



## **For Cause Drug and/or Alcohol Testing Procedure The Ohio State University Wexner Medical Center**

### **ASSESS SITUATION**

- Observe signs & 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\*](#).

### **WHO TO CONTACT**

- Business hours (Monday-Friday 8am-5pm):
  - Contact your Employee and Labor Relations Representative: <https://hr.osu.edu/services/elr/contacts/>
- After hours (after 5pm, holidays and weekends) :
  - Contact the Administrator Nursing Supervisor:
    - East campus- 257-2916 for HAM or 5520(pager)
    - University Hospital- 293-7728
    - James-293-6565
- If unable to reach either department, then contact Security and take immediate action to ensure the safety of the employee and/or others by removing the employee from the work area.

### **NOTIFY THE EMPLOYEE**

- Take the employee to a discreet location and notify them they will be tested for reasonable suspicion of being under the influence.
- Have the employee complete the [\*Reasonable Suspicion Testing Consent form\*](#).
- If the employee refuses testing, give notification that this refusal may subject them to the same disciplinary actions as a positive drug screen, up to and including termination.
- If the employee requests union representation, allow up to 30 minutes for them to contact and respond. Proceed with testing after 30 minutes regardless of contact.
- Assist the employee with collecting personal belongings.

### **WHERE TO GO**

- Business hours (7:30AM – 4:00PM Monday-Friday):
  - Escort the employee to Employee Health Services, Suite 201 McCampbell Hall, 1581 Dodd Dr. (main campus)
    - Contact Michele Hardgrow or Dr. Marek Greer prior to arriving
  - East campus: Escort the employee to room C-142, across from the lactation rooms
  - At least one Supervisor will remain with the employee during the testing process.
  - Bring the two separately completed *Reasonable Suspicion Testing Checklists* and the signed [\*Reasonable Suspicion Testing Consent\*](#) forms to Employee Health Services.
- After hours or remote work areas anytime:
  - Escort the employee to a private room where testing can occur. Must have close access to a restroom.
    - James & University Hospital: Physician Lounge 190 Doan
    - East Campus: Escort the employee to room C-142, across from the lactation room
    - The Emergency Department(s) are not to be used for testing only situations
  - Two persons of authority shall remain with the employee at all times.
  - Supervisor/Administrator to contact Quest (see below) directly to arrange for test.
  - Send the two separately completed *Reasonable Suspicion Testing Checklists* and the signed *Reasonable Suspicion Testing Consent* forms to Employee Health Services via fax to 614-293-8018 Attn: Medical Director or email forms to [EmployeeHealth@osumc.edu](mailto:EmployeeHealth@osumc.edu).
- Employee may ONLY be taken to the Emergency Department if the employee requests due to medical concerns or if the Supervisor/Administrator suspects medical intervention is warranted (someone is injured, threatens suicide, etc.). If employee is admitted or held in the hospital for medical treatment beyond testing, then Supervisor/Administrator is relieved from the responsibility of monitoring.

### **AFTER TESTING OR REFUSAL TO TEST**

- Security/Supervisor collects the employee badge.

- Send the employee home the remainder of the shift and until cleared to return to work by Human Resources.
- Assist the employee, along with Security to arrange for safe transportation home (family member, taxi, etc.).
- Notify [Michele.Hardgrow@osumc.edu](mailto:Michele.Hardgrow@osumc.edu) & [Marek.Greer@osumc.edu](mailto:Marek.Greer@osumc.edu) that for cause testing was indicated; provide the employee name, employee ID and date of occurrence.
- Employee Health will notify Human Resources and Supervisor of test results as soon as available.
- Employee Health will facilitate referrals for substance abuse treatment as appropriate.

#### IMPORTANT NUMBERS:

Health System HR:	<a href="https://hr.osu.edu/services/elr/contacts/">https://hr.osu.edu/services/elr/contacts/</a> (8AM-5PM Mon-Fri)	Supervisor on duty UH:	293-7728
Employee Health Services:	293-8146 or page Marek Greer or Michele Hardgrow	Supervisor on duty James:	293-6565
Security Main and East:	293-8500	Supervisor on duty East:	257-2916
		Quest:	866-457-4009 (primary) or 614-579-2283(secondary)