**FORM 568 – Reasonable Cause Checklist**

Refer over page for guidance indicators.

|  |  |
| --- | --- |
| **Worker name** |  |
| **Location** |  |
| **Date(s)** |  |

|  |
| --- |
| **Observing and documenting current indicators** Patterns of any of the above conduct or combinations of conduct may occur but must be accompanied by indicators of impairment in order to establish reasonable cause. Please check all indicators listed below that are **currently** present:  |
| [ ]  | Constricted pupils | [ ]  | Dilated pupils |
| [ ]  | Scratching | [ ]  | Red or watering eyes |
| [ ]  | Involuntary eye movements | [ ]  | Sniffles |
| [ ]  | Excessively active | [ ]  | Nausea or vomiting |
| [ ]  | Flushed skin | [ ]  | Sweating |
| [ ]  | Yawning | [ ]  | Twitching |
| [ ]  | Violent behaviour  | [ ]  | Drowsiness |
| [ ]  | Odour of alcohol | [ ]  | Nasal secretion |
| [ ]  | Dizziness | [ ]  | Muscular unco-ordination |
| [ ]  | Unconsciousness | [ ]  | Inability to verbalise |
| [ ]  | Irritable | [ ]  | Argumentative |
| [ ]  | Difficulty concentrating | [ ]  | Slurred speech |
| [ ]  | Bizarre behaviour | [ ]  | Needle marks |
| [ ]  | Possession of paraphernalia (e.g. syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb or aerosol can) |
| [ ]  | Possession of substance that appears to be a drug or alcohol |
| [ ]  | Other |

|  |  |  |
| --- | --- | --- |
| Yes | No | **Determining reasonable cause** If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable cause:  |
| [ ]  | [ ]  | Has some form of impairment been shown in the employee's appearance, actions or work performance? |
| [ ]  | [ ]  | Does the impairment result from the possible use of drugs or alcohol? |
| [ ]  | [ ]  | Are the facts reliable? Did you witness the situation personally, or are you sure that the witnesses are reliable and have provided firsthand information? |
| [ ]  | [ ]  | Are the facts capable of explanation? |
| [ ]  | [ ]  | Are the facts capable of documentation? |
| [ ]  | [ ]  | Is the impairment current, today, now? |
|  |  | ***Do NOT proceed with reasonable cause testing unless all of the above questions are answered with a YES.***  |
| [ ]  |  | Reasonable cause established |
| [ ]  |  | Reasonable cause NOT established |
|  |  | Other (provide details) |

|  |  |
| --- | --- |
| **Prepared by: *(Please Print name in BLOCK letters)*** |  |
| **Prepared by: (Signature)** |  |

|  |
| --- |
| **Knowing the signs** The indicators listed below are "warning signs" of drug and/or alcohol abuse and may be observed by supervisors:  |
| **Moods:** * Depressed
* Anxious
* Irritable
* Suspicious
* Complains about others
* Emotional unsteadiness (e.g. outbursts of crying)
* Mood changes after lunch or break

**Accidents:** * Taking of needless risks
* Disregard for safety of others
* Higher than average accident rate on and off the job

**Absenteeism:** * Acceleration of absenteeism and tardiness, especially Mondays, Friday, before and after holidays
* Frequent unreported absences, later explained as "emergencies"
* Unusually high incidence of colds, influenza, upset stomach, headaches
* Frequent use of unscheduled vacation time
* Leaving work area more than necessary (e.g. frequent trips to water fountain and bathroom)
* Unexplained disappearances from the job with difficulty in locating employee
* Requesting to leave work early for various reasons
 | **Work Patterns:** * Inconsistency in quality of work
* High and low periods of productivity
* Poor judgment/more mistakes than usual and general carelessness
* Lapses in concentration
* Difficulty in recalling instructions
* Difficulty in remembering own mistakes
* Using more time to complete work/missing deadlines
* Increased difficulty in handling complex situations

**Actions:** * Withdrawn or improperly talkative
* Spends excessive amount of time on the telephone
* Argumentative
* Has exaggerated sense of self-importance
* Displays violent behaviour
* Avoids talking with supervisor regarding work issues

**Relationship to others on the Job:** * Overreaction to real or imagined criticism (paranoid)
* Avoiding and withdrawing from peers
* Complaints from co-workers
* Borrowing money from fellow employees
* Persistent job transfer requests
* Complaints of problems at home such as separation, divorce and child discipline problems
 |

Comments