



# DRUG-FREE SAFETY PROGRAM

Turn - Key Tunneling, Inc.



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## SLIP-LINING · TUNNELS · VERTICAL SHAFTS · PIPE JACKING · BORING

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### STATEMENT

Turn - Key Tunneling's principle concern is to ensure a safe working environment. As drug/alcohol abuse is a serious threat to the health and well-being of all employees.

### DRUG AND ALCOHOL TESTING

All new hired employees will be required to a pre-employment drug/alcohol testing within the first 90 days of employment.

All employees will be subject to testing if the Company obtains evidence or has reasonable suspicion, which includes erratic behavior, slurred speech, incoherent, arrest or conviction or evidence that substance abuse testing has been tampered, so as to drug/alcohol is apparent at Company expense.

Any employee involved in an accident or incident; a drug/alcohol test will be administered at that time. An Accident Analysis will be completed, and results will be handled according to Policy and including referenced collective bargaining program attachment.

If working for a General Contractor or Owner that requires a test for whatever reason, accident, suspicion, random, etc. – Employee will be subject & hereby agreeing to submit to testing.

An observed drug test may be performed at the discretion of Turn - Key Tunneling.

### RANDOM TESTING

The company reserves the right to conduct random drug/alcohol testing on all employees on a quarterly basis. Any drug/alcohol testing required by the Company will be conducted by a licensed laboratory of the state of Ohio. The employee will be instructed on the location and laboratory that will analyze the test sample. Employees are responsible for reporting the use of prescribed medication by a licensed physician that may affect the employee's judgment, performance, or behavior. The Company policy is intended to comply with all state laws governing drug/alcohol testing and is designated to safeguard the employee privacy rights to the fullest extent of the law.



## POLICY

The association with drug/alcohol abuse in the workplace imposes a series of issues which include occupational accidents, reduced productivity, threat of safety to all employees and the general public. The term "drug" defined any substance that produces emotional, mental, physical restraints. Illegal drugs are any drug or controlled substance that is not prescribed by a licensed physician.

Turn - Key Tunneling requires three (3) types of drug testing: Pre-Employment, Random, & Reasonable Suspicion.

Reasonable Suspicion would include:

- Employee appears confused or exhibits erratic behavior
- Employee has difficulty associating with other employees
- Employee exhibits paranoia, slurred speech, and irrational behavior
- Employee has/had a safety related incident

Drug/alcohol abuse cannot and will not be tolerated in the workplace. Therefore, we have adopted the following policy:

- Policy applies to all employees, collective bargaining, and upper management
- All employees will be required to take a pre-employment drug test within the first 90 days of employment. If test results come back positive, employee will be terminated immediately.
- Any employee who is terminated due to positive drug testing of the Pre-Employment test may be reconsidered for employment after a 6-month period. At that time, the employee must produce documentation of a clean drug test from a third-party administrator and must submit documentation of a clean drug test monthly for a period of six (6) months at the employee's expense.
- Possession of drugs/alcohol on Company property or jobsites will be grounds for immediate termination.
- Any and all Drivers for the Company that test positive will be immediately barred from all driving privileges until drug/alcohol testing is presented with negative results.

After the probationary period of 90 days is completed – Random drug tests will be performed.

- First time offenders of policy will be suspended from duties for a period of thirty (30) days and must enroll themselves in a chemical dependency program for treatment at their expense. A monthly report from the program administrator stating that you are progressing is also required. Prior to returning to work an observed drug test and/or blood test will be required at employee's expense. If you have not returned to work after the 30 days having met the conditions of reinstatement, we will accept this as your resignation.



- First time offenders are subject to random testing at any time for a period of twelve months. This may be observed testing.
- Second offense within an eighteen-month period of first offense shall result in immediate termination.
- Second offense after two (2) years of the first offense will result in a 90-day suspension. Employees must enroll themselves in a chemical dependency program for treatment at their expense. A monthly report from the program administrator stating that you are progressing is also required. Prior to returning to work an observed drug test and/or blood test will be required at employee's expense. If you have not returned to work after the 90 days having met the conditions of reinstatement, we will accept this as your resignation.

### **TREATMENT PROGRAM ASSISTANCE**

A chemical treatment program will be available on a voluntary basis for employees who are required or believe that they will benefit from such treatment. Any employee required to administer prescribed medication that may affect their performance or a safety issue, may be granted a temporary transfer to a light duty position. Our commitment is to assist you with your health and well-being.

The following treatment centers are available for you:

**Ohio:** Alvis House, Columbus Health Department, Ohio State University Hospital

**West Virginia:** Watershed Rehab, CAT5/Substance Abuse Services, Westbrook Mental Health Services

**Kentucky:** Our Lady Bellefonte Hospital, Adante Behavior, New Horizons

### **TEST RESULTS**

Any and all employees who test positive under the Policy will have the opportunity to explain the positive result. All employees have the right to invalidate results with appropriate evidence.

### **EMPLOYEE/ SUPERVISOR TRAINING:**

Our commitment is to conduct skill building safety training which consists of First Aid/AED, CPR, and Blood borne Pathogens, on a bi-annual basis for ALL employees, as safety is every employee's responsibility. This training/refresher will be at Company expense.



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| <b>Ohio</b>  | <b>Bureau of Workers' Compensation</b>  | 30 W. Spring St.<br>Columbus, OH 43215  |
|  | <b>Certificate of Ohio Workers' Compensation</b>                                  |   |
| <p>This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit <a href="http://www.bwc.ohio.gov">www.bwc.ohio.gov</a>, or call 1-800-644-6292.</p> <p>This certificate must be conspicuously posted.</p> |   |   |
| Policy number and employer<br>01473676<br><br>TURN KEY TUNNELING INC<br>1247 STIMMEL RD<br>COLUMBUS, OH 43223-2915   |  | Period Specified Below<br>07/01/2018 to 07/01/2019  |
| <a href="http://www.bwc.ohio.gov">www.bwc.ohio.gov</a><br>Issued by: BWC   |   | <br>Administrator/CEO |
| You can reproduce this certificate as needed.  |   |   |

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| <b>Ohio Bureau of Workers' Compensation</b><br><b>Required Posting</b>  |   |
| <p>Effective Oct. 13, 2004, Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.</p> <p>The burden of proof is on the employee to prove the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.</p> |   |
| <b>Ohio</b>   <b>Bureau of Workers' Compensation</b>  | <small>You must post this language with the Certificate of Ohio Workers' Compensation</small> |

**ACKNOWLEDGEMENT RECEIPT OF DRUG FREE WORKPLACE POLICY**

My signature below, I acknowledge that I have received and completely understand the Policy. It is my obligation to comply with said Policy. I understand that Turn - Key reserves the right to change or amend the Drug-Free Safety Program at any time

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Date

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