

## **EMPLOYEE HEALTH SERVICE**

Supervisor Observation Checklist

EHS-709 (10/2020)

**Directions**: The supervisor (or other agency designee) should record any signs, conditions and/or observations that cause the supervisor to suspect that the employee may be under the influence of drugs/alcohol. Observations should focus on items that deviate from the employee's normal or usual behavior.

Job Performance Observations (Specific examples of difficulty performing job tasks): **Physical Observations** ☐ Fighting
☐ Drowsy
☐ Hostile 1. Walking/Standing: ☐ Stumbling □ Staggering 6. Actions: ☐ Resisting □ Disoriented ☐ Falling ☐ Swaying ☐ Threatening ☐ Profanity ☐ Unsteady ☐ Holding on ☐ Hyperactive □ Pacing ☐ Unable to stand ☐ Erratic Other \_ Other \_\_\_ Explain: \_ Explain: \_ ☐ Odor of alcohol ■ Watery 7. Eyes: ■ Bloodshot ☐ Pinpoint pupils 2. Breath: ☐ Other ☐ Closed ☐ Glassy ☐ Droopy □ Dilated pupils Explain: Other \_\_\_\_ Explain: \_ 3. Speech: ☐ Shouting ☐ Silent ■ Whispering ☐ Uncoordinated ☐ Jerky ☐ Slow 8. Movements: Incoherent ☐ Hyperactive ☐ Slow □ Rambling □ Nervous □ Fumbling ☐ Slurred Other \_ Other\_ Explain: \_ Explain: \_ □ Sleepy 4. Demeanor: ☐ Crying ☐ Sarcastic 9. Balance: ☐ Swaying ☐ Falling □ Staggering ☐ Talkative ☐ Eyes closed ☐ Fighting ☐ Excited ☐ Agitated ■ Lethargic ☐ Other ☐ Other Explain: \_\_ Explain: ☐ Flushed ☐ Pale ■ Bewildered 5. Face: ☐ Sweaty 10. Awareness: ☐ Forgetful ☐ Confused Other ☐ Sleepy □ Disoriented Other \_ Explain: \_\_ Explain: \_ Supervisor's Name (print) Supervisor's Signature Date