

### Introduction

Pg 2	<p>Welcome to Substance Abuse: Training for Employees. This course will teach you about many aspects of substance abuse in the workplace. But before we begin, let's make sure you understand how to navigate this course.</p> <ul style="list-style-type: none"><li>To learn how to navigate this course, select the Next button in the bottom right hand corner of the screen.</li></ul>
Pg 3	<p>A standard design frames every page of the course. You will always find the Table of Contents in the drop-down menus along the top of the screen. Run your mouse over the list of lessons at the top of the screen and you will see these drop-down menus. Your first time through the course, you can look at the contents in these drop-down menus, but you will not be able to skip ahead. After you go through the course once, you can use the Table of Contents to skip around and review for the exam.</p> <p>Your progress through the course is tracked. If you must leave at any time, don't worry. You will be taken back to the same screen when you return.</p>
Pg 4	<p>The Audio On/Off button located at the bottom of this page allows you to disable audio for the course.</p> <p>If you are taking the course in an area where you cannot hear the audio, you can download a printable transcript by selecting Transcript at the bottom left hand corner of the page.</p>
Pg 5	<p>The Resources link appears at the bottom left hand corner of the page when additional learning tools like printable documents or web links are provided.</p> <p>Select Resources now to visit J. J. Keller's website. The site will open in a new browser window and will not interfere with your movement through this course.</p> <p>Simply close the new browser window to return to the course.</p>
Pg 6	<p>If you had trouble opening the J. J. Keller link on the previous page, you may have a pop-up blocker. This course will not work correctly unless all browser-based and third-party pop-up blockers are disabled.</p> <p>Select the Resources button to download a PDF document with instructions to disable a pop-up blocker. The document also contains instructions to help you adjust your screen text size.</p>

Pg 7	<p>Parts of this course feature video. The video player controls are detailed in the image to the right.</p> <p>You can move to any part of the video by selecting and dragging the progress indicator forward or backward along the progress bar.</p> <p>Use rewind to go back to the beginning of the video. Fast forward takes you to the end.</p> <p>Now that you know how to use the video player, select Next to get started with the course!</p>
Pg 8	<p>Check out the Course Highlights document for an overview of the interactive activities you'll find in this course. Download Course Highlights by selecting the Resources button on this page.</p>
Pg 9	<p>When you select Next, you will begin the pretest for this course. Your score will be reported to you, but will not be recorded. There are 10 questions in this pretest.</p>
Pg 11	<p>By completing this course, you will learn:</p> <ul style="list-style-type: none"> <li>• The national scope of substance abuse,</li> <li>• The negative impact of substance abuse in the workplace,</li> <li>• The purpose of substance abuse policies,</li> <li>• The importance of understanding your company's substance abuse policy,</li> <li>• How to ensure you comply with your company's substance abuse policy in difficult situations,</li> <li>• What to do if a coworker appears to be impaired, and</li> <li>• How to seek help for substance abuse.</li> </ul>
<b>The Scope of the Problem</b>	
Pg 2	<p>Substance abuse in the workplace is a serious issue. Drug and alcohol abuse reduces morale and productivity on the job and can endanger both the abuser and his or her coworkers.</p> <p>Select Play to watch this video illustrating an example of how troubling substance abuse at the work place can be.</p>
Pg 3	<p>Nobody wants to think that their doctor or, for that matter, their child's school bus driver or teacher is abusing alcohol or drugs at work.</p> <p>We all agree that driving while impaired by alcohol or other drugs is wrong and dangerous. But what about performing accounting functions, operating a</p>

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	forklift, working on an assembly line or using power tools?
Pg 4	Check on Learning
Pg 5	<p>While most of us acknowledge that substance abuse is a widespread problem, none of us likes to think that the problem exists in our workplace or in our own lives. But the statistics tell another story.</p> <p>Select Play to view some of these statistics.</p> <p>Video Script: 22.6 million Americans use illegal drugs at least once a month. 58.6 million American adults admit to binge drinking. An estimated 22.1 million Americans are drug or alcohol dependent.</p>
Pg 6	Of the 22.1 million Americans who are drug or alcohol dependent, an estimated 66% (or 13.3 million) have jobs. The fact is that 8.9% of employees admit to being current drug users and 6.7% admit to being heavy alcohol users.
Pg 7	Check on Learning
Pg 8	Check on Learning
Pg 9	<p>When you select Next, you will begin the test for this lesson. There are five questions in this test.</p> <p>If you do not get at least three questions correct, you will be advised to review the lesson and take the lesson test again. You have three chances to take the lesson test. Your highest score will be recorded.</p>
Pg 10	Lesson Test
<b>Substance Abuse Policy</b>	
Pg 2	<p>Because substance abuse is a serious problem for companies and employees, over 70% of companies have substance abuse policies in place.</p> <p>Substance abuse policies should clearly define a company's rules concerning drugs and alcohol including the procedures for dealing with any violations of the policy.</p>
Pg 3	Check on Learning

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Pg 4	<p>Substance abuse policies are more than just another set of HR rules. Select Play to view some elements of a typical substance abuse policy.</p> <p>Video Script: A typical substance abuse policy includes: A written document that clearly states the policy; educational programs to communicate the policy to employees; an outlined list of standard procedures that will be followed if an employee is suspected of substance abuse and clearly stated consequences if an employee is proven to be inappropriately using drugs or alcohol.</p>
Pg 5	Check on Learning
Pg 6	The written document is certainly a key element to an effective substance abuse policy. A clear and thorough written document helps to ensure a company substance abuse policy is fairly and consistently enforced.
Pg 7	<p>A written document, however, is not enough to ensure a substance abuse policy is effective.</p> <p>Companies should also enact an ongoing program to educate employees on the substance abuse policies. Training new employees about the policy is the first step in this process. Continuing communication of the policy provisions promotes a widespread understanding of company policy and helps to ensure fairness and consistent enforcement.</p>
Pg 8	Check on Learning
Pg 9	<p>In addition to a clearly written document and ongoing communication, companies should also implement a list of standard procedures for management to enact when an employee is suspected of substance abuse.</p> <p>Consequences for violating company policy must also be enforced consistently.</p>
Pg 10	<p>When you select Next, you will begin the test for this lesson. There are five questions in this test.</p> <p>If you do not get at least three questions correct, you will be advised to review the lesson and take the lesson test again. You have three chances to take the lesson test. Your highest score will be recorded.</p>
Pg 11	Lesson Test
<b>Prevention</b>	
Pg 2	What does all this mean to you? It means that you should understand the policy, the procedures and the consequences that surround substance abuse in your workplace.

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Pg 3	For example, many companies do not tolerate the use of alcohol by employees while they are on company time or on company premises. But, if you are attending an industry convention or working off-site, you may be unclear of how the rules apply.
Pg 4	In companies where off-site meetings are common, the policy may state, for example, that employees can drink no more than two alcoholic beverages at a business meal or an industry function where alcohol is served.
Pg 5	<p>The point is that you should know your company's policy so that you do not cross a line that could lead to negative consequences for you or your company.</p> <p>If you're unclear about anything in your company's substance abuse policy, ask your supervisor for clarification.</p>
Pg 6	Check on Learning
Pg 7	Once you understand your company's substance abuse policy, compliance is often a simple matter. Occasionally, however, complying with substance abuse policy may involve difficult or awkward circumstances.
Pg 8	<p>Business events where alcohol is present can put employees in an awkward position. The key to dealing with such difficult situations is to remain respectful and polite while nevertheless abiding by company policy. Stating company policy often makes it easier to decline the offers of others.</p> <p>Select Play to watch a video demonstrating effective behavior for dealing with these circumstances.</p>
Pg 9	Check on Learning
Pg 10	<p>Often, employees are reluctant to discuss a coworker's possible substance abuse with their supervisor. If someone has a substance abuse problem, however, the situation is unlikely to improve on its own. Ignoring the situation does no favors for the company, the people who work with the abuser or even the abuser.</p> <p>If you suspect that one of your coworkers is impaired while on the job, express your concerns privately to your supervisor. It's important that your report is factual and supported by specific observations, and not opinions such as, "I think so-and-so came to work drunk yesterday." Your supervisor should evaluate the situation and enforce company policy accordingly.</p>
Pg 11	<p>Any conversations regarding potential violations of your company's substance abuse policy should be confidential.</p> <p>It is not productive to discuss another employee's potential problems with</p>

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	<p>anyone except your supervisor or another appropriate manager.</p> <p>Select Play to watch a video depicting an employee reporting concerns to his supervisor.</p>
Pg 12	<p>Most of us can recognize some of the signs for substance abuse, but it is important to remember there may be a legitimate explanation for these types of behavior.</p> <p>Signs of substance abuse include:</p> <ul style="list-style-type: none"> <li>• Slurred speech</li> <li>• Bloodshot eyes</li> <li>• Difficulties with balance</li> <li>• Change in appearance and</li> <li>• Significantly decreased productivity</li> </ul>
Pg 13	Check on Learning
Pg 14	Check on Learning
Pg 15	<p>It is important to remember that reporting substance abuse should be non-judgmental—safety is the priority.</p> <p>In industries and companies with higher abuse rates, the risk of serious injury as a result of substance abuse is correspondingly higher. An effective substance abuse policy contributes to the safety of the abuser, you and the rest of your coworkers.</p>
Pg 16	Check on Learning
Pg 17	<p>While few of us like to consider the possibility that substance abuse is a problem in our workplace, fewer still consider the possibility that their own use of alcohol or drugs may be a problem. If alcohol or drugs are interfering with your work performance, your family life or your health, perhaps your company's substance abuse policy applies to you.</p>
Pg 18	<p>Remember, seeking help—whether it's through a company-based Employee Assistance Program or a community-based service provider—is not a sign of weakness. It is the first step in addressing a serious problem.</p>
Pg 19	<p>When you select Next, you will begin the test for this lesson. There are five questions in this test.</p> <p>If you do not get at least three questions correct, you will be advised to review the lesson and take the lesson test again. You have three chances to take the</p>

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	lesson test. Your highest score will be recorded.
Pg 20	Lesson Test
<b>Conclusion</b>	
Pg 2	<p>You should now have knowledge of the following:</p> <ul style="list-style-type: none"><li>• The national scope of substance abuse,</li><li>• The negative impact of substance abuse in the workplace,</li><li>• The purpose of substance abuse policies,</li><li>• The importance of understanding your company's substance abuse policy,</li><li>• How to ensure you comply with substance abuse policy in difficult situations,</li><li>• What to do if a coworker appears to be impaired, and</li><li>• How to seek help for substance abuse.</li></ul>
Pg 3	You will now have a chance to review the material you have learned by watching three video segments depicting issues with substance abuse at the workplace. Each video is followed by a question to check your understanding of the scenario.
Pg 4	Video Scenario
Pg 5	In the next segment, two employees are speaking with a potential client at a hotel bar. Their company has a substance abuse policy that allows for a maximum of two drinks during any off-site event.
Pg 6	Video Scenario
Pg 7	In the next segment, two employees are speaking in the break room. The first employee discusses his thoughts on another coworker's behavior.
Pg 8	Video Scenario
Pg 9	<p>Now that you've covered everything in the course, it's time to review for the exam. To help you prepare for the exam, you can now move back and forth within the course. Use the drop-down menus at the top of the screen, or the Back and Next buttons at the bottom.</p> <p>The Review Questions will also help you review main concepts covered on the exam. Select Next to download the review questions.</p>

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Pg 10	<p>The review questions will open in a separate window. Keep this original window open. That way when you don't know an answer, you can go back into the course and find it. Once you've finished the review questions and have finished studying, continue on to take the exam.</p> <p>To begin the review questions, select Resources.</p>
Pg 11	<p>Now it's time to take the Final Exam. This exam includes 10 questions. If you close the exam before finishing, your answers will not be saved for later.</p> <p>You will have three chances to take the final exam. Your highest score will be recorded.</p> <p>To begin the exam, select Next.</p>
Pg 12	Final Exam
Pg 13	Congratulations! You have completed this course. Your progress and test scores have been recorded.