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Course Highlights

Substance Abuse: Training for Employees is an informative and interactive course designed to help you understand both the issue of substance abuse in the workplace as well as company substance abuse policy. Here are some of the highlights from each lesson.

The Scope of the Problem

Substance abuse in the workplace is a serious issue. This first exercise asks you to consider the variety of negative consequences which may result from this problem.

(Screen 4)

Substance Abuse: Training for Employees

Introduction The Scope of the Problem Substance Abuse Policy Prevention Conclusion

In which way can substance abuse compromise your workplace? Select the best answer, then select Submit.

☐ Lowered productivity

☐ The safety of the employee with the substance abuse problem

☐ The safety of all employees

☐ All of the above

Submit Reset

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Substance Abuse Policy

Substance Abuse Policies are more than just another set of HR rules. This exercise considers the various elements of an effective substance abuse policy.

(Screen 5)

Substance Abuse: Training for Employees

Introduction The Scope of the Problem Substance Abuse Policy Prevention Conclusion

What are the typical elements of a company substance abuse policy? Using your mouse cursor, check the box for each correct answer and select Submit. There may be multiple correct answers.

☐ A set of standard procedures

☐ Educational programs

☐ Drug testing equipment

☐ A written document

Submit Reset

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Prevention

To promote safe and productive workplaces, many companies tend to have similar substance abuse policies, but these policies may differ with regard to some specifics. To demonstrate the importance of understanding your company's policy, this activity asks you to consider one aspect of substance abuse policy which may differ from company to company.

(Screen 6)

Substance Abuse: Training for Employees

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Choose your answer.

Which is an example of a policy that will typically vary from company to company?

Using your mouse, carefully circle all correct answers. Select Submit when you are finished.

Submit Reset

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Correct

Correct! Close this pop-up, then select Next to continue.

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Prevention (cont.)

Every employee is responsible for promoting a safe and productive workplace. This exercise allows you to reflect on the different responsibilities of employees and supervisors with regard to ensuring compliance with company substance abuse policy.

(Screen 14)

Substance Abuse: Training for Employees

Introduction The Scope of the Problem Substance Abuse Policy **Prevention** Conclusion

Select Play to watch the video. Then answer the question below and select Submit.

What should you do if you were the employee who witnessed a coworker drinking?

- ☐ Confront your coworker personally.
- ☐ Ignore it. Your coworker's problems are none of your business.
- ☐ Inform your coworker's supervisor at lunch.
- ☐ Inform your coworker's supervisor in private.

Submit Reset

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Ultimately, safety is the priority for all company substance abuse policies. A final exercise in this lesson asks you to consider how this goal should impact employees' attitudes toward promoting compliance with substance abuse policy.

(Screen 16)

Substance Abuse: Training for Employees

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Because safety is the priority, what can be true of reporting signs of substance abuse? Using your mouse cursor, check the box for each correct answer and select Submit. There may be multiple correct answers.

- ☐ Reporting your suspicions is often inappropriate.
- ☐ It ensures the guilty party is punished.
- ☐ It benefits all employees, including the potential abuser.
- ☐ It should be non-judgmental.

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Conclusion

This course concludes with a set of interactive video exercises in which you are presented with three scenarios regarding substance abuse in the workplace:

(Screen 3)

Substance Abuse: Training for Employees

Introduction The Scope of the Problem Substance Abuse Policy Prevention **Conclusion**

Select Play to watch the video. Then answer the question below and select Submit.

What should you do if you were the employee who witnessed a coworker drinking?

- ☐ Confront your coworker personally.
- ☐ Ignore it. Your coworker's problems are none of your business.
- ☐ Inform your coworker's supervisor at lunch.
- ☐ Inform your coworker's supervisor in private.

Submit Reset

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The first video segment portrays an employee witnessing a coworker abusing alcohol while at work. The exercise asks you to consider how you would respond to the scenario.

Most often, compliance with company substance abuse policy is a clear-cut issue, but occasionally compliance can involve difficult or awkward social situations. The second video segment illustrates how to manage such situation while maintaining compliance with company policy.

Finally, the third video segment depicts another difficult situation in which two employees discuss a coworker in the break room. The exercise focuses on the importance of respecting both individual privacy and company policy.

Substance Abuse: Training for Employees

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