

Team Ownership of Policy: The Risks & Strengths Game

Module 2 of **Team Awareness Training for** **Substance Abuse Prevention**



The Workplace Project

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POLICY: TEAM OWNERSHIP

PURPOSE OF MODULE 2

- Understand how substance use policy protects and helps employees.
- Identify ways that policy can enhance team or work group health as well as reduce risks.
- Understand that effective policy requires shared responsibility.

SESSION COMPONENTS

Understanding Policy

Knowledge of Problems

Getting Help

Ways of Getting Help

Getting Caught

Ways of Getting Caught

Strength

Risk

Using Policy: Board Game

Risks & Strengths

Team Knowledge

Team Decision-Making

Discussion: Application

How Policy WORKS! For YOU



- **Protects** three groups - employees, customers, and employers
- Identifies **Responsible Behaviors** (acceptable and unacceptable behaviors)
- Provides ways to **Help** employees deal with problems (e.g., EAP, awareness training)
- Provides way for **Detecting** problems (e.g., drug-testing)
- Gives guidelines for **Discipline** when employee problems are not dealt with voluntarily
- Describes **Rights** of employees, addresses privacy concerns, and appeal procedures

Policy Knowledge



- 1 True False** **The most important part of workplace policy is an effective drug testing program**
- 2 True False** **Your policy can limit the work of employees who use prescription drugs**
- 3 True False** **Treatment for alcoholism or substance abuse is covered in your Insurance Benefits**
- 4 True False** **Cocaine use may lead to restlessness and mood swings but it does not result in performance problems on the job**
- 5 True False** **The "EAP" stands for Employee Addiction Profile**

Policy Knowledge



- 6 **True False** Employees must report to their supervisors before they can utilize the EAP.
- 7 **True False** Employees who are aware of a coworker who is under the influence of alcohol or drugs should tell that coworker to go home.
- 8 **True False** An employee may be drug tested for alcohol at any time during working hours
- 9 **True False** The most important part of supervisor training is knowing signs/symptoms of alcohol/drug use
- 10 **True False** Employees who directly utilize the service of an EAP counselor or psychologist are assured of confidential treatment

What do you know?



1 **False**

Effective policies require ways employees can get help¹ before they get caught², as well as education³, trained supervisors⁴, and written document⁵

2 **True**

Some policies prevent workers in safety-sensitive jobs from using drugs that can effect performance; Drs. note required and provision of alternative work

• Check your policy

3 **True? False**

Good policies outline a basic treatment that is provided for employees and, when possible, initial treatment should not require extra cost to employee

• Check your policy

4 **False**

Cocaine can lead to lapses in attention, increase accidents, as well as performance problems like forgetfulness, absenteeism, & tardiness. Generally included in testing along with marijuana, opiates, amphetamines, PCP ("NIDA-5")

5 **False**

EAP stands for Employee Assistance Program or Professional – EAPs provide a variety of counseling services; not just for alcohol/drugs

• Check your policy

What do you know?



6 **False**

Employees who seek help on their own need not tell ANYONE; however, EAPs may suggest or sometimes require a contract w/supervisor

7 **False**

• Check your policy

If intoxicated worker is in accident or endangers/hurts on way home, company and referring employee may be liable

8 **True False**

• Check your policy

Under Department of Transportation regs., cannot operate within 4 hrs of use (8 flight personnel-“bottle-to-throttle” rule). Post-accident is mandatory; policies vary because of forensic validity (within 2 hrs. after use is ideal)

9 **False**

Supervisors need to know how to encourage employees to get help and how to approach problems as much (if not more) as they need to know signs/symptoms

10 **False**

Unless they endanger themselves or others treatment is legally required to be confidential; no one at work needs to know

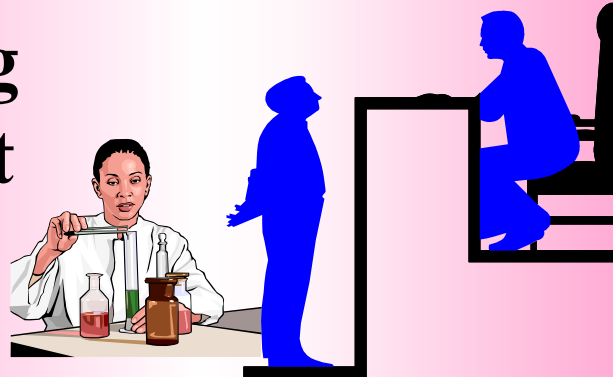
Knowledge of Problems



Getting Help



Getting Caught



Getting Better

Depression
Stress
Alcohol Problems

Marital Problems
Conflict
Poor Health

Abuse
Marijuana
Teenagers

Char...
Prescription Abuse

Gambling

Knowledge of Problems

Levels of Use



Job Warning
▲ Signs ●

Risks & Hazards

Identify & Recognize

Getting Help

Self-aware

Co-workers & Others

Self Help

Referral
(e.g., EAP)

Weigh Costs & Benefits

Getting Caught

Supervisor

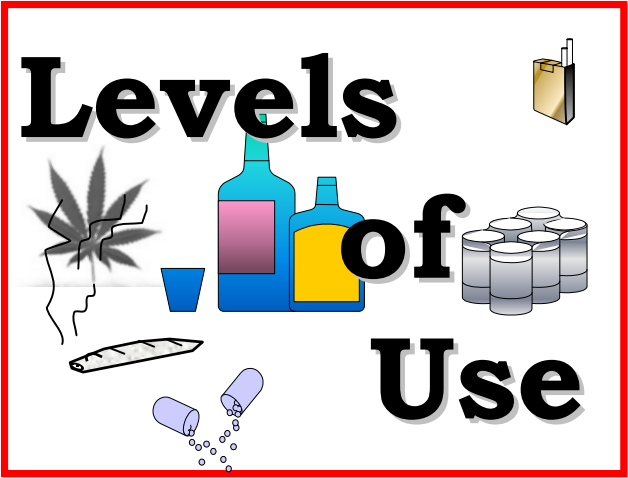
Warning & Document

Discipline

Drug test

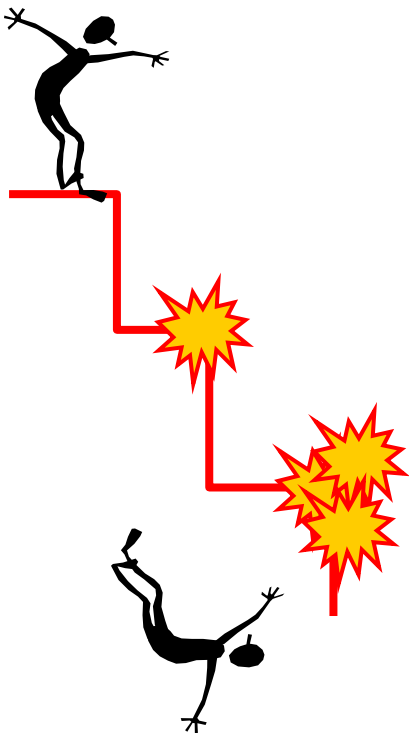
Weigh Costs & Benefits





USE

Casual, infrequent or prescribed use without signs of dependency or problems



MISUSE

Use that may negatively effect work, relationships, or other part of life. Use or conveyance of illegal drugs



ADDICTION/
DEPENDENCE

Compulsive need for alcohol or drugs and inability to control intake of such substances



Warning Signs



Things to Know

1. Understand these are problems whether or not drugs are involved
2. Assess how relevant to group/team performance
3. Focus on performance not on addiction - DON'T DIAGNOSE
4. Focus on patterns and incidents rather than single signs

Types of Signs

1. UNSAFE (inattentive, not concerned about safety rules)
2. INEFFICIENT (wastes material, misses deadlines, indecisive)
3. UNCOOPERATIVE (resists requests/sharing, avoids contact)
4. WITHDRAWN (loner, long breaks, distracted, much sick leave)
5. DISCIPLINARY (breaks or bends rules, non-compliant)
6. SOCIAL PROBLEM (hostile, causes friction, blames, complains)



The possibility of loss or injury; a dangerous element or factor; the chance of loss or the degree or likelihood of such loss

Never felt that I was at risk because of own or coworker misuse

I have been directly put at risk because of own or coworker misuse



1 2 3 4 5 6 7 8 9 10

Getting Help

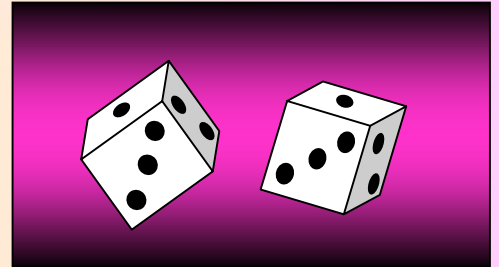
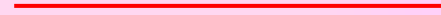
COSTS



BENEFITS



Getting Caught



Drug-Testing

Initial (applicant, pre-employment)

Random

Post-accident

Reasonable cause (reasonable suspicion)

Return-to-duty

Post rehabilitation (follow-up)

EAP Services Available



Parenting Concerns



Family & Relationship Issues



Alcohol & Drug Use



Emotional Difficulties



Stress-related Problems



Conflicts at work or home



Other personal concerns

Call 1-800-????-????

Wellness Programs



Weight Watchers™



YMCA Discounts



Discount on Local Recreation Center

(varies as approved; employee pays 1/2)

for example: Water Aerobics



Wellness Screening (health fair)

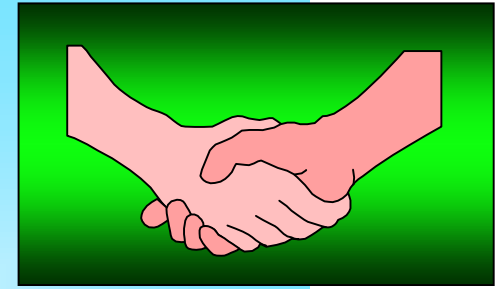
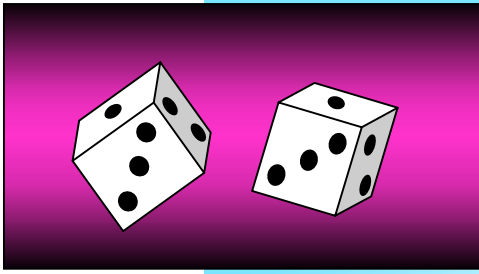


Flu shots (annual)



Vitality™ Magazine

(includes quarterly insets on work safety and substance use)



Risks

Drug-testing

Isolation

Stress

Poor health

Conflict

EAP

Benefits

Self-Help

Support Groups

Team work

Strengths