
STEEL ERECTORS ASSOCIATION

DRUG AND ALCOHOL POLICY AND PROCEDURES

Table of Contents

1. Policies & Procedures.....	3
2. Screening Cut Off Limits.....	4
3. Specimens.....	5
4. Offsite Testing	5
5. Positive Test Results.....	5
6. Medical Review Officer (MRO).....	7
7. Certified Lab.....	8
8. Procedures for drug screening are as follows.....	8
9. Random Drug Screening	9
10. Random Alcohol Screening	9
11. Post Accident / Incident Testing.....	10
12. Questions?	11
13. For Cause Testing.....	11
14. Donor's Responsibilities / Conduct.....	11
15. Verification.....	12
16. Steel Erectors Association Policies & Procedures.....	12
17. Signatory Contractors Responsibilities	13
19. Revisions or Amendments.....	13
Glossary of Terms	14
Drug & Alcohol Policy Acknowledgement	18
Conditions of Reinstatement.....	20

1. Policies & Procedures

The signatory parties recognize that drug abuse is an illness that creates serious problems for workers, their families, the workplace and the community; that this illness acknowledges no boundaries of age, race or socioeconomic status; that punishing the victim will not eradicate the problem. When dealing with substance abuse, efforts must be made to focus on substance abuse education and behavior modifications as well as reasonable sanctions in order to assist the individual to become a more productive person. Therefore efforts must focus on treatment of the illness and restoration of the victim to a meaningful productive life.

The signatory parties recognize that a cooperative and constructive effort is needed to overcome the impact of drug abuse on safety, productivity, quality of work, and morale.

The signatory parties recognize that Federal law requires that all contractors who receive Federal Contracts or grants maintain a drug free workplace. The signatory parties service Federal and State Contractors and firmly believe that the work environment, at all times, should be healthy, safe and hazard free. We will enforce the requirements of the Federal and State Law in order to maintain a drug free workplace. In order to do so, we are implementing this Alcohol & Drug Policy that meets and/or exceeds compliance with the D.O.T. and federally mandated anti-drug/alcohol plan, 49 CFR Parts 40,199, and 382.

Also, the signatory parties recognize the keys to this effort will be the providing of education, assistance to the employees and families, encouraging the employees to receive treatment as needed, fostering and encouraging an environment which produces a high skill quality product that is "drug free". Therefore, in implementing the principles stated above, the parties agree as follows:

- a.** The parties to this program will cooperate to accomplish a drug free environment and a safe work place.
- b.** The substance abuse program will be conducted in keeping with the established testing procedures developed by the Department of Health and Human Services Scientific and Technical Guidelines dated April 11, 1988, and any subsequent amendments thereto. The Laboratory shall be licensed or certified, as the case may be, by the Substance Abuse and Mental Health Services Administration (SAMSHA), the College of American Pathologists and the Department of Defense shall participate in the proficiency testing programs required by each of those respective organizations.
- c.** Those who do not respond favorably to these initiatives, will for the greater good of the industry and its workers, be removed from the workplace of all Steel Erectors Association Signatory Contractors.

2. Screening Cut Off Limits

Drug screening and Gas Chromatography/Mass Spectrometry (GC/MS) confirmation for ten (10) categories of drugs will be required with the following cut-off limits:

Drug Class	Screening Cut-Off Limit (ng/ml)	Confirmation Cut-Off Limit (ng/ml)
Amphetamines	1000*	500*
Barbiturates	300	300
Benzoyllecgonine (Cocaine Metabolite)	300*	150*
Cannabinoids*** (THC)	50*	15*
Methaqualone	300	300
Opiates	2000*	2000*
Phencyclidine	25*	25*
Benzodiazepines	300	300
Methadone	300	300
Propoxyphene	300	300
Alcohol, Ethyl	.02%	.039%
Alcohol, Ethyl	.04%	.04% or higher

*Cut-off limits meet or exceed those established by the Department of Health and Human Services in their mandatory Guidelines for Federal Workplace Drug Testing Programs.

**Steel Erectors Association considers a 0% to .019% breath alcohol as normal. Any report in excess of .040% shall be considered above the cut off level. Refer to section 10 for alcohol testing.

3. Specimens

Steel Erectors Association Drug & Alcohol program meets or exceeds the DOT guidelines and will consider all adulterated specimens as a positive drug screen. Before consideration for testing again, Steel Erectors Association will require a donor with an adulterated specimen to have a chemical dependency evaluation performed with a written report from the clinic or hospital sent to the Medical Review Officer (MRO). An MRO is a licensed physician who holds an MRO certification with knowledge of substance abuse disorders. In addition, all costs incurred for laboratory examination of the adulterated sample and the cost of a second test will be the responsibility of the donor.

4. Offsite Testing

In order to reduce travel and inconvenience to the participants for offsite testing, the Third Party Administrator (TPA) will prepare a list of approved certified laboratory collection stations in the jurisdiction of each participating Local. Such lists will be distributed to all appropriate parties by the Steel Erectors Association program. The test will not be processed unless one of the approved collection sites is used. The signatory contractor has the option to do onsite testing as well.

5. Positive Test Results

In the case of “positive” results of any test, the participant:

- a. Shall have the right to have the original Split Specimen “B” sample independently retested at their expense, by a laboratory of their choice, which must meet the qualifications of the program as outlined in Section 2. If the independent retest is “negative”, the participant will be reimbursed for the cost of the independent test.
- b. If the independent retest is “positive”, the participant will be notified by the MRO, and will be required to comply with the recommendations for further evaluation or rehabilitation as directed. All expenses related to the retesting of the original sample will be forfeited.
- c. Shall have the right to secure a copy of all data relating to the test procedures and results, providing the costs of same are paid in advance to the initial testing laboratory by the participant.
- d. **First occurrence** for confirmed positive test results for illegal drugs, alcohol, or prescription drugs without a valid prescription:
 - The employee will immediately be removed from the jobsite and suspended from working for any Steel Erectors Association Signatory Contractor for a minimum of (30) days and/or until such

- such employee will be paid for all time worked until his or her removal from the jobsite.
 - The employee will be given, with the assistance of the Employee Assistance Program/Substance Abuse Professional (EAP/SAP), support and guidance with the recommendations for further evaluation or rehabilitation.
 - The employee must sign a “Conditions of Reinstatement” form.
- e. Second occurrence** (within 18 months of last occurrence) for confirmed positive test results for illegal drugs, alcohol, or prescription drugs without a valid prescription:
- Will result in the sanctions outline in section (d) above and the employee will not be allowed to return to work with an Steel Erectors Association Signatory Contractor for a minimum of 90 days.
- f. Third occurrence** (within 18 months of last occurrence) for confirmed positive test results for illegal drugs, alcohol, or prescription drugs without a valid prescription:
- Immediate removal from the jobsite and suspended from working for any Steel Erectors Association Signatory Contractor for a minimum of one (1) year.
 - The employee will be given, with the assistance of the EAP/SAP, support and guidance with the recommendations for rehabilitation.
 - Employee must provide Designated Steel Erectors Association Signatory Contractor Representative with a letter of recommendation for reinstatement provided by EAP/SAP prior to review for possible reinstatement with a Steel Erectors Association signatory contractor.
- g.** For any occurrence greater than a Third offense, there is an additional 1 (one) year suspension per violation in addition to sanctions listed above.
- h.** When an Alcohol test shows a BAC level of at least .02 to .039% employee shall be under “sanction” and will be refused permission to work and shall report back in no less than 8 hours for a repeat BAC test. Employee must test negative .0% to .019% to be allowed to work. If repeat BAC test shows level of above .019%, employee will be barred for failure to follow test procedures and will be in violation, having failed the test, and will be treated the same as a confirmed positive drug test.

- i. All screening and analysis will be performed by a SAMSHA Certified Independent Testing Laboratory through the Third Party Administrator (TPA) selected by Steel Erectors Association. The certified lab shall report all test results to the Medical Review Officer (MRO) to perform the duties as stated above.

6. Medical Review Officer (MRO)

The Medical Review Officer shall be responsible for the following (reference flow chart):

- a. Notify the tested individual of a positive result.
- b. Review and verify a confirmed positive test result.
- c. Provide the tested individual with an opportunity to discuss the reasons why their test result might be positive.
- d. Review the individual's medical record as provided by or at the arrangement of the tested individual as appropriate. Verify the laboratory result.
- e. Notify the designated Contractor representative of all tests results, positive and negative.
- f. Process request for retest of original sample.
- g. Participate in return to duty decisions as required.
- h. The MRO will fax a release form to the Contractors office declaring the donor fit for retesting. The donor will then be required to pay for the retest. Upon receipt of payment, the donor will be retested.
- i. Refer individuals testing positive to the appropriate EAP/SAP evaluation. The cost of the evaluation or services shall be the responsibility of the individual, reduced to the extent the Ironworker's Health and Welfare Plan provides coverage, assuming eligibility.

7. Certified Lab

The Steel Erectors Association Trustees shall select a Third Party Administrator who uses a Certified Laboratory which meets the requirements of paragraph (2), and shall be responsible for implementing the drug screening tests.

8. Procedures for drug screening are as follows

- a.** The Third Party Administrator (TPA) or Steel Erectors Association Signatory Contractor Representative will provide the participant the proper chain of custody form for screening at an approved collection facility either on-site or off-site.
- b.** A qualified health professional at the collection facility on-site or off-site will require all participants to have picture identification and a completed chain of custody form.
- c.** The qualified health professional at the collection facility will furnish the participant a receipt showing the drug screen test has been performed and is being processed.
- d.** The Steel Erectors Association will consider a donor's refusal to provide a specimen the same as a positive drug and or alcohol screen.

9. Random Drug Screening

- a.** All contractors will be required to perform on-site or off-site specific random drug testing. Contractors will be required to notify the Third Party Administrator (TPA) five (5) business days in advance of all required random testing, so technicians can be provided at the designated time and place of the testing. Each contractor will also be required to submit a list of their employees for the computer-generated random selection process by the Third Party Administrator. The list must include the following; full name, social security number, craft, local, address, and phone number. In addition the Third Party Administrator (TPA) will also test all other trades that are employees of the contractor, if so desired by the contractor at a predetermined cost. It will be the responsibility of the contractor to notify the Third Party Administrator (TPA) of any Ironworker project which has job duration of two (2) weeks or longer, so as to perform required on-site or off-site random testing.
- b.** DOT guidelines are to be followed for amount of workers tested. This is at least 50% of the contractor's total workforce to be tested within a 12 month period.
- c.** The employee's copy of the chain of custody form from the random test will be proof of the donor's test. The contractor or owners can verify that a test was negative by calling Steel Erectors Association Third Party Administrator (TPA). Positive donors must comply with the existing provisions of the Steel Erectors Association Policy and Procedures before being allowed to retest.
- d.** Steel Erectors Association will consider a donor's refusal to participate in a random drug screen the same as a positive drug screen. The donor will be required to have a chemical dependency evaluation performed with a written report from the professional counselor to the MRO. In addition all expenses incurred will be the donor's responsibility.

10. Random Alcohol Screening

- a.** Alcohol screening will be conducted in keeping with DOT Regulations Part II, 2120 through 2127, dated February 15, 1994. Steel Erectors Association only recognizes Breath Alcohol Testing (BAT), with BAT Confirmations as a positive result for alcohol. A positive alcohol test is one with a level of .040 or greater.

- b. The Steel Erectors Association will do random alcohol testing in addition to drug testing in accordance with the same system used for drugs as stated in paragraph 9 above.
- c. If an Alcohol test shows a BAC level of at least .02 to .039% employee shall be under “sanction” and will be refused permission to work and shall report back in no less than 8 hours for a repeat BAC test. Employee must test negative .0% to .019% to be allowed to work. If repeat BAC test shows level of above .019%, employee will be barred for failure to follow test procedures, will be in violation and will have failed the test and will be treated the same as a confirmed positive drug test.
- d. The Steel Erectors Association will consider a donor’s refusal to participate in a random alcohol screen the same as a positive alcohol screen equal to .040 or higher. The donor will be required to have an alcohol dependency evaluation performed with a written report from the professional counselor to the MRO. In addition all expenses incurred will be the donor’s responsibility.

11. Post Accident / Incident Testing

- a. Contractors must have a prepared Post Accident/Incident package. Each package will contain five (5) Post Accident/Incident chain of custody forms, specimen cups, and lab packs, including Saliva tests and oral alcohol tests.
- b. Oral Fluids screening can be used for reasonable cause and post accident. If the test shows a non-negative result, a urine test is to be performed within 0-8 hours that follows the DOT regulatory requirements of specimen collection. The employee will not be allowed to return to work until the results are in.
- c. Steel Erectors Association will consider a donor’s refusal to participate in a post accident/incident testing the same as a positive test result. The donor will be required to have a chemical dependency evaluation performed with a written report from the professional counselor to the MRO. In addition, all expenses incurred will be the donor’s responsibility.

12. Questions?

If you have any questions regarding the implementation of the Random or Post Accident/Incident procedures, please call the designated Steel Erectors Association Representative.

13. For Cause Testing

An employee shall be subject to drug or alcohol testing, for cause, for any of the following reasons:

- a. Participating in, or cause of, an incident or an accident during contract work assignment while on owner/contractor premises, which causes or could have caused injury to the employee or which causes or could have caused destruction or damage to owner/contractor property.
- b. Based on observed and documented (by the employee's supervisor and one witness) behavior which is unusual to the circumstances, or the individual's normal behavior, which indicates or could indicate impairment or drug abuse.
- c. Oral Fluids screening can be used for reasonable cause and post accident as long as you follow up with a urine test within 0-8 hours and follow the DOT regulatory requirements of specimen collection. The employee will not be allowed to return to work until the results are in.

14. Donor's Responsibilities / Conduct

- a. If a member relocates, or has a phone number change, it is his/her responsibility to notify the Union and the Steel Erectors Association Signatory Contractor they are presently working for, so that all notifications will be received by the participant in a timely manner.
- b. A donor is expected to act professionally and responsibly at the clinics when providing a specimen for testing. Any misbehavior or wrong doing will NOT be tolerated and will result in the participants record being "flagged" in the computer and the participant will not be allowed to retest until an apology is accepted by the clinic.

- c. The participant is expected to bring the chain of custody form, with all donor information typed, and photo identification with him/her to the collection site to be tested. If a donor does not have photo identification and the typed chain of custody form the donor will not be tested.
- d. If the donor's temperature does not meet the guidelines (90 – 100 degrees), the donor will be given the opportunity to have his/her temperature taken. If the difference between the specimen and the donor is LESS than 1.8 degrees, the collector will note on the chain of custody and complete the collection. If the donor refuses to have his/her temperature taken, this will be noted on the chain of custody and the collection process will be completed. If the temperature difference is GREATER than 1.8 degrees, the donor will be given the opportunity to submit a second specimen. The donor will be allowed three (3) hours to provide the second specimen, but NOT be allowed to leave the collection facility.
- e. Steel Erectors Association will consider a donor's refusal to provide a specimen the same as a positive drug screen. The donor will be required to have a chemical dependency evaluation performed with a written report from the professional counselor to the MRO. In addition, all expenses incurred will be the donor's responsibility.

15. Verification

Steel Erectors Association has provided a service to verify participants Drug Free Certification at any time, 24 hours a day, 7 days a week. This service is provided by our Third Party Administrator (TPA). Both the Union and the Signatory Contractors contributing to the Steel Erectors Association Program have been given an identification number to access this system, and can verify that a participant is "cleared" for work or "declined" for work.

16. Steel Erectors Association Policies & Procedures

The Steel Erectors Association Drug and Alcohol Screening program is strictly a service to the construction industry they serve. The only rules that are enforced or policed by the Steel Erectors Association policy and procedures are those rules necessary for the administration of the Drug and Alcohol Screening program.

Any additional rules required by the Ironworker construction industry would be between the owner/contractor and the union, contractor and the union collective bargaining agreement committee and/or contractor and the National Referral Rules committee for administration and enforcement.

17. Signatory Contractors Responsibilities

Participating Signatory Contractor's Responsibilities in the Steel Erectors Association Drug and Alcohol program:

- a.** In keeping with the Federal/DOT laws, must have a written company policy and procedure guide. The policy and procedure guide should follow the Steel Erectors Association guidelines as stated in the policy and procedure manual.
- b.** Conduct Supervisory Drug Awareness Training and continued behavioral observation. It is the responsibility of each foreman and management to ensure through continual behavioral observation that subordinates are fit for duty. Such a determination is an ongoing responsibility of all foreman and management. Behavioral observation and job performance depends on the supervisor's judgment and working knowledge of each employee to determine fitness-for duty. This training provides information to assist foreman and management in determination of fitness for duty by observing the following:
 - Symptoms and Behaviors
 - Patterns of Job Performance Deterioration
 - Actions to be taken

19. Revisions or Amendments

The Steel Erectors Association Drug and Alcohol policy and procedures is a living document. The Steel Erectors Association shall meet periodically to review the program and shall have the authority to make changes in the program to improve and keep it up to date with regulations and current practices.

Glossary of Terms

Accident: is defined as a negative chain of events that results in an interruption of a normal process; including the death of a human being or bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or damage to a vehicle, equipment, material or property. For purposes of this Policy, a Serious Accident is defined as an accident where the initial costs are anticipated by the immediate supervisor at the scene to exceed \$ 500.00 (material damage).

Adulterated Specimen: 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 a concentration so high that it is not consistent with human urine.

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

Alcoholism: A disease in which a person's consumption of any alcoholic beverage definitely and repeatedly interferes with that person's health and or performance.

Alcohol use: means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. Using, being under the influence or possession of alcohol while performing your job duties or while on a jobsite or motor vehicle including a company vehicle is prohibited.

Breath Alcohol Content (BAC): Breath alcohol concentration expressed as grams of alcohol per 210 liters of breath.

Chain of Custody: The procedures established by SAMHSA and DOT to track specimen handling and storage from point of collection to final disposition. Stringent chain-of-custody procedures ensure the integrity of each specimen collected.

Confirmed Positive Test Result: The final result of a specimen which has been first screen tested to detect the presence of a substance above the established cut-off limit and then confirmed by a more precise quantitative method based on the Gas Chromatography/Mass Spectrometry (GC/MS) technique which specifically identifies the substance and the amount

Contractor Premises: includes all land property, buildings, structures, installations, boats, planes, cars, trucks, vans, and all other means of conveyance owned by or leased to the contractors or otherwise being utilized for contractor affairs.

Controlled Substance: Any substance that can only be legally obtained by prescription from a licensed medical practitioner.

Cut-Off Limit: The lowest level at which a substance can be detected and reported as positive.

Designated Contractor Representative: An employee authorized by the contractor to take immediate action(s) to remove employees from safety-sensitive duties or cause employees to be removed from these covered duties and to make required decisions in the testing and evaluation processes. The DCR also receives test results and other communications for the contractor, consistent with the requirements of this part.

Drug Class: The type of drugs included in the panel.

Employee: Any employee of the contractor, including management and supervisory employees.

Employee Assistance Program: a program that is provided to assist employees through traumatic conditions such as drug and alcohol abuse.

Gas Chromatography/Mass Spectrometry (GC/MS): A sensitive, specific, and accurate analytical procedure used to confirm a positive result of an initial test. GC/MS is absolute quantitative confirmation when you know the drug you are looking for.

Initial Screening Test: A quick immunoassay test which proves or disproves the presence of substances in excess of the established cut-off limit. Positive results of an initial screen are considered presumptive until confirmed by GC/MS

Legal Drug: Prescribed drugs and over the counter drugs that have been obtained legally and are being used for the purpose for which they were prescribed and/or manufactured. This term also includes alcohol as defined in this policy.

Medical Review Officer: A licensed physician (medical doctor or doctor of osteopathy) who holds an MRO Certification with knowledge of substance abuse disorders. The MRO is responsible for receiving laboratory results generated by an employer's drug testing program. The MRO shall have knowledge of substance abuse disorders and have appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant biomedical information.

The MRO acts as an independent and impartial "gatekeeper". He/she is an advocate for the accuracy and integrity of the drug testing process. The MRO's Duties include:

- Providing a quality assurance review of the drug testing process;
- Determining whether there is a legitimate medical explanation for confirmed positive, adulterated, substituted, and invalid drug test results from the laboratory;
- Investigating and correcting problems where possible;
- Ensuring the timely flow of test results and other information to employers; and
- Protecting the confidentiality of drug testing information.

Negative Test: The final result of tested specimen in which no substance has been detected or a confirmed positive test that the MRO determines to be legitimate.

NG/ML: Nanograms per milliliter are the unit of concentration used for quantitative drug test results.

Prohibited Drug: Any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law or which is legally obtainable, but has not been legally obtained. The term “Prohibited Drug” means any of the following substances specified in Schedule I or Schedule II of the Controlled Substances Act 21 U.S.C. 801.812 (1981 & 1987 Cum P.P.): marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). This term includes prescribed drugs not being used for prescribed purposes.

Split Specimen: In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the preliminary specimen or a verified adulterated or substituted test result.

Substance Abuse: The unauthorized use of any drugs (legal or illegal) and/or alcohol or use in such quantity or frequency as to impair a person’s mental or physical capacity.

Substance Abuse Professional: Individual trained to recognize and evaluate substance abuse disorders in participants testing positive. An individual must have certain credentials, knowledge, and training to act as a SAP.

He/she must be a:

- Licensed physician (Doctor of Medicine or Osteopathy)
- Licensed or certified social worker;
- Licensed or certified psychologist;
- Licensed or certified employee assistance professional; or
- Drug or alcohol counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC)

Substituted Specimen: A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Third Party Administrator (TPA): Administers the full drug & alcohol program. Including but not limited to the management of the service center collection facility, certified lab accounts, MRO function, maintenance of records, and is responsible for generating the random selection lists. Also, interfaces with the Steel Erectors Association designated Representative, the designated Signatory Contractor Representative, and the designated union representative. Available for audit of program.

Under the Influence: The employee has alcohol and/or drugs in his/her system and has tested positive for alcohol and/or drugs. The employee can also be determined to be “under the influence” when affected by such alcohol and/or drug in any detectable manner, including but not limited to impaired performance of the job duties and responsibilities and/or safety concerns.

STEEL ERECTORS ASSOCIATION Drug & Alcohol Policy Acknowledgement

For all Employees of Steel Erectors Association Signatory Contractors

Abuse of alcohol and illegal drugs can have adverse effects on safety, productivity, and responsible decision making. The use, possession or sale of alcohol and illegal drugs in the workplace endangers not only the safety and health of the individual abuser, but also that of fellow workers, clients and the community. Drug abuse impairs the user's judgment, behavior, feelings and perception as well as the user's physiological functions. These effects interfere with many of the user's responsibilities such as the ability to properly work on or with equipment, to concentrate, organize and make cognitive decisions, to handle or lift objects & to handle products & equipment safely. These deficiencies can result in severe accidents or serious injury to the person and to innocent bystanders and can also cause damage to property resulting in loss of production, business, and capital to Steel Erectors Association Signatory Contractors.

We will enforce the requirements of the Federal Drug & Alcohol Workplace law at all work locations with Steel Erectors Association signatory contractors. Using or being under the influence of illegal drugs or alcohol during working hours or through the course of a workday or while on a jobsite is prohibited.

GENERAL TESTING POLICY

To maintain a safe and healthful workplace, substance abuse testing will be conducted on a Pre – employment, Annual, reasonable cause, and post accident basis. **Random Drug testing will be implemented for all work performed for Steel Erectors Association Signatory Contractors beginning July 1, 2005** Testing will be required when at least one (1) designated member representative or company official has observed and documented actions (performance deviations), appearance, or conduct (unusual behavior) indicative of drug or alcohol use. Steel Erectors Association Signatory Contractor's will conduct post-accident urine/saliva tests and/or blood alcohol tests for persons who suffer an occupational on-the-job injury requiring treatment from a doctor OR following a serious accident in which safety rules or procedures were violated, equipment or property was damaged, unusually careless acts were performed, or where the cause was due to that person's failure to use prescribed personal protective equipment while working on Company premises or work site property.

Testing will be conducted as soon as possible following an accident if that person's performance either contributed to the accident or cannot be completely discounted as a contributing factor to the accident. The need for testing is presumed; any decision not to administer a test must be based on the Steel Erectors Association's Signatory Contractor's determination, using the best information available at the time that the person's performance could not have contributed to the accident. Any person subject to post accident testing who leaves the scene of an accident without valid reason before the test is administered can be deemed by Steel Erectors Association Signatory Contractor's to have refused to submit to testing. Such a refusal is treated as if the person recorded a test of 0.04 Blood Alcohol Concentration (BAC) or greater. That person, if employed by a Steel Erectors Association Signatory Contractor, will be immediately referred to the Employee Assistance Program (EAP). Other persons will be escorted off company property & refused further access.

If there are questions concerning this policy or the need to perform testing, immediately contact the Steel Erectors Association Designated Member Representative or the Designated Contractor's Representative for clarification.

I understand that the Steel Erectors Association Drug and Alcohol policy and procedures is a living document. Therefore changes or additions to the information contained herein may take place at any time.

I, the undersigned, have read the above information and agree to be bound by the rules of the Steel Erectors Association Drug & Alcohol policy and procedures.

Signature: _____ Date: _____

Printed Name: _____(please print)

Witness Signature: _____

STEEL ERECTORS ASSOCIATION Drug and Alcohol Policy
Conditions of Reinstatement for All Employees of
Steel Erectors Association Signatory Contractors

Please read and sign where indicated:

1. I have been informed of the Steel Erectors Association Drug & Alcohol Screening Policy and Procedures.
2. I understand substance abuse testing (drugs/alcohol testing) will be conducted for all employees on a **random**, post accident/incident and for cause.
3. I agree to accept the following “conditions of employment” for being rehired under a probationary status:
 - I agree to submit to follow up drug and/or alcohol screening for at least, but not limited to, twelve months (1 year) as an express condition to my reinstatement. This is separate and apart from the company wide random drug/alcohol testing, and will take effect immediately.
 - **Second occurrence (within 18 months of last occurrence)** for confirmed positive test results for illegal drugs, alcohol, or prescription drugs without a valid prescription:
 - The employee will immediately be removed from the jobsite and suspended from working for any Steel Erectors Association Contractor for a minimum of (90) days and until such time as the employee has taken a negative drug screen test in accordance with the EAP/SAP instructions and has successfully completed a medically recognized rehabilitation program recommended by the employee’s EAP program.
 - Such employee will be paid for all time worked until his or her removal from the jobsite.
 - The employee will be given, with the assistance of the Employee Assistance Program/Substance Abuse Professional (EAP/SAP), support and guidance with the recommendations for further evaluation or rehabilitation.
 - The employee once reinstated will be subject to no less than four (4) randomly scheduled drug tests in the 12 months following treatment. This is in addition to the Steel Erectors Association random drug/alcohol testing.
 - The employee must sign a “Conditions of Reinstatement”

j. **Third occurrence (within 18 months of last occurrence)** for confirmed positive test results for illegal drugs, alcohol, or prescription drugs without a valid prescription:

- Immediate removal from the jobsite and barred from working for any Steel Erectors Association signatory contractor for a minimum of one (1) year.
 - The employee will be given, with the assistance of the Employee Assistance Program/Substance Abuse Professional (EAP/SAP), support and guidance with the recommendations for rehabilitation.
 - Employee must provide designated Steel Erectors Association Contractor Representative with a letter of recommendation for reinstatement provided by EAP/SAP prior to review for possible reinstatement with a Steel Erectors Association signatory contractor.
- I understand I must show proof of **in and/or out patient attendance** for as long as it is recommended by a recovery facility.
 - I understand and will comply with the ***NO ALCOHOL OR DRUGS*** policy on the job site, during lunch or at any break I should have while working. My employment will be effected as stated above if I violate this policy.
4. I understand that I should immediately ask one of the Designated Steel Erectors Association Representatives or Designated Contractor Representatives if I have any questions about Safety policy or procedures.

On this date, _____ I understand & agree to the above conditions.

Signature

Witness Signature