

# Alcohol & Drugs in the Workplace

## – Essentials for Supervisors (DOT)

Fitness for Duty. Reasonable Cause. Compliance.



### Impacts on the Workplace

- Safety
- Liability

### Mood Altering Substances

- Alcohol
- Marijuana/Cannabis
- Illicit Drugs
- Synthetic Drugs
- Prescription Medications
- Impacts at Work
- Dependence & Enabling

### Key Concepts

- Performance Management
- Unfit for Work Situations
- Reasonable Cause
- Incident Investigations
- Testing Issues

### U.S. DOT Regulations

- Prohibited Conduct
- Testing Circumstances
- Pre-employment Testing
- Random Testing
- Reasonable Suspicion
- Return to Work Testing

### Alcohol & Drug Testing

- Alcohol Testing Process
- Drug Testing Process

### Policy in Practice

- Employer Responsibilities
- Supervisor Responsibilities
- Real Life Application

### Performance Management

- The 5-Step Process
- Early Intervention
- Documenting Observations
- Preparing for a Meeting
- 3 Real Life Applications

### Investigations

- Unfit for Work
- Reasonable Cause
- Post-Incident Testing
- Refusal to Test



### Online Training for Assured Compliance

Corridor works with leading workplace safety and compliance experts to create user-friendly online training programs. Our Alcohol and Drug courses have trained hundreds of thousands of supervisors and employees in workplace environments including transportation, construction, oil & gas, utilities, municipal, healthcare, forestry and mining. Customers rely on Corridor to deliver training that ensures their federal, provincial and regional health and safety regulatory obligations are met and workforces have the right information to perform their work in a safe, responsible manner.

Corridor programs deliver an interactive learning environment proven successful with a variety of learning styles, language skills and educational backgrounds. The system records all course activity by supervisors and employees, tracking their learning progress and compliance status. When the final exam has been passed, the course is marked complete and a certificate is generated for the user's personal recordkeeping. Companies operating in the United States can obtain full compliance with DOT (U.S. Department of Transportation) Regulations.

### Compliance Training with Trackable Results

By training all levels of employees, companies are well positioned to demonstrate due diligence and minimize significant legal risk. Corridor's Alcohol and Drug offerings cover non-regulated employees and supervisors as well as supervisors working under the DOT Regulations. The supervisor regulated driving training version ensures that all aspects of the U.S. DOT Regulations are clearly communicated. For review and retraining purposes, Corridor's popular refresher course is available for anyone who has completed the initial supervisor training. Organizations use this learning path as needed to meet future compliance and training requirements.

### Support in Real Life Situations

Corridor provides policy guidance to supervisors with practical, real-time resources and support tools for handling common alcohol and drug situations. The detailed procedure resources provide supervisors with timely, relevant guidance to handle stressful situations and navigate complex alcohol and drug investigations and testing situations.

### Cannabis Legalization

Canada's legalization of recreational cannabis makes it critical that employees understand how cannabis use can affect the work environment. Corridor's training ensures that users understand, how cannabis impacts work performance, how medical cannabis should be managed plus guidance covering company expectations and personal consequences of use.



### Certificate of Completion

Administrators are able to monitor employee progress, track compliance certificates & request users to update or refresh training.



### Cannabis Legalization

Covers 2018-2019 legislation including edibles, medicinal use, corporate expectations & consequences.



### Complete Audit Trail

Access to learning history, tracking compliance to a detailed level.



### Refresher Course

Protects training investment and ensures continued compliance.



### Easy to Use, Simple to Navigate

Self-directed pace for all levels of employees & different learning styles.



### Online Subscription

No IT infrastructure required, pay only for the users you subscribe.



### Customization of Training

Allows for customization, incorporating existing policies.



### LMS Compatible

Efficient single sign-on with easy to access audit trail.



### Evergreen Updates

Continuously refreshed content including cannabis legalization & random testing information.

## Alcohol & Drug Expertise

Corridor has an exclusive partnership with Barbara Butler, Canada's preeminent alcohol and drug expert with over 20 years experience implementing corporate alcohol and drug policy and strategies across North America. Our partnership with Ms. Butler provides you access to the most comprehensive knowledge base.

## About Corridor

For over 15 years Corridor has been delivering training solutions for compliance needs on a broad range of workplace issues. Corridor is the leading online training provider for drug and alcohol policies, workplace violence, diversity and inclusion, and privacy awareness. Corridor partners with external Subject Matter Experts; the best in their field to provide rich learning content that allows all levels of employees to understand and apply policies, reducing the legal and financial risk for employers.

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