

YOUR SOURCE Balancing Work, Family & Life

On the Job and Under the Influence

Employers and union stewards are in a unique position to identify and assist employees and members dealing with substance abuse issues. Substance abuse in the workplace can damage personal lives, as well as negatively impact productivity, safety and the company's bottom line.

But there is good news! Managers play a key role in dealing with substance abuse at work. The first step is understanding substance abuse and recognizing the signs. The next is knowing the resources available to your employees. Find some practical ideas in this issue of *Your Source*.

Podcast: "Addressing Substance Use in the Workplace"

Knowing more about substance abuse, how it affects the workplace and what you can do to address it, is becoming a more and more important part of being an outstanding manager. Available on the Web site under *Tools, On Demand Learning*, this Podcast can help to:

- provide useful information on recognizing the signs of employee substance abuse;
- offer resources on how to deal with employee substance abuse issues.

To get tips on how to manage health-related workplace issues, check out this Podcast as well as other Podcasts and Webinar recordings.

Log on to check it out online

Log on to www.MagellanHealth.com/member and register with your program's toll-free number to access *Substance Abuse at Work*, and other helpful resources in the *Spotlight* section.



Employee Assistance Program
Available 24 hours
1-800-424-5988

Click it!



Work productivity losses attributed to substance abuse in the United States is estimated at:

- a. \$50 Billion b. \$129 Billion
c. \$100 Million d. \$18 Million

Check your answer on the bottom.

Know the Signs

Here are some *possible* signs indicating substance abuse at work:

- Inconsistent work quality
- Lowered productivity
- Decreased concentration
- Carelessness
- Errors in judgment
- Frequent absences and lateness, particularly before and after weekends and following pay days
- Leaves early or extends lunch period more frequently
- Disappears from work without explanation for extended periods of time
- Avoids supervisor and co-workers
- Takes less care of personal appearance
- Doesn't get along as well with others
- Has an accident rate that is higher than average
- Is careless when handling and maintaining machinery



Getting Better All the Time™

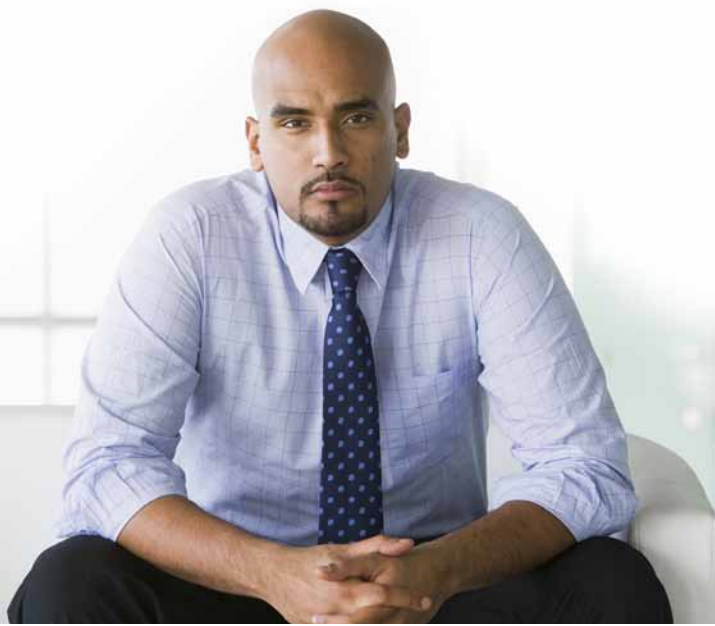
A Comprehensive Approach Can Lead to Success

Workplace substance abuse is a problem—with a solution! When the issue is addressed comprehensively—to include a substance abuse policy, education and training, testing, and access to treatment through your Magellan program or other resources—it is a “win-win” situation for both employers and employees.

Your Magellan program can be a great referral resource for managers dealing with an employee with a substance abuse problem that is affecting their job performance, reliability or personal health. Employees, however, may be reluctant to contact their program if they do not feel confident that personal information will remain confidential.

Here is some of the general information that can be reinforced with employees on a regular basis to ensure they know help is available and feel comfortable seeking help:

- Do not assume that employees know what their Magellan program is or what it does. Explain it in detail to them via your company’s preferred employee communications channels.
- Post the company’s program contact information in high visibility areas.
- Stress via employee communications vehicles that the service is free and available to all.
- Explain that the service is CONFIDENTIAL. No information provided by the employee can be disclosed without the employee’s permission.
- Remind employees that the program is staffed by experienced counselors who will discuss problems with them to the level they are comfortable.
- Program counselors may refer employees to other optional professional services and resources for further assistance.



By the Numbers:

How does drug and alcohol abuse impact the workplace?

Alcoholism causes 500 million lost work days a year.

According to a national survey, more than 60 percent of adults know people who have gone to work under the influence of drugs or alcohol.

Drug-using employees are 3.6 times more likely to be involved in a workplace accident, and five times more likely to file a workers’ compensation claim.

A survey of callers to the national cocaine helpline revealed that 75 percent reported using drugs on the job, 64 percent admitted that drugs adversely affected their job performance, 44 percent sold drugs to other employees, and 18 percent had stolen from co-workers to support their drug habit.