

Western Kentucky University

Risk Management Response pertaining to employees believed to be under the influence of alcohol and /or illicit drugs while engaged in work or on University premises:

If an employee appears to have an impaired capacity to function effectively or safely--

- Do not accuse the suspected employee of being under the influence of drugs or alcohol; the employee could be tired, unwell or have a medical condition (e.g. diabetes) that presents symptoms similar to drugs and alcohol use.
- Approach the employee calmly and quietly and speak to him/her in order to evaluate whether or not he/she is capable of working safely and effectively.
- If the employee is assessed as incapable of working effectively and/or posing a safety risk to himself/herself or to others, the appropriate supervisor or department head should be advised immediately.

Supervisors and department heads should contact the Department of Human Resources (or the WKU Police, as applicable) for assistance in cases where an employee is believed to be under the influence of drugs or alcohol.

Risk Management Response pertaining to students believed to be under the influence of alcohol and /or illicit drugs on the premises:

If a student appears to have an impaired capacity to function effectively or safely--

- Do not accuse the suspected student of being under the influence of drugs or alcohol; the student could be tired, unwell or have a medical condition (e.g. diabetes) that presents symptoms similar to drugs and alcohol use.
- Approach the student calmly and quietly and speak to him/her in order to evaluate the situation.

If the student is assessed as being unsafe or a risk to others, a faculty or relevant staff member may:

- Contact and inform a supervisor, academic/administrative official or the Department of Human Resources.
- Disallow participation in class activities until the student is capable of working effectively.
- Quietly and respectfully remove or refuse admission to the classroom until the student is safe to return and/or suggest to the student that they may choose to "go home sick".
- Although University employees should not intervene to physically stop someone from driving, steps should be taken to discourage the student from driving. Assist the student to arrange for alternative transportation or alternatively send the student home by taxi, ensuring that assistance is available at the home location. The WKU Police may be contacted for assistance.
- In an emergency situation, contact should be made with emergency services (911) and the student's emergency contact, if this information is available. When speaking to the emergency contact, state the student is unwell, rather than suggesting alcohol or other drug use.