

This course is designed to provide Supervisors with a systematic and comprehensive review of Drug and Alcohol warning signs in the workplace and how to take action properly. Attention is given to understanding applicable federal regulations and state laws. Prominent attention is given to providing the knowledge and confidence for supervisors to properly take action if reasonable cause is identified.

### **Course Objectives:**

- Understand how federal regulations and state laws impact DFWP programs.
- Identify signs and symptoms of drug use and alcohol misuse.
- Understand the importance of a drug policy and enforcing the policy.
- Developing and enforcing your company's policy and maintaining a positive environment.
- Understanding your legal liability as an organization.
- Specimens and drug panels to consider for pre-employment, reasonable suspicion, and post-accident.
- Identify the organization's responsibilities as well as the responsibilities of your employees, contractors, interns, etc.
- Provide a systematic and comprehensive review of reasonable cause/ suspicion determination
- The importance of legally defensible documentation.
- How to constructively confront employees.
- How to manage a positive test result and help the employee obtain assistance.
- Learn about presenteeism and how it impacts the workplace.
- Review new OSHA requirements effective 11.1.2016 for post-accident testing.

### **Who should attend?**

This course is designed for all persons designated to supervise others. **NOTE: If supervisors are responsible for making referrals for drug testing based on reasonable suspicion, by law they must be trained on how to make that determination.**

Supervisors shall receive 60 minutes of training on alcohol misuse and receive an additional 60 minutes of training on controlled substances use. The training is required to assist a supervisor in determining whether reasonable suspicion exists to require an individual covered in your policy to undergo testing. The training includes the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. Recurrent training for supervisory personnel is not required, however highly recommended as regulations, laws and the drug world constantly changes.

It is recommended for the Designated and Alternate Employee Representative, Safety Managers and Supervisors, and Personnel/HR Managers.