

Drugs and Alcohol in the Workplace – TBT

We are committed to protecting the health of all our associates and ensuring the safe and productive operations of our facilities. Associates are our most valuable resource and for that reason, your health and safety are our top priority. Because of that, it is our goal to create and maintain a work environment free of illegal drugs, alcohol or other controlled or prohibited substances that may interfere with an associate's ability to perform their job duties or present risks to the health and safety of others. RPM's Code of Conduct, the Values and Expectations of 168, supports these principles and requires all associates to come to work unimpaired by alcohol or drugs.

NOTE TO PRESENTER – If you have a local Drugs and Alcohol Policy at your location you can reference that policy too.

Drug and alcohol misuse can adversely affect a person's judgement, reaction time, attentiveness, dexterity, cognitive function, productivity and more. The hazards of operating machinery, equipment or vehicles while impaired or under the influence of drugs and alcohol can put an associate, workplace and potentially the public at risk. As such, it is not surprising that employees under the influence of drugs and/or alcohol would be prone to making errors on the job, taking more time off and increasing the risk of accidents – this is not a moral judgment, it's just something we need to be aware of.

Drug and alcohol use affects a variety of health and safety factors in the workplace, according to an Occupational Health study 47% of workplace injuries involve drugs or alcohol.

Let's discuss what you can do to recognize the signs and symptoms of drug and alcohol abuse in the workplace. Whilst people usually are careful about concealing warning signs of drug or alcohol misuse, associates who engage in drug and alcohol misuse may exhibit the following behaviors:

- Lack of attention or focus
- Poor decision-making
- Decreasing work quality and productivity
- Poor judgment
- Unusual carelessness
- Unsteady gait
- Excessive mood swings
- Slurred speech or difficulty communicating
- Drowsiness
- Appearance of being high, unusually energetic or revved up, or sedated
- Increased absenteeism, including unexplained absences or vague excuses for needing time off
- Problems with interpersonal relations with co-workers.
- Progressive deterioration in personal appearance and hygiene.

If you notice these signs in a coworker, it is important to report it to your supervisor or human resources department. It's not your responsibility to diagnose or treat a coworker, but by bringing it to the attention of management, you can help ensure that the individual gets the support they need and that the company maintains a safe and productive work environment.

If you find drugs or alcohol on company premises, report this immediately to your supervisor, EHS or Human Resources. Be sure not to touch, move or destroy the item because if the item is illegal, it may be considered a crime scene, or the item could harm you or others if it contains a deadly substance, like fentanyl, as an example.

If you are taking medication that may affect your ability to work safely, it is your responsibility to consult with your doctor or health-care provider to determine whether any prescription, or other over-the-counter medication, can affect your job performance, conduct, attendance, and/or pose a health or safety risk.

If you or someone you know is struggling with addiction, there are resources to help, and matters can be dealt with discreetly and confidentially. **[ONLY USE THE HIGHLIGHTED SECTION IF YOU HAVE AN EAP AT YOUR LOCATION]** We offer an employee assistance program, EAP, that provides confidential counseling and support for employees, as well as anyone living in their household, dealing with addiction and other personal issues. The EAP can provide assistance by connecting employees, or those living in their home, with confidential access to treatment and help finding providers.

There are also many other independent organizations that can help. You'll be able to find details of the organizations that operate in our area online.