



BAARTRAAIJMAKERS



eWORX



NOFER INSTITUTE OF OCCUPATIONAL MEDICINE

MEMPIS

Training Resource

Aim

- to encourage and enable managers from small and medium sized businesses and organisations to take a positive position on alcohol and drugs and their impact on work and performance.

Course objectives

- Increased knowledge of all forms of alcohol and drugs and their impact on the individual
- Raised awareness of the legal framework within which to implement workplace alcohol and drug policies
- Raised awareness of the impact of alcohol and drug policies on the organisation's practices and procedures

Course objectives (cont)

- An understanding of the business case in terms of alcohol and drugs and their impact on performance and productivity
- Enhanced skills that will enable managers and supervisors to address practical issues associated with alcohol and drugs that arise in the workplace

Activity 2

In small groups, consider what are the essential provisions that a good alcohol and drug policy should contain?

General principles:

- Is a formal written document
- Contains a clear statement of intent
- Complements and is consistent with other organisational policies
- Has senior management support and commitment
- Accountability is clear

General principles (cont):

- Definition of terms and rules regarding prescription medication (if any)
- Applicable to all
- Confidentiality issues are developed and agreed through consultation
- The policy objectives are clearly stated
- Legal obligations are fulfilled

Work related signs of Alcohol and Drug use:

- Absenteeism
- Lateness
- High accident level
- Work performance