



SUPERVISOR'S VISUAL OBSERVATION CHECKLIST FOR FITNESS FOR DUTY CONCERNS

A supervisor who has a reasonable concern that an employee may be unfit for duty should call Employee Relations for immediate assistance in following the Fitness For Duty procedures. The supervisor should refer to the "Guidelines for Managing Fitness for Duty Evaluations." After 5:00pm and before 8:00am and on weekends, notify the House Supervisor.

Employee's name: _____

Date and Time of Observation: _____

Any unusual workplace conditions: _____

Walking/Standing

- normal
- stumbling
- staggering
- falling
- swaying
- unsteady
- unable to walk
- holding on

Speech

- normal
- shouting
- silent
- whispering
- slow
- slurred
- rambling
- incoherent

Behavior

- normal
- sleepy
- crying
- silent
- talkative
- excited
- agitated
- anxious
- mood swings
- tremors

Actions

- normal
- hyperactive
- threatening
- hostile
- using profanity
- resisting communication
- fighting
- erratic
- drowsy
- fumbling
- slow/deliberate
- other

Eyes

- normal
- bloodshot
- watery
- droopy
- glassy
- dilated
- closed
- pinpoint pupils

Face

- normal
- flushed
- pale
- sweaty

Appearance

- normal
- unruly
- messy
- inappropriate
- partially dressed
- dirty

Breath Odor

- no alcohol-like odor
- alcohol-like odor
- other _____

Observed possession of a prohibited substance or paraphernalia [] _____

Controlled substance administration/ inventory discrepancy [] _____

Co-Worker and other observations/D-H House Supervisor's observations:

Supervisor Signature _____ Date _____ Time _____

House Supervisor or Second Supervisor Signature/Witness _____ Date _____ Time _____

- Employee Relations notified
- Occ Med testing tech notified