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| ALCOHOL TEST INSTRUCTIONS | | | | NO. | |
| **Alcohol Test Instructions:**  Do not place anything in mouth for 15 minutes prior to taking test.   1. Dip the pad end of stick in saliva (from mouth or cup). 2. Remove stick from saliva and read the result at the end of 2 minutes. 3. Compare reactive pad to color blocks below.   Interpretation:  Negative – No color change on reactive pad  Positive – Reactive pad changes color in 2 minutes.  0.00% \_    0.02%  & above  Alcohol Tests will be done if there is an incident related to the influence of alcohol or if there is reasonable suspicion (an employee acting funny, smelling of alcohol, bloodshot eyes, etc.).  If you are going to test under reasonable suspicion you must have two witnesses document their observations. Once the observations have been documented the nurse or supervisor needs to talk to the employee explaining our concerns. Ask if there is reason people would be observing the documented signs and then explain that we will need to complete an alcohol test. The employee will need to sign an authorization and then be tested. If the test is negative they may return to work. If it’s positive, they will need to clock out and leave. A member of administration will be in touch with the employee. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |