

Appendix 1: Information for Supervisors: Managing Drug and Alcohol Impairment at Work

As a nominated supervisor, the key things to remember are the importance of:

- the safety of the affected person and other people
- fair and reasonable treatment of the affected person with respect for privacy, dignity and confidentiality
- follow-up support and referral for counselling and/or treatment for the affected person as required.

Identifying intoxicated or drug-impaired persons

It is important to make sure that the person is actually impaired by alcohol or other drugs as the person may be affected by other factors such as stress, fatigue, or illness.

Typical signs of alcohol or drug intoxication include:

- speaking too loudly or too softly
- slurred speech
- bloodshot eyes
- lack of alertness, for example, responding slowly to questions
- poor motor control (stumbling, bumping into others, difficulty picking things up, etc.)
- drowsiness
- scent of alcohol on breath or person
- rude or aggressive behaviour.

The following behaviours may indicate that drug and alcohol use may be an ongoing problem:

Behaviours/Indicators	Examples
1. Absenteeism	<ul style="list-style-type: none">• Multiple instances of unauthorised leave• Excessive sick leave• Frequent Monday and/or Friday absences• Excessive tardiness• Leaving work early/arriving late• Peculiar and increasingly improbable excuses for absences• Higher absenteeism rates than other staff members for colds, flu, gastritis, etc.
2. "On-the-Job" Absenteeism	<ul style="list-style-type: none">• Continued absences from position more than the job requires while on duty
3. High Accident Rate	<ul style="list-style-type: none">• Accidents on the job or accidents on the job affecting job attendance or performance
4. Difficulty in Concentration	<ul style="list-style-type: none">• Work requires greater effort and/or job takes more time
5. Confusion	<ul style="list-style-type: none">• Difficulty in recalling instructions, details, etc.• Increasing difficulty in recalling instructions, details etc.• Difficulty in recalling own mistakes
6. Spasmodic Work Patterns	<ul style="list-style-type: none">• Alternate periods of high and low productivity
7. General Lowered Job Efficiency	<ul style="list-style-type: none">• Missed deadlines• Mistakes due to non-attention or poor judgement• Making bad decisions• Complains about work performance and/or improbable excuses for poor job performance
8. Poor Relationships on the Job	<ul style="list-style-type: none">• Over-reaction to real or imagined criticism and/or unreasonable resentments• Wide swings in morale• Repeated borrowing of money from co-workers• Complaints from co-workers• Avoidance of associates