

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Substance Abuse is a Safety and Health Hazard**

KEY TEACHING POINTS

DO YOU RECOGNIZE THESE SIGNS OF ABUSE IN YOURSELF OR OTHERS

- Frequent work absences and late arrivals.
- Poor concentration and coordination.
- Slow mental and physical reflexes.
- Restlessness, nervousness, paranoia.
- Argumentative, defensive, and/or blaming others for problems.
- Letting responsibilities slide.
- Impaired judgment and decision making.
- Mood swings.
- Revved-up movements and speech.
- Forgetfulness.
- Loss of interest in and lack of responsibility for work.
- Pushing beyond physical capacity.
- Carelessness.
- Bizarre or violent behavior.

DRUG AND ALCOHOL ABUSE ARE NOT THE ONLY POSSIBLE CAUSES OF THESE SYMPTOMS. BUT ANY EMPLOYEE WITH A SUBSTANCE ABUSE PROBLEM CREATES SAFETY RISKS FOR ALL EMPLOYEES - AND OFTEN MORE WORK. IF YOU RECOGNIZE THESE SIGNS OF ABUSE IN YOURSELF OR IN OTHERS, SEEK CONFIDENTIAL HELP. TALK TO YOUR SUPERVISOR OR CALL AA.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Bizarre or violent behavior means that a person is a substance abuser.		
2 Often, when people get older, they forget things more readily, they are substance abusers.		
3 When working we become careless because we abuse substances.		
4 Blaming others for our mistakes is not a sign of being defensive. It is a sign of substance abuse.		
5 Obtain confidential assistance for any substance abuse problem that you might have.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. False 2. False 3. False 4. False 5. True