



## CARE's WorkLife Solutions

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# Reasonable Suspicion Checklist

A supervisor has only four things to determine whether an employee is under the influence of alcohol or other drugs while on the job. These four things are what s/he sees, hears, smells and the past — the past being the supervisor's knowledge of the employee's usual appearance and behaviors.

What follows are five broad categories of signs that may point to a person who is inebriated/intoxicated at work. Use these signs as a guideline for your response toward ensuring a safe and drug-free workplace.

### **Appearance**

- Flushed complexion
- Disheveled clothing
- Unkempt personal grooming
- Blood-shot eyes
- Drowsiness
- Relaxed posture
- Perspiration
- Complaints of body temperature
- Smell of alcohol on the body or breath

### **Eye Movement**

- Spasmodic jerks
- Glazed look
- Inability to focus
- Sensitivity to light

### **Psychomotor Impairment**

- Stumbling
- Unbalanced
- Swaying gait
- Eye-hand coordination problems
- Fumbling
- Poor dexterity

### **Speech**

- Loudness
- Incoherent, slurred
- Rapid, excessively talkative
- Inappropriate laughter
- Disconnected speech patterns
- Exaggerated pronunciation

### **Behavior**

- Moody
- Sullen, depressed
- Hostile, irritable
- Inattentive
- Distracted by activity, agitated
- Loss of inhibitions — cursing, sexual advances, risk taking
- Suspicious, blaming, paranoid responses to events
- Complaints of the "flu," stomach ailments
- Frequent use of breath mints, mouthwash, breath sprays, eye drops

**Anyone of these signs, taken by itself, may not be a concern. But several signs may point to a problem. Use your best judgment. And, when you have questions call CARE's WorkLife Solutions**