



ELITE
..... **HR TEAM**

Recognizing Workplace Substance Abuse Checklist

	Yes	No
✓ Are you familiar with the organization's substance abuse policy?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you understand the requirements of the Drug-Free Workplace Act?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Have you talked to your employees about the policy and the law?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Have you distributed and posted information about substance abuse and assistance programs?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Are you familiar with early warning signs of alcohol and drug abuse?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you know how to refer employees to available programs that can help with substance abuse problems?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you monitor employee performance and behavior routinely to identify possible signs of substance abuse as early as possible?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you carefully document any performance or behavior problems?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you meet privately with employees you suspect may have substance abuse problems to discuss the matter?	<input type="checkbox"/>	<input type="checkbox"/>
✓ During this meeting do you explain the organization's substance abuse policy?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you explain the performance and behavior standards the employee is expected to meet?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you give the employee the opportunity to respond to your observations?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you review the possible consequences of continuing to violate the substance abuse policy?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you refer the employee to resources that can help with substance abuse problems?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you notify your manager and HR in confidence about the problem?	<input type="checkbox"/>	<input type="checkbox"/>
✓ Do you carefully monitor the situation to make sure that the employee is getting treatment and the problem is being resolved?	<input type="checkbox"/>	<input type="checkbox"/>