

From: metropolitan-employees@fdu.edu on behalf of William R. Kennedy [kennedy@fdu.edu]
Sent: Monday, November 26, 2012 11:03 AM
To: metropolitan-employees@fdu.edu
Subject: HR-fyi: Substance Abuse Workshops

Categories: Orange Category

To: All Faculty and Staff

From: Rose D'Ambrosio - Associate Vice President of Human Resources

Re: Important Workshop on Substance Abuse in the Workplace

I highly encourage our faculty and staff to attend a workshop on Substance Abuse in the Workplace.

Program highlights:

- Be aware of the extent of substance abuse in the workplace.
- Understand the drugs of abuse, including alcohol.
- Recognize signs and symptoms — physical and behavioral — that may impact a safe and productive work environment.
- Be aware of resources for assistance and how to use them.

To accommodate schedules as best as possible, we will be holding two workshops on each campus as follows:

	Date	Location	Session 1	Session 2
Metropolitan Campus	Monday, December 3, 2012	Dickinson Hall - Wilson Auditorium	10:30 a.m. to 11:30 a.m.	11:45 a.m. to 12:45 p.m.
College at Florham	Tuesday, December 4, 2012	The Mansion - Lenfell Hall	10:30 a.m. to 11:30 a.m.	11:45 a.m. to 12:45 p.m.



Substance Abuse in the Workplace

Employee Awareness

Substance Abuse—Employees, 3/2004. Revised, 4/2006, T300-16-C24
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Agenda

Introduction

Drug Quiz

Definitions

Impact

Myths and Facts

Commonly Abused Substances

Facts About Alcohol Abuse



Know the Signs

Resources and Referral

Closing

Department of Transportation (DOT)

Learning Points

 <p><i>Substance Abuse in the Workplace</i></p> <p><i>Employee Awareness</i></p> <p><small>© 2014 Optum Health. All rights reserved. Optum Health is a registered trademark of Optum Health. Optum Health is a registered trademark of Optum Health. Optum Health is a registered trademark of Optum Health.</small></p> <p>Optum Healthcare Program Preventing Workplace Substance Abuse</p>	 <p>Learning Points</p> <ul style="list-style-type: none">• Be aware of the extent of substance abuse in the workplace.• Understand the drugs of abuse, including alcohol.• Recognize signs and symptoms—physical and behavioral—that may impact a safe and productive work environment.• Be aware of resources for assistance and how to use them.
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Participants will:

- Be aware of the extent of substance abuse in the workplace
- Understand the drugs of abuse, including alcohol
- Recognize the signs and symptoms—physical and behavioral—that may impact a safe and productive work environment
- Be aware of resources for assistance and how to use them

Introduction

Between 6 and 8 percent of workers use drugs or alcohol on the job. The US Department of Labor states that workers who abuse drugs and alcohol greatly compromise their performance. Compared with the average employee rates, a typical drug or alcohol abuser is:

- Two times more likely to request early dismissal or time off
- Two times more likely to have absences of eight days or more
- Three times more likely to be late for work
- Three times more likely to injure themselves or another person in a workplace accident
- Five times more likely to be involved in an accident off the job which, in turn, affects attendance or performance on the job
- Five times more likely to file a workers compensation claim
- Seven times more likely to have wage garnishments
- One-third less productive

Drug Quiz

Put a check mark next to the correct answer in the space provided.

1. The most commonly abused drug in the United States is:
 Marijuana
 Alcohol
 Cocaine

2. What percent of the world's illegal drug production do Americans consume?
 10 percent
 25 percent
 60 percent
 90 percent

3. A single dose of cocaine may cause a heart attack.
 True
 False


4. What percentage of all drug abusers are employed?
 5 percent
 15 percent
 25 percent
 70 percent

5. Research shows that illegal drug abuse costs American business \$10 billion annually.
 True
 False

Drug Quiz (Continued)

6. Which of the following poses the highest immediate risk to users:
- Marijuana
 - Nicotine
 - LSD
 - Inhalants
7. The majority of inhalant abusers are:
- Men
 - Children
 - Women
 - The elderly
8. What is an EAP?
- A new designer drug
 - An employee assistance program which provides assessment, referral and sometimes counseling
 - A new type of drug test which tests hair for drug use
 - A new type of drug treatment program which uses Enhanced Appreciation Prevention
9. Most drug users make their first contact with illicit drugs:
- Through pushers
 - Accidentally
 - Through the media
 - Through their friends
10. Cocaine increases your ability to perform complex tasks at work.
- True
 - False

Definitions

Definitions	
• Drug	• Psychological Dependence
• Drug Use	• Addiction
• Drug Abuse	• Tolerance
• Physical Dependence	

- Drug:
- Drug use:
- Drug abuse:
- Physical dependence:
- Psychological dependence:
- Addiction:
- Tolerance:

Impact on the Workplace

Impact on the Workplace

- Security
- Safety
- Quality control
- Productivity
- First-line supervisory problems
- Health
- Financial



- Security problems:
- Safety problems:
- Quality control problems:
- Productivity problems:
- First-line supervisory problems:
- Medical problems:
- Financial:

Myths and Facts About Drugs/Alcohol

1. Alcohol is not as harmful as illegal drugs.

Fact: _____

2. "Natural" drugs such as marijuana don't hurt your body like manufactured drugs.

Fact: _____

3. You are not an alcoholic if you only drink beer or wine.

Fact: _____

4. Cocaine does not produce harmful side effects unless you use it regularly or daily.

Fact: _____

5. As long as an employee is not using during working hours, substance abuse will not affect his or her work performance.

Fact: _____

6. Ecstasy (a "designer" drug) does not show up in normal urine tests.

Fact: _____

7. Prescription drug use is a privacy issue which should not concern the supervisor.

Fact: _____

Commonly Abused Substances

<p>Cocaine – Crack Powerful stimulant from coca plant. Causes short attention span, irritability, anxiety, depression, seizure, heart attack, insomnia, poor appetite, hallucinations, dilated pupils</p>	<p>Marijuana – Hallucinogen, made from Cannabis plant. Active drug is THC. Causes impaired short-term memory, problems with respiration, heart, reproduction, immune system, impaired motor skills, altered sense of time, red eyes</p>	<p>Amphetamine – Methamphetamine Stimulant, includes used to increase alertness. Causes similar reactions to those of cocaine and crack users</p>	<p>Opiates – Narcotics, pain relievers, codeine, heroin, morphine, from the poppy seed plant. Causes restlessness, slowed breathing, mood swings, infections due to needle use, constricted pupils</p>
<p>Alcohol – Depressant, one ounce of alcohol is a beer, a shot and a glass of wine. Causes poor coordination, impaired judgment, slurred speech, glassy eyes</p>	<p>PCP – Stimulant, hallucinogen and depressant. Causes changed perceptions, changed speech, coordination, dulled senses, drowsiness or coma, violent behavior, spacey stare</p>	<p>LSD – Hallucinogen, mescaline, peyote, mushrooms are also hallucinogens. Causes increase in heart rate and blood pressure, loss of appetite, sleeplessness, dilated pupils</p>	<p>Inhalants – Usually stimulant effect, many chemicals used as inhalants. Causes nausea, coughing, nosebleeds, decreased heart and respiratory rates, impaired judgment, glassy eyes or blank stare</p>

Designer or “Club Drugs”:

Ecstasy, Rohypnol, GHB

Prescription and Over-the-Counter (OTC) Drug Abuse:

Sedatives, Tranquilizers, Mood elevators, Pain killers, Antihistamines

Prescription and Over-the-Counter Drug Abuse

Prescription and OTC Drug Abuse

- Sedatives
- Tranquilizers
- Mood elevators
- Pain killers
- Antihistamines



- Prescriptions are used for sleep, anxiety and depression.
- People medicate common conditions without contacting a physician.
- These drugs may impact behavior.
- People share prescriptions which were determined by the body weight and gender of the person for whom the prescription was written.

Facts About Alcohol Abuse

Case Study #1

Your coworker comes back from lunch acting oddly. There is a distinct smell of alcohol on her breath. She begs you to keep quiet about the fact that she had too much to drink and promises to try to sober up in the restroom.

What do you do?

The following factors affect the absorption and blood alcohol concentration levels:

- Food intake
- Gender
- Weight
- Age
- Time spent drinking
- Time since last drink
- Fatigue level
- Health
- Medication taken



Know the Signs

Physical effects:

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-
-
-
-
-
-

Behavioral effects:

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Additional signs:

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Signs and Symptoms (Continued)

Attendance and Absenteeism:

- Unauthorized leave
- Increased lateness
- Excessive sick leave
- Repeated absences
- Leaving work early

On-the-Job Absenteeism:

- Continued absence from work area
- Frequent trips to water fountain or bathroom
- Long coffee breaks
- Physical illness on the job

Health or safety:

- On-the-job accidents
- Off the job accidents that affect job performance
- Ignoring safety rules
- Using equipment recklessly
- Neglecting the well-being of colleagues
- Taking needless risks

Work patterns:

- Difficulty concentrating
 - Takes more time
 - Requires great effort
- Confusion, e.g. difficulty recalling own errors

Case Study #2

You walk into the restroom at work and smell marijuana smoke. There is smoke visibly hanging in the air. There is no one else in the restroom.

What do you do?

Case Study #3

The coworker next to you is acting agitated and nervous. His eyes are wild looking and his pupils are noticeably dilated. You ask him if he is alright and he snaps at you with an angry response. This is all unusual behavior for this coworker.

What do you do?

Resources and Referrals

Resources & Referrals

For questions concerning:

- Dealing with troubled coworkers
- Substance abuse resources

Call your toll-free number

Your company's Human Resources as well as your toll-free number can provide guidance and direction for addressing questions and concerns around substance use and or abuse. Employees can also use the toll-free number to access confidential counseling or an assessment and referral.

An assessment by an independent clinician is the best way to determine how severe the dependency is, what kind of family and/or social support exists and what level of care would be the most appropriate. The toll-free number is the most appropriate resource in which to get that assessment.

Call your toll-free number.

Further Reading and Additional Resources

Alcoholics Anonymous. General Services Board of AA, 468 Park Avenue South, New York, NY 10016, 1976.

Black, Claudia. *It Will Never Happen to Me.* M.A.C. Printing and Publication's Division, 1981.

An Employer's Guide to Dealing with Substance Abuse. Department of Labor, 1990. Available through the National Clearinghouse for Alcohol and Drug Information Publications Catalog, 1-800-729-6686.

Ford, Betty, with Chase, Chris. *The Times of My Life.* New York: Ballantine Books, 1979.

Johnson, Vernon. *I'll Quit Tomorrow.* New York: Harper and Row, 1973.

Making Your Employees Drug-Free. 1994, CASP, Available through the National Clearinghouse for Alcohol and Drug Information Publications Catalog, 1-800-729-6686.

Milam, Dr. James R., and Ketcham, Katherine. *Under the Influence.* New York: Bantam Books, 1985.

Rogers, Ronald L., and Macmillan, Chandler Scott. *Freeing Someone You Love From Alcohol and Other Drugs.* Los Angeles, California: The Body Press, 1989.

Working Partners: Substance Abuse in the Workplace Information Kit. 1994, Department of Labor, Available through the National Clearinghouse for Alcohol and Drug Information Publications Catalog, 1-800-729-6686.

(Note: Many of the reference books listed are considered classics in the subject of substance abuse.)

AL-ANON/Family Group	1-800-356-9996
Center for Substance Abuse Treatment's Drug Information, Treatment and Referral Hotline	1-800-662-HELP (4357)
Codependency Anonymous (National Office)	1-602-277-7991
National Clearinghouse for Alcohol and Drug Information and Publications	1-800-729-6686
Partnership for a Drug-Free America Online discussion/meeting support Substance Abuse Treatment Facility Locator	www.drugfreeamerica.org www.Sober24.com http://findtreatment.samhsa.gov

For Further Reading and Additional Resources (Continued)

- ❖ **American Council for Drug Education**
Email: acde@phoenixhouse.com
Web site: <http://www.acde.org>
Contains resource section for employers.
- ❖ **Centers for Disease Control and Prevention**
Web site: <http://www.cdc.gov>
Search for current government research about alcohol in the workplace.
- ❖ **Center for Substance Abuse and Prevention**
Web site: <http://www.samhsa.gov/esap/index.htm>
Lots of great publications for worksites! Also offers “The Workplace Helpline” which provides technical assistance in developing and evaluating programs and policies designed to address alcohol and drug abuse problems at work.
Phone: 1-800-WORKPLACE
Email: helpline@samhsa.gov
Web site: <http://www.health.org/pubs/workcap.htm>
- ❖ **Community Anti-Drug Coalitions of America**
Phone: (703) 706-0560
Email: webmaster@cadca.org
Web site: <http://www.cadca.org>
- ❖ **Do It Now Foundation**
Phone: (480) 736-0599
Web site: <http://www.doitnow.org>
Great publications including posters designed for worksites.
- ❖ **International Labor Organization’s Substance Abuse in the Workplace Database**
Web site: <http://www.ecsa.ca/ilo/ilotop.htm>

For Further Reading and Additional Resources (Continued)

- ❖ **National Council on Alcoholism and Drug Dependence, Inc.**
Public Information
12 W. 21st Street, 7th floor
New York, NY 10010
Phone: (212) 206-6770; Fax: (212) 645-1690
Web site: <http://www.ncadd.org>
Sponsors National Alcohol Awareness Month (April).
- ❖ **Substance Abuse Resource Guide: Prevention in the Workplace**
Web site: <http://www.health.org/pubs/resguide/wkplace1.htm>
This comprehensive resource guide contains nearly 100 annotated entries on a variety of alcohol prevention materials, studies, articles and reports; groups, organizations and programs; and Internet sites.
- ❖ **Working Partners for an Alcohol and Drug-Free Workplace**
Email: webwp@dol.gov
Web site: <http://www.dol.gov/asp/programs/drugs/main.htm>
Excellent alcohol and drug abuse resource for employers. Information on how to establish an alcohol and drug-free workplace is included. Also offers a kit of industry-specific materials designed to help small businesses understand how substance abuse impacts workplace safety and productivity.

Department of Transportation (DOT) Regulations

DOT regulations require annual alcohol and drug testing of safety-sensitive employees. For purposes of this training we are focusing on those employees with Commercial Drivers Licenses (CDL's).

DOT rules define limits or restrictions on drug and alcohol use, establish procedures for urine drug testing and breath alcohol testing, and designate training requirements for supervisors. DOT requires that all testing be done by a certified laboratory which employs a Medical Review Officer.

Case Study #4

You get into a company vehicle and see a marijuana cigarette on the floor in front of the passenger seat.

What do you do?

Prohibited Drug/Alcohol Use

Prohibited Drug Use	Prohibited Alcohol Use*
<ul style="list-style-type: none"> • Marijuana • Cocaine/Crack • PCP • Amphetamines • Opiates <p>Some DOT agencies have additional rules prohibiting the use of legally prescribed medications:</p> <ul style="list-style-type: none"> - Barbiturates - Amphetamines - Morphine <p>DOT also prohibits any unauthorized use of DOT specified controlled substances while on work or use of illicit drugs by safety-sensitive employees on or off duty. Other regulations require certain categories of safety-sensitive employees to report any medical use of controlled substances.</p>	<p>Performance of safety-sensitive functions is prohibited:</p> <ul style="list-style-type: none"> • While having an alcohol concentration of 0.02 or greater • While using alcohol on the job • Within four hours after using alcohol • When refusing to submit to a test • When using alcohol within eight hours after an accident

*After testing positive, employees cannot return to work without an assessment by a Substance Abuse Professional (SAP) and a negative return-to-duty alcohol or drug test.