



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.

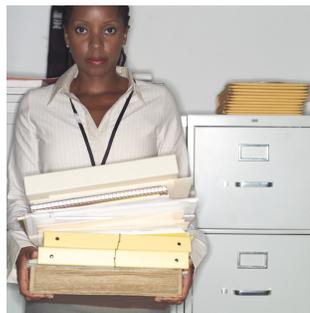
If You Suspect an Employee has a Problem

Worker alcohol and drug use cannot be taken lightly, especially in environments where workers rely on each other for safety. While supervisors can confront workers whose behavior affects their job performance, co-workers may be able to help before this occurs. However, it is important for employees to understand that it is not their responsibility to diagnose problems. Rather, they should observe behavior and focus on safety. Though notifying a supervisor may eventually be necessary, a co-worker may have significant influence using the right approach. If you suspect

someone has a problem:

- Identify with the person and show concern. Say you have noticed a change in behavior and express your concern for their safety and that of other workers.
- Describe your observation of their behavior, using specific days and/or times rather than saying "you always"

"Say you have noticed a change in behavior and express your concern for their safety."



and other similar phrases.

- Connect the behavior to the alcohol or drug use (or suspected use).
- Urge the person to get help and offer information about how to get

it. If you have one, an Employee Assistance Program (EAP) provides confidential, short-term counseling and referral services as a benefit to employees. For more information about local resources, you can also call 1-800-662-HELP or visit

www.findtreatment.samhsa.gov.

- Tell the person you will no longer hide the problem for him/her, but do not make idle threats. Be willing and able to follow through.
- Explain how the person's problem use affects you and others at work.
- Reconfirm your concern. You do not need to get him/her to admit he/she has a substance problem. You must stand your ground with your co-worker, be consistent with your actions and be willing to follow through on any threats you make.

It is important to note, however, that even after confronting a co-worker using

these steps, he/she may still be unwilling to accept or acknowledge the alcohol or drug problem. When you have done all you can and the per-



son's behavior is such that it directly affects you and your ability to do your job, it may be appropriate to involve others. This may mean taking your concerns about safety to a supervisor, who may have more options through the workplace to help the person get assistance.

Source: DOL (Department of Labor)

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