Drug & Alcohol Awareness

Employee Training

Fort Carson Employee Assistance Program
Outline

1. Objectives & Overview

2. Impact of substance abuse

3. Understanding Substance Abuse & Addiction

4. Signs and symptoms of substance abuse

Fort Carson Employee Assistance Program
5. Family and coworker impact
6. Assistance
7. Confidentiality
8. Specific drugs of abuse
Objectives & Overview
Employees should understand:

- The requirements of the DFW policy
- The facts about alcohol & drug abuse
- The impact alcohol & drugs have on the workplace
- How to recognize the link between poor performance and alcohol/drug abuse
- The progression of addiction
- What types of assistance may be available
On 15 September 1986, President Reagan signed Executive Order 12564 establishing the goal of a safe and drug-free federal workplace.

Requires that the workplace be free from:
- Illegal use of drugs and alcohol
- Possession of drugs and alcohol
- Distribution of controlled substances

Drug abuse testing for DA Civilian in safety/security positions
Drug-Free Workplace Policy

Accomplishes two major things:

1. Sends a clear message that use of alcohol and drugs in the workplace is prohibited

2. Encourages employees who have problems with alcohol and other drugs to voluntarily seek help
Drug Program

• Comprehensive drug free workforce approach should include these components:
  - Policy
  - Supervisor training
  - Employee education
  - Employee assistance
  - Drug testing
Drug-Free Workplace Policy

• Policy exists to:
  - Protect the health & safety of all employees, customers and the public
  - Safeguard governmental assets from theft and destruction
  - Protect security
  - Maintain product quality, Agency integrity & reputation
  - Comply with the Drug-Free Workplace Act (1988) and/or any other applicable laws
Drug-Free Workplace Policy

- What are the consequences for violating the policy?
- Are there Return-to-Work Agreements?
- What type of assistance is available to employees?
- How is employee confidentiality protected?
- Who is responsible for enforcing the policy?
- How is the policy communicated to employees?
Drug-Free Workplace Policy

Army Regulation:

- Army Regulation 600-85
  The Army Substance Abuse Program
  28 November 2016

- DoDI 1010.09
  DoD Civilian Employee Drug-Free Workplace Program
  22 June 2012

- Department of the Army
  Pamphlet 600-85
  Army Substance Abuse Program Civilian Services
  15 October 2001

- Army Regulation 40-68
  Medical Services Clinical Quality Management
  22 May 2009
Drug-Free Workplace Policy

Any civilian corps member found to be using illegal drugs while on duty may be subject to disciplinary action.

An employee who refuses to be tested, when so required, will be subject to the full range of disciplinary actions, including removal from federal service.

Attempts to alter or substitute the specimen or any other effort to subvert or tamper with the testing process will subject the employee to the full range of disciplinary actions, including removal from federal service.
Drug-Free Workplace Policy

Federal employees found to use illegal drugs will be referred to EAP

If employee occupies a sensitive position, he/she will be immediately removed from that position
  - Impaired Health Care Provider Program
  - DOT Covered Administrations – DOT Sap

Disciplinary action

- Full range of disciplinary actions including removal from Federal service.
Table of penalties for federal employees:

Unauthorized use of alcohol, drugs or controlled substances:

- First offense, written reprimand to 30 day suspension (removal if safety of persons or property is endangered)
- Second offense, 14 day suspension to removal.
- Third offense, removal.

Unauthorized use or possession of a controlled substance:

- First offense, 3 day suspension to removal.
- Second offense, removal
Removal *can* be initiated for a Federal employee that:

- Refuses to obtain counseling or rehabilitation through an EAP.
- Does not thereafter refrain from using illegal drugs.
“The use of illegal drugs, on or off duty, by Federal employees is inconsistent not only with the law-abiding behavior expected of all citizens, but also with the special trust placed in such employees as servants of the public;”

“Federal employees who use illegal drugs, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism than their fellow employees who do not use illegal drugs;”
“The use of illegal drugs, on or off duty, by Federal employees impairs the efficiency of Federal departments and agencies, undermines public confidence in them, and makes it more difficult for other employees who do not use illegal drugs to perform their jobs effectively. The use of illegal drugs, on or off duty, by Federal employees also can pose a serious health and safety threat to members of the public and to other Federal employees;”

“The use of illegal drugs, on or off duty, by Federal employees in certain positions evidences less than the complete reliability, stability, and good judgment that is consistent with access to sensitive information and creates the possibility of coercion, influence, and irresponsible action under pressure that may pose a serious risk to national security, the public safety, and the effective enforcement of the law; ...”
Impacts of Substance Abuse
Impacts of Substance Abuse

Community Relations

Organizational Image

Safety

Morale

Decision Making

Security

Employee Health

Productivity
Initially the first use may occur in a social setting where it is acceptable to utilize alcohol or drugs. Or it can be a prescribed medication by a doctor. But it is the initial use or exposure.

- Experimentation
- Social or Recreational
- Stress Reliever
Understanding Substance Abuse & Addiction
Abuse

The use of a substance to modify or control mood or state of mind in a manner that is illegal or harmful to oneself or others.

Potential consequences of abuse include:

- Accidents or injuries
- Blackouts
- Legal problems
- Poor job performance
- Family problems
- Sexual behavior that increases the risk of HIV infection
Addiction

The irresistible compulsion to use alcohol & other drugs despite consequences.

It is characterized by repeated failures to control use, increased tolerance and increased disruption in the family.
For 1 in 10 people, abuse leads to addiction.

Addiction to alcohol and other drugs is:

- Chronic
- Progressive
- Primary
- Terminal

Characterized by denial

Data from DOL: Working Partners for an Alcohol & Drug Free Workplace
Risk of Addiction:

• Addiction is a family disease
  - Susceptible to developing problems w/addiction
  - Both a heredity and a learned behavior

• Prior abuse of alcohol and other drugs
  - Pattern of abuse can lead to addiction & psychological dependence
  - Slow or for some a rapid decline
Risk of Addiction:

- Part of a self destructive lifestyle
- Relief from depression or crisis in their lives
- Some develop a serious problem before they realize it
Signs & Symptoms
• Abrupt changes in attendance, quality of work, and production
• Unusual outbreaks of temper
• Changes in their mood
• Acting paranoid or confused
• Not taking responsibility for their actions
• Change in attitude
• Withdrawing from family & friends
Common performance problems may include:

- Poor attendance
  - Tardiness
  - Unexplained absences
  - Long lunches
- Co-workers or customer complaints
- Mistakes
- Missed deadlines
Substance Abuse

When someone has an addiction or abuses alcohol and other drugs it affects themselves as well as other people around them:

- Emotionally
- Behaviorally
- Physically
Emotional Effects

- Aggression
- Burnout
- Anxiety
- Depression
- Paranoia
- Denial
• Slow reaction time

• Impaired coordination

• Slowed or slurred speech

• Irritability
Behavioral Effects

• Excessive talking

• Inability to sit still

• Limited attention span

• Poor motivation or lack of energy
Physical Effects

• Weight loss
• Sweating
• Chills
• Smell of alcohol
Drug & Alcohol Awareness

Family & Co-worker

Fort Carson Employee Assistance Program
Enabling

Actions you take, that may protect the employee from the consequences of their behavior. Thus it helps the employee to **NOT** deal with the problem.

Examples of enabling:

- Covering Up
- Rationalizing
- Withdrawing/Avoiding
- Blaming
- Controlling
- Threatening
We can all fall into these traps without realizing what they are. Here are a few:

- Sympathy
- Excuses
- Apology
- Diversions
- Innocence
- Anger
- Pity
- Tears
Drug & Alcohol Awareness

Assistance

Fort Carson Employee Assistance Program
Things to consider:

• Difficulty performing on the job can sometimes be caused by unrecognized personal problems; including addiction to alcohol and other drugs

• Help is available

• Although a supervisor may suspect that an employee’s performance is poor because of personal problems, it is up to the employee to decide whether or not that is the case
• It is an employee’s responsibility to decide whether or not to seek help

• Addiction is treatable and reversible

• An employee’s decision to seek help is a private one and will not be made public
• An Employee Assistance Program (EAP) can help employees decide what to do if they have a problem with alcohol or other drugs

• An EAP also can help an employee decide what to do if someone in his/her family or workgroup has a problem

• Conversations with an EAP are confidential
There is Help

Resources

• Talk to a supervisor
• Employee Assistance Program
• Health care programs
• Outside agencies:
  - Community hotlines
  - Community mental health centers
  - Al-anon
  - Alateen
  - AA
The confidentiality and disclosure of records is controlled by 42 USC 290dd-2; and 42 CFR Part 2. This is limited to the following:

Identity
Diagnosis
Treatment
Prognosis
Confidentiality

• Problems will not be made public

• Conversations with an EAP professional - or other referral agent - are private and will be protected

• All information related to performance issues will be maintained in his/her personnel file

• Information about referral to treatment, however, will be kept separately
• Information about treatment for addiction or mental illness is not a matter of public record and cannot be shared without a signed release from the employee.

• If an employee chooses to tell coworkers about their private concerns, that is their decisions.

• When an employee tells his/her supervisor something in confidence, supervisors are obligated to protect that disclosure.
Confidentiality

- EAP records are separate from personnel records and can be accessed only with a signed release from the employee.

- EAP professionals are bound by a code of ethics to protect the confidentiality of the employees and family members that they serve.

- There are clear limits on when and what information an EAP professional can share and with whom.
Confidentiality

- Disclosure of child abuse, elder abuse and serious threats of homicide or suicide as dictated by state law
- Reporting participation in an EAP to the referring supervisor
- Reporting the results of assessment and evaluation following a positive drug test
Confidentiality

Fort Carson Employee Assistance Program

- Verifying medical information to authorize release time or satisfy fitness-for-duty concerns as specified in company policy

- Revealing medical information to the insurance company in order to qualify for coverage under a benefits plan
Specific Drugs of Abuse
Drugs of Abuse

- Alcohol
- Marijuana
- Inhalants
- Stimulants
- Depressants

- Narcotics
- Hallucinogens
- Designer Drugs
- Over the counter (OTC)
Alcohol

- Dysfunctional Behavior
- Absenteeism (especially Mondays)
- Blackouts
- Loss of memory
- Fixated on drinking (both social & professional)
- Trouble with relationships
- Difficulty walking
Cannabis (Marijuana)

• Other names Cannabis is referred to as: hashish and hashish oils

• The active ingredient is Tetrahydrocannabinol (THC)

• Marijuana and THC are psychologically addictive
Marijuana is the most commonly detected illicit substance in fatal car accidents.

- 25% of seriously injured drivers test positive for marijuana
- Marijuana doubles the risk of car accidents
- THC affects motor skills, coordination, concentration, attention, and judgment
- 77 Fatalities in Colorado in 2016 (THC only substance detected)
  177 Fatalities in same year detecting THC and other substances
Inhalants

Effects:

- Loss of muscle control
- Slurred speech
- Respiratory failure
- Cardiac arrest
- Number of other physical symptoms
- Brain & lung damage
- Can be fatal (even in small amounts)
Stimulants

Signs & Symptoms:

- Increased heart rate
- Respiratory functioning
- Alertness
- Restlessness
- Agitation
- Decreased appetite
- Psychological dependency
- Physical dependency
Depressants

- Frequent doctor trips for nervousness, anxiety, stress, etc...
- Acting drunk (without odor)
- Limited or no facial expression or animation
- Personality is flat
- Lacking energy
- Slurred speech
Narcotics

Signs & Symptoms:

• Acting lethargic or drowsy
• Track marks
• Slurred speech
• Constricted pupils/not reactive
• Redness & raw nostrils from inhalation
More Signs & Symptoms:

- Frequent trips to doctors for pain medication
- Increase in frequency & amount of prescribed pain medication w/o doctor consent
- Sweating, vomiting, coughing & sniffing, twitching, loss of appetite
Hallucinogens

LSD, Peyote, Psilocybin, Mushrooms, & PCP

Signs & Symptoms:

- Dilated pupils
- Heavy sweating
- Strong body odor
- Distorted senses
- Hallucinations
- Isolation/detached

- Changes in mood & behaviors
- Slurred speech
- Confusion
- Distorted view of themselves & time
- Self absorbed
Common Drugs

- Ecstasy
- Adam
- Lovers Speed
- Special K
- Fantasy
- Nature’s Quaalude

Effects:

- **Physical**
  - Hypertension, blurred vision, tremors, drooling, anorexia, impaired speech, paralysis, seizures, brain damage, death

- **Psychological**
  - Confusion, irritability, anxiety, emotional, irrational, depression, amnesia, violent behavior, insomnia
Bath Salts

Signs & Symptoms:

- Agitation
- Extreme nervousness
- Fast heartbeat
- Increased blood pressure

- Tremors/shaking
- Vomiting
- Hallucinations
- Seizures
OTC Drugs

• Both prescription and Over the Counter drugs (OTC) can affect workers in numerous ways, especially if a reaction or drug interaction occurs.
• Hard to predict but could have the same symptoms as alcohol or drug use, however are caused by legal drugs.
• Consider a policy on OTC drugs in the workplace based on the job description.
Common OTC & Prescription

- Opioids
- Topiramate
- Antihistamines
- Antidepressants
- Sedative hypnotics
- Anti-anxiety medications

- Skeletal muscle relaxants
- Anti-diabetic medications
- Cold medicines
- Allergy medications
A Safer, Drug-Free Workplace

- Recognize the impact of alcohol and drug abuse on the workplace

- Understand and follow the Drug-Free Workplace Policy

- Remember the types of assistance available

- Utilize your Employee Assistance Program
Contact Information

Fort Carson Employee Assistance Program
1638 Elwell Street, Bldg. 6236, RM 210
Fort Carson, Colorado 80913

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Accessing Services

Fort Carson Employee Assistance Program

EACH Hours: Bldg. 7500, RM 1011 Mon 1200 – 1600
    719-526-7051
Wed 0800 – 1200

USAG Hours: Bldg. 1118, RM 121 Thu 0800 – 1600
    719-526-3696

DHR Training Facility Annex

ASAP Hours: Bldg. 6236, RM 210 All other times
    719-526-2196
True or False?

The Drug Free Workplace (DFW) accomplishes two things:

T F Sends a clear message that use of alcohol and drugs in the workplace is prohibited.

T F Encourages employees who have problems with alcohol and other drugs to voluntarily seek help.

T F The Employee Assistance Program is your local resource for issues related to the DFW.