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**THE DRUG-FREE
WORKPLACE PROGRAM:**
*“Lose the Drugs & Keep the People
(Concise)”*

**Leader’s Guide, Fact Sheet
& Quiz**

Item Number: 5010
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5010 THE DRUG-FREE WORKPLACE PROGRAM: *"Lose the Drugs & Keep the People"* (Concise) FACT SHEET

LENGTH: 10 MINUTES

PRODUCTION YEAR: 2019

PROGRAM SYNOPSIS:

Substance abuse affects approximately 10 percent of the adult population, the majority of which are employed and performing various types of jobs in workplaces throughout North America. Unfortunately, these substance abusers tend to have a negative impact on practically every aspect of their employer's organization. Productivity, quality, safety and morale are just a few critical areas negatively impacted when workers abuse drugs and alcohol. This program discusses the multitude of dangers associated with drug and alcohol abuse and the actions viewers should take if they suspect someone, including themselves, has a substance abuse problem.

Topics include adverse effects of substance abuse, substance use vs. abuse, addiction, signs and symptoms of abuse, enabling the abuser, an appropriate response to suspected abuse and seeking assistance voluntarily.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- What the adverse effects of substance abuse are;
- Which signs and symptoms can indicate someone potentially has an abuse problem;
- Why enabling a suspected abusive behavior is so dangerous;
- How to respond to suspected abuse appropriately;
- How and why to seek assistance voluntarily if you suspect you have an abuse problem of your own.

PROGRAM OUTLINE:

BACKGROUND

- Substance abuse, including the use of illegal drugs, overusing alcohol or the misuse of prescription drugs affects approximately 10 percent of the adult population. In North America, that comes to almost 40 million people, the majority of which are employed and performing various types of jobs in workplaces throughout North America.
- Unfortunately, these substance abusers tend to have a negative impact on practically every aspect of their employer's organization. Productivity, quality, safety and morale are just a few critical areas negatively impacted when workers abuse drugs and alcohol.
- To prevent these detrimental effects, our organization has developed and implemented a Drug-Free Workplace Policy which includes training to educate employees about the dangers of alcohol and drug abuse as well as how to seek assistance if they suspect that they or a co-worker has a substance abuse problem.
- There are two major objectives of the Drug-Free Workplace Policy—first, to send a clear message that the use of alcohol and drugs in the workplace is prohibited, and second—to encourage employees with substance abuse problems to seek help voluntarily so they can successfully return to work. In other words, we want to "lose the drugs and keep the people."

ADVERSE EFFECTS OF SUBSTANCE ABUSE

- When a worker has a substance abuse problem, the quality of work being performed begins to decline.
- When a worker has a substance abuse problem, productivity suffers because the worker is unable to perform work at the same pace as before.
- When a worker has a substance abuse problem, he or she may have trouble concentrating on the task at hand.
- When a worker has a substance abuse problem, they may have a distorted perception of their capabilities and make poor decisions related to their safety and the safety of those around them.
- When a worker has a substance abuse problem, they often also have financial difficulties which may lead them to engage in theft or other types of illegal activities while at work.
- When a worker has a substance abuse problem, they often develop strained relationships with their co-workers, leading to an overall decline in morale and job satisfaction for all involved.
- Preventing these negative consequences of substance abuse is the overarching purpose of our organization's Drug-Free Workplace Policy.

SUBSTANCE USE VS. ABUSE

- Having a social drink with friends, legally ingesting a small amount of marijuana or taking medications prescribed by a physician for a specific ailment or illness are examples of adults using drugs or alcohol in a legal, responsible manner.

- However, for some people, normal use can turn into abuse when the frequency of use and the amount being consumed begin to increase more and more.
- Using alcohol or drugs to help cope with pain, pressure or stress is a warning sign that a person's use may be becoming abuse.
- Another warning sign of substance abuse is when the alcohol or drug use begins to have a negative impact on a person's personal or work life as well as negatively impacting those around him or her.

SIGNS, SYMPTOMS & INDICATORS OF SUBSTANCE ABUSE

- Because of the negative impact substance abuse has in the workplace, it is important to be able to recognize the various signs, symptoms and other indicators of substance abuse so appropriate action may be taken.
- Some of these signs and symptoms include the odor of alcohol on the person's body or breath, slurred speech, unsteady standing or walking, inability or difficulty completing routine tasks, unable to focus or concentrate, disorientation or confusion and erratic or unusual behavior.
- Another common trait of many substance abusers is how they react when confronted about their possible drug or alcohol problem.
- A drug abuser or addict will often attempt to solicit sympathy to their situation by sharing heartbreaking stories about their personal lives or their loved ones.

ENABLING SUBSTANCE ABUSERS

- Whether by design or not, it is these types of pleas that all too often lead a friend, family member or co-worker to become an enabler.
- When it comes to substance abuse, an enabler is someone who helps another person continue self-destructive behavior by providing excuses or by actively removing the negative consequences to the abuser or addict of his or her behavior.
- Here are some of the ways friends, family members and co-workers enable people with abuse problems:
 - Covering up for the abuser by making excuses, providing alibis or even performing an impaired co-worker's job tasks rather than allow the abuser to suffer the negative consequences of their behavior;
 - Rationalizing a user's continued substance abuse by developing reasons, and sharing them, as to why the person's behavior is acceptable or understandable;
 - Ignoring or minimizing an abuser's unsafe actions or behavior. This is extremely dangerous because ignoring unsafe acts like drinking and driving or operating equipment while impaired places many others at risk.
- Don't fall into the trap of becoming an enabler and don't just ignore the problem. Ignoring or enabling allows the destructive behavior to continue and escalate.
- Failing to act when you suspect a co-worker or loved one is abusing drugs or alcohol jeopardizes the health and safety of the individual, his or her co-workers and the general public.

APPROPRIATE RESPONSE TO SUSPECTED ABUSE

- When you suspect a co-worker is abusing drugs and alcohol, you can consult your organization's Drug-Free Workplace Program or its Employee Assistance Program or "EAP" program to determine how to properly report the situation.
- In most cases, there will be a specific person in your organization to whom you can report the situation confidentially and who will take the necessary action to evaluate the situation and take the appropriate measures to protect the health and safety of all involved, including the person in question. This may include enrollment in appropriate counseling or addiction programs designed to help the abuser to recover and return to work.

SEEKING ASSISTANCE VOLUNTARILY

- One of the important goals of the Drug-Free Work Place Program is to encourage workers to seek assistance on their own through the Employee Assistance Program. Accessing the EAP program can be completely confidential and can be done by calling the EAP number, which is usually found in an employee handbook or as part of the organization's healthcare coverage information.
- If your company doesn't have these types of programs, seek out a trusted supervisor or the human resources department for guidance.
- It is much better to seek assistance voluntarily than waiting for the situation to escalate to the point where absenteeism, poor job performance or a work place incident forces your employer to take action.
- It takes a lot of courage to seek help for an alcohol or drug problem, but like other diseases, addiction can be managed successfully through proper treatment and a strong commitment to personal recovery and healing.

SUMMARY

- In this program, we have stressed the negative consequences substance abuse has in our workplace and have pointed out the specific signs and symptoms that indicate a co-worker may be abusing drugs or alcohol.
- Finally, and perhaps most importantly, we have discussed the actions you can take should you suspect that a co-worker, or yourself, has a substance abuse problem.

- Remember, reporting the situation right away, or seeking assistance voluntarily, is not only critical to protect the health and safety of the individual and the workplace, but also provides the substance abuser with the most promising path towards a successful treatment program and a return to work. That is how our Drug-Free Workplace Program helps to provide a safe and healthy workplace for everyone.

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ANSWERS TO THE REVIEW QUIZ

1. c

2. b

3. a

4. a

5. c

6. a

7. a

8. b

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REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Substance abuse affects approximately _____ of the adult population.
 - a. 1 percent
 - b. 5 percent
 - c. 10 percent

2. When a worker has a substance abuse problem, it has little or no effect on the quality of work being performed.
 - a. True
 - b. False

3. Preventing the negative consequences of substance abuse is the overarching purpose of our organization's Drug-Free Workplace Policy.
 - a. True
 - b. False

4. Using alcohol or drugs to help cope with pain, pressure or stress is a warning sign that a person's use may be becoming abuse.
 - a. True
 - b. False

5. Which of the following is *NOT* a way people enable others with substance abuse problems?
 - a. Covering up for the abuser by making excuses
 - b. Ignoring an abuser's unsafe actions or behavior
 - c. Insisting that the abuser get help
 - d. Placing the addicted person's needs before their own

6. Failing to act when you suspect a co-worker or loved one is abusing drugs or alcohol jeopardizes the health and safety of the individual, his or her co-workers and the general public.
 - a. True
 - b. False

7. It is much better to seek substance abuse assistance voluntarily than waiting for the situation to escalate to the point where absenteeism, poor job performance or a work place incident forces your employer to take action.
 - a. True
 - b. False

8. Unlike other diseases, addiction is a permanent disorder that cannot be managed successfully through proper treatment and a strong commitment to personal recovery and healing.
 - a. True
 - b. False