



Workplace Substance Abuse: Everybody Loses

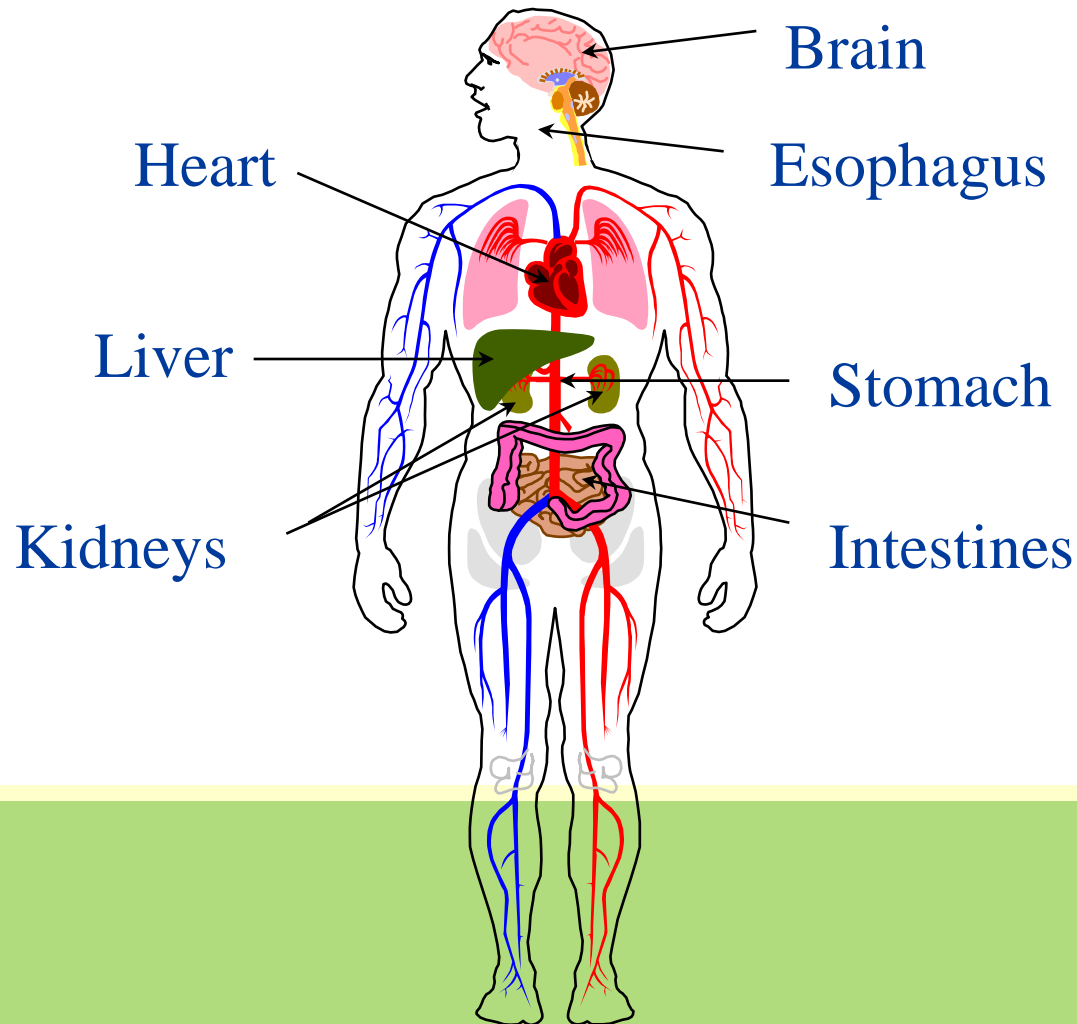


Agenda

- Effects of substance abuse on the body and workplace
- Enabling
- Signs & symptoms of substance abuse
- Organizational policy
- Treatment options
- Getting assistance



Effects of Alcohol on the Body

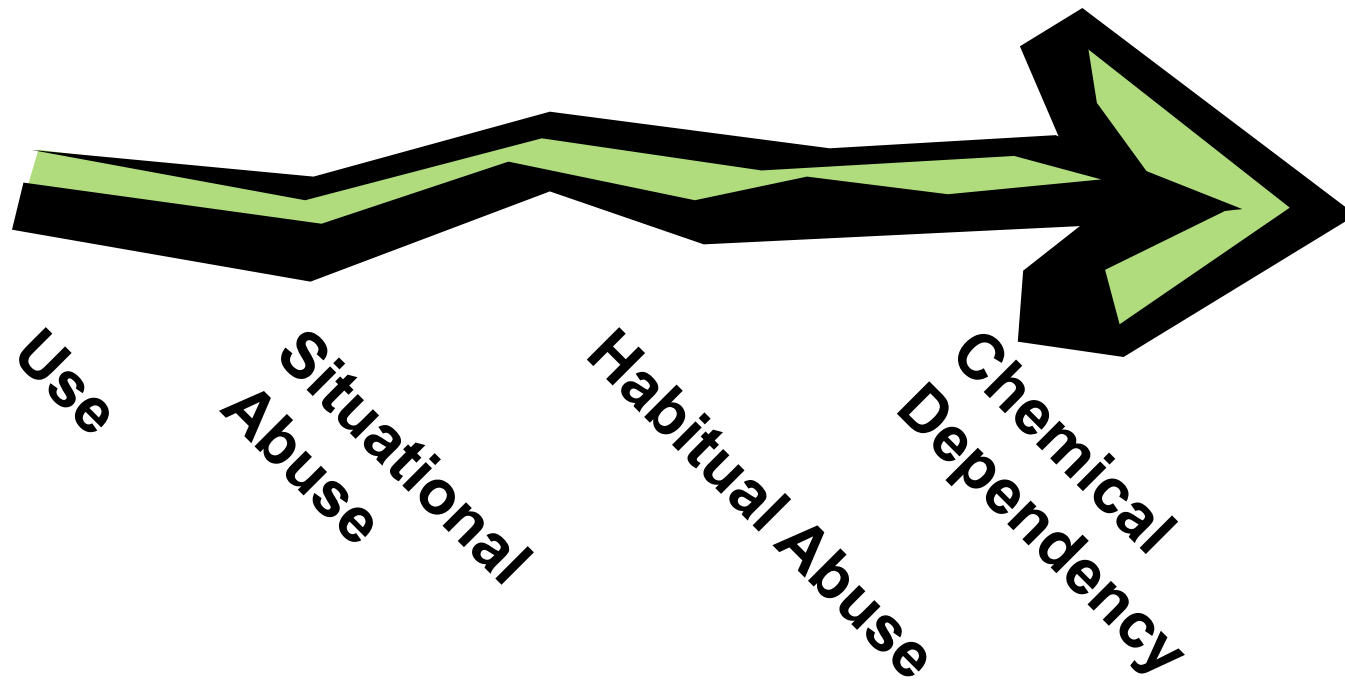


Impact in the Workplace

- The abusing employee compared to the non-user:
 - makes twice as many errors
 - functions at about 2/3 of his/her potential
 - has an absenteeism rate 2½ times greater
 - uses 3 times the average level of sick benefits
 - is late to work 3 times more often
 - requests early dismissal twice as often
 - is 4 times more likely to injure themselves or another person in a workplace accident
 - is 5 times more likely to file a worker's compensation claim



Nature of Addiction



Enabling

- Making excuses
- Covering up
- Picking up the slack



Protecting someone from negative consequences allows them to continue to use and their dependency increases.

Alcohol Facts

- One ounce of alcohol is contained in:
 - 12 ounce beer
 - 4 ounce glass of wine
 - 1 1/2 ounce shot of 80 proof liquor
- Rule of thumb: It takes the liver one hour to process each ounce of alcohol



Signs & Symptoms

Key points:

- Is it out of the ordinary for this person to behave in this manner?
- Is the person's condition in opposition to the environment?



Emotional Effects

- Aggression, argumentative, excited
- Anxiety, suspiciousness, paranoia
- Depression, crying, non-responsiveness
- Denial



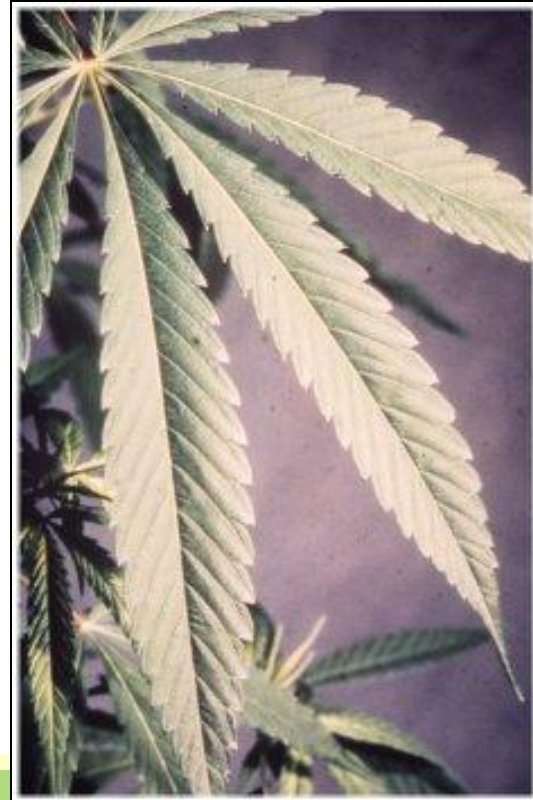
Behavioral Effects

- Lack of coordination
- Dexterity and movement
- Resistance and hostility
- Withdrawal and sleep
- Changes in speech



Physical Effects

- Complexion
- Unkempt, disheveled
- Profuse sweating
- Glassy, bloodshot eyes
- Dilated or pinpoint pupils
- Odor of alcohol



Treatment Options

- Outpatient
- Intensive outpatient
- Detoxification
- Residential
- Long-term residential
- Self-help groups





© Ceridian Corporation. All rights reserved.