

**DIVERSIFIED ELECTRICAL SYSTEMS, INC.  
SAFETY/HAZARDOUS MATERIAL MANUAL**

DIVERSIFIED ELECTRICAL SYSTEMS, INC.  
4283 SW HIGH MEADOWS AVE.  
PALM CITY, FL.

## TABLE OF CONTENTS

<b>Statement of Policy</b>	<b>3</b>
<b>Safety Director</b>	<b>5</b>
<b>All Supervision</b>	<b>6</b>
<b>Field Supervisor</b>	<b>8</b>
<b>Employee</b>	<b>9</b>
<b>Safety &amp; Health Training Field Supervisor</b>	<b>10</b>
<b>General Construction Safety Rules</b>	<b>11</b>
<b>Personal Protective Equipment</b>	<b>14</b>
<b>Housekeeping</b>	<b>15</b>
<b>Trenching &amp; Excavation</b>	<b>16</b>
<b>Electrical Safety</b>	<b>19</b>
<b>Assured Grounding Program</b>	<b>20</b>
<b>LOTO</b>	<b>23</b>
<b>Hurricane Plan</b>	<b>24</b>
<b>Fall Protection Plan</b>	<b>30</b>
<b>Drug Free Workplace</b>	<b>35</b>
<b>Safety Data Sheets (SDS)</b>	<b>see part II</b>

## STATEMENT OF POLICY

Management considers no phase of operation or administration to be of greater importance than safety. It is the policy of this company to provide and maintain safe and healthful working conditions and to establish and assist safe work methods and safe work practices at all times.

This policy will be implemented in these vital areas by:

- Developing an application of safety standards for production facilities, machinery, equipment, tools and work practices that are based on applicable OSHA Standards and safe work practices.
- Installing education, training, on-the-job safety instruction, and general safety policies and procedures.
- Conduction safety and fire inspections to identify potential operation hazards.
- Investigating accidents to determine the cause and the remedial action required to prevent reoccurrences.
- Requiring personal protective equipment for workers in hazardous areas.
- Operating motor vehicles according to safe operating procedures.
- Identifying potential health hazards and developing necessary protective measures.
- Publicly promoting safety to maintain interest and participation.
- Obtaining certificates of workers' compensation insurance from all subcontractors.

It shall be the duty of every employee to initiate and maintain a safe work place so that we can maintain our image of excellence in construction safety with regard to our own employee, the communities that surround our sites, and the Federal, State, Municipal Agencies we must interface with. We will maintain a stand that every accident is preventable. Through lower insurance rates we will be more complete in the open market place.

Our safety program will have the full support of management throughout the management ranks.

---

President

---

Date

## **The Williams-Steiger Occupational Safety and Health Act of 1970**

To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health; and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "Occupational Safety and Health Act of 1970"

[The following is commonly referred to as the "General Duty Clause"-CCH.]

**Sec. 5. (a)** Each employer-

**(1)** shall furnish to each of his employees employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;

**(2)** shall comply with occupational safety and health standards promulgated under this Act.

[The following is not part of the "General Duty Clause" but is provided for convenience-CCH.]

**(b)** Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act, which are applicable to his own actions and conduct.

**FIELD SAFETY MANUAL  
-SAFETY DIRECTOR-**

Our safety director is responsible for the development and implementation of company safety program, keeping projects advised on Federal and State safety legislation and standards, developing training programs to assist field supervisors in hazard identification and compliance with safety standards, developing procedures for handling inspections and citations under the Occupational Safety and Health Act. Serves as liaison with the company's insurance carriers on accident prevention and claim matters, responsible for the preparation of corporate statistical data and review of loss runs supplied periodically by the insurance carrier.

**At the Jobsite**

Our safety director reports directly to Michael Bryan, President, and he has the authority to stop our work at any of our jobs.

As stated in our company's safety policy, should any employee feel that his safety is not as it should be, he has the right to discuss the same with the Safety Director while he is at the jobsite. Obviously, the safety director will discuss any such employee concern with the jobsite's project manager, field superintendent, or foreman (whomever is readily available) in confidence before he tells Michael Bryan, President. Be advised that no adverse action is to be taken against any employee who voices a safety concern to our safety director.

**FIELD SAFETY MANUAL  
-ALL SUPERVISION-**

Multi-Employer Jobsites

We are responsible for the safety of our employees, the customer's employees and the public. At jobsites where there are several contractors (multi-employer jobsites), we must pay particular attention to hazards created by others that affect our employees.

In order to provide a safer environment for our employees, I expect every member of our management (safety director, field supervisor, superintendents and foremen) to take immediate, documented action when another contractor creates a hazard that can affect our employees.

#### To Do

Should you observe a hazard, such as an unguarded floor edge of the building, you are to:

1. Tell our employees to stay away from the unguarded floor edge and document it.\*
2. Tell the general contractor, or whoever is responsible and document it.\*

\*Documentation in your diary, and note:

- date
- time
- name(s) of who you spoke to
- what was said by all parties

Should the hazardous situation continue, let me know and we will contact the hazard producer's main office.

### **ITEM 3**

OSHA has informed their enforcement officers that if the employer:

- 1) Did not create the Hazard,

- 2) Did not have the responsibility or the authority to have the hazard corrected,
- 3) Did not have the ability to correct or remove the hazard,
- 4) Can demonstrate that the creating, the controlling (one who is responsible for safety and health violation), and/or the correcting employers, as appropriate, have been specifically notified of the hazard to which the employees are exposed, and
- 5) Instructed the employees to recognize the hazard and, where necessary, informed them how to avoid the dangers associated with it.

Please note:

- a. You must take appropriate alternative means of protecting employees from the hazard
- b. Under extreme circumstances you shall remove your employees from the job site.

#### **ITEM 4**

We must also take care that we are not the employer that creates or causes a hazardous condition that violates an OSHA standard; otherwise, we will be citable for all employees exposed.

If you create the hazard then you must:

- 1) Keep all employees away from the hazard
- 2) Correct the problem; however, if you do not have the authority or expertise to fix the problem then you must immediately notify the controlling employer (generally the employer who has a contractual right to control safety) of the problem.

Then you will not receive an OSHA citation.

For further information see OSHA Field Inspection Reference Manual CPL2-0.124 or you may contact our safety director.

The field supervisor is the key man in the safety control program and serves as liaison between the safety committee and the field. He must be totally indoctrinated in the safety program and will provide personal leadership in achieving satisfactory protection against accidents. He will interpret the company's policy and actively support it as an example of those responsible to him.

It is his responsibility to:

1. Work closely with the safety director to assist him in the technical aspects of safety control.
2. Attend the weekly safety meeting that is conducted by the foreman. Insure that the foreman honestly holds the safety meeting and that the foreman gets the signed, dated supervisor's safety talk to the main office.
3. Provide complete safety instruction to employees prior to assignment of duties, especially at pre-job conferences with the job foreman.
4. Make continuous inspections for unsafe practices and conditions and take prompt corrective action whenever unsafe conditions and unsafe acts are noted.
5. Investigate all accidents promptly in order to determine their true cause, and provide for proper protective action.
6. See that all injuries are properly treated and all reports, etc. are properly submitted.
7. See that the men have proper certification in the use of power actuated tools.
8. Enforce all safety policies in effect, including compliance with OSHA, and take an active interest in handling cases requiring discipline where safety policies have repeatedly been violated.
9. Encourage all employees to actively participate by making recommendations that will result in the reduction of accidents and doing the work in a more cost effective manner, while maintaining our high degree of quality workmanship.
10. When other trades operations cause a safety problem for our employees, speak to the offending contractor and document same in your diary (date, time, who you spoke to and what was said by you and him).
  
11. Energized Work: Energized electrical work is strictly prohibited unless written approval is obtained from both Boeing and Global Performance.
12. Excavations: Pre-approval must be obtained from Boeing's onsite activity representative before opening any trench.
13. Radios: Non-communicative type radios and/or music players shall not be permitted on the project.



Losses (Accountability)

Safety award financial incentives received by field supervisors, as well as others in management will be directly affected by accidents that occur in relation to their jobsites. This includes vehicular accidents associated with the work.

## **FIELD SAFETY MANUAL -EMPLOYEE-**

Each employee is responsible for contributing his part towards the success of the safety control program. The employee has a responsibility to himself for this own safety, but he likewise has a responsibility to his family, to his fellow workers, to the community, to the customers, and to the employer by whom he is paid.

In the performance of his duties; therefore, he shall be expected to observe safe practice rules, as well as instructions relating to the efficient performance of his work. A safe and efficient construction operation is reached only when all employees are safety-conscious, and keenly alert - mentally and physically.

They shall:

1. Notify their foreman immediately when certain conditions or practices may cause personal injury or property damage.
2. Observe all safety rules, and regulations, and make maximum use of all protective equipment. Also, follow practices and procedures established to maintain health and safety.
3. Report all accidents and injuries immediately.
4. Submit suggestions for safety and efficiency.
5. Know their exact duties in case of fire or other catastrophe.
6. Actively participate in the weekly safety meeting. You will be encouraged to ask any safety related question regarding the topic being discussed. At the conclusion of the safety meeting you will be asked to sign the safety topic form. Your signing this form is for our records.  
While we ask you to keep your questions related to the weekly safety topic while participating at the weekly safety meeting, **YOU ARE ENCOURAGED TO ALWAYS ASK IF YOU HAVE A QUESTION ABOUT SAFETY. NEVER ASSUME YOU KNOW - ASK FIRST!**
7. You must follow our drug free worksite program (covered in another section of this field safety manual) and remain free of drugs and alcohol.

## **SAFETY AND HEALTH TRAINING -FIELD SUPERVISOR-**

### **Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies and job-specific procedures described in our workplace safety program manual. Their supervisors will instruct all employees that compliance with the safety rules described in the workplace safety manual is required.

### **Job-Specific Training**

- Supervisors will initially train employees on how to perform assigned tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operation instruction on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine or specialized procedures.

### **Periodic Retraining of Employees**

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes displaying unsafe acts, practices or behaviors.

## **FIELD SAFETY MANUAL -GENERAL CONSTRUCTION SAFETY RULES-**

The following rules and regulations apply to all employees of Diversified Electrical Systems, and are to be observed at all times. Every rule and regulation is designed to help you avoid accidents and injury to yourself or to other employees. The one important fact to remember is that these rules and regulations are a minimum guide. Many situations will probably arise that are not covered by a specific rule or regulation; therefore, you must accept responsibility for your personal safety and that of a fellow employee. If you have questions or doubts, do not guess, ask your supervisor. All employees must agree to abide by these rules and regulations as conditions of employment.

1. You must wear full clothing at all times. This includes shirt, full-length trousers, net shirts, sweat pants, or clothing with derogatory language or offensive photographs shall not be worn. Leather over the ankle work boots are required at all times. Tennis like shoes may not be worn even at the trailer. Long hair must be restrained.
2. You must wear hard hats at all times in the construction area. The field superintendent may authorize exceptions to this rule under certain conditions.
3. Use safe equipment. Safety shoes are recommended and required on some jobs. If safety glasses are required on a jobsite they must be worn at all times, otherwise as required by OSHA in Subpart E. 1926.102. Gloves, respirators, earplugs, and other items of personal protective equipment are required when warranted by job requirements or conditions.
4. Report unsafe conditions and practices to your supervisor.
5. Practice good housekeeping. A clean orderly work place is necessary for safety. For example, do not allow oil or scrap to remain on the floor. Clean up immediately.
6. Use regular roadways and walkways whenever possible. Avoid unsafe shortcuts.
7. Use the correct tool for the job. Keep all tools in good repair.
8. Observe caution in the use of compressed air. Never blow air at yourself or another person.
9. Check areas around machinery, vehicles and equipment before starting them. Always know where your fellow workers are located.

10. Whenever possible rope off construction areas. Always rope off underneath overhead work when needed.
11. Use safety containers for transporting gasoline and other hazardous chemicals.
12. Keep all hoses and ropes coiled in a safe place when not in use. Keep hoses and ropes clear of moving machinery.
13. Do not obstruct emergency equipment and facilities.
14. Walk, don't run.
15. Do not operate, repair, adjust or tamper with chemical, mechanical, or electrical equipment, unless specifically authorized. Proceed when authorized with caution. Follow lock and tag regulations when working on equipment.
16. Do not indulge in horseplay.
17. Do not climb or stand on equipment, machinery, pipelines, roofs, etc., unless specifically authorized. Inspect all ladders and scaffolds before use.
18. When in doubt as to the approved safe method for doing any job, ask your supervisor. Ignorance is no excuse for unsafe practices.
19. Observe "No Smoking" areas.
20. Wear appropriate personal fall protection on elevated open platforms.
21. Wear safety belts when driving or riding in vehicles or other mobile equipment.
22. Shutdown work, electrical hot work, etc., will not be initiated without the employee receiving specific safety instructions and authorization from the supervisor.
23. Make sure there is an adequate first aid kit in the truck and construction shack at all times.
24. Observe all safety precautions when handling, transporting, and using acetylene and electrical welding equipment.
25. When driving, observe all traffic regulations.
26. Observe rules of good conduct and behavior at all times.
27. Inspect your safety equipment before each use.
28. Take special care when using or working around moving or heavy equipment.
29. Observe strictly all applicable rules of the National Electrical Code.
30. Observe all safety regulations applicable to the work being performed.
31. Allow only qualified men to work on electrical apparatus.
32. Don't use aluminum ladders on electrical jobs.
33. Do not guess about whether a circuit is live or not. Consider every circuit live until proven otherwise.
34. Extension ladders in use shall be tied, blocked, or otherwise secured to prevent their being displaced.
35. Stay off the top step of stepladders.
36. Guardrails and toe boards shall be installed on all open sides and ends of platforms more than six (6) feet above the ground or floor. Scaffolds four (4) feet to six (6) feet in height, having a minimum horizontal dimension in either direction of less than forty-five (45) inches, shall have standard guardrails installed on all open sides and ends of the platform

37. Follow Diversified's Haz. Com. Program. Report any unlabeled items that come to the job site.
38. All personnel are required to obtain and wear Boeing supplied badges while on site. (chest high)
39. Weapons: Carrying or possession of firearms, clubs, or other weapons is strictly prohibited.
40. Cameras: Use of cameras or camera-enabled devices is prohibited. Boeing, Global Performance and Members of the JV are the only ones authorized to use cameras.
41. Tobacco: Tobacco products are prohibited in all areas unless approved by Boeing and the Global Performance.
42. Communications: Electronic communication devices are controlled on Boeing property and must be pre-approved before use. All radio frequency communication devices must operate in UHF or VHF bands selected by Boeing.
43. Energized Work: Energized electrical work is strictly prohibited unless written approval is obtained from both Boeing and Global Performance.
44. Excavations: Pre-approval must be obtained from Boeing's onsite activity representative before opening any trench.
45. Radios: Non-communicative type radios and/or music players shall not be permitted on the project.
46. Workers must not stray from their assigned area onto other Boeing property or they may have their badge revoked.
47. Any appliances such as microwaves, fans, heaters, etc. brought on site must be industrial rated and 3 prong, and kept in designated areas.
48. Vehicles: Turn ignition off if vehicle is going to be left unattended.
49. Pedestrians have the right-of-way at all times.

IN ADDITION TO THE ABOVE REGULATIONS, REFER TO THE CURRENT STATE, MUNICIPAL, FEDERAL SAFETY AND HEALTH CODES, NFPA, ANSI, AND NEC SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION.

### **PERSONAL PROTECTIVE EQUIPMENT**

The following items pertain to personal protective equipment:

- a. All employees must wear clothing- full-sleeved shirts and full length trousers are required.

- b. You must wear hard hats at all times in the construction area. The field supervisor may authorize exceptions to this rule under certain conditions.
- c. Protective footwear is required when working in areas where there is danger of foot injury due to falling or rolling objects or objects piercing the sole and where employee's feet are exposed to electrical hazards.
- d. Use safety glasses, (at all times if required at your job site), goggles, or face protection whenever there is a potential for eye or face injury from physical or chemical agents or bright lights such from arc flash, welding, or laser light. Dark lenses are not to be worn inside of buildings.
- e. Use hearing protection whenever it is not feasible to reduce the noise levels.
- f. Use gloves when hands are exposed to hazards from skin absorption of harmful substances, severe cuts, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature-extremes. This is a requirement that must not be ignored unless it can be demonstrated that the wearing of gloves creates a greater hazard (such as when using equipment or tools with rotating blades or parts that might grab the glove and pull the hand in).
- g. Dust masks, respirators... are to be used when chipping or where the possibility of respiratory impairment exists.
- h. Employees exposed to a fall hazard greater than 6 feet shall wear a safety harness meeting OSHA Subpart M requirements.
- i. All miscellaneous protection not listed above and required by the job description shall be used.

### **SAFETY PROBLEM SOLVING**

It is our intent to provide a safe workplace. All employees are instructed to watch for and correct all unsafe conditions immediately. If you are not able to take corrective action, report the condition to your immediate supervisor. All employees with supervisory responsibility are instructed to take safe and prompt corrective action or contact someone who can.

We appreciate your cooperation in reporting all safety problems. If we all work together, we can all work safely.

### **HOUSEKEEPING**

Poor Housekeeping creates unsafe walking and working conditions due to tripping hazards, and is also an ever-present fire hazard due to the flammable nature of construction materials.

- 1) The supervisor shall plan ahead and assign responsibility for clean-up and removal of debris
- 2) Whenever possible, in areas outside the construction area, all extension cords shall be strung overhead.
- 3) Construction scraps shall not be allowed to accumulate. Clean up as the work progresses.
- 4) The following areas shall be kept clean at all times:
  - \*Walkways
  - \*Aisles
  - \*Stairways
  - \*Ladder ways
  - \*Ramps
  - \*Loading docks
  - \*Elevator Lobbies and landings
  - \*Entrances to the project
- 5) Scrap and debris may not be dropped from heights over 20 feet unless through a chute that is enclosed on all sides.
- 6) When material is dropped through floor holes barricades shall be built at least 6 feet from the edge of the hole and 42 inches high. Signs shall be posted at each level warning of the danger.
- 7) All material/debris shall be kept back at least 10 feet from the open sides of floors and at least 6 feet from the edges of floor openings.
- 8) Clean as-you-go practices are required
- 9) Stairways shall not be used as storage areas.
- 10) Work that may temporarily block emergency exits, safety showers, elevators, corridors, and hallways will require prior approval and will require signage and soft barricading.
- 11) Run electrical cords around the perimeters, tape cords down or use cord covers. In all walkways, stairs, aisles, areas where scissor lifts or other equipment operate etc. run cords overhead. All cords must be stored and put away after use- not coiled up on the floor.

.REFER TO OSHA STANDARDS IN SUBPART C &H

### **Trenching and Excavation**

Diversified Electrical Systems is committed to providing a safe work environment for its employees, and recognizes the hazards associated with trenching and excavation.

## **Purpose**

This plan was created to reduce the hazards associated with trenching and excavation. Typically, Diversified Electricals employees do not dig below 5 feet as part of any excavation work. However, when trenches do go deeper than 5 feet it is possible to assemble the work above ground and then the pipes can be dropped into the trench and connected with the assistance on the backhoe making it unnecessary for the people to enter the trench. All people working in or around trenches or excavations must be trained in the hazards associated with them on an annual basis.

## **Guidelines**

The following list has some guidelines that should be used when working in or around trenches or excavations.

- Contact Call 811 before beginning work (make 3 working days notice including the day you call in the request).

Trenches that are 4 feet or more must have a ramp or ladder placed in the trench if people are to enter the trench (one ladder for every 25 feet of lateral travel).

- Each excavation or trench that has a potential for a cave-in or is above 5 feet must be slopped or shored according to soil type. A slope of 1.5 feet (horizontal) for every foot of depth is recommended.
- Excavations or trenches must be evaluated daily by the competent person so that appropriate measures are followed.
- All soils must be considered unstable unless tested by an authorized person.
- Hard hats are required at all excavation sites.
- Safety shoes are required at all excavation sites.
- Additional PPE must be worn accordingly.



- All trenches and excavations greater than 4 feet that have a potential for a hazardous atmosphere must be tested before entry per Confined Space Entry procedures.
- A competent person with training should be able to answer the following questions at all times for trenches:
  - What soil type do we have (A, B, C)?
  - What protective measures do we use to protect employees (sloping...)?

What other hazards do we have?

- The trench or excavation must be barricaded to protect everyone.
- Extreme caution must be used where underground facilities are located.
- Materials, equipment, and soil piles must be located at least two feet away from the edge of the trench, unless extra precautions are used.

You will not enter a trench or excavation that has standing water in it until the water has been removed.

Trenches and excavations contain many hazards and should be continually monitored. Any questions about this plan can be directed to your supervisor or the competent person.

DIVERSIFIED ELECTRICAL SYSTEMS

Excavation Daily Checklist		Date	
Project Name		Approx. Temp.	
Project Location		Wind Dir.	
Job Number		Safety Person	

Excavation Depth & Width		Soil Classification	
--------------------------	--	---------------------	--

Protective System Used	
Activities in Excavation	
Competent Person	

Excavation > 4 feet deep?  Yes  No

**NOTE:** Trenches over 4 feet in depth are considered excavations. Any items marked NO on this form **MUST** be remediated prior to any employees entering the excavation.

**GENERAL**

YES	NO	N/A	DESCRIPTION
			Employees protected from cave-ins & loose rock/soil that could roll into the excavation
			Spoils, materials & equipment set back at least 2 feet from the edge of the excavation.
			Adequate signs posted and barricades provided
			Training conducted w/employees prior to entering excavation

**UTILITIES**

			Utility Company contacted and given 72 hours notice &/or utilities already located & marked.
			Overhead lines located, noted and reviewed with the operator.
			Utility locations reviewed with the operator, & precautions taken to ensure contact does not occur.
			Utilities crossing the excavation supported, and protected from falling materials.
			Underground installations protected, supported or removed when excavation is open.

**WET CONDITIONS**

			Precautions taken to protect employees from water accumulation (continuous dewatering)
			Surface water or runoff diverted/controlled to prevent accumulation in the excavation.
			Inspection made after every rainstorm or other hazard increasing occurrence.

**HAZARDOUS ATMOSPHERES**

			Air in the excavation tested for oxygen deficiency, combustibles, other contaminants.
			Ventilation used in atmospheres that are oxygen rich/deficient &/or contains hazardous substances.

**ENTRY & EXIT**

			Exit (i.e. ladder, sloped wall) no further than 25 feet from ANY employee
			Ladders secured and extend 3 feet above the edge of the trench
			Wood ramps constructed of uniform material thickness, cleated together @ the bottom
			Employees protected from cave-ins when entering or exiting the excavation.

**PERSONAL PROTECTIVE EQUIPMENT**

			All employees wearing hard hats
			All employees wearing safety shoes
			If additional PPE is required - safety harness, respirators etc are all employees using this equipment

KEEP 1 COPY OF EACH DAILY EXCAVATION CHECKLIST ON SITE FOR THE PROJECT DURATION, AND FORWARD THE ORIGINAL TO THE MAIN OFFICE THERE IS NO EXCUSE ACCEPTABLE. THIS IS A ZERO TOLERANCE POLICY.

**ELECTRICAL SAFETY**

Electrical safety is contained in Subpart k of the OSHA standards. Originally the entire NEC was included; however, because of the constant revisions OSHA updated, simplified, and clarified this subpart.

Here are a few of the OSHA standards that we must adhere to:

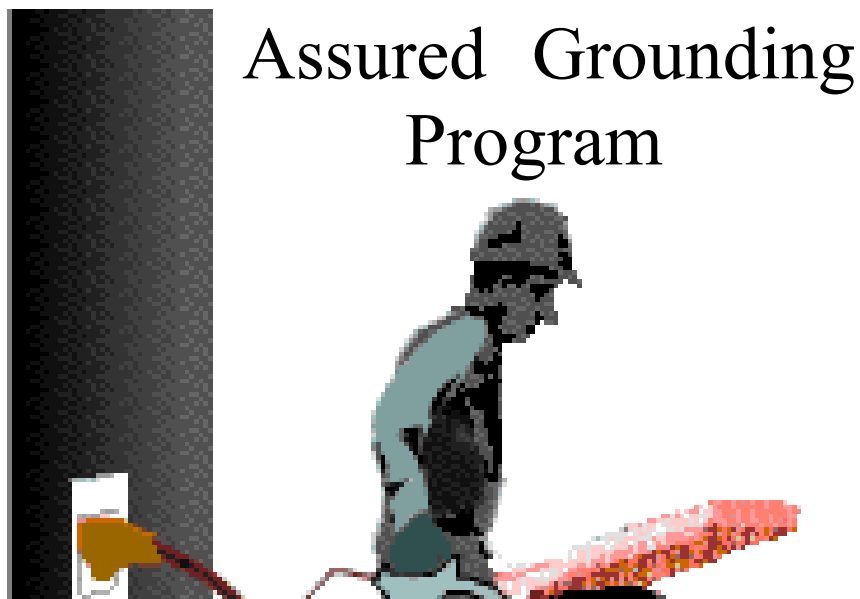
**1926.403(h) Identification of disconnecting means and circuits.** Each disconnecting means required by this subpart for motors and appliances shall be legibly marked to indicate its purpose, unless located and arranged so the purpose is evident. Each service, feeder, and branch circuit, at its disconnecting means or over current device, shall be legibly marked to indicate its purpose, unless located and arranged so the purpose is evident. These markings shall be of sufficient durability to withstand the environment involved.

**1926.405(a)(2) Temporary wiring-(i) Scope.** The provisions of paragraph (a)(2) of this section apply to temporary electrical power and lighting wiring methods, which may be of a class less than would be required for a permanent installation. Except as specifically modified in paragraph (a)(2) of this section, all other requirements of the subpart for permanent wiring shall apply to temporary wiring installations. Temporary wiring shall be removed immediately upon completion of construction or the purpose for which the wiring was installed.

**1926.405(b) Cabinets, boxes, and fittings.** (1) Conductors entering boxes, cabinets, or fittings. Conductors entering boxes, cabinets, or fittings shall be protected from abrasion, and openings through which conductors enter shall be effectively closed. Unused openings in cabinets, boxes, and fittings shall also be effectively closed.

**1926.405(e) Enclosures for damp or wet locations (1)** Cabinets, fittings, and boxes. Cabinets, cutout boxes, fittings, boxes, and panel board enclosures in damp or wet locations shall be installed so as to prevent moisture or water from entering and accumulating within the enclosures. In wet locations the enclosures shall be weatherproof.

To ensure the safety and health of all employees we shall follow the rules of the current NEC and OSHA standards in Subpart K.



# Diversified Electrical Systems

2019

Monthly Assured Grounding Program  
Continuity Tester - this one \$16.75

1.



## Items to be tested

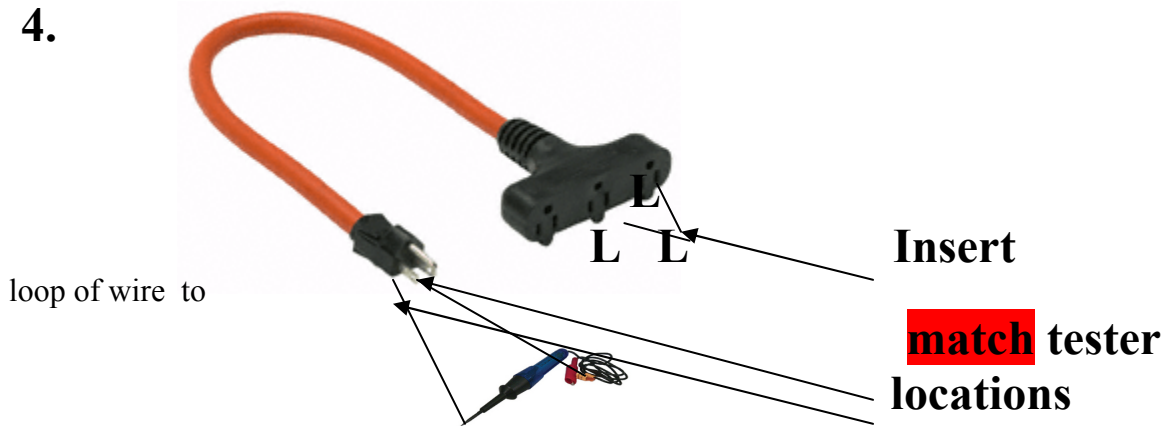
2.





### 3. DISCONNECT FROM POWER SOURCE

4.



**Location examples: hot to neutral, hot to ground, neutral to ground**

- Tool handles need to be opened.

5. If



6. Then repair or replace.

7. Double insulated tools marked with a **L** surrounded by a square. At times the ground is broken. To check - open the tool and look for the ground.

- Under certain conditions these tools can shock you.

**8. Always retest after repair. If OK then place a wrapping of tape according to the Month's color code**

**9. Home Depot**



**10. Color Code**

	Month	Tape Color	to apply to cord
1	January	White	
2	February	White	+Yellow
3	March	White	+ Blue
4	April	Green	
5	May	Green	+Yellow
6	June	Green	+ Blue
7	July	Red	
8	August	Red	+Yellow
9	September	Red	+ Blue
10	October	Orange	
11	November	Orange	+Yellow
12	December	Orange	+ Blue

Diversified Electrical Systems, Inc.

Electrical Lockout Program

Steps to a successful lockout program

1. Identify any potential electrical hazards
2. Notify your immediate supervisor of the hazard
3. Supervisor will log the time, date, purpose of the lockout, and the numeric code of the lock to be issued.

4. Prepare the equipment for shut down. Notify all parties potentially involved with the equipment.
5. Identify the electrical sources and lock them out.
6. Release any stored electricity. Test to make sure all electricity has been expended

#### Steps to remove lockout and restore power

1. Check all equipment for any stray tools or materials that may have been left behind.
2. Make sure all guards and safety devices have been re-installed.
3. Notify all parties involved that the equipment will be ready to go back On-line.
4. Remove and return lockout devices to your immediate supervisor.

In the event of an emergency situation the immediate supervisor will assume the responsibility for the coordination and removal of the equipment lockout.

# Diversified Electrical Systems, Inc.

## Hurricane Plan

**Purpose:**

The following hurricane guide lines are established to ease loss - to protect the project and workforce. This plan provides a method to follow in the event of a crisis.

**Hurricane Emergency Action Plan (HEAP):**



This plan outlines when preparations are to begin and which actions will be taken to protect employee/ public lives and property at a time when they are threatened by a hurricane or tropical storm.

**Definitions:**

1. Tropical Storm: A non-frontal/tropical/cyclone with a closed circulation. Names are given to tropical storms when they are predicted to reach wind speeds of 39 to 73 MPH.
2. Hurricane: Same as a tropical storm with winds of 74 MPH and above at the surface. The wind blows in a counter clockwise direction. These storms vary in size from 100 to 500 miles in diameter with wind speeds of 74 to 152 MPH decreasing in intensity from the center outward and move along their path at a rate of 7 to 21 MPH.
3. The Eye: The center of the storm with little to no wind is called the eye. Surrounding the eye is the area of highest wind speed. If the eye just misses an area, that area will have continuous winds in one direction until the storm passes; however, if the eye passes over an area that area will have a period of calm and then suddenly will be hit by winds from the opposite direction.
4. Hurricane Action Conditions: The HEAP will begin with the forecast of a tropical storm in five stages called Condition V thru Condition I.
  - Condition V (first notice of possible storm approach).
  - Condition IV (12 to 48 hours before landfall).
  - Condition III (48 to 24 hours before landfall).
  - Condition II (24 to 12 hours before landfall).
  - Condition I (less than 12 hours before landfall).

The preparations taken in each condition will also be determined by the forecasted strength of the storm.

Hurricane category	Max. sustained wind	Storm Surge	Anticipated damage
1	74-95 MPH	2' – 4'	Minor
2	96-110 MPH	6' – 8'	Moderate
3	110-130 MPH	9' – 12'	Severe
4	131-155 MPH	13' – 18'	Extreme
5	Over 155 MPH	Over 18'	Catastrophic

The anticipated damaged in a category 5 storm is 100 times more than a category 1 storm.

Hurricane Alerts; Notifications given by the National Weather Service.

**Responsibilities:**

Hurricane officer: the hurricane officer will be the superintendent. This person will coordinate the plan with the management personnel team (foremen) he shall make each member of his team familiar with the plan prior to the start of the hurricane season. He will also track storm advance and problems. After the storm has passed he will direct an inspection prior to opening work areas. Any problems or unsafe areas will be resolved prior to resuming work.

Hurricane Action Team: Management team (foremen) responsible for preparations in the event of a hurricane and the restoration of the site after a hurricane. This group is responsible for the safety and health of all personnel, property, equipment, and vehicles.

**Protection of Facilities and Equipment:**

Building/ Trailer Protection: Protective measures should be taken with each building/structure to prevent damage from water, wind, and wind or water debris. All loose construction materials (electrical), trailer, temporary buildings, and equipment will be secured and/or moved to a protected location. Plans should be made to lash down all portable buildings at the earliest opportunity after notification of an approaching hurricane. Storm drains that might admit water should be plugged. (Watch for drains near electrical equipment.)

Equipment Protection: Equipment is subject to the same hazards as buildings. Most equipment can be moved or carried to a safe place. It should be brought inside a building and raised off the floor to prevent water damage from rising water. Tarps or other covers should be used to cover permanent machinery installations. Items that might be blown away should be firmly latched down and in some cases weighed down. Heavy construction equipment should be removed or relocated to prevent damage to the work and also to prevent blocking of the access to the site.

**Notice of Action Conditions:**

The superintendent will give notice to all personnel of the action level as the storm approaches.

**Action to be taken for Condition levels**

1. Condition V (First notice of storm approach): After the Superintendent gives notice of a storm approaching, a Condition V will be announced. Then our foremen will begin work as an inspection team to survey our areas of the construction site. After this survey they will submit any revisions necessary (to the hurricane action plan) that must be taken. Also they will identify any upcoming activities, material deliveries etc. that could be delayed until after the storm threat has passed. Work should continue as usual.

2. Condition IV (72 hours before landfall): In this condition a state of readiness is imperative. Normal work should proceed as much as possible. All employees will be available to assist with hurricane preparations. If directed by the superintendent, the foremen will perform the following functions:

- Inform all personnel of hurricane condition
- Check all equipment (hard trucks, fork lifts....) required for the anticipated operation.
- Requisition emergency supplies not previously obtained in pre-hurricane preparations. (flash lights, duct tape....)
- Determine which personnel, if any, must remain as a hurricane stay behind party and inform them of their status and duties.
- Notify the Superintendent of any condition that may prevent completion of preparations for protection of personnel and property.
- Check security of office/storage trailer tie downs.
- Start securing stored material by stacking down or moving together or remove trailer from the site.
- Remove and dispose of all your construction debris in the building and on the site daily into the dumpster to be hauled off the site.
- Complete any major lifts, but do not start the next lift unless directed by the superintendent.
- Remove and store scaffolding in a safe location within the building or offsite
- Remove or secure all oxygen tanks. Remove all empty tanks from the site.
- Prepare to secure portable equipment such as man lifts (scissor lifts, aerial lifts...)
- All fuel cans will be emptied and stored in job trailer.
- Close and secure all doors.
- Bundle, consolidate, and secure or remove all loose electrical gear, materials, cable, wire, and conduit.
- Start de-energizing, bleed off any stored energy, and begin lock out/tag out of all non-essential temporary circuits, transformers, and generators.
- Confirm that all temporary transformers and generators are covered and protected from wind and flooding water. Move transformers or generators to a higher location if they could be subject to flooding water.

3. Condition III (48 hours before landfall): at this stage hurricane preparations take precedence over ALL other work. Most of the securing work will take place at this time. All designated hurricane personnel will report to assigned areas for hurricane duty. Those not required for hurricane duties maybe released at this time. The superintendent will ensure that final hurricane preparations that were not completed under Condition IV be completed at this time.

- Inform all personnel of the hurricane condition.

- Advised everyone of the storm location and when landfall is expected.
- Remove all remaining loose debris and place in dumpster to be disposed of off the jobsite.
- Ensure that materials such as tape, tie wire, etc. are available and ready for use.
- Move all materials and equipment that maybe damaged by flooding a higher location.
- Close all windows and doors and install protection.
- Property shelter and secure equipment that must be stored in the open.
- Heavy equipment should be relocated to a remote area of the site where there is less damage to the equipment and where the equipment will not damage at work. Equipment that could be damaged by water must be covered by plastics or tarps.
- When appropriate, the superintendent will dismiss non-essential personnel for hurricane evacuation.
- Sandbag, tie-down, move to a secure location or remove from the site any objects that can become wind/water borne debris.
- Secure and shut down all electrical system.
- Remove or secure any remaining compressed gas cylinders.
- Survey the area for any loose materials and equipment and take action to secure or remove from the site.
- Secure all office/storage trailer tie downs and protect door and window openings.
- Stockpiled soil will be tapered or dispersed to prevent erosion/ sedimentation.
- All fuel cans will be emptied and stored in a protected location.

4. Condition II (24 hours before landfall):

- Begin evacuation of all remaining personnel. Everyone should be evacuated no less than 12 hours prior to the storm.
- Document the condition and status on the project with ideas and/or photographs.
- Shut down all remaining electrical power and utilities. Have flashlights in hand.
- Remove all critical documents, records, and equipment from office trailers.

5. Condition I (12 hours before landfall): Project secured and evacuation completed. Recovery/Restoration: personnel will not return to work until a return to work notice is given by the superintendent. Notice will be given after the National Weather Association has given an all clear notice and local officials have allowed entry into the storm impacted areas.

- Before recovery operations begin the project may need to be inspected to determine if any damage has occurred. The General Contractor should contact the necessary authorities.
- Power and other utilities should not be reactivated until inspections have determined that there is no hidden damage
- Condition of your work, equipment, trailer, etc. should be documented with videos and/or photos.

# Diversified Electrical Systems, Inc.

## Site Specific Fall Protection Plan

### Site Specific Protection Plan for .....

OSHA currently regulates fall protection for the construction industry under Part 1926, (Subpart M) these standards are intended to prevent employees from falling off, onto or through working levels. Under OSHA standards, considerable

planning and preparation are required to anticipate and prevent the possibility of a fall condition.

A written fall protection plan establishes guidelines to be followed when an employee works above dangerous equipment on ramps or runways, or at heights exceeding 6 feet.

Written procedures for fall protection establish uniform requirements for fall protection training, operations and practices. The effectiveness of the written plan depends on the active support and involvement of all employees who perform the work requiring fall protection is properly adhered to.

### **Purpose**

Diversified Electric is dedicated to the protection of its employees from injuries. All employees of Diversified have the responsibility and are held responsible for their safety on this job.

This program is intended to inform all interested persons including its employees that Diversified Electric is in compliance with OSHA's Fall Protection requirements according to 29 CRF 1926.500 to 503.

This program applies to employees who are exposed to a possible fall hazard during the course of performing their work.

Specific fall protection systems should be selected for each condition and its application before an employee is permitted to go to work in an area requiring protection. Scott Eccleston-Secretary/Treasurer and Carmen Price-Safety Director are responsible for its implementation. Copies of the program can be obtained at the jobsite or the main office. Certain employees are designated and authorized to inspect, investigate and access working conditions prior to work starting and once it is completed. They are: Superintendents, Foreman and Safety personnel, so long as they have received Fall Protection Training.

### **Our Duty To Provide Fall Protection**

In our attempt to prevent fall, Diversified Electric has the duty to anticipate possible fall hazards when working in dangerous conditions. Careful planning and preparation are necessary to ensure an accident free jobsite.

### **Assessment Selection For Fall Protection**

This plan is site specific for ..... This fall protection plan is intended to anticipate the particular fall hazards associated with our scope of work and how our employees may be exposed to danger. We train and direct our employees on

proper procedure to prevent accidents, and ensure that our employees follow procedure and understand company guidelines.

Providing fall protection requires an assessment of all possible fall situations at any jobsite as set forth in OSHA's 29 CFR 1926.502 fall protection system criteria and practices. Every employee exposed to the condition must be trained according to this plan.

### **Protecting Sides and Edges**

Our employees must be protected when working on sides and edges exposed to a fall hazard greater than 6 feet from the level below. We have the following methods of protection on this jobsite:

- Hand rails at the edges of stair openings.
- Warning lines below tables with posted signs.
- Cable system, once tables have been removed, including toe board.
- Personal fall arrest systems.
- Control and limited access zones. No Diversified Electric employee shall work within these areas without a personal fall arrest system.

### **Holes**

Diversified Electric protects employees from:

- Tripping in or stepping into or through holes.
- The possibility of objects falling through holes.

Our employees must be protected in this condition from a fall 6 feet from the level below. We have chosen the following methods of protection on this jobsite.

- Installing properly secured covers to the slab on all our holes over 2".
- Properly marking these covers "HOLE".

OSHA does not intend that guidelines be installed around the hole while employees are working at the hole or passing material through the hole.

### **Protection From Falling Objects**

Diversified Electric acknowledges the probability of objects falling from the areas above. We have the following methods of protection on this jobsite:

- Hard hats are required at all times while on the site.



- Air horns are used to signal over head loads.
- Perimeter nets are to be installed on this jobsite to catch any object which may fall of the building from above.
- Safety cables are installed on perimeter column forms to secure them while stripping or setting of forms.
- Loose plywood is either removed or nailed to the table form during the flying process.
- Our pipes and materials must be strapped to the horse, before the horse is lifted.

### **General Worksite Policy**

If any condition is not met for work to be performed or if the equipment does not adequately prevent the potential fall hazard, then the work will not begin until the condition is addressed, reevaluated and remedied.

In all situations in which potential fall hazards may exist, employees are required to wear a harness with a lanyard.

Employees exposed to potential fall hazards will be trained so as to properly perform the work.

All work areas will be kept clean and in an orderly manner to reduce possible tripping accidents.

Diversified Electric's employees are required to read, understand and acknowledge jobsite training including fall protection.

### **Training Program**

All Diversified Electric employees are required to attend initial orientation training when hired. Fall protection training is required if the employee is to be working in a potential fall condition. This training includes:

- Identifying potential fall hazards.
- The proper use of fall arrest systems, including equipment inspection, proper anchoring and tie-off techniques, methods of use, and inspection of harness and lanyards.
- The correct procedure for erecting, maintaining, inspecting and dismantling system.
- The use and operation of guardrails, safety net system, warning line system, control/limited access zones and any other protective systems used.
- The role of each and every employee in the safety program and also the fall protection plan.
- The standards contained in Subpart M of the construction guidelines.

#### *Enforcement of Safety Policies:*

*Constant awareness of and respect for fall hazards and compliance with all safety rules are considered conditions of employment. The crew supervisor or foreman, as well as individuals in the Safety and Personnel Department, reserve the right to issue*

*disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.*

### **Accident and Incident Investigation**

Death and catastrophic injuries (admit 3 or more to a hospital) are to be reported immediately. All other accidents and incidents are to be reported the same day. This is an integral part of our safety program. This will allow for review, so as to determine corrective action that must be implemented to prevent further reoccurrence.

### **Trained Personnel**

A listing of trained employees in fall protection, including dates can be procured from Diversified Electric.

**Diversified Electrical Systems, Inc.**

**Drug-Free Workplace Policies**

### **DRUG – FREE WORKPLACE PROGRAM**

DIVERSIFIED ELECTRICAL SYSTEMS, INC. CONDUCTS BUSINESS WITH THE HIGHEST POSSIBLE DEGREE OF SAFETY AND EFFICIENCY. BECAUSE OF THIS, DIVERSIFIED ELECTRICAL SYSTEMS, INC. MAINTAINS AND ENFORCES A DRUG-FREE WORKPLACE POLICY. IT WILL BE A CONDITION OF EMPLOYMENT TO REFRAIN FROM THE USE OF ILLEGAL DRUGS ON OR OFF THE JOB. A SUMMARY OF OUR DRUG – FREE POLICY IS POSTED. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT SCOTT ECCLESTON AT (772)219-3389.

### **PURPOSE AND SCOPE**

WE ARE COMMITTED TO A SAFE AND HEALTHY WORKPLACE AND RECOGNIZE THAT DRUG AND ALCOHOL ABUSE LEADS TO DECREASED PRODUCTIVITY, HIGH TURNOVER, AND AN INCREASED RISK OF ACCIDENTS. OUR INTENTION IS TO ESTABLISH A DRUG-FREE WORKPLACE PROGRAM, WHICH WILL ADAPT TO THE FOLLOWING POLICY. OUR PROGRAM IS ESTABLISHED IN ACCORDANCE WITH SECTION 440.102 OF THE S. CAROLINA STATUTES. APPLICANTS AND EMPLOYEES ARE ADVISED THAT THIS STATUTE GOVERNS OUR POLICY.

### **POLICIES**

THE COMPANY WILL TEST AT THE COMPANY'S EXPENSE JOB APPLICANTS, EMPLOYEES WHO HAVE PARTICIPATED IN A DRUG OR ALCOHOL TREATMENT PROGRAM, EMPLOYEES UPON REASONABLE SUSPICION, EMPLOYEES UNDERGOING FITNESS FOR DUTY MEDICAL EXAMINATIONS AND EMPLOYEES FOLLOWING ANY BREAK IN SERVICE. ANY POSITIVE RESULTS MAY LEAD TO TERMINATION OR WITHDRAWAL OF EMPLOYMENT OFFER.

ALCOHOL AND ILLEGAL DRUGS DURING WORK HOURS WILL BE SUBJECT TO IMMEDIATE TERMINATION. THIS VIOLATION WILL BE REPORTED TO A SUPERVISOR WHO WILL VERIFY THE REPORT AND THEN REPORT TO THE APPROPRIATE DEPARTMENT HEAD.

### **DEFINITIONS**

**“ALCOHOL”** MEANS ETHYL ALCOHOL (ETHANOL). REFERENCES TO USE OF ALCOHOL INCLUDE USE OF A BEVERAGE, MIXTURE, AND PREPARATION CONTAINING ETHYL ALCOHOL.

**“CHAIN OF CUSTODY”** REFERS TO THE METHODOLOGY OF TRACKING SPECIFIED MATERIALS OR SUBSTANCE FOR THE PURPOSE OF MAINTAINING CONTROL AND ACCOUNTABILITY FROM INITIAL COLLECTION TO FINAL DISPOSITION FOR ALL SUCH MATERIALS OR SUBSTANCES AND PROVIDING FOR ACCOUNTABILITY AT EACH STAGE IN HANDLING, TESTING, STORING, AND REPORTING OF TEST RESULTS.

**“COLLECTION SITE PERSON”** MEANS A PERSON PROVIDED BY AN APPROVED LABORATORY WHO INSTRUCTS AND ASSISTS INDIVIDUALS AT A COLLECTION SITE AND WHO RECEIVES AND MAKES AN INITIAL EXAMINATION OF THE SPECIMEN PROVIDED BY THOSE INDIVIDUALS.

**“ CONFIRMATION TEST”, “CONFIRMED TEST”, CONFIRMED DRUG TEST”** MEANS A SECOND ANALYTICAL PROCEDURE RUN ON A SAMPLE THAT WAS POSITIVE ON THE INITIAL SCREENING TEST. THE CONFIRMATION TEST MUST BE DIFFERENT IN SCIENTIFIC PRINCIPLE FROM THAT OF THE INITIAL TEST PROCEDURE. THE CONFIRMATION METHOD MUST BE CAPABLE OF PROVIDING REQUISITE SPECIFICITY, SENSITIVITY AND QUANTITATIVE ACCURACY. THE CONFIRMATION TEST FOR ALCOHOL WILL BE GAS CHROMATOGRAPHY AND THE TEST FOR ALL OTHER DRUGS WILL BE GAS CHROMATOGRAPHY/MASS SPECTROMETRY.

**“DIVISION”** MEANS THE DIVISION OF WORKER’S COMPENSATION OF THE DEPARTMENT OF LABOR AND EMPLOYMENT SECURITY OF THE STATE OF S. CAROLINA.

**“DRUG”** MEANS ALCOHOL, INCLUDING DISTILLED SPIRITS, WINE, MALT BEVERAGES, AND INTOXICATING LIQUORS, AMPHETAMINES, CANNABINOIDS, COCAINE, PHENCYCLIDINE (PCP), HALLUCINOGENS, METHAQUALONE, OPIATES, BARBITURATES, BENZODIAZEPHINES, SYNTHETIC NARCOTICS, DESIGNER DRUGS, OR A METABOLITE OF ANY SUBSTANCES LISTED HEREIN.

**“DRUG TEST”** MEANS ANY CHEMICAL, BIOLOGICAL OR PHYSICAL INSTRUMENTAL ANALYSIS IN CONFORMITY WITH THIS RULE, ADMINISTERED FOR THE PURPOSE OF DETERMINING THE PRESENCE OR ABSENCE OF DRUG OR ITS METABOLITES.

**“EMPLOYEE”** MEANS A PERSON WHO PERFORMS SERVICES FOR COMPENSATION AND IS COVERED BY THE WORKER’S COMPENSATION ACT.

**“EMPLOYEE ASSISTANCE PROGRAM”** MEANS AN ESTABLISHED PROGRAM FOR EMPLOYEE ASSESSMENT, COUNSELING, AND REFERRAL TO AN ALCOHOL AND DRUG REHABILITATION PROGRAM.

**“EMPLOYER”** MEANS A PERSON OR ENTITY THAT EMPLOYS INDIVIDUALS IN FLORIDA AND IS COVERED BY THE S. CAROLINA WORKERS COMPENSATION ACT.

**“GC/MS”** MEANS GAS CHROMATOGRAPHY/MASS SPECTROMETRY.

**“INITIAL DRUG TEST”** MEANS A SENSITIVE, RAPID AND RELIABLE PROCEDURE TO IDENTIFY NEGATIVE AND PRESUMPTIVE POSITIVE SPECIMENS. ALL INITIAL TESTS SHALL USE AN IMMUNOASSAY PROCEDURE OR AN EQUIVALENT, OR SHALL USE A MORE ACCURATE SCIENTIFICALLY ACCEPTED METHOD APPROVED BY THE UNITED STATES HEALTH AND HUMAN SERVICES OR THE AGENCY FOR HEALTH CARE ADMINISTRATION, AS SUCH UNTIL MORE ACCURATE TECHNOLOGY BECOMES AVAILABLE IN A COST EFFECT FORM.

**“JOB APPLICANT”** MEANS A PERSON WHO HAS APPLIED FOR A POSITION WITH AN EMPLOYER AND HAS BEEN OFFERED EMPLOYMENT CONDITIONED UPON SUCCESSFULLY PASSING A DRUG TEST.

**“LABORATORY”** MEANS A FACILITY, INSIDE OR OUTSIDE THE STATE OF FLORIDA, LICENSED BY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES OR IN CERTAIN CASES, A FACILITY CERTIFIED BY THE NATIONAL INSTITUTE ON DRUG ABUSE (NIDA) TO ANALYZE SPECIMENS FOR THE DETECTION OF DRUGS.

**“MEDICAL REVIEW OFFICER OR MRO”** MEANS A LICENSED PHYSICIAN, EMPLOYED WITH OR CONTRACTED BY AN EMPLOYER, WHO IS RESPONSIBLE FOR RECEIVING AND REVIEWING ALL CONFIRMATION RESULTS FROM THE LABORATORY. THE MRO IS RESPONSIBLE FOR CONTACTING ALL POSITIVELY TESTED INDIVIDUALS TO INQUIRE ABOUT THE POSSIBLE PRESCRIPTIVE DRUGS OR OVER-

THE-COUNTER MEDICATIONS, WHICH COULD HAVE CAUSED A POSITIVE TEST RESULT. THE MRO MUST HAVE KNOWLEDGE OF SUBSTANCE ABUSE DISORDERS AND HAVE THE APPROPRIATE MEDICAL TRAINING TO INTERPRET AND EVALUATE A POSITIVE TEST RESULT WITH PRESCRIPTIVE OR OTHER RELEVANT MEDICAL INFORMATION.

**“NONPRESCRIPTION CONTROLLED SUBSTANCE”** MEANS AMPHETAMINES, CANNABINOIDS, COCAINE, PHENCYCLIDINE (PCP), HALLUCINOGENS, METHAQUALONE, OPIATES, BARBITURATES, BENZODIAZEPINES, AND SYNTHETIC NARCOTICS, DESIGNER DRUGS OBTAINED WITHOUT A PRESCRIPTION.

**“NONPRESCRIPTION MEDICATION”** MEANS A MEDICATION THAT IS AUTHORIZED PURSUANT TO STATE OR FEDERAL LAWS FOR GENERAL DISTRIBUTION AND USE WITHOUT A PRESCRIPTION IN THE TREATMENT OF HUMAN DISEASE, AILMENTS, OR INJURIES.

**“PRESCRIPTION MEDICATION”** MEANS A DRUG OR MEDICATION OBTAINED PURSUANT TO A PRESCRIPTION AS DEFINED BY S. 893-02(7)

**“REASONABLE SUSPICION DRUG TESTING”** MEANS DRUG TESTING BASE ON BELIEF THAT AN EMPLOYEE IS USING OR HAS USED DRUGS IN VIOLATION OF THE EMPLOYER'S POLICY, DRAWN FROM SPECIFIC OBJECTIVE AND ARTICULABLE FACTS AND REASONABLE INFERENCES DRAWN FROM THOSE FACTS IN LIGHT OF EXPERIENCE. AMONG OTHER THINGS, SUCH FACTS AND INFERENCES MAY BE BASED UPON:

1. OBSERVABLE PHENOMENA WHILE AT WORK, SUCH AS DIRECT OBSERVATION OF DRUG USE OR OF THE PHYSICAL SYMPTOMS OR MANIFESTATIONS OF BEING UNDER THE INFLUENCE OF A DRUG
2. ABNORMAL CONDUCT OR ERRATIC BEHAVIOR WHILE AT WORK OR A SIGNIFICANT DETERIORATION IN WORK PERFORMANCE.
3. A REPORT OF DRUG USE, PROVIDED BY RELIABLE AND CREDIBLE SOURCE.
4. EVIDENCE THAT AN INDIVIDUAL HAS TAMPERED WITH A DRUG TEST DURING HIS EMPLOYMENT WITH THE CURRENT EMPLOYER.
5. INFORMATION THAT AN EMPLOYEE HAS CAUSED, CONTRIBUTED TO, OR BEEN INVOLVED IN AN ACCIDENT WHILE AT WORK.
6. EVIDENCE THAT AN EMPLOYEE HAS USED, POSSESSED, SOLD, SOLICITED, OR TRANSFERRED DRUGS WHILE WORKING OR WHILE ON THE EMPLOYER'S PREMISES OR WHILE OPERATING EMPLOYER'S VEHICLE, MACHINERY, OR EQUIPMENT.

**“REASONS TO SUSPECT”** MEANS AN ARTICULABLE BELIEF THAT AN EMPLOYEE POSSESSES OR USES ALCOHOL OR DRUGS AT THE WORKPLACE, IS INTOXICATED, OR IMPAIRED BY ALCOHOL OR DRUGS, BASED ON SPECIFIC AND PARTICULARIZED FACTS AND REASONABLE INFERENCES DRAWN FROM THOSE FACTS IN LIGHT OF EXPERIENCE.

**“SPECIMEN”** MEANS A TISSUE OR PRODUCT OF THE HUMAN BODY CAPABLE OF REVEALING THE PRESENCE OF ALCOHOL AND/OR DRUGS OR THEIR METABOLITES.

**“THRESHOLD DETECTION LEVEL”** MEANS THE LEVEL AT WHICH THE PRESENCE OF A DRUG OR ALCOHOL CAN BE REASONABLY EXPECTED TO BE DETECTED BY AN INITIAL AND CONFIRMATION TEST PERFORMED BY A LABORATORY THAT MEETS STANDARDS ESTABLISHED HEREIN. THE THRESHOLD

DETECTION LEVEL INDICATES THE LEVEL AT WHICH A VALUED CONCLUSION CAN BE DRAWN THAT THE DRUG OR ALCOHOL IS PRESENT IN THE EMPLOYEE'S SAMPLE.

**"JOB APPLICANT"** PERSONS RECEIVING A CONDITIONAL JOB OFFER AND WHO OTHERWISE SATISFACTORILY MEET THE COMPANY'S STANDARDS FOR EMPLOYMENT, THE OFFER WILL BE CONDITIONAL UPON THE JOB APPLICANT SUBMITTING TO A DRUG TEST TO DETERMINE THE PRESENCE OF ILLEGAL DRUGS OR ALCOHOL ABUSE. ALL APPLICANTS MAY BEGIN WORK PENDING THE RESULTS OF THE DRUG TEST. THE JOB OFFER WILL BE REVOKED FOR ANY POSITIVE DRUG TEST RESULTS.

ANY APPLICANT WHO REFUSES TO SUBMIT TO DRUG TESTING, REFUSES TO SIGN THE CONSENT FORM, FAILS TO APPEAR FOR TESTING, TAMPERS WITH THE TESTING, OR FAILS TO PASS THE PRE-EMPLOYMENT DRUG TEST WILL BE INELIGIBLE FOR HIRE.

**CURRENT EMPLOYEES WILL BE TESTED UNDER THE FOLLOWING CONDITIONS:**

1. ANY EMPLOYEE WHO IS INVOLVED IN AN ACCIDENT AND HAS INJURIES FROM THAT ACCIDENT, OR HAS CAUSED AN INJURY TO ANY OTHER PERSON OR CAUSED DAMAGE TO ANY PROPERTY, WILL BE TRANSPORTED TO A MEDICAL FACILITY FOR IMMEDIATE TREATMENT. IF THE EMPLOYEE IS UNABLE TO SUBMIT A DRUG TEST OR IS NOT AT A DESIGNATED COLLECTION SITE, THE EMPLOYEE WILL AUTHORIZE RELEASE OF ANY MEDICAL REPORTS OR DOCUMENTATION REGARDING THE PRESENCE OF ILLEGAL DRUGS OR ALCOHOL IN THE EMPLOYEE'S BODY AT THE TIME OF THE ACCIDENT TO THE MRO. REFUSAL MAY RESULT IN TERMINATION

2. FOLLOW – UP TO ENROLLMENT OR REFERRALS TO THE EMPLOYEE ASSISTANCE PROGRAM, WHICH INVOLVES A DRUG AND ALCOHOL PROGRAM. TESTING WILL BE UNANNOUNCED AND WILL BE DONE AT LEAST ONCE A YEAR FOR A PERIOD OF TWO YEARS. IF PARTICIPATION IS VOLUNTARY THE COMPANY RESERVES THE RIGHT TO WAIVE THE FOLLOW-UP TESTING.

3. FITNESS FOR DUTY EXAMINATIONS WILL BE DONE IF REQUIRED.

4. ALL EXTENDED ABSENCES OF THREE OR MORE MONTHS

**LOSS OF WORKERS' COMPENSATION BENEFITS**

IF IT IS DETERMINED THAT THE PRESENCE OF DRUG OR ALCOHOL WERE PRESENT IN THE EMPLOYEE AT THE TIME OF AN INJURY OR ACCIDENT OR THE EMPLOYEE REFUSES TO SUBMIT TO A TEST, THE EMPLOYEE MAY BE REQUIRED TO FORFEIT ANY MEDICAL OR INDEMNITY BENEFITS AVAILABLE UNDER THE FLORIDA WORKERS COMPENSATION STATUTE (F.S. 440.101 (2)). REFUSAL CAN ALSO LEAD TO TERMINATION OR DISCIPLINARY ACTION AND/ OR FORFEITURE OF UNEMPLOYMENT COMPENSATION BENEFITS.

**CONFIDENTIALITY**

ALL INFORMATION, INTERVIEWS, REPORTS, STATEMENT MEMORANDA, AND DRUG TEST RESULTS, WRITTEN OR OTHERWISE, RECEIVED BY THE EMPLOYER THROUGH A DRUG TEST PROGRAM ARE CONFIDENTIAL COMMUNICATION AND MAY NOT BE USED OR RECEIVED IN EVIDENCE, OBTAINED IN DISCOVERY, OR DISCLOSED IN ANY PUBLIC OR PRIVATE PROCEEDINGS, EXCEPT IN ACCORDANCE WITH THIS RULE OR IN DETERMINING COMPENSABILITY UNDER CHAPTER 440, S. CAROLINA STATUTES.

INFORMATION ON DRUG TEST RESULTS SHALL NOT BE RELEASED OR USED IN ANY CRIMINAL PROCEEDING AGAINST THE EMPLOYEE OR JOB APPLICANT. INFORMATION RELEASED CONTRARY TO THIS SECTION SHALL BE INADMISSIBLE AS EVIDENCE IN ANY SUCH CRIMINAL PROCEEDING.

### **COLLECTION PROCEDURES**

AN EMPLOYEE INJURED AT THE WORKPLACE AND REQUIRED TO BE TESTED SHALL BE TAKEN TO A MEDICAL FACILITY FOR IMMEDIATE TREATMENT OF INJURY. IF THE INJURED EMPLOYEE IS NOT AT A DESIGNATED COLLECTION SITE, THE EMPLOYEE SHALL BE TRANSPORTED TO ONE AS SOON AS IT IS MEDICALLY FEASIBLE WHERE SPECIMENS SHALL BE OBTAINED. IF IT IS FEASIBLE TO MOVE THE INJURED EMPLOYEE, SPECIMENS SHALL BE OBTAINED AT THE TREATING FACILITY UNDER THE PROCEDURES SET FORTH IN THIS RULE AND TRANSPORTED TO AN APPROVED TESTING LABORATORY. NO SPECIMENS SHALL BE TAKEN PRIOR TO THE ADMINISTRATION OF EMERGENCY MEDICAL CARE. ONCE THIS CONDITION HAS BEEN SATISFIED, THE INJURED EMPLOYEE MUST RELEASE TO HIS/HER EMPLOYER THE RESULT OF ANY TESTS CONDUCTED ON SUCH A SPECIMEN FOR THE PRESENCE OF ALCOHOL OR DRUGS.

### **COST OF TESTING**

THE EMPLOYER WILL PAY ALL INITIAL AND CONFIRMATION TESTS REQUIRED BY THE EMPLOYER. THE APPLICANT OR EMPLOYEE WILL PAY ALL OTHER TESTS.

A MEDICATION FORM WILL BE GIVEN TO ALL APPLICANTS AND EMPLOYEES PRIOR TO AND AFTER TESTING TO PROVIDE ANY INFORMATION TO THE MEDICAL REVIEW OFFICER WHICH THEY DEEM RELEVANT TO THE TESTING, INCLUDING IDENTIFICATION OF CURRENTLY OR RECENTLY USED PRESCRIPTION OR NONPRESCRIPTION MEDICATION OR OTHER RELEVANT MEDICAL INFORMATION. THIS FORM WILL PROVIDE NOTICE OF THE MOST COMMON MEDICATION BY BRAND NAME OR COMMON NAME, AS APPLICABLE, AS WELL AS THE CHEMICAL NAME, WHICH MAY ALTER OR AFFECT A DRUG TEST. THE INFORMATION PROVIDED SHALL BE REVIEWED BY A MEDICAL REVIEW OFFICER (MRO) IN INTERPRETING ANY POSITIVE CONFIRMED RESULTS.

THE FOLLOWING IS A LIST OF ALL DRUGS, DESCRIBED BY BRAND NAME, COMMON NAME AND/OR CHEMICAL NAME FOR WHICH THE COMPANY MAY TEST:

- ◆ ALCOHOL (BROOZE, DRINK)
- ◆ AMPHETAMINES (BIPHETAMINE, DESOXYN, DEXEDRINE)
- ◆ CANNABINOIDS (MARIJUANA, HASHISH, HASH OIL, POT, ROACH, JOINT, SPLEAF, GRASS, WEED, REEFER)
- ◆ COCAINE (COKE, BLOW, NOSE CANDY, SNOW, FLAKE, CRACK)
- ◆ PHENCYCLIDINE (PCP, ANGEL DUST, HOG)
- ◆ METHAQUALONE
- ◆ OPIATES (OPIUM, DOVER'S POWDER, PAREGORIC, APREPECTOLIN)
- ◆ BARBITURATES (PHENOBARBITAL, AMYTAL, TUINAL)
- ◆ BENZODIAZEPINES (XANAX, VERSTRAN, VALIUM, TRANXENE, SERAX, RESTORIL, PAXIPAM, LIBRIUM, HALCION, DIAZEPAM, DALMANE, CLONOPIN, AZENE, ATIVAN)
- ◆ PROPOXYPHENE (DARVOCET, DARVON N, DOLENE)
- ◆ METHADONE (DOLOPHONE, METHADOSE)

### **CHOICE OF SPECIMEN**

URINE WILL BE USED FOR INITIAL DRUG TEST FOR DRUGS EXCEPT ALCOHOL AND FOR THE CONFIRMATION OF THE DRUGS EXCEPT ALCOHOL. BLOOD WILL BE USED AS THE INITIAL AND CONFIRMATION TEST FOR ALCOHOL. BREATH MAY BE USED AS A SPECIMEN FOR ALCOHOL TESTING IF SUCH A SPECIMEN IS TAKEN PURSUANT TO SECTION 316.1932, AND 316.1933 F.S. (INCORPORATED HEREIN BY REFERENCE) FOR THE PURPOSE OF S 440.09(7). NOTHING IN THIS SECTION SHALL BE CONSTRUED TO LIMIT THE DISCRETION OF A PHYSICIAN TO DETERMINE WHETHER DRAWING BLOOD SAMPLE WILL THREATEN THE HEALTH OF THE INJURED EMPLOYEE OR IF THE EMPLOYEE HAS A



MEDICAL CONDITION UNRELATED TO THE ACCIDENT WHICH MAY PRECLUDE THE DRAWING OF THE NECESSARY QUANTITY OF BLOOD FOR A TESTING SPECIMEN. NO INFERENCE OR PRESUMPTION OF INTOXICATION OR IMPAIRMENT MAY BE MADE IN A CASE WHERE A PHYSICIAN PREVENTS A SPECIMEN EXTRACTION BASED ON HIS/HER MEDICAL EXPERTISE.

### **COLLECTION SITE**

A COLLECTION SITE DESIGNATED BY AN APPROVED LABORATORY WHICH HAS ALL NECESSARY PERSONNEL, MATERIALS, EQUIPMENT, FACILITIES, AND SUPERVISION TO PROVIDE FOR THE COLLECTION, SECURITY, CHAIN OF CUSTODY PROCEDURES, TEMPORARY STORAGE AND SHIPPING OR TRANSPORTATION OF URINE AND BLOOD SPECIMENS TO AN APPROVED DRUG TESTING LABORATORY.

SECURITY OF THE COLLECTION SITE, CHAIN OF CUSTODY PROCEDURES, PRIVACY OF THE INDIVIDUAL, COLLECTION CONTROL, INTEGRITY, AND IDENTITY OF THE SPECIMEN, AND TRANSPORTATION OF THE SPECIMEN TO THE LABORATORY SHALL BE IN ACCORDANCE WITH S.112.0455.F.S. AND ITS ATTENDANT RULES AS ESTABLISHED BY THE DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES IN CHAPTER 10E-18, FLORIDA ADMINISTRATIVE CODE (INCORPORATED HEREIN BY REFERENCE) OR PURSUANT TO NIDA GUIDELINES, IF THE SPECIMEN IS BEING ANALYZED BY A NIDA APPROVED LABORATORY.

### COLLECTION SITE PERSONNEL

A SPECIMEN FOR A DRUG TEST MAY BE TAKEN OR COLLECTED BY:

1. A PHYSICIAN, A PHYSICIAN'S ASSISTANT, A REGISTERED PROFESSIONAL NURSE, A LICENSED PRACTICAL NURSE, A NURSE PRACTITIONER, OR A CERTIFIED PARAMEDIC WHO IS PRESENT AT THE SCENE OF THE ACCIDENT FOR THE PURPOSE OF RENDERING EMERGENCY SERVICE OR TREATMENT.
2. A QUALIFIED PERSON EMPLOYED BY A LICENSED LABORATORY WHO HAS THE NECESSARY TRAINING AND SKILLS FOR THE ASSIGNED TASKS.

EMPLOYERS, LABORATORIES, EMPLOYEE ASSISTANCE PROGRAMS, DRUG AND ALCOHOL REHABILITATION PROGRAMS, AND THEIR AGENTS WHO RECEIVE OR HAVE ACCESS TO INFORMATION CONCERNING DRUG TEST RESULTS SHALL KEEP ALL INFORMATION CONFIDENTIAL. RELEASE OF SUCH INFORMATION UNDER ANY OTHER CIRCUMSTANCES SHALL BE SOLELY PURSUANT TO A WRITTEN CONSENT FORM SIGNED VOLUNTARILY BY THE PERSON TESTED, UNLESS SUCH RELEASE IS COMPELLED BY A HEARING OFFICER OR A COURT COMPETENT JURISDICTION PURSUANT TO AN APPEAL TAKEN UNDER THIS SECTION, OR UNLESS DEEMED APPROPRIATE BY A PROFESSIONAL OR OCCUPATIONAL LICENSING BOARD IN A RELATED DISCIPLINARY PROCEEDING. THE CONSENT FORM WILL CONTAIN AT A MINIMUM:

1. THE NAME OF THE PERSON WHO IS AUTHORIZED TO OBTAIN THIS INFORMATION
2. THE PURPOSE OF THE DISCLOSURE
3. THE PRECISE INFORMATION TO BE DISCLOSED
4. THE DURATION OF THE CONSENT
5. THE SIGNATURE OF THE PERSON AUTHORIZING RELEASE OF INFORMATION

NOTHING HEREIN SHALL BE CONSTRUCTED TO PROHIBIT THE EMPLOYER, AGENT OF THE EMPLOYER, OR LABORATORY CONDUCTING A DRUG TEST FROM HAVING ACCESS TO EMPLOYEE DRUG TEST

INFORMATION WHEN CONSULTING WITH LEGAL COUNSEL IN CONNECTION WITH ACTIONS BROUGHT UNDER OR RELATED TO THIS SECTION OR WHEN THE INFORMATION IS RELEVANT TO ITS DEFENSE IN A CIVIL OR ADMINISTRATIVE MATTER.

### **TESTING PROCEDURES**

THE INITIAL SCREEN FOR ALL DRUGS SHALL USE AN IMMUNOASSAY EXCEPT THAT THE INITIAL TEST BE USED FOR FIRST SCREENING SPECIMENS TO BE DETERMINED WHETHER THEY ARE POSITIVE OR NEGATIVE FOR THOSE DRUGS OR METABOLITES. ALL LEVELS EQUAL TO OR EXCEEDING THE FOLLOWING SHALL BE REPORTED AS POSITIVE:

- ◆ ALCOHOL – 0.05 G/DL%
- ◆ AMPHETAMINES – 1,000 NG/ML
- ◆ CANNABINOIDS – 100 NG/ML
- ◆ COCAINE – 300 NG/ML
- ◆ PHENCYCLIDINE – 25 NG/ML
- ◆ METHAQUALONE – 300 NG/ML
- ◆ OPIATES – 300 NG/ML
- ◆ BARBITURATES – 300 NG/ML
- ◆ BENZODIAZEPINES – 300 NG/ML
- ◆ SYNTHETIC NARCOTICS:
  - METHADONE – 300 NG/ML
  - PROPOXYPHENE – 300 NG/ML

ALL SPECIMENS IDENTIFIED AS POSITIVE ON THE INITIAL TEST SHALL BE CONFIRMED USING GC/MS, EXCEPT THAT ALCOHOL WILL CONFIRM USING GAS CHROMATOGRAPHY. ALL CONFIRMATIONS SHALL BE DONE BY QUANTITATIVE ANALYSIS. CONCENTRATIONS WHICH EXCEED THE LINEAR REGION OF THE STANDARD CURVE SHALL BE DOCUMENTED IN THE LABORATORY RECORD AS "GREATER THAN HIGHEST STANDARD CURVE VALUE".

THE MEDICAL REVIEW OFFICER SHALL RETAIN AND STORE ALL CONFIRMED POSITIVE SPECIMENS PURSUANT TO S.112.0455 F.S. AND ITS ATTENDED RULES AS ESTABLISHED BY THE DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICE CHAPTER 10E-18, FLORIDA ADMINISTRATIVE CODE. THE LABORATORY SHALL BE REQUIRED TO MAINTAIN ANY SPECIMENS UNDER LEGAL CHALLENGE FOR AN INDEFINITE PERIOD. BREATH SPECIMEN TAKEN PURSUANT TO S.316, F.S. TO BE USED FOR THE PURPOSE OF S.440.09(7) TESTING NEED NOT BE PRESERVED.

### **REPORTING RESULTS**

THE LABORATORY SHALL REPORT TEST RESULTS TO THE MRO (MEDICAL REVIEW OFFICER) WITHIN SEVEN (7) WORKING DAYS AFTER RECEIPT OF THE SPECIMEN BY THE LABORATORY. THE LABORATORY SHALL REPORT AS NEGATIVE TO THE MRO ALL SPECIMENS WHICH ARE NEGATIVE ON THE INITIAL TEST OR NEGATIVE ON THE CONFIRMATION TEST. ONLY SPECIMENS WHICH ARE CONFIRMED AS POSITIVE ON THE CONFIRMATION TEST SHALL BE REPORTED POSITIVE TO AN MRO FOR A SPECIFIC DRUG.

THE LABORATORY SHALL TRANSMIT TO THE MRO IN A MANNER DESIGNED TO ENSURE CONFIDENTIALITY OF THE INFORMATION. THE LABORATORY AND MRO MUST ENSURE THE SECURITY

OF THE DATA TRANSMISSION AND RESTRICT ACCESS TO ANY DATA TRANSMISSION STORAGE AND RETRIEVAL SYSTEM.

THE MRO MAY REQUEST FROM THE LABORATORY, AND LABORATORY SHALL PROVIDE QUANTITATION OF TEST RESULTS. UNLESS OTHERWISE INSTRUCTED BY THE EMPLOYER IN WRITING, ALL RECORDS PERTAINING TO A GIVEN SPECIMEN SHALL BE RETAINED BY THE DRUG TESTING LABORATORY FOR A MINIMUM OF TWO YEARS.

WITHIN FIVE WORKING DAYS AFTER RECEIPT OF A POSITIVE CONFIRMED TEST RESULTS FROM THE TESTING LABORATORY, THE EMPLOYER SHALL INFORM THE EMPLOYEE IN WRITING OF SUCH POSITIVE TEST RESULTS, THE COSEQUENCES OF SUCH RESULTS, AND THE OPTIONS AVAILABLE TO THE EMPLOYEE, INCLUDING RIGHT TO FILE AN ADMISTRATIVE OF LEGAL CHALLENGE. THE EMPLOYER SHALL PROVIDE THE EMPLOYEE UPON REQUEST A COPY OF THE TEST RESULTS.

### **CHALLENGE OF TEST RESULTS**

WITHIN FIVE (5) WORKING DAYS AFTER RECEIVING NOTICE OF A POSITIVE CONFIRMED TEST RESULT, THE EMPLOYEE MUST BE ALLOWED TO SUBMIT INFORMATION EXPLAINING OR CONTESTING THE TEST RESULT TO THE MEDICAL REVIEW OFFICER. IF THE EMPLOYEE'S EXPLANATION OR CHALLENGE OF THE POSITIVE TEST RESULT IS UNSATISFACTORY TO THE MRO, WITHIN FIFTEEN (15) DAYS OF RECEIPT OF THE EXPLANATION IS UNSATISFACTORY, ALONG WITH THE REPORT OF POSITIVE RESULTS, SHALL BE PROVIDED BY THE MEDICAL REVIEW OFFICER TO THE EMPLOYER. ALL SUCH DOCUMENTATION WILL BE KEPT CONFIDENTIAL AND WILL BE KEPT FOR AT LEAST ONE YEAR.

AN EMPLOYEE OR JOB APPLICANT MAY UNDERTAKE AN ADMINISTRATIVE CHALLENGE BY FILING A CLAIM FOR BENEFITS WITH A JUDGE OF COMPENSATION CLAIMS PURSUANT TO CHAPTER 440.F.S., OR IF NO WORKPLACE INJURY HAS OCCURRED, THE PERSON MUST CHALLENGE THE TEST RESULT IN A COURT OF COMPETENT JURISDICITON. WHEN AN EMPLOYEE UNDERTAKES A CHALLENGE TO THE RESULTS OF A TEST, IT SHALL BE THE EMPLOYEE'S RESPONSIBILITY TO NOTIFY THE LABORATORY AND THE SAMPLE SHALL BE RETAINED BY THE LABORATORY UNTIL THE CASE IS SETTLED.

EMPLOYEES COVERED BY A COLLECTIVE BARGAINING AGREEMENT MAY HAVE ADDITIONAL APPEAL RIGHTS UNDER THE AGREEMENT BEFORE THE PUBLIC EMPLOYEE RELATIONS COMMISSION.

### **EMPLOYEE PROTECTION**

WHEN SEVEN (7) DAYS AFTER TESTING BASED ON REASONABLE SUSPICION HAS BEEN COMPLETED, A DETAILED WRITTEN STATEMENT WILL BE ESTABLISHED WHICH WILL STATE THE BASIS OF THE DETERMINATION THAT REASONABLE SUSPICION EXISTED TO WARRANT THE TESTING. A COPY OF THIS DOCUMENTATION WILL BE GIVEN TO THE EMPLOYEE UPON REQUEST AND THE ORIGINAL DOCUMENTATION WILL BE KEPT CONFIDENTIAL BY THE EMPLOYER AND RETAINED FOR AT LEAST ONE YEAR.

DURING THE (180) DAY PERIOD AFTER WRITTEN NOTIFICATION OF A POSITIVE TEST RESULT, THE EMPLOYEE/JOB APPLICANT WHO HAS PROVIDED THE SPECIMEN SHALL BE PERMITTED BY THE EMPLOYER TO HAVE A PORTION OF THE SPECIMEN RETESTED, AT THE EMPLOYEE'S/JOB APPLICANTS EXPENSE. SUCH TESTING SHALL BE DONE AT ANOTHER LABORATORY LICENSED BY THE UNITED STATES AGENCY FOR HEALTH CARE ADMINISTRATION, AS APPROPRIATE, CHOSEN BY THE EMPLOYEE/JOB APPLICANT. THE SECOND LABORATORY MUST TEST AT EQUAL OR GREATER SENSITIVITY FOR THE DRUG IN QUESTION AS THE FIRST LABORATORY. THE FIRST LABORATORY WHICH PERFORMED THE TEST FOR THE EMPLOYER SHALL BE RESPONSIBLE FOR THE TRANSFER OF THE PORITON OF THE SPECIMEN TO BE RETESTED, AND FOR THE INTEGRITY OF THE CHAIN OF CUSTODY DURING SUCH TRANSFER.

THE DRUG TESTING LABORATORY MAY NOT DISCLOSE ANY INFORMATION CONCERNING THE HEALTH OR MENTAL CONDITION OF THE TESTED EMPLOYEE.

**OVER THE COUNTER AND PRESCRIPTION DRUGS WHICH COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST**

ALCOHOL – ALL LIQUID MEDICATION CONTAINING ETHYL ALCOHOL (ETHANOL). PLEASE READ THE LABEL FOR ALCOHOL CONTENT. AS AN EXAMPLE, VICK'S NYQUIL IS 25% (50 PROOF) ETHYL ALCOHOL, COMTrex IS 20% (40 PROOF), Contac SEVERE COLD FORMULA NIGHT STRENGTH IS 25% (50 PROOF) AND LISTERINE IS 26.9% (54 PROOF)

AMPHETAMINES – OBETROL, BIPHETAMINE, DEXOXYN, DEXEDRINE, DIREX, LONAMINE, FASTIN

CANNABINOIDS – MARINOL (DRONABINOL, THC)

COCAINE – COCAINE HCl TOPICAL SOLUTION (ROXANNE)

PHENCYCLIDINE – NOT LEGAL BY PRESCRIPTION

METHAQUALONE – NOT LEGAL BY PRESCRIPTION

OPIATES – PAREGORIC, PREPECTOLIN, DONNAGEL PG, MORPHINE, TYLENOL WITH CODEINE, EMPIRIN WITH CODEINE, APAP WITH CODEINE, ASPIRIN WITH CODEINE, ROBITUSIN AC, GUIATUSS AC, NOVAHISTINE DM, NOVAHISTINE EXPECTORANT, DILAUDID (HYDROMOPHONE), M-S CONTIN AND ROXANOL (MORPHINE SULFATE), PERCODAN, VICODIN, TUSSI-ORGANIDIN, ETC.

BARBITURATES – PHENOBARBITAL, TUNIAL, AMYTAL, NEMBUTAL, SECONAL, LOTUSATE, FIORINAL, FIORICET, ESGIC, BUTISOL, MEBARAL, BUTABARBITAL, BUTABITAL, PHENRININ, TRIAD, ETC.

BENZODIAZEPINES – ATIVAN, AZENE, CLONOPIN, DALMINE, DIAZEPAM, LIBRIUM, XANAZ, SERAX, TRANXENE, VALIUM, VERSTRAN, HALCION, PAXIPAM, RESTORIL, CENTRAX

METHADONE – DOLPHINE, METHADOSE

PROPOXYPHENE – DARVOCET, DARVON N, DOLENE, ETC.

LIST PRESCRIPTION DRUGS TAKEN WITHIN THE PAST 30 DAYS. THIS IS FOR YOUR USE ONLY AT THIS TIME

---

---