**Reasonable Suspicion Training for Supervisors: Confirmed Warning Signs  
Know the Warning Signs of Alcohol and Drug Use**

**Handout**

**Overview of topic**

The following may be signs of alcoholism, drug abuse or both. As with the previous section, if you see these signs, pay close attention to determine if reasonable suspicion testing is warranted.

| **Warning Signs** | **Could be a sign of:** | |
| --- | --- | --- |
| **Changes in Behavior** | **Alcohol Abuse** | **Drug Use** |
| Significant change in mood, attitude, and behavior. | ✓ | ✓ |
| Increased difficulty at home, such as conflicts, absences, disappearances, or discrepancies. | ✓ | ✓ |
| Isolation or withdrawal from coworkers. | ✓ | ✓ |
| Secretive behavior, defensive attitude. | ✓ | ✓ |
| Alterations in the driver’s lifestyle to accommodate alcohol or drug use, and lies about use. | ✓ | ✓ |
| Continued use of alcohol with elaborate justification for need. | ✓ |  |
| Wearing sunglasses and long-sleeved shirts at inappropriate or unusual times to hide dilated pupils or needle marks. |  | ✓ |
| Need for medication/over-prescribing. | ✓ | ✓ |

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| --- | --- | --- |
| **Changes in Job Performance** | **Alcohol Abuse** | **Drug Use** |
| Unsatisfactory work performance. | ✓ | ✓ |
| Numerous accidents without explanation. | ✓ | ✓ |
| Difficulties dealing with coworkers or customers. | ✓ | ✓ |
| Unexplained or excessive absenteeism or tardiness at work, especially after a weekend or holiday. | ✓ | ✓ |
| Frequent illness or requests for time off. | ✓ | ✓ |
| Avoidance of supervisors. | ✓ | ✓ |

| **Warning Signs** | **Could be a sign of:** | |
| --- | --- | --- |
| **Changes in Physical Appearance** | **Alcohol Abuse** | **Drug Use** |
| Deterioration in personal grooming and hygiene. | ✓ | ✓ |
| Agitation or drowsiness, rapid or slurred speech, lack of coordination, inability to concentrate, nausea, or other  physical symptoms. | ✓ | ✓ |
| Dilated pupils, bloodshot eyes, runny nose. | ✓ | ✓ |
| Odor of alcohol on breath. | ✓ |  |
| Drastic weight changes. |  | ✓ |
| **Other** | **Alcohol Abuse** | **Drug Use** |
| Concern by family, friends or coworkers. | ✓ | ✓ |
| Legal or financial troubles, such as DUIs, lawsuits, heavy debt. | ✓ | ✓ |
| Noticeable increase in medical insurance claims, particularly for non-job injuries. |  | ✓ |
| Frequent need to borrow money, or theft from the company. |  | ✓ |
| Non-work-related visits from other employees or strangers. |  | ✓ |