



Drug Free Workplace – Non-DOT Supervisors Class
Drug Free Workplace Training | April 20, 2016 | 1:30 – 3:30 p.m.

Interested in learning how to respond to and manage suspected drug and alcohol issues that affect your staff and your daily business operations? As a supervisor and or manager you are responsible for maintaining a safe, secure and productive environment for your employees, customers, and the public. Join the Office of Human Resources, Occupational Medical Services (OMS) for Drug Free Workplace for Non-DOT Supervisors Training, on Wednesday April 20, 2016 from 1:30 – 3:30 p.m. as we discuss policies, procedures related to maintaining a Drug Free Workplace.

Come and gain valuable information that can assist you in how to distinguish between a performance problem or a potential probable cause drug or alcohol related situation.

Topics that will be covered include:

- What are the County Regulations that cover Prevention of Drug Abuse & Alcohol Misuse?
- What is the process if I suspect a drug and or alcohol problem with my staff
- What are the signs and symptoms of a drug or alcohol addiction?
- What are the drug/alcohol testing procedures?
- What forms are required?
- What happens if an employee tests positive for drugs or alcohol?
- How do I handle an employee who self-reports a drug or alcohol addiction?
- What is my responsibility as a Supervisor?

Register for Drug Free Workplace - Non DOT Supervisors Class

This training is for Supervisors and Managers of Non-DOT regulated employees. To register for this training, visit <http://www.montgomerycountymd.gov/hr/training/enroll/enroll.html>.

Need help register? We've created a user guide to help you navigate the registration process: http://www.montgomerycountymd.gov/HR/Resources/Files/Training/User_Guide_for_Learners.pdf