SUPERVISOR TEST
FOR DRUG, ALCOHOL, AND “REASONABLE CAUSE OBSERVATION” MANUALS

Company Name:____________________________________Date:_______________
Supervisor Name:___________________________________SS#_________________
Supervisor Title:________________________________ Date of Birth_____________

Make copies of this test if more than one supervisor is to take the test.

Please return completed test to: Panhandle Employers Services, Inc.
881 Casino Road
Nocona, TX 76255
Ph: (940)825-3564  Fax: ((940)825-3576
EMAIL: policy@panhandleemployers.com
Directions: Complete test based on information from the manuals for drug, alcohol, and “reasonable cause”. There are multiple choice, true or false, and fill in the blank questions.

1. **T or F ______** A drug is any chemical substance that produces physical, mental, emotional or behavioral changes in the user.

2. **T or F ______** Alcohol is a drug.

3. All of these are common names of amphetamines EXCEPT:
   a. Pep pills
   b. Thai Sticks
   c. Speed
   d. Crystal

4. All of these are short term effects of amphetamines EXCEPT:
   a. Relaxation
   b. Diarrhea
   c. Dizziness
   d. Restlessness

5. This drug may be abused to increase alertness and alleviate the sensation of fatigue.
   a. Amphetamines
   b. Cannabis
   c. Cocaine
   d. Heroin
   e. All of the above

6. Detection period of amphetamines is:
   a. 12-14 days
   b. 2-4 days
   c. 30 days
   d. 1 day
   e. All of the above

7. **T or F _____** Amphetamines can produce a powerful euphoria and thus abuse potential is high.

8. **T or F _____** Ecstasy is classified as an amphetamine.

9. All of the following are Ecstasy EXCEPT:
   a. MDMA
   b. MDA
   c. ETA
   d. MDEA

10. All of these are known as cannabis (marijuana) EXCEPT:
    a. Joint
    b. Finger
11. Some common Marijuana paraphernalia include all of the following EXCEPT:
   a. Cigarette papers
   b. Small pipes
   c. Roach clip holders
   d. Sun glasses

12. Name three short-term effects from a moderate dose (one “joint”) of cannabis (marijuana).

13. T or F ____ Most cannabis (Marijuana) users, regardless of age, are easily able to obtain the drug through illicit means at a lower cost as compared to other drugs.

14. All of these are common names of cocaine EXCEPT:
   a. Lady
   b. Blow
   c. Tea
   d. Flake

15. Name three short-term effects from a high dose (100-300mg) of cocaine.

16. T or F ____ Cocaine is peculiarly a problem in the workplace because the immediate short-term effect is the enhancement of ability to perform simple tasks.

17. This is the most powerfully reinforcing drug used to produce pleasure.
   a. Cannabis (marijuana)
   b. Cocaine
   c. Heroin
   d. Barbiturates

18. T or F ____ According to the National Institute on Drug Abuse, the populations most at risk for cocaine addiction are persons who have used marijuana extensively.

19. Name three short-term effects from a moderate dose (3-4 mg) of heroin.
20. _______ can lead to overdose, coma, or death because of uncertain dosage levels (due to difference in purity).
   a. PCP
   b. Heroin
   c. Cannabis
   d. Amphetamines

21. Of these illegal drugs, _______ is responsible for the greatest number of deaths.
   a. Heroin
   b. Amphetamines
   c. PCP
   d. Cannabis

22. Detection period for opiates (heroin) is:
   a. 30 days
   b. 7-12 days
   c. 1 day
   d. 2-4 days

23. T or F ______ PCP was developed in the late 1950’s as an anesthetic, but was later taken off the market for human use because of hallucinations.

24. This drug is legitimately used as an anesthetic for animals.
   a. Amphetamines
   b. PCP
   c. Cocaine
   d. NyQuil
   e. All of the above

25. A short-term effect from large dose of this drug may cause “freak out” from sudden shocks.
   a. PCP
   b. Cannabis
   c. Opiates
   d. Amphetamines
   e. All of the above

26. Which drug has 4 phases of abuse?
   a. Cocaine
   b. Heroin
   c. PCP
   d. Amphetamines
   e. All of the above
27. For casual use of PCP, detection period is from:
   a. 1 year
   b. 1 day
   c. 6-8 days
   d. 10-14 days

28. What is the purpose of supervisor alcohol training?

29. **T or F** People who drink too much only hurt themselves.

30. **T or F** A cold shower can help to sober someone up after they have been drinking.

31. **T or F** One 12 oz can of beer, one glass of wine or one normal mixed drink each contain about 1oz of alcohol.

32. Which is a common known “alcohol”?
   a. Methyl (wood alcohol)
   b. Ethyl (beverage alcohol)
   c. Isopropyl (rubbing alcohol)
   d. All of the above

33. **T or F** Ethanol alcohol is not the only kind of alcohol intended for human consumption.

34. Alcohol can enter the body in what ways?
   a. Injection
   b. Inhalation
   c. Ingestion
   d. All of the above

35. **T or F** Once the alcoholic beverage enters the oral cavity, absorption begins immediately.

36. As soon as alcohol gets into the body, the body begins working to get rid of it by:
   a. The body eliminates most of the alcohol by chemically breaking it down.
   b. It is expelled from the body on the breath, in the sweat, and in urine.
   c. The liver is primarily responsible for breaking down or metabolizing the alcohol.
   d. All of the above

37. How can the metabolism of alcohol be increased?
   a. The metabolism of alcohol cannot be increased
   b. Drink coffee
   c. Cold shower
   d. Exercise

38. Some of the effects of alcohol are all of the following EXCEPT:
a. Impaired judgment  
b. Pregnancy  
c. Loss of memory  
d. Muscular coordination

39. **T or F _____** Alcohol is a stimulant not a depressant.

40. Name four effects of alcohol.

41. A St. Bernard dog should not be sent out with a keg of whiskey to a person suffering from exposure to cold temperatures because this may:  
   a. Cause the dog to bite the person  
   b. Cause relaxation of vessel walls and may only lower that person’s body temperature  
   c. The dog might get arrested for bootlegging  
   d. Cause the body temperature to rise

42. **T or F _____** Two-thirds of all homicides are committed by people who drink prior to the crime.

43. **T or F _____** Intoxication is based upon measurable changes in an individual’s performance of a specific task, such as operating a motor vehicle.

44. **T or F _____** The term intoxication should be separated from the more common name “drunk” the term drunk is used as descriptive word denoting a particular type of observed behavior.

45. **T or F _____** An individual with an alcohol concentration of 0.04 or greater could lapse into a coma or result in death.

46. Natural tolerance consists of which three areas:  
   a. Inherited tolerance, mental tolerance, and inborn tolerance  
   b. Physical tolerance, inborn tolerance, and mental tolerance  
   c. Inborn tolerance, physical tolerance, and stress tolerance  
   d. Stress tolerance, inherited tolerance, and mental tolerance

47. Withdraw symptoms from long term alcohol use are all of the following EXCEPT:  
   a. Delirium  
   b. Muscle tremors  
   c. Puts hair on the chest  
   d. Anxiety

48. What does “Breath Alcohol Concentration” mean?  
   a. Bad breath  
   b. Concentration of cough syrup or mouthwash  
   c. The alcohol in a volume of breath by an EBT
Volume of alcohol trapped in stomach.

49. **T or F** _____ If an employee’s result shows .000 on a breath alcohol test, he/she is probably an outstanding individual and should never be tested again.

50. **T or F** _____ The breath alcohol test will determine the presence of drugs and alcohol.

51. DOT rules define specific prohibited conduct concerning the performance of safety sensitive functions as the following:
   
   a. Having an alcohol concentration of .000
   b. Having an alcohol concentration of .020 or greater
   c. Using mouthwash within 2 hours before performing safety sensitive functions
   d. All of the above

52. Name five most possible signs of misuse that you may see in the workplace.

53. List five symptoms of alcohol effects.

54. The odor of alcohol can be hidden or masked in what ways?
   
   a. Eating foods with pungent odors (peanut butter)
   b. Smoking, mouthwash, breath sprays, or mints
   c. Kissing or speaking loudly
   d. Both a & b

55. Name three places where alcoholic beverages may be hidden on the job site:

56. How many supervisors are recommended, but not required for reasonable cause determination?
   
   a. 2
   b. 4
   c. 1
   d. 10

57. **T or F** _____ Even in a small company, two supervisors are needed in order to make a determination of reasonable cause for the employees.

58. This is designed to provide management with a tool to identify drug affected employees who may pose a danger to themselves and others in their performance of sensitive safety functions.
   
   a. Reasonable cause testing
   b. Objective observation
c. Department of Transportation
d. Training manual

59. T or F _____ Hunches and “gut feelings” are valid in making a reasonable cause testing decision.

60. The reasonable cause decision maker should possess basic knowledge of and the capability to discriminate between:
   a. Substance abuse and substance use
   b. Substance abuse and verbal abuse
   c. Substance abuse and other suspicious behavior
   d. Substance abuse and causes of normal behavior

61. T or F______ Suspicious behavior of an employee will always result in the employee being intoxicated or under the influence of prohibited substances at work.

62. T or F _____ Supervisors must be able to recognize valid objective signs and symptoms of drug use and know the proper procedures for confronting and referring the drug-affected employee for testing.

63. These are all key elements to reasonable cause decision making EXCEPT:
   a. Objective observation
   b. Trained supervisors
   c. Reasonable cause
   d. Tolerance

64. Many supervisors will not confront reasonable suspicion issues because
   a. Desire to be “liked by those they supervise
   b. Desire to avoid confrontation
   c. Lack of training in how to proceed with disciplinary process
   d. All of the above

65. The Department of Transportation regulations refer to only _____prohibited drugs.
   a. 5
   b. 6
   c. 3
   d. 8

66. T or F _____ Employers may also test for drugs other than the drugs specified in the regulations under the company (non-DOT) drug/alcohol plan.

67. All are roles of the supervisor when concerning reasonable cause EXCEPT:
   a. Assume
   b. Observe
   c. Discuss performance
   d. Document

68. T or F _____ Supervisors need not be alert to changes from the normal work pattern and/or behavior of employees.
69. All of the following are on the “Appearance and Behavior” checklist EXCEPT:
   a. Changes in appearance after lunch breaks
   b. Smell of marijuana
   c. Verbal abusiveness
   d. Lack of motor coordination

70. Which is a popular drug concealment place?
   a. Pockets
   b. Cuffs
   c. Eyeglasses case
   d. Casts
   e. All of the above

71. Which is not a physical sign or condition for supervisors to look for in a drug or alcohol user on the job?
   a. Redness of face
   b. Swollen feet
   c. Dilated pupils
   d. Slurred speech
   e. All of the above

72. Supervisors must be aware of warning signs such as acceleration of absenteeism and tardiness especially at all of these times EXCEPT:
   a. Before days off
   b. Before holidays
   c. After holidays
   d. After breaks

73. Which are moods for supervisors to look for in a drug or alcohol user on the job?
   a. Suspicious
   b. Anxious
   c. Depression
   d. Irritability
   e. All of the above

74. Which are actions for supervisors to look for in a drug or alcohol user on the job?
   a. Violent behavior
   b. Avoiding supervisor
   c. Withdrawn
   d. Argumentative
   e. All of the above

75. Which of the following are on the “reasonable cause” checklist?
   a. Lacks appropriate caution
   b. Major change in physical health
   c. Unusual sensitivity to advise or critique of work
   d. Behavior that disrupts work flow
   e. All of the above
76. What 2 forms will assist the supervisor with observation for reasonable cause?
   a. Employee list
   b. “Reasonable Cause Observation” checklist
   c. “Appearance and Behavior” checklist
   d. Both B&C

77. **T or F _____** The Department of Transportation and PHMSA endorse reasonable cause drug testing based solely of the use of the, “Reasonable cause Observation” checklist.

78. Record which of the following when documenting verifiable facts concerning employee conduct.
   a. Date
   b. Gossip
   c. Hearsay
   d. Time
   e. Both A & D

79. **T or F _____** A supervisor should conduct reasonable cause testing even if the basis is from anonymous tips and hearsay.

80. Documentation must be based on all of the following EXCEPT:
   a. Third party reports
   b. Observed reports
   c. Factual information
   d. Specific information
   e. All of the above

81. A supervisor does not have time to document when:
   a. An employee is smoking menthol cigarettes
   b. An employee is wearing sunglasses
   c. An employee exhibits verbal threats or violence
   d. An employee is 15 minutes late
   e. All of the above

82. Refer an employee for testing when employee:
   a. Is obviously impaired by speech, and breath odor of alcohol is present
   b. Is in an accident requiring medical attention
   c. Exhibits violence
   d. Is obviously impaired by appearance or behavior
   e. All of the above

83. **T or F _____** It is important to take immediate steps if you suspect an employee is impaired.

84. All documentation is:
   a. public record
   b. Posted on company bulletin
   c. Confidential
d. Discussed at the next company safety meeting  
e. All of the above

85. As a supervisor, you can assist the employee be discussing performance issues directly with him/her armed with:
   a. Sword  
b. Gun  
c. Good observation and documentation  
d. Drug testing kit  
e. All of the above

86. If you feel uncomfortable regarding discussions with an employee, you may visit with:
   a. Other employees  
b. Direct supervisor  
c. Your long distant Aunt  
d. Letter carrier  
e. All of the above

87. Before discussing performance issues with the employee, make certain that you are familiar with and that your information and actions concur with:
   a. ESPN  
b. DOT regulation  
c. Company policy  
d. Both B&C

88. During a private discussion with an employee and another supervisor (if possible), be sure to do all of the following EXCEPT:
   a. Explain your concerns regarding performance issues  
b. Address documented information with employee  
c. Argue with employee  
d. Ask if the employee if there are any medical conditions explaining behavior

89. In case of referral for drug testing or employee assistance, explain to employee:
   a. Policy  
b. Reasonable cause for substance use  
c. Request for urine specimen  
d. Consequence of refusal  
e. All of the above

90. Once it is determined that reasonable cause exists to drug test the individual all of the following are steps that must be taken EXCEPT:
   a. Explain your case  
b. Take employee to collection site  
c. Fire the employee immediately  
d. Remove employee from workplace

91. **T or F _____** While determining whether reasonable cause testing is needed, you may ask the employee if there is any medication or physical condition that would explain his/her behavior.
92. **T or F _____** Care should be taken to prevent a potentially impaired employee to proceed alone to the collection site.

93. **T or F _____** When discussing a problem with an employee, do not consider the employee’s opinions about improving performance.

94. **T or F _____** While discussing problems with an employee, never schedule follow-up appointment early.

95. **T or F _____** Always inform the employee of gossip being said by other employees.

96. **T or F _____** On the “Appearance and Behavior” checklist, you are to look for dilated pupils.

97. **T or F _____** On the “Appearance and Behavior” checklist, you are to record whether the employee smells of alcohol.

98. **T or F _____** On the “Appearance and Behavior” checklist, you may not note complaints from other co-workers.

99. **T or F _____** You must have 2 supervisor signatures on the checklists, even if your company is small.

100. According to the DOT rules, an employee registering a breath alcohol content of 0.04 or above should:
   a. Not return to duty until he/she has been evaluated by a SAP and passed a return-to-duty breath alcohol test
   b. Be terminated immediately
   c. Drink hot coffee, eat a big meal, and return to work.
   d. Either A or B, according to your company policy