

Identifying a potential alcohol, drug or substance misuse problem.

The following are examples of characteristics, especially in combinations, which may indicate the presence of a alcohol or drug related problem. It should be noted that these characteristics may also be caused by other factors.

Common signs:

Absenteeism

- Multiple instances of unauthorised leave
- Excessive sick leave
- Patterns of absences (Mondays and Fridays)
- Improbable reasons for absences
- Excessive Lateness
- Leaving work early

Reporting to work

- Smelling of alcohol / solvents
- Hand tremors
- Unkempt appearance, lack of personal hygiene
- Slurred speech
- Unsteadiness

During work

- High accident rate
- Poor memory
- Difficulty in handling complex assignments
- Lack of concentration
- Alternate periods of high and low productivity
- Over reaction to real or imagined criticism
- Aggression
- Increasing unreliability and unpredictability
- Concern expressed by co-workers
- Avoidance of Manager
- Frequent trips to the bathroom, repeated absence from post
- Making inappropriate comments
- Appearing to be detached from reality
- Inappropriate giggling
- Moody and picks arguments with colleagues