



American Drug Testing

Drug-Free Workplace Programs

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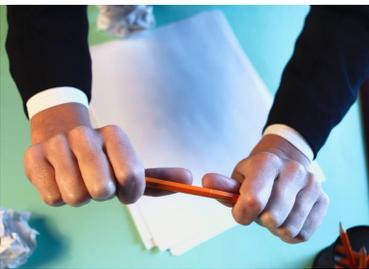
DRUG-FREE WORKPLACE ADVISOR

AN ONGOING SERIES TO PROTECT YOUR COMPANY BY HELPING TO KEEP DRUGS OUT OF YOUR WORKPLACE.

Symptoms of Employee Substance Abuse

Note: This is Part I of a multi-part series: The next Drug-Free Workplace Advisor deals with "Intervention Techniques" — once symptoms are present.

If substance abuse is contributing to an employee's poor performance, ignoring or avoiding the issue will not help the situation. An employee's use of alcohol or drugs may be the root of the performance problem; however, substance abuse on the part of someone close to the employee also could be the source. Regardless, abuse of alcohol or



other drugs inevitably leads to costly and potentially dangerous consequences in the workplace unless action is taken to confront the issue.

It is important to note that diagnosis of an alcohol or other drug problem is **not** the job of a supervisor. However, re-

"... substance abuse on the part of someone close to the employee also could be the source"

maintaining alert to changes in employee performance and working to improve employee productivity is a core component of every supervisor's job. Because substance abuse seriously affects an employee's ability to fulfill his/her responsibilities, supervisors play a key role in keeping a workplace alcohol and drug free.

To carry out this responsibility, a supervisor must clearly understand a company's drug-free workplace policy and have the ability to identify performance problems that may be the result of alcohol and drug abuse. Furthermore, a supervisor should be capable of making appropriate referrals to employees in need of assistance for alcohol- or drug-related problems.

Symptoms

The following performance and behavior problems are common to many employed individuals who abuse alcohol

and/or other drugs. It is important to note that if an employee displays these symptoms, it **does not** necessarily mean he or she has a substance abuse problem.

Performance

- inconsistent work quality
- poor concentration
- lowered productivity
- increased absenteeism
- unexplained disappearances from the jobsite
- carelessness, mistakes
- errors in judgment



- needless risk taking
- disregard for safety
- extended lunch periods and early departures

Behavior

- frequent financial problems
- avoidance of friends and colleagues

- blaming others for own problems and shortcomings
- complaints about problems at home
- deterioration in personal appearance
- complaints and excuses of vaguely defined illnesses

Source: U.S. Department of Labor

Coming next: Part II, "Intervention Techniques" — how to deal with employees once symptoms are present.

Supervisor Training

To help protect your company, American Drug Testing offers professional Supervisor training. Supervisors will learn how to:

- Recognize workplace problems that may be related to alcohol and other drugs
- Intervene in problem situations
- Refer employees who have problems with alcohol and other drugs
- Protect employee confidentiality
- Continue to supervise employees who have been referred to assistance
- Avoid enabling and common supervisor traps

To find out more, please contact us at (843) 747-4111.

The Drug-Free Workplace Advisor is published by



American Drug Testing, a leading drug-free workplace administrator and testing

company. Let us help you maintain a drug-free workplace. Call (843) 747-4111.

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