Reasonable Cause Testing for Drugs and/or Alcohol Checklist

BENEFITS

Drug and/or alcohol testing in the workplace is very complicated. But in general, employers can ask a worker to submit to a drug and/or alcohol test if they have reasonable cause to believe the worker is under the influence of drugs and/or alcohol. But for such testing to be upheld if challenged, it’s important that employers document how they came to the conclusion that a worker was drunk or high on the job.

HOW TO USE THE TOOL

Give this checklist to supervisors to use to document the reasons that they believe a worker is under the influence of drugs and/or alcohol in the workplace. Once completed, the checklist should be reviewed by two other people before the worker in question is asked to submit to testing. Adapt this checklist for your workplace and the terms of any collective agreement is appropriate.