

EMPLOYEE TRAINING RECORD

TRAINING TITLE Substance Abuse

KEY TEACHING POINTS

- Substance abuse in industry costs billions of dollars in lost productivity, employee accidents, worker compensation claims, health care, and theft of company tools and equipment. Marijuana, cocaine, alcohol and synthetic drugs are found in many of today's workplaces. No industry is exempt from this epidemic.
- Substance abuse on-the-job leads to higher accident rates, poor workmanship, absenteeism and tardiness. In addition, the morale of non-users is diminished. Drugs tend to alter the thought process and dull the senses. Each of us should be sharp and on the lookout for conditions that are not safe or a worker who disregards safety. No one wants to work around someone who takes chances unnecessarily.
- Did you know that the experts say that 14% of employees use drugs at work? Furthermore, 60% of the users sell drugs at work, and one out of every four of these employees steals from the company to help support their habit. Statistics also show that substance abusers have five times more medical claims than non-users.
- Substance abuse and work just don't go together. You need to come to work with a clear mind, able to make decisions quickly and correctly. Don't participate in drug use and don't look the other way when you see other employees who do use them. Let them know that you don't approve. Explain that you're concerned about them, but also that you are worried about the increased chances for accidents because of the effects of the drugs. All of this applies to anyone who abuses alcohol as well. Although it is legal, it has no place on the job either. If you must drink, don't do it on the job. Just one drink may be one too many.
- Do you have a substance abuse problem? If so, you may be able to ask your employer for help. The City has an 'Employee Assistance Program' which is completely confidential. If a friend or co-worker has a drug problem, try to convince them to get help. You can make the difference in your own life or the life of your friend. The programs are available but they don't do anyone any good if they aren't used. Save a life - yours or your friend's. Don't delay, ask for help today.

REMINDER: Don't drink and drive. Take a cab or call a friend to pick you up.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 The City has an 'Employee Assistance Program' which is completely confidential.		
2 Don't participate in drug use and don't look the other way when you see other employees who do use them.		
3 Drugs tend to alter the thought process and dull the senses.		
4 If you must drink, don't do it on the job.		
5 Substance abuse on-the-job leads to higher accident rates, poor workmanship, absenteeism and tardiness.		

EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE