



LOBDOCK
IMPAIRMENT DETECTION

What do you do if you suspect drug or alcohol use in your workplace?

Documentation is an important piece of workplace safety. If you suspect an employee is using drugs or alcohol, detailed documentation is necessary before confrontation. Write down as much detail as you can. Be very specific. Think of what an attorney might ask in court. After you've documented, ask yourself if there are still questions that need to be answered. For example, "Bob was angry." What do you mean? A better way to write this is, "Bob raised his voice and came within inches of my face, while waving his arms."

The following pages help you document substance abuse indicators and plan your interview before confronting your employee.

Lobdock Impairment Detection offers full service on anything that pertains to a drug and alcohol-free workplace. We're available 27/7 for all drug and alcohol testing needs. We can also help you create and implement your drug and alcohol policy as well as answer any questions you have about compliance. Call us anytime.

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Confrontation Interview Planner

Supervisor's Name: _____

Employee's Name: _____

Other individuals involved _____

Date: _____

Step 1 – Gather and list documentation.

Step 2 – Confrontation Meeting info.

Date and time of meeting: _____

Location: _____

Other Participants: _____

Step 3 – Points to cover in meeting: (check them off as you cover the points in the meeting)

- A. Your concern for their safety
- B. Company performance requirements
- C. Go over Documentation you have gathered
- D. Record Employee Response
- E. Get agreement and a signature on the list of required improvements
- F. Provide a copy of the signed list of performance requirements to the employee
- G. Explain any available Employee Assistance Program services
- H. Set date and time for follow-up meeting with employee

List points you wish to discuss as a supervisor.

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

Others. _____

Supervisor's Notes: _____

Indicators of Current Substance Abuse

(Use a separate form for each situation or incident.)

Supervisor: _____

Employee: _____

Other Individuals involved: _____

Date: _____

Smell of Alcohol on Breath or Clothes: Date _____ Time _____

Notes _____

Inappropriate Behavior: Date _____ Time _____

Notes _____

Observed Drug or Alcohol Use: Date _____ Time _____

Notes _____

Unsteady Gait: Date _____ Time _____

Notes _____

Hyperactive Speech Patterns: Date _____ Time _____

Notes _____

Slurred Speech: Date _____ Time _____

Notes _____

Slow Reaction Time: Date _____ Time _____

Notes _____

Mood Swings: Date _____ Time _____

Notes _____

Messy Appearance/clothes, hair: Date _____ Time _____

Notes _____

Excessive arguments w/ other employees: Date _____ Time _____

Notes _____

Openly hostile: Date _____ Time _____

Notes _____

Accused of Using Drugs or Alcohol: Date _____ Time _____

Notes _____

Denial of any problems: Date _____ Time _____

Notes _____

Accusations: Date _____ Time _____

Notes _____

Other: Date _____ Time _____

Notes _____

Other: Date _____ Time _____

Notes _____

Other: Date _____ Time _____

Notes _____

Performance Problem Indicators

Supervisor: _____

Employee: _____

Other Individuals involved: _____

Date: _____

Deadlines not met: Date _____ Time _____

Notes _____

Excuses for failure: Date _____ Time _____

Notes _____

Inferior output: Date _____ Time _____

Notes _____

Defensive when confronted: Date _____ Time _____

Notes _____

Paperwork not Complete: Date _____ Time _____

Notes _____

Safety Issues: Date _____ Time _____

Notes _____

Excessive absence: Date _____ Time _____

Notes _____

Poor memory of tasks: Date _____ Time _____

Notes _____

Details Neglected: Date _____ Time _____

Notes _____

Taking Safety Risk: Date _____ Time _____

Notes _____

Other: Date _____ Time _____

Notes _____
