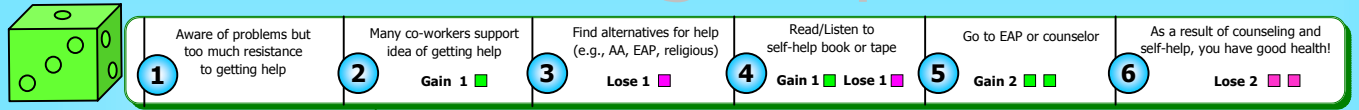


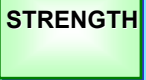
THE RULES

Getting Help ?

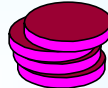


1. AFTER ASKED A QUESTION, DISCUSS WITH TEAM & WRITE DOWN ONE ANSWER (30 seconds)

2. CORRECT ANSWER EARN A



3. INCORRECT ANSWER EARN A



4. AVOID RISK ACCUMULATION BY GETTING HELP GAIN A STRENGTH + READ OTHER BENEFITS)

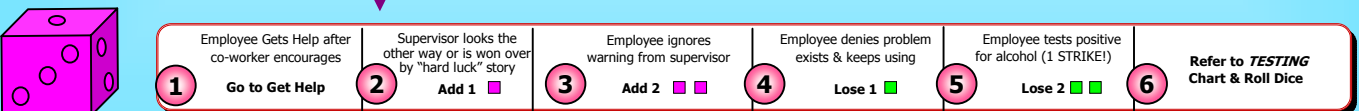
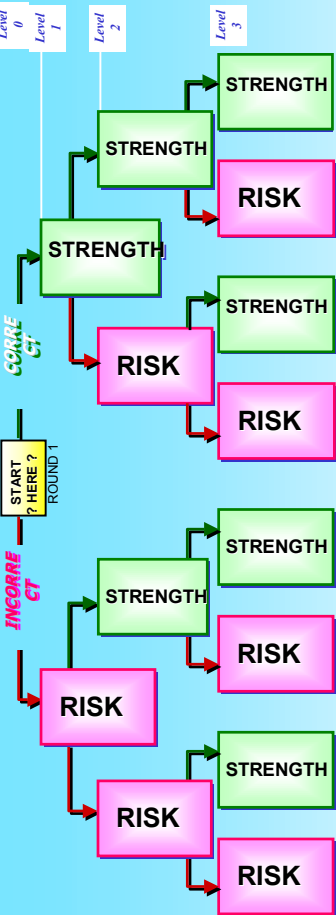
5. AVOID GETTING CAUGHT

6. KEEP A POSITIVE BALANCE OF STRENGTHS VERSUS RISKS



+

-



Getting Caught ?

This manual was developed as part of a NIDA Grant (DA04390), *Drug Use in the Workplace: A Prevention Training Program*, to the Institute of Behavioral Research, Texas Christian University. The contents are solely the responsibility of the developers and do not necessarily represent the official views of NIDA. This **Team Awareness** training module and all related data collection forms may be used freely for personal, educational, research, and/or information purposes only. Permission is hereby granted to reproduce and distribute copies of content material (except reprinted passages from copyrighted sources) for nonprofit educational and nonprofit library purposes, provided that copies are distributed at or below costs and that credit for author, source, and copyright are included on each copy. No part of any material may be copied, downloaded, stored in a retrieval system, or redistributed for any commercial purpose without the expressed written permission of Texas Christian University.

For more information, please contact:

Institute of Behavioral Research

Texas Christian University

P.O. Box 298740

Fort Worth, TX, 76129

(817) 257-7226

(817) 257-7290 (FAX)

Email: ibr@tcu.edu

Web site: www.ibr.tcu.edu

© Copyright 2002 TCU Institute of Behavioral Research, Fort Worth, Texas.

All rights reserved.

DRUG (& ALCOHOL) TESTING

DRUG-TESTING

The chance of getting a positive test increases if your group has more risks than strengths!

Count your GREEN CHIPS (STRENGTHS) 

Count your RED CHIPS (RISKS) 

$$\text{TOTAL RISK} = \text{RISKS} - \text{STRENGTHS}$$

TYPES OF TEST

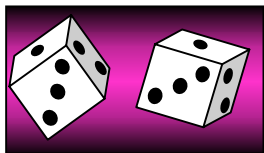
POST-ACCIDENT

Refer to *TESTING* chart & Roll Dice. After the test, **Get Help** if you wish.

Random Test

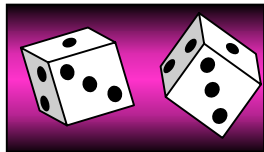
Refer to *TESTING* chart & Roll Dice. Use current # of risks to determine outcome.

Reasonable Suspicion: Workers share speed pills on a late night shift. A supervisor finds out. Refer to *TESTING* & Roll Dice.



Roll Dice to see outcome of testing by using chart

Test for Promotion



OF TOTAL RISKS*

SUM OF DICE

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

	0	1	2+
Possible tampering Gain 1 Risk	Test Positive Alcohol Gain 2 Risks	Test Positive Drugs Gain 4 Risks	
Test Negative	Test Negative Lose 1 Risk	Test Positive Alcohol Gain 2 Risks	
Test Negative	Test Negative Lose 1 Risk	Test Negative Lose 2 Risks	
Test Negative	Test Negative	Employee uses alcohol shortly after accident Gain 1 Risk	
Test Negative	Test Positive Alcohol Gain 2 Risks	Violation Prescription Drugs Gain 3 Risks	

WINNING!

WINNING

The team with the most strengths after testing for promotion wins the game



Create a

Team

Name



Question 1

Correctly classify the following situations as either use, misuse, or dependence.

1 – An individual drinks a beer with dinner every night after work.

A) Use B) Misuse C) Dependence

2 – Upon waking and before going to work each morning, an individual craves and smokes a marijuana cigarette.

A) Use B) Misuse C) Dependence

3 – An employee has a few beers at lunch on a Friday afternoon before going back to work.

A) Use B) Misuse C) Dependence

Answer

The Best Answers are:

1 – A. Use (Beer is legal and there is no sign of dependence)

2 – C. Dependence (craving each morning upon waking suggests a dependency)

3 – B. Misuse

Level 0

Level 1

Level 2

Level 3

START
HERE

ROUND 1

CORRECT

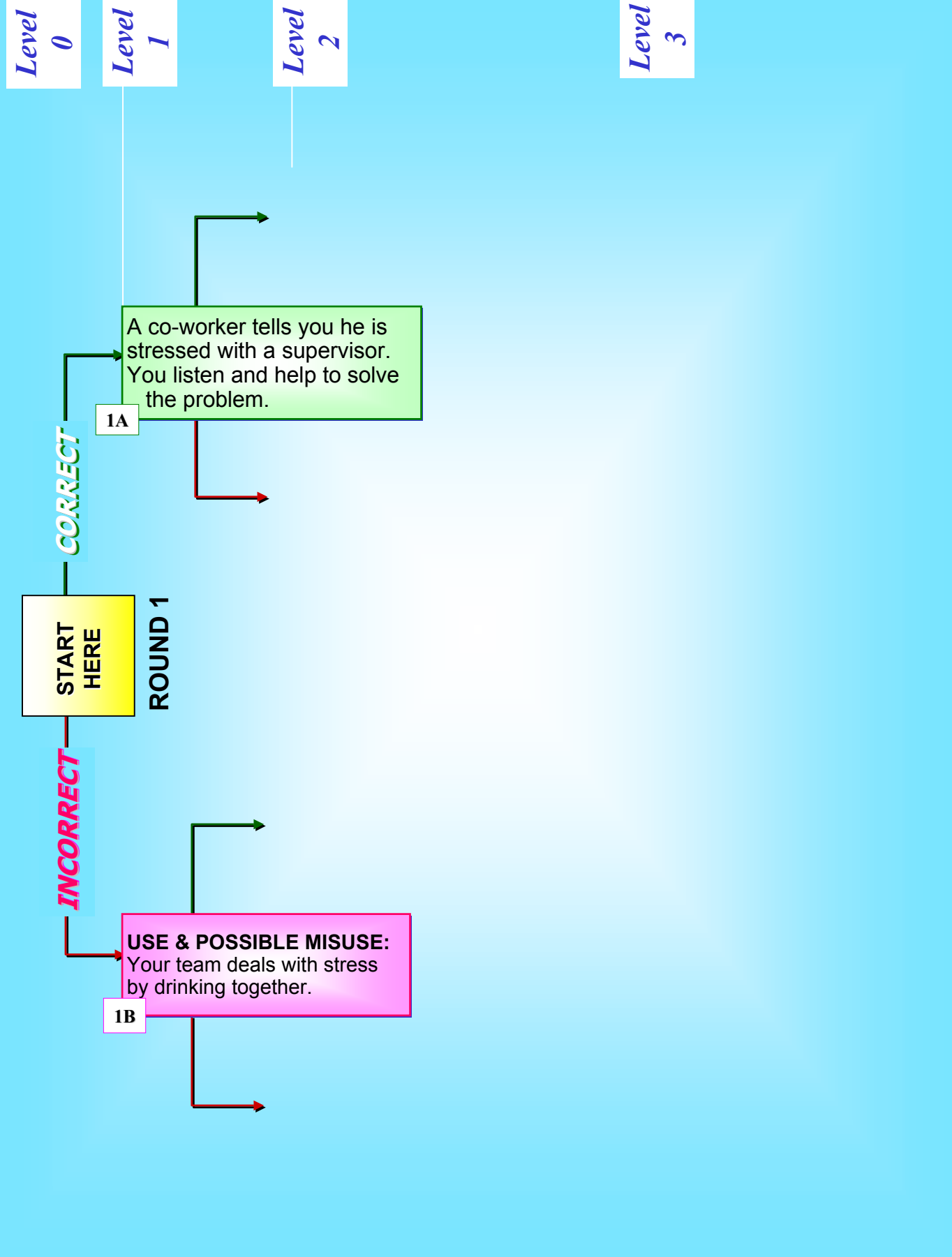
1A

A co-worker tells you he is stressed with a supervisor. You listen and help to solve the problem.

INCORRECT

1B

USE & POSSIBLE MISUSE:
Your team deals with stress by drinking together.





Question 2

Which of the following is an example of an indicator that a co-worker is misusing alcohol or drugs?

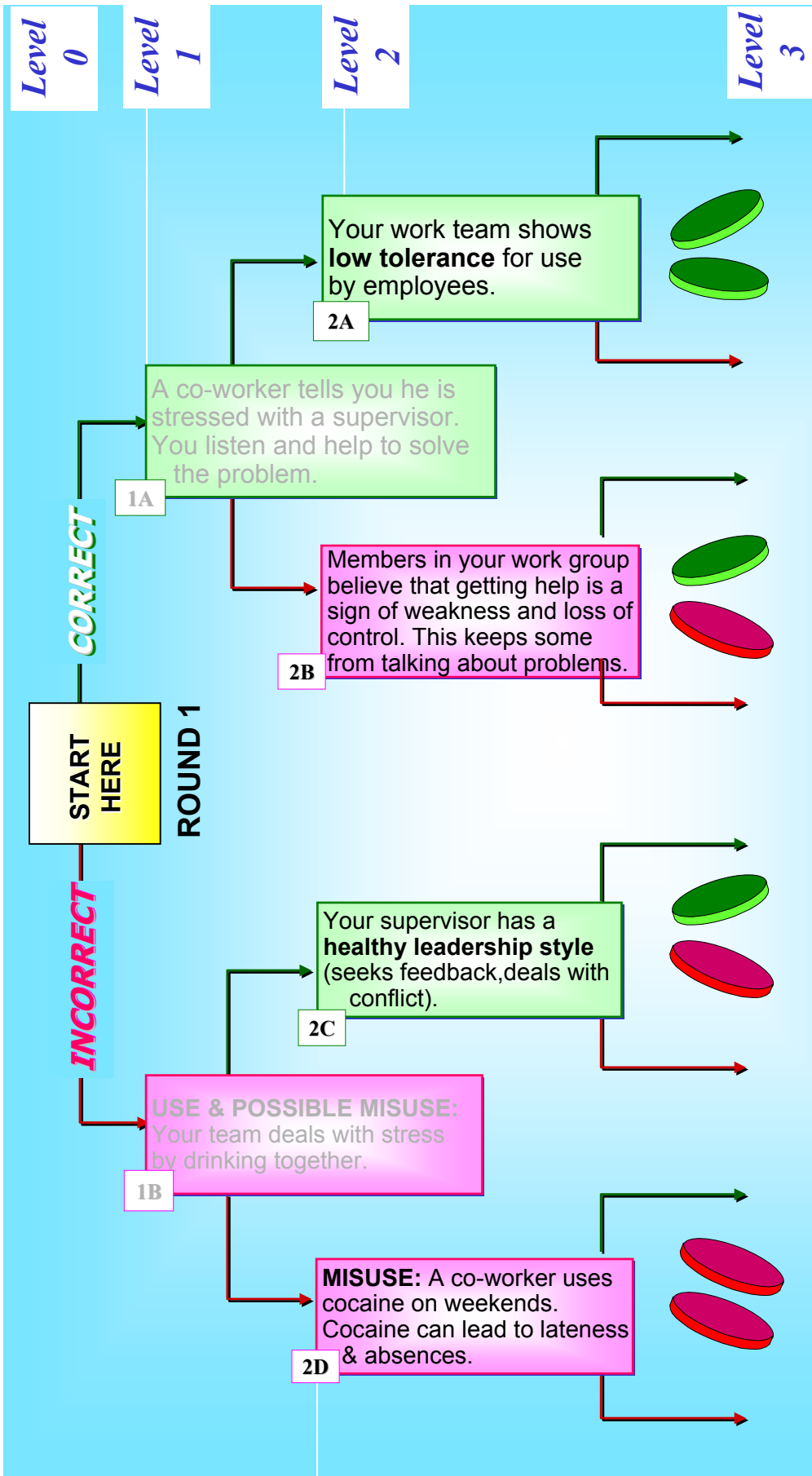
- A) Constantly missing deadlines (*inefficient*)
- B) Avoiding share of group tasks (*uncooperative*)
- C) Daydreaming a lot (*withdrawn*)
- D) A, B, & C are each indicators that a co-worker is misusing substances
- E) None of the above.

Answer

The Best Answer is E

Though missing deadlines, avoiding tasks, and daydreaming are all **possible** indicators of substance misuse, **no single sign alone is itself an indicator.** Never judge or label a person as a user or addict. It is not your responsibility to diagnose.

Working with a slack, accident-prone co-worker can be stressful and dangerous to you and your workgroup. For this reason it is the responsibility of your supervisor to document all behaviors such as absences, accidents, etc...





Question 3

If an employee has reasonable cause to suspect that a co-worker is under the influence of alcohol or drugs at work, that employee should:

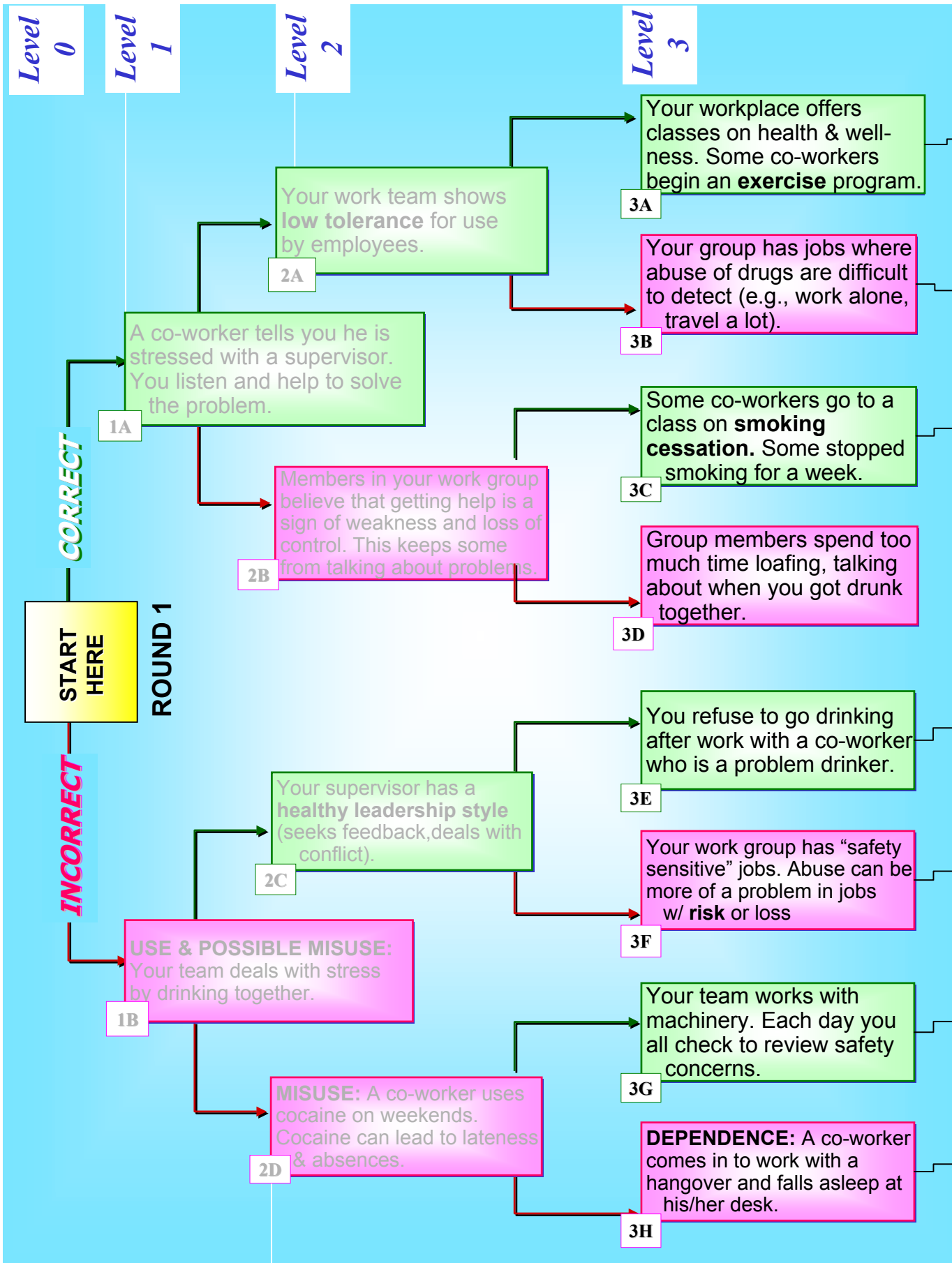
- A) Accuse the co-worker of being an addict/alcoholic.
- B) Offer the co-worker some coffee to sober him/her up
- C) Ask the co-worker for his/her car keys to prevent them from driving home
- D) Notify the co-worker's supervisor or call the EAP

Answer

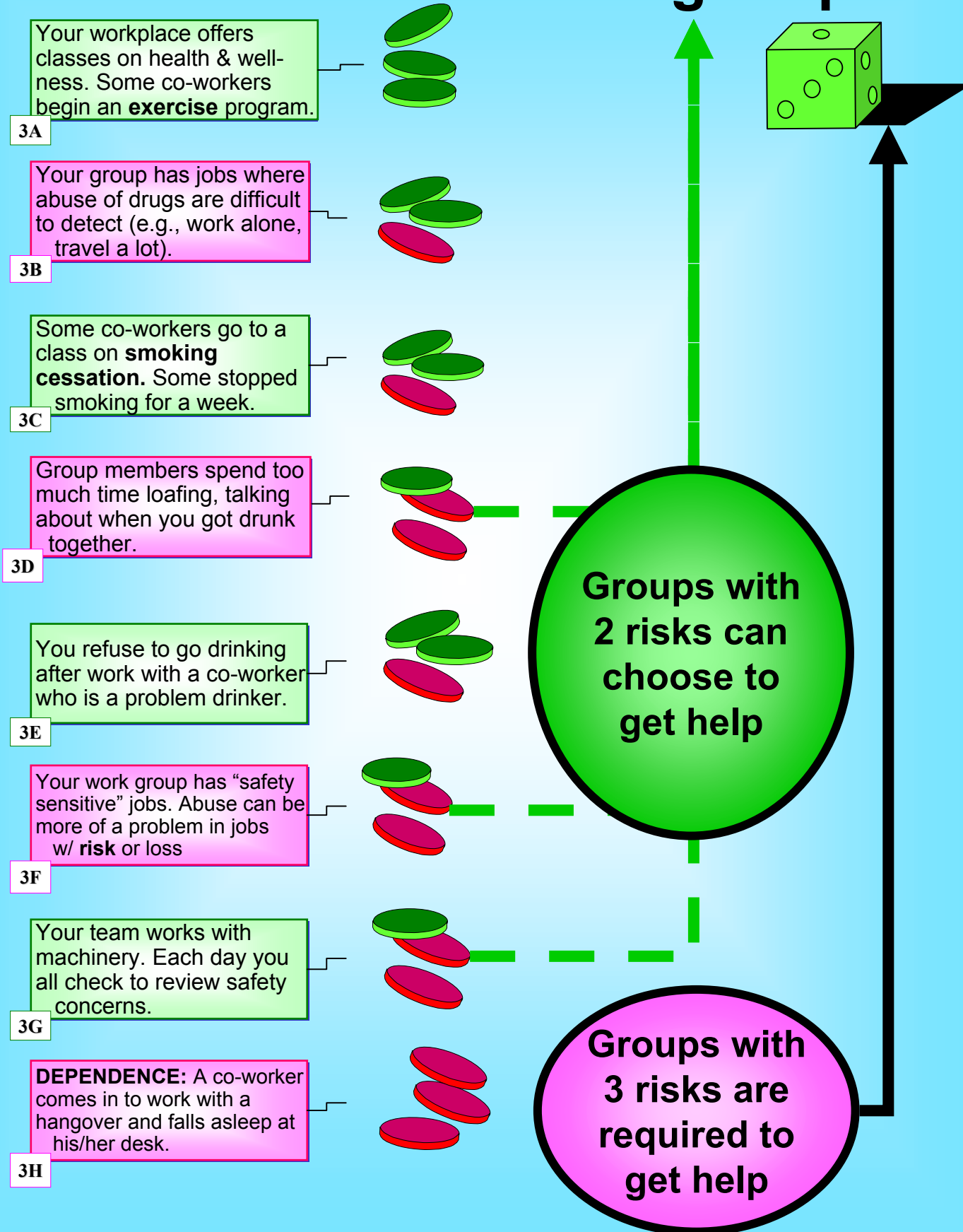
The Best Answer is D

Although not always specified by policy, any employee who is aware of a co-worker impaired by drugs or alcohol while at work should notify someone trained to deal with the situation, including the impaired co-worker's supervisor or the EAP.

Accusing the person is not likely to solve the problem and coffee will not counteract the effects of alcohol or drugs. Although taking someone's car key may be appropriate in a social situations (such as a party with friends), the best bet at work is to turn it over to a trained person with the authority to handle the situation.



Getting Help?





Question 4

As part of the employee benefits package, employees are entitled to

- A) One free counseling session (consultation) with an Employee Assistance Professional
- B) Five free counseling sessions with an Employee Assistance Professional
- C) Five counseling sessions with an Employee Assistance Professional at 20 percent of the cost
- D) General free consultation with the EAP for employee and family members

Answer

The Best Answer is ??

There is no specified limit to EAP services. However, most problems are handled through referral to an appropriate community or mental health resource in a few sessions.

- Call XXX-XXXX between 8 a.m. and 5 p.m. weekdays
- Schedule an appointment with the EAP coordinator
- A voice-mail message may be left after 5 p.m. and weekends

Level 4

Level 5

Level 6

Level 7

PROCEED with 1st question

ROUND 2

5A

You can count on each other to help solve problems that come up.

5B

A co-worker isolates from others and is often late to work. All workers **avoid** this problem.



Question 5

When must drug- or alcohol- testing be done following an accident involving an employee driving a personal vehicle on business (post-accident testing)?

- A) Any accident involving a fatality
- B) Any accident for a traffic violation citation
- C) When there is medical attention away from scene
- D) All of the above
- E) All of the above except B

Answer

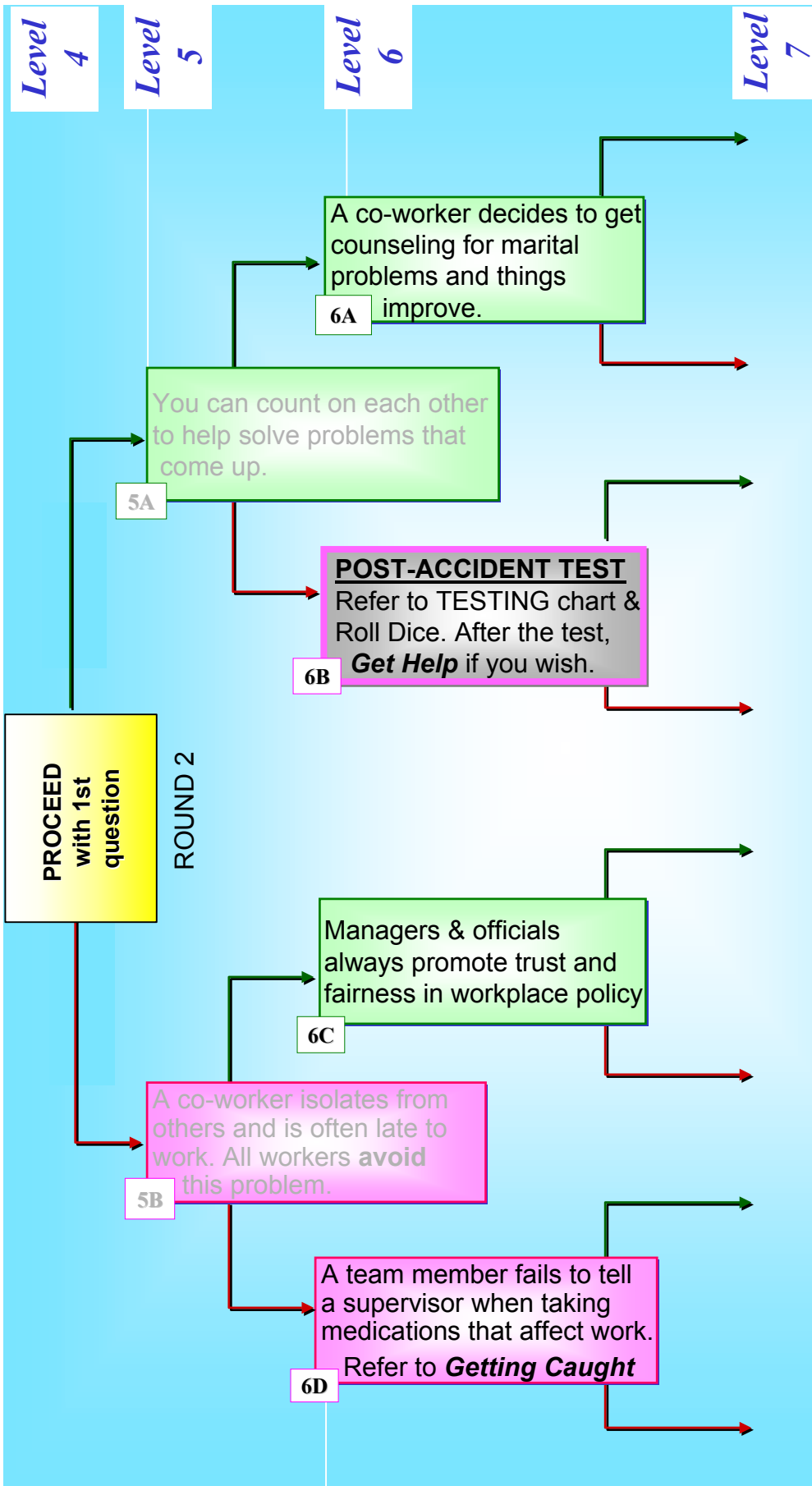
The correct answer is D

Criteria for Post-Accident Testing reads:

"Any accident in which a person is transported for medical attention."

In addition to A) fatality and B) citations, post-accident testing is required when:

- 1) there is no reasonable explanation for the accident
- 2) Your worksite's EAP deems it appropriate
- 3) there is damage and/or injury arising out of the operation of a commercial vehicle (here, other non-injured employees may be tested)





Question 6

Many employees are aware of co-workers who use alcohol or drugs at work. What is your estimate of the percent of employees surveyed (in several studies) who are aware of or affected by co-worker use?

- A) 1% to 5%**
- B) 6% to 10%**
- C) 11% to 35%**
- D) 36% to 65%**

Answer

The Best Answer is C

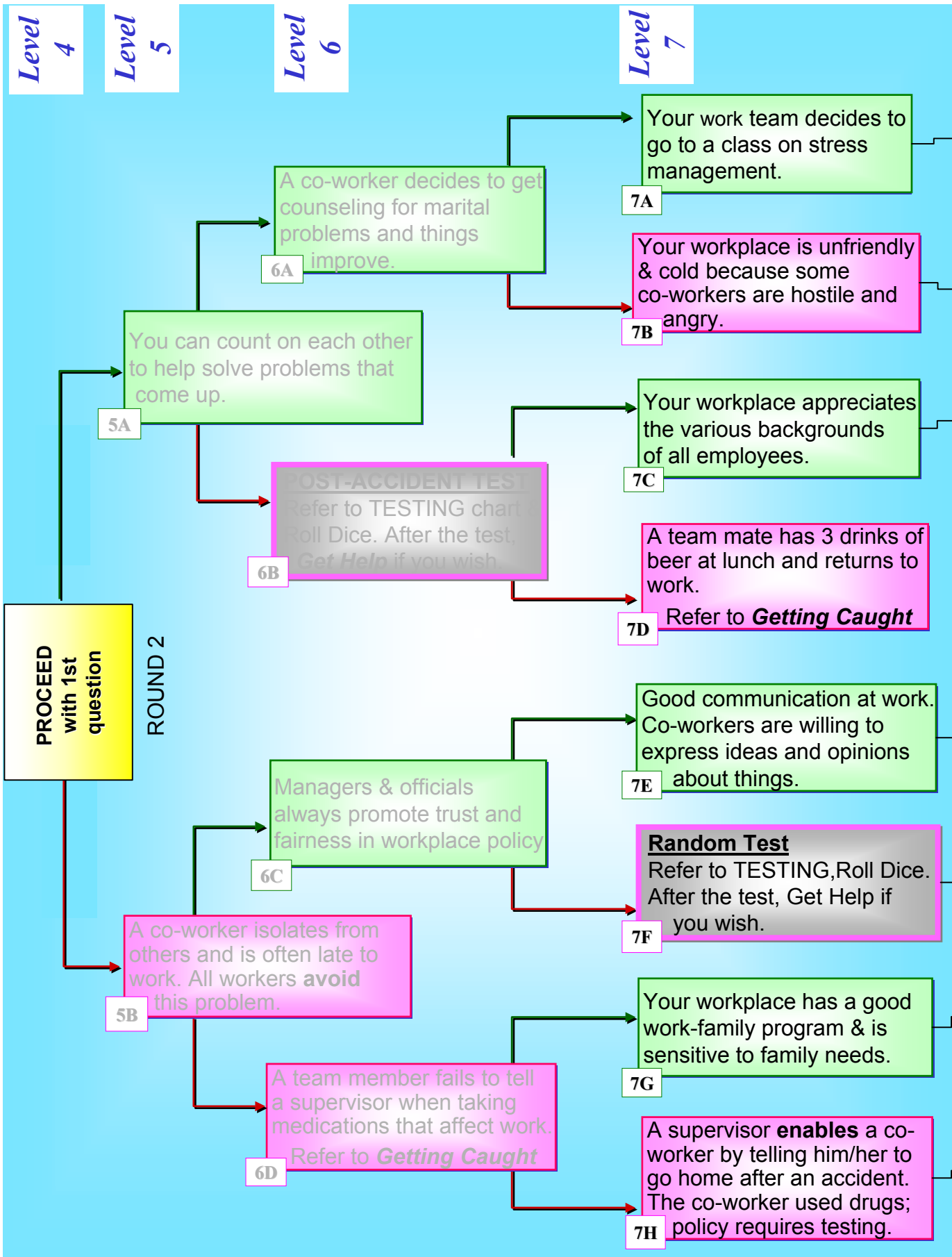
Depending on the survey, roughly 10 to 35% of those asked are aware of co-worker drug use.

Study 1(1,800 in a national survey): 10.4% report at least one co-worker is a drug user

Study 2(1,000 in a national survey): In 1995, 35% indicated seeing or hearing any illicit on-the-job drug use by your co-workers. This was an increase from 24% in 1989.

Study 3 (2,000 municipal workers): As many as 40% report at least one negative consequence associate with co-worker use of alcohol or drugs.

1-(Roman & Blum, 1995). 2 Institute for a Drug-Free Workplace (D.C./Gallup, 1997). 3-Bennett & Lehman (1988).





Question 7

In which of the following conditions can an employee with a substance use problem avoid getting disciplined?

- A) If the employee voluntarily self-refers to the EAP without telling a supervisor**
- B) If the employee voluntarily informs their supervisor, asks for assistance, and goes to the EAP**
- C) If the employee voluntarily informs Human Resources and asks for assistance**
- D) Both B and C**
- E) All of the Above**

Answer

The Best Answer is D

It is always better to get help and try to resolve the problem than waiting and getting caught.

A is correct because policy and performance is the primary factor in disciplinary action.

C is also correct because employees who self-refer or get help are taking an interest in improving and, as a result, may improve performance before disciplinary action is required. Also, a supervisor MAY be lenient once they know that an employee is working on their issues.

Level 8

Level 9

Level 10

Level 11

Your go to a workshop given by Employee Benefits on how to deal with alcohol use in the family.

9A

• **If you have risks**, you may choose to Get Help to try & reduce risks and/or increase strengths.

ROUND 3

You smell marijuana at work and see a co-worker hide something quickly. This may be **reasonable cause** but you do nothing.

9B



Question 8

True or False

Prescription drugs can be more dangerous than illicit drugs

Answer

The Best Answer is True

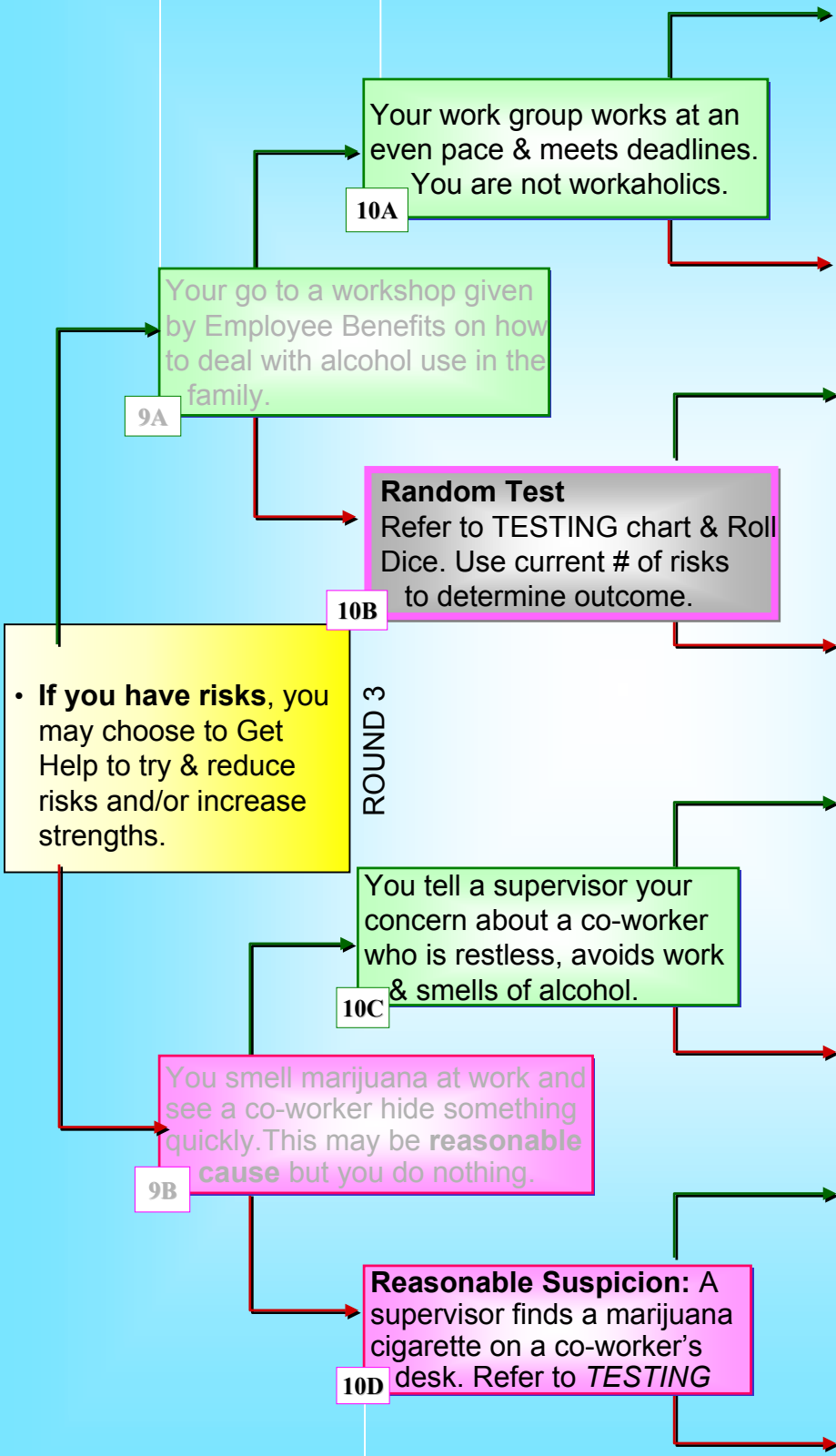
Prescription drugs should only be taken according to your physician's direction. When you use prescription drugs that were not prescribed for you, or in ways that your physician did not prescribe, they can be dangerous and harmful to your health. Some prescription drugs, even when taken according to physician's directions, can affect your alertness and performance on the job. So it is important that you also pay attention to any warnings which come with a prescription.

Level 8

Level 9

Level 10

Level 11





Question 9

True or False

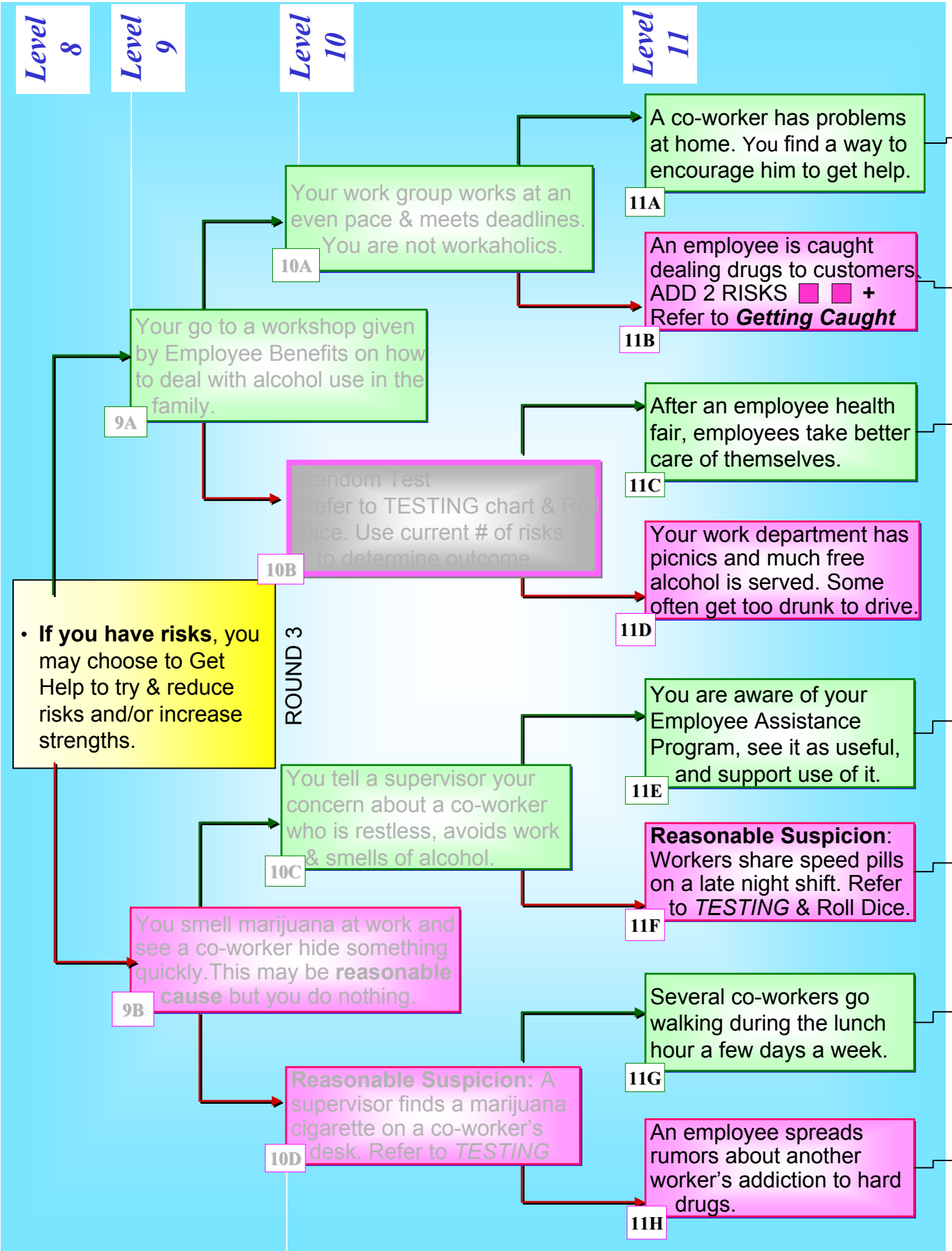
Providers of Employee Assistance Programs may help supervisors conduct a constructive or supportive confrontation with employees who are suspected as misusing or abusing drugs or alcohol.

Answer

The Best Answer is True

Most EAP programs serve as consultants for supervisors to help them properly stage a discussion with an employee to encourage that employee to get help. Supervisors often have the option of having the EAP attend this constructive confrontation session. Sometimes a supervisor may be the one person who an employee can listen to or trust to help them.

In your workplace, EAP receives approximately (##) supervisory calls a year asking for help in their assisting an employee.





Question 10

True or False?

Using alcohol 4 hours prior to performing safety-sensitive functions could result in termination.

Answer

TRUE

This is an aspect of policy which sends a message about the carry-over effects of alcohol use. Alcohol and drugs continue to impair the body for periods of time after use. Depending, of course, on how much you drink, it is possible that alcohol could still be in your system and affect your performance 4 hours or more after drinking. The following chart estimates the time (in hours) that it would take for alcohol to **be fully metabolized** in people with different weights.

Drinks	Weight		
	<u>120 lbs</u>	<u>140 lbs</u>	<u>160 lbs</u>
1	2.6	2.2	1.9
2	5.2	4.5	3.9
3	7.8	6.7	5.8
4	10.4	9	7.8
5	13	11.1	9.8
6	15.6	13.5	11.7



Question 11

True or False

Drug abuse is primarily a problem among the unemployed.

Answer

The Best Answer is False

There are many misconceptions about substance abuse:

About 90% of alcoholics and 70% of illicit drug users are employed full-time.

Among 18 to 34 year olds, about 20% of illegal drug users work in professional and financial jobs.



Question 12

True or False

DOT employees may not consume any alcohol from any source within eight hours prior to reporting for duty.

Answer

The Best Answer is False

Policy indicates that DOT positions may not consume alcohol within **four hours** of reporting for duty.

Policy does not specifically say when you cannot have alcohol if you are NON-DOT.

HOWEVER, a **violation** occurs if Breath Alcohol Concentration confirms at **0.04 or greater**. This applies to all employees. Between 0.02 and 0.04 does not constitute a violation under policy. However, all employees will be referred to EAP before being allowed to return to work.



Question 13

Which of the following treatments is the most effective for people who are trying to stop smoking or using nicotine?

- A) Individual or group counseling**
- B) Nicotine replacement (use of patch or gum)**
- C) Acupuncture**
- D) Both A and B together**
- E) Both B and C together**

Answer

The Best Answer is D

A review of about 56 research articles concluded that smokers were more likely to stop or cut down:

- 1) more with counseling than with self-help material.
- 2) when given skills in problem-solving and coping with events that lead to relapse.
- 3) when counseling and nicotine replacement were used together



Question 14

True or False?

Policy indicates that it is generally permissible to take prescription or over-the-counter medication while at work.

Answer

The Best Answer is False

Some prescription medications as well as various over-the-counter medications (e.g., allergy, cough suppressants) cause drowsiness and poor motor control. These are risk factors.

Policy (5.1-c) states that the use of prescription or over-the-counter medication IS PROHIBITED unless three requirements are met:

- 1) The medicine has been prescribed (licensed physician)
- 2) The medicine is taken as prescribed
- 3) The use of the medicine has been reported to the Department/Division Manager (or designee) when the use of such drug may affect the employee's ability to perform assigned duties.



Question 15

Based on the known research, what do we know about the effectiveness of drug testing?

- A) Employees who report drug use are more likely to avoid companies that test**
- B) Companies that combine testing with education report positive test rates lower than those that rely on testing alone**
- C) Testing may be effective as a way of getting employees into and benefiting from treatment**
- D) All of the above**

Answer

Answer is D – REFERENCES BELOW

SAMHSA (Substance Abuse and Mental Health Services Administration) (1999). Worker drug use and workplace policies and programs: Results from the National Household Survey on Drug Abuse (NHSDA). [WWW document] [URL <http://www.samhsa.gov/link990908.htm>] [accessed September 9, 1999].

American Management Association (2000). Workplace testing: Medical testing (2000 AMA Survey and previous surveys). [online] <http://www.amanet.org/research/pdfs/medici2.0.pdf> [accessed October 1, 2000].

Lawental, E., McLellan, A. T., Grissom, G. R., Brill, P., & O'Brien, C. (1996) Coerced treatment for substance abuse problems detected through workplace urine surveillance: Is it effective? Journal of Substance Abuse, 8, 115-128.



Question 16

Managers/Supervisors report various barriers to the effective management of alcohol problems in the workplace. Which of the following is the most frequently cited barrier.

- A) New “team management” leaves no one in charge
- B) Managers pay a price for confronting workers
- C) Managers don’t receive enough training in how to confront problems
- D) Company is tough on illicit drugs, soft on alcohol

Answer

THE BEST ANSWER IS C

Here are the results from a survey of 7000 supervisors across 114 worksites:

- Not enough training (80% reported)
- Company is tough on illicit drugs, soft on alcohol (58%)
- Managers pay a price for confronting workers with problems (49%)
- New “team management” leaves no one in charge (37%)

From Bell, S. N., Mangione, T. W., Howland, J., Levine, S., & Amick, B., III. (1996). Worksite barriers to the effective management of alcohol problems. *Journal of Occupational and Environmental Medicine*, 38, 1213-1219.



Question 17

A growing body of evidence shows that **BRIEF INTERVENTIONS** can help adults reduce alcohol intake. These programs often take four or fewer sessions lasting a few minutes to an hour.

A review of 32 studies reported that the average positive change observed for intervention groups was about:

- A) 5% reduction in alcohol use
- B) 15% reduction
- C) 25% reduction
- D) 40% reduction

Answer

THE BEST ANSWER IS C

Correct answer is C 27%

The reference is

Bien, T. H., Miller, W.R., Tonigfan, J. S. (1993) Addiction 88(3): 315-336.

Also see NIAA Alcohol Alert No. 43, April 1999

<http://silk.nih.gov/silk/niaaa1/publication/aa43.htm>



Question 18

According to the Drug Free Workplace Act of 1998, what percent of workplace accidents are drug related?

- A) 17%
- B) 25%
- C) 34%
- D) 47%

Answer

THE BEST ANSWER IS D

Drug-Free Workplace Act

SEC. 111. SHORT TITLE.

This subtitle may be cited as the "Drug-Free Workplace Act of 1998".

SEC. 112. FINDINGS; PURPOSES.

(a) Findings.-Congress finds that-

- (1) 74 percent of adults who use illegal drugs are employed;
- (2) small business concerns employ over 50 percent of the Nation's workforce;
- (3) in more than 88 percent of families with children under the age of 18, at least 1 parent is employed; and
- (4) employees who use and abuse addictive illegal drugs and alcohol increase costs for businesses and risk the health and safety of all employees because-
 - (A) absenteeism is 66 percent higher among drug users than individuals who do not use drugs;
 - (B) health benefit utilization is 300 percent higher among drug users than individuals who do not use drugs;
 - (C) 47 percent of workplace accidents are drug-related;**
 - (D) disciplinary actions are 90 percent higher among drug users than among individuals who do not use drugs; and
 - (E) employee turnover is significantly higher among drug users than among individuals who do not use drugs.

(from <http://www.sba.gov/news/drugfree/dfwpact.html>)



Question 19

According to one study, which of the following factors is most closely associated with whether an individual is a problem drinker

- A) Work stress
- B) Whether coworkers drink and how often
- C) Lack of a strong and enforced policy
- D) Feeling alone and alienated at work

Answer

THE BEST ANSWER IS B

From Bacharach, Bamberger, Sonnenstuhl (in press).

DRIVEN TO DRINK: MANAGERIAL CONTROL, WORK-RELATED RISK

FACTORS AND EMPLOYEE DRINKING BEHAVIOR. *Academy of Management Journal*,

