

Alcohol and Drug Abuse Guidance

1. Introduction

This procedure is designed to guide you through the key steps associated with recognising and supporting staff members who have alcohol or drug related problems.

2. Recognition of Substance Abuse

Early recognition of substance abuse (alcohol and drug abuse) is an important factor in achieving successful treatment.

Indicators

These may include lateness, long lunch hours, frequent short-term absences, (especially Monday and Friday), increased accident rate, depression, loss of interest, secretive behaviour and gradually deteriorating work performance.

Physical signs

These may include bloodshot eyes, tremor, slurred or agitated speech, irritability, deterioration in personal standards and dress.

Diagnosis

It is emphasised that should these signs occur they may also be caused by other forms of illness. Conclusive diagnosis can only be made by a medical practitioner. Encourage the individual to seek guidance and help from their GP or if appropriate, refer the individual to the University's occupational health provider (OHP).

3. Individual's Motivation

Any member of staff who believes they have a drink and/or drug problem is encouraged to seek help voluntarily through their GP.

4. Guidance

Refer to the Alcohol and Drug Abuse Guidance on page 2.

5. Useful References

Alcohol and Drug Abuse Policy
Guide to Managing Sickness Absence

Alcohol and Drug Abuse Guidance

