



## Oklahoma Municipal Utility Service Authority

In conjunction with  
Local Government Testing Consortium (LGTC)  
& St. Anthony North Toxicology

present

# Crucial Training: Recognizing Substance and Alcohol Abuse at the Worksite

Strategies for successfully dealing with  
on-the-job drug & alcohol abuse.

With employee safety a number one priority, this session helps equip Designated Employee Representatives (DERs), Safety Directors, Human Resource Directors and Supervisors to identify worksite drug & alcohol abuse, accurately and impartially document observations, and successfully intervene to guide the employee through the drug/alcohol testing process. ***If you have employees, you need this information.***

Class includes visual aids, real-world scenarios, scripted approaches, and group interaction designed to encourage and prepare supervisors to deal with reasonable suspicion.

**Date:** Monday, October 21, 2019  
**Location:** Tonkawa Public Library  
216 North 7<sup>th</sup> Street  
Tonkawa, OK 74653

Registration deadline is **Friday, October 18, 2019** – Seating is limited so [register online today!](#)

# Crucial Training: Recognizing Substance and Alcohol Abuse at the Worksite

Strategies for successfully dealing with on-the-job drug & alcohol abuse

## PROGRAM SEGMENTS

- I. The Supervisor's Role**
  - a. Overview of the process
  - b. DOT's expectations
  - c. Terminology
  
- II. Signs and Symptoms**
  - a. Discovery and notification
  - b. Physical manifestations
  - c. Behaviors & attitudes
  - d. Appearance & grooming
  
- III. Observations and Documentation**
  - a. "How many supervisors does it take to recognize substance abuse?"
  - b. Ready-made incident report forms vs. a written memo for the record (MFR)
  - c. Beneficial practices and word usage
  
- IV. Interaction and Interview**
  - a. The approach, tone and wording
  - b. Setting
  - c. Terminology
  - d. Successful scripting
  
- V. Practice Scenarios**
  - a. Cooperative employees
  - b. Emotional / sad employees
  - c. Denial
  - d. Disagreeable employees
  - e. Uncooperative employees, and determining when conduct becomes unacceptable
  
- VI. Questions and Discussion**

## COST

\$35.00 per person (\$25 each for 3 or more from the same employer)

Fee includes -

Materials

Certificate of Completion

## LOCATION

Tonkawa Public Library, 216 North 7<sup>th</sup> Street, Tonkawa, OK 74653

Registration starts at 12:30 pm

Program is 1:00 – 4:00 pm

## FOR MORE INFORMATION

Contact Deborah, (405) 528-7564 x 1; (800) 636-6376 x 1, [deborah@okmainc.com](mailto:deborah@okmainc.com)

# Crucial Training: Recognizing Substance and Alcohol Abuse at the Worksite

Strategies for successfully dealing with on-the-job drug and alcohol abuse

Monday, October 21, 2019, 1 – 4 pm

[Click Here](#) to Register Online

## Registration Form

(Duplicate as necessary)

Please register the following:

Name of Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

I / We will attend the \_\_\_\_\_ Morning (am) Session or \_\_\_\_\_ Afternoon (pm) Session (please mark one).

Send Billing To: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip+4: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course Location: Tonkawa Public Library  
216 North 7<sup>th</sup> Street  
Tonkawa, OK 74653

Fax Registration to: (405) 524-5095

Mail Registration and Payment to: OMUSA/LGTC  
308 N. E. 27<sup>th</sup> Street  
Oklahoma City, OK 73105-2717

To register online, [click here](#) or visit [www.lgtcok.com](http://www.lgtcok.com)

LOCAL GOVERNMENT TESTING CONSORTIUM

LGTC



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to meet all of your safety & training needs.

Visit us at

[www.lgtcok.com](http://www.lgtcok.com)

**REFUND/CANCELLATION POLICY**

Registrants who cancel five (5) working days prior to the date of the workshop (or event) are entitled to a full refund. A fifty percent (50%) refund is available to registrants cancelling at least two (2) working days prior to the workshop or event. There is no refund for cancellations made the day before or the day of the workshop (or event) or for no-shows. To notify of cancellation, please contact MESO by phone at 800-636-6376; fax at 405-524-5095; or, email at [deborah@meso.org](mailto:deborah@meso.org). MESO recognizes circumstances outside of the registrants control may impact attendance at a workshop (or event). If a registrant has a unique situation, please contact MESO, and we will consider exceptions to the policy on a case-by-case basis.