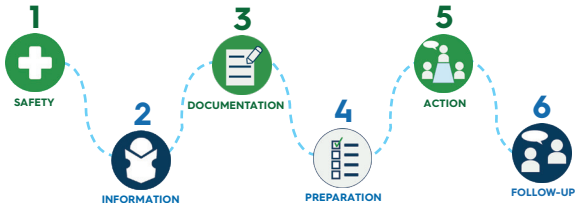


Six steps

to respond to potential impairment



If you suspect impairment on the job, use these six steps to respond quickly and appropriately:

- 1. Safety:** Address immediate safety issues first!
- 2. Information:** Gather information about the incident or behavior.
- 3. Documentation:** Write down specific observations and facts.
- 4. Preparation:** Refer to your policy and create a plan to talk with the employee.
- 5. Action:** Talk with the employee compassionately and identify next steps.
- 6. Follow-up:** Monitor the employee's progress to ensure safety and well-being.

If you suspect worker impairment, avoid judgmental accusations and always prioritize safety.

Visit nsc.org/ImpairmentTraining for more information.