



WisDOT Zoo Interchange Project

OCIP Safety and Health Manual



INTRODUCTION

The Wisconsin Department of Transportation has developed this Safety and Health Program to assist in the implementation of appropriate safety standards that will safeguard employees and the public from harm. Safety and health considerations shall be a part of every operation and will be of primary importance. The prevention of personnel injury and damage to property is of such consequence that it shall be given precedence over operational productivity.

The intent of this section of the contract is to communicate the specific requirements and expectations which may not be addressed in the current OSHA standards. The OCIP Safety and Health Directors (OCIP SHD) have the authority to update or adjust this section to meet any and all changing work zone conditions. The contractor will be responsible to hold each sub contractor, regardless of tier, accountable for the implementation and enforcement of the Project Safety and Health requirements.

PROJECT GOALS AND OBJECTIVES

1. A lost time incident rate, lower than the national average as defined by OSHA.
2. A recordable incident rate, lower than the national average as defined by OSHA.
3. Project DART Rate of 2.4 or less
4. Zero property damage
5. A successful relationship with local OSHA offices.

The safety regulations contained in this document were developed to assist the contractors in the elimination or reduction of hazards and risks associated with the construction projects to reduce employee injuries, prevent damage to property, and promote efficiency and effect savings by reduction of unplanned business interruption. Each contractor shall establish and maintain at a minimum a Safety and Health Program as required by the most **current Department of Labor, Occupational Safety and Health Act. (29 CFR 1926 and 29 CFR 1910)** This also includes all local and state regulations which **may apply**. The cooperation by the contractors and their employees in detecting hazards, and in turn controlling them, is a condition of the contractors continued presence on the project.

Each contractor's Safety and Health Program shall at a minimum include:

1. Organizational policies to insure compliance with all applicable local, state and federal safety and health regulations.
2. A policy with specific provisions to conduct a program of inspections to identify and correct unsafe working conditions.
3. Company procedures to investigate promptly and thoroughly, every incident and near miss to determine the root cause and implement actions to correct the problem so it will not recur.
4. Coordinate work operations and activities to minimize or eliminate situations which compromise the employees' safety due to conflicting or simultaneous work operations or activities.
5. A substance abuse policy that meets or exceeds the requirements of the OCIP Substance Abuse Policy.
6. A disciplinary action policy.



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DEFINITIONS

AON: Responsible for brokering and administering the Wrap-Up Insurance Program including the development and compliance monitoring with the Construction Safety Standards.

Contractor: The entity awarded a particular construction contract.

Department: Wisconsin Department of Transportation (WisDOT).

Engineer: The WisDOT Employee or Consultant delegated by WisDOT responsible for engineering supervision of the construction.

Insurance Carrier: Principle companies that provide the insurance coverage for the Zoo Interchange Project.

Loss Control Consultant (LCC): The Aon representative providing consulting services for the overall safety program on the project, providing technical construction safety expertise, conducting loss control safety audits.

Wisconsin Department of Transportation (WisDOT): Owner.

Project Manager – Contractor: The contractor's representative who is responsible for administering construction contracts, and who is responsible for the contractor's safety compliance on each construction site.

Project Safety Team (PST): The project safety team is composed of the OCIP SHD and Construction Safety Professional and Safety Designee, WisDOT Program Safety Engineer, the insurance carrier's (IC) loss control consultants, WisDOT's Risk Manager and WisDOT OCIP Program Manager.

OCIP Safety Director (OCIP SD): The loss Control Consultant who is responsible for monitoring, evaluating, and coordinating contractors and all sub contractor's safety, health and environmental compliance effort.

OCIP 4 Supervisor Training Program: Any person regardless of position or employer that will be actively overseeing or supervising any other employees shall attend and complete this training program prior to starting their operation.

Safety Professional: An employee who has a degree in safety or 5 or more years experience in the safety field. This person shall be at management level with authority to take corrective action.

Safety Designee – Prime Contractor: The contractor's employee who has an OSHA 30 hour card, documented additional training in the company's operation and has completed the OCIP 4 hour Supervisors Training program. This person shall be designated as responsible for implementing employee safety programs, identifying project safety concerns, and taking corrective action.

Safety Designee – Sub Contractor: The sub contractor's employee who has an OSHA 10-30 hour card, documented additional training in the company's operation and has completed the OCIP 4 hour Supervisors Training program. This person shall be designated as responsible for implementing employee safety programs, identifying project safety concerns, and taking corrective action.

Safety Plan: Shall include detailed description of work, utilized equipment, specific safety procedures, and emergency contingency procedures.

Third Party Inspection: An inspection conducted by an individual or entity other than the owner of the equipment.

WisDOT Program Safety Engineer: The WisDOT employee who oversees the safety of all WisDOT employees in the Southeast Region programs/projects as well as the safety of their WisDOT employees and consultants (CEC) on OCIP projects within the Region.

Visitor: A person who on rare occasions visits the OCIP work zone. All visitors are required to register at the OCIP SHD's office, attend a brief orientation, have the proper PPE, and be escorted while onsite.



RESPONSIBILITIES OF THE CONTRACTOR

The contractor shall ensure that every sub contractor, regardless of tier, is in compliance with all Local, State, and Federal safety regulations in addition to those indicated in this manual.

OSHA Inspection Procedure:

The contractor will inform all sub contractors, the WisDOT Program Safety Engineer, and the OCIP SHD of any Federal or State inspection prior to the site tour. When the contractor receives any and all Federal or State inspection reports, citations, penalties, abatement dates, etc., they shall forward copies to the Engineer and the OCIP SHD within 48 hours of receipt.

Safety Staffing Requirements:

Every Prime Contractor shall have a non-working Safety Professional for every 25 employees, on site anytime work is being performed by either their employees or employees of their sub-contractors. If the total number of employees is 100 or more, two such Safety Professionals are required. Resumes of the Safety Professional shall be submitted to the OCIP SHD for review prior to start of work. In addition, all sub-contractors with 25 or more employees must have a Safety Professional on site anytime work is being performed.

Project Submittal Requirements:

The contractor will collect, maintain, and provide written records to the OCIP SHD for their employees and of every sub contractor.

<u>Document</u>	<u>When Needed</u>
a. Mobile Equipment Safety Inspection Report	Before use of equipment
b. Written Fall Protection Plans	Before start of work
c. OSHA 300 Log	Annually no later than 03/01
d. Pre Task Planning Worksheets	Weekly
e. Self Safety Inspections	Weekly
f. Copy of First-Aid and CPR Certificates	Before start of work
g. Critical Lift Plans	72 hours prior to lift
h. Crane assembly and disassembly plans	24 hours prior to operation
i. Structure demolition plans	72 hours prior to operation
j. Material Safety Data Sheets (MSDS)	Before start of work
k. Contractor Safety and Health Program	Before start of work

Communication System:

1. All Safety Professionals and Safety Designees must attend OCIP Safety Staff announced safety meetings with all safety and health representatives on the project. The meetings will focus on overall project safety and health concerns including corrective action and abatement. This meeting can be called at any time by the OCIP SHD or designee. Attendance is mandatory.
2. Every prime contractor will participate in and cooperate with the OCIP Safety Staff in their prime project audit program.

Pre Placement Process:

1. The OCIP SHD or designee will conduct a project specific safety orientation. All personnel who are on the project must attend and complete the safety orientation prior to any work.



2. Anyone whose assignment requires them to be on the project is subject to a substance abuse screening, including pre-assignment, for cause, post-accident and random testing . This does not pertain to visitor status.
3. After successful completion of the pre placement process each person will be provided a hard hat sticker authorizing them to be on the project.
4. Contractor employees may be required to attend additional training/orientations based on their history of program violations.
5. The OCIP program may require a refresher orientation for projects running for multiple years.
6. The frequency and time of the orientation will be determined by the OCIP SHD.

PROJECT SPECIFIC SAFETY REGULATIONS

Contractors or their employees or agents involved in unsafe acts or conditions will be directed to cease the activity until the act or condition is corrected. In addition, if a contractor or its sub contractor refuses to correct unsafe conditions, WisDOT may correct the situation by using other entities and back charge the contractor or its sub contractor for expenses incurred. The contractor and their sub contractors' employees performing, involved in, or participating in any of the following are in violation of the OCIP Safety and Health Regulations are subject to warnings, fines and/or removal from the job site. Continued non compliance will result in the supervisor/project manager/safety designee or safety professional of those operations in question being removed from the project. Any delay costs will be borne by the contractor.

General

1. No audio/visual entertainment devices are allowed on site, unless required to facilitate construction.
2. Unless otherwise posted, the speed limit is 25 mph on the project site and 10 mph if the vehicle is within 200 feet of workers. (Subjected to change at the discretion of the SD)
3. **Daily pre task planning** forms shall be kept in a binder and in the supervisor's vehicle and available for review when requested by the OCIP SHD or designee.
4. Migratory dust shall be controlled.
5. No riders on machinery or equipment
6. Material Safety Data Sheets (MSDS) shall be in a binder and submitted to the OCIP SHD.
7. The contractor and sub contractors will utilize ground fault circuit interrupters (GFCI) on all electrical outlets.
8. Generators must be the GFCI type, or the GFCI receptacles must be plugged in at the generator and all tools plugged into it.
9. Private autos are only allowed at designated locations within the site and shall have their Hazard Lights on when moving. If such movement occurs in areas of active construction, those vehicles must utilize strobe or rotating beacon lights
10. All company vehicles shall be identified by the contractor's name and have strobe or rotating beacon lights on while driving on the site.
11. Unsafe behaviors or individual actions including, but not limited to, the following, will be grounds for immediate removal from the project and possible fines to the employer.
 - Under the influence: Entering or being found within the project boundaries while under the influence of, or in possession of, intoxicating liquor or controlled substances.
 - Stealing: Unauthorized removal, attempted removal, or possession of property belonging to someone else or to the owner.



- Fighting: or threatening other employees by profane and abusive language.
- Dangerous weapons: In possession of guns or dangerous weapons while inside the project boundaries.
- Property Damage: Willful damage to equipment, buildings, or other WisDOT property.
- Unsafe Acts: Actions which place yourself, coworkers, WISDOT or their representatives in an unsafe working environment or situation.
- Horseplay: Scuffling, pranks, wrestling, or throwing material at others.
- Visiting other Operations: Visiting other operations if work does not require you to do so.

Personal Protective Equipment

1. The minimum Personal Protective Equipment (PPE) required at all times while on the project is hard hat, protective eye wear with side shields meeting the ANSI Z87 standard, Class II Hi Vis upper garment, and safety toed foot wear.
2. Long pants, 4 inch sleeved shirts.
3. Full face shields, in addition to safety glasses, are required for all grinding, chipping, chop saw and chain saw operations.
4. When it is necessary to flame cut, grind etc on materials either suspected of or known to have coatings that contain lead, the medical surveillance records for the employees involved shall be submitted to the OCIP SHD.

Heavy Equipment Including Cranes and Hoisting Equipment

1. All mobile rubber tired machinery/equipment must have operable backup alarms, running lights and either rotating beacon/strobe lights on at ALL times while machinery is moving.
2. If a crane is not required per OSHA Sub part CC to have an operating anti two block protection device, then it must have a modified anti two block with a warning light system.
3. No crane shall exceed its rated lifting capacity.
4. All hoisting operations, as defined by ANSI B30.5 and hoisting adjacent to traffic, shall have a written lift plan developed and it shall be submitted to the OCIP SHD 72 hours prior to the actual hoisting begins.
5. Riders in trucks are to be seated in a seat and wearing a seat belt while the vehicle is moving.
6. All construction equipment including but not limited to: cranes, dozers, and dump trucks shall be in good condition, and meet any legal operating standards.
7. All hoisting operations will halt due to wind speed, either per the crane manufacturer recommendations or wind speeds 30 mph or greater.
8. At a minimum, crane operators will have either the NCCCO or OECP Certification if they are involved in a critical lift or operating cranes 20 tons or greater. All crane operators will be required to have either NCCCO or OECP after November 10, 2014.
9. Off road trucks shall not operate either alongside of, in, or be allowed to cross live traffic without the approval of the Engineer and OCIP SHD.
10. Inspection of hoisting machinery shall be made by a qualified third party inspector before the machine is allowed to be operated on site and submitted to the OCIP SHD. If the machine is physically removed off site an additional third party inspection is required before the machine is operated on site.



Traffic Control Including Flagging Operations

1. All employees engaged in night time or low visibility conditions shall wear Type E pants, in addition to the Class II upper garment.
2. Flaggers are required any time construction traffic crosses or interferes with public traffic.
3. The contractor shall provide documentation that the flaggers have been properly trained in the proper procedures for safely moving and processing vehicle traffic around construction activities.
4. Crossing any State or Federal Highway with speeds exceeding 45 mph is prohibited unless approved by the OCIP SHD.
5. All traffic control placement and use will be approved by the WisDOT Traffic Engineer.
6. All construction access points which enter public streets shall have a plan developed to address material drag out and vehicle visibility concerns; this will be submitted to the Engineer and the OCIP SHD for approval.
7. Type E pants are required for median work, flaggers, surveyors, and traffic control workers.
8. Workers who are within 50 feet of a roadway during daytime operations with a speed of 55mph or more, unless protected by concrete barrier wall, shall wear Type E pants in conjunction with the standard Class II upper garment.

Night Time Operations

1. All employees engaged in night time work shall have sufficient portable lighting available to perform any and all tasks necessary for the duration of the shift. All employees shall wear Type E pants when outside of a vehicle or equipment.

Working Near or Over Water Operations

1. Cofferdam design shall be submitted to the OCIP SHD prior to operations starting.
2. An emergency action plan shall be submitted to the OCIP SHD prior to operations starting.
3. During night operations each worker shall have an activated chemical light stick or other active lighting device affixed to their PFD.

Prevention of Falls

1. The 100% fall protection requirement at six (6) feet is mandatory for all operations.
2. Bridge decking fall protection plan shall be developed and submitted to OCIP SHD.
3. Methods of access to bridge decks shall be submitted to the OCIP SHD. A fall prevention plan shall be developed for the construction of retaining wall type structures and submitted to OCIP SHD.
4. All trucks and equipment will be in safe and legal operating condition.
5. Any ramp or walkway less than six (6) feet in height, must have a minimum 18 inches width.

Public Protection

1. Public traffic shall be protected from all forms of falling debris. A plan for protection of the public shall be developed and submitted to the OCIP SHD prior to implementation.
2. Pile driving adjacent to active public traffic shall have provisions made to prevent oil from spraying into traffic.
3. All concrete operations which require the spraying of concrete cure the contractor shall develop and submit a written plan for the prevention of spraying into public traffic.



4. During demolition operations adjacent to or over public traffic the contractor shall have barriers installed to prevent debris from entering active public traffic.
5. Approaches to bridge structures shall be barricaded sufficiently to restrict access to the general public during non-work periods.

Working Near or Adjacent to Utility Facilities

1. Minimum clearance to over head utilities shall conform to the latest OSHA requirements or the requirements of the facility owner, whichever is more restrictive.
2. Anytime workers are engaged in activities within 25 feet of an over head utility line there shall be a ground sign warning workers of the over head utility line displayed.
3. Storing materials under over head utility lines is prohibited, unless approved by the OCIP SHD.
4. Before any utilities are cut, the contractor shall obtain verification from the owner of the utility that the utility in question is in fact abandoned and safe to cut.

Security

1. WisDOT, its agents or the OCIP SHD will have the right to inspect any motor vehicle and its contents driven onto the project site. Drivers hereby consent to such inspection.
2. Alcohol, drugs, firearms, and dangerous weapons are not permitted on WisDOT property. If such items are identified on the property; authorities will be notified, you will be escorted off the WisDOT project site, and may be refused future admittance.
3. Park only in authorized areas.
4. Access is permitted only to your destination or assigned work area.
5. Securing and safekeeping of your property is the responsibility of the property owner. WisDOT/Insurance Carrier assumes no risk of liability.
6. Report unusual or suspicious activity to OCIP SHD.

NON-COMPLIANCE TO SAFETY STANDARDS

In an effort to ensure compliance to this program and all other referenced and most current OSHA standards, WisDOT hereby implements this procedure of non compliance to all contractors and sub contractors working on this project.

Violation Process: (subject to discretion of the OCIP SHD)

1. 1st offense, worker and contractor is given a verbal warning – written record kept.
2. 2nd offense, Prime Contractor is given a written warning and/or is fined.
3. 3rd offense, Prime Contractor is fined and the employee (s) will be removed from the project.
4. Fines and penalties established in this manual will be imposed at the sole discretion of the OCIP Safety Staff.

**Project Fine Schedule:**

<u>Violation</u>	<u>Fine</u>	
	<u>1st violation</u>	<u>2nd violation</u>
Speeding in work area	\$ 200	\$ 400
PPE	\$ 200	\$ 400
Dress Code	\$ 200	\$ 400
GFCI	\$ 200	\$ 400
Damaged Cords	\$ 200	\$ 400
Riding in Bed of Truck	\$ 200	\$ 400
Machine Guarding	\$ 200	\$ 400
Seatbelts	\$ 200	\$ 400
Failure to timely report injuries within the first 24 hours	\$ 100 per day	\$2,000
Improper Use of Ladder	\$1,000	\$2,000
Visitor Procedure	\$2,000	\$4,000
Improper Confined Space Entry	\$2,000	\$4,000
Personal Fall Protection	\$2,000	\$4,000
Removing Guardrail (without replacing)	\$2,000	\$4,000
Improper Hole Covering (removing hole cover)	\$2,000	\$4,000
Housekeeping	\$1,000	\$2,000
Improper Trench Protection	\$2,000	\$4,000
Improper Scaffolding (and procedure)	\$3,000	\$6,000
Improper Flagging/Barricading	\$3,000	\$6,000
Entering Demolition Areas	\$3,000	\$6,000
Other Program Violations Not Listed Here	\$ 200 – \$3,000	\$6,000

The prime contractor is responsible for and will be billed for fines assessed to them or their sub-contractors and is required to pay directly as follows:

Payable to: Northern Trust _____ Project Safety Violations Fund and submitted to the OCIP Safety Director.

Project Safety Fines collected will be used to offset owner cost of safety staff and for the purchase of safety related equipment.

EMERGENCY ACTION PROCEDURES:

Emergencies may arise at any time with the potential to cause loss to people and property. Advanced planning for emergencies is the only way to minimize the negative impact of the event. Project specific procedures and access points for emergency vehicles will be developed and updated during the course of the project as conditions warrant. Contractor shall provide and maintain designated emergency access points. Such points shall be adequately marked by signing in order for emergency vehicles to easily identify and understand the unique identity of each entry site. Contractors are required to communicate to the necessary authorities as access is changed or modified during the course of the project.

Emergency Evacuation Procedure

In the event of an emergency such as a bomb threat, fire, explosion, etc. that requires the evacuation of the job site, the following procedures shall be followed:

1. The OCIP SHD, Engineer, or designee will notify the contractor and they will notify their sub contractors of the need to evacuate the project site.



2. Once the evacuation signal is given, the contractor and all sub contractors shall immediately cease work. All equipment will be shut down and secured as quickly as possible. All personnel will then exit the site in an orderly manner, leaving non essential personal belongings behind and proceed to the designated evacuation area gathering site.
3. The contractors, and its sub contractors, project managers, and superintendants will be responsible for obtaining a head count of their employees. Any missing individual(s) will be reported to the OCIP SHD, Engineer, or designee immediately.
4. Contractor or any sub contractors employees will not re-enter the project site until the OCIP SHD, Engineer, or designee communicate authorization to re-enter.
5. The contractor and all sub contractors will be formally advised of all site emergency procedures, and it will be their responsibility to inform and train their employees in these procedures.

Severe Weather

Should weather conditions such as severe electrical storms, tornadoes, etc., develop around or near the project which could cause work conditions to become unsafe or hazardous, the following procedures will be followed:

1. The OCIP SHD and the contractor shall monitor the weather in the area by use of a weather alert radio, computer, etc.
2. Should conditions warrant a cessation of work activities, the OCIP SHD, Engineer or contractor will notify all affected personnel. The contractor and all sub contractors shall immediately secure their work site and evacuate to a designated safe area.
3. Should the project or certain work activities be shut down due to severe weather conditions the OCIP SHD, Engineer, or designee will notify all affected parties as to when it is safe to resume their operations.

CLAIM REPORTING

Personal Injury

All injuries must be reported to the OCIP SHD or staff **immediately**. An individual who suffers a work related injury requiring medical treatment will report it to their employer and the OCIP safety staff and then proceed to the nearest approved medical facility unless it requires emergency medical treatment and transportation to an offsite medical facility.

1. Secure the incident scene.
2. Do not disturb the incident scene unless it is in the best interests of the injured party or property that certain things be moved. However, it is extremely important that nothing be moved if possible. **Record the site photographically, if possible, prior to altering the original scene.**
3. **If law enforcement or EMS is involved, provide an assessment of the possible hazards and submit the scene to their control until such time as their investigation is complete.**
4. Take statements from each individual who was an actual eyewitness to the incident.
5. Copies of the data collected from any investigation shall be supplied to the OCIP SHD within 24 hours.



Property Damage

All property damages, including but not limited, to utilities, vehicles, or buildings shall be reported **immediately** to the OCIP SHD.

1. Secure the incident scene.
2. Do not disturb the incident scene unless it is in the best interests of the damaged party that certain things be moved. However, it is extremely important that nothing be moved if possible. **Record the site photographically, if possible, prior to altering the original scene.**
3. **Protect property from additional damage if possible.**
4. Take statements from each individual who was an actual eyewitness to the incident.
5. Copies of the data collected from any investigation shall be supplied to the OCIP SHD within 48 hours.



SUBSTANCE ABUSE PROGRAM

I. INTRODUCTION

Drug abuse can jeopardize the safety of employees, coworkers and the public. This Project is committed to ensuring a drug and alcohol free workplace and applies to every person as defined in paragraph “B” below. Substance abuse by workers could result in serious mistakes in judgment and thereby compromise both the high quality of services and customers’ trust.

- A. This Substance Abuse Program (“Program”) has been adopted and implemented in an effort to assure a safe and drug-free workplace environment for all workers, vendors, suppliers, customers and visitors who provide services and/or perform work on the Zoo Interchange (“Project”).
- B. Each Contractor, Subcontractor, Consultant or WisDOT employee (hereinafter referred to as “Contractor”) who is assigned perform work on this Project, including bargaining unit and non-bargaining unit employees, is responsible for complying with the terms and conditions set forth in this policy governing the Program.
- C. Maintaining confidentiality of workers’ private information, including substance abuse information, is of utmost concern to everyone under this Program. Each Contractor must designate one or more “Contractor Communicator(s)” within their company who shall be the sole person(s) that will receive any information relating to employee substance abuse test results and related information under this Program. The Contractor Communicators, the clinics, the laboratories, the MRO, and the Third-Party Administrator will treat as confidential all test-related information, subject to the terms of this Program. Such information includes, but is not limited to, test results, information regarding referral for counseling, rehabilitation, other treatment, or aftercare, the result of any such referral for counseling, rehabilitation, other treatment or aftercare, and the reason(s) for any disciplinary action taken under this Program.

II. GENERAL PROVISIONS

- A. This Program prohibits the use, possession, sale or distribution of alcohol, illegal and/or unauthorized drugs and drug paraphernalia on work premises or work sites included in the Project. For purposes of this Program, “premises” means all Project land, property, buildings, structures, installations, parking lots, equipment and/or means of transportation owned by or leased to the contractor. Employees must not report to work or be on work premises under the influence of alcohol or any other illegal drugs, even if used off contractor premises and time. The use and possession of legally prescribed drugs is permitted provided the drugs are in the original prescription container, prescribed by a medical practitioner for current use of the person in possession of the drug, and do not impair the worker’s ability to perform his



or her job. The Program also permits use of lawfully acquired over-the-counter drugs provided the use is consistent with the manufacturer's instructions.

Any worker whose test results in a non negative drug screen or alcohol test result will be removed immediately from the project site.

Any worker who has their test result verified by the Medical Review Officer and it is determined to be positive, shall be prohibited from returning to the project site for (60) sixty days.

Clearance will be given to return to the project from the WisDOT Substance Abuse vendor after the conditions of reinstatement are completed.

Any worker who provides a 2nd second positive drug screen or alcohol test result which is confirmed by the Medical Review Officer will be banned permanently from the project

- B. Persons found in possession, offering for sale, purchasing or distributing any illegal drug may be reported to civil authorities.
- C. Any contractor employee working on this project is required to report any conviction of a violation relating to a criminal drug statute occurring in the workplace to his or her employer within five days of such conviction.

III. TYPES OF TESTING TO BE CONDUCTED

- A. **Pre-assignment Testing.** All employees of any contractor performing work on the Project will be required to take a pre-assignment alcohol and drug screen. (For purposes of this policy, Pre-assignment applies to any employee who is off the job site for a consecutive period of 90 days or more.)
- B. **Random Testing.** All workers covered by this Program are subject to testing for illegal and/or unauthorized drugs and alcohol on a periodic, unannounced basis pursuant to random testing. Selection of individuals to be tested will be made from a computer database of all workers on-site at the time of the random selection. Random selections will be made on an annualized basis of 24% of the on-site workforce.
- C. **Reasonable Suspicion Testing.** Any worker whose supervisor has reasonable suspicion to believe the employee is in the possession of or under the influence of alcohol or an illegal drug will be required to undergo a drug and alcohol test. "Reasonable suspicion" is a belief



based on behavioral observations or other evidence, sufficient to lead a reasonable person to suspect an employee is under the influence and exhibits such traits as slurred speech, inappropriate behavior, decreased motor skills, etc. Circumstances, both physical and psychological, will be given consideration.

Whenever possible, before a worker is required to submit to testing based on reasonable suspicion, the worker should be observed by more than one supervisory or managerial employee. The contractor or OCIP SHD who is requiring the employee testing based upon reasonable suspicion will direct the contractor to provide transportation for the employee to the pre-determined drug-testing facility. Under no circumstances will a worker thought to be under the influence of alcohol or an illegal drug be allowed to operate a vehicle or other equipment for any purpose. Such employee will not be allowed to work pending the contractor's notification of the test result. If the test result is positive, the employee will face the consequences as defined in this policy. If the test result is negative, the employee will be put to work by the contractor and be paid for all lost time according to the shift the employee was working prior to undergoing testing.

- D. Post-incident Testing.** This Program requires a drug and alcohol test at an approved facility, after a worker is involved in or causes a work related accident. Such worker will not be allowed to return to work pending the contractor's notification of the test result. If the test result is negative, the worker is put back to work by the contractor and paid for all lost time, according to the shift the employee was working prior to undergoing testing. If the test result is positive, the employee will face the consequences as defined in this policy.

IV. TESTING PROCEDURES

- A. A positive drug test result means a result having a drug concentration that meets or exceeds the levels set by appropriate state or federal Department of Health & Human Services (DHHS) and/or Department of Transportation (DOT) regulations as amended from time to time. Positive tests for drugs other than alcohol will be confirmed. Initial testing for drugs other than alcohol will include an initial Enzyme Multiplied Immunoassay Screening Test (EMIT). Confirmation testing for drugs other than alcohol will be gas chromatography/mass spectrometry. The laboratory will be certified for Federal Workplace Drug Testing Programs by the U.S. DHHS - Substance Abuse and Mental Health Services Administration (SAMHSA). Chemicals tested for, and their cut-off levels include:

<u>DRUG</u>	<u>IMMUNOASSAY LEVEL</u>	<u>GC/MS LEVEL</u>
Amphétamines	1000ng/ml	500ng/ml
Cocaine	300ng/ml	150ng/ml
Marijuana	50ng/ml	15ng/ml
Opiates	2000ng/ml	2000ng/ml



Phencyclidine

25ng/ml

25ng/ml

Testing for alcohol content will be by a Breathalyzer unless necessity for blood analysis is required. A confirmed positive test result for alcohol will be reflected by breath/blood-alcohol content equal to or greater than .04% (current Wisconsin regulations).

- B. The "split specimen" method of collection will be followed with conformance to SAMHSA collection procedures and protocols. Urine, blood, saliva, or breath specimens may require collection by an off-site clinic(s) . An unbroken chain of custody, including tamper proof handling methods, shall be maintained to protect employee confidentiality and to protect specimens from adulteration and misidentification. All urine samples collected under this program will be analyzed by a SAMHSA certified laboratory.
- C. Prior to testing, a worker must complete and sign the provided Project consent and release form authorizing and agreeing to the test. In the event a worker is not competent or able to authorize specimen collection or is in need of medical help, such help shall not be delayed pending specimen collection. Such worker, however, must authorize the treating health care provider to conduct specimen collection and release to the Medical Review Officer the necessary records to monitor the worker's compliance with this Program.
- D. To protect the worker's right to confidentiality, any test results shall be disclosed only to the testing lab, the Contractor Communicator, Medical Review Officer, the employee and the designated Company Representative.
- E. All tests indicating a potentially positive result will be reviewed by the Medical Review Officer (MRO) for final interpretation and evaluation to determine if a violation of this Program has occurred. The MRO is a licensed physician who has knowledge of substance abuse disorders and is able to interpret and evaluate an individual's positive drug test result as it relates to the worker's medical history or other biomedical information. In the event of a first confirmed positive test for drugs or alcohol, the worker will be removed from the Project and barred from performing any work on the project for a period of 60 days (or longer as consistent with the Employer's policy or Evaluation). The worker will be permitted to return to work at the project after 60 days if the worker can provide proof of successful completion of an Alcohol and Other Drug Abuse (AODA) program.
- F. In the event a worker tests positive for drugs and/or alcohol a second time, the worker will be permanently barred from future work on the Project jobsite.
- G. The following examples will constitute a positive drug test and its consequences:

Testing above the established cutoff levels

1. Refusal to submit to testing as directed



2. Refusal to complete consent/release form for testing
3. Using a drug prescribed for someone else or abusing one's own prescription drug
4. Failure to call the MRO as directed
5. Switching, adulterating, tampering with, or attempting to switch, adulterate or tamper with a specimen for testing, or otherwise interfering with the specimen collection and/or testing process
6. Using, possessing, concealing, storing, selling, or distributing illegal drug(s) on the Project.



INJURED WORKER

RETURN-TO-WORK PROGRAM

The purpose of this program is to establish an organizationally specific Return-to-Work plan through which eligible employees will be provided temporary alternate employment or job tasks that accommodates any medically imposed restrictions during the healing period. **Prior to proceeding with any work on this project,** contractors should identify or develop organizationally appropriate alternate duty programs for injured workers consistent with the goals of this program and submit copies of those programs to the OCIP SHD prior to start of any work.

The goal of this Return-to-Work program is to provide employees who have sustained work-related injuries or illness to appropriate levels of employment as soon as practical, medically advisable and safe. The expectation is that each employer will develop a list of tasks or projects the injured worker may perform subject to medical concurrence, on a temporary basis during a healing period. These "alternate duties" are considered transitional and temporary in nature. The OCIP program will provide appropriate medical management of the injured worker. Employers and Employees will be equally engaged in the medical management of each case.

Each contractor/subcontractor shall appoint/designate a Return-to-Work Coordinator who has the responsibility of coordinating the alternate duty assignment between the OCIP Insurance Case Manager and the employee.

RETURN-TO-WORK PROGRAM

General Program Information

1. The Return-to-Work program is designed to allow an employee with medical restrictions to safely return to work in a modified position. Return to work programs assist in the employee's rehabilitation, and allow employees to stay connected with their co-workers which enables a return to a full duty position sooner, maintains self-esteem, and provides a higher level of compensation during participation in the program.



2. All OCIP enrolled employees are included in the Return to Work program.
3. Any employee who refuses to participate in the program may forfeit their disability compensation.
4. The employer may request the OCIP insurance carrier or the OCIP insurance carrier may on their own initiative, require the employee to be examined by an independent physician.
5. The employer must pay the employee's wage at a rate appropriate for the modified duty. (Appropriate in this context means the same rate the employer would pay any other non-injured employee for similar work). The OCIP Insurance Carrier will pay any difference in the wage rate between the employer's rate for the modified duty and the worker's compensation disability benefit.

Responsibility

Injured Employee

1. Reports injury to supervisor and OCIP safety manager immediately.
2. Completes all appropriate reports.
3. Maintain contact with your employer/return-to-work coordinator, providing regular updates on health condition, treatment and medical status to Return to Work Coordinator at least weekly.

Contractor/Subcontractor Manager/Supervisor

1. Conducts a thorough investigation of the incident to verify cause and what could have been done to prevent the incident.
2. Completes Supervisor Accident Investigation Report and all other needed paperwork.
3. If the incident resulted from violations of work rules and practices including terms and conditions of the OCIP Safety Program the employer is required to take appropriate corrective action and to notify the OCIP Safety Director of that action.



4. Maintains contact with the injured employee and Return-to-Work Coordinator.
5. Provides modified work for employee, within restrictions.

Return-to-Work Coordinator

1. Coordinates modified duty assignments and monitors its effectiveness.

Contractors Responsibility

Employee does not report for next scheduled shift:

1. If/when the employee calls to report their absence from work; the manager needs to ascertain whether it is due to the job-related injury or illness. If the employee fails to call, the manager contacts employee at home that day to find out if loss of time is due to on-the-job injury.
2. Direct employee to seek treatment with the designated physician, report findings and complete appropriate forms to initiate a claim with the OCIP Insurance Carrier.

If:

Employee released for work, no restrictions.

1. Employee returns to regular work.
2. Manager/supervisor checks back with employee throughout the shift and advise OCIP Insurance Carrier of the employees return to full duty.

Employee released for work with restrictions.



1. Review medical restrictions and determine what alternate duties within the medical restrictions are available for the employee. (Note: Employers who refuse to consider alternate duty assignments and make no effort to accommodate injured employees may be subject to fines of \$100 per day for each day the employer refuses to accommodate.)
2. Assign the employee the alternate duty and notify the OCIP Insurance Carrier and the OCIP S&H Manager of the modified duty.
3. If the employer is unable to provide appropriate modified duty, a request for assistance to the OCIP S&H Director should be made as soon as possible. The employer is encouraged to accommodate the employee including but not limited to work off-site, work for other contractors, and work for outside agencies such as Vocational Rehabilitation Centers, etc.
4. The employer and the OCIP S&H will work closely with the OCIP Insurance Carrier to keep appraised of changing medical conditions and aggressively seek out opportunities to provide alternate duty.

Employee reports to modified work.

- a. As treatment progresses and the restrictions are further modified or lifted, re-assess the job modification as appropriate until full return to work is accomplished.

Employee refuses or fails to report to work.

1. The employer shall:

Inform the OCIP Insurance Case Manager immediately.

- a. If employee has been offered modified duty within the medical restrictions of the doctor and declines to accept such duty, the employer shall provide notification to the OCIP SHD.
- b. Upon notification that the employee has refused alternate duty, the OCIP SHD will notify the OCIP insurance carrier and document that the employee was informed of Injured Worker Responsibility and that the employee has been sent job offer which meets the medical restrictions as identified by the doctor.