

Reasonable Suspicion and/or Alcohol Testing Procedure

ACTION	ADDITIONAL STEPS & RESOURCES
Assess Situation	<ul style="list-style-type: none"> Observe signs and symptoms Seek a second opinion from a person of authority (no coworkers) Both witnesses will document observations and sign as witnesses on two separate Reasonable Suspicion Testing Checklist forms
Contact	<p>Monday through Friday, 8 a.m. to 5 p.m. – Your Employee and Labor Relations (ELR) Representative</p> <p>After 5 p.m. holidays, weekends, or off campus locations on holidays/weekends – Administrator Nursing Supervisor</p> <ul style="list-style-type: none"> East Hospital: 614-257-2916 for HAM or 5520 (pager) University Hospital: 614-293-7728 The James: 614-293-6565 COM: contact your specific department administrator <p><i>If unable to reach either department, contact security and take immediate action to ensure the safety of the employee and/or others by removing the employee from the work area.</i></p>
Notify the Employee	<p>Along with security, take the employee to a discreet location and notify them they will be tested for reasonable suspicion of being under the influence.</p> <ul style="list-style-type: none"> Have them complete the Reasonable Suspicion Testing Consent form If they refuse testing, tell them that refusal may subject them to the same disciplinary actions as a positive drug screen (up to and including termination) If they request union representation, allow up to 30 minutes for them to contact their union representative and wait for response (proceed with testing after 30 minutes, regardless of contact) Assist the employee with collecting personal belongings
Escort the Employee**	<p>Main campus (University Hospital and The James)</p> <p>Monday through Friday, 7:30 a.m. to 4 p.m. – Employee Health Services Suite 201 McCampbell Hall, 1581 Dodd Dr. <i>Contact Michele Hardgrow or Dr. Marek Greer prior to arrival</i></p> <p>After 4 p.m. and weekends – Physician Lounge, 190 Doan</p>

	<p>East campus Room C-142, across from the lactation rooms</p>		
	<p>Remote/Off-campus locations Private room with close access to a restroom</p>		
Testing	<ul style="list-style-type: none"> • Contact Corporate Health Testing directly at 800-916-MAPLE or 614-348-5239 to arrange for test • Two persons of authority, including at least one supervisor, must remain with the employee • Bring the two separately completed <i>Reasonable Suspicion Testing Checklists</i> and the signed <i>Reasonable Suspicion Testing Consent</i> forms to the test location. • Send both forms to Employee Health Services (via fax to 614-293-8018, Attn: Medical Director OR email forms to EmployeeHealth@osumc.edu) 		
Follow Up	<ul style="list-style-type: none"> • Security/supervisor should collect the employee's badge and any keys. Security/supervisor will assist the employee to arrange for safe transportation home (family member, taxi, uber, lyft, etc.). • The employee should remain off campus until cleared to return to work by the ELR representative. • Send an email to the manager, the ELR Representative, Michele.Hardgrow@osumc.edu and Marek.Greer@osumc.edu that reasonable suspicion testing was conducted and provide the employee's name, employee ID, location and date of occurrence (also provide a summary of events and all reasonable suspicion documentation collected to the manager and ELR representative). • Employee Health will notify the ELR representative of test results as soon as available and will facilitate referrals for substance abuse treatment as appropriate. • ELR will work with the manager to determine appropriate next steps. 		
IMPORTANT CONTACT INFORMATION			
Health System ELR https://hr.osu.edu/services/elr/contacts/	Employee Health Services 614-293-8146	Security 614-293-8500 <i>Main and East campuses</i>	Supervisor on Duty University Hospital: 614-293-7728 The James: 614-293-6565 East Hospital: 614-257-2916

****The Emergency Department(s) are not to be used for testing situations, as once admitted they are no longer under the purview of the policy for testing. Employee should ONLY be taken to the Emergency Department if they request due to medical concerns or if the supervisor/administrator suspects medical intervention is warranted (someone is injured, threatens suicide, etc.). If the employee is admitted or held in the hospital for medical treatment, then supervisor/administrator is relieved from the responsibility of monitoring.**