

REASONABLE SUSPICION CHECKLIST

Employee's Name	Date and Time	
	<u>YES</u>	<u>NO</u>
Alcohol odor?	_____	_____
How strong? _____		
Marijuana odor?	_____	_____
How strong? _____		
Eyes red (bloodshot), glassy or watery?	_____	_____
Face flushed?	_____	_____
Blank or confused look on face?	_____	_____
Face pale?	_____	_____
Speech thick or slurred?	_____	_____
Eyes puffy/droopy?	_____	_____
Pupils very small?	_____	_____
Pupils very large?	_____	_____
Does the employee seem unusually:		
Sleepy?	_____	_____
Lethargic?	_____	_____
Slow, including delayed reaction times?	_____	_____
Confused?	_____	_____
Anxious?	_____	_____
Paranoid or suspicious?	_____	_____
Panicked?	_____	_____
Argumentative?	_____	_____
Agitated?	_____	_____
Moody, including any sudden mood changes?	_____	_____
Hostile/irritable?	_____	_____
Giddy/carefree?	_____	_____
Clumsy/uncoordinated?	_____	_____
Irrational?	_____	_____
Unsteady?	_____	_____
Fidgety?	_____	_____
Dizzy?	_____	_____
Has the employee been having unusual attendance issues, including being away from the work areas for extended times or tardy or absent repeatedly without good cause?	_____	_____

Is the employee's appearance or clothing unusually dirty or disheveled?	_____	_____
Does the employee seem to have trouble following or understanding your instructions?	_____	_____
Does the employee seem to have memory or learning problems?	_____	_____
Was the employee disruptive, including causing a disruption of a production or manufacturing process?	_____	_____
Did the employee show negligence or carelessness in operating equipment or machinery?	_____	_____
Did the employee show disregard for the safety of himself/herself or others?	_____	_____
Was the employee careless and as a result caused injury to himself/herself or others in the workplace?	_____	_____
Was the employee involved in an accident that resulted in serious damage to equipment or property?	_____	_____
Did the employee cause or contribute to an accident which demonstrated a lack of judgment, carelessness or negligence on the part of the employee?	_____	_____
In conversing with you, are the employee's responses:		
Slurred?	_____	_____
Slow?	_____	_____
Distracted mid-thought?	_____	_____
Incoherent/unintelligible?	_____	_____
Confused?	_____	_____
Rambling?	_____	_____
Unusually quiet?	_____	_____
Unusually loud?	_____	_____