



Training Solutions, Delivered!

THE ENDLESS CYCLE OF SUBSTANCE ABUSE

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5242

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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.

5242 THE ENDLESS CYCLE OF SUBSTANCE ABUSE FACT SHEET

LENGTH: 10 MINUTES

PROGRAM SYNOPSIS:

Most work assignments require employees to stay focused on tasks and goals, alert and accurate, productive and proactive and who are also ambitious, reliable and work well with their coworkers. Employees that have substance abuse issues are less productive and are 70 percent more likely to injure themselves, use more sick days or file a workman's compensation claim. This program discusses the dangers of substance abuse in the workplace, the impact of working with someone inebriated and how companies can address this prevalent issue.

PROGRAM OBJECTIVES:

After watching the program, the viewer will be able to explain the following:

- How substance abuse affects productivity and job performance;
- What the signs of substance abuse are;
- How to address reasonable suspicion in an employee;
- How to handle a meeting with a suspected abuser;
- Why it is important to guide abusers into recovery;
- Which issues to address in a written alcohol and drug policy.

PROGRAM OUTLINE:

SUBSTANCE ABUSE STATISTICS

- Seventy percent of employers have been directly impacted by the misuse of prescription drugs.
- Positive oral drug tests have increased to 8.9%.
- 4.2 percent of all urine tests come back positive.
- The leading cause of missed days is pain medication use disorder.
- 68.9 percent of all active drug users are employed.
- Businesses lose over \$100 million in production due to the use of alcohol at work.
- 47 percent of accidents in the workplace result in serious injury and 40 percent of those that involve alcohol and other drugs result in death. We have a problem.

SUBSTANCE ABUSERS ARE LESS PRODUCTIVE

- Have you ever gone to work with a hangover? Sounds funny, but not for the airline pilots or the one performing an operation.
- Alcohol is the most widely used and abused substance in our country. 140 million Americans drink alcohol, 67.1 million are binge drinkers and 16.6 million are heavy drinkers.
- Most job assignments involve being accurate and alert, require quick reflexes and caring for the welfare of other employees.
- Employees that have substance abuse issues are less productive and they were 70 percent more likely to injure themselves, use more sick days or file a workman's compensation claim. These are people with an addiction problem and need help.
- We know alcohol is often used to relax and unwind afterward, but for a company, there are two concerns: drinking before work and drinking during work.
- The suffering and struggle to perform their job puts other employees at a higher risk of getting hurt. Often, these coworkers have to work longer hours or take on additional duties to make up for lost productivity.
- It is a problem for organizations and millions of people.

SIGNS OF SUBSTANCE ABUSE

- Appearance is poor, lack of personal hygiene. Appears to be hungover or still intoxicated. Their eyes are bloodshot or glossy looking.

- Frequent illness such as sniffing nose, sweats heavily, speech is slurred, displays mood swings, fatigue or falling asleep.
- Lack of coordination, has difficulty concentrating, takes a long time to complete easy tasks, makes many mistakes, misses appointments and deadlines.
- Frequent trips to the restroom or breakroom, mysterious accidents, disappearing company property, wearing long sleeves in hot weather (perhaps hiding needle marks), being tardy or absent without notification.

THE IMPACT OF SUBSTANCE ABUSE

- The impact on employers is a workplace where certain employees are often late or sleeping on the job. They make poor decisions.
- There is a decrease in efficiency. They're understaffed, low morale of coworkers, high turnover and training costs to hire and train new employees, only for the cycle to continue.
- The impact on employees is long hours, high stress, low job satisfaction, irregular shifts, fatigue and victims of abuse.
- The impact on society is broken family relationships and friendships, more people with mental health problems, fewer qualified employees in the workplace, more car accidents due to driving under the influence, more incidents of burglary and assault, overpopulated prisons and unhealthy communities.

ADDRESSING REASONABLE SUSPICION

- What you do next is very important. What if a worker comes to work under the influence of drugs or alcohol?
- A manager does not need proof to take disciplinary action. All you need is reasonable suspicion based on facts, logic or observations, such as bloodshot eyes, odor of alcohol, slurred speech or unsteady movement.
- Be careful not to diagnose the problem, because the only way to know for sure is if the employee takes a blood alcohol or drug test.
- Document the incident. Provide evidence to support your opinion. Consult the situation with your manager or human resource director.
- Ensure you apply the same standards to all employees. Keep the findings and consultations private.

MEETING WITH THE SUSPECTED ABUSER

- The next step is to meet with a subordinate, state your findings and expectations and express support by offering help.
- Now, pause and bring forth your compassion. You have a responsibility to keep the workplace pleasant and safe. Before you is an employee who is hurting, maybe experiencing pressures, having life experiences that can lead to abuse.
- Their use may be seasonal or temporary. In any case, ensure your attitude is pleasant and your movements are slow.
- It is best to discuss the employee's behavior in the presence of one or two witnesses, preferably someone who is a friend of this person.
- People who are inebriated respond best when approached in a friendly manner. They can sense your fear, so approach them in a confident, nonthreatening manner.
- They also don't like to be told what to do, so begin the conversation by asking them questions about themselves and offering choices. Show that you care about their well-being. Arrange for transportation and ensure they arrive home safely.

USING TRAINING AND EDUCATION TO ADDRESS ABUSE PROBLEMS

- Companies need to address this issue with proactive training and awareness. As we have seen, it does not pay to ignore the problem. Education programs help reduce the burden of workplace alcoholism and substance abuse.
- Employees who have this problem need guidance, not a lecture or scolding. Employees should not fear retribution.
- It is a serious problem that must be addressed. Of course, those with addiction problems will not be open to help until they're ready, even if the lateral damage includes mental health, relationships and finances.
- Their choices will steer the direction of their lives; however, organizations must at least try and encourage people to get into recovery.
- Treatment will show that the company cares for their employees. Treatment for the employee with the problem will improve their job performance, increase efficiency and improve their attitude.

- The benefits for everyone are an increase in safety, increased productivity, increased team morale, reduced employee turnover and a decrease in employer insurance payments. A company benefits when their work culture is comfortable, friendly and supportive.

ISSUES TO ADDRESS IN YOUR WRITTEN POLICY ON ALCOHOL AND DRUGS

- If you don't already have one, please consider having a written policy on alcohol and drugs that addresses these issues:
 - The unacceptability of drug or alcohol use on the job,
 - What constitutes an infraction of work policy regarding substance abuse,
 - The consequences if an employee is under the influence while at work,
 - Your policies on the use of alcohol at company non-work functions,
 - Your position on drug testing for new and current employees.
- Write policy on providing employees with time off for illness recovery. Ensure medical records are held in strictest confidence.
- All this information should be recorded in your employee manual. As with many documents, please consult federal and state laws and consult with an attorney. Be sure the information is accurate, fair and legally defensible.

THE ENDLESS CYCLE OF SUBSTANCE ABUSE

ANSWERS TO THE REVIEW QUIZ

1. c

2. a

3. c

4. a

5. b

6. a

7. b

8. d

9. b

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REVIEW QUIZ

Name _____ Date _____

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

1. The leading cause of missed workdays is _____.
 - a. Alcohol use disorder
 - b. Cannabis use disorder
 - c. Pain medication use disorder

2. Alcohol is the most widely used and abused substance in our country.
 - a. True
 - b. False

3. Employees that have substance abuse issues are _____ more likely to injure themselves, use more sick days or file a workman's compensation claim.
 - a. 50 percent
 - b. 60 percent
 - c. 70 percent

4. The impact of substance abuse on employers is a workplace where certain employees are often late or sleeping on the job.
 - a. True
 - b. False

5. A manager needs proof of substance abuse in order to take disciplinary action.
 - a. True
 - b. False

6. It is best to discuss a suspected abuser's behavior in the presence of one or two witnesses.
 - a. True
 - b. False

7. Employees who have a substance abuse problem need a good lecture or scolding when confronted.
 - a. True
 - b. False

8. The benefits of employee substance abuse treatment include _____.
 - a. Increased productivity
 - b. Increased team morale
 - c. Reduced employee turnover
 - d. All of the above
 - e. None of the above

9. Your policies on the use of alcohol at company non-work functions should NOT be addressed in your written policy on alcohol and drugs.
 - a. True
 - b. False