



EVALUATION DISCUSSION



INSTRUCTIONS:

All employees should be able to recognize drug and alcohol abuse, and know what to do about them. Here are some situations that you can discuss as a group or individually with the employee. Make sure that all employees recognize the principles learned during the training. Some examples may be more “borderline” than others; take the opportunity to have an open dialogue about whether or not the employee’s responses are correct. Take

note of the responses and discussion in the boxes provided below. You can complete all the examples or stop when you feel the employee fully understands the principles of the training. You may also want to write out some specific questions or ideas to help guide your discussion with the employee.

HOW TO USE IT:

1	Simply DICUSS with the trainee the following situations.
2	Read each example. ASK FOLLOW-UP QUESTIONS after each situation to test their knowledge.
3	When done, SIGN AND FILE this form along with the certificate.

GOOD LUCK, AND STAY SAFE!



EVALUATION DISCUSSION

EMPLOYEE'S NAME: _____ TOPIC OF DISCUSSION: _____

EVALUATOR'S NAME: _____ TITLE: _____

The purpose of the evaluation form is to aid the evaluator in assessing the employee's knowledge of how to safely deal with day-to-day situations while on the job. Items may be added or deleted depending on the environment or the needs of your employees and company.

EXAMPLE #1

Dylan has been taking prescribed painkillers for a few weeks, but his pain is returning sooner and sooner. After taking his daily medication and discovering that it has become less effective, he contemplates taking a second dose.

*Is it still drug abuse if the patient believes he needs it?
What should Dylan do to alleviate the pain?*

EXAMPLE #2

Katelyn and Stella are attending an office party where alcohol is being served. By the time they leave, both women have ingested multiple shots and are practically stumbling out the door. Stella lives half-an-hour's drive away from the city, and Katelyn – the owner of the car – is planning on visiting a friend after she drops off Stella.

*Is it acceptable for Katelyn to drive drunk if she brought her own car and has promised Stella a ride?
What should Katelyn do if there is no one she knows present to offer her a ride?
What is the company's liability in this situation?*



EVALUATION DISCUSSION

EXAMPLE #3

At another office party across town, Jane, the manager, has permitted alcohol to be served. One of the company's interns is not yet twenty-one years old, but turns twenty-one in a week. After pressure from his co-workers, the intern decides to try beer. About an hour later, he begins throwing up.

*Is Jane responsible for the intern if it was his choice to drink?
Does it matter that the intern's birthday is a week away?*

EXAMPLE #4

Ever since his wife went into labor, John has had difficulty sleeping. His co-worker Bill offers him an unmarked pill from a plastic bag, swearing it is a caffeine pill and that it will wake him up. John and Bill have been friends for years, and John has no reason to suspect Bill of lying to him.

*Should John take the pill? Why or why not?
How should John react to the situation?*

EXAMPLE #5

Junior manager Serena has been coming into work, seemingly sleep-deprived with bloodshot eyes. She begins crying at the mention of work tasks and becomes irritable under pressure. Maddie, one of Serena's employees, notes that the junior manager has poorer hygiene than usual. At any rate, an unpleasant scent seems to follow Serena around.

*What should Maddie do?
If Maddie reports these observations to a supervisor, can she be fired?*



EVALUATION DISCUSSION

EXAMPLE #6

Valerie's brother has been hospitalized and she has become overwhelmed and stressed, constantly on the verge of tears and lacking the necessary hours of sleep. Valerie's co-worker Brent has suggested relieving her stress by getting a drink at the local bar between shifts.

*Is this a good idea? Why or why not?
What else can Valerie do to treat her stress and anxiety?*

EXAMPLE #7

[Write the situation or topic of discussion here]

[Place here any questions that could be asked to ensure the employee understands the situation]

Supervisor/Trainer Name & Signature

Date