



# Drug and Alcohol Awareness

## Quick Reference Card

### The Importance of Drug and Alcohol Awareness

**Drug and alcohol policies** in the workplace are integral components of corporate governance that aim to ensure the welfare, and productivity of employees. These policies are key for a healthy, productive, and legally compliant work environment.



In 2017, the *According to the National Survey* reported that **19.7 million** American adults struggled with a substance use disorder.



Overall, **47,5000** deaths can be attributed to adverse long-term health effects from alcohol use.

#### Consequences for Non-Compliance

Clearly define the consequences for policy violations.



1. First-Time Offenders
2. Repeat Offenders
3. Severe Violations

#### Substances

List all prohibited substances.



Illegal  
Drugs



Medication



Alcohol

#### Testing Protocols

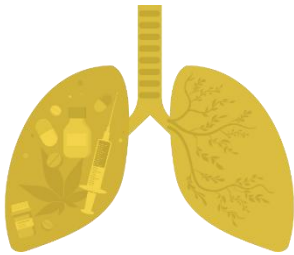
Implement a testing protocol that includes:



- Pre-employment Screening
- Random Testing
- Incident-based Testing

### Identify Common Drugs and Alcohol Misused

Knowing the types of drugs and alcohol that are commonly misused can help organizations and employees alike in creating a safe and healthy workplace.



#### Synthetic Drugs

"Spice," bath salts.

#### Prescription Drugs

Includes opioids and stimulants.

#### Over-the-Counter Drugs

Cough syrups and pain relievers.

#### Alcoholic Beverages:

Beer, wine, and liquor.

#### Recreational and Illegal Drugs

Cannabis, cocaine, and others.

### Recognize the Signs of Abuse

# 1

#### Behavioral Changes

Signs include erratic behavior, tardiness, and decreased work performance.

# 2

#### Physical Symptoms

Signs like red eyes, unclear speech, and lots of sneezing.

# 3

#### Social Clues

Changes manifest as withdrawal from activities, conflicts, and financial troubles.

# 4

#### Monitoring Productivity

Frequent missed deadlines, less interest in work, lower quality work.

### Legal Compliance and Employer Responsibilities

Legal compliance and employer responsibilities involve following the rules and taking charge in setting up and managing drug and alcohol policies and testing in the workplace.

#### Comply with Federal and

#### State Drug Law

including the Controlled Substances Act and DEA registrations, while navigating the complexities of cannabis regulations.

#### Create Effective Drug and

**Alcohol Policies** encompassing purpose, scope, and enforcement measures for a safe and productive workplace.

#### Conduct Lawful Drug

#### Testing in the Workplace

by adhering to relevant laws, using, ensuring consent, privacy, and responsibly communicating results.

## Promote a Drug-Free Workplace

A drug-free workplace is essential for the safety, productivity, and well-being of your employees. So, how do you promote a drug-free zone at work?

1

**Establish a Drug-Free Policy** by consulting stakeholders, drafting, and revising clear rules, communicating the policy to employees, and enforcing it consistently.

2

**Improve Employee Training and Awareness** about drug abuse risks and policies through training sessions, informational materials, and open discussions.

3

**Implement Drug Testing** by considering random tests, using third-party services for fairness, and routinely evaluating the program's effectiveness.

## Educate on the Risks of Drug & Alcohol Abuse

If you're looking to maintain a drug-free environment at work, one of the most effective ways is to educate your team about the risks of drug and alcohol abuse.



- ✓ Impaired Judgement and Coordination
- ✓ Accidents and Injuries
- ✓ Legal Trouble
- ✓ Liver Damage
- ✓ Heart Issues
- ✓ Addiction
- ✓ Strained Relationship
- ✓ Work or School Performance
- ✓ Mental Health

**Provide Resources for Treatment and Support** such as medical professionals, community resources, and personal support systems. Here are the various resources available:

- Primary Care Physicians
- Specialist
- Mental Health Professionals
- Community Resources
- Rehabilitation Centers
- Helpline and Online Support
- Family Therapy
- Support from Friends

## Handling Drug and Alcohol Issues in the Workplace

### Recognize and Respond to Drug and Alcohol Incidents



**Identify Warning Signs:** Notice physical, and sensory indicators of substance use.



**Prioritize Safety:** In emergencies, call for help and remain with the person.



**Gather Information:** Find out what substance was used, and any medical details.



**Provide Basic First Aid:** Help with alcohol poisoning or overdose situations.



**Keep Them Conscious:** Maintain their awareness until help arrives.

### Collaborate with HR for Appropriate Actions

Recognize when to involve HR in situations beyond normal employee-manager scope, including:



Repeated Performance Issues



Harassment and Discrimination



Employee Conflicts



Legal and Ethical Concerns



Drug or Alcohol Incidents

## Evaluate the Effectiveness of Drug and Alcohol Policies

Evaluating the effectiveness of drug and alcohol policies in an organization is a multi-step process that involves thorough preparation, direct involvement, and ongoing follow-ups. Below are detailed steps for conducting this critical evaluation.





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