

Oral Review



As a mine foreman, your responsibilities will include but not limited to the following:

- **Directing your workforce in the areas of: safety and production**
- **Complying with all mining plans**
- **Complying with all state and federal regulations**
- **Complying with your company's rules and regulations**



Define “licensee?”



"Licensee" means any owner, operator, lessee, corporation, partnership, or other person who procures a license from the department to operate a coal mine;



Define “operator?”



"Operator" means the licensee, owner, lessee, or other person who operates or controls a coal mine;



Define “mine foreman?”



"Mine foreman" means a certified person whom the licensee or superintendent places in charge of the workings of the mine and of the persons employed therein;



Define “assistant mine foreman?”



"Assistant mine foreman" means a certified person designated to assist the mine foreman in the supervision of a portion or the whole of a mine or of the persons employed therein;



Define “fire boss?”



"Fire boss" (often referred to as mine or pre-shift examiner) means a person certified as a mine foreman or assistant mine foreman who is designated by management to examine a mine or part of a mine for explosive gas and other dangers before a shift crew enters;



**Does Kentucky State law
require coal miners to be
supervised by a certified
foreman?**



Yes, all coal miners in the state of Kentucky are required to be under the supervision of a certified mine foreman.



What are the requirements to become certified as a mine foreman in the state of Kentucky?



Certified foreman requirements:

(KRS 351.120)

- **You must have five (5) years' practical underground coal mining experience acquired after achieving the age of eighteen (18).**
- **At least one (1) year of this experience must be on an active working section of an underground mine.**
- **You must successfully complete an examination administered by the Commissioner (with at least 80 percent efficiency)**



A person holding a four (4) year degree in mining engineering from a recognized institution shall be credited with the equivalent of how many years of practical experience in coal mines when applying for any mine foreman or assistant mine foreman certificate?



Two years



A person holding an associate degree in mining from a recognized institution shall be credited with the equivalent of how many years experience when applying for a mine foreman certificate?



One year



**What is a pre-shift
examination / inspection?**



Pre – shift examination

KRS 351.010

Defines preshift examination as the examination of a mine or any portion thereof where miners are scheduled to work or travel, which shall be conducted not more than 3 hours before any on-coming shift

30 CFR 75.360

(A)(1) except as provided in (a)(2), a certified person shall make a preshift exam within 3 hours proceeding the beginning of any 8 hour interval during which any person is scheduled to work or travel underground



What is the purpose of a pre-shift inspection?



The purpose of the pre-shift inspection is to accurately assess the conditions of the mine and take the necessary action to correct any un-safe and hazardous conditions found. This will help to provide a safe working place for the workers and reduce the chance for accidents and injuries.



**When is a certified foreman
or fire boss required to make
a pre-shift examination?**



A certified foreman or fireboss is required to carefully examine the mine workings within three (3) hours before each shift enters the mine.



Where shall the fire boss examination be made?



The fire boss examination shall be made at:

- **Every working place**
- **All places adjacent to live workings**
- **Every roadway where persons are required to work or travel**
- **All abandoned panels on the intake**



At what other locations shall a fire boss examination be made:



A fire boss examination shall also be made at:

- Every set of seals on the intake**
- All roof falls near active workings on the intake and on the working sections**



**What are the
three major
checks that a fire
boss must
make?**



The fire boss must make the following checks:

- Examine for hazardous conditions
- Test for methane and oxygen
- Determine if air is moving in its proper direction



Preshift Examination

Examine for hazardous conditions, such as:

- **Loose roof and ribs / other adverse conditions**
- **Excessive levels of methane**
- **Oxygen deficiency**
- **Damaged or improperly installed ventilation controls on the section**
- **Dangerous accumulations of loose coal or coal dust**
- **Rock dust not applied in required quantities**
- **Electrical hazards**
- **Fire hazards from damaged or improperly operating belt conveyors**
- **Other obvious fire hazards**



Can a fire boss' (pre-shift examiner) certification be suspended or revoked?



Yes, KRS 352.220, states that any fire boss who fails to perform his or her duties, or who makes a false report of the condition of any place in the portion of the mine allotted to him for examination, shall be suspended by the mine foreman, and his name shall be given to the mine inspector for prosecution. If he is found guilty by the board, he shall return his certificate of qualification to the department.



Let's review some cases where foremen have been disciplined for failing to perform their duties as required by State and Federal law.



1. KDMM v. David Sturgill & Paul Clevinger Docket No. 01-MSRC-001 filed: 11/16/01 subject: continuous miner operator killed in roof fall because company was conducting pillar operations "inby", in violation of pillar plan; status: 4-day trial; MSRC issued decision on 3/28/03: underground mine foreman's certificates of Sturgill & Clevinger each revoked for 4 years;



David Sturgill & Paul Clevinger..... Continued

Sturgill & Clevinger appealed the MSRC's decision to Franklin Circuit Court on 4/2/03; KDMM's motion to dismiss the appeal was granted by the Court on 5/23/03; Defendants' motion to alter, amend or vacate the order of dismissal was denied by the Court on 7/10/03;

Sturgill & Clevinger have appealed the order of dismissal to the Kentucky Court of Appeals



2. KDMM v. Charles Hensley. Larry Ison. James Helton. Verling Hall & Lawrence Vanover Docket No. 01-MSRC-002 filed: 11/21/01 (consolidated with 02-MSRC-007) subject: repairman (not a certified electrician) fatally electrocuted while performing electrical work on energized splice box; status: settlements have been reached with Hall (5 years revocation of foreman's certificate),



Helton (5 years revocation of electrician's certificate), Hensley (2 years revocation of foreman's certificate), and Vanover (probation of underground mine foreman's certificate for 2 years); 2-day trial concerning only Ison; MSRC issued decision on 5/13/03, revoking Ison's underground mine foreman's certificate for 18 months (no appeal filed)



**6. KDMM v. Billy Wayne Mize & Lanious Mize
Docket No. 02-MSRC-006 filed: 4/25/02
subject: section foreman illegally wired roof
bolting machine into pressure pump,
received electrical shock; after the foreman
(Billy W. Mize) was taken to hospital, mine
superintendent (Lanious Mize) allowed roof
bolting machine to remain wired in unsafe
manner; status: default judgment granted;
Billy Mize's electrician's certificate revoked
for 3 years and underground mine foreman's
certificate revoked for 2 years; Lanious
Mize's underground mine foreman's
certificate revoked for 3 years**



1. KDMM v. David Gist. Alfred Gibson. Roland Daugherty. Freddie Jones & Charles Moore Docket No. 03- MSRC-001 filed: 1/31/03 subject: miners drilling, shooting and hauling coal under unsupported mine roof; status: settlement agreements with all 5 Respondents approved by Commission: Gist (suspension of underground mine foreman's certificate ...



for minimum of one year; must re-take and pass underground mine foreman's examination before suspension will be lifted and foreman's certificate reinstated); Gibson and Daugherty (shotfirer and drill operator's certificate suspended for minimum of one year; must complete 8-hour training course for blasters given by KDMM



and pass blasters' examination before certificate will be reinstated); Jones (probation of shotfirer and drill operator's certificate and underground mine foreman's certificate, each for one year); Moore (probation of shotfirer and drill operator's certificate and assistant underground mine foreman's certificate, each for one year)



4. KDMM v. Jackie Holbrook. Timothy Hookins & Harold Swiney Docket No. 03-MSRC-004 filed: 4/15/03 subject: section foreman and mine superintendent required mining crew to move section power center while it was energized, despite miners' complaints that procedure was unsafe; status: MSRC found probable cause on 4/23/03; MSRC approved KDMM's settlement with Holbrook regarding both this case and 03-MSRC-005 (revocation of his underground mine foreman's certificate for 2 years); MSRC granted default judgment against Swiney (electrical certificate and underground mine foreman's certificate each suspended for one month, followed by an 11-month period of probation); trial against Hopkins scheduled for 9/11/03



5. KDMM v. Jackie Holbrook Docket No. 03-MSRC-005 filed: 4/16/03 subject: section foreman ordered scoop operator to clean up rock fall under unsupported roof in newly-mined break, and when scoop operator refused, worked under the unsupported roof himself; also ordered roof bolting machine operators to bolt a heading in by the unsupported crosscut, in violation of roof control plan; foreman also drove scoop through an unsupported open crosscut to clean up loose coal; status: MSRC approved KDMM's settlement agreement with Holbrook regarding both this case and 03-MSRC-004 (revocation of his foreman's certificate for 2 years)



14. KDMM v. Jackie Holbrook Docket No. 03-MSRC-014 filed: 9/18/03 subject: Holbrook's underground mine foreman's certificate was revoked for 2 years, effective 7/3/03, pursuant to the settlement of two prior disciplinary cases brought against him by KDMM (see Nos. 03-MSRC-004 and 005); although his foreman's certificate had been revoked, Holbrook held himself out as a certified mine foreman to a new employer, and was performing preshift examinations for hazardous conditions at an underground coal mine when discovered by a KDMM inspector; because of Holbrook's intentional violation of Kentucky law - which requires that the preshift examiner be a certified foreman -



and his flagrant disregard of MSRC's order revoking his foreman's certificate, KDMM asked that Holbrook's foreman's certificate be permanently revoked; status: KDMM and Holbrook entered into settlement agreement on 11/13/03, which was approved by the Commission on 12/11/03 (Holbrook's **underground mine foreman's certificate permanently revoked** & his underground miner's certificate placed on probation for 2 years)



20. KDMM v. Ray Lamb Docket No. 03-MSRC-020 filed: 12/1/03 subject: four federal mine inspectors made "saturation" inspection regarding ventilation and smoking articles at underground mine; MSHA inspectors issued citations for the failure to hang ventilation curtains in several entries (there was no detectable air movement at the mine face) and for the failure to comply with the approved smoking search program (cigarettes and a lighter were found lying in loose coal on the mine floor next to the continuous miner where the 2nd shift section foreman, Lamb, was located); status: MSRC found probable cause on 12/11/03; settlement agreement reached (Lamb's underground mine foreman's certificate placed on probation for 18 months + he must take 8-hour safety course from KDMM within 30 days of settlement)



**2. KDMM v. Frank G. Head. Gary
Dempsev. Mark Engler. Jason Owen.
Timothy Shelton & Nicholas Day**
Docket No. 03-MSRC-002 filed: 2/3/03
**subject: company installing waterline
in return aircourse of underground
mine;**



The foreman failed to conduct preshift examination for hazardous conditions in work area, and crew then worked under unsupported roof in a crosscut; status: settlements agreements with all 6 Respondents approved by Commission: Head (revocation of underground mine foreman's certificate, surface mine foreman's certificate, and assistant underground mine foreman's certificate, each for one year);



Dempsey (probation of underground mine foreman's certificate and assistant underground mine foreman's certificate, each for one year); Engler (probation of underground mine foreman's certificate for one year); Owen, Shelton & Day (probation of their coal miner's certificate for 10 days each); NOTE: prior to KDMM filing this action, Head was discharged by coal company; the other 5 miners were each suspended for 15 days without pay.



18. KDMM v. Douglas Cowan Docket No. 03-MSRC-018 filed: 11/24/03 subject: Cowan, a mine foreman/pre-shift examiner, was cited by an MSHA inspector for "pre-dating" a pre-shift examination for hazardous conditions at underground coal mine (Count 1); as a result, he was discharged by the coal company; approximately 6 weeks later, at another underground coal mine, an MSHA inspector cited Cowan for failing to conduct a pre-shift examination (Count 2); status: settlement agreement reached on 12/5/03 and approved by Commission on 12/11/03 (Cowan's underground mine foreman's certificate and his underground mining instructor's certificate each suspended for 6 months, followed by one year period of probation; Cowan must take 8-hour safety course from KDMM within 30 days of settlement)



**What is a pre – shift
examination?**



The examination of a mine or any portion thereof, where miners are scheduled to work or travel, which shall be conducted not more than 3 hours before any on-coming shift.



Name the three (3) categories of inspection to be performed by a fireboss or pre-shift examiner?



The fireboss must examine for hazardous conditions, test for methane and oxygen deficiency, and determine if the air is moving in its proper direction.



Where shall firebosses conduct tests for methane?



Tests are to be made at least 12 inches from the roof, face, ribs and floor, at working places, intake air courses (includes belt entries), and at areas where equipment is being installed or removed.



What is the purpose of the pre-shift examination?



The purpose of the pre-shift inspection is to accurately assess the conditions of the mine and take the necessary action to correct any un-safe and hazardous conditions found.



**When must the pre – shift
examination be conducted?**



A certified foreman or fireboss is required to carefully examine the mine workings within three (3) hours before each shift enters the mine



**What areas are the
fireboss / pre-shift
examiner required to
examine?**



The fireboss / pre-shift examiner is required to examine the following:

- **Every working place**
- **All places adjacent to live workings**
- **Every roadway where persons are required to work or travel**
- **All abandoned panels on the intake**
- **Belt conveyors used to transport persons and entries where these conveyors are located**



The fireboss / pre-shift examiner is required to examine the following:

- Working sections and areas where mining equipment is being installed or removed, where anyone is scheduled to work**
- Seals along intake air courses where air is used to ventilate working sections**
- Entries and rooms developed more than 20 feet deep (off intake airways) without a crosscut connection, or more than two (2) crosscuts deep without permanent ventilation controls**



The fireboss / pre-shift examiner is required to examine the following:

- **Transformer stations**
- **Battery charging stations**
- **Substations**
- **Rectifiers**
- **Water pumps (permanent)**
- **At high spots along intake air courses where methane is likely to accumulate, if equipment will be operated in area during shift**



What other areas is the fireboss required to examine?



The fireboss / pre-shift examiner is also required to examine:

- **Every set of seals on the intake**
- **All roof falls near active workings on the intake and on the working sections**



True or False: Before proceeding with the examination, the fireboss shall see that the air current is traveling its proper course. In making the examination he shall use approved gas detection devices.



Answer: True



After his examination, what shall the fireboss leave at, or as close as possible to the face of every place he examined?



He shall leave the date and time of his examination and his initials as evidence that he performed his duty.



What must be done by the fireboss if he finds a dangerous or hazardous condition?



If he can correct the condition, he must do so. If he is unable to correct the condition, he must barricade and danger off the area or the equipment, preventing persons from entering the dangerous area or operating the unsafe equipment.



Who is allowed to pass through a danger signal or danger sign that has been installed by a fireboss or mine examiner?



No person shall pass or remove a danger signal or danger sign until the dangerous condition has been corrected, except the fire boss or the mine foreman and those under their direct supervision who will be correcting the dangerous condition.



True or False: The mine foreman and the fire boss shall provide a permanent station with a proper danger signal, designated by suitable letters and colors, at or near the main entrance to the mine



Answer: True



True or False: When a fire boss station is located inside the mine, it is not necessary for the fireboss to enter and sign a report in the record book located in the mine office on the surface.



Answer: False, the fire boss shall enter and sign a report both in the record book kept there and in a record book in the mine office on the surface.



Let's review some possible hazardous conditions that may be observed by the fire boss or pre-shift examiner:

- The fan is not operating**
- The fan pressure gage shows a large increase in pressure**
- The air is not following its proper course**
- The oxygen content is below 19.5%**
- The air reading at the last open crosscut is below 9000 cu. ft./min.**



Continued: Hazardous Conditions

- **The air reading on the intake side of the pillar line is below 9000 cu. ft./min.**
- **Brattices/permanent stoppings have been dislodged just outby the belt feeder**
- **Check curtains on section have been knocked down**
- **Face curtains are not installed**



Continued: Hazardous Conditions

- **Methane content at face is 1% or more**
- **Dangerous/loose roof is observed in the travelway**
- **Roof fall in the travelway**
- **Cribs or timbers have been dislodged in the travelway and have not been re-installed**
- **Hillseams and/or cracks in the roof at the section on both sides of an entry running parallel to the entry**
- **A large kettlebottom is located between the bolts in the L.O.C. of the belt heading**



Continued: Hazardous Conditions

- **Test holes on the section indicate cracks in the roof at or near the anchorage zone of the roof bolts being installed**
- **The heads of roof bolts have been sheared off by equipment without re-installation or additional support**
- **Danger signs, tags or reflectors, are not installed at the last row of permanent support**
- **Ribs sloughing - indicating coal blocks are taking weight**
- **Bottom is heaving**



Continued: Hazardous Conditions

- **No fire extinguisher at power center**
- **No rockdust at power center**
- **Inadequate first aid supplies or no first aid kit at power center**
- **No insulation mats at power center cable connections**
- **Cables and receptacles not properly identified at power center**
- **Ground wire between power center and cable trailer damaged or missing**
- **Communication system between section and surface inoperative**
- **An escapeway map is not located at the power center**



Continued: Hazardous Conditions

- **A lock and tag-out system, necessary for equipment repair, is not in place**
- **Rock dust has not been applied to within 40 feet of the faces**
- **Excessive amounts of loose coal and dust are located on the ribs and roadways**
- **Oil cans, roof bolts and other debris are located by the ribs in the shuttle car roadways**
- **Proper transportation is not available at the section for transporting the injured to the surface**
- **The guard is missing at the chain drive on the belt feeder**



When hazardous conditions are found by the fire boss or pre-shift examiner, he must take action. He must correct the condition or barricade and danger it off to prevent entry. He must then report his action in the pre-shift book and communicate his findings/actions to the on-coming foreman and other appropriate supervisors.



**The pre-shift examiner / fireboss must record his findings in the record book for that purpose.
What must his findings include?**



All hazardous conditions found and their locations, and the actions taken by the pre-shift examiner / fireboss regarding the hazardous conditions, and the results and locations of air and methane measurements.



When and by whom must the record be made?



The record of the pre-shift examination shall be made on the surface before any persons (other than certified persons making examinations) enter the mine.

The record shall be made by the person who made the exam (KRS 352.290), or by a person designated by the operator (75.363)



If the record is made by the designated person, the examiner shall verify by initials and date by or at the end of the shift which the exam was made (75.363)



All pre-shift and corrective action records shall be countersigned by the mine foreman by the end of the day (KRS 352.350), or equivalent official by the end of the mine foreman's or equivalent official's next regularly scheduled work shift (75.363).



Substance Abuse



352.210 Conduct in mine -- Intoxication, alcoholic beverage or controlled substance prohibited.

No person shall enter or be on any mine property while intoxicated or under the influence of alcohol or a controlled substance. No alcoholic beverage or controlled substance shall be permitted in or about any mine; provided, however, this shall not apply to private vehicles driven to and from the mine.

The following program was developed by the Department of Labor and may be similar to drug abuse programs used at some mines.



Employee Education

Working Partners for an
Alcohol- and Drug-Free Workplace



Provided by the Office of the Assistant Secretary for Policy
U.S. Department of Labor



Employee Education Outline

- Objectives of training
- Overview of Drug-Free Workplace Policy
- Impact of substance abuse in the workplace
- Ways that people use alcohol and other drugs
- Understanding addiction
- Signs and symptoms of substance abuse
- Family and coworker impact
- Assistance
- Confidentiality
- Specific drugs of abuse



Objectives of Training

At the end of the training, employees should be familiar with the Drug-Free Workplace Policy and aware of the dangers of alcohol and drug abuse. Employees should understand:

- **The requirements of the Drug-Free Workplace Policy**
- **The prevalence of alcohol and drug abuse and its impact on the workplace**
- **How to recognize the link between poor performance and alcohol and/or drug abuse**
- **The progression of the disease of alcohol and drug addiction**
- **What types of assistance may be available**



Overview of Drug-Free Workplace Policy

The Drug-Free Workplace Policy accomplishes two major things:

- **Sends a clear message that alcohol and drug use in the workplace is prohibited**
- **Encourages employees who have problems with alcohol and other drugs to voluntarily seek help**



The Drug-Free Workplace Policy exists to:

- **Protect the health and safety of all employees, customers and the public**
- **Safeguard employer assets from theft and destruction**
- **Protect trade secrets**
- **Maintain product quality and company integrity and reputation**
- **Comply with the Drug-Free Workplace Act of 1988 or any other applicable laws**



The Drug-Free Workplace Policy answers the following questions:

- **What is the purpose of the policy and program?**
- **Who is covered by the policy?**
- **When does the policy apply?**
- **What behavior is prohibited?**
- **Are employees required to notify supervisors of drug-related convictions?**
- **Does the policy include searches?**



- **Does the program include drug testing?**
- **What are the consequences for violating the policy?**
- **Are there Return-to-Work Agreements?**
- **What type of assistance is available to employees needing help?**
- **How is employee confidentiality protected?**
- **Who is responsible for enforcing the policy?**
- **How is the policy communicated to employees?**



Impact of Substance Abuse in the Workplace

- Employee health
- Productivity
- Decision making
- Safety
- Employee morale
- Security
- Organizational image and community relations



Ways that People Use Alcohol and Other Drugs

Use:

- Experimentation
- Social/Recreational
- As a stress reliever



Abuse: Using a substance to modify or control mood or state of mind in a manner that is illegal or harmful to oneself or others. Potential consequences of abuse include:

- **Accidents or injuries**
- **Blackouts**
- **Legal problems**
- **Poor job performance**
- **Family problems**
- **Sexual behavior that increases the risk of HIV infection**



Addiction:

The irresistible compulsion to use alcohol and other drugs despite adverse consequences. It is characterized by repeated failures to control use, increased tolerance and increased disruption in the family.



Understanding Addiction

For one in ten people, abuse leads to addiction. Addiction to alcohol and other drugs is:

- **Chronic**
- **Progressive**
- **Primary**
- **Terminal**
- **Characterized by denial**



Risk of addiction:

- **Addiction is a family disease**
- **Prior abuse of alcohol and other drugs**
- **Other contributing factors**



Signs and Symptoms of Substance Abuse

Abuse of alcohol and other drugs affects people:

- **Emotionally**
- **Behaviorally**
- **Physically**



Emotional effects of substance abuse:

- Aggression
- Burnout
- Anxiety
- Depression
- Paranoia
- Denial



Behavioral effects of substance abuse:

- **Slow reaction time**
- **Impaired coordination**
- **Slowed or slurred speech**
- **Irritability**
- **Excessive talking**
- **Inability to sit still**
- **Limited attention span**
- **Poor motivation or lack of energy**



Physical effects of substance abuse:

- **Weight loss**
- **Sweating**
- **Chills**
- **Smell of alcohol**



Family and Coworker Impact

Enabling:

Action that someone takes to protect the person with the problem from the consequences of his or her actions.

Unfortunately, enabling actually helps the person to NOT deal with his or her problem.



Examples of enabling:

- **Covering Up**
- **Rationalizing**
- **Withdrawing/Avoiding**
- **Blaming**
- **Controlling**
- **Threatening**



Examples of traps family members and coworkers may fall into:

- **Sympathy**
- **Excuses**
- **Apology**
- **Diversions**
- **Innocence**
- **Anger**
- **Pity**
- **Tears**



Assistance

Things to remember:

- **Difficulty performing on the job can sometimes be caused by unrecognized personal problems - including addiction to alcohol and other drugs**
- **Help is available**
- **Although a supervisor may suspect that an employee's performance is poor because of underlying personal problems, it is up to the employee to decide whether or not that is the case**



- **It is an employee's responsibility to decide whether or not to seek help**
- **Addiction is treatable and reversible**
- **An employee's decision to seek help is a private one and will not be made public**



If Employee Assistance Program (EAP) services are available:

- **An EAP can help employees decide what to do if they have a problem with alcohol or other drugs**
- **An EAP also can help an employee decide what to do if someone in his/her family or workgroup has a problem**
- **Conversations with an EAP are confidential**



If EAP services are not available, help may be available from:

- **Community hotlines**
- **Self-help groups such as Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, etc.**
- **Community mental health centers**
- **Private therapists or counselors**
- **Addiction treatment centers**



Confidentiality

- **Problems will not be made public**
- **Conversations with an EAP professional - or other referral agent - are private and will be protected**
- **All information related to performance issues will be maintained in his/her personnel file**
- **Information about referral to treatment, however, will be kept separately**



- **Information about treatment for addiction or mental illness is not a matter of public record and cannot be shared without a signed release from the employee**
- **If an employee chooses to tell coworkers about his/her private concerns, that is his/her decision**
- **When an employee tells his/her supervisor something in confidence, supervisors are obligated to protect that disclosure**



If EAP services are available, employees are also assured that:

- EAP records are separate from personnel records and can be accessed only with a signed release from the employee**
- EAP professionals are bound by a code of ethics to protect the confidentiality of the employees and family members that they serve**
- There are clear limits on when and what information an EAP professional can share and with whom**



However, there are some limits on confidentiality that may require:

- **Disclosure of child abuse, elder abuse and serious threats of homicide or suicide as dictated by state law**
- **Reporting participation in an EAP to the referring supervisor**
- **Reporting the results of assessment and evaluation following a positive drug test**
- **Verifying medical information to authorize release time or satisfy fitness-for-duty concerns as specified in company policy**
- **Revealing medical information to the insurance company in order to qualify for coverage under a benefits plan**



Specific Drugs of Abuse

- **Alcohol**
- **Marijuana**
- **Inhalants**
- **Cocaine**
- **Stimulants Depressants**
- **Hallucinogens**
- **Narcotics**
- **Designer Drugs**



Oral Exam on Substance Abuse



**Is alcohol and drug use against
the law in the workplace?**



**Is alcohol and drug use against
the law in the workplace?**

Answer: Yes



Should employees who have problems with alcohol and other drugs be encouraged to voluntarily seek help?



Should employees who have problems with alcohol and other drugs be encouraged to voluntarily seek help?

Answer: Yes



What is the purpose of a drug free workplace policy?



What is the purpose of a drug free workplace policy?

Answer: To protect the health and safety of all employees



Name some things that are impacted by drug use in the workplace?



Name some things that are impacted by drug use in the workplace?

- **Employee Health and Productivity**
- **Decision Making and Safety**
- **Employee Morale and Security**
- **Organizational image and Community relations**



Name some ways that people use alcohol and other drugs?



Name some ways that people use alcohol and other drugs?

**Answer: Experimentation,
Social/Recreational, and as a
Stress Reliever**



Abuse is using a substance to modify or control mood or state of mind in a manner that is illegal or harmful to oneself or others.



**Name some potential
consequences of drug
abuse?**



Name some potential consequences of drug abuse?

Answer: Accidents / Injuries, Blackouts, Legal Problems, Poor Job Performance, Family Problems and Sexual Behavior that increases the risk of HIV infection



Define addiction?



Addiction is the irresistible compulsion to use alcohol and other drugs despite adverse consequences.



How does the abuse of alcohol and other drugs affect people?



How does the abuse of alcohol and other drugs affects people?

- **Emotionally**
- **Behaviorally**
- **Physically**



What are some emotional effects of substance abuse?



What are some emotional effects of substance abuse?

- **Aggression**
- **Burnout**
- **Anxiety**
- **Depression**
- **Paranoia**
- **Denial**



What are some behavioral effects of substance abuse?



Behavioral effects of substance abuse:

- **Slow reaction time**
- **Impaired coordination**
- **Slowed or slurred speech**
- **Irritability**
- **Excessive talking**
- **Inability to sit still**
- **Limited attention span**
- **Poor motivation and lack of energy**



**What are some physical effects
of substance abuse?**



Physical effects of substance abuse:

- **Weight loss**
- **Sweating**
- **Chills**
- **Smell of alcohol**



Enabling is defined as an action that someone takes to protect the person with the problem from the consequences of his or her actions. Unfortunately, enabling actually helps the person to NOT deal with his or her problem.



What are some examples of enabling?



What are some examples of enabling?

- **Covering Up**
- **Rationalizing**
- **Withdrawing / Avoiding**
- **Blaming**
- **Controlling**
- **Threatening**



In Summary:

- **Poor job performance can sometimes be caused by unrecognized personal problems – including addiction to alcohol and other drugs**
- **Help is available**
- **It is the employee's responsibility to decide whether or not to seek help**
- **The employee's decision to seek help should remain private**
- **When an employee shares information in confidence with a supervisor, supervisors are obligated to protect that disclosure**



However, some limits on confidentiality may require:

- **Disclosure of child abuse, elder abuse, and serious threats of homicide or suicide as dictated by state law**
- **Reporting the results of a positive drug test**
- **Verifying medical information as required by company policy**
- **Revealing medical information to the insurance company in order to qualify for coverage**



Help is available from:

- **Community hotlines**
- **Self-help groups such as Alcoholics Anonymous and Narcotics Anonymous**
- **Community mental health centers**
- **Private therapists or counselors**
- **Addiction treatment centers**
- **Company sponsored programs (if available)**



The following are some drugs of abuse?

- **Alcohol**
- **Marijuana**
- **Inhalants**
- **Cocaine**
- **Stimulants**
- **Depressants**
- **Hallucinogens**
- **Narcotics**
- **Designer Drugs**



End of Unit 1

