

Human Resources Manual

1006: Alcohol, Cannabis and Other Drugs Appendix B: Drug Use Incident Report

Drug Use Incident Report

Employee Name:			
Date of Incident:			
Description if Inciden	t:		
Behavior	☐ Nervous?	☐ Insulting?	☐ Sleepy?
	☐ Exaggerated politeness?	☐ Confused?	☐ Combative?
	☐ Excited?	☐ Quarrelsome?	☐ Fatigued?
	☐ Uncooperative?	☐ Poor memory?	□ Overly talkative?
	Other (please describe)?		
Unusual Actions	☐ Sweating?	☐ Slow reactions?	☐ Crying?
	☐ Quick moving?	☐ Tremors	☐ Fighting?
	Other (please describe)?		
Speech	☐ Slurred?	☐ Slow?	☐ Confused?
	☐ Thick?	☐ Rambling?	☐ Pressured?
	Other (please describe)?		
Balance	☐ Falling?	☐ Staggering or unsteady gate?	☐ Unsure?
	□ Needs support?	☐ Stumbling?	☐ Normal?
	Other (please describe)?		
Witness / other employees involved:			
Manager/supervisor actions:			
Consequence:			
Planned follow-up:			
Signature:			
Date:			

Adapted from ACCA