

## Pump the breaks!

Maybe you've noticed that one of your employees seems to be a bit off. Perhaps they seem kind of out of it, or maybe there are even physical signs signaling red flags.

Before you fill that official drug/alcohol report, pump the breaks! This checklist will help you organize the facts and determine whether you have grounds to initiate a reasonable suspicion drug and/or alcohol test. The following questions must be considered before making a reasonable suspicion determination.

## Signs of Impairment

Have signs of impairment been shown in the worker's appearance, actions, or work performance?

- Slurred speech
- Vomiting
- Dilated pupils
- Bloodshot/watery eyes
- Withdrawal/depression
- Fainting/dizzy
- Significant increase in errors
- Refusal to do assigned work
- Frequent or intense arguments
- Intentional avoidance of supervisor
- Unsteady on feet
- Body twitching
- Verbally/physically abusive
- Excessive sweating
- Flushed pale face
- Puncture marks
- False statements
- Excessive use of sick leave
- Erratic behaviour
- Ignoring established procedures

## Reasonable Grounds

Do you have reasonable grounds to believe the worker is using drugs and/or alcohol?

- Odour of alcohol
- Witness report
- Found container of alcohol
- Odour of marijuana
- Employee admission of use
- Found drug paraphernalia

## Facts & Documentation

Are the facts plausible? Can you provide reliable and verifiable documentation?

- ☐ Did you witness the situation personally?
- ☐ If not, is there firsthand information from a witness(es)?
- ☐ Is the witness(es) reliable?
- ☐ Is the information verifiable by numerous witnesses?

Cause for suspicion: \_\_\_\_\_

Date: \_\_\_\_\_

- ☐ Observed abnormal behaviour consistent with drugs/alcohol. Time: \_\_\_\_\_
- ☐ Observed possession or use of unknown substance. Location/Job Site: \_\_\_\_\_
- ☐ Arrest or conviction for drug-related offense
- ☐ Apparent drug and/or alcohol intoxication

- ☐ Is the impairment currently happening now while on the job, job site, or company property?

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*Do NOT initiate a reasonable suspicion drug/alcohol test unless the majority of the above information is available (including the presence of observable signs of impairment) and you believe the facts are sufficient, reliable, verifiable, and can be documented!*