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| **With Cause Drug & Alcohol Testing Manager Observation Form** |
| This form may be used to record any unusual behaviours witnessed when an employee is suspected of being under the influence of Drugs or Alcohol. This information may be required by the Test Collector when a Drug and/or Alcohol test has been requested. It is important to remember and be aware that these observations may be noted for other reasons and may not be linked to drug or alcohol use. |
| **Employee Details** |
| **Name** | **Job Title** | **Work Location** | **Service** |
|  |  |  |  |
| **Reason for trigger** | **Date** |
|  |  |
| **Observation****(please circle all that apply)** | **Time****observed** |
| **Mobility** |  |
| [ ]  Swaying[ ]  Unsteady[ ]  Stumbling[ ]  Fumbling[ ]  Jerky[ ]  Clumsy | [ ]  Holding on[ ]  Uncoordinated[ ]  Staggering[ ]  Unable to stand[ ]  Unable to walk[ ]  Falling over | [ ]  Slow[ ]  Tremors[ ]  Shakes |  |
| **Speech** |  |
| [ ]  Shouting[ ]  Whispering[ ]  Uncommunicative[ ]  Slow | [ ]  Manic [ ]  Rambling[ ]  Talkative[ ]  Slurred | [ ]  Nonsensical[ ]  Cursing[ ]  Paranoid dialogue |  |
| **Appearance** |  |
| [ ]  Flushed face[ ]  Pale skin[ ]  Sweaty [ ]  Blank expression[ ]  Drowsy | [ ]  Droopy eyes [ ]  Watery eyes [ ]  Pupils constricted [ ]  Pupils dilated [ ]  Bloodshot eyes | [ ]  Neat [ ]  Partially dressed[ ]  Dishevelled[ ]  Unkempt |  |
| **Odour** |  |
| [ ]  Smell of Alcohol | [ ]  Smell of Cannabis (Marijuana)  | [ ]  Other – please state:  |  |
| **Behaviours** |  |
| [ ]  Cooperative [ ]  Subdued[ ]  Emotional[ ]  Restless[ ]  Hyperactive | [ ]  Uncooperative[ ]  Hostile[ ]  Abusive[ ]  Agitated [ ]  Sarcastic | [ ]  Irritable[ ]  Erratic[ ]  Threatening |  |
|  **Eating or Drinking** |  |
| [ ]  Chewing gum[ ]  Sweets [ ]  Mints  | [ ]  Mouthwash [ ]  Breath spray | [ ]  Other food or drink – please state: |  |
| **Any other observations:** |
| **Observer Name** | **Observer Signature** | **Date** |
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| This document may be required as supporting evidence and should be treated confidentially, scanned and sent to HR@highland.gov.ukThe document should be handled and stored appropriately in line with Data Protection regulations |