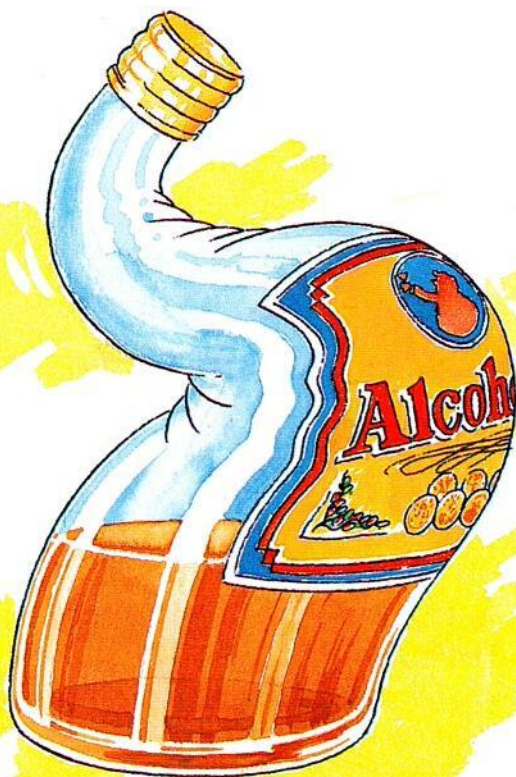


KEEP YOUR BALANCE



WHAT YOU SHOULD
KNOW ABOUT ALCOHOL
AND HOW
TO COPE WITH IT

COUNT YOUR DRINKS

Regular drinking may lead to accidents, health and family problems, and difficulties at work. Many drinkers will find that even slightly reduced consumption will be beneficial. Count your drinks to keep track of your consumption.

The moment you know exactly how much you drink, you'll be able to determine the degree of danger involved. If you drink less, your health and quality of life will improve.

Beer

Wine

Chibuku

Liquor



1 UNIT



6 UNITS



1 UNIT



20 UNITS



1 UNIT



1 UNIT



1 UNIT



1 UNIT

1 unit = 1,5 cl pure alcohol = 12.8 g alcohol

WHAT ARE THE DANGEROUS THINGS ABOUT ALCOHOL?

1. Influence on personal and social behaviour.
2. Cytotoxic = cell damage.
3. Addiction and dependency.
4. Interactions with other chemicals.

The negative effects of alcohol are related to frequency of drinking days and number of drinks on drinking occasions, aggravated by personal vulnerability to alcohol.

DON'T USE ALCOHOL WHILE YOU ARE

5. At work

It will lead to:

- absence and increased sick leave
- disciplinary problems
- accidents
- reduced productivity and may cost you the job



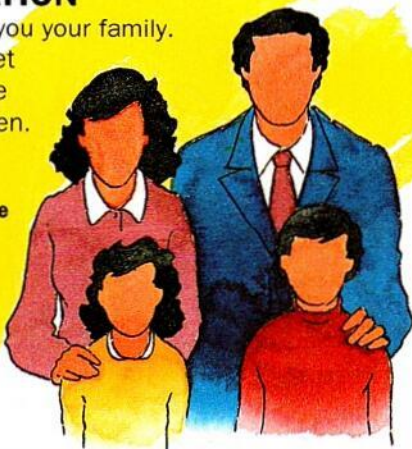
6. Performing high risk work/operations

It may cost a life

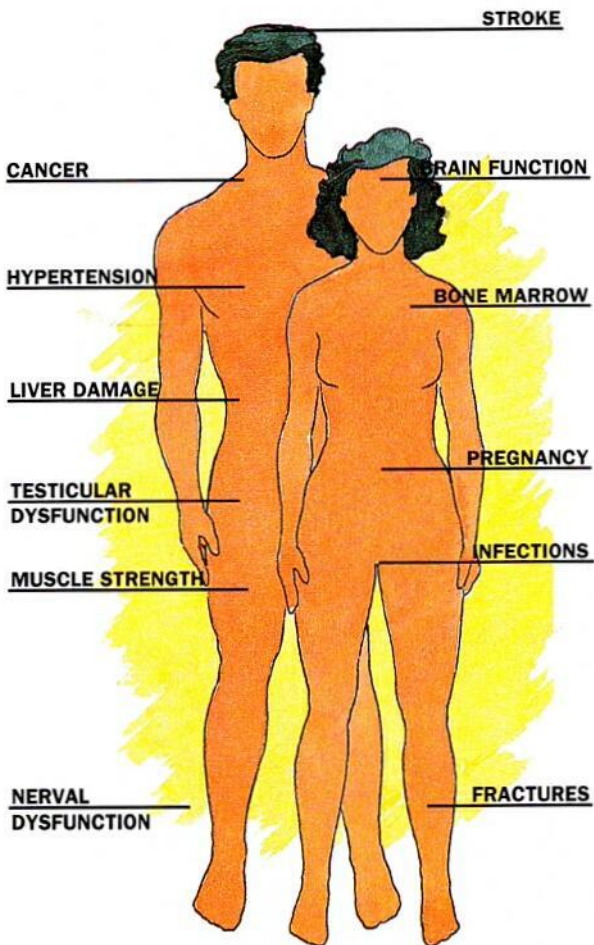
DON'T DRINK TO INTOXICATION

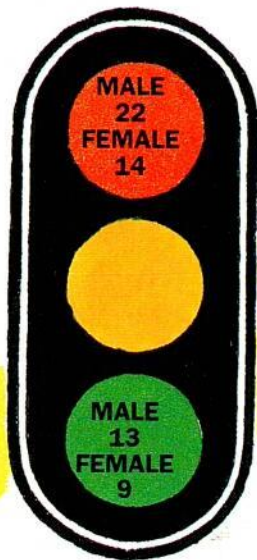
- it may cost you your family.
- you might set a bad example for your children.

"The liver has a higher tolerance to alcohol than your family or your job".



HARMFUL DRINKING AND HEALTH RISKS





Survival behind a steering wheel means following some traffic rules with speed limits, red, yellow and green zones.

Coping with alcohol in adult life means following some drinking rules.

Obviously, it's best not to drink any alcohol at all.

DON'T DRINK ALCOHOL

3. When you take medicine

Alcohol consumption in combination with medication and illness can be dangerous. Always ask your doctor.

"Never alcohol and pill, or you'll get ill."

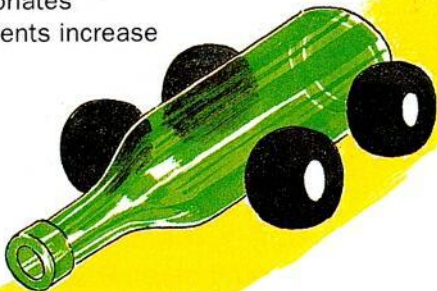


DON'T USE ALCOHOL WHILE YOU ARE

4. Driving

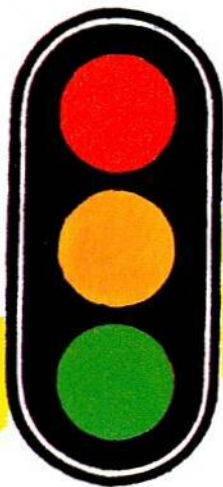
Don't drive and drink, don't drink and drive because:

- reaction time is longer
- vision deteriorates
- road accidents increase



Alcohol can be enjoyable as long as you drink in a way that does no harm to you and others. In most societies alcohol is a legal "drug". So drink socially to enjoy the party with friends and family, don't drink to get drunk.

There is no reason why **you** should run into problems if you know more about "how much is too much". If you are male, medical opinion recommends you to drink less than 22 units of alcohol per week and never more than 5 units at a single drinking session. If you are female you should drink less than 14 units per week and never more than 4 units at a single drinking session. Note: **females have a lower tolerance for alcohol.**



DON'T DRINK ALCOHOL

1. Before legal age

Youngsters have a lower tolerance for alcohol. An early start increases the risk of addiction, dependency and falling into bad company.

2. During pregnancy

Drinking alcohol during pregnancy may disturb the normal development of the unborn baby.

A bad start in life is hard to make up.



Note: **male drinking may cause decreased sexual performance, poorer quality of semen and infertility.**



INTERNATIONAL LABOUR OFFICE GENEVA

This English version of the campaign "Count Alcohol Units" has been produced for the International Labour Office by Bergens Tidende Ltd. and financed by the Government of Norway (RAF/89/M05/NOR):

Further information on stopping drug and alcohol problems can be obtained from:

International Labour Office (ILO)
Vocational Rehabilitation Branch
CH 1211 Geneva 22, Switzerland



Less
DRINKING **A better**
LIFE

Compiled in co-operation with Sverre Fauske MD,
Lars Sætersdal MD and Bergens Tidende.
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*Do you use any
of these?*

Wine

Beer

Opium

Cocaine

*Sleeping
pills*

Tranquillisers

Khat

Barbiturates

Heroin

LSD

Marijuana

Liquor



International Labour Office
Geneva

These are all drugs and can be dangerous. Alcohol and drug problems affect ordinary people who have families, own cars, have friends and have jobs. Illness and harmful effects brought on by the use of alcohol and drugs are major health and social problems at all levels of society. These illnesses can affect anyone, of any age or ethnic group, from blue-collar workers to company presidents, and can destroy careers, families and health.

But many drug and alcohol users can be brought back to full health and productivity, especially if they get help at an early stage. The workplace, whether in an industrialised country or a developing one, is a good place to address these problems and to try to prevent or solve them. People have a better chance of recovery while they are still employed and have the support of their co-workers and family members.

Why the concern?

Drug and alcohol problems have risen constantly since the end of the Second World War. A majority of drug users and people with drink-related problems are in full-time employment. Problem drug and alcohol users have two to four times more accidents and two to three times more absenteeism and sickness benefit claims than other employees. In some industries 15 to 40 per cent of disciplinary cases are related to alcohol and/or drug use. Alcohol and drug use involves huge costs for industry in human loss and in lost productivity. These problems are spreading to workplaces in developing countries.

Problem drinkers and drug users may endanger co-workers by using equipment recklessly, taking unnecessary risks and by ignoring rules of safety in the workplace. Many industries rely on team work. Impairment of one team member can easily result in an increase in workload for co-workers.

The actual and hidden costs of problem drinkers and drug users (costs of lost productivity, absenteeism, compensation claims, lost business and human costs such as loss of jobs, loss of skilled workers, strained labour relations) are substantial and are a major consideration in any workplace.

What are the effects?

Poor health, hangovers, hand tremors, impaired vision and reaction time, nervousness, mood changes, reduced learning, bad decision-making, loss of concentration and loss of memory are among the many negative effects of drugs and alcohol on work performance.

Because of alcohol or drug use, a worker may

- miss work
- arrive late or leave early
- take long lunch breaks
- endanger themselves or co-workers

EAPs are comprehensive responses to alcohol, drug and other problems in the workplace. Referral to these programmes is based on job performance. Supervisors and trade union representatives play an important role in informing and motivating the workers.

KEYS FOR A SUCCESSFUL PROGRAMME

- ▶ the programme should provide assistance and not be a management exercise in disciplinary control;
- ▶ it should have the full support and commitment of management and trade unions;
- ▶ it should have a high degree of confidentiality;
- ▶ in-house staff (supervisors, medical/welfare staff, etc.) involved in the programme should be trained and supported;
- ▶ the programme should be physically accessible and have a high profile with *all* levels of staff.

How can unions help?

Unions can help in fighting drug and alcohol problems in the workplace by incorporating alcohol and drug education into trade union programmes; by persuading management to include information on the effects of drugs and alcohol in health and safety training programmes; and by collaborating with management in establishing programmes of assistance for problem drug and alcohol users or by sponsoring their own services at union facilities. Union representatives may also provide workers with explanations of their rights and of disciplinary action that can be taken against them; ensure that proper procedures and confidentiality are maintained in programmes; lobby government to allocate more money for resolving the alcohol and drug problem; and persuade the media to take a more active role. Unions are in a unique position to help workers employed in small companies with limited resources and to identify community resources available to their members.

How can society help?

If the workplace is unable to offer counselling, treatment and rehabilitation, it should identify and provide information on available resources in the community. These resources may include specialised counselling, community treatment facilities, general medical and psychiatric services or other supportive services, such as private voluntary groups. Very clear procedures should be established in referring employees to community services. Trade unions can also provide assistance and play an important role in these matters.

What are the benefits?

The recovered alcohol or drug user realises improved relationships with family and co-workers, stable earnings, greater job security and renewed self-respect. The most important benefit, of course, is the regaining of good health.

The main benefits in the workplace are reduced absenteeism, improved productivity and quality of work, good labour relations and a reduction in accidents, injuries, disabilities and the cost of compensations.

What has the ILO done?

The International Labour Office (ILO) has developed, in collaboration with the World Health Organization, a multi-media resource kit entitled "Responses to drug and alcohol problems in the workplace" (ISBN 92-2-105823-9). The kit which includes a sound-slide package seeks to encourage the development of programmes aimed at preventing and resolving drug and alcohol problems in the workplace. It is a step-by-step guide for employers and trade unions in general and resource staff (supervisors, foremen, welfare officers, personnel managers, social workers, etc.) in particular.

The ILO has also produced the *Conditions of Work Digest: Alcohol and drugs: Programmes of assistance for workers* (Vol. 6, No. 1, 1987, ISBN 92-2-105962-6) which focuses on approaches taken in industrialised countries to prevent and combat alcohol and drug abuse in the workplace. Fact sheets in the digest provide information on the following:

- policies and guide-lines developed by governments, employers' and workers' organisations;
- programmes aimed at preventing workers' alcohol and drug problems;
- institutions which can provide information on and assistance in establishing alcohol and drug-related policies and programmes.

Also included is an annotated bibliography on alcohol and drugs in relation to work in general and assistance programmes in particular.

In the area of technical co-operation, the ILO is helping countries in setting up plant-level action programmes by holding specialised training and programme development seminars in different regions. The ILO's ongoing research and evaluation of latest developments in the field and the dissemination of this information will support these programmes.

To intensify the development and promotion of responses to drug and alcohol abuse in the workplace, the General Conference of the ILO adopted a resolution concerning measures against drug and alcohol abuse in working and social life. The following points are excerpts from the resolution:

**RESOLUTION ON DRUG AND ALCOHOL ABUSE IN
WORKING AND SOCIAL LIFE
ADOPTED BY 73RD SESSION OF THE
INTERNATIONAL LABOUR CONFERENCE IN 1987**

Considering that the International Labour Organisation can make an important contribution to formulating and executing programmes to help member States to develop effective responses to drug and alcohol problems in the workplace and countermeasures against drug and alcohol abuse in the field of vocational rehabilitation and social reintegration;

1. Invites governments and employers' and workers' organisations:

- (a) to promote, in the framework of education, vocational training and occupational planning, national policies for guidance and services needed to prevent, reduce and eventually eradicate the abuse of drugs and alcohol in the workplace and elsewhere;
- (b) to promote the development of effective consultation mechanisms whereby employers' and workers' organisations can take an active part in the formulation of strategies at the national, organisational, enterprise and workplace levels against alcohol and drug abuse and the implementation of demand reduction programmes, with particular attention to vocational rehabilitation and social reintegration;
- (c) to support programmes at the workplace level, where workers' organisations and the employers, with appropriate support from governments and other institutions, take actions to help and support those who are experiencing or are more particularly exposed to the risk of drug and/or alcohol abuse;
- (d) in developing and implementing programmes, each within its own competence:
 - (i) to respect the dignity of the worker at all times by ensuring confidentiality;
 - (ii) to protect the security of employment and the income of the worker during medical rehabilitation to the same extent as for workers suffering from other health and social problems.

2. Requests the Governing Body of the International Labour Office to instruct the Director-General:

- (a) to accord due priority to activities relating to the control of drug and alcohol abuse, as well as expanding existing programmes relating to the vocational rehabilitation and social reintegration of drug- and alcohol-dependent persons;
- (b) to intensify recent activities focusing on the development and promotion of responses to drug and alcohol problems in the workplace through extensive examination of all its aspects, implementation of case studies, comparative analysis and continuous dissemination of findings and other relevant information;
- (c) to give special attention to activities directed towards youth and thereby emphasise the need to integrate youth into society and especially into the working and social life of the community;
- (d) to increase collaboration and co-ordination with the World Health Organization, other specialised agencies, other organisations and programmes of the United Nations system and other international, regional and national organisations in identifying and executing programmes which will help countries further to develop measures and their own programmes to reduce drug and alcohol problems.

Such problems are not limited to alcoholism or drug-dependency, but also result from intoxication and regular use. Many substances have long-term effects with implications for on-the-job performance. Frequent absences, poor workmanship and expensive errors in judgement may follow.

An added risk exists for those using drugs by injection of falling victim to the disease AIDS (acquired immune deficiency syndrome). In the case of intravenous drug users, AIDS is transmitted through the sharing of a contaminated needle. Research is under way to study and assess this problem.

Drugs and alcohol also cause problems for family and society. They put strain and stress on families. The threat of possible job loss may also cause worry. The costs to society are increases in medical treatment, law enforcement, use of the court system, drug traffic control and drug abuse prevention. Indirect costs also include an increase in unemployability, emergency room treatment, hospitalisation, alcohol and drug-related accidents and deaths, incarceration and loss of work due to treatment; these costs are covered by industry and society.

What can you do?

You can start by learning about drug and alcohol use. Find out about their addictive characteristics, their impacts and look out for warning signs. Drinkers and drug users often have poor work performance – the quality of their work deteriorates and their output generally declines. Help yourself by taking stock of your own drinking and drug-taking habits.

You can also help your co-workers. Don't cover up for them by taking over their workloads in order to hide their problems.

How can the workplace help alcohol and drug users?

Every workplace, whether in an industrialised or developing country, can respond in some way to drug and alcohol use. Some possible actions include:

- publicising rules and regulations on drug and alcohol use and associated problems;
- providing information and educational materials on problems related to drug and alcohol use to the workforce;
- reducing the availability of alcohol in the workplace, e.g. by serving only soft drinks in the canteen;
- establishing security measures against drugs and alcohol in the workplace;
- providing health promotion programmes which include periodic medical check-ups and leisure and sport facilities and activities;
- establishing programmes of assistance for workers; and
- establishing Employee Assistance Programmes (EAPs).

DANGEROUS DRUGS

Drugs	Physical Dependence	Psychological Dependence	Duration of Effects (in hours)	Method of Use	Possible Effects	Withdrawal Syndrome
Narcotics						
Opium Morphine	High High	High High	3-6 for all	Oral/smoked Oral/injected */ smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irrita- bility, tremors, panic, chills and sweating, cramps, nausea
Codeine Heroin	Moderate High	Moderate High		Oral/injected * Injected */sniffed/ sniffed/smoked		
Depressants						
Barbiturates Benzodiazepines	High-Moderate Low	High-Moderate Low	1-16 4-8	Oral/injected * Oral/injected *	Slurred speech, dis- orientation, drunken behaviour without odour of alcohol	Anxiety, insomnia, tremors, delirium, con- vulsions, possible death
Alcohol Other dep- ressants	Moderate Moderate	High Moderate	4-6 4-8	Oral Oral/injected *		
Stimulants						
Cocaine Amphetamines	Possible Possible	High High	1-2 2-4	Sniffed/injected * Oral/injected *	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insom- nia, loss of appetite	Apathy, long periods of sleep, irritability, depression, dis- orientation
Hallucinogens						
LSD	None	Degree Unknown	8-12	Oral	Illusions and hal- lucinations, poor perception of time and distance	Withdrawal syndrome not reported
Cannabis						
Marijuana Hashish Hashish oil	Degree Unknown Degree Unknown Degree Unknown	Moderate Moderate Moderate	2-4 2-4 2-4	Smoked/oral Smoked/oral Smoked/oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behaviour	Insomnia, hyperactivity, and decreased appetite occasionally reported

* Those using injections may fall victim to the disease AIDS through the sharing of a contaminated needle.

SOME QUESTIONS AND ANSWERS ON SEEKING HELP

- Q.** How can workers find out about drug and alcohol programmes?
- A.** Campaigns using a variety of media should be organised to inform workers on available programmes. Workers can also consult supervisors or union representatives who can help them to find treatment and counselling programmes.
- Q.** When you participate in a programme, who knows about it?
- A.** Only you and those who referred you. The records are confidential and do not go into your personnel file. Unions should protect the rights of workers, especially in regard to privacy.
- Q.** What happens if you need help but do not go to a programme?
- A.** You will then be treated as any other employee and will be judged on your work performance.
- Q.** What about labour unions?
- A.** Generally, unions recognise that programmes save people, reduce costs and preserve jobs. Unions and management should collaborate on policies and programmes. Many unions have their own programmes.
- Q.** Why not dismiss the troubled employee?
- A.** First, dismissal does not help the troubled employee who needs support and help. Second, it costs too much. Third, recovered employees usually become efficient, loyal workers. Fourth, there may be legal implications in dismissing workers with health problems without offering them assistance.
- Q.** Who decides that you need help?
- A.** The decision to seek help is strictly the worker's. But sometimes a person does not really know when he or she needs help and that is where supervisors, friends, union representatives and family members play an important role. Supervisors and union representatives can detect problems but only trained professionals can diagnose the problem. Seeking professional counselling is in no way damaging to a worker's career.

Further information on stopping drug and alcohol problems can be obtained from:

ILO

Vocational Rehabilitation Branch

route des Morillons 4

1211 Geneva 22

Switzerland