



Workplace Substance Abuse Training

presented by
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LANCER
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The Difference is Our Attitude.



Workplace Substance Abuse Supervisor Training

- ▶ Substance Abuse in the Workplace Facts
- ▶ Company Drug and Alcohol Policy Overview
- ▶ Role of the Supervisor
- ▶ Signs and Symptoms of Substance Abuse
- ▶ Reasonable Suspicion Evaluation and Procedures



Drugs in the Workplace

- ▶ Absenteeism, lost productivity, accidents and medical claims due to drug abuse cost American businesses more than \$500 billion a year; costs jump to over \$740 billion when alcohol is included



Source: Institute of Health Policy

Where are Drug Users?

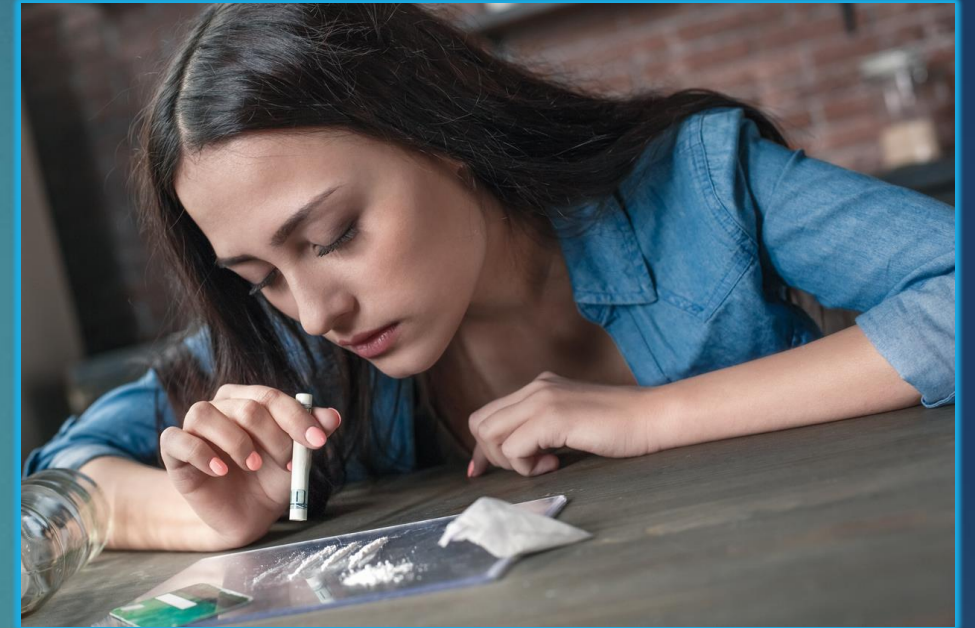
- ▶ 73% of all drug users (18 and over) are employed - 10% of full time and 12% of part time for a total of 14 million employees
- ▶ 73% of all cocaine users are employed

Source: DHHS Annual National Household Survey on Drug Abuse, 2021



The Impact

- ▶ Compared with the average employee, a typical drug-using employee in the workforce:
 - Is 2.5 times more likely to be absent 8 days or more
 - Is 3 times more likely to be late for work
 - Is 3.6 times more likely to be involved in workplace accidents
 - Is 5 times more likely to file a workers' compensation claim
 - Incur 300% higher medical claims



What Drug Abusers Tell Us...

▶ A study of rehabilitating drug users revealed that:

- 75% used drugs on the job
- 64% admitted drugs affected their performance
- 44% sold drugs to other employees
- 18% stole from co-workers

Source: National Cocaine Hotline



What About Future Employees?

- ▶ 12-17 year-olds with no other problem behavior who drank alcohol and smoked cigarettes once in the last month were 30 times more likely to smoke marijuana - 29 times more likely for males and 36 times for females



- ▶ In same group - those who used cigarettes, alcohol or marijuana in the past month were 17 times more likely to use another drug like cocaine, heroin or LSD

Supervisor Responsibility for Reasonable Suspicion Evaluation

- ▶ Understand company policy and procedures for reasonable suspicion testing
- ▶ Observe employee and DOCUMENT on aberrant behavior checklist
- ▶ Have another supervisor witness and sign off
- ▶ Only observe and document behavior (not being fit for duty)
- ▶ Meet with and inform employee of decision to conduct reasonable suspicion test
- ▶ Take employee to collection site and arrange for their transportation home if found unfit for work



Reasonable Suspicion and Post Accident-Procedure

- ▶ Transport to designated site for drug and alcohol test
 - Alcohol test to be administered within **two hours** following accident/decision (if not, document reason why); if test is not administered within **eight hours**, cease attempts and document
 - If drug test is not administered within **32 hours** following accident, cease attempts and document; reasonable suspicion must be administered **at time of decision**



Recognizing Performance Problems



- ▶ Changes in work habits
- ▶ Deterioration in concentration
- ▶ Increased absenteeism
- ▶ Changes in attitude and appearance
- ▶ Increase in health and safety hazards
- ▶ Preoccupation with personal concerns
- ▶ Conflict with co-workers

Interview and Meeting Techniques

- ▶ Provide advance notice
- ▶ Arrange a private location with no interruptions
- ▶ Express concern, but be firm and considerate; review the checklist
- ▶ Be very SPECIFIC and CLEAR
- ▶ Be consistent
- ▶ Don't diagnose or be accusatory



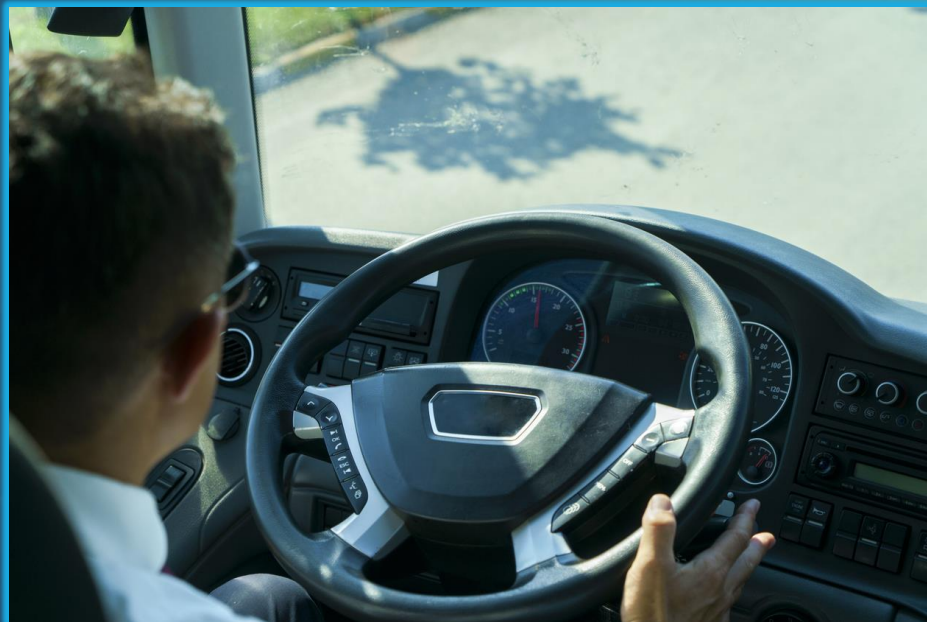
Never Ignore Drug or Alcohol Problems

- ▶ Judge employees on performance and observed behavior
- ▶ Document objectively
- ▶ Run a safe department for all employees
- ▶ The **COMPANY** is ultimately responsible



Recognizing Alcohol Use

- ▶ DOT requirements
 - At .02 driver is removed from duty
 - At .04 driver is in violation



Alcohol Use

“The consumption of any beverage, mixture or preparation, including medication, containing alcohol.”



Impairment

- ▶ **Blood Alcohol Concentration (BAC)**
 - .02 - .05 begin impairment
 - .06 - .08 begin intoxication
 - .08 - Considered legal intoxication (for civilian drivers)
 - .02 - **Cannot perform safety-sensitive work per DOT**
 - .04 - **Driver has violated the law per DOT**



As Alcohol Levels Rise, So Does the Likelihood of Accidents

- ▶ .05 BAC...twice as likely
- ▶ .08 BAC...four times greater
- ▶ .10 BAC...ten times greater



Ethyl Alcohol

- ▶ In the U.S., one "standard" drink (or one alcoholic drink equivalent) contains roughly 14 grams of pure alcohol, which is found in:
 - 12 ounces of regular beer (usually about 5% alcohol)
 - 8 – 9 ounces of malt liquor (usually about 7% alcohol)
 - 5 ounces of wine (typically about 12% alcohol)
 - 1.5 ounces of 80 proof liquor (about 40% alcohol)

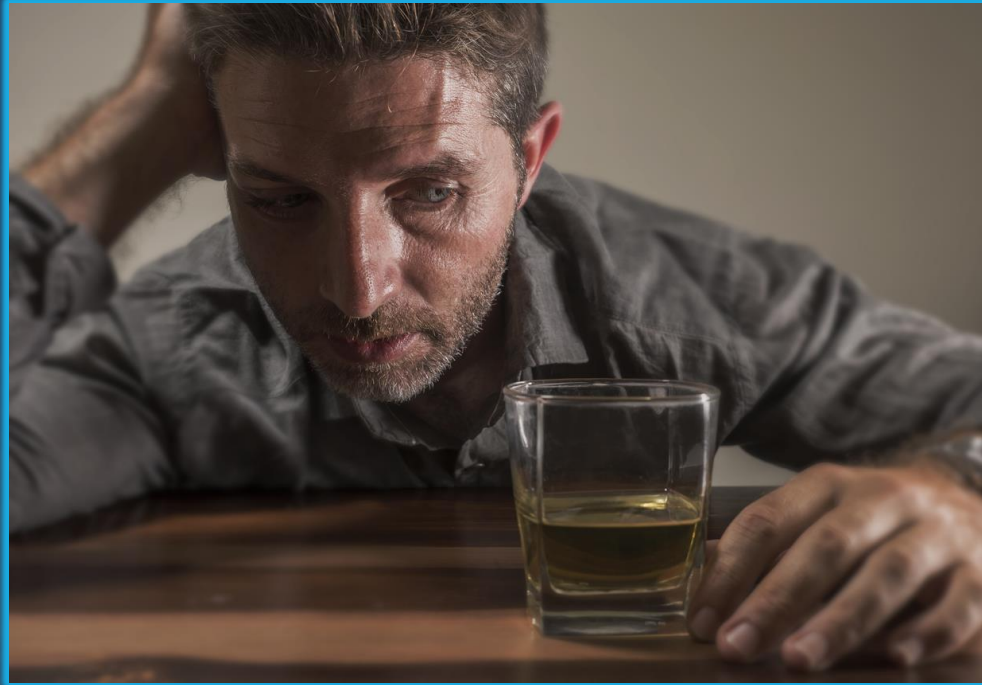


What Factors Determine BAC?

- ▶ Amount of alcohol consumed
- ▶ Time spent drinking
- ▶ Body size and composition
- ▶ Food in stomach
- ▶ Gender



Symptoms of Alcohol Impairment



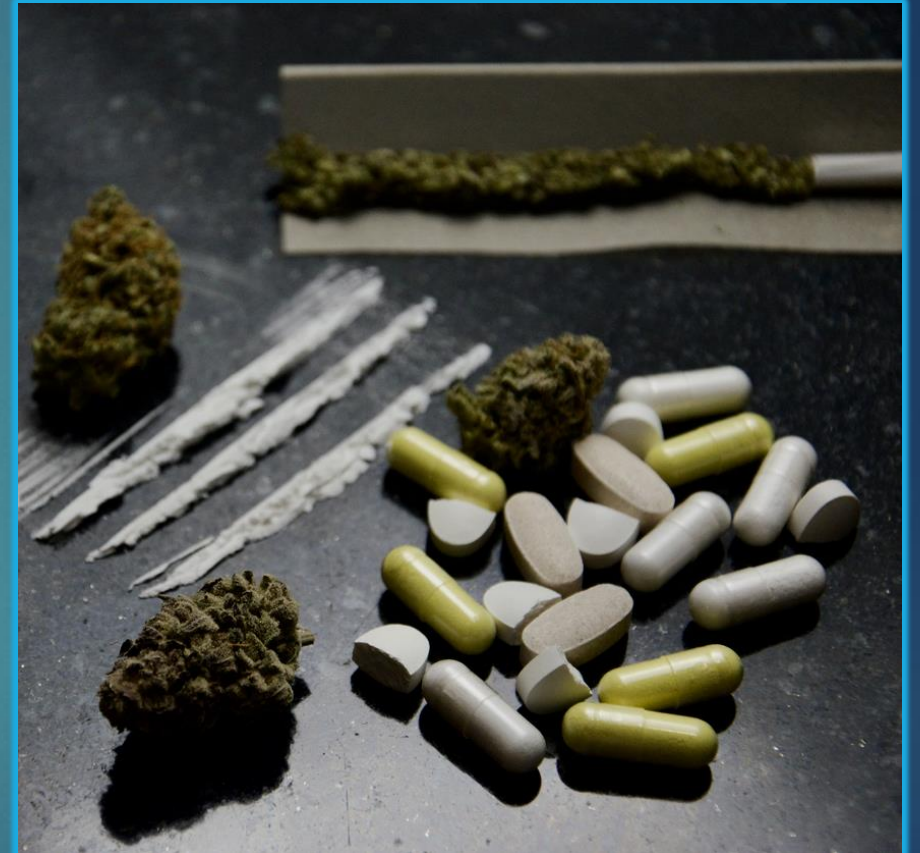
- ▶ Bloodshot, watery eyes
- ▶ Uncontrolled eye movements
- ▶ Slurred speech
- ▶ Odor
- ▶ Sleepy, dulled actions
- ▶ Lack of coordination
- ▶ Inability to pay attention or divide attention
- ▶ Confusion

Recognizing Drug Use



DOT Drug Classes

- ▶ Amphetamines and methamphetamines
- ▶ Marijuana
- ▶ Cocaine
- ▶ Opiates – opium and codeine derivatives
- ▶ Phencyclidine (PCP)



Approximate Detection Times*

- ▶ Amphetamines and methamphetamines 24 to 48 hours
- ▶ Marijuana Varies on usage
- ▶ Cocaine 2 to 4 days
- ▶ Opiates – opium and codeine derivatives 2+ days
- ▶ Phencyclidine (PCP) 8 days



**The actual detection time depends on dose, frequency of use, and individual metabolism*

Amphetamines / Stimulants

- ▶ Controlled by law as a prescription; also produced in “hidden” labs or “speed labs” for illicit distribution
- ▶ Illegal amphetamines and slang terms
 - Amphetamine: goey, louee, speed, uppers, whiz
 - Dextroamphetamine (ADHD medicine used illegally): dexies, kiddie-speed, pep pills, uppers; black beauty (when combined with amphetamine)
 - Methamphetamine (crystal solid form): base, crystal, d-meth, fast, glass, ice, meth, speed, whiz, pure, wax
 - Methamphetamine (liquid form): leopard's blood, liquid red, ox blood, red speed



Effects of Amphetamine Use



- ▶ Feeling of strength
- ▶ Abundant energy
- ▶ Restlessness
- ▶ Loss of appetite
- ▶ Elevated blood pressure
- ▶ Dilated pupils
- ▶ Perspiration
- ▶ Dizziness

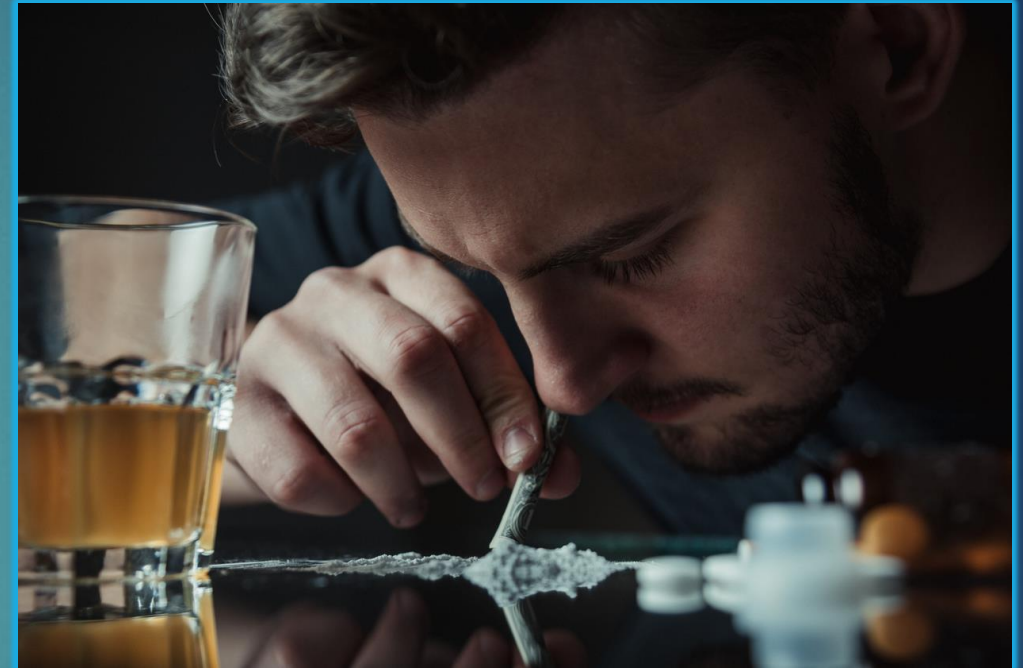
Cocaine (Stimulant)

- ▶ Most potent stimulant of organic origin and the most widely abused
- ▶ First isolated and used in the 1800s as an anesthetic for eye surgery; also became useful in nose, throat and respiratory surgery



Effects of Cocaine Use

- ▶ Feeling of well being
- ▶ Heightened energy level
- ▶ Strong self confidence
- ▶ Accelerated pulse
- ▶ Talkativeness
- ▶ Anxiety
- ▶ Sniffles/runny nose



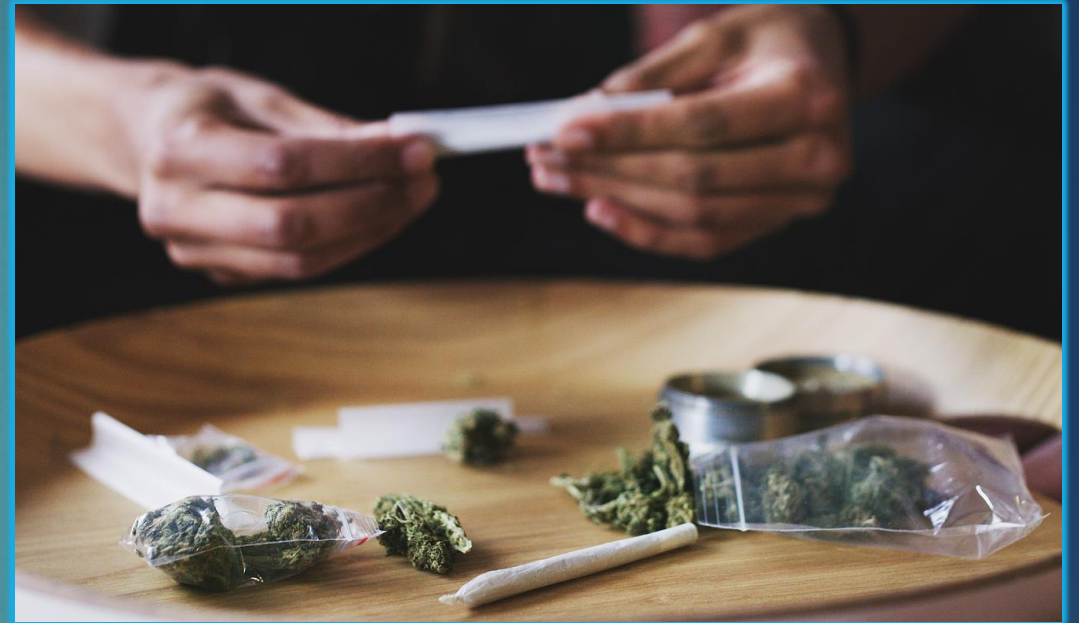
Marijuana

- ▶ Plant has odd number of leaves per stem; can grow 20 feet tall
- ▶ Resembles oregano or thyme and is often packaged in plastic baggies; larger kilos are in brick form
- ▶ Also called: Cannabis, Pot, Reefer, Jay, Ganja, Grass, Weed, Lid, Doobie, Joint, Roach, Blunt, Dope, Smoke, Mary Jane



Effects of Marijuana Use

- ▶ Very bloodshot eyes
- ▶ Tremors
- ▶ Appearance of alcohol use
- ▶ Impaired time and distance perception
- ▶ Inability to maintain attention
- ▶ Disoriented
- ▶ Unable to divide attention



Opiates

- ▶ The poppy is the main source of natural narcotics
- ▶ A milky fluid is extracted from the cut, unripened seed pod and dried to produce opium
- ▶ Also called: Horse, H, Smack, Boy, Scat, White Stuff, Morpho, M, Dope, Brown Sugar, Big H, Black Tar



Methods of Opiate Abuse



- ▶ **Opium: smoked or eaten**
- ▶ **Morphine: injected, orally or smoked**
- ▶ **Codeine: orally or injected**
- ▶ **Heroin: injected, inhaled or smoked**
- ▶ **Methadone: orally or injected**

Effects of Opiate Use

- ▶ Small constricted pupils
- ▶ Heavy eyelids
- ▶ Sleepy appearance
- ▶ “Cotton” mouth
- ▶ Quiet, low speech patterns
- ▶ Track marks
- ▶ Slow response/reflex
- ▶ Lack of coordination



Phencyclidine (PCP)

- ▶ Developed in the 1950s as an intravenous anesthetic; its use was discontinued due to the high incidence of patients experiencing postoperative delirium with hallucinations
- ▶ Completely illegal drug - no longer produced or used for medical purposes in the U.S.



- ▶ Also called: Angel Dust, Rocket Fuel, Love, Dummy Dust, Super Kools, Krystal, Shermans, Zombie Weed, Supergrass, Boat, Tic Tac, Zoom, Rocket Fuel

Effects of Phencyclidine Use

- ▶ Feelings of separation from body and surroundings
- ▶ Blocks pain
- ▶ Causes hallucinations
- ▶ Sense of strength and invulnerability
- ▶ Confusion, memory loss
- ▶ Extreme agitation
- ▶ Immobility
- ▶ Blank stare and catatonic posturing
- ▶ Elevated heart rate and blood pressure



Supervisor Responsibilities



I've Documented...Now What?

- ▶ Try to have another supervisor present
- ▶ Take employee to a private area
- ▶ Inform employee that due to actions, signs or symptoms, it will be necessary to take a reasonable suspicion test
- ▶ In order to return to work, a negative test must be obtained
- ▶ Employee will remain on payroll, pending outcome of the test



What Else?

- ▶ Employee may become defensive or argumentative; supervisor **MUST** remain calm and professional at all times
- ▶ This is not an accusation; it is an attempt to find a cause for an observed behavior
- ▶ You are responsible for the safety of all employees
- ▶ Follow your company policy exactly



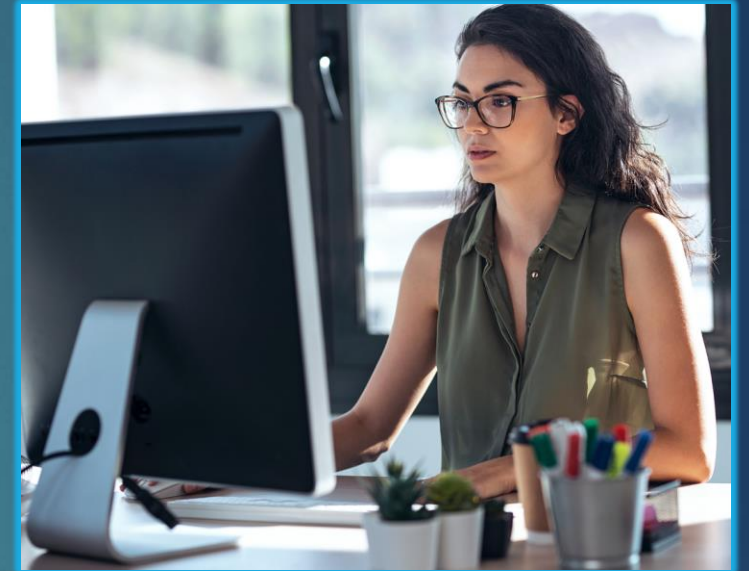
Supervisor Checklist



- ▶ Look for patterns of behavior that indicate performance problems; base judgments, actions and decisions on job performance
- ▶ Know your company policy and follow it exactly
 - Make sure every employee is aware of the policy
 - Review periodically and explain policy to new employees the first day on the job

Supervisor Checklist (cont'd)

- ▶ Document facts, not suspicions
 - Concentrate on performance and “observed” behavior, not just accusations about drug or alcohol use
- ▶ Report suspected drug or alcohol problems to your immediate supervisor at once; talk only to your supervisor
- ▶ Don't diagnose drug/alcohol use or offer solutions to the problems
 - Don't even mention drugs or alcohol
 - Refer employee to company human resource department



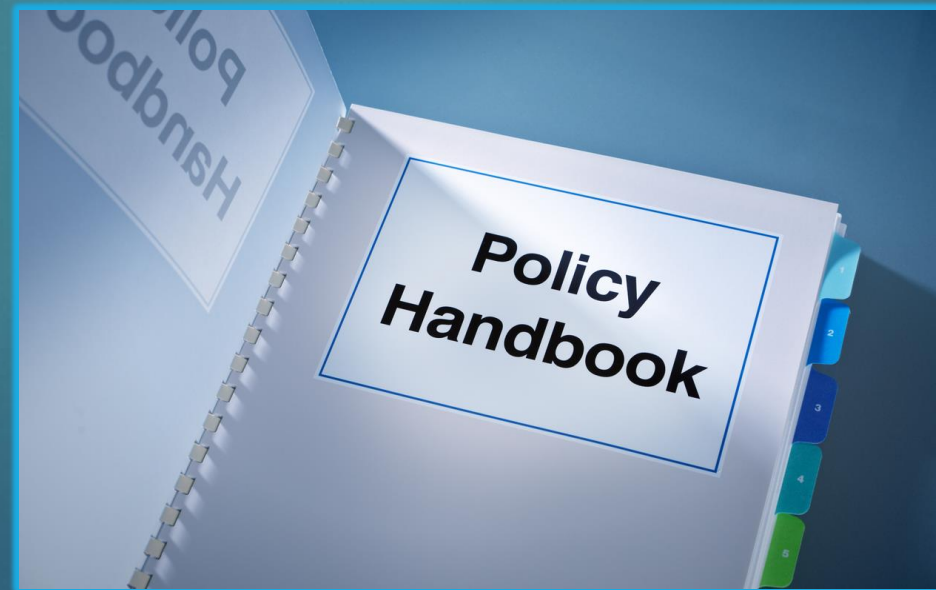
Supervisor Checklist (cont'd)

- ▶ Enforce rules consistently and communicate them to all employees; don't single out suspected drug/alcohol users
- ▶ Know when to call for help; some situations require professional assistance
 - Violent episodes
 - Medical emergencies
 - Extreme emotional reactions



Almost Done

- ▶ Never ignore job performance problems
 - It's your job to supervise and run a *safe* department, even for employees that you suspect
 - Follow company policy, keep your eyes open and document suspicions



Drug And Alcohol Standards

- ▶ Lead by example
- ▶ Send the right signals
- ▶ Employee generally interested in what supervisor does
- ▶ Safety starts at the top



Drug and Alcohol Testing...

Are part of an active safety program

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

0000001

ACCESSION NO.

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address, I.D. No.

B. MRO Name, Address, Phone No. and Fax No.

C. Donor SSN, Employee I.D., or CDL State and No.

D. Specify Testing Authority: HHS NRC

E. Reason for Test: Pre-employment Random Follow-up Other (specify)

F. Drug Tests to be Performed: THC, COC, PCP

G. Collection Site Address:

STEP 2: COMPLETED BY COLLECTOR (make re)

COLLECTION: Split Single None

URINE: Collector reads urine temperature within

ORAL FLUID: Split Type: Serial Concurrent

REMARKS:

STEP 3: Collector affixes seal(s) to bottle(s)/

STEP 4: CHAIN OF CUSTODY - INITIATED BY

I certify that the specimen given to me by the donor was collected, labeled, sealed and released to the Department of Transportation.



U.S. Department of Transportation (DOT)
Alcohol Testing Form
(The instructions for completing this form are on the back of Copy 3)

Step 1: TO BE COMPLETED BY ALCOHOL TECHNICIAN

A: Employee Name

B: SSN or Employee ID No. (Print) (First, M.I., Last)

C: Employer Name
Street
City

DOT Phone Number

Follow-up Pre-employment

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FMCSA Substance Abuse Audit



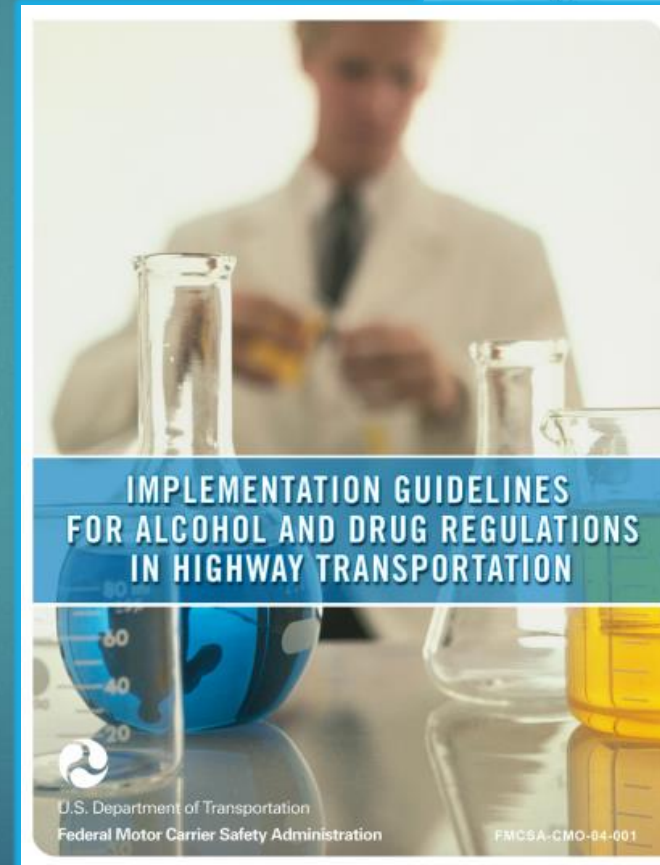
What to Expect

- ▶ **Company policy review**
- ▶ **Management procedures review**
- ▶ **Driver qualification file review**
- ▶ **Random selection procedure review**
- ▶ **Random drug and alcohol test review**
- ▶ **Post-accident testing review**
- ▶ **Supervision training review**
- ▶ **Consortium/lab data review**



Employer Responsibilities

- ▶ Compliance with 49 CFR Part 40
- ▶ Officials, representatives and agents
- ▶ Agreements and arrangements, written and verbal



Record Retention

- ▶ Records kept for 5 years
 - Alcohol test results indicating a 0.02 BAC or greater
 - Verified positive drug test results
 - Documentation of refusals to take required drug and/or alcohol tests
 - Substance Abuse Professional (SAP) reports
 - Follow-up tests and schedules for follow-up tests
 - Copy of annual calendar year summary



Record Retention (cont'd)

- ▶ Records kept for two years
 - Inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs)
- ▶ Records kept for one year
 - Negative or cancelled drug test results
 - Alcohol test results with a concentration of less than 0.02
- ▶ Records kept while the individual performs safety-sensitive and/or supervisory functions and for two years thereafter
 - Education and training records



Lab Summaries

- ▶ **Laboratory semi-annual statistical summaries MUST be sent to employer by:**
 - Jan. 20th for July 1st – Dec. 31st of previous year
 - July 20th for Jan. 1st – June 30th of current year
- ▶ **Laboratory MUST release summary information:**
 - When requested by employer in response to an inspection, audit or review by a DOT agency
 - To appropriate parties



Post-Accident Testing

After an accident, each employer shall test each surviving driver for alcohol and controlled substances when the following apply:

Type of Accident Involved	Citation Issued to the CMV Driver	Test Must Be Performed by Employer
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

Previous Employer Inquiries

REQUEST/CONSENT FOR INFORMATION FROM PREVIOUS EMPLOYER ON ALCOHOL & CONTROLLED SUBSTANCES TESTING

Print Name of Applicant: _____

Social Security No.: _____

I authorize my Previous Employer, _____

at Address: _____

and Phone Number: _____ to release and forward information requested under 49 CFR section 382.405(f) and (h) concerning my alcohol and controlled substances testing records to:

Contact Person: _____, representing my Prospective Employer, _____

at Address: _____

and Phone Number: _____ Date: _____

Applicant's Signature: _____ Date: _____

Request for information from the Previous Employer to the following questions are made under authority of 49 CFR 382.413:

(1) Has the above named individual had an alcohol test with a result of 0.04 alcohol concentration or greater within the past two years? Yes () or No ()

(2) Has the above named individual had a controlled substances test with a verified positive controlled substances test result within the past two years? Yes () or No ()

(3) Has the above named individual refused to be tested for alcohol or controlled substances within the past two years? Yes () or No ()

If "yes" is the answer to any of the questions, please give the name and address of the Substance Abuser Professional:

_____ Address: _____

City _____ State _____ Zip _____ Phone # _____

This section completed by (Signature): _____ Date: _____

Information verified by: _____ Title: _____

Date: _____ Method of receiving information: _____

Personal Interview() Telephone Interview() Letter() _____

(Rev. May 2006)

- ▶ Can only be requested with written consent of employee
- ▶ Employer must request information regarding a new employee from all DOT-regulated employers from the previous two years
- ▶ Employer must remove driver if information is not obtained in 30 days (unless good faith effort is documented)

Previous Employer Inquiries (cont'd)

- ▶ Information released to an employer **MUST** be maintained in writing
- ▶ Previous employer **MUST** immediately release information after reviewing written consent
- ▶ Information received **MUST** be retained for three years



Previous Employer Inquiries (cont'd)

- ▶ Employer **MUST** ask an applicant about pre-employment tests or refusals during the previous two years in which the applicant did not obtain a job
- ▶ If the applicant had any positive tests or refusals, the applicant **MUST** have documented completion of the return-to-duty process





Thank You for Participating

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