



M&A Safety Services

512 Vialet Road
Youngsville, Louisiana 70592
Main: 337-451-4685
Fax: 337-451-5847
www.masafetyservices.com

Substance Abuse Training Course Outline

Prerequisites: This course shall have no formal pre-requisite.

Course Length: 3-4 hours - Course length shall vary depending on the number of delegates.
Total course time includes breaks.

Class Size: The maximum number of delegates that may be trained and tested per instructor shall be thirty-five (35) in the classroom session.

Course Objective

- Provide delegates the requirements of a substance abuse policy.
- The prevalence of alcohol and drug abuse and its impact on the workplace.
- How to recognize the link between poor performance and alcohol and/or drug abuse.
- The progression of the disease of addiction.
- Types of assistance available.
- The different components of the Drug-Free Workplace Policy.
- Their role in implementing the Drug-Free Workplace Policy.
- Supervisor Responsibilities.
- Delegates should be able to demonstrate knowledge during written examination.

Course Design

- Power Point© / Lecture / Audio Video / Visual Aids

Successful Course Completion

- Requires a minimum score of 75% or better.
- Delegates will have no more than thirty (30) minutes to complete the exam.
- Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.

Course Content Summary

- Classroom

Breaks: 10 minutes (approximately every hour)

Lunch: 1 Hour (if applicable)



M&A Safety Services

512 Viaulet Road
Youngsville, Louisiana 70592
Main: 337-451-4685
Fax: 337-451-5847
www.masafetyservices.com

Course Outline

About Substance Abuse

- Definitions
 - Abuse
 - Addiction
- Understanding Addiction
- Reasons for Substance Abuse in the Workplace
- Impact of Substance Abuse in the Workplace
- Sign and Symptoms of Substance Abuse
- Drug Abuse Statistics
 - Age Comparison
 - Gender Comparison
 - Education Comparison
 - New Hire vs. Random
- The High Cost of Substance Abuse
- Reasons for Drug Testing
- Reasonable Cause Drug Testing
- Common Types of Drugs and Effects
 - Amphetamines
 - Cocaine
 - Marijuana
 - Opiates
 - PCP (Phencyclidine)
 - Alcohol

Drug-Free Workplace Policy

- Goals of Policy
- Policy Content

Employee Assistance Program (EAP)

- About Employee Assistance Program
- EAP Confidentiality
- Family and Co-worker Impact on Employee

Supervisor Responsibility

- Legal Sensitive Areas
- Performance Problems/Potential Crisis Situations
 - Steps to Identify Performance Problems
 - Constructive Confrontation Techniques
 - Actions following Constructive Confrontation
- Possible Substance Abuse Situation



M&A Safety Services

512 Viaulet Road
Youngsville, Louisiana 70592
Main: 337-451-4685
Fax: 337-451-5847
www.masafetyservices.com

- Recommended Actions
- Supervisor Do's and Don't
- Investigating a Potential Substance Abuse Crisis Situation
- Summary

Practical Session

- None

Training Center Provided Material

- Course Material

Delegate Requirements

- None

Reference Material / Documents

Drug Free Workplace Act 1988