Employee Handout - Alcohol & drugs - supervisor (drugs)

1. Review the warning signs of substance abuse.

Content: The existence of a drug problem often manifests itself in an employee's work performance, behavior, or appearance in the following ways:

1. Excessive absences and/or tardiness (especially after a weekend or holiday).

2. Frequent requests for time off during the workday.

3. Numerous accidents without explanation.

4. Pattern of accidents in area during particular time or shift.

5. Noticeable increase in medical insurance claims, particularly for non-job injuries.


7. Lack of concentration or decreased productivity after lunch or breaks.

8. Non-work-related visits from other employees or strangers.

9. Frequent trips to the restroom or water fountain.

10. Long lunch hours.

11. Frequent visits to automobile/parking lot.

12. Drowsiness, slurred speech, lack of coordination, inability to concentrate, nausea, or other physical symptoms.

13. Agitation, rapid or slurred speech, dizziness, dilated pupils.


15. Drastic weight changes.

16. Marked change in mood, attitude, and behavior.

17. Deterioration in personal grooming and hygiene.

18. Wearing sunglasses and long-sleeved shirts at inappropriate times to hide dilated pupils or needle marks.
19. Frequent need to borrow money.

20. Avoidance of supervisors.

Notes: Literature about the signs and symptoms of drug use as well as the effects of drug use are available from several sources, including hospitals, clinics, and public health departments. Distribute copies of this information to your students.

Exercises: None

2. Discuss the regulatory requirements connected with reasonable suspicion testing.

Content: Section 382.307 of the Federal Motor Carrier Safety Regulations (FMCSRs) addresses reasonable suspicion testing. The regulation requires a driver to submit to an alcohol or drug test when his/her employer has reasonable suspicion to believe the driver has violated the drug and alcohol prohibitions in Part 382, Subpart B.

The employer's suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. Observations may include indications of the chronic and withdrawal effects of controlled substances.

Only one supervisor or company official is required to make the observations necessary to require a test.

An employer may require a driver to submit to a controlled substances test at any time reasonable suspicion exists while a driver is on duty. The documentation of the driver's conduct must be prepared and signed by the witness within 24 hours of the observed behavior, or before the results of the drug test are released, whichever is earlier.

Notes: Distribute a copy of the regulations. Review the controlled substance prohibitions listed in Part 382, Subpart B, the reasonable suspicion testing regulations in Sec. 382.307, and the training requirements for supervisors in Sec. 382.603.

Exercises: None

3. Discuss the symptoms a supervisor may see with drug use.

Content: Use of a controlled substance is illegal. Drugs cannot be used in or outside the workplace. The decision to request reasonable suspicion testing for drugs usually follows an accumulation of events. For example, you may see increased absenteeism or tardiness with a particular driver. If these situations are coupled with poor job performance or bizarre behavior, drug use may be a factor.

The following are additional physical and behavioral symptoms you
may see with drug use.

1. Eyes/facial expression
   * very bloodshot
   * difficulty in focusing
   * dilated pupils
   * constricted pupils
   * blank stare
   * droopy eyelids
   * involuntary eye movement

2. Speech
   * uncontrolled talkativeness
   * repetitive speech patterns
   * incomplete verbal responses
   * thick, slurred speech

3. Body movements/coordination
   * poor coordination
   * muscular tremors (including quivering)
   * exaggerated or depressed reflexes

4. Behavior
   * short attention span
   * extremely excitable or agitated
   * irritable, anxious, apprehensive
   * drowsy
   * violent, even combative
   * behavior recurs in cycles
   * confusion, memory loss
   * disoriented to time and environment

5. Other
   * sniffles and/or runny nose
   * teeth grinding
   * perspiration

Notes:
Exercises: None

4. Discuss how to approach a driver when you reasonably suspect he/she is using a controlled substance.

Content: It is important to remember that some medical emergencies may resemble drug use. For this reason it is recommended that the following approach to reasonable suspicion testing be taken.
1. Explain to the driver that you are concerned about the behavior or physical appearance you see. Ask the driver to explain what is happening.

2. Unless you are fairly certain that a controlled substance has been taken require the driver to undergo both alcohol and drug testing. (NOTE: This is a suggested approach. Your company policy may vary.)

3. Explain that based on the alcohol and drug regulations and your observations, you believe the driver should be evaluated for alcohol and/or drug use.

4. Explain to the driver that a short health assessment will be done at the test site to rule out medical problems. (NOTE: Some medical emergencies such as heart attack, stroke, or diabetic crisis may cause the same symptoms as alcohol or drug use. It is highly recommended that a blood pressure reading and pulse and respiratory rates be checked at the testing site. Check your company policy for details on how this is handled within your company.)

5. For safety reasons, do not allow the driver to drive himself/herself to the testing site. The driver should be accompanied by a company official or supervisor.

Notes: Distribute a copy of your company's policy on determining reasonable suspicion and how a driver should be approached. Open your session to discussion and questions.

Exercises: None

5. Discuss additional approaches for situations that are difficult. (Note: This is also covered in the reasonable suspicion alcohol portion of this training program.)

Content: Telling someone that they must undergo alcohol or drug testing for reasonable suspicion can be awkward and uncomfortable. The following are some suggestions for handling difficult situations.

1. The driver becomes defensive or denies your comments.
   
   * Listen respectfully.
   * Repeat what you have observed, emphasizing the DOT rules and your company policy.
   * Point out that the situation requires action, in this case evaluation (testing).

2. The driver talks non-stop.
* Interrupt by asking questions that require only a yes or no answer. This will help focus the event and place you in control of the situation.

3. The driver crys.

* Listen and respond with kindness.
* Allow a few minutes for the driver to regain control.
* Make it clear that you are not blaming, rather you are following the established rules.

4. The driver remains silent.

* State that you are not blaming, but following the rules.
* Ask a non-threatening question such as 'Is there anything you'd like to tell me?' then remain quiet until the person answers.

5. The driver is aggressive or belligerent.

* Maintain your composure by using a calm tone of voice.
* Avoid yelling because it sets up a win-lose situation and could escalate the aggressive behavior.
* Ignore inflammatory remarks.
* Stick to the facts, repeating them when needed.

6. The driver is uncooperative.

* Repeat your observations and the need for evaluation in a calm, firm voice.
* Stick to the facts.

Notes: A role playing exercise may help your students understand how to approach a driver and handle what can be an uncomfortable situation. Either design a scenario for your students to act out or use the scenario provided in this program. (See the Role Playing handout provided with this lesson)

Exercises: Reasonable suspicion role playing.

6. Discuss what marijuana is and how it affects the human body.

Content: Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mood and perception altering effects it produces. Marijuana does not depress central nervous system reactions. Its action is almost exclusively on the brain, altering the proper interpretation of incoming messages.

Description: Usually sold in plastic sandwich bags, leaf marijuana will range in color from green to light tan. The leaves are usually dry and
broken into small pieces. The seeds are oval with one slightly pointed end. Less prevalent, hashish is a compressed, sometimes tar-like substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil.

Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense.

Cigarette papers, roach clip holders, and small pipes made of bone, brass or glass are commonly found. Smoking "bongs" (large bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.

Notes:
Exercises: None

7. Discuss the signs and symptoms of marijuana use.
Content: The following are the signs and symptoms of marijuana use:
   * reddened eyes (often masked by eyedrops);
   * slowed speech;
   * distinctive odor on clothing;
   * lackadaisical, "I don't care" attitude;
   * chronic fatigue and lack of motivation; and
   * irritating cough, chronic sore throat.

Notes:
Exercises: None

8. Discuss the health effects of marijuana use.
Content: The following are ways marijuana use can effect the human body.
   * When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
   * One cigarette (joint) of marijuana contains cancer causing substances equivalent to one-half to one pack of cigarettes.
   * One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
   * Marijuana is commonly contaminated with the fungus Aspergillus,
which can cause serious respiratory tract and sinus infections.

* Marijuana smoking lowers the body's immune system response, making users more susceptible to infection.

* Chronic smoking causes changes in brain cells and brain waves. In essence, the brain is less healthy and does not work as efficiently or effectively.

Notes:

Exercises: None

9. Discuss how marijuana can cause pregnancy problems and birth defects.

Content: Marijuana can cause the following pregnancy problems and/or birth defects:

* The active chemical, tetrahydrocannabinol (THC), and 60 other related chemicals in marijuana concentrate in the ovaries and testes.

* Chronic smoking of marijuana in males causes a decrease in the sex hormone, testosterone, and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics including breast development occurs in heavy users.

* Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.

* Pregnant women who are chronic marijuana smokers have a higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life.

* In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs and liver, and water on the brain and spine.

* Offspring of test animals who were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus.

* One of the most common effects of prenatal exposure is underweight newborn babies.

* Fetal exposure may decrease visual functioning and cause other ophthalmic problems.
10. Discuss how marijuana use can effect mental functions.

Content: Regular marijuana use can cause the following:

* delayed decision making;
* diminished concentration;
* impaired short-term memory, interfering with learning;
* impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery;
* impaired tracking (the ability to follow moving objects with the eyes) and visual distance measurements;
* erratic cognitive function;
* distortions in time estimation; and
* long term negative effects on mental function known as "acute brain syndrome" which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.

11. Discuss how acute use or an overdose of marijuana can effect the human body.

Content: Acute use or an overdose of marijuana can have the following effects:

* aggressive urges;
* anxiety;
* confusion;
* fearfulness;
* hallucinations;
* heavy sedation;
* immobility;
* mental dependency;
* panic;
* paranoid reaction; and
* unpleasant distortions in body image.
12. Discuss how marijuana use can have an impact on the workplace.

Content: Marijuana use can have an impact on the workplace.

The active chemical, THC, is stored in body fat and slowly releases over time. Marijuana smoking has a long-term effect on performance.

A 500 to 800 percent increase in THC potency in the past several years makes smoking three to five joints a week today, equivalent to 15 to 40 joints a week in 1978.

Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effects of both the alcohol or depressant and marijuana.

Notes: 

Exercises: None

13. Discuss what cocaine is and how it effects the human body.

Content: Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are more tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

The source of cocaine is the coca bush, grown almost exclusively in the mountainous regions of northern South America.

Cocaine Hydrochloride: "snorting coke" is a white to creamy granular or lumpy powder that is chopped into a fine powder before use. It is snorted into the nose, rubbed on the gums, or injected in veins. The effect is felt within minutes and lasts 40 to 50 minutes per "line" (about 60 to 90 milligrams).

Common paraphernalia includes a single-edged razor blade and a small mirror or piece of smooth metal, a half straw or metal tube, and a small screw-cap vial or folded paper packet containing the cocaine.

Cocaine Base: "rock, crack, or free base" is a small crystalline rock about the size of a small pebble. It boils at a low temperature, is not soluble in water, and is up to 90 percent pure. It is heated in a glass pipe and the vapor is inhaled. The effect is felt within seven seconds.

Common paraphernalia includes a "crack pipe" (a small glass smoking device for vaporizing the crack crystal) and a lighter, alcohol lamp or small butane torch for heating.
14. Discuss the signs and symptoms of cocaine use.
   Content: The signs and symptoms of cocaine use include:
   * financial problems;
   * frequent and extended absences from meetings or work assignments;
   * increased physical activity and fatigue;
   * isolation and withdrawal from friends and normal activities;
   * secretive behaviors;
   * frequent non-business visitors, delivered packages, phone calls;
   * unusual defensiveness, anxiety, agitation;
   * wide mood swings;
   * runny or irritated nose;
   * difficulty in concentration;
   * dilated pupils and visual impairment;
   * restlessness;
   * sensation of bugs crawling on skin;
   * high blood pressure, heart palpitations, and irregular rhythm;
   * hallucinations;
   * hyperexcitability and overreaction to stimulus;
   * insomnia;
   * paranoia and hallucinations;
   * profuse sweating and dry mouth; and
   * talkativeness.

15. Discuss the health effects of cocaine use.
   Content: Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.

   Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes and heart attacks.

   Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days (crack) or within several months (snorting coke). Cocaine causes the strongest mental dependency of any known drug.
Treatment success rates are lower than for other chemical dependencies.

Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are usually not reversible by medical intervention.

Notes:
Exercises: None

16. Discuss how cocaine use can have an impact on the workplace.
Content: Cocaine use can have an impact on the workplace.

Extreme mood and energy swings create instability. Sudden noises can cause a violent reaction.

Lapses in attention and ignoring warning signals greatly increase the potential for accidents.

The high cost of cocaine frequently leads to workplace theft and/or dealing.

A developing paranoia and withdrawal create unpredictable and sometimes violent behavior.

Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.

Notes:
Exercises: None

17. Discuss what opiates are and how they effect the human body.
Content: Opiates are narcotic drugs that alleviate pain, depress body functions and reactions and, when taken in large doses, cause a strong euphoric feeling.

Natural and natural derivatives include opium, morphine, codeine and heroin.

Synthetics include meperidine (DemerolR), oxymorphone (NumorphanR) and oxycodone (PercodanR).

Opiates may be taken in pill form, smoked or injected depending upon the type of narcotic used.

Notes:
Exercises: None
18. Discuss the signs and symptoms of opiate use.
   Content: Signs and symptoms of opiate use include:
   * mood changes;
   * impaired mental functioning and alertness;
   * constricted pupils;
   * depression and apathy;
   * impaired coordination;
   * physical fatigue and drowsiness; and
   * nausea, vomiting, and constipation.

   Notes:
   Exercises: None

19. Discuss the health effects of opiate use.
   Content: IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.

   Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity.

   Narcotics' effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose.

   Notes:
   Exercises: None

20. Discuss the social issues involved with opiate use.
   Content: There are over 500,000 heroin addicts in the U.S., most of whom are IV needle users.

   An even greater number of medicinal narcotic dependent persons obtain their narcotics through prescriptions.

   Because of tolerance, there is an ever increasing need for more narcotic to produce the same effect.

   Strong mental and physical dependency occurs.

   The combination of tolerance and dependency creates an increasing financial burden for the user. Costs for heroin can reach hundreds of dollars a day.

   Notes:
   Exercises: None
21. Discuss how opiate use can have an effect on the workplace.

Content: Opiate use can have an effect on the workplace.

Unwanted side effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident. Workplace use may cause impairment of physical and mental function.

Notes:
Exercises: None

22. Discuss what amphetamines are and how they effect the human body.

Content: Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration of higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the U.S. or clandestinely manufactured in crude laboratories.

Amphetamine ("speed") is sold in counterfeit capsules or as white, flat, double-scored "mini bennies." It is usually taken by mouth.

Methamphetamine ("meth," "crank," or "crystal") is nearly identical in action to amphetamine. It is often sold as a creamy, white and granular powder or in lumps and is packaged in aluminum foil wraps or sealable plastic bags. Methamphetamine may be taken orally, injected or snorted into the nose.

Notes:
Exercises: None

23. Discuss the signs and symptoms of amphetamine use.

Content: The signs and symptoms of amphetamine use include:

* hyperexcitability, restlessness;
* dilated pupils;
* increased heart rate and blood pressure;
* heart palpitations and irregular beats;
* profuse sweating;
* rapid respiration;
* confusion;
* panic;
* talkativeness; and
* inability to concentrate.
24. Discuss the health effects of amphetamine use.

Content: Amphetamine use can have the following effects.

- Regular use produces strong psychological dependence and increasing tolerance to the drug.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure.
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk-taking behavior, including bizarre and violent acts.
- Withdrawal from the drug may result in severe physical and mental depression.

25. Discuss how amphetamine use can have an effect on the workplace.

Content: Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness.

Low dose amphetamine use will cause a short term improvement in mental and physical functioning. With greater use or increasing fatigue the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which make operation of equipment or vehicles dangerous.

26. Discuss what phencyclidine (PCP) is and how it effects the human body.

Content: Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood altering effects. A low dose produces sedation and euphoric mood changes. The mood can change rapidly from sedation...
to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare, with the eyelids half closed. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

PCP is sold as a creamy, granular powder and often packaged in one inch square aluminum foil or folded paper “packets.”

It may be mixed with marijuana or tobacco and smoked. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine.

Notes:
Exercises: None

27. Discuss the signs and symptoms of PCP use.
Content: The following are signs and symptoms of PCP use:
* impaired coordination;
* severe confusion and agitation;
* extreme mood shift;
* muscle rigidity;
* jerky eye movements;
* dilated pupils;
* profuse sweating;
* rapid heartbeat; and
* dizziness.

Notes:
Exercises: None

28. Discuss the health effects of PCP use.
Content: PCP use can have the following effects on a person's health.
* The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
* PCP is potentiated by other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.
* Misdiagnosing the hallucinations as LSD induced, and then treating with Thorazine, can cause a fatal reaction.
* Use can cause irreversible memory loss, personality changes, and thought disorders.

Notes:
Exercises: None
29. Discuss the effects of PCP use on the workplace.

Content: PCP abuse is less common today than in recent years. It is also not generally used in a workplace setting because of the severe disorientation that occurs.

There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia and agitation. The third phase is a drug induced schizophrenia that may last a month or longer. The fourth phase is PCP induced depression. Suicidal tendencies and mental dysfunction can last for months.

Notes:

Exercises: None