



WAGNER-MEINERT LLC

Engineers – Contractors

NEW EMPLOYEE

SAFETY ORIENTATION PACKET

OFFICE EMPLOYEES

Safety Orientation Policy and Training

Safety Policy Statement and Responsibilities

Drug Free Workplace Program

This Page Intentionally Left Blank



WAGNER-MEINERT LLC
Engineers – Contractors

7617 Freedom Way
Fort Wayne, Indiana 46818
www.wagner-meinert.com

Phone: 260-489-7555
Fax: 260-489-7473

COMPANY SAFETY ORIENTATION FOR NEW EMPLOYEES

- 1. Personal Protection and Related Equipment**
- 2. Barricades and Hole Covers**
- 3. Fire Prevention**
- 4. Excavations**
- 5. Compressed Gas Cylinders**
- 6. Housekeeping**
- 7. Ladders and Scaffolds**
- 8. Rigging**
- 9. Welding and Cutting**
- 10. Tools**
- 11. Industrial Hygiene and Occupational Health**
- 12. Motor Vehicles and Mechanized Equipment**
- 13. Hazard Communication**
- 14. Written Programs**
- 15. Drug Free Workplace Program**

The safety policy of Wagner-Meinert, Inc. is to ensure the health, safety and well being at work, of every employee, contractor, trainee, visitors, in so far as is reasonably practicable.

The Wagner-Meinert, Inc. management is committed to providing and maintaining a safe place of work, safe systems of work, safe equipment and safe procedures and in accordance with relevant legislation.

The management of Wagner-Meinert, Inc. is committed to the promotion of the health and safety of all employees, contractors, visitors, trainees and employees and therefore will:

- comply with statutory legislation and codes of practice relating to health, safety and welfare at work;
- ensure that all management and employees are adequately, informed, trained and equipped to carry out their work in a safe manner;
- ensure that all employees are made aware of their duty to co-operate with this policy;
- ensure that this policy is reviewed on a regular basis and that relevant amendments are brought to the attention of all employees, contractors, visitors, trainees.

In order for a safety program to be effective, it is vital that rules are established and monitored by responsible individuals, and implemented at all levels of employment.

The following are some of the general rules applicable to operations, that must be enforced on every project contracted by our company. This is a partial listing only. The pertinent requirements of OSHA Regulations CFR, Part 1926 Safety and Health Regulations for Construction with CFR29 Part 1910 Safety and Health Regulations for General Industry, the Clean Air Act, and others also apply to this firm's operations.

The majority of the work performed by Wagner-Meinert, Inc. is done on site. This is to say that the physical property is managed by someone other than Wagner-Meinert, Inc. It is imperative that our employees adhere to the Wagner-Meinert, Inc. safety policies and that of our customers. Where the policies of Wagner-Meinert, Inc. are more stringent than the policies in effect on site, Wagner-Meinert, Inc. employees and sub-contractors are required to adhere to the policies of Wagner-Meinert, Inc.

1. Personal Protection and Related Equipment

- a. Personal protective equipment must be worn by employees as prescribed for each job by the supervisor.
- b. Employees must check with their supervisor(s) regarding any portion(s) of their job that they do not understand. **DO NOT ATTEMPT AN OPERATION WITHOUT FIRST IDENTIFYING THE DANGERS OF THE OPERATION.**
- c. Goggles, face shields, safety glasses, and other equipment shall meet the eye and face protection needs of the employee for each task.
- d. Hard hats must be worn by all employees at all times in all work areas requiring them.
- e. Gloves are to be used when handling materials, and for protection against acids and other chemicals which could injure employees skin.
- f. Respiratory equipment in many cases is needed for protection against toxic and hazardous fumes and dust. Employees that may be exposed will be trained in respiratory protection per the written respiratory protection program. Employees engaged in Emergency Response activities are required to have a minimum of 24 hours training and 8 hours of refresher training (annually).
- g. Safety shoes are recommended to help prevent toe and foot injuries.
- h. The use of Full Body Harnesses is required when working on elevated work where there is no guardrail protection and on certain suspended scaffolds. (See the written fall protection program).
- i. Employees are expected to utilize proper judgment in their personal habits.

When they report to work each morning they must be in fit condition to meet daily obligations.

- j. Be aware of what all subcontractors are doing and what hazards they are creating.

2. Barricades and Hole Covers

- a. Excavations and openings in working surfaces must be protected with barricades or hole covers.
- b. Barricades and/or signs shall always be provided as warning of hazards such as overhead work, crane swing, and excavations.
- c. When a hole or floor opening is created during the performance of a work activity, it shall be protected with a standard railing.
- d. Floor openings shall be guarded by a standard railing and toe boards on all exposed sides except at entrance to stairways.

3. Fire Prevention

- a. Wagner-Meinert, Inc. has an active Hot Work Permit Program as do the majority of our customers. Always follow Hot Work procedures when welding, cutting, or using any equipment when may supply an ignition source.
- b. When utilizing heat producing equipment, make sure that the area is clear of all fire hazards and that all sources of potential fires are eliminated.
- c. Do not use a salamander or other open flamed device in confined or enclosed structures.
- d. Vent heaters to the atmosphere and make sure they are located an adequate distance from walls, ceilings and floor.
- e. Have fire extinguishers available at all times where heat-producing equipment is used.
- f. Know the location of fire fighting equipment in the work area and have a knowledge of its use and application in case of fire.
- g. Turn in all fire extinguishers for recharge after each use. Inspect periodically when not in use. Make sure the extinguishers you have are rated for the environment you will be working in.

4. Excavations

- a. Excavations, trenches or cuts more than 5 feet in depth require shoring, sloping of the ground or some other hold-back means.

- b. Excavations must be checked daily by a competent person for cracks, slides and scaling. During rain, snow and other hazardous weather conditions, checks should be performed more often.
- c. Heavy equipment must be kept back from edges of all excavations.
- d. An adequate means of exit for excavations 4 feet or more in depth (ladders or steps) should be located within 25 feet or lateral travel.
- e. Excavated or other material must be stored at least 2 feet or more from the edge of the excavation.

5. Compressed Gas Cylinders

- a. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- b. Cylinders must be placed and secured in an upright position, with valve protection caps in place, during storage and transfer.
- c. Cylinder valves must be protected with caps or guards when not in use.
- d. All leaking or defective cylinders must be removed from service promptly, tagged as inoperable and placed in an open space removed from the work area.
- e. All operators are required to inspect equipment regulators to ensure they are in proper working order.
- f. Oxygen and gas cylinders placed in storage are to be kept 20 feet apart or have the fire barrier between them.
- g. Full and empty cylinders are to be stored separately and protected from excess heat, snow, ice or physical damage. Tag all cylinders when empty.
- h. All cylinders are to be secured with a minimum of two chains. Tie wire is not appropriate for cylinder storage. Chains are not to be tied around the neck of the cylinder.

6. Housekeeping

- a. Proper housekeeping is the foundation for a safe work environment. It prevents accidents and fires, and creates a business-like work area.
- b. Pile or store material in a stable manner so that it will not be subject to falling.
- c. Rubbish, scraps and debris shall be removed from the work area as soon as practical.

- d. Do not leave materials and supplies in stairways, walkways, near floor openings or at the edge of the building when exterior walls are not build.
- e. Containers for flammable or harmful substances shall be provided with covers.
- f. Never block safety signs.

7. Ladders and Scaffolds

- a. Use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited.
- b. Straight ladders shall be placed on a firm base at a 4-1 pitch extending a minimum of 36 inches above the landing and be tied off, held or nailed down for stability.
- c. Erection crews must check each scaffold member during erection defective parts are not to be used for scaffold fabrication.
- d. All working decks of scaffolds shall be provided with proper handrails, mid-rails and toe boards. If this is not possible, then full safety harnesses must be worn by employees working on the scaffold.
- e. Planks shall extend over the end supports by not less than 6 inches nor more than 12 inches.
- f. Tube and frame scaffolds must be tied to the structure at intervals of 30 feet horizontally and 26 feet vertically.
- g. The height of mobile scaffolds shall not exceed four times the minimum base dimension. Casters shall have positive locking devices.

8. Rigging

- a. Rigging is essential for moving construction materials and equipment and, at the same time, keeping them under control.
- b. Never swing loads over the heads of workers in the area.
- c. Only trained flagmen and signalmen are to direct rigging operations, using established hand signals that are standard for the industry.
- d. Tag lines must be used to control rigged loads.
- e. Do not overload any part of your rigging. Check loads just off the ground for balance and stability before hoisting.
- f. Never leave a suspended load unattended.

- g. Never allow loads, booms or rigging to approach within 10 feet of energized electrical lines rated 50KV or lower unless the lines are de-energized. For lines rated greater than 50 KV, follow OSHA regulations.
- h. Always operate cranes on firm, level ground or use mats, particularly for near-capacity lifts.
- i. Rope off or barricade a space equivalent to the swing radius of the rear of the rotating structure 360 degrees around all cranes operating on your jobsite.

9. Welding and Cutting

- a. Wagner-Meinert, Inc. has an active Hot Work Permit Program as do the majority of our customers. Always follow Hot Work procedures when welding, cutting, or using any equipment when may supply an ignition source.
- b. Always clear area below cutting or welding operations to keep hot slag from dropping on hoses, cables or employees.
- c. Use properly shaded welding helmets and burning goggles for eye protection and to prevent flash burns. Always wear eye protection to guard against slag while chipping, grinding and dressing welds.
- d. Use only manual electrode holders specifically designed for arc welding.
- e. Make sure that all parts subject to electrical current are fully insulated against the maximum voltage to ground.
- f. Make sure that the ground return cable has a safe current carrying capacity equal to, or exceeding, the specified maximum output capacity of the arc welding unit that it services.
- g. Make sure welding lugs are covered with approved covers.
- h. Place cables, leads and connections so that there are no fire or tripping hazards.
- i. Shield all arc welding and cutting operations with noncombustible or flameproof screens to protect employees, and others from direct arc rays.
- j. Keep suitable fire extinguisher readily available when welding or cutting.
- k. Be sure that proper ventilation is provided whenever welding, cutting or heating operations are performed in a confined space.
- l. Gas drive welders should only be used in well ventilated areas.

- m. Remove electrical cords from the splatter area to prevent the burning of the wire insulation.

10. Tools

- a. It is important that the right tool is used for the job and that it is used in a correct manner.
- b. Keep tools in good working condition. Tag all defective tools. Damaged, worn or defective tools can cause injuries and should be returned to the shop for repairs as soon as possible.
- c. Do not use tools until you have been properly instructed and authorized to do so.
- d. Never remove machinery or equipment guards. They are there for a purpose.
- e. Tag and return defective tools for repair by qualified employees.
- f. Inspect electrical extension cords and other wiring to be certain they are properly insulated. Do not use frayed or damaged cords.
- g. Take special precautions when using power tools on a scaffold or other locations with limited movement area. Get good footing, use both hands, keep cords clear of obstructions, and do not over-reach.
- h. Be sure that a power tool is off and motion stopped before setting tool down.
- i. Disconnect tool from power source before changing drills, blades or bits or attempting repair or adjustment. Never leave a running tool unattended.
- j. Do not use compressed air for cleaning purposes except when pressure is reduced to less than 30 psi and then only with proper personal protective equipment.

11. Industrial Hygiene and Occupational Health

- a. Potable water shall be provided at all sites in approved closed containers with disposable cups.
- b. Toilets with self-closing doors, latch, and toilet paper shall be provided as required for the number of workers on the jobsite.
- c. First aid kits must be provided at each jobsite, and if a medical facility is not readily accessible, then a person with a valid First Aid Certificate must be present.

- d. Employees must be protected against exposure to harmful sound levels by controlling exposure or by use of the proper personal protective equipment.
- e. Employees must be protected against exposure to ionizing (x-ray, radioactive) and non-ionizing (laser beam) radiation.
- f. Protection against exposure to harmful gases, fumes, dust, and similar airborne hazards must be furnished through proper ventilation or personal respiratory equipment.

12. Motor Vehicles and Mechanized Equipment

- a. All equipment left unattended at night adjacent to highways or construction areas shall have lights, reflectors, and/or barricades to identify location of the equipment.
- b. Operator personnel shall inspect all machinery and equipment prior to each use, and during use to make sure it is in safe operating condition.
- c. Rated load capacities and recommended rules of operation shall be conspicuously posted on all equipment at the operator's station.
- d. Wire rope with broken wires or evidence of wear, kinking, crushing, hoist caging or heat damage shall be taken out of service.
- e. An accessible fire extinguisher of 5 BC rating or higher shall be available at all operator stations.
- f. When vehicles or mobile equipment are stopped or parked, parking brakes shall be set. Equipment parked on inclines shall have wheels chocked as well as having parking brakes set.
- g. All vehicles or combinations of vehicles shall be checked at the beginning of each shift for safe operating condition of all mechanical and safety systems.
- h. Maintain vehicles and equipment at specified intervals in accordance with the maintenance manual provided by the manufacturer. Vehicles are equipped with seat belts and are used by drivers and passengers when vehicle is in motion.
- i. Operators shall not back up motorized equipment having an obstructed rear view unless the vehicle has an audible reverse signal alarm or when an observer signals that it is safe to do so.
- j. Vehicles are not to be operated while under the influence of alcohol, medication, or controlled substances.

13. Hazard Communication

- a. Employees have been informed of the requirements of the OSHA Hazard Communication Standard and any operations in their area where hazardous chemicals are present.
- b. Employees are aware of the location and availability of the company written hazard communication program and location of the list(s) of hazardous chemicals present at the jobsite.
- c. Material Safety Data Sheets (MSDSs) are available for all chemicals used and employees know where these MSDSs are kept.
- d. All containers of chemicals are properly labeled either with the manufacturers or importers warning label or tagged or marked with the identity of the chemical therein and appropriate hazard warning.
- e. All employees have been trained in the container labeling system used at their worksite and how to interpret the information on a MSDS.
- f. At multi-employer worksites, procedures are established to inform other employers of the chemicals their employees may come in contact with, the labeling system used identify chemicals and MSDSs on chemicals present at the jobsite are interchanged.

14. Written Programs

- a. Wagner-Meinert, Inc. has established numerous programs and policies in accordance with OSHA, EPA, and industry practices (IIAR). These policies are outlined in individually labeled sections of the Wagner-Meinert, Inc. Safety Manual. (These are available on www.wagner-meinert.com)
- b. Written MSDS Books Manuals are located in every gang box and service vehicle. (Also available on the web: www.wagner-meinert.com)

15. Drug Free Workplace

- a. Wagner-Meinert abides by the Indiana State Pipe Trades Association / Mechanical Contractors Association of Indiana Statewide Drug and Alcohol Testing Policy and Program.
- b. All accidents will require post accident drug text immediately upon medical attention or reasonable cause.

This program was initially developed on September 11, 2000, replacing the former Safety Orientation and Training Program entirely.

Revision or Review No. 1 (September 11, 2000)

Revision or Review No. 2 (January 18, 2001)

Revision or Review No. 3 (January 10, 2002)

Revision or Review No. 4 (January 11, 2003)
Revision or Review No. 5 (January 15, 2004)
Revision or Review No. 6 (January 10, 2005)
Revision or Review No. 7 (January 3, 2006)
Revision or Review No. 8 (June 27, 2007)
Revision or Review No. 9 (September 6, 2007)
Revision or Review No.10 (January 16, 2009)
Revision or Review No.11 (January 29, 2010)
Revision or Review No.12 (October 13, 2011)

PERSONNEL:

The Owners have the ultimate responsibility for the Safety Orientation and Training Program. They have designated the Safety Director to manage the Safety Orientation and Training Program. The Safety Director determines whether an accident requires investigation and establishes the Team Leader and Team Membership.

This Page Intentionally Left Blank



SAFETY POLICY STATEMENT AND RESPONSIBILITIES

SAFETY POLICY STATEMENT:

It is the desire of Management to protect employees from accidental injury and damage to health while working for our organization. At the management level, we are committed to provide a safe and healthy worksite. In return we expect you, the employee, to support the established safety policies and to cooperate fully with the procedures and practices which have been implemented to ensure everyone's safety. Injured employees are returned to work as soon as medically possible. (See the Transitional Duty Program).

Certain construction operations require the presence of a competent person. The construction section of the OSHA Act defines a competent person as one "...who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them."

The important part of this definition is that the "competent person" must have the authority to take immediate action to take prompt corrective measures. The foreman is the person at the jobsite who has this authority. It is also the responsibility of everyone on the jobsite to inform the foreman of any hazardous conditions which exist. Everyone has the responsibility to maintain a safe work environment.

Also, OSHA does not consider an individual competent until the individual, in addition to meeting the requirements of the definition, has been properly designated as a "competent person" by the employer. Wagner-Meinert, Inc. has designated all foremen, servicemen, Superintendents, Journeyman, Apprentices, Project Managers, and our Safety Coordinator as "competent persons".

All of us, from the management on down, have a responsibility to safety. These responsibilities, outlined below, must be understood and supported by all employees in order for our safety program to be effective.

RESPONSIBILITIES

1. Management

- a. Provide visible top management involvement in implementing and enforcing the company safety and health program.
- b. Assign safety responsibilities to employees at all levels to ensure the responsibilities are understood and that essential tasks are performed.
- c. Establish safety rules and procedures designed to protect the employees and others associated with a project.
- d. Communicate a clear goal for the safety and health program, and define objectives for meeting that goal as part of the management's commitment to a safe and healthy workplace.
- e. Commit the necessary personnel with enforcement authority and resources to ensure employee safety.
- f. Discipline any employee disregarding the company safety procedures.
- g. Conduct reviews on the effectiveness of the safety program to include jobsite inspections, record keeping procedures and to evaluate how well the goals and objectives are being met.
- h. Encourage employee involvement in the review and updating of the company safety program to ensure their commitment and support for a safe work place.
- i. Maintain a working knowledge of OSHA, EPA and IOSHA regulations and modify company safety polices to reflect those changes.
- j. Hold monthly documented safety meetings to train employees on hazards which may arise in our workplace.
- k. Clarify any areas of the company safety programs that are not clearly defined.

2. Safety Director / Safety Committee

A safety committee is employed who is responsible for implementing the company safety programs. WMI has designated a responsible individual, Vern Sanderson, as our company safety Director. The Safety Committee will manage the following activities:

- a. Provide to all levels of management the services and technical advice needed for proper administration of the Safety Program.
- b. Establish procedures and guidelines for safety program(s) and update as necessary.
- c. Maintain current knowledge of federal, state and local regulations and maintain outside professional contracts.
- d. Be available regularly during pre-construction and construction for the purpose of inspection to determine compliance with OSHA regulations and project safety rules.
- e. Review all accidents and injury reports and maintain accident information.
- f. Make analysis of statistical data. Identify problem areas and make recommendations for solutions.
- g. Coordinate safety training activities.
- h. Prepare and distribute reports on the status of safety to executive management.

- i. Recommend programs and activities that will develop and maintain incentives for, and motivation of employee safety.
- j. Maintain technical guidelines and safety recommendations for special exposure situations.
- k. Maintain written Hazard Communication Program for the company.
- l. Ensures Material Safety Data Sheets (MSDSs) are received from the supplier and properly filed in the company MSDS binders and distributed to all remote binders.
- m. Provides necessary MSDSs to each worksite according to chemicals used.

3. Project Manager/Superintendent

- a. Is familiar with safety regulations related to his area of responsibility.
- b. Plans work to ensure that the employees, materials, tools, and equipment are available to perform and work safely.
- c. Notifies the Safety Director of any unusual or special safety or health hazards on the job.
- d. Requires all subcontractors and sub-contractors personnel to comply with applicable WMI safety regulations.
- e. Directs and coordinates safety activities applicable to the project.
- f. Assures that foremen are aware of and comply with requirements for safe practices and conditions to be maintained on jobsites.
- g. Reviews all accidents with the foremen and Safety Coordinator, submit accident reports and ensure corrective action is taken to alleviate the cause.
- h. Monitors employee safety training.
- i. Assures required safety posters are available and posted at the jobsite.
- j. Maintains Material Safety Data Sheets (MSDSs) for all chemicals used on the jobsite and coordinates with other employers as to location and availability of their MSDSs.
- k. Insures that all weekly jobsite safety meeting notes are signed and returned to the office.

4. Office

- a. Maintains all records of accidents that have taken place during company operations on forms designated by OSHA, insurance company and other authorized agencies.
- b. Processes all paperwork associated with accidents, on site inspections and in-house audits. Maintains permanent record for company files.
- c. Prepares all notices required by OSHA, State and other appropriate agencies for posting at each construction project location in accordance with designated time regulations. (Example: OSHA Form 300, Log and Summary of Occupational Injuries and Illnesses).

5. Foreman

- a. Is familiar with and enforces established safety procedures applicable to company operations on the jobsite.
- b. Instructs the workers to follow safe work practices.
- c. Maintains safe conditions throughout the job.
- d. Makes available the necessary personnel protective equipment, job safety materials and first aid supplies.
- e. Assures that safety devices and proper protective equipment are used by persons under his supervision.
- f. Develops a cooperative attitude toward safety by setting a good example.
- g. Continuously watches for unsafe physical conditions and unsafe workers behavior and corrects immediately and files a weekly Job Safety checklist.
- h. Assures that accidents and injuries are treated and reported properly.
- i. Investigates all accidents, obtains all pertinent data, files a complete report, and initiates corrective action.
- j. Maintains an effective, positive line of communication regarding safety matters to the workforce.
- k. Conducts weekly jobsite safety and HAZCOM training classes.
- l. Attends monthly safety meetings
- m. Conducts jobsite safety inspections as necessary, and files inspection checklist and report to the office.

6. All Employees

- a. Thoroughly understand the work to be done and the safety precautions that apply.
- b. Report any unsafe condition, act or equipment to immediate supervisor/foreman. If the condition persists report it to the Safety Coordinator.
- c. Use the required safety devices and proper personal protection safety equipment.
- d. Works according to the company and project safety rules to avoid endangering themselves, fellow workers or the public.
- e. Question any procedure believed to be unsafe. Always look at ways to improve safety.
- f. Report all accidents and injuries to the supervisor/foreman immediately.
- g. Assist in making the job as safe as possible.
- h. Attend weekly jobsite safety meetings.

7. Subcontractors

- a. The provisions of all safety responsibilities apply to subcontractors and their employees working on projects for this company.
- b. Report any unsafe condition or actions.
- c. Inform project manager/superintendent of all injuries to subcontractor's employees.
- d. Have available and provide copies, prior to the introduction of the materials to the jobsite, of Material Safety Data Sheets (MSDS) for all materials/chemicals used on the jobsite that require a MSDS.
- e. Attend weekly jobsite safety meeting.

This program was initially developed on September 13, 1993, replacing the former Safety Policy Statement and Responsibilities Program entirely.

Revision No. 1 (September 13, 2000)
Revision or Review No. 2 (January 15, 2001)
Revision or Review No. 3 (January 10, 2002)
Revision or Review No. 4 (January 11, 2003)
Revision or Review No. 5 (January 15, 2004)
Revision or Review No. 6 (October 8, 2004)
Revision or Review No. 7 (December 16, 2004)
Revision or Review No. 8 (January 10, 2005)
Revision or Review No. 9 (January 3, 2006)
Revision or Review No. 9 (June 26, 2006)
Revision or Review No. 10 (September 6, 2007)
Revision or Review No. 11 (March 18, 2008)
Revision or Review No. 12 (January 29, 2010)

I have reviewed the Wagner-Meinert, Inc. Written Safety Orientation Program and I understand its contents. I also understand that safety is my responsibility. I have reviewed this safety orientation program.

I know where the Material Safety Data Sheets can be located.

I understand the safe work procedures and precautions to be taken when working with products, tools, equipment, including the use of personal protective equipment.

I know where emergency supplies are kept.

I am aware I may review the hazard chemical list that is located in the front of the MSDS binders. I am aware that the written safety program is available and where they are located.

I have read and understand the company safety rules set forth by Wagner-Meinert, Inc. to insure my safety.

I have read and understand the company safety rules set forth by Wagner-Meinert, Inc. to insure my safety.

I have read and understand the company safety policy statement and responsibilities set forth by Wagner-Meinert, Inc. to insure my safety.

Print Name: _____ Date: _____

Signature: _____

Drivers License
No.: _____ State: _____

This Page Intentionally Left Blank



Drug Free Workplace Program
(Section 15)

INDIANA STATE PIPE TRADES ASSOCIATION/MECHANICAL CONTRACTORS
ASSOCIATION OF INDIANA

**STATEWIDE DRUG and ALCOHOL TESTING
POLICY and PROGRAM**

INDEX:

1.0 POLICY STATEMENT	
2.0 POLICY ADMINISTRATION	
3.0 VOLUNTARY IDENTIFICATION AND REHABILITATION/TREATMENT	
4.0 TESTING OF EMPLOYEES	
5.0 POST ACCIDENT TESTING	
6.0 RETURN TO WORK AND FOLLOW-UP TESTING	
7.0 PRESCRIPTION/NONPRESCRIPTION DRUGS OR MEDICATIONS	
8.0 SANCTIONS / CONSEQUENCES	
9.0 CONFIDENTIALITY	
10.0 DUTY TO COOPERATE	
11.0 AMENDMENTS TO POLICY	
12.0 CARD STATUS CONFIRMATION	
13.0 MCAI/INDIANA STATE PIPE TRADES GUIDELINES FOR OBTAINING AN APPLICANT'S/CURRENT MCAI/INDIANA STATE PIPE TRADES CARDHOLDER'S URINE SPECIMEN AT THE COLLECTION SITE	
14.0 TRAINING	
15.0 DEFINITIONS	
LETTER OF NOTICE OF RANDOM TESTING	
ATTACHMENT I -MCAI/INDIANA STATE PIPE TRADES APPLICANT/CARDHOLDER DRUG TEST INFORMATION AND INSTRUCTION SHEET	
ATTACHMENT II-EMPLOYEE CONSENT FORM AND TESTING AUTHORIZATION FORM	
APPENDIX 15A - DRUG / ALCOHOL OBSERVED BEHAVIOR-REASON CAUSE RECORD	
APPENDIX 15B - ACCIDENT / INJURY DRUG TEST PROCEDURE	
DOCUMENT MANAGEMENT – CHANGE CONTROL	

1.0 POLICY STATEMENT

MECHANICAL CONTRACTORS ASSOCIATION OF INDIANA (“MCAI”), on behalf of its members contractors, and the INDIANA STAE PIPE TRADES and its affiliated United Association Local Union Nos. 136, 157, 166, 172, 210, 440, and 669 (collectively, the “Union), together recognize that the use and abuse of drugs and alcohol can seriously impair an employee’s ability to perform safely and efficiently his or her duties. Drug and alcohol use and abuse not only jeopardize the public’s and co-workers’ safety, they undermine the public’s confidence in the construction industry.

Because the use of drugs and alcohol in the work place pose a significant threat to the safety of the public and employees, the MCAI and the Union have established this policy as part of their ongoing efforts to maintain a drug and alcohol free work place.

All employees are expected to report to work free of alcohol and illegal drugs and not sell, purchase, distribute, possess, or use or conspire to sell, purchase, distribute, dispense, possess, or use an illegal drug or alcohol on a job site or during working time. Likewise, all employees are expected not to misuse or abuse any prescription or non-prescription medications. MCAI and the Union look to all employees to support this policy to ensure quality service to the public and to better the overall safety, health, productivity, and welfare of all employees. Employees are ask to discourage co-workers from violating this policy and are expected to cooperate in efforts to enforce this policy and in any investigation of its violation.

All employees and applicants for employment to positions covered by the collective bargaining agreements supplemented by this negotiated policy are subject to this policy. All non-bargaining unit Contractor employees that are directly involved in the piping industry at all locations of shops and/or offices either full or part-time are subject to this policy. Each individual will be issued an Identification Card, which reflects the results of the most recent negative drug/alcohol testing related to that employee. To be eligible to work on a jobsite, an individual must possess a valid Identification Card, as defined by the policy.

Upon an employee’s arrival at a job site or office, the contractor shall request the employee to present his Identification Card. Contractors may verify with Midwest Toxicology Services, Inc. (Midwest Toxicology) the status on an individual, whether or not he or she presents a valid card, he or she must take, and pass, an initial test, as described in this policy, prior to commencing work.

2.0 POLICY ADMINISTRATION

2.1 Prohibited Substances

A drug is any substance which may impair mental or motor functioning including but not limited to illegal drugs, controlled substances, “designer drugs”, synthetic drugs, and, under certain circumstances described in this policy, prescription or non-prescription drugs and medications. Alcohol includes all beverages, mixtures, substances, medications, inhalants, or preparations that contain alcohol as defined above are prohibited substances.

Although this policy prohibits the use of any illegal drug, testing will be done for the following substances:

Marijuana		Barbiturates
Cocaine		Benzodiazepine Oxazepam
Opiates, including Morphine & Codeine		Methadone
Amphetamines		Propoxyphene
Phencyclidine (PCP)		Methaqualone

Depending upon the circumstances, testing may also be done for alcohol. Employees involved in an accident/incident, or who demonstrate a reasonable cause for testing, shall be required to take an alcohol and drug test.

Test for alcohol shall be performed using breath, saliva, or blood to determine a BAC (blood alcohol content). If possible, a Breathalyzer type instrument conforming to DOT standards should be used. If that is not available, then a blood draw may be used.

2.2 Testing Procedures

2.2.1 All urine and blood testing shall be performed only by a laboratory certified by the U.S. Department of Health and Human Services.

2.2.2 All drug testing shall be conducted in accordance with the U.S. Department of Health and Human Services' "Mandatory Guidelines for Federal Workplace Drug Testing Programs.

2.2.3 Any result on a screening test which exceeds the levels set forth below shall be confirmed by a subsequent test conducted using the Gas Chromatography/Mass Spectrometry assay recognized by the U.S. Department of Health and Human Services. No adverse action or discipline shall be taken against any employee or applicant for employment on the basis of the result of a screening test which is not confirmed to be "positive" by such subsequent test.

2.2.4 A "positive drug test result shall mean test levels recognized as positive on both the screening test and the confirmatory test under the "Mandatory Guidelines for Federal Workplace Drug Testing Programs."

The following levels will constitute a positive drug test:

Substance	Screening Levels	-(NG/ML)-	Confirmation Levels
Amphetamines	1000		
Amphetamine			500
Methamphetamine			500
Cocaine Metabolites	300		150
PCP- Phencyclidine	25		25
Opiates Metabolites	2000		
6-Acetylmorphine			10 ng/ml
Morphine			2000
Codeine			2000
Marijuana Metabolites	50		15
Barbituates Diverse	300		200
Benzodiazepine Oxazepam	300		300
Methadone	300		300
Propoxyphene	300		300
Methaqualone	300		300

A “positive” alcohol test result shall mean alcohol concentration at or above .04 percent.

2.2.5 In the case of a “positive” test result, the employee shall be so advised by the medical Review Officer (“MRO”), on a confidential basis, prior to the reporting of the results to the employer, and the employee shall have the right to discuss and explain the results including the right to advise the MRO of any medications prescribed by the employee’s own physician which medication may have affected the result of the test. After notification to the employee, the employer and the union shall be notified by 10:00 a.m. the following day.

The MRO may verify test as positive without having communicated directly with an individual about the results if the individual expressly declines the opportunity to discuss the test.

2.2.6 An employee testing “positive” shall have the right to have the balance of the original sample tested at another SAMSHA accredited lab if the employee makes a written request to retest to the Policy Coordinator within 72 hours of the receipt of notice of a positive drug test from MRO. A

retest is based on the presence of the controlled substance. If no presence is detected, the test will be considered negative, and the employee shall be allowed to resume work immediately and be reimbursed for the cost of the test, and lost time, if any. A retest will not be conducted until the employee has paid for the test. The employee must submit a check for the cost of the retest at the time he/she requests the retest (in the 72 hour window).

2.2.7 Individuals subject to this policy continue to have access to the usual protections provided as part of their union membership and/or as members of bargaining units covered by collective bargaining agreements. Such individuals may request that the union representative be available or present prior to any action taken by the employer, if any, at any stage of the policy and its administration. If an individual is aggrieved by any action taken under this Drug Policy and his/her complaint cannot be resolved, the complaint may, if the individual or Union requests, be referred as a grievance under the grievance and arbitration provisions of the individual's collective bargaining agreement. In the event the matter is referred to arbitration, the arbitrator shall be bound substantively by the provisions of this drug policy.

2.3 Substance Abuse Policy Coordinator

2.3.1 Midwest Toxicology, an independent corporation with a history of managing drug testing programs, has been contracted to serve as the Substance Abuse Policy Coordinator. It is the intent of the MCAI and the Union to outline the specific duties of the Substance Abuse Policy Coordinator and to govern those activities by serving as advisors to the Substance Abuse Policy Coordinator.

3.0 VOLUNTARY IDENTIFICATION AND REHABILITATION/TREATMENT

3.1 Any employee who voluntarily identifies himself as having a drug or alcohol related problem will not be subject to discipline for volunteering that fact. Rather, the employee must surrender his Card and pursue counseling, rehabilitation, or treatment to eliminate dependence on drugs or alcohol.

Employees who volunteer such information and participate in a counseling/rehabilitation/treatment program are not relieved of their obligation to comply with this policy and applicable rules concerning alcohol and drugs.

Since the key to any rehabilitative effort is an employee's willingness to admit and seek to remedy the problem, this provision is not available to an employee who requests protection after being asked to submit to a test or after the employee's use of drugs or alcohol becomes a personal issue based on direct observation or other reliable evidence, such as an arrest or criminal conviction for a drug or alcohol related offense.

If the employee is actively participating or has successfully completed the counseling/rehabilitation/treatment program as verified in writing by the Employee Assistance Program (EAP), the employee will be eligible to work after

passing a return to work test, s described in the policy. Return from rehabilitation is also conditioned upon the employee's compliance with individual responsibilities, which may include obtaining follow-up counseling and/or treatment as recommended by the EAP.

Any costs associated with the voluntary counseling/rehabilitation/treatment program will be at the employee's expense unless the charge is specifically covered under the EAP or an applicable insurance policy, and the employee is an active participant in the insurance program.

MCAI and the Union encourage all participants troubled by their own or a family member's drug or alcohol abuse to seek professional care and treatment. Early recognition and treatment of alcohol and drug abuse provides the greatest opportunity for successful recovery. MCAI and the Union provides an Employee Assistance Program (EAP) for all participants and their families who need professional guidance in assessing their substance abuse or alcohol related problem and choosing an appropriate course of treatment. Current participants will be referred to an EAP representative as a result of a positive drug test or upon an individual's own request. In either case, the content of discussion with the EAP will be totally protected and confidential to the extent it is allowed by law. A participant who seeks the services of the EAP on his/her own, will never have his/her use of the program brought to the attention of MCAI and the Union or any of its subscribing organizations or participants. Individuals who use the EAP as a consequence of a positive drug test will be subject to the conditions established in the drug testing portion of this policy.

The Employee Assistance Program (EAP) is a member resource sponsored by MCAI and the Union. The EAP provides confidential assistance to participants who are experiencing substance abuse or alcohol-related problems in their own lives, or who have family members with a similar problem that requires attention. Because alcohol and drug problems affect all areas of a person's life and because individuals and families often recognize the consequences of alcohol and drug problems without attributing these problems to the alcohol and/or drug use, the EAP is also available to assist with family, marital, parenting, emotional health, mental health, stress and financial issues. Addressing these issues not only uncovers cases of alcohol and drug abuse, but also provides preventive services to help families cope with issues in everyday living that can lead to substance abuse. The staff of the EAP has knowledge of the level and types of benefits available to MCAI and the Union participants. Participants can access the service of the EAP through a hotline that is staffed twenty-four (24) hours a day, seven (7) days a week, throughout the entire year. Participants calling the EAP hotline are put in touch with a counselor who will conduct a professional assessment and may meet with them to further assess the nature of the problem in order to provide the best and most appropriate level of care. The EAP is staffed by certified and credentialed human services professionals who are sensitive to the needs of the individual. Individuals who take the initiative to contact the EAP for assistance do so with the assurance that their calls will be treated respectfully and confidentially. The direct services provided by the EAP are sponsored by MCAI and the Union.

4.0 TESTING OF EMPLOYEES

The following are circumstances under which testing will be conducted:

4.1 *Initial Testing*

All persons who are otherwise eligible to obtain an Identification Card will be instructed to report and provide a urine sample at an approved collection site at a specified time, under procedures that will be provided to the individual.

4.2 *Random Testing*

In order to maintain a valid Identification Card, all individuals are subject to random testing. The employees chosen for a random drug test will be selected anonymously, from a computerized selection program. If an individual is selected for testing, he/she will be notified to report immediately to an approved collection site at a specified time. Random selection will test 1/12th of the then-current covered workforce of each participating local union, each month, without prior notice.

4.3 *Annual Testing*

In order to maintain a valid Identification Card, each individual will be tested at least every twelve (12) months.

4.4 *Reasonable Cause Testing*

When there is reasonable cause to believe that an employee is under the influence of drugs, testing shall be required. When there is reasonable cause to believe that an employee has used alcohol, testing shall be required. The EAP will make available supervisory training in the signs and symptoms of alcohol and drug abuse in the workplace as well as in how to intervene with reasonable cause cases. The EAP will be available 24 hours a day to consult with supervisors regarding probable cause cases.

"Reasonable cause" testing may be based upon such things as:

4.4.1 Specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee, including observation of drug use, drug possession, or possession of drug paraphernalia, physical signs or symptoms of being under the influence of a drug or alcohol, and signs and symptoms of chronic and/or withdrawal effects of drugs;

4.4.2 A pattern of abnormal or erratic behavior as evidenced by the employee's work time actions, appearance, or conduct;

4.4.3 Arrest for a drug-related offense while at the worksite or in company vehicle.

4.4.4 Newly discovered evidence that the employee has tampered with a prior drug test.

If feasible, the employee's conduct will be witnessed by at least two supervisors. If not feasible, one supervisor's observations are sufficient. Reasonable cause can also be based upon a report received from a third party observer if the report is independently corroborated. A copy of report will be sent to the employer, employee and the union.

If an employee is suspected of using illegal drugs or alcohol, the appropriate supervisor (one who was involved in the reasonable cause determination) will gather all information, facts, and circumstances leading to and supporting the suspicion. An employee who is required to submit to a reasonable cause drug screen will be suspended until the results of the test are disclosed to the employer. If the test result is negative, the employee will be paid for the days of work missed.

When the supervisor(s) has reasonable cause to believe that the employee has used drugs or alcohol, a written report detailing the circumstances, which formed the basis to warrant testing, will be made, and the employee will be directed to submit to testing. A copy will be sent to the employer, employee and the union.

In any reasonable cause situation, the employer will ensure that the employee is transported to an appropriate facility. The employee may request that a Union representative also be present. In the absence or unavailability of a Union representative, the testing process will not be delayed. The employer will ensure the employee is transported back to the work site, where a spouse, family member, or other individual will be contacted to transport the employee to the employee's residence. In the event no such individual is available, the employer will provide transportation to the employee's residence. If the employee refuses to agree to any of these procedures and attempts to operate his or her own vehicle, the employer may take appropriate efforts to discourage the employee from doing so, up to and including contacting local law enforcement officials. Any employee failing to cooperate with any of the procedures described above will be subject to discharge and revocation of the Identification Card.

5.0 *Post-Accident Testing*

For purposes of this policy, an accident is an event that occurs while an employee is on working time or conducting a contractor's business, whether on or off a job site, when that event results in (1) death, (2) bodily injury to a person who receives medical treatment away from the scene of the accident, or (3) property damage. This will include serious near miss accidents.

As soon as possible, but no later than two (2) hours after an accident, each employee whose performance either may have contributed to the accident or cannot be completely discounted as a contributing factor to the

accident, will be tested for drugs and alcohol. An employee who is seriously injured and cannot provide a specimen at the time of the accident shall provide the necessary authorization for obtaining samples, hospital reports, and/or other documents that would indicate whether there were drugs or alcohol in his or her system at the time of the accident. An employee who refuses to provide such authorization will be considered to have refused to submit to testing.

If there is a reasonable cause basis for the post-accident test, the employee will be subject to all the reasonable cause provisions.

6.0 Return To Work And Follow-Up Testing

6.1. Any employee returning to work after an absence of any duration for a positive test result and/or counseling/rehabilitation/treatment purposes must satisfactorily pass a drug screen to be eligible to work.

6.2. Follow up tests will be required for a minimum of 12 months after an employee returns to work from a positive test result and/or counseling/rehabilitation/treatment and the time could be longer if recommended by the SAP. The employee will be subject to not less than four (4) unannounced follow-up tests. Four (4) follow up tests is the minimum number required and the SAP may recommend more than four (4). The Substance Abuse Policy Coordinator will schedule any unannounced tests under this policy. The Substance Abuse Policy Coordinator will give the employee notice of such unannounced tests by phone or mail. The employee must take the test within twenty-four (24) hours after receiving notice; if not the employee will be considered to have failed the test. The length of time to complete follow-up tests may be extended by the policy coordinator for any of the following situations:

6.2.1. The employee becomes non-compliant for failure to report timely for a follow up test.

6.2.2. The employee is working out of the area and unable to do follow-ups while out of the area.

6.2.3 The employee does not report within the required policy times (currently 24 hours.)

6.3. If a follow-up test is dilute, the employee will be required to re-test. Under these circumstances the initial diluted test will not count as one of the required follow-up tests.

6.4. If alcohol tests are required for follow-up testing the SAP will require the employee to sign appropriate releases for the monitoring of the alcohol follow-up through his/her employer for the duration of follow-up testing.

6.5. The program will pay for the return to duty and follow-up testing required after the

first violation. The employee will be required to pay for the return to duty and follow-up testing required after the second or subsequent violations. There will be no reimbursement for Return to Work and Follow-Up Testing.

7.0 PRESCRIPTION/NONPRESCRIPTION DRUGS OR MEDICATIONS

The misuse of any prescription or nonprescription drug or medication is also prohibited.

If an individual is using a prescription drug that may impair his/her mental or motor functions so as to affect his/her ability to perform safely their duties and responsibilities, the individual must report the use of that prescription drug to his/her supervisor prior to reporting to work after its use. Each contractor reserves the right to determine whether an individual can safely perform his/her duties and responsibilities while taking the prescription drug. The contractor will determine the appropriate action to ensure workplace safety.

If an individual is using a non-prescription medication that has written warning that indicate use may impair mental or motor functions so as to affect his/her ability to perform safely their duties and responsibilities, the individual must report the use of that non-prescription medication to his/her supervisor if the medication is taken prior to or during work time. The contractor will determine the appropriate action to ensure workplace safety.

8.0 SANCTIONS / CONSEQUENCES

8.1 Positive test results:

8.1.1 An employee testing positive for the first time must surrender his/her Identification Card, will be ineligible to work, and will be discharged. The employee will be ineligible for work for a period of thirty (30) days and, upon returning to work, is subject to unannounced Follow-Up testing for a minimum of one (1) year.

8.1.2 A second positive test will result in the employee being discharged and revocation of the Identification Card. The employee will be ineligible for work for ninety (90) days and, upon returning to work, is subject to unannounced Follow-Up testing for a minimum of one (1) year.

8.1.3 A third positive test will result in the employee being discharged and revocation of the Identification Card. The employee will be ineligible to retest or obtain the Identification Card for a period of one (1) year. The employee will be ineligible for work for a period of one (1) year. The employee may apply for reinstatement to the Drug Policy Committee after one (1) year.

If the employee is reinstated, he/she is subject to unannounced Follow-Up testing for a minimum of one (1) year. Any subsequent positive tests will be treated the same as a third positive test.

8.1.4The employee will be directed to contact the EAP for evaluation and recommendations for assistance. The EAP can be reached at 1-800-745-4838.

8.1.5. Before becoming eligible to work, the employee must complete an evaluation with the EAP, complete and/or continue to follow the treatment prescribed by the EAP, and obtain from the EAP a written report of compliance with the EAP's recommendations for assistance, which will be sent to Midwest Toxicology and will include a statement as to the participant's completion of EAP recommendations or the participant's required involvement in ongoing EAP recommendations as well as the recommended timing of the Return to Work test.

8.1.6.The employee must also submit to a return to work test, as described in this policy, and is subject to unannounced follow-up testing as recommended by the EAP, and as described in this policy.

8.1.7.The costs of the education/treatment described above are to be borne by the EAP program or the employee. Starting with the third violation the employee is responsible for all costs associated with the EAP program.

8.2.Employees whose test results show an alcohol concentration of at least .04% shall be deemed as testing positive and shall be discharged pursuant to the Sanctions/Consequences (F. Sanctions/Consequences, 1. Positive test results: a through g).

8.3 A diluted specimen result will require a retest. The Substance Abuse Policy Coordinator will report the dilute to the designated contractor and/or union representative. An employee providing a diluted specimen shall be given the opportunity to retest the following day after notification. The employee should refrain from consumption of fluids after 9:00 p.m. the night before recollection. The employee should limit fluid intake to a minimum the day of and up to collection time. If the employee cannot attend the retest the following day, the employee must receive approval from the Substance Abuse Policy Coordinator to retest at a later date. A second diluted test without a medical reason carries the same consequences as testing positive. The Substance Abuse Policy Coordinator can at their discretion reject the explanation. If the two parties cannot agree, the Drug Policy Committee may consider the matter further.

8.4 Employees who switch, tamper, or attempt to switch or tamper with any screening test or sample will be discharged and the Identification Card revoked. The result will be treated as a positive

- 8.5 **Employees who refuse to submit to a drug or alcohol test as required by this policy or to execute any relevant documentation such as consent or release of information forms are subject to discharge and revocation of the Identification Card. The result will be treated as a positive drug test, having the same consequences as a positive drug test.**
- 8.6 **Any employee who is convicted of, or pleads guilty to, a drug or alcohol related offense that occurred in the workplace will be discharged. The result will be treated as a positive drug test, having the same consequences as a positive drug test.**
- 8.7 **Any employee who is convicted of, or pleads guilty to, an alcohol or drug related offense that occurred outside the workplace may be discharged if driving is part of the employee's duties and responsibilities. The result will be treated as a positive drug test, having the same consequences a positive drug test. If the employee is in his own vehicle and on his own time, it will not be treated as a positive as far as the consequences are concerned.**

9.0 CONFIDENTIALITY

- 9.1 Test results will be disclosed only to those management employees and union representatives with a "need to know."
- 9.2 Any information related to an employee's drug or alcohol test results will otherwise be disclosed only if:
 - 9.2.1..... The employee gives written permission to release the information;
 - 9.2.2 The information is released as evidence in an arbitration hearing, administrative proceeding, or legal action;
 - 9.2.3 The information is released as part of a governmental investigation; or.
 - 9.2.4 Required by law, as follows:
 - 9.2.4.1 Lawsuits (e.g. wrongful discharge action)
 - 9.2.4.2 Grievances (e.g. an arbitration concerning disciplinary action taken by the employer)
 - 9.2.4.3 Administrative proceedings (e.g. an unemployment compensation hearing)
 - 9.2.4.4 Criminal or civil actions – to the decision maker in the proceeding (e.g. the court in the lawsuit)

9.3 All records and information regarding the personnel actions taken with respect to employees with verified positive test results will be maintained in a confidential file in the Human Resources Department and/or the local union.

10.0 DUTY TO COOPERATE

As a condition of employment, employees are expected to abide by the terms of this policy. To enforce this policy, a contractor may, from time to time, as part of an investigation, inspect personal property and all contractor property and equipment. This does not include an employee's personal vehicle.

An employee's failure to cooperate with action to investigate and enforce this policy will subject the employee to discharge.

11.0 AMENDMENTS TO POLICY

The governing body of this Policy and Program is the Drug Testing Policy Committee, which is comprised of an equal number of labor and management representatives. This body may institute negotiated changes to the policy outside the scope of any general collective bargaining negotiations. This body will generally follow the DOT guidelines when periodically modifying preliminary cut off and confirmation levels and adding new drugs.

12.0 CARD STATUS CONFIRMATION

STATUS CONFIRMATION

Participating contractors will verify the status of all MCAI/Indiana State Pipe Trades participants, who are working, in order to determine if the employee has a valid card under the MCAI/Indiana State Pipe Trades program. All participating contractors are encouraged to verify the status of all MCAI/Indiana State Pipe Trades participants on a weekly basis.

When an employee's status is "Not Valid", he/she will be advised to contact the Substance Abuse Policy Coordinator's office to resolve the Not Valid status. The individual may be required to repeat the initial test procedure for non-compliance with the random test requirements or follow the protocol for a positive test within the MCAI/Indiana State Pipe Trades Policy.

This procedure will protect the employee's confidentiality and allow the employer to audit the status of his employees which may be required by the owner to be submitted monthly.

CARD MANAGER

Each MCAI/Indiana State Pipe Trades participating employer will designate a person as card manager who will be able to access data information by phone, fax, email or a secure website which will confirm the status of employee's card for:

1. Not On File
2. Not Valid
3. Valid

The card manager shall maintain the strictest confidentiality of the MCAI/Indiana State Pipe Trades membership. When a member is not in possession of his/her MCAI/Indiana State Pipe Trades identification card, the Card Manager may request to use the member's Social Security Number to secure the employee's status. The Card Manager shall receive permission from the individual through written consent, which is kept on file and good for that date only to use the Social Security Number and shall obtain a photo I.D. confirming the identity of the individual to the Social Security Number and make a copy of same to be maintained with said record.

REFERRAL

A MCAI/Indiana State Pipe Trades participant must have a "Valid" status before being referred to work by his/her union.

13.0 MCAI/INDIANA STATE PIPE TRADES GUIDELINES FOR OBTAINING AN APPLICANT'S/CURRENT MCAI/INDIANA STATE PIPE TRADES CARDHOLDER'S URINE SPECIMEN AT THE COLLECTION SITE

- 13.1 The MCAI/Indiana State Pipe Trades applicant/cardholder will be asked to provide a picture identification (Company identification card, driver's license, etc.) to the collection attendant.
- 13.2 Applicants/cardholders who want a hard copy of their results may come to the Substance Abuse Policy Coordinator's office and sign an authorization for release of results.
- 13.3 Urine collection process will follow to the extent and in the manner provided in DOT agency regulations.
- 13.4 If the drug test is for probable cause purposes and not pre-employment or random testing, the supervisor or another manager may be required to accompany the employee to the specimen collection location. A union representative may accompany the employee, if he or she so requests. Upon arrival at this location, the following procedures apply:
- 13.5 After the appropriate specimens have been collected, the company supervisor will then take the employee home or to another safe place. In no instance should the employee be allowed to drive home on his or her own. All reasonable effort, short of force, should be used to convince the

employee that he or she should be taken home, including contact with family members, taxi service, etc. If it appears that the employee will attempt to operate a motor vehicle, and all reasonable attempts short of force have failed to dissuade the employee, the proper authorities should be called and advised of the situation.

- 13.6 Immediately after return to the work station, the company supervisor shall prepare a report of all of the events which occurred from the initial observation of probable cause through the testing process and the disposition of the employee. The report shall be sent to his or her immediate supervisor directly following the incident or in any event on the same day.

14.0 Training

- 14.1 All employees will receive 2 hours annually training on the Drug Free Workplace Program (DFWP) and annually. All new employees will receive 1 hour of training on the DFWP as part of their new employee orientation training.
- 14.2 Training will include models for alcohol, illegal drugs, abuse of prescription medications. This training will include the signs and symptoms of use and abuse. The training will include the effects and dangers of use of drugs and/or alcohol in the workplace.
- 14.3 Training will cover all the resources available:
- 15.3.1 Phone numbers for DFWP Program Administrator
 - 15.3.2 Phone numbers for Employee Assistance Program (EAP)
- 14.4 The 2 hour Annual DFWP Acknowledgement Record (Appendix 15C) will be signed by each employee at time of training.
- 14.5 All foreman's and supervisors will receive additional training for his/her responsibilities under the DFWP. They will be trained on the Drug / Alcohol Observed Behavior-Reason Cause Record (Appendix 15A) and their responsibilities under the DFWP. They will be trained on :
- 15.5.1 Actual use
 - 15.5.2 Abnormal Behavior
 - 15.5.3 Possession of Alcohol
 - 15.5.4 Odor Detection
 - 15.5.5 Possession of Drugs
- 14.6 The training will be presented by a qualified educator which will be the Safety Director of Wagner-Meinert, Inc.

14.0 DEFINITIONS

TO ENSURE COMMON UNDERSTANDING OF TERMS, THE FOLLOWING

DEFINITIONS SHOULD BE CONSISTENTLY USED:

Accredited Laboratory (SAMHSA): A federally certified laboratory approved by the Department of Health and Human Services (DHHS) for testing of prohibited items and substances.

Accident/Incident: An accident is an event that occurs while an employee is on working time or conducting a contractor's business, whether on or off a job site, when that event results in (1) death, (2) bodily injury to a person who receives medical treatment away from the scene of the accident, or (3) property damage. This will include any serious near miss accidents.

Adulterated specimen: Tampering with a test sample by the substitution or addition of other ingredients to mask the presence or use of illegal drugs, resulting in a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol concentration (or content): the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test (BrAC).

Alcohol screening device (ASD): A breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.

Alcohol screening test: An analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

Alcohol use: The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

Annual Testing: Each employee's obligation to be tested at least every 12 months.

Breath Alcohol Technician (BAT) is an individual who is certified as trained to operate an Evidential Breath Testing device (EBT) and who is proficient in breath-testing procedures.

Collection site: A designated place where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of controlled substances, or for purposes of providing a saliva or breath sample to be analyzed for alcohol concentration.

Confirmation Test: A second test performed by a SAMHSA – certified laboratory, on the same sample used for the screen test, which uses the more complex methodology of GC/MS (Gas Chromatography/Mass Spectrometry), that is more precise for the purposes of confirming or refuting screen test results.

Contractor: An employer employing members of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada.

Controlled substances: Includes all illegal drugs as listed in this policy and per the Department of Transportation (DOT) limits (including controlled substances, look alike drugs and designer drugs), prescription drugs used by one for whom they were not prescribed, overuse of prescription drugs prescribed for the user, drug paraphernalia, and alcoholic beverages in the personal possession of or being used by an employee on the premises, or while assigned to work off premises.

DHHS-approved laboratory: A laboratory that is certified under the U.S. Department of Health and Human Services Mandatory Guidelines for federal workplace drug testing programs.

Diluted specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Drug test: A test conducted for controlled substances.

Employee: A member of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada and/or all non-bargained office personnel.

***Participation of Non-Bargaining Unit Employees:** All Union office employees either full or part-time including, but not limited to Business Managers, Assistant Business Managers, Business Agents, Field Representatives, Fulltime Financial Secretaries, etc. secretaries, clerks, receptionists, etc., and all office or

shop employees of the Signatory Employer directly involved in the piping industry at all locations of shops and or offices either full or part-time, including but not limited to: office managers, clerks, salespersons, staff, shop hands, including truck drivers, superintendents, and others, whether or not such employee visits job sites, shall be bound by all terms and conditions of this Alcohol and Drug Policy including all rehabilitation and discipline articles and sections.

Initial test: (for drugs) An immunoassay screen to eliminate “negative” urine specimens from further consideration.

Follow-Up Testing: For a minimum of twelve (12) months after an employee returns to work from a positive test result and/or counseling/rehabilitation/treatment, the employee will be subject to not less than four (4) unannounced follow-up tests. The Substance Abuse Policy Coordinator will schedule any unannounced tests under this policy. The Substance Abuse Policy Coordinator will send the employee notice of such unannounced tests by mail. The employee must take the test within twenty-four (24) hours after receiving notice; if not the employee will be considered to have failed the test.

Medical Review Officer: A licensed physician responsible for receiving laboratory results generated by a substance abuse testing program, who has knowledge of substance abuse disorders, and who has received appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with the individual’s medical history and any other relevant biomedical information.

Negative Test: A negative test is obtained if: (1) the screen test indicated the absence of legal or illegal substance in excess of the screen limit; or, (2) the screen test indicates the presence of legal or illegal substances in excess of the screen limit but the confirming test indicates the absence of legal or illegal substance in excess of the confirmation limits; or, (3) the screen test and confirmation test indicated the presence of a legal or illegal substance(s) in excess of the limits but the donor had a valid medical reason for the substance being detected in the specimen.

Positive Test (alcohol): A positive alcohol test is obtained when a employee’s confirmatory test result reads 0.04% BrAC or higher.

Positive Test (drug): A positive drug test is obtained when an employee’s confirmatory test or retest result is at or above cutoff levels listed in this policy, as verified by the MRO to be a positive test.

Probable Cause/Reasonable Cause: Probable Cause/Reasonable Cause testing may be based upon such things as: (a.) Specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee, including observation of drug use, drug possession, or possession of drug paraphernalia, physical signs or symptoms of being under the influence of a drug or alcohol, and signs and symptoms of chronic and/or withdrawal effects of drugs; (b.) A pattern of abnormal or erratic behavior as evidenced by the employee’s work time actions, appearance, or conduct; (c.) Arrest for drug-related offense while at the worksite or in company vehicle; (d.) Newly discovered evidence that the employee has tampered with a prior drug test.

Random Testing: An unannounced, unscheduled drug and/or alcohol test, pursuant to an objective method for random selection of employees to be tested. The selection must be truly random without discrimination or arbitrary selection.

Refusal to Test: It is considered a refusal to test if the employee adulterated and/or substituted or refused to provide a urine specimen, or if the employee failed to appear for testing within a reasonable time, or to remain at the testing site until testing process is complete, or if the employee failed to provide a sufficient amount of urine without a medical reason, and/or failed to undergo an MRO directed medical evaluation for such a reason. Failure to cooperate with any part of the testing process, including the use of abusive language or behaving in a threatening manner, or behaving in a confrontational way that disrupts the testing procedure, shall also be considered a refusal to test. A refusal to test will be treated as a positive test.

Return to Work Test: Any employee returning to work after an absence of any duration for a positive test result an/or counseling/rehabilitation/treatment purposes must satisfactorily pass a drug screen to be eligible to work.

Substance Abuse Professional (SAP): A licensed physician (Medical Doctor or Doctor of Osteopathy), a licensed or certified psychologist, a licensed or certified social worker, a licensed or certified employee assistance professional, or alcohol and drug abuse counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission [NAADAC] or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse [ICRC]), with knowledge of and

clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders. Participants will be notified of changes to this policy.



WAGNER-MEINERT LLC
Engineers – Contractors

Letter of Notice for Random Testing

Re: Testing Procedure for MCAI/Indiana State Pipe Trades Identification Card

Dear _____:

Your name has been randomly picked by MCAI/Indiana State Pipe Trades computer generated selection program to take a drug test as soon as possible in order to update your MCAI/Indiana State Pipe Trades identification card. Our computer program selects the names of one-twelfth (1/12) of all participant cardholders for update each month. We want to re-emphasize that your selection for a test is purely a random one. You will be taking the same test, which you initially took when you received your MCAI/Indiana State Pipe Trades card.

In order to avoid any potential interruption in the status of your card, you must be tested by no later than 72 hours of receipt of notification. Tests are to be taken on your own time at any one of the facilities identified on the attached list. You will be mailed a \$30.00 MCAI/Indiana State Pipe Trades expense reimbursement check if your test is negative/valid.

All MCAI/Indiana State Pipe Trades participants who are working may have their MCAI/Indiana State Pipe Trades card verified with the database administrator in order to determine if their card is “valid” or “not valid” under MCAI/Indiana State Pipe Trades Program. This procedure will protect everyone’s confidentiality.

Please remember that if you fail to take the test within 72 hours of receipt of notification, the result may be treated as a positive test.

****Please be aware of the closing time of the collection facility you choose to report to for your random test. If you start the testing process, you will be expected to finish the process (by providing a sufficient urine specimen) within 2 hours OR by the time the facility closes, which ever is sooner. If you fail to finish the process, it will be considered a refusal to test which has the same consequences as a positive test result.**

Sincerely,

Program Administrator
Midwest Toxicology Services, Inc.

PS: Remember it is your responsibility to keep the MCAI/Indiana State Pipe Trades and the Substance Abuse Policy Coordinator informed of any change in your address or telephone number.

PPS: Also remember the MCAI/Indiana State Pipe Trades offers a fully independent, professional Employee Assistance Program (EAP) for you and your family. The EAP’s 24 hours, 7 day a week hotline number for local area is 317/962-2622 or toll-free 800/745-4838.



ATTACHMENT I

MCAI/INDIANA STATE PIPE TRADES APPLICANT/CARDHOLDER DRUG TEST INFORMATION AND INSTRUCTION SHEET

MCAI/Indiana State Pipe Trades is exercising extreme care to insure that strict quality control measures are followed in the collection, handling, and analysis of your urine specimen. You play an important role in this process and should be certain that you have provided an unadulterated urine specimen to the laboratory. Remember, you are certifying that the urine specimen, which you provide is yours and is unadulterated. Any adulteration or switching of urine is a breach of MCAI/Indiana State Pipe Trades rules and, if you are employed, may subject you to discipline up to and including termination by your employer. For your own protection and peace of mind, we ask that you:

- provide a picture identification to the collection site/technician at time of arrival;
- be escorted to a collection room and asked to provide an unadulterated urine specimen in the collection container provided. The container should be filled to 45ml;
- return the specimen container to the collector and witness the collector pour your specimen into specimen bottles;
- initial and date the integrity seals placed on your specimen bottles;
- verify the proper spelling of your name as recorded on the chain of custody;
- verify that your social security number (or other identification number) has been properly recorded;
- verify that the identification number placed on your specimen bottle is the same as that recorded on the chain-of-custody form.

If you provide a specimen with a temperature that falls outside of the acceptable range (90-100 degrees Fahrenheit), the collector will inform you that they cannot accept the specimen. You will be required to provide another specimen under direct observation by the same gender. If there is not a same gender person to perform the observation, then the collection will occur unobserved. You must remain at the collection site until a valid specimen is provided or else a refusal to test may result.

If you are unable to provide a specimen on your initial attempt, you will be allowed up to two (2) hours to provide a specimen. You may drink up to 40 ounces of fluids. You will not be allowed to leave the collection site until you provide a valid specimen. If you leave the collection site without providing a valid specimen, it could be deemed a refusal to test which has the same consequences as a positive test result.

For alcohol testing:

- If an initial (screening) breath alcohol test result has an alcohol concentration (BAC) of less than 0.02, no further testing is authorized. Any initial test indicating a BAC of .02 or greater will be confirmed on an EBT operated by a BAT. The confirmation test will be performed no sooner than fifteen (15) minutes and no later than thirty (30) minutes following the completion of the initial test
- In the event the confirmation test indicates a BAC of .020 to .039, you shall be removed from the worksite for twenty-four (24) hours or until your next scheduled work shift, whichever is longer. Any confirmation test with a result of a BAC of .04 or greater is considered to be positive and will require the immediate removal from the worksite. The consequences for a positive alcohol test are outlined in the Sanctions/Consequences section of this policy. All alcohol tests shall be performed only while you are considered on duty.



WAGNER-MEINERT LLC
Engineers – Contractors

ATTACHMENT II

Mechanical Contractors Assoc. of Indiana/Indiana State Pipe Trades (MCAI/ISPT)

EMPLOYEE CONSENT FORM AND TESTING AUTHORIZATION FORM

Employee instructions: This form must be presented at the time of your drug and/or alcohol test. All blank spaces below must be filled out and witnessed by the collector.

I, the undersigned, _____, do hereby authorize the testing of my urine for employment reasons and understand and agree that the results of any such testing will be released to Midwest Toxicology Services, Inc. and, further that the testing procedures will be limited to tests for prohibited and illegal drugs and controlled substances.

I understand that the results of these tests may be used for employment and disciplinary reasons and hereby authorize the release of such information from the laboratory and MRO.

I further certify that the urine specimen collected from me is mine and not adulterated or altered in any manner. I have been advised that matters affecting me relative to the interpretation or application of the Drug Policy are subject exclusively to the grievance and arbitration procedure under my collective bargaining agreement (if applicable).

Your Signature: _____

Social Security Number: _____ Telephone Number: _____

Mailing address: _____

City, State & Zip Code: _____

Witness: _____

Date: _____ Time: _____

Please check only one box. Check local jurisdiction that you are currently working in.

- Union Local: [] 136 [] 157 [] 166 [] 172 [] 440 [] 661
[] contractor employee (not covered by collective bargaining agreement)

Current employer: _____
[] Not currently working

Instructions to Collector:

FAX and then mail this form along with the MRO copy of the chain of custody to the MRO at 317/262-2222, 603 E. Washington St., Suite 200, Indianapolis, IN 46204. If you have any questions, please contact Midwest Toxicology Services at 800/358-8450 or 317/262-2200. After 5 pm, contact Sharon Allen at 317/407-5775 (cell) or Tiffany Ellefson 317/501-1617 (cell).

**Drug / Alcohol Observed
Behavior-Reason
Cause Record
(Appendix 15A) Page 1 of 1**



Name of employee:
Supervisor/Foreman Name:
Other Witnesses if any:

REASON FOR OBSERVED BEHAVIOR (REASONABLE CAUSE)			
Actual use	<input type="checkbox"/>	Odor detection	<input type="checkbox"/>
Abnormal behavior	<input type="checkbox"/>	Possession of drugs	<input type="checkbox"/>
Possession of alcohol	<input type="checkbox"/>	Other:	<input type="checkbox"/>

EXPLAIN DETAILS

Signature of Supervisor/Foreman:

**Accident Reporting/ Injury Drug
Test Procedure
(Appendix 15B) Page 1 of 1**



1. Assess injuries and take appropriate action (first aid, medical care, or 911, etc.

2. Report the accident / injury immediately to Foreman/Supervisor/Facility Contact

3. Foreman must fill out the First Report of Injury for all accidents / injuries. Failure to complete this form may delay or have workers compensation claim denied.

4. Report accidents immediately to:

**Tammy Meyer: 260-489-7555 ext. 133
Ken Hughes: 260-489-7555 ext. 119 cell: 260-615-0959
Joe Deeter: 260-489-7555 ext. 101 cell: 260-615-6146**

5. A drug screen is mandatory for all work related injuries (See Section 5)

6. Any employee who refuses test as part of their medical treatment will be not be able to return to work until he/she passes a return to work test. (See section 6)

7. Suspended employees can return to work after passing test.

8. Employees who violate the Drug Free Workplace Program a second time in a 12 month period may be terminated or suspended without pay

9. Suspended employees of second violation in a 12 month period must enter an appropriate certified treatment program and pass a drug test before being considered for re-employment.

DOCUMENT MANAGEMENT:

There are 3 documents associated with the Drug Free Workplace Program:

(Appendix 15A) Observed Behavior-Reason Cause Record
(Appendix 15B) Accident Reporting / Injury Procedure
(Appendix 15C Training / Responsibilities

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our Substance Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

CHANGE CONTROL:

All management system changes are reviewed, approved or disapproved by the Safety Committee.

This program was initially developed on January 12, 2004, replacing the former Substance Abuse Program entirely.

Revision No. 1 (January 12, 2004)
Revision No. 2 (January 3, 2006)
Revision No. 3 (June 6, 2006)
Revision No. 4 (September 6, 2007)
Revision No. 5 (November 14, 2007)
Revision No.6 (March 10, 2008)
Revision No.7 (October 13, 2011)

PERSONNEL:

The Owners of Wagner-Meinert, Inc. have the ultimate responsibility for the Drug Free Workplace Program. They have designated the Safety Director and the Human Resource Director to manage the Office Employee Orientation Packet Program.

I have reviewed the Wagner-Meinert, Inc. Written Safety Orientation Program and I understand its contents. I also understand that safety is my responsibility. I have reviewed this safety orientation program.

I know where the Material Safety Data Sheets can be located.

I understand the safe work procedures and precautions to be taken when working with products, tools, equipment, including the use of personal protective equipment.

I know where emergency supplies are kept.

I am aware I may review the hazard chemical list that is located in the front of the MSDS binders. I am aware that the written safety program is available and where they are located.

I have read and understand the company safety rules set forth by Wagner-Meinert, Inc. to insure my safety.

I have read and understand the company safety rules set forth by Wagner-Meinert, Inc. to insure my safety.

I have read and understand the company safety policy statement and responsibilities set forth by Wagner-Meinert, Inc. to insure my safety.

I have read the Drug Free Workplace Program and understand my responsibilities under this program.

Signature

Date: _____

Witness

Date: _____