



A Safe, Drug-Free Workplace

Course No: ETH 108

Course Length: 1 Hour

Summary: This course provides a basic introduction to substance abuse in the workplace that is applicable to all employees. The course consists of four sections: understanding substance abuse, signs and symptoms of substance abuse, alcohol and drug basics, and intervention and getting help.

Objectives:

Outline:

Part 1: Understanding the Issues

- The Company's Drug Free Policy
- The Cost of Substance Abuse
- Impact of Substance Abuse in the Workplace

Part 2: Substance Abuse

- Costs of substance abuse
- Drug & Alcohol Abuse
- Impact of Substance Abuse
- Ways People Use Drugs
- Understanding Addiction

Part 3: Supervisor's Responsibilities

- Responsibilities
- NOT Your Responsibility
- Legally Sensitive Areas
- Performance & Potential Crisis Situations
- Questions & Steps to Consider
- Supervisor Do's & Don'ts
- Actions to Take



Part 4: Signs & Symptoms

- Signs of Addiction
- About Addiction
- Emotional Effects of Substance Abuse
- Behavioral Effects of Substance Abuse
- Physical Effects of Substance Abuse
- Enabling
- General Signs
- Medical Conditions

Part 5: Alcohol & Drug Basics

- Alcohol
- Cannabis (Marijuana)
- Inhalants
- Stimulants
- Depressants
- Narcotics
- Synthetic Drugs
- Designer Drugs
- Hallucinogens
- OTC Drugs

Part 6: Intervention and Referral

- Assistance
- Available Services
- If Services Are Not Available
- Intervention
- Constructive Confrontation
- Confidentiality
- Roadmap to a Safer, Drug-free, Workplace