

CAUSE FOR SUSPICION

CHECK ALL APPROPRIATE ITEMS

1. Presence of Alcohol, Drugs, and/or Drug Paraphernalia (specify):

2. Appearance:	Normal	Flushed	Washed out	
	Disheveled	Bloodshot Eyes	Puncture Marks	
	Dilated/Constricted pupils	Profuse Sweating	Smell of Alcohol	
	Dry-mouth Symptoms	Runny Nose/Sores	Tremors (shaking)	
	Other			
3. Speech:	Normal	Incoherent	Slurred	Silent
	Confused	Slowed	Whispering	Non-stop Talking
	Other			
4. Awareness:	Normal	Confused	Mood Swing	Euphoria
	Lethargic	Lack of Coordination	Paranoid	Disoriented
	Other			
5. Balance:	Normal	Swaying	Falling	Staggering
	Other			
6. Walking & Turning:	Normal	Holding onto some object	Swaying	Arms Raised for Balance
	Stumbling	Lurching Forward	Falling	Reaching for Support
	Other			

7. Other Observed Actions or Behavior (specify):

1. Isolate the Employee in a private area

Say, "I need you to come into my (this) office right now to talk with you."

If employee refuses – say, "If you do not come right now I will consider it insubordination and will write you up for that."

If the employee becomes argumentative or hostile - remind them that they are at work and/or call security (police).

If the employee decides to leave the workplace – inform them that if they leave on their own, you have no choice but to contact the police because you believe they may be impaired.

2. Begin the conversation

Say, "Do you know why I have called you in here?" (long pause) Observe the behaviors/appearance/condition of person.

Say, "Can you explain your behavior/appearance/condition?" (long pause)

Say, "I see behaviors/appearance that make you appear to be impaired." "Do you think you are impaired?" (long pause)

3. Point to the signs and symptoms that lead you to believe the employee is impaired

Say, "Here are the behaviors/appearance/condition that I now see" (DESCRIBING WHAT YOU CURRENTLY SEE AND HEAR – THE SMELL OF ALCOHOL OR DRUGS ALONE IS NOT A CLEAR INDICATOR OF IMPAIRMENT)

Say, "Can you explain to me why these behaviors are occurring or why you appear to be impaired?"

If the employee does not answer or appears incoherent – tell them you need to call a taxi for them to go home right now

4. Indicate you want to help them (your intent is to help them through this)

Say, "I would like to get you a ride home, may I contact your family or call you a taxi?" "I will need to do one of those two or get you some more immediate help." Say, "Do you want a taxi to the emergency room or can I call you an ambulance?"

Suggest they call the EAP when they get home if they want some assistance (do not tell them what kind of assistance)

5. Get them off the worksite

Indicate that they must leave the worksite now by family or taxi and that you will escort them to the car.

Do not leave them alone (have someone else (another supervisor or responsible person) stay with them if you have to leave to make a phone call or set up some assistance to get them off the site)

Ask them if they can call their family member (or if they cannot – if you can call their family member)

If the family member cannot be reached or there is some reason why they do not want their family involved – call a taxi

Do not argue with them, or plead with them, or threaten them – you are simply following the policies and procedures

6. Again - Suggest that they call the EAP when they get home and they are ready to talk

We do not want them calling the EAP at work if they are impaired because it delays them getting off the site.

You can also call the EAP - If you need further instruction or want to let the EAP know they may be calling in.

A follow-up later might include a formal referral to the EAP which would require an eventual sign of release (this would be done later - not if they are impaired). NOTE: The information regarding follow-up is in the Human Resources Workbook.