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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** |
|  | | | |
| This document may be required as supporting evidence and should be treated confidentially, scanned and sent to [HR@highland.gov.uk](mailto:HR@highland.gov.uk)  The document should be handled and stored appropriately in line with Data Protection regulations | | | |