

# MANAGING SUBSTANCE MISUSE IN THE WORKPLACE



1. Managing substance misuse in the workplace The Health and Safety Executive says that alcohol and drug abuse cost the UK £21 billion and £15 billion respectively. 70% of substance abusers are in full time employment. The Institute of Alcohol Studies says that 17 million working days are lost each year in the UK due to alcohol use alone. Lost productivity due to alcohol in the UK is estimated at £7.38 billion per year.

Managers play a critical role in reducing substance misuse across the UK, they are uniquely placed to spot the early signs of drug or alcohol misuse and put structures in place to minimise the damaging health, social, and economic effects of substance misuse.

This training course aims to raise awareness of alcohol and drug misuse and teach managers about the impact it can have on an individual, a team, and an organisation as well as provide you with strategies and guidance to support those employees who have problems with substance misuse.

The course also pays attention to the ways that managers and organisations can safeguard the interests of the business and the people for which they have a duty of care, including information on relevant legislation and how this affects organisations.

## 2. TOPICS COVERED

- Substance misuse across the UK and in the workplace
- Typical signs of substance misuse at work and understanding its impact
- Understanding the context - responding to unique cases
- Understanding yourself and the barriers to effectively dealing with the situation
- Tried and tested ways to approach and handle a potential issue with an employee
- Recognising when things are not working and what to do next
- The role of organisational culture
- Maintaining employment, getting the best outcomes
- The role of policies, disciplinary action and legal responsibilities

3. Trainers Recovery Cymru courses are informative, interactive, practical and fun. They utilise the experience of people with lived experience and discussions are focussed on issues which are relevant to you. We utilise small group work, discussions, film, activities – and some surprises!

Our experienced trainers are able to bring you best practice, tried and tested techniques and personal experience. Trainer bios available for each course.

#### 4. BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Recognise the signs and symptoms of substance misuse.
- Understand how substance misuse affects an individual and an organisation
- Know effective ways in which organisations and individuals can respond to substance misuse issues in the workplace
- Feel more confident and equipped in raising and managing a potential concern with an employee relating to substance misuse
- Prepare how to manage specific scenarios relating to drugs and alcohol in the workplace
- Have the tools to direct people to support - Recognise the legal, health, and social implications of drug and alcohol misuse
- Know how to reduce the risks associated with substance misuse to your business

#### PARTICIPANTS WILL RECEIVE:

- A pre-session questionnaire to the business via phone or email to inform the course to best suit the needs of the participants
- Access to resources and online materials via the Recovery Cymru online training portal (coming soon)
- A certificate - A further hour of one to one support for up to 3 months if required
- Discount on future courses

#### 5. MORE INFORMATION

This training course is useful for anyone who has to manage people, including those working in high-risk industries such as hospitality, health, finance and construction, or those seeking to develop more caring workplace environments for their staff.

Organisations have a duty of care to their employees and a need to manage the needs of their business. To fulfil these demands they should be able to recognise and address when substance misuse increases the likelihood of risks and affects health, safety, performance and well-being. Supported and valued employees make dedicated and loyal workers.