

OBSERVATION CHECKLIST

Directions: This check list may be used to assess an employee's fitness to perform his or her job functions safely. Check all spaces that accurately describe the employee's behavior/actions during the observation.

Date: _____ Time: _____

Name of Employee/Title _____

| √ | Walking | √ | Standing | √ | Speech |
|---|------------------|---|----------------------------|---|-----------------------|
| | Stumbling | | Swaying | | Shouting |
| | Staggering | | Rigid | | Silent |
| | Falling | | Unable to stand | | Whispering |
| | Unable to walk | | Feet wide apart | | Slow |
| | Swaying | | Staggering | | Rambling |
| | Unsteady | | Sagging at knees | | Mute |
| | Holding on | | | | Slurred |
| | | | | | Slobbering |
| √ | Demeanor | √ | Actions | √ | Face |
| | Cooperative | | Resisting Communications | | Flushed |
| | Polite | | Fighting | | Pale |
| | Calm | | Threatening | | Sweaty |
| | Sleepy | | Calm | | |
| | Silent/Withdrawn | | Drowsy | √ | Breath |
| | Talkative | | Profanity | | Strong alcoholic odor |
| | Excited | | Hyperactive | | Faint alcoholic odor |
| | Sarcastic | | Hostile | | No alcoholic odor |
| | Fighting | | Erratic | | |
| √ | Movements | √ | Appearance/Clothing | √ | Eyes |
| | Fumbling | | Unruly | | Bloodshot |
| | Jerky | | Messy | | Watery |
| | Slow | | Dirty | | Dilated |
| | Normal | | Partially dressed | | Glassy |
| | Nervous | | Neat | | Droopy |
| | Hyperactive | | Unusually strong body odor | | Closed |

Is the employee eating or chewing anything? Yes No If yes, what?

Other Observations:

Observer's Name (print): _____

Observer's Signature: _____ Date: _____

Witness' Signature: _____ Date: _____

The decision to test for reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior and speech or body odors of the employee. It is recommended that the observing manager have a second manager (without sharing suspicions) observe the employee. Each manager who has been trained in detection of possible symptoms of drug use and alcohol misuse shall substantiate and concur in the decision to test an employee.