



Checklist

To help supervisors when an employee is suspected of suffering from substance abuse or another addiction that affects their ability to work.

CHECKLIST – HOW TO USE IT

If the supervisor suspects that the employee is abusing substances or has some other addiction (such as gambling) that affects the employee's ability to work, the matter should be discussed with the employee and, if necessary, the employee should be referred to occupational health for a work ability assessment. The purpose of the early signals checklist is to support the supervisor in making a decision to bring up a suspected problem. The higher the

score on the checklist, the more important it is to take action. Nevertheless, any suspicions should always be brought up even if the score is low.

It is important to note that the early signals on the checklist may also indicate other health deterioration or work- or leisure-related stress, and therefore high scores do not necessarily mean that the employee is abusing substances.

The checklist is intended to detect early signals. If there are obvious substance abuse problems observed at the workplace, such as working while intoxicated or with a hangover, the checklist should not be used, but the matter should be addressed directly in the manner described in the workplace's substance abuse program.

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WORK PERFORMANCE/BEHAVIOR — 3 points (each selected box awards 3 points)

- Changes in work performance or work ability and/or uneven quality of work
- Repeatedly intoxicated at official functions or abnormally intoxicated at social events at the workplace, such as parties

WORK PERFORMANCE/BEHAVIOR — 2 points (each selected box awards 2 points)

- Increased number of sickness absences, short- and long-term absences
- Disregard for working hours, e.g. the stretching of flexible working hours or unauthorised exit from the workplace
- Being late or delays in projects/work deadlines
- Irritability, mood swings, emotional fluctuations, easily engaged in conflicts
- Employee appears unusually tired
- Applications for holidays or days off submitted on the same day or afterwards
- Requesting a pay advance at least twice in the past year
- Contacts with supervisors/colleagues in the evenings, at night or at weekends by email or by telephone

WORK PERFORMANCE/USE — 1 point (each selected box awards 1 points)

- Withdrawal
- Inability to concentrate

INDIVIDUAL — 2 points (each selected box awards 2 points)

- Previously known problematic use of intoxicants at the workplace (e.g. referral to treatment)

RISK FACTORS RELATED TO THE WORKPLACE — 2 points (each selected box awards 2 points)

- Availability of intoxicants at the workplace (e.g. alcohol or medicines)
- Permissive attitudes towards alcohol consumption at the workplace
- Business travel
- Shift work
- Alcohol serving at official receptions

Total score:

Interpretation:

Suspicion (1–5 points)
Moderate suspicion (6–12 points)
Strong suspicion (13–36 points)