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# Checklist for Reasonable Suspicion of an Employee Under the Influence of Alcohol or Other Drugs

Observing employees on the job and spotting the signs and symptoms of possible impairment that could result from use of alcohol or other drugs is a legitimate concern of business. A reasonable suspicion checklist that includes a comprehensive listing of possible warning signs and symptoms can help you decide whether to act in accordance with your organization's reasonable suspicion testing and drug-free workplace policy. It can also aid you in constructing documentation that is effective and useful.

1 of 3  
Pages

When can reasonable suspicion be substantiated? Reasonable suspicion that an employee is using alcohol or other drugs exists when *"specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee demonstrate the possible use of substances."* Where an item is checked, attempt to elaborate on that sign or symptom to better support or substantiate it.

## Signs and Symptoms

Is stumbling, staggering:  
When, What, Where, How?

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Has difficulty balancing:  
Where, How, What, How?

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Has impaired fine motor skills  
When, how, during what activity?

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Uses slurred speech:  
What statement did he or she attempt to articulate?  
When, where?

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Shows dramatic weight loss:  
Past appearance, when? How appears different now?  
Weight loss appears to be how much?

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Is frequently sniffing or sniffing: How frequently, on-set, how noticeable?

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Is late or absent from work duties:  
When (what time of day), how long?

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Behaves erratically:  
In what way, provide example, what context?

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Acts in an uncoordinated manner:  
What attempted behavior, how, doing what, and when?

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Has small, (pinpoint) or constricted pupils:  
When first noticed, time of day, any pattern?

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Looks disoriented, confused: How, confused about what?

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Looks sedated, sleepy:  
What time of day? Explain pattern and associated behaviors:

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