



For Supervisors...

RECOGNIZING SUBSTANCE ABUSE IN THE WORKPLACE

Statistics about alcohol and other drugs in the work place 11.9% of the American workforce reports heavy drinking, defined as drinking five or more drinks per occasion on five or more days in the past 30 days. Up to 40% of industrial fatalities and 47% of industrial injuries can be linked to alcohol consumption and alcoholism.

A SOBERING LOOK

Alcohol contributes to 100,000 deaths annually, making it the third leading cause of preventable mortality in the US, after tobacco and diet/activity patterns. Nearly one-fourth of all persons admitted to general hospitals have alcohol problems or are undiagnosed alcoholics being treated for the consequences of their drinking. *National Council On Alcoholism And Drug Dependence, INC.*

THE COST

Alcoholism costs employers an estimated 533 billion in reduced productivity in 1988; other drug use costs an additional \$7.2 billion in reduced productivity.

Absenteeism among alcoholics or problem drinkers is 3.8 to 8.3 times greater than normal and up to 16 times greater among all employees with alcohol and other drug-related problems. Drug-using employees utilize three times as many sick benefits as other workers. They are five times more likely to file a workmen's compensation claim.

Non-alcoholic members of alcoholic's families use ten times as much sick leave as members of families in which alcoholism is not present. 43% of CEO's responding to one survey estimated that use of alcohol and other drugs cost them 1% to 10% of payroll.

From the National Council On Alcoholism And Drug Dependence, INC

TREATMENT ISSUES

A recent survey reports that nearly nine out of ten employers limit benefits for alcoholism, other drug dependence and mental disorders despite the fact that 52% of the survey participants could not say how much it cost them to provide treatment for these diseases.

Unintentional Deaths and Injuries

Up to 40% of industrial fatalities and 47% of industrial injuries can be linked to alcohol consumption and alcoholism.

Consumption Patterns and Practices

Two-thirds of the population drink, but 10% of all drinkers (those who drink most heavily) drink half of all the alcohol consumed.

From the National Council On Alcoholism And Drug Dependence, INC

Some of the conditions resulting in the need for hospitalization as a direct result of alcoholism and drug addiction are:

- Gastrointestinal hemorrhage
- Pancreatitis
- Hepatitis
- Nasal bleeding
- Phlebitis
- Auto accidents
- Pneumonia
- Cirrhosis
- Heart failure
- Overdose
- Suicide
- On-the-job injury

Treatment of primary disease of alcoholism and / or drug addiction enables the employer to lessen the need of costly hospitalization of employees.

SUPERVISORS CAN HELP BY

- Recognizing Signs of Addiction
- Stopping Enabling Behaviors
- Knowing Company Policy
- Keeping Good Records - Document.... Document..... Document
- Focusing on Job Performance - Leave diagnosing and treating the problem to professionals.
- Referring for Help

DO'S FOR SUPERVISORS

- Bear in mind that addiction is a progressive disease.
- Establish the levels of work performance you expect.
- Make it clear that the company is concerned with job performance. Let the employee know that unless job performance improves, his/her job is in jeopardy. Identify specific behavior that needs to improve.
- Don't accept behavior from one employee you would not accept from another.
- Record all absenteeism, poor job performance, etc.
- Be firm but tell the employee you are there to help. Try to gain trust.
- Be honest. Don't hedge; speak directly.
- Be ready to cope with the employee's resistance, defensiveness, or even hostility.
- Offer to telephone your company's Employee Assistance provider with the employee present.
- Explain that the responsibility of accepting help rests with the employee.
- Set up a plan for improvement, a progress slope. Together, evaluate performance periodically.
- Get a commitment from the employee and monitor it. Set down specific work criteria for a specific period of time. Record

DONT'S FOR SUPERVISORS

- Discuss drinking or drug abuse unless it occurs on the job.
- Don't be a diagnostician.
- Don't Cover up for a friend.
- Don't let them "Box" or "Corner" you. Hold fast to your contention that in the end it's their responsibility to improve job performance.
- Accept no excuses for failure to meet job expectations.
- Don't Moralize. Avoid the appeal to "shoulds" and "should nots".
- Don't make idle disciplinary threats. Follow through with your warnings. (*Use specific time intervals; day, week certain number of shifts, etc.*)
- Discuss the employee's problem with anyone except the Medical Department or professional authorities involved in the treatment of the employee.

HOW WE CAN HELP: PROFESSIONAL PROGRAMS

At the Athens Area Commencement Center, we understand how vital it is that your employees be clean and sober in order to have a safe, productive workplace. Our goal is to help you help your employees.

The Professional Program typically consists of 6 weeks of treatment. During and upon completion of the Professional Program, when applicable, Athens Area Commencement Center will provide advocacy for client's Board of Licensure.

In order to be eligible for advocacy for the Board of Licensure, clients must have completed 6 weeks of intensive stabilization, and agreed to a Continuing Care process. The Continuing Care for the professional includes the following elements:

- A Professional Monitor
- 12 Step Meetings
- Have a sponsor
- Quarterly monitoring reports (when required)
- Random Urine Drug Screen
- Identify a Home Support Group
- Attend the Advocate Group Weekly
- Action Plan for Relapse

We provide immediate answers on how to get the help you, or a loved one, needs to recover from addiction to alcohol or prescription drugs, as well as information on insurance approval.

CONTACT US FOR YOUR FREE ASSESSMENT TODAY!

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