



Suspected Impairment Checklist

University of Illinois Urbana-Champaign

The following checklist may be used by a supervisor to determine whether an employee may be impaired. This form must be completed at the time that a reasonable suspicion of impairment arises and submitted to IHR before the end of the business day. During normal business hours, contact IHR, LER at 217-333-3105. If outside of normal business hours, notify them as soon as possible.

If the employee is not severely impaired or threatening, observe the employee for objective indicators of impairment. If there is a reasonable suspicion of impairment, talk to the employee in a private setting to advise him/her of the observations and concerns regarding suspected impairment. Whenever possible, another member or management should confirm the observations and accompany the supervisor as he/she talks with the employee. Any employee reasonably suspected of being impaired by alcohol or drugs at work must be temporarily relieved of duties until it is shown that he or she may safely return to work.

Employee Name: _____ **Employee Department:** _____

Time: _____ **Date:** _____ **Location:** _____

Behavior

- _____ Alternate periods of high and low productivity
- _____ Difficulty performing ordinary tasks, more time needed to complete a job
- _____ Withdraw, resisting communication
- _____ Sleeping on duty
- _____ Boisterous, talkative
- _____ Baseless panic, paranoid, easily agitated
- _____ Mood swings, crying
- _____ Erratic and disjointed actions
- _____ Disappearance from work area
- _____ Hostile, fighting, threatening, profanity
- _____ Confusion

Overall Physical Appearance/Clothing

- _____ Observed using or in possession alcohol or drugs
- _____ Admitted to using alcohol or drugs
- _____ Drooling
- _____ Stains on clothing
- _____ Excessive sweating in a cool area
- _____ Partially dressed
- _____ Face is flushed, pale or sweaty

Labor and Employee Relations

- _____ Jerky, tremors
- _____ Reduced reaction time
- _____ Coming to work with a dramatic change in physical appearance

Gait

- _____ Unsteady
- _____ Dizziness
- _____ Holding on, unable to walk or stand
- _____ Deliberate or over-careful
- _____ Swaying, stumbling
- _____ Leaning
- _____ Feet wide apart
- _____ Stooped, sagging at knees

Odor

- _____ Distinctive odor of intoxicant on breath
- _____ Distinctive odor on clothing or about person
- _____ Mints, gum, mouthwash or breath spray

Speech

- _____ Slurred
- _____ Unusually loud or quiet
- _____ Hesitant
- _____ Unusually fast
- _____ Unusually slow
- _____ Incoherent

Eyes

- _____ Red
- _____ Watery
- _____ Heavy Eyelids
- _____ Pupils constricted
- _____ Pupils dilated

Approach the employee and ask him/her to meet with you in a private area where a confidential conversation can occur. “I have observed behaviors that lead me to believe you may be impaired in some way. We are going to review the situation together. Are you aware of any reason why you would appear to be impaired?” Document the employee’s answer below. Provide specific information/examples to help clarify your observations:

Supervisor Signature

Date

Witness Signature

Date

Next steps:

“I am placing you on Paid Administrative Leave for the rest of the work shift. You are expected to return to work at the beginning of your next scheduled workday/shift if you are not then impaired. If you are unable to return as scheduled, it is your responsibility to contact me in accordance with University procedures for reporting an absence. Upon your return to work, and prior to performing any of your job duties, we will need to meet privately so that I can determine that you are not impaired and are fit to return to duty. I want to make sure you have safe transportation home or to a medical facility. Is there a relative or friend that you can call to give you a ride? If not, would you like me to call you a taxi? Please be advised that if you attempt to drive or ride a bicycle yourself, or otherwise leave in an unsafe manner, I will have to call the police. Also be aware that you can contact the Faculty/Staff Assistance Services at 217-244-5312 for confidential counseling or referral, if you desire, and I encourage you to do so.”

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