



WEEKLY SAFETY MEETING

Drug and Alcohol Substance Abuse Policy

This is a condensed version of the Winger Contracting Company's Substance Abuse Policy. Each new employee is given a copy of our Substance Abuse Policy upon hiring. Below are excerpts from our policy to fulfill training requirements.

The Company, together with all unions with which it has a contract, have a vital interest in maintaining a safe, healthy and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of any illegal drug or alcohol by an employee while on Company premises or while performing Company business is prohibited. This policy is implemented pursuant to Iowa's Private Sector Drug-Free Workplace law (Iowa Code §730.5) and the Drug-Free Workplace Act of 1998.

At the Company's expense, each employee is required to take drug and alcohol tests in the following circumstances:

1. Employees will be tested for drugs and/or alcohol if there is a probable cause that the employee is under the influence of a drug or alcohol. Probable cause drug or alcohol testing is defined in this policy, and Iowa Code §730.5(1)(h).
2. When prospective employee is applying for employment with the Company.
3. When an employee is required, subject to drug and alcohol testing pursuant to federal law, regulations, or law enforcement.
4. Before access to customer site.
5. A random test per customer standards.
6. When the Company is investigating an accident in the workplace which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed one-thousand (\$1,000) dollars.

Discipline:

- a. Any employee who is found in possession of or under the influence of alcohol in excess of .04 blood alcohol content or greater violates this policy and is subject to discipline, up to and including discharge.
- b. Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on Company premises or while on Company business will be discharged.
- c. Any employee who is found through drug or alcohol testing to have in his or her body an amount of an illegal drug or alcohol above the level, which is in violation of the standards established by this policy will be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by the Company and the Union. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Upon return to work from rehabilitation, the employee will be subject to unannounced drug or alcohol testing for a period of one (1) year. Any test that is confirmed as positive during or following rehabilitation will result in discharge.
- d. Any employee who refuses to submit to a drug or alcohol test when requested to do so will be subject to discipline up to and including discharge.

Selected supervisory personnel of the Company will attend a minimum of two hours of initial training and attend on an annual basis thereafter a minimum of one hour of subsequent training. The training shall include, but is not limited to, information concerning the recognition of evidence of employee alcohol or drug abuse, the documentation and corroboration of employee alcohol or other drug abuse, and the referral of employees who abuse alcohol or other drugs to the employee assistance program or the resource file of employee assistance services providers.

Some customer facilities will perform unannounced searches on an employee, lunch box, tool box, personal vehicle parked in their parking lot or other items to deter theft and other illegal activities. An employee's consent to a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including discharge, even for a first refusal. Illegal drugs and drug paraphernalia found on the Company's property or on sites where the Company is providing services will be turned over to the appropriate law enforcement agency and full cooperation will be given in any subsequent investigation.

PRESCRIPTION DRUG POLICY

Employees are required to immediately notify their supervisor and/or the company Human Resources/Safety Director of any prescription drug (s) they are taking which a physician or pharmacist have indicated may impair their ability to work.



Meeting Date: _____
Supervisor: _____

Trainer: _____
Location: _____

Attendees: (Please print clearly)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



WEEKLY SAFETY MEETING

DRUG/ALCOHOL SUBSTANCE ABUSE QUIZ

1. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. True or False? _____
2. The use, sale, purchase, transfer, or possession of any illegal drug or alcohol by an employee while on Company premises or while performing Company business is prohibited. True or False? _____
3. Any employee who is found in possession of or under the influence of alcohol in excess of .04 blood alcohol content or greater violates this policy and is subject to discipline, up to and including discharge. True or False? _____
4. A Winger employee may be drug and/or alcohol tested for the following reasons.
 - A. Pre-employment
 - B. Before access to customer jobsite
 - C. Random
 - D. Reasonable Suspicion
 - E. Post Accident
 - F. Property Damage exceeding \$1,000.00
 - G. All of the above

5. An employee may be discharged for the following reasons:
 - A. Found in possession
 - B. Under the influence
 - C. Possesses, distributes, sells attempts to sell or transfers illegal drugs
 - D. Tests positive
 - E. Refuses to submit to drug or alcohol testing
 - F. All of the above

6. Supervisors receive annual drug and Alcohol Substance Abuse Training. True or False? _____
7. Some of our customers perform their own random drug screening and searches. True or False? _____
8. Illegal drugs and drug paraphernalia found on the Company's property or on sites where the Company is providing services will be turned over to the appropriate law enforcement agency and full cooperation will be given in any subsequent investigation. True or False? _____
9. Winger employees that are taking a prescribed medication that could impair their ability to work must notify their supervisor. True or False? _____

Printed Name: _____ **Trained by:** _____

Signature: _____ **Trained by Signature:** _____

Date: _____ **Location:** _____