



A Safe, Drug-Free Workplace

Alcohol and Drug Basics



Course No: 108 - 3

Competency: Ethical Expectations

Audience: All

Duration: 15 minutes

Format: Online/Video

Quiz: 7 questions

Summary:

There are a lot of drugs and substances out there. While there are no two exact ways an employee will react or interact with a substance, there are some common substances and signs employees are using in the workplace. This course provides information about common drugs and how managers should approach the issue in the workplace. This is the third part in a four-part basic drug & alcohol awareness training course for new hires and employees at all levels of the organization.

Outline

1. Responsibilities
2. NOT Your Responsibility
3. Legally Sensitive Areas
4. Performance & Potential Crisis Situations
5. Questions & Steps to Consider
6. Supervisor Do's & Don'ts
7. Actions to Take