

W E L C O M E T O

Achieving A Drug Free Workplace

EMPLOYEE WORKBOOK

Your organization is committed to responsibly implementing a drug free workplace program which will:

- Create a safer and healthier work environment
- Protect non-users from the effects of substance abuse while at work
- Identify those who use illegal drugs or who abuse controlled substances, with the intent of ridding the workplace of drugs and encouraging substance abusers to get help
- Reduce the financial loss of drug and alcohol abuse in the workplace

You play an important role in the success of this program. You become a crucial part of the solution when you:

- Refrain from substance abuse yourself
- Refuse to accept or cover up the problems caused by others' substance abuse
- Enthusiastically participate in learning more about the problems of substance abuse in the workplace, about your drug free workplace policy, and about the types of tests being conducted in your organization, and the types of drugs for which employees are being tested

The first step to a healthier workplace starts today.
Welcome!

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The illegal use of drugs and the abuse of alcohol are problems that continue to plague the American community. Substance abuse can wreak havoc with the abuser's health and work and, in many cases, has destroyed and even ended the abuser's life.

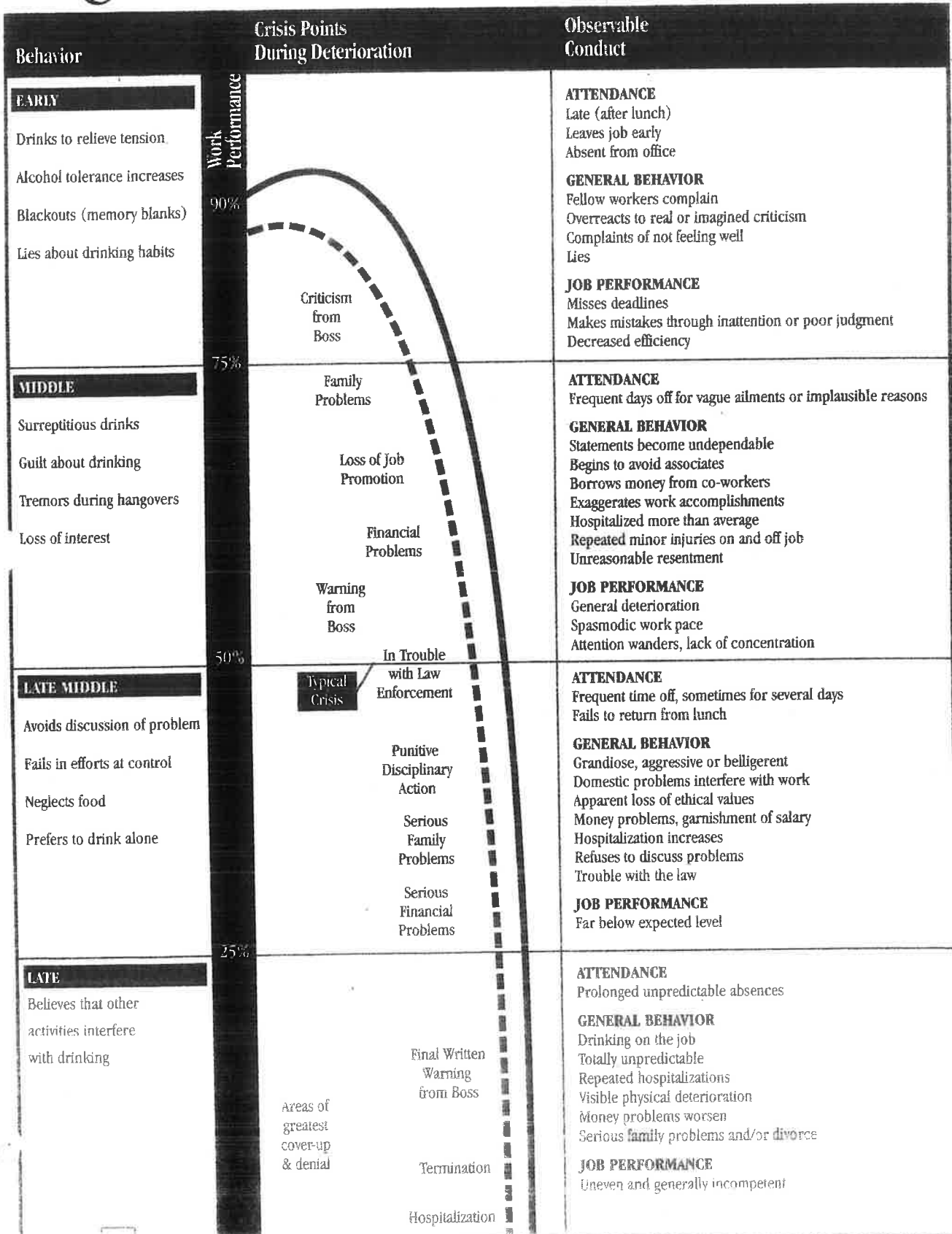
Unfortunately, substance abuse isn't simply a problem that's "out there" somewhere. It's right around the corner, and very possibly in your own workplace. The statistics tell how prevalent and deadly substance abuse has become.

- Each year 20,000 to 40,000 Americans die from drug abuse, and another 100,000 to 125,000 die from alcoholism.
- Each day 1,500 Americans will try cocaine for the first time.
- On average, 14 out of every 100 employees abuse drugs on the job.
- 55% of all traffic fatalities involve alcohol.
- 20% of male workers are heavy drinkers; 10% are alcohol dependent.
- Two-thirds of all Americans entering the workforce have already used illegal drugs — 44% within the last year.
- 60% of all users will sell drugs to other employees, and 40% will steal from the company to support their habit.
- 30-60% of every health care dollar is spent directly or indirectly due to substance abuse.
- Substance abusers see their doctors 13 times more per year, and are absent 16 times more than non-abusers.
- 57% of employees surveyed said that drug use by co-workers affects productivity at their workplace.
- 74% of adults who use illegal drugs are employed.

The Truth About Substance Abuse in the United States

Stages of Alcohol Abuse

— Behavior
 - - - - - Observable Conduct



The Makings Of A Drug Free Workplace Program

Organizations that implement drug free workplace programs create a healthier and safer work environment, and at the same time can save substantial amounts of money on workers compensation premiums and claims.

Your drug free workplace program has been designed to meet the specific needs of you and your co-workers, the needs of your organization, and the requirements of your state's Bureau of Workers Compensation. Your program will include:

- Visible and active support from management
- Orientation and training for all employees about the effects of substance abuse and the specifics of your program
- Well-documented and well-communicated safe work practices, as well as policies regarding worker safety and health
- Appointment of professionals to administer the program, such as a Substance Abuse Professional, Medical Review Officer, and Accident Prevention Coordinator
- Professionally administered drug and alcohol tests, and analysis at appropriately certified laboratories
- Information about assistance for employees who test positive on a drug or alcohol test

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10 Ways To Destroy Your Life

Drug Free Workplace programs include drug and alcohol testing for employees to ensure that the workplace is being kept free of the effects of substance abuse. Your organization will be conducting tests for the presence of 10 categories* of drugs, plus alcohol, as shown in the chart below. Notice the short-term and long-term effects of abusing these substances.

Substance	Common Names	Short-Term Effects	Long-Term Effects
Alcohol	Beer, wine, liquor	Heightened activity, loss of inhibition; jovial, relaxed and self-confident or hostile, withdrawn and depressed; with more consumption, impaired thinking, memory, perception, and motor function	Liver disease, mental degeneration, depression, anxiety, confusion, persistent slurring (even when sober), impaired perceptual and motor functions, loss of ability to reason, plus a wide range of medical problems.
Amphetamines	Uppers, speed, bennies, black beauties, whites, crystal	Alertness, wakefulness, elevated mood, increased initiative and self-confidence, heightened ability to concentrate, elation & euphoria, dry mouth, sweating.	Tolerance develops and users take larger doses; headaches, palpitations, dizziness, agitation, confusion, apprehension, delirium, fatigue; paranoid hallucinations, panic states, suicidal and homicidal tendencies.
Barbiturates	Downers, red devils, yellow jackets	Small doses produce effects similar to alcohol; drug often used to counter the insomnia from amphetamines, to enhance weak street heroin, or to ease alcohol withdrawal symptoms; presents a serious safety risk	Large doses can produce deep sleep, coma, death from respiratory failure, central nervous system depression; tolerance develops and creates physical and psychological dependence; withdrawal can be life threatening.
Benzodiazepines	Valium, librium, tranquilizers	Relaxation, sedation, hypnosis, muscle relaxation, lack of coordination, confusion, slowed reaction, light-headedness	Large doses can cause stupor, amnesia, blurred vision, dizziness. Chronic use leads to dependence and abuse.
Cannabinoids	Marijuana, pot, grass, weed	Relaxation, general feeling of well-being, mild perceptual and sensory distortions, reduced attention span, spontaneous laughter; impaired short-term memory, cognitive and motor functions.	Large doses produce impaired judgment, slowed reaction time, impaired motor function, mental confusion, mild hallucinations; chronic use creates psychological dependence and possibly impaired mental functions.

Cocaine	Coke, crack	A 20-minute high produces a sense of power, euphoria and control; crack produces a magnified effect; increases heart rate, respiratory rate and blood pressure; creates strong urge to take the drug again.	Large doses cause confusion, paranoia, hallucinations, impulsive behavior, cardiovascular collapse and death; chronic use replaces euphoria with nervousness, excitability, agitation, paranoia, insomnia, depression, feelings of inadequacy, memory disturbance and impotence.
Methadone	Dollies	Euphoria	Loss of appetite, constipation, addiction.
Methaqualone	Ludes, 714s, Sopors	Euphoria, aphrodisiac	Convulsions, coma.
Opiates	Heroin, morphine, opium, codeine	Mental cloudiness, general slowness, slowed reactions, euphoria, suppression of pain, feeling of well-being, dreamy dozing state, increased activity in some; many experience nausea, vomiting and reduced appetite.	Increasing tolerance leads to larger doses and decreased sensitivity to pain, impaired ability to concentrate; lack of drug produces vomiting, fever and cold chills; high doses result in deep sleep, coma or death.
Phencyclidine	PCP, angel dust	Hallucinations which separate the user from reality; reactions are unpredictable and can include euphoria, extreme unhappiness or pain, agitation or aggression; physical symptoms include drooling, blank stare, staggered gait and violent behavior.	In large doses, all symptoms intensify and can result in coma or death.
Propoxyphene	Darvon	Relieves pain; relaxation; mental cloudiness, slowed reactions, dreamy dozing state; temporary euphoria; nausea and dizziness.	Addiction; promotes suicidal tendencies; is a major cause of drug-related death when taken in excessive doses, especially when combined with alcohol or other central nervous system depressants; decreased liver function; loss of appetite, constipation.

FOOTNOTE: * Organizations which are regulated by the Department of Transportation test employees performing safety-sensitive duties for the presence of five substances: marijuana, opiates, cocaine, amphetamines and phencyclidine, plus alcohol. State and local regulations and your organization's drug free workplace policy may or may not mandate additional requirements for testing in your organization.

Drugs and Alcohol in the Workplace are a Recipe for Disaster

Drugs and the workplace are a dangerous mix, and the overall effect of drug and alcohol abuse on your life can be devastating.

People who ignore the warnings and persist in substance abuse can look forward to involving themselves and others in:

Accidents - With dulled senses and reduced reaction time, substance abusers increase their chances of being in an accident as long as the drug is in the bloodstream.

Illness - Those who abuse alcohol and drugs suffer from a long list of ailments, ill health and for many, eventual death.

Addiction - Substance abuse leads to more abuse, until finally the user's entire existence centers around the alcohol or drugs. Such dependency robs the individual of personal freedom. The substance is now in control.

Crime and Legal Problems - Substance abusers often commit crimes to support their habits, and convicted criminals frequently spend their most productive years in prison. Meanwhile, achieving their dreams and goals becomes less and less possible.

Financial Burdens - Drugs are expensive, and dependence on drugs or alcohol can often leave the abuser with less time for income-producing activities such as an honest day's work. What's more, the financial cost of increased insurance rates and health and legal problems can leave the user and his or her family destitute.

How Substance Abuse Affects Job Performance

The abuse of alcohol or drugs is a life-altering habit that can drastically affect a person's work life and home life. As the substance abuse continues, the toxins take an ever greater toll on the user's physical and mental condition. A downward spiral begins, and soon work performance and relationships suffer.

A person suffering from substance abuse eventually suffers from many of these performance problems as well:

Absenteeism, including ...

- Excessive sick leave
- Monday and/or Friday absences
- Repeated absences of 1-2 days, or 1-2 weeks
- Excessive tardiness, especially on Monday mornings or after lunch
- Leaving work early
- Increasingly improbable excuses for absences
- Higher incidence of colds, flu, gastritis, etc.
- Frequent unscheduled short-term absences

"On The Job" Absenteeism, including...

- Continued absence from workstation more than the job requires
- Frequent trips to water fountain or bathroom
- Long coffee breaks
- Repeated physical illness on the job
- Coming, or returning, to work in an obviously impaired condition

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High Accident Rate, including ...

- Excessive accidents on the job
- Accidents off the job that affect on-the-job performance

Difficulty in Concentrating or Confusion, including...

- Work requires great effort
- Jobs require more time
- Difficulty in recalling instructions, details, etc.
- Increasing difficulty in handling complex assignments
- Difficulty in recalling own mistakes

Erratic Work Patterns

- Alternating periods of high and low productivity, with the difference in work quality becoming greater with time

Tenacity to Job

- Doesn't adapt to change easily; prefers status quo

Generally Lowered Job Efficiency

- Missed deadlines
- Makes mistakes due to inattention or poor judgment
- Wastes more material
- Makes poor decisions
- Receives complaints from internal or external customers
- Uses improbable excuses for poor performance

**Deteriorating Relationships
With Others On The Job**

- Overreacts to real or imagined criticism
- Wide swings in mood
- Borrows money from co-workers
- Subject of complaints from co-workers
- Unreasonable resentments
- Begins to avoid others

While many of us exhibit some of these performance problems from time to time, a pattern of changed performance over a period of time points to the possible involvement of substance abuse.

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Occasions For Drug & Alcohol Testing

Test	Description
Pre-Employment	Administered during the interviewing and hiring process, with a negative test result required before the candidate will be offered a job.
Reasonable Suspicion	Performed when a supervisor initiates the test due to observations of physical evidence, suspicious behavior, or an emerging pattern of changed job performance.
Post-Accident	Required within 8 hours of involvement in an accident for alcohol breath tests, or within 32 hours for a drug test, to prove that an illegal substance did not contribute to the accident.
Return To Duty	Performed when an employee is returning to work after an extended time away, such as after layoff, long-term disability, participation in a substance abuse program, etc., with a negative result required for the employee's return.
Follow-Up	Conducted periodically, at unannounced times, for 12 to 60 months after an employee who had tested positive returns to work.
Random	Performed on a chance selection of employees, at unannounced times, at predetermined intervals throughout the year.

Definitions vary by state. If you are a D.O.T. safety sensitive employee different rules may apply.

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The Facts About Alcohol Tests

- May be a breath test or a saliva test
- Negative result = reading less than 0.02 on first test
- Positive result requires a second confirmation test, using the evidential breath analyzer. Testing equipment prints out the results, date and time of test, sequential test number, and name and serial number of testing technician.
- Second test result of 0.04 or higher requires administrative action.

The Facts About Drug Tests

- Employee receives collection container at collection site.
- Employee provides urine sample in private environment.
- Testing technician seals container with tamperproof tape, labels the specimen, and secures employee's signature on label. If split sample is required, technician will pour a portion of the original sample into a second container, then seal and label both specimens.
- Technician completes chain of custody paperwork, then ships the specimen and paperwork to an appropriately certified laboratory.
- Specimen is screened for presence of drugs. If drugs are detected, second test is performed as confirmation.

If tampering is detected, either at the collection site or during analysis at the lab, the employee is required to provide a second specimen in the presence of the technician.

- Results are forwarded to your organization's Medical Review Officer. Negative results are reported directly to the organization. Positive results are first discussed with the employee, then forwarded to the organization.

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Your Rights And Responsibilities

Because you work for an organization committed to maintaining a drug free workplace, both you and your employer have specific rights and responsibilities. Your employer has accepted the responsibility to provide a safe and healthy workplace by adopting a drug free workplace program. Doing so requires that a number of steps be taken, as described earlier in this learning session.

As a valued employee you also have responsibilities. You are responsible for:

- Reading and understanding your organization's drug free workplace policy
- Understanding any federal or state laws which apply to your job classification concerning drugs or alcohol in the workplace
- Protecting your workplace from the effects of substance abuse by not becoming part of the problem

You also have legal rights. You have the right to:

- Be informed of the effects and consequences of substance abuse
- Be informed of help which is available to you if you're suffering from substance abuse
- Request a second test at a different laboratory if you disagree with the findings from the first test
- Provide proof of legal prescription drug use which could have caused a positive test result
- Union representation, if you're covered by a collective bargaining agreement, as outlined in your agreement and your organization's drug free workplace policy

Part 4 Review

1. ___ True or False: Reasonable suspicion testing is initiated at the supervisor's discretion, when he or she directly observes physical evidence or behavior suggesting a performance problem that could be caused by substance abuse.
2. ___ True or False: An employee can be chosen for a random drug test only once a year.
3. ___ To confirm the validity of a positive test result:
 - A. The sample is tested twice
 - B. The Medical Review Officer personally speaks with the employee
 - C. Both of the above
4. ___ An employee has the right to:
 - A. Refuse to take a random test without any consequences
 - B. Provide a second sample within a week of a positive result
 - C. Request a second analysis of the same sample by a different lab
 - D. All of the above
5. ___ True or False: The status of your job after a positive test result depends on your organization's policy, as well as on local, state and federal regulations.

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Be A Part Of The Solution!

Substance abuse can be a complex and baffling problem, and it's not always easy to know what to do. Here's a good start...

Learn what you can about the dangers of drug and alcohol abuse.

Make a commitment to stay free of substance abuse. Avoid illegal drugs at all costs and, if you drink, do so moderately and responsibly.

If you think you see signs at work of substance abuse, tell a supervisor.

If you recognize symptoms in yourself of substance abuse, get help!

Don't try to fight the problem alone.

Help Keep Your Workplace
Safe And Healthy

Where To Find Help

There are many agencies and organizations who are dedicated to helping you, your friend or your family member get the help needed to address a problem with substance abuse. These organizations are staffed by caring and knowledgeable people — many who are themselves recovering from dependence on alcohol or drugs — who can provide a wealth of information and support. Help is as near as the telephone.

- Ask your drug free workplace drug testing coordinator for a list of local agencies, professionals and support groups in your area.
- Consult your local phone directory, in the business section white pages, under "Alcohol" for a listing of treatment programs in your area.
- Alcoholics Anonymous - consult your local phone directory
- Narcotics Anonymous - consult your local phone directory
- Al-Anon (for families of alcoholics) - call 1-800 356-9996, or consult your local phone directory under Al-Anon Family Groups
- American Council on Alcoholism - call 1-800-527-5344
- National Council on Alcoholism - call 1-800-475-HOPE
- Cocaine Helpline - call 1-800-COCAINE for 24-hour information and referral services
- Drug Abuse Information and Treatment Referral Hotline - call the Department of Health and Human Services at 1-800-662-HELP

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