	
Policies and Resources	<ul style="list-style-type: none">Recognize a supervisor’s duty to respond immediately if they suspect an employee of being under the influence of drugs or alcohol in the workplace.Review organizational policies regarding substance abuse at work Explore topics further through provided resources	5