



M&A Safety Services

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

Drug & Alcohol Supervisor

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.
-) Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.
-) Delegates will have no more than thirty (30) minutes to complete the exam.

Course Content Summary

-) Classroom

Breaks: 10 minutes (approximately every hour)

Lunch: 1 Hour (if applicable)



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Course Outline

About Substance Abuse

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

Drug-Free Workplace Policy

-) Program Short-Term Benefits
-) Program Long-Term Benefits
-) Goals of Policy
-) Policy Content

Employee Assistance Program (EAP)

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

Video – DOT Drug Testing



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Supervisor Responsibility

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

Practical Session

- None

Training Center Provided Material

- Course Material

Delegate Requirements

- None

Reference Material / Documents

Drug Free Workplace Act 1988

Interpretation of 1904.35(b)(1)(i) and (iv)

https://www.osha.gov/recordkeeping/finalrule/interp_recordkeeping_101816.html

DOT 49 CFR 382 https://www.ecfr.gov/cgi-bin/text-idx?SID=5f6b8e98256b561340f9170ab67cd5f9&mc=true&tpl=/ecfrbrowse/Title49/49cfr382_main_02.tpl