

Program: Diploma in Occupational Health & Safety

Course: DOHS 4211 – Managing Substance Abuse in the Workplace

Instructor: Shelly Bischoff

### Course Description:

This course identifies the multiple factors and realities of substance abuse in the workplace, and the role of the OHS supervisor or manager in addressing this issue. It also provides a process for implementing a culture change in the organization. The key elements of a drug and alcohol policy are identified, and include the many considerations involved in testing, as well as current general practices in Canada. The course emphasizes education and awareness for supervisors, managers and all staff; resources for treatment and support; and the need for an ongoing communication strategy to incorporate drug and alcohol awareness into the business/organizational structure.

### Learning Outcomes:

- Have an overview of current trends in Canada, with statistics and demographic differences, on the topic of substance abuse in the workplace
- Realize the importance of data-gathering
- Be familiar with strategies for communication and education of staff at all levels, complete with Return-on-Investment (ROI) data
- Knowledge of the approach required to foster acceptance and understanding throughout the workplace, as well as understanding key aspects of a policy and a practical application to the workplace
- Know-how of investigation strategies and approaches for effective conversations  
Understanding of how, what, and why testing should be a part of an effective drug and alcohol policy

- Comprehension of strategies for ongoing education and training, for employees at all levels, to ensure the drug and alcohol policy is a living document with a vital role in overall organizational health and safety

### **Course Outline:**

Module 1: Introduction to Substance Abuse in the Workplace

Module 2: What's My Role and Where Do I Start?

Module 3: The Foundational Piece - A Drug and Alcohol Policy

Module 4: Investigation: What to do and how to do it

Module 5: Testing

Module 6: Implementation, Education, and Training

### **Academic Requirements:**

- 1 reflection paper assignment worth 10%
- 1 final assignment (4-8 pages) worth 20%
- 1 cumulative Final Exam worth 70%