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Safety Policy

Employees Responsibilities

Rexius requires that all employees read this policy and sign at the bottom indicating that it was read and that the policies will be followed. This form will be kept in your personnel file.

1. Employees shall conduct their work in compliance with safety rules in this manual as well as with all other State or Federal rules.
2. All injuries shall be reported immediately to the person in charge or other responsible representative of the employer.
3. It is the duty of all workers to make full use of safeguards provided for their protection. It shall be a worker's responsibility to abide by and perform the following requirements.
 - a. A worker shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative.
 - b. A worker shall stop the machine or moving parts and properly tag and lock-out the starting control before oiling, adjusting, or repairing, except when such a machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts.
 - c. A worker shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or the setting up of a new job.
 - d. Workers shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function
 - e. Workers shall not use their hands or any portion of their bodies to remove jams, hang-ups, etc. (use hook, tong, jig, or other accessory).
 - f. Workers shall not work under objects being supported that could fall (such as loads supported by jacks, the raised body of a dump truck etc.) until such objects are properly blocked or shored.
 - g. Workers shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and non should be abused by straining beyond its safe working load.
4. Workers shall not remove, deface, or destroy any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other worker.
5. Workers must not work underneath or over others exposed to a hazard thereby without first notifying them and seeing that proper safeguards or precautions have been taken.
6. Workers shall not work in unprotected, exposed, hazardous areas under floor opening.
7. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury.
8. Hazardous conditions or unsafe practices of any kind observed at any time shall be reported as soon as practical to the person in charge or some other responsible representative of the employer.
9. Use of seat belts is mandatory when such apparatus are provided in any company vehicle or equipment.



Safety Policy ~ continued

10. Firearms, weapons or explosives are not permitted on Company property or work sites of any kind.
11. Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted on company property or while "On Duty".
12. Wear and use the prescribed personal protective safety equipment for the job. This includes foot protection, head protection, eye protection, gloves, etc.
13. Smoking is permitted only in the designated "smoking areas".
14. Only qualified and trained employees may work on or near exposed energized electrical parts or electrical equipment. Follow electrical safety rules when working with electrically powered machinery and equipment.
15. Only authorized and trained employees may enter a posted Confined Space. All confined spaces will be posted Confined Space - permit required. Entry is allowed only after permits are properly issued.
16. Only authorized and trained employees may dispense or use hazardous chemicals/materials. It is each employee's responsibility to know where MSDS's are located and that they are available for your use and review.
17. Workers observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger. Never hesitate to warn a fellow employee of any hazard or unsafe act.
18. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions.

Failure to follow the above rules may cause serious injury and/or illness.

Disciplinary action, up to and including termination, will be used to assure rule enforcement.

Please use common sense and think before your act. If you are not sure how to complete a job or task safely or have any questions, ask your supervisor.

Employee Name

Employee Signature

Department

Date

Company Representative Name

Company Representative Signature

Date



Return to Work Policy Statement for Workers

The objective of Rexus Forest By-Products, Inc. is to return injured workers to available and suitable employment at the earliest date possible after an on-the-job injury. We desire to minimize serious disability and reduce insurance costs.

The return to work program will consist of a team effort by supervisors, disabled workers, and the worker's attending physician, Rexus Forest By-Products, Inc. management, and our insurance carrier. All Team members will take an active role in returning injured workers to productive work status.

Rexus Forest By-Products, Inc. defines "light duty" work as temporary work assignments within the injured worker's physical abilities, knowledge, skills and qualifications. "Light duty" positions are developed following disability utilizing the known physical abilities/restrictions obtained from the worker's attending physician. The physical requirements of light duty work are shared with the worker's attending physician to obtain concurrence that the proposed light duty is within the physical capacity of the disabled worker. Light duty positions are developed in consideration of the workers' physical capacities and the business need of Rexus Forest By-Products, Inc..

Attached are the procedures the team will follow in the return to work program. Signature sheets will be obtained and maintained by personnel indicating an understanding of the policy/procedures.

Return to Work Procedures:

A. Treatment of Injury or Illness:

All injuries must be reported to the supervisor immediately.

All injured workers who need immediate medical treatment during their work shift will be transported to medical facility by ambulance or by their supervisor/designee.

B. Obtaining "Light Duty" Physical Capacities:

If practical, before the worker leaves the company for medical treatment, the worker will be given a Return to Work Recommendations form to take to the attending physician for completion. If not feasible, the supervisor/designee will obtain the name of the attending physician from the injured worker and forward a Return to Work Recommendation form to the attending physician within one working day of the worker leaving work due to disability.

The supervisor/designee should include a "light duty" job analysis of proposed modified work, if available. A regular job analysis form should also be prepared and sent to the attending physician.

If the attending physician has questions concerning the "light duty" the designated company manager or the supervisor will contact the attending physician to discuss.

Injured workers will also inform the attending physician that "light duty" is available and provide the forms at the time of treatment.



Return to Work Procedures ~ continued:

C. Injured Worker Release and Reporting:

Workers treated within their work shift and released to return to work should report immediately to their supervisor/designee with the release from the attending physician

If released after the end of the shift, the worker should report to their supervisor/designee at the beginning of the next shift with release.

In all cases, where the attending physician releases the worker to return to work, workers are required to contact the supervisor/designee within one business day of disability with a medical release from the attending physician.

Failure to report to work or contact the worker's supervisor/designee following medical treatment within one business day may result in disciplinary action up to and including discharge.

Failure to provide changes in medical condition or address/phone number could lead to disciplinary action

D. Injured Workers Unable to Return to Work and Reporting:

If a worker cannot report to the next shift, the supervisor/designee will contact the injured worker and agree upon a "regular" time and day of the work to maintain regular contact.

The injured worker will be informed to notify the Supervisor/Designee within one business day of all changes in medical condition.

All workers must provide current and changes of address and phone number to Supervisor/Designee.

Failure to provide changes in medical condition or address/phone number could lead to disciplinary action.

E. Supervisor/Designee coordination with Safety Coordinator and Claim Reporting:

The Supervisor/designee will contact the Safety Coordinator promptly with:

- 1) Name of the worker's attending physician
- 2) Completed Return to Work form from attending physician or any other medical documentation
- 3) Completed "light duty" job analysis of proposed work assignment.

The Supervisor/designee will notify the Safety Coordinator promptly of any and all changes in the worker's medical status on the same day as received.

F. Coordination between Safety Coordinator and Insurance Carrier

The Personnel Department normally will forward a completed 801 report, Worker's and Employer's Report of Occupational Injury or Disease to Insurance Carrier within five (5) calendar days of injury when the injury is on-the-job related.

The Insurance Company Risk Control consultants may be contacted to advise about possible alternatives to or assistance with proposed "light duty" job analyses for early return to work assignments or job site modification recommendations.



Return to Work Procedures ~ continued:

G. Job Analysis Preparation for Injured Workers:

The supervisor/designee may prepare possible “light duty” job analysis or proposed work assignments prior to disability. The Supervisor will review the Job Analysis for necessary modification. The Insurance Carrier Risk Control Consultants may assist with job analysis or job site modification analysis. The supervisor/designee will also prepare a regular job analysis.

H. Release to “light duty” and Job Offer Letter:

Upon receipt of a signed “light duty” or regular Job Analysis from an attending physician, a written Job Offer letter normally will be prepared and mailed to the injured worker’s last known address to assign the light duty position.

The letter normally may include a copy of the signed Job Analysis/work release from the attending physician and explain: report date; wage; hours; report time; duration of light duty work assignment; supervisor to report to and phone and location of the light duty assignment.

The worker normally will be asked to sign the bottom of the job offer letter indicating acceptance or refusal of the offered work assignment.

I. Time Loss Payment/Light Duty Wage Payment:

While off work due to on-the-job injury a worker will receive payment from Insurance Carrier. Any questions concerning wage replacement payment should be directed to the claims adjuster at the Insurance Carrier.

Injured workers who are given “light duty” work releases and offered temporary work assignments will be offered wages determined by Rexius Forest By-Products, Inc. If there is a difference between the worker’s regular rate of pay and the temporary work assignment pay, the Insurance Carrier may make temporary partial disability payments to the worker.

Worker refusal of an attending physician approved “light duty” job offer, by either verbal refusal or failure to report to work, normally will result in the Insurance Carrier’s reduction or termination of total or partial wage replacement.

Refusal of such work may also result in loss of reemployment and reinstatement of rights and could affect possible future vocational eligibility.

J. Work Hours/Shifts/Locations:

Rexius Forest By-Products, Inc. will determine appropriate work hours, shifts, and locations of all light duty work assignments. We reserve the right to determine the availability and appropriateness of all temporary “light duty” work assignments and job offers.



Return to Work Procedures ~ continued;

K. Duration of Light Duty Work Assignment:

Continuation of temporary “light duty” work assignments for injured workers may be reviewed regularly. Rexus Forest By-Products, Inc. reserves the right to determine the duration of “light duty” work assignments.

It is the responsibility of all Team members to immediately notify other Team members if there is a problem with “light duty” work assignment. The supervisor will monitor the workers’ recovery progress through regular contact or meetings to reassess when and how often duties may be changed. Upon receipt of increases in physical capacities, the supervisor may assess the ability to adjust work assignments. All material changes in the work assignment will be made after receiving concurrence from the worker’s attending physician. Notification of changes will normally be in writing with copies provided to the worker, attending physician and the insurer from the supervisor.

If a worker has a permanent disability which restricts the worker’s ability to return to regular work, the “light duty” program may end.

Rexus Forest By-Products, Inc. will determine whether a continuing modified position is available and whether the worker will or will not be offered this or any other position as their new regular work assignment.

If there is an available regular job, Rexus Forest By-Products, Inc. will undertake reasonable accommodation to allow worker to continue in employment. We invite interaction and communication with the employee to help determine how reasonable accommodation may be made.

Worker Acknowledgement of Return to Work Procedures:

The return to work policy/procedure has been explained to me.

I have read and fully understand all the procedures and responsibilities.

I agree to observe and follow these procedures.

I understand my failure to complete my responsibilities may result in disciplinary action up to and including termination.

Failure to follow these procedures may also affect my right to reemployment, reinstatement or possible future vocational assistance.

I have received a copy of this policy and procedure.

_____ Employee Name	_____ Employee Signature	_____ Department	_____ Date
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Employee Training Evaluation Sheet - Hoja de Evaluación de Capacitación de Empleados
Hazard Communication Program Checklist - Lista de Verificación del Programa de Comunicación de Riesgos

Please read and review the information regarding SDS (MSDS) sheets, and Hazard Communication in the pages that follow as well as the video available and the accompanying SDS (MSDS) Access Portal information sheets available at the computer by you, before completing this page.

In the event that you should need immediate access to an SDS (MSDS) sheet while out in the field or away from a computer, please immediately contact your supervisor who can access the portal on their smart phone.

Lea y revise la información sobre las hojas SDS (MSDS) y la Comunicación de riesgos en las páginas siguientes, así como el video disponible y las hojas de información del Portal de acceso SDS (MSDS) que acompañan disponibles en la computadora, antes de completar esta página.

En caso de que necesite acceso inmediato a una hoja SDS (MSDS) mientras está en el campo o lejos de una computadora, comuníquese de inmediato con su supervisor, quien puede acceder al portal desde su teléfono inteligente.

		Yes/ Si	No
1	I have been informed that some of the materials and products found in my work area are hazardous. Me han informado que algunos de los materiales y productos que se encuentran en mi área de trabajo son peligrosos.	_____	_____
2	The types of hazardous materials that I will be exposed to during my work have been explained to me. Me han explicado los tipos de materiales peligrosos a los que estaré expuesto durante mi trabajo.	_____	_____
3	I have been told to read container labels before using a chemical or chemical-containing product for the first time. Me han dicho que lea las etiquetas de los envases antes de usar un producto químico o un producto que contenga productos químicos por primera vez.	_____	_____
4	I understand that I can find additional information about the materials I work with from SDS (MSDS), or by asking my supervisor. Entiendo que puedo encontrar información adicional sobre los materiales con los que trabajo de SDS (MSDS), o preguntando a mi supervisor.	_____	_____
5	My right to review SDS (MSDS) and other Hazard Communication materials and information has been explained to me. Me han explicado mi derecho a revisar SDS (MSDS) y otros materiales e información sobre comunicación de riesgos.	_____	_____
6	I have been told where SDS (MSDS) are kept in my department, and that I have access to them at all times. Me han dicho dónde se guardan las SDS (MSDS) en mi departamento y que tengo acceso a ellas en todo momento	_____	_____
7	I have been shown how to read and understand container labels and SDS's (MSDS) Me han enseñado cómo leer y comprender las etiquetas de los contenedores y las SDS (MSDS)	_____	_____
8	I have been told, and understand, the procedures and protective equipment that I should use when working with hazardous substances or products in my work area Me han dicho, y entiendo, los procedimientos y el equipo de protección que debo usar al trabajar con sustancias o productos peligrosos en mi área de trabajo.	_____	_____
9	The procedures to follow in the event of a leak, spill, over exposure, fire or other emergency have been explained to me. Me han explicado los procedimientos a seguir en caso de fuga, derrame, sobreexposición, incendio u otra emergencia.	_____	_____
10	I have been shown where medical supplies and other safety and emergency equipment is kept. Me han mostrado dónde se guardan los suministros médicos y otros equipos de seguridad y emergencia.	_____	_____

Employee Name-Nombre de Empleado

Employee Signature - Firma del Empleado

Dept

Date - Fecha



How to Read and Understand an SDS (MSDS) :

Manufacturers, importers, distributors and suppliers are required to provide you with Material Safety Data Sheets (MSDSs) for each of their hazardous chemicals. As a contractor, you are required to maintain a file of MSDSs for the hazardous chemicals you use. According to OSHA, you will be able to determine a hazardous substance by referring to the MSDS and the label.

The OSHA standard specifies the information required on each data sheet, and all information must be written in English.

An MSDS must precede or accompany the initial shipment but does not have to be physically attached to it. If you receive subsequent shipments of the same item, a new MSDS is not required to be sent to you unless chemical make-up of the product changes.

Review the MSDSs you receive for accuracy and completeness, and make sure you have the latest version on file. When an MSDS includes new information on a substance you use or a new compound has been added to it, additional employee training will be required.

To ensure proper record keeping and maintenance of MSDSs, you should:

1. Make sure any employee who purchases supplies for your company is on the lookout for MSDSs.
2. Include a request for an MSDS and a label that meets the requirements of the Hazard Communication Standard on all purchase orders.
3. Ask for an MSDS for any material bearing a label indicating it is a hazard unless an MSDS is already on file.
4. To deal with the multi-employer situation, you may request information from other contractors on the site about hazardous substances and chemicals known to be at the site.

While MSDSs will appear in many different formats, they will contain essentially the same information. The information on an MSDS is extremely technical in nature and should be used as a reference or as a backup to the information contained on a label. An MSDS tracking OSHA form I74 would offer the following information:

Section I - Identification

1. Chemical name, as it appears on the label.
2. Manufacturer's name and address.
3. Emergency telephone number in the event of an emergency involving the substance.
4. Date prepared and signature of the preparer.

Section II - Hazardous Ingredients / Identify Information

1. Hazardous Components: Contains the specific chemical identity, its formula, and any common names it is known by.
2. OSHA Permissible Exposure Limits (PEL): PEL is the permissible maximum amount of the chemical a person may be safely exposed to without harm
3. American Conference of Governmental Industrial Hygienists Threshold Limit Value (TLV): TLV is the concentration of a chemical in the air that can be breathed for five consecutive eight-hour workdays by most persons without harmful effects. It is generally expressed in parts per million.
4. Other limits recommended: Any other recommended limitation on the use of the chemical by any agency, scientific groups, or organization should be included.

How to Read and Understand an SDS (MSDS) ~ continued;

Section III - Physical/Chemical Characteristics

1. Boiling Point: The temperature at which a liquid boils.
2. Vapor Pressure (mmHg): Vapor pressure measures a liquid's tendency to evaporate. The higher the pressure, the faster it will evaporate.
3. Vapor Density: Indicates the weight of the vapor compared with the weight of an equal volume of air. If a vapor is heavier than air (vapor density greater than 1), it will sink to the ground. If it is lighter than air (vapor density less than 1), it will rise. For example, with flammable materials, when the vapor density is greater than 1, vapor tend to collect in the lowest spot. A contractor must be alert to vapors traveling to an ignition source, then flashing back to the vapor source. Care must also be taken to ensure that vapors do not displace oxygen.
4. Solubility in Water: Indicates whether the chemical can mix with water in any ratio without separating.
5. Appearance and Odor: A brief description of the chemical's color and smell.
6. Specific Gravity: Ratio of the weight of the material to the weight of an equal volume of water. The specific gravity determines whether the material floats or sinks in water. Specific gravity values less than or equal to 1 indicate that water should not be used to extinguish a fire involving the substance unless the water comes from automatic sprinklers.
7. Melting Point: Indicates the temperature at which a solid changes to a liquid.
8. Evaporation Rate (Butyl Acetate = 1) Indicates the temperature at which a substance evaporates.

Section IV - Explosion Hazard Data

1. Flash Point: Indicates the lowest temperature at which a liquid gives off enough vapor to ignite in air when exposed to a flame. When the flash point is between 100 and 110 degrees Fahrenheit, extra care must be taken in hot environments. The liquid's temperature could be high enough to be ignitable if an ignition source is introduced. Such sources might be cigarette smoking, electrical equipment and wiring, cutting and welding, or static electricity. A red diamond is required on all liquids classified by OSHA as flammable (flash point values of 99.9 degrees F or below).
2. Flammable Limits: Indicates the range of vapor concentrations which will explode when an ignition source is present. The "Lower Explosive Limit" (LEL) is the minimum amount of vapor the air that can be ignited. The "Upper Explosive Limit" (UEL) is the maximum amount of vapor in the air that will sustain fire.

How to Read and Understand an SDS (MSDS) ~ continued;

Section IV – Explosion Hazard Data ~ continued

3. Extinguishing Media: Materials suitable for putting out a fire involving identified chemical. These firefighting agents are water, fog, foam, alcohol foam, carbon dioxide and dry chemical. The four classes of fires are:

Class A – paper, wood, straw, cloth

Class B – flammable and combustible liquids.

Class C – fire involving energized electrical equipment

Class D – combustible metals

Testing laboratories classify fire extinguishers based on the class of fire they are designed to put out. For example:

Class A fire can be fought with water

Class B fire can be fought with carbon dioxide, foam or dry chemicals

Class C fire can be fought with carbon dioxide or dry chemicals

Class D fires are fought with special extinguishing compounds.

4. Special Fire Fighting Procedures: Indicates the chemical's special characteristics when it comes in contact with fire, such as whether it is difficult to put out; whether it will re-ignite spontaneously' whether it is extinguished by water or other firefighting agents. This subsection will also indicate any required protective equipment needed when fighting the fire, as well as evaluate any toxicity of the material on anyone fighting the fire.
5. Unusual Fire and Explosion Hazards: Indicates any special types of hazards requiring attention. The description will indicate whether the chemical is difficult to extinguish, will re-ignite spontaneously, and how it reacts with water and other extinguishing agents. For example, if water is applied to a combustible liquid with a flash point above 212 degrees F, it may foam violently or boil over, endangering workers and fire fighters.

Section V – Reactivity Data

1. Stability: Indicates conditions that contribute to the stability or instability of a chemical when it is exposed to heat, pressure, or excessive shock during storage, use, misuse or transport. look to this section to identify specific conditions to be avoided. These warnings, example, may be "reacts violently with water" or "avoid sudden shock".
2. Incompatibility (materials to avoid): Indicates various materials or conditions you must keep the chemical away from to avoid adverse reactions. For example, a substance which ignites or explodes when it comes in contact with the chemical.
3. Hazardous Decomposition or By-Products: Indicates gases or vapors which are released when the chemical is burned or decomposes. It tells you what hazardous substances your employee may be exposed to as a result of heating, working or burning the chemical.
4. Hazardous Polymerization: Polymerization is a chemical reaction where molecules of the chemical combine with molecules of another material to form a larger different material. This reaction is accompanied by the release of large amounts of energy which can produce fire or other hazards. Polymerization can occur when the chemical comes in contact with certain plastics, rubber or coatings. This section of the MSDS will indicate possible storage conditions which could result in polymerization. It will also indicate any inhibitors – chemicals which can be added to prevent or delay polymerization – and the expected time period in which all inhibitor is used up.

How to Read and Understand an SDS (MSDS) ~ continued:

Section VI - Health Hazard Data

1. Route(s) of Entry: A chemical may enter the body either through inhalation, by contact with the skin or eyes, or by being swallowed.
2. Health Hazards: Indicates any long-term (chronic) or short-term (acute) effects of a chemical on the human body.
3. Carcinogenicity: Indicates whether the chemical causes cancer. It is important that your employees understand that not all hazardous substances cause cancer when an individual is exposed to them.
4. Signs and Symptoms of Exposure: Indicates and describes the effects of exposure to the chemical, such as an employee's appearance, and the most common resulting sensations, for example, headache, dizziness or nausea.
5. Medical Conditions Severely Aggravated by Exposure: Indicates how the chemical will affect any pre-existing medical conditions.
6. Emergency and First Aid Procedures: to use in order to reduce the hazardous effects of the chemical. The techniques covered will deal only with inhalation of the chemical, and with skin or eye contact with it. You must emphasize that these are emergency procedures only, and an exposed employee should be examined by a doctor ASAP.

Section VII - Precautions for Safe Handling and Use

1. Steps to be taken in Case Material is Released or Spilled: Indicates precautions such as avoid breathing gases and vapors; avoid contact with liquids and solids; remove ignition sources; use of special equipment for clean ups. This section also gives recommended techniques to use in controlling land or water spills.
2. Wasted Disposal Methods: Indicates proper disposal of the chemical and contaminated materials.
3. Precautions to Take in Handling and Storing: Indicates safe handling and storage procedures to be taken to avoid hazardous reactions. This section will emphasize incompatibility or polymerization problems which could occur during storage or handling of the chemical.
4. Other Precautions: Indicates special precautions to use in handling or disposing of the chemical.

How to Read and Understand an SDS (MSDS) ~ continued:

Section VIII - Control Measures

The measures indicated in this section should be taken whenever the chemical is handled or disposed of during normal use. They are not measures to be used solely during emergencies or accidental spills.

1. **Respiratory Protection:** If needed, specifies type respirators required by OSHA when the chemical is used, even as a precautionary measure in non-emergency situations.
2. **Ventilation:** Indicates ventilation systems needed to prevent overexposure to the chemical. "Local exhaust" ventilation is a system with high speed and low volume that will capture a chemical quickly after it has been released. The objective is to prevent the substance from reaching the employees breathing zone. Mechanical (general) ventilation is the regular ventilation system used to heat and/or cool and enclosed area in a permanent facility.
3. **Protective Gloves:** Indicates whether or not gloves must be worn when the chemical is handled. If gloves are required for skin protection, the type of material they should be made of will be indicated.
4. **Eye Protection:** Indicates appropriate eye protection, such as face shields, safety goggles/glasses.
5. **Other Protective Clothing or Equipment:** Indicates protective equipment, such as aprons or boots and the materials they should be made of to effectively prevent skin contact.



Rexius Training Requirements

Employee Name – Nombre de Empleado	Department	Date / Fecha
Videos Reviewed: (please initial on the line after watching each video listed)		
Title / Titulo	Initials / Iniciales↓	
→ 1) To the Point About Personal Protective Equipment Al Punto Sobre Equipo De Protección Personal	_____	
→ 2) To the Point About Preventing Eye Injuries Al Punto Sobre Prevención de Lesiones en los Ojos	_____	
→ 3) To the Point About Preventing Back Injuries Al Punto Sobre Prevención de lesiones en la Espalda	_____	
→ 4) A Practical Approach to Ladder Safety Un Enfoque Práctico sobre Seguridad en el uso de Escaleras	_____	
→ 5) To the Point About Hazard Communication Program & the GHS (MSDS) **this video includes some of the information to mark yes on some of the lines on the page titled Employee Training Evaluation Sheet – Hazard Communication Program Checklist Al Punto Sobre Comunicación De Riesgos (GHS)	_____	
→ 6) To the Point About Lock Out/Tag Out Al Punto Sobre Cerrado / Etiquetado	_____	
→ 7) To the Point About Safe Forklift Operation Al Punto Sobre La Operación Segura De Montacargas	_____	

Signature of Employee~ Firma del Empleado

Signature of Supervisor

Additional Training ~ Entrenamiento Adicional

- _____ Fire Ext/Fire Prevention ~ Extintor/Prevención de incendios
- _____ Accident Procedures/Reporting ~ Procedimientos / Informes de Accidentes
- _____ Spill Procedures ~ Procedimientos de Derrame
- _____ Workplace Requirements (HR Manual 1.32 - 1.33) ~ Requisitos del Lugar de Trabajo
- _____ Employee Responsibilities Sheet (HR Manual 3.0.1 - 3.0.4 & 3.6.1 - 3.6.2) ~ Pagina de Responsabilidad del Empleado
- _____ Personal Protective Equipment (PPE) ~ Equipo de Protección personal
- _____ Drug Awareness/Alcohol Abuse Training (HR Manual section beginning 3.9) ~ Conocimiento de drogas / Entrenamiento en abuso de alcohol
- _____ Log Book and Log Sheets – video & required information ~ Libro de registro y hojas de registro: video e información requerida
- _____ Vehicle inspection sheets – required daily ~ Hojas de inspección de vehículos - requeridas diariamente
- _____ Vehicle inspection training ~ Entrenamiento de inspección de vehículos



Equipment and Truck Driving Safety Policy

All employees will be required to review and sign these policies upon hiring, when changes or additions are made to them, and periodically as directed by their employers. Failure to abide by these policies may result in disciplinary action, including termination depending upon severity of offense as determined by employer. All employees are encouraged to work safely at all times to protect themselves, their co-workers and others. Employee are encouraged to communicate to the employer any additions they feel should be made to these policies and employer commits to review thoroughly any suggestions made.

1. This is a DRUG-FREE and ALCOHOL-FREE workplace. Evidence that an employee is using illegal drugs or abusing prescription drugs will result in the termination of the employee WITH NO EXCEPTIONS. Use of alcohol while on duty is strictly prohibited.
2. Non CDL licensed drivers are prohibited from operating any vehicle requiring a CDL on state roads.
3. Every employee should be familiar with Rexius DVIR Program and the vehicle and equipment they are using.
4. Every employee is responsible for keeping bystanders from danger, especially while at the yard during loading and during offloading procedure.
5. Every employee should constantly watch for safety hazards including damaged equipment etc.
6. All drivers must adhere to all DMV and DOT regulations
7. Safe Following Distance - Trucks require additional space between vehicles to allow for safe braking and unexpected actions. The recommended distance is one second for each ten feet of vehicle length and allowing additional distance in adverse conditions. All Rexius drivers will allow an adequate amount of distance between the front of the vehicle they are driving and the vehicle in front of them and take into account the following factors and conditions;
 - ◆ Road and environmental conditions (dry, wet, ice, glaring sun, wind, construction, school zone, etc.)
 - ◆ Vehicle factors (visibility, length, weight, tires, speed of travel)
 - ◆ Perception and reaction time for the conditions present
8. Every employee should use appropriate PPE safety equipment, when working outside of vehicle, as needed. Each employee should notice, and report damaged, missing, or out of stock personal protection equipment.
9. All safety labels on truck are to be heeded.
10. Remain within 25 feet of truck in yard while loading with safety vest on.
11. Prior to the operation of any piece of Company equipment you must get trained on the Standard Operating Procedures and JSA for that piece of equipment by a manager and/or a foreperson.
12. The loading and unloading of equipment on trucks must be done using the correct procedures all heavy equipment needs to be loaded or unloaded using the proper lifting device or the assistance of a fellow employee. Every employee needs to use proper lifting techniques in all situations.
13. Fueling is critical to the operation of all Fleet Vehicles and Small Equipment. Every employee shall be familiar with and will be responsible for the proper fueling of their vehicle. Every employee needs to use only the fuel card allocated for their vehicle/equipment. Report any lost or missing fuel cards to your supervisor.



Equipment and Truck Safety Policy ~ continued

PRE-OPERATION

Daily Checklist

Vehicle:

- Before beginning any Trip, conduct a standard DVIR Pre-Trip vehicle inspection (check fluid levels, tire pressure, etc.).
- Check the vehicle for all necessary Roadside safety devices, equipment and supplies.
- Refer to the truck manufacturer’s operation and maintenance manual.

Equipment and Truck Safety Policy Agreement and Acknowledgement

I, _____, an employee of Rexus,
agree to abide by these safety rules and pledge to work with my safety and the
safety of others always in mind.

Employee Signature

Department

Date

Company Representative Name

Company Representative Signature

Date



Blower Truck Safety Policy

All employees will be required to review and sign these policies upon hiring, when changes or additions are made to them, and periodically as directed by their employers. Failure to abide by these policies may result in disciplinary action, including termination depending upon severity of offense as determined by employer. All employees are encouraged to work safely at all times to protect themselves, their co-workers and others. Employees are encouraged to communicate to the employer any additions they feel should be made to these policies and employer commits to review thoroughly any suggestions made.

1. This is a DRUG-FREE and ALCOHOL-FREE workplace. Evidence that an employee is using illegal drugs or abusing prescription drugs will result in the termination of the employee WITH NO EXCEPTIONS. Use of alcohol while on duty is strictly prohibited.
2. Non CDL licensed drivers are prohibited from operating any vehicle requiring a CDL on state roads.
3. Every employee should be familiar with the DVIR Program, vehicle and equipment they are using to be safe.
4. Every employee is responsible for keeping bystanders from danger, especially while at the yard during loading and during offloading procedure.
5. Every employee working on a Blower truck should be familiar with the location and operation of the "kill" switch on the truck computer, as well as the remote control.
6. Every employee should constantly watch for safety hazards including damaged equipment etc.
7. All drivers must adhere to all DMV and DOT regulations
8. Safe Following Distance - Trucks require additional space between vehicles to allow for safe braking and unexpected actions. The recommended distance is one second for each ten feet of vehicle length and allowing additional distance in adverse conditions. All Rexius drivers will allow an adequate amount of distance between the front of the vehicle they are driving and the vehicle in front of them and take into account the following factors and conditions;
9. Road and environmental conditions (dry, wet, ice, glaring sun, wind, construction, school zone, etc.)
10. Vehicle factors (visibility, length, weight, tires, speed of travel)
11. Perception and reaction time for the conditions present
12. Every employee should use appropriate PPE safety equipment, when working outside of vehicle, as needed. Each employee should notice, and report damaged, missing, or out of stock personal protection equipment.
13. At the operator's discretion, the blower truck should be locked while blowing in areas where there is a concern that is a concern that unauthorized entry may occur. The helper should periodically monitor the truck during operation to ensure that no one nears the truck in a manner which could cause injury.
14. No one is to climb inside the truck box during blowing operations!
15. All safety labels on truck are to be heeded.
16. Remain within 25 feet of truck in yard while loading with safety vest on.
17. Prior to the operation of any piece of Company equipment you must get trained on the Standard Operating Procedures and JSA for that piece of equipment by a manager and/or a foreperson.
18. The loading and unloading of equipment on trucks must be done using the correct procedures all heavy equipment needs to be loaded or unloaded using the proper lifting device or the assistance of a fellow employee. Every employee needs to use proper lifting techniques in all situations.
19. Fueling is critical to the operation of all Fleet Vehicles and Small Equipment. Every employee shall be familiar with and will be responsible for the proper fueling of their vehicle. Every employee needs to use only the fuel card allocated for their vehicle/equipment. Report any lost or missing fuel cards to your supervisor.



Blower Truck Safety Policy ~ continued

(The following additions to these policies are directly reproduced from the Express Blower Manual)

Page 10 of Express Blower Manual

WARNINGS AND PRECAUTIONS

General warnings and cautions and interaction with other equipment:

- Only loading equipment should be used in conjunction with operating the Express Blower. No other power equipment should be used. No modification should be made to the Express Blower at any time.
- Loading of the cargo box must be done with an overhead system; conveyer, front end loader or sawdust bunker. *Never load cargo with the tailgate open, or through the tailgate opening.*

Power Source and Lockout:

- Electrical and hydraulic power for operation of the Express Blower is generated by the truck engine.
- Disengaging the Power Take Off (PTO) and turning off the truck engine shuts down power to all Express Blower hydraulically controlled operations. Removing the key from the truck ignition creates a positive lock out of the PTO and hydraulic systems with the exception of the Master Control Switch.
- Electrical power is controlled to the Master Control Panel through the Master Switch located in the cab. Electrical power is supplied by the main chassis batteries. The power source can be shut off at the Master Switch or by disconnecting the batteries.
- If a clog should occur in the feeder or hose, any resulting buildup of pressure could be harmful or cause personal injury. Caution should be exercised. **Disengaging the PTO and turning the truck engine off will release hydraulic pressure.**



Blower Truck Safety Policy ~ continued

Page 11 of Express Blower Manual

PRECAUTIONS

WARNING!!!

- Never attempt to lubricate, repair, clean or service any parts of the Express Blower while it is operating. **Always initiate lockout procedures first.**
- NEVER attempt to remove or over-ride any of the safety features of the Express Blower or attempt to operate with a damaged or faulty safeguard without first replacing the damaged part of guard.
- NEVER open the tailgate while the Express Blower is in operation. The tailgate is interlocked so that the auger and the agitator system must be in the OFF position to enable the tailgate to open.
- NEVER run the engine and blower at speeds outside the posted limits. (See appendix for parameter settings for this truck.)
- NEVER modify the factory setting of any equipment without proper factory assistance and authorization.
- NEVER enter the cargo area of the truck without first initiating lockout procedures. (See lockout tagout information).
- NEVER park the Express Blower on a hill or incline with a grade of more than 6%.
- NEVER place bare hands into the stream of material coming from the blower hose.
- NEVER point the blower hose towards the body or face.
- NEVER allow anyone to climb on or under the truck while operating any of the trucks. This must apply to your employee, customers, or any by-standers. Always enforce the lockout procedures.
- NEVER operate the blower at operating speeds for more than three seconds after a complete plug-up has occurred. Return to idle as soon as possible, locate the plug section and clear off the blockage. (If there is no airflow, the blower builds heat very rapidly and cause damage to the seals).



Blower Truck Safety Policy ~ continued

Page 12 of Express Blower Manual

Always:

- Perform a pre-trip vehicle inspection, including a check of the hydraulic and engine fluids. The pre-trip inspection must conform to State and Federal requirements: see Federal Motor Carrier Safety Regulations Part 3-96-Inspection, Repair and Maintenance
- Check the toolbox, located on the right-hand side of the truck behind the cab for necessary safety devices (wheel chocks, cones, safety barriers etc.).
- Keep hands and feet on the tailgate ladder or any other ladder used to inspect the truck cargo box prior to loading.
- Close the cargo box tarp after loading and before driving to any job site. Keeping the cargo tarp closed prevents the cargo from blowing out and will prevent entry to the cargo area.
- Set the parking brake, chock the truck's wheels, and secure the area around the Express Blower before beginning any job.
- Assess the traffic situation at a job site and take necessary precautions (i.e. park the vehicle away from traffic, place cones or markers around the truck, do not dispense materials that may create enough dust to obscure visibility, implement necessary traffic control procedures)
- Secure the truck's cab before starting any Express Blower Operation. Lock the cab doors and keep the spare key in a safe place so only the operators will have access to the cab.

Wear appropriate clothing and footwear as outlined on page 6.

Wear appropriate protective gear as outline on page 6.

Shut down all Express Blower functions before opening the tailgate.

- Use the door safety bar supplied with the truck when performing maintenance at the rear of the truck with the door open.

Follow all federal, state and local laws regulating job safety.

- Follow your company's lockout policies and procedures when doing repairs, maintenance and inspections.
- **KNOW WHAT THE POWER SOURCE IS AND WHEN TO LOCK IT OUT**



Blower Truck Safety Policy ~ continued

Page 13 of Express Blower Manual

CAUTIONS AND EQUIPMENT

- Check all gauges for proper functioning before beginning any operation involving the blower equipment.
- Shut down the truck engine if there is any indication of problems with the truck or blower equipment.

Always follow the manufacturers recommended maintenance schedule.

PRE-OPERATION

Daily Checklist

Vehicle:

- Before beginning any Trip, conduct a standard DVIR pre-trip vehicle inspection (check fluid levels, tire pressure, etc.).
- Check the vehicle for all necessary safety devices and supplies, including the wheel chocks located in the outside toolbox.
- Refer to the truck manufacturer's operation and maintenance manual.

Feeder and Blower Systems:

- Inspect the blower system for cracks, tear, and excessive wear on hose segments and fittings. Do not use damages or excessively worn equipment.
- Check the hydraulic fluid level in the tank located next to the outside toolbox.
- Before loading the truck box, and before opening the Express Blower equipment, check the mixing and feeding systems for blockages and clogs.
- Refer to the daily checklist located in the appendix for more specific inspections.



Blower Truck Safety Policy
Agreement and Acknowledgement

I, _____, an employee of Rexius, agree to abide by these safety rules and pledge to work with my safety and the safety of others always in mind.

Employee Signature

Department

Date

Company Representative Name

Company Representative Signature

Date



Blower Operations Guidelines

1. Each person will be responsible to inspect the vehicle that they will be working on at the beginning of the day (tires, fuel, oil lights, hoses, shovels, forks etc.). After the pre-trip vehicle inspection report has been made, it will then be signed off by the driver and left in the truck until the end of the day.
2. Employees should be wearing an approved Rexus uniform on duty and will have an overall neat appearance.
3. Each individual will receive approximately 20 plus hours training by trained personnel or supervisor before they are released to work on a blower truck without a supervisor.
4. Training will include how to correctly fill out and modify as needed, delivery receipts and time sheets, including;(material source, customer name, products, employee's name, date time in & out, project #, truck number(s) with beginning and ending mileages, correct quantity of products used).
5. An inspection of driving surface should be made. If the load is to be dumped off the pavement, or the driving surface is unfit to handle the vehicle without the possibility of damaged or getting stuck, the employee should then have the customer sign the release on the invoice.
6. Customer walk through will consist of a courtesy greeting to the customer, and then a thorough walk through with the customer asking questions and answering questions they may have. Make sure you both agree and they commit to the amount of depth to be spread, or make do with the quantity of material ordered, so there is no misunderstanding at the completion of the job. Customer should be forewarned about the possibility of dust so that precautions can be made (i.e. windows).
7. Bark blowing procedures should be discussed with the customer before starting and the employee should advise the customer if there is not enough product to complete the job. It will then be up to the customer as what to do, unless they ask us to use our judgement. It will then be applied in the best possible manner, trying to keep the house and other surroundings (pool, plants, patios, windows etc.) as neat and clean as possible.
8. Clean-up will consist of blowing off driveways, sidewalks and under/around blower truck. Any other clean-up will be at employees/dispatchers discretion. Discussion of clean-up with customer before starting will aid in their satisfaction.
9. Once blowing and clean up have been completed, there will be a brief review with the customer to make sure that they are completely satisfied. If customer is not satisfied and the problem cannot be easily rectified, then contact retail dispatch for further instructions.
10. Collection will then take place immediately following the customer review. Employees will collect "exactly" what is marked on the sales order. In "NO CASE" will a drive change C.O.D. to a "charge" without consulting the Credit Coordinator first. When receiving money from a customer, mark cash or check (#of check) on the invoice and have the customer sign for the product delivered in good condition. All visa/MC charges should be called in to sales staff (do not use radio).
11. Employees are allowed ½ hour for lunch (unpaid) and two, 10 minute breaks (paid) for 8 hours worked. Prior to any break, contact the blower delivery dispatcher so he can plan appropriately for the remaining orders to be filled.



Blower Operations Guidelines ~ continued

12. At the end of each day, the driver will fill out a vehicle inspection report and log book, leaving one copy in each truck driven, and one copy turned into the shop. This needs to be done every day and is required by law.
13. A project time sheet will be filled out throughout the day and turned in to the supervisor for their signature at the end of each day. Please fill out completely with: name, date time started, breaks, time ending, total hours worked, truck(s) number, beginning and ending mileage, project number, task, hours worked by along with the number of hours of "non-chargeable" time. It is also the drivers responsibility to monitor their hours, to ensure they are within the required legal limits.

Blower Operations Guidelines Agreement and Acknowledgement

I, _____, an employee of Rexius, agree to abide by these operations guidelines and pledge to work with my safety and the safety of others always in mind.

Employee Signature

Department

Date

Company Representative Name

Company Representative Signature

Date



Job Description
Blower Truck – Driver/Helper

Primary Duties Include:

- ◆ Must be able to work on a blower truck either on the hose or cleaning-up for up to 60 hours per week.
- ◆ Must be flexible and do other duties such as cleaning-up the yard or repairing hoses or any other miscellaneous job that may be needed.
- ◆ Be prompt, dependable and willing to cooperate with other and work as a team.
- ◆ Be able to receive input and direction from supervisors and managers.
- ◆ Be able to work independently with little supervision and complete assigned task.
- ◆ Be able to make sound decisions that mutually benefit both the company and the customer.
- ◆ Must be willing and able to work overtime when needed to benefit the company.
- ◆ Complete time card accurately and legibly and submit to supervisor for approval each day.
- ◆ Be aware of and comply with Safety and HR Policies and procedures – refer to Safety and HR Policy Manuals.

This job description is not meant to be an all-inclusive list of duties to be performed by the employee but is a list of primary responsibilities for the purposes of clarifying and communicating each person’s role. The employee should also refer to the Company “Organization Chart” and “List of Expected Duties and Responsibilities” (found in the Company HR Policy Manual), as well as the “JSA’s” (Job Safety Analysis) in the Safety Section of the HR Policy Manual for additional duties and responsibilities which may apply. The job description is not intended as a guarantee of or contract for employment.

Employee Name	Employee Signature	Date
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NOTE: a signed copy of this document is to be filed in the employee’s personnel file



Expected Duties and Responsibilities of Employees

Technical Elements:

1. Obtain a thorough understanding of the work to be performed and of the purpose of the work. If you don't know **ask!**
2. Prompt, efficient, thorough and accurate completion of assignments, with a demonstrated knowledge of and compliance with all safety polies and procedures (including Job Safety Analysis).
3. Provide current information regarding progress, or difficulties on an assigned task to the appropriate manager or supervisor.
4. Work independently, but keep in mind #3 above.
5. Manage time efficiently and demonstrate ability to prioritize assignments; report to supervisor when it becomes apparent that a project or delivery will be delayed beyond expected completion.
6. Demonstrate improving technical skills (e.g. knowledge of equipment, materials, products, operating procedures, etc. as applicable) and physical skills. Be a learner.
7. Learn from your errors. Don't make the same mistake twice.
8. Gain increased knowledge of the operations of the Company in order to better understand the effect of the person's own assignments on others. Understand that the department and Company must operate as a team. Comply with Company Human Resource Policies.
9. Equipment used (trucks, etc.) is to be kept clean inside and out (presentable) and operated with care and concern at all times.

Interpersonal Elements:

1. Create and maintain positive working relationships with peers and supervisors. Other employees desire to work with you.
2. Demonstrate self-motivation, initiative and dedication. Be an idea person.
3. Positive customer/vendor relationships are a must.
4. Convey a positive impression through attitudes, conduct and grooming (be a good "ambassador"). If appropriate, wear a clean "Rexius" coat, shirt or coveralls on exterior with blue jeans.
5. Be available to assist, where appropriate, less experienced staff.
6. Demonstrate improving communication skills (listening, speaking and writing, including legible, accurate and timely completion of time sheets, tickets, invoices, etc.) make sure you, the customer and office staff can read and understand what you write.
7. Seek opportunities to use available time and help balance the load of assignments through willingness to assist peers with their tasks. Horseplay is specifically not allowed.
8. Install confidence by being punctual and dependable

I have read the required duties and responsibilities of my job and agree to abide by them while employed at Rexius Forest By-Products, Inc and its subsidiaries.

Employee Name

Employee Signature

Date

NOTE: a signed copy of this document is to be filed in the employee's personnel file
 NOTE: If a blower driver or helper, see also "Blower Operations Guidelines".



Supervisor Training Review ~ Revisión de Entrenamiento del Supervisor

Initials/Iniciales

Training to be Covered ~ Entrenamiento para ser Cubierto

1	Safety Vest Policy ~ Política de chaleco de seguridad	
	First Aid Procedures	Procedimientos de Primeros Auxilios
	Notify Supervisor of any injury	Notificar al Supervisor de cualquier lesión
	a. Minor Injury – such as a sprain – report immediately to your supervisor	a. Lesiones Menores – como un esguince – Informe inmediatamente a su supervisor
2	b. Non-Emergency –requiring medical attention – cuts, etc.	b. No de Emergencia –Requiere atención medica – cortes, etc.
	McKenzie Willamette (541) 726-4444 (Eugene/Springfield)	
	Concentra Urgent Care (503) 675-7603 (Portland)	
	c. Emergency – Major Injury – 9-1-1	c. Emergencia – Lesiones Mayores – 9-1-1
	d. Emergency Exit – Floor Plan	d. Salida de Emergencia – Planta baja
3	Emergency Action Plan (Where to meet in the event we need to vacate the work site).	Plan de Acción de Emergencia (Dónde reunimos en caso de que necesitemos desocupar el sitio de trabajo).
4	First Aid Stations ~ Estaciones de Primeros Auxilios	
5	Eyewash Stations ~ Estaciones de Lavado de Ojos	
6	Fire Extinguisher locations & use (training) ~ Ubicaciones y Uso del Extintor de Incendios (capacitación)	
7	Fall Prevention / Ladder Safety (one orientation video covers some info about ladder safety, there is some Fall Prevention training material at Orientation desk)	
	Prevención de Caídas / Seguridad de la Escalera (un video de orientación cubre información sobre la seguridad de la escalera, hay material de capacitación sobre prevención de caídas en el escritorio de orientación)	
8	Any Special Hazard Areas (if any) and protective equipment required such as eye protection, hearing protection etc.	
	Cualquier área de peligro especial (si la hay) y equipo de protección requerido, como un ojo protección, protección auditiva, etc.	
9	Lock Out/Tag Out – level necessary for department (one video covers some info about Lock Out/Tag out)	
	Cerrar sesión / Etiquetar - Nivel necesario para el departamento (y un video)	
10	Spill / Clean Up Procedures ___ storm water discharge	
	Procedimientos de derrame / limpieza ___ Descarga de aguas pluviales	
11	Hazard Communication Program [SDS (MSDS)] ___ Container Labels ___ SDS (MSDS) info (one video covers some info about Hazard Communication – SDS (MSDS) and there is training material to access the SDS Information Portal at the Orientation desk AND in HR Manual section 3.2.1 – 3.2.5)	
	Programa de Comunicación de Riesgos [SDS (MSDS)] ___ Etiquetas de contenedores ___ SDS	
12	Forklift Training – when applicable (one video covers some info about Forklift Safety)	
	Capacitación Sobre Montacargas: cuando corresponda (un video incluye información sobre la seguridad de los montacargas)	
13	DVIR's Training - Formación (Driver Vehicle Inspection Reports - Informes de inspección del vehículo del conductor) & reports must be submitted daily - & los informes deben enviarse diariamente	
14	Employee Responsibilities Sheet - Hoja de responsabilidades del empleado (HR Manual 3.0.1 – 3.0.4 & 3.6.1 – 3.6.2)	
15	Racial and Sexual Harassment Policy - Política de Acoso Racial y Sexual (HR Manual 2.1 & 1.14 paragraph C)	
16	Progressive Disciplinary Program - Programa disciplinario progresivo (HR Manual 1.7 – 1.11 & 3.8)	
17	Company policy is that any employee driving a company vehicle is not permitted to engage in tasks or actions that may cause or be a distraction to their operation of the vehicle.	
	La política de la compañía es que a cualquier empleado que conduzca un vehículo de la compañía no se le permite participar en tareas o acciones que puedan causar o ser una distracción para su operación del vehículo.	

Print Name

Signature

Dept # / Supervisor

Date



Discipline Report

Employee Name	Department	Date
---------------	------------	------

Type of Incident (check appropriate item(s) below)

- | | |
|--|--|
| <input type="checkbox"/> Attendance
<input type="checkbox"/> Insubordination
<input type="checkbox"/> Failure to Follow Instruction
<input type="checkbox"/> Rudeness to Employees / Others
<input type="checkbox"/> Working on Personal Matters
<input type="checkbox"/> Violation of Company Policies or Procedures | <input type="checkbox"/> Carelessness or Unsafe Practice
<input type="checkbox"/> Lateness / Early Quit
<input type="checkbox"/> Violations of Safety Rules
<input type="checkbox"/> Damage to Material Equipment
<input type="checkbox"/> Unsatisfactory Work Quality or Production |
|--|--|

Other (Attach explanation if needed)

Previous Report(s) (if any):	Oral	Written	Date	By
1.				
2.				
3.				

Applicable Comments about Incident:

Action to be taken: Warning Probation Suspension Dismissal Other

Employee is hereby notified that recurrence of this incident or any other violation of company policy standard or rule will subject him/her to further disciplinary action up to and including termination.

I have read this Discipline Report and understand it:

Signature of Employee	Date
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Signature of Supervisor Who Issued Report	Date
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Routing



Alcohol and Controlled Substance Policies

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Controlled Substance & Alcohol Testing Policy

For Compliance with 49 CFR, Part 382

POLICY STATEMENT

Rexius Forest By-Products, Inc. is committed to a safe and drug-free workplace. Rexius Forest By-Products, Inc. recognizes each individual's value and contribution to the services they provide. It is, therefore, the policy of Rexius Forest By-Products, Inc. to prevent substance use or abuse from having an adverse effect on our drivers. In brief, our policy is "zero tolerance" of alcohol or drug abuse which could even possibly affect work behavior.

An employee substance abuse testing program is mandated for all "motor carriers" regulated by the Federal Highway Administration (FHWA) of the U.S. Department of Transportation (USDOT). For this reason, Rexius Forest By-Products, Inc. is implementing this "Controlled Substance & Alcohol Testing Policy" for compliance with the Federal Motor Carrier Safety Regulations, 49 CFR, Part 982.601. Additionally, the FHWA states that mandatory controlled substance and alcohol testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the Commercial Driver's License (CDL) requirements.

It is the policy of Rexius Forest By-Products, Inc. that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed medications) by any driver while on Company premises, engaged in Company business, while operating Company equipment (except for manifested loads), or while under the authority of Rexius Forest By-Products, Inc. is strictly prohibited.

Rexius Forest By-Products, Inc. Retains the sole right to change, amend or modify terms or provisions of this Policy without notice. This Policy is effective May 1, 2000 and will supersede all prior policies and statements relating to alcohol or controlled substances.

Neither this policy nor any of its terms are intended to create a contract of employment or contain the terms of any contract of employment.



Administrative Guide to Personnel

Controlled Substance & Alcohol Testing Procedures

Purpose

The purpose of this administrative guide is to set forth the procedures for the implementation of controlled substance and alcohol use and testing of driver applicants and current drivers pursuant to the Controlled Substance and Alcohol Use and Abuse Policy. These procedures are intended as a guide only, and are in no way intended to alter any existing relationship between Rexius Forest By-Products, Inc. and any driver.

Rexius Forest By-Products, Inc.'s alcohol and drug program administrator designated to monitor, facilitate, and answer any questions pertaining to these procedures is the Safety and Compliance Coordinator, Rodell Lachenmeier.

Who will be tested and when

Controlled substance and alcohol testing applies to every person and to all employers of such persons who operate a commercial motor vehicle in commerce in any State, and is subject to the Commercial Driver's License (CDL) requirements of 49 CFR, Part 383 (refer to Appendix A for definitions of a commercial motor vehicle). Persons who hold CDL's for their jobs are herein referred to as "covered drivers." Please note that mechanics who are required to hold CDL's for their jobs with Rexius Forest By-Products, Inc. are "covered drivers" for the purposes of this policy.

Covered drivers may be tested for controlled substances whenever they are on duty. For the purpose of this Policy, "on duty" is defined as any time on the job (refer to 49 CFR, Part 395.2 for definition of "on duty"). Covered drivers will be subject to alcohol testing only while they are performing "safety sensitive function" as defined in 49 CFR, Part 382.107. Drivers may be directed by the employer to only undergo reasonable suspicion testing for alcohol just before the driver is to perform a safety sensitive function, while the driver is performing a safety sensitive function, or immediately after a driver has ceased performing such functions.

Education and Training

Rexius Forest By-Products, Inc. will make information available to all employees governed by this Policy in regards to: (1) the dangers of drugs and alcohol in the workplace, and (2) will provide drug counseling, rehabilitation, and employee assistance resources available.

Employees will be required to sign a form acknowledging receipt of this Policy, and it is the employee's responsibility to read this information.

At the time of hiring a driver applicant and/or newly covered drivers will receive specific information regarding this Policy and be informed of their responsibilities with respect to compliance with the Federal Motor Carrier Safety Regulations (FMCSR), Part 382, Controlled Substance and Alcohol Use and Testing regulations.



Education and Training ~ continued

Supervisors of covered drivers who may be required to make “reasonable suspicion” determinations will receive training on recognition of the physical, behavioral, speech and performance indicators of controlled substance and alcohol misuse. The duration of the training will be at least 60 minutes for alcohol use/misuse and 60 minutes for controlled substance use and recognition

Employee Assistance Program (EAP) and Self Referral

Rexius Forest By-Products, Inc. will support treatment efforts for covered drivers with drug/alcohol problems who, prior to official discover, voluntarily seek assistance

When a covered driver voluntarily reports a drug/alcohol problem BEFORE it is discovered through a drug or alcohol test, they will immediately be granted a leave of absence in accordance with applicable employment policies. The employee will be required to entire in a “last chance” agreement (see page 3.9.14) in order to return to work.

Covered drivers who voluntarily seek assistance will be permitted job protection and rehabilitation only one time. Any subsequent involvement in a drug/alcohol or related incident following return to work may result in termination of employment.

Rexius Forest By-Products, Inc.’s financial participation in rehabilitation will be limited to existing leave and medical benefits provided under employment policies applicable to the driver at that time.

Although it is the intent of this Policy to ensure that drivers who have a drinking or drug problem will not have their jobs jeopardized by a request for help, satisfactory job performance is mandatory. Drivers have the primary responsibility for seeking help and for maintaining a treatment program as necessary. Employees seeking treatment will not necessarily avoid disciplinary action if they do not meet satisfactory job performance standards and other conditions of employment.

Prohibitions

Alcohol Prohibitions

The regulations prohibit any alcohol misuse that could affect performance of a safety-sensitive function including:

1. Use while performing safety-sensitive functions.
2. Use during the four hours before performing safety-sensitive functions
3. Reporting for duty or remaining on duty to perform safety-sensitive functions with and alcohol concentration of 0.04 or greater
4. Possession of alcohol, unless that alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
5. Use during eight hours following an accident, or until undergoing a post-accident test.
6. Refusal to take a required test.

Note: A driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours. The other consequences imposed by the regulations and discussed in the following do not apply. However, documentation of this test constitutes written warning that Company Policy has been violated, and the next occurrence could result in disqualification of the driver.



Prohibitions ~ continued

Drug Prohibitions

The regulations prohibit any drug use that could affect performance of safety-sensitive functions, including:

1. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the driver that the drug will not adversely affect the driver's ability to safely operate the CMV;
2. Testing positive of drugs; and
3. Refusing to take a required test

All drivers will inform the alcohol and drug program administrator of any therapeutic drug use prior to performing a safety-sensitive function.

Investigation of Previous Testing

As a condition of employment, applicants for covered driver positions will be required to authorize previous employers to release specific information regarding previous alcohol and drug tests as required by FMCSR 382.413.

Types of Controlled Substance & Alcohol Testing Required

The following are occasions for drug and alcohol testing under this Policy:

Pre-Employment Testing, FMCSR 382.301

Pre-employment drug testing is required for all covered driver positions, except as noted above ("Investigation of Previous Testing"). A notice will be posted that drug testing is a requirement of the application process. Anyone who does not wish to proceed with the application may withdraw without question.

A drug test result which is verified as positive for unauthorized use of controlled substances will disqualify the applicant for the covered driver position.

- ◆ No pre-employment drug test will be required if an applicant for a covered driver position can document and qualify for the exception under FMCSR 382.301©:
 - ◆ The driver has participated in a controlled substance testing program that meets the requirements of this part within the previous 30 days; and
 - ◆ Was tested for controlled substances within the six months (from the date of application with the employer)
- OR**
- ◆ Participated in a random drug testing program for the previous 12 months prior to the date application with the employer
- AND**
- ◆ No violation of alcohol or controlled substance prohibitions within the six months prior to application.

Rexius Forest ByProducts, Inc. reserves the right to require applicants to undergo pre-employment drug testing whether or not such documentation is provided.



Types of Controlled Substance & Alcohol Testing Required ~ continued

Random Testing, FMCSR 382.305

Definition of Random Test

A random test is a test that is unannounced, and where every person in the random selection "pool" has an equal chance of being selected for testing each time a selection occurs. Random testing is considered to be an effective deterrent to substance abuse. Covered drivers are required to be randomly tested under DOT regulations.

Method of Random Selection

Rexius Forest By-Products, Inc. will perform computerized random selections on their covered employees. Selections occur such that testing days are spread reasonably throughout each year.

A number of drug tests equal to at least 50 percent of the number of individuals in the random testing pool will be completed annually, as required by DOT drug testing regulations; a number of alcohol tests equal to at least 10 percent of the number of individuals in the random testing pool will be completed annually.

Procedure for Notification and Specimen Collection/Testing:

1. Rexius Forest By Products, Inc. will maintain a secure data base of individuals covered by the Federal Highway Administration's drug and alcohol testing regulations.
2. On a randomly selected date, the Safety Department will transmit a coded list of individuals who have been selected for testing to Rexius Forest By-Products, Inc. Antidrug Program Manager or their designated representative
3. The Antidrug Program Manager or their designated representative will notify the individual in person or by telephone that they have been selected to provide a urine and/or breath specimen for testing. The date and time of notification will be recorded.
4. IMMEDIATELY after being notified, each individual selected for testing must proceed to a specimen collection and/or alcohol testing facility. Individuals in remote locations will be directed to the closest competent local facility so that specimen collection and/or breath testing are completed expeditiously.

Reasonable Suspicion Testing, FMCSR 382.307

Reasonable suspicion/probable cause testing provides Rexius Forest By-Products, Inc. with a tool (in conjunction with supervisor training on the signs and symptoms of drug use and/or misuse) to identify drug-affected employees who may pose a danger to themselves and others in their job performance. Employees may be at work in a condition that raises concern regarding their safety or productivity. Supervisors must then make a decision as to whether there is reason to believe an employee is using or has used a prohibited drug or alcohol in violation of this Policy.

The decision to test for drugs or alcohol must be based on a reasonable and articulable belief that the employee is using a prohibited drug, or has used alcohol in violation of the prohibitions stated above, on the basis of specific, coexisting physical, behavioral, or performance indicators of probable drug use and/or alcohol misuse. Observations indicating possible alcohol misuse must be made just before, while, or just after the employee performs a covered function, and must be documented. If at all possible, two supervisors, at least one of whom is trained in the detection of the possibly symptoms of drug use and/or alcohol misuse, shall substantiate and concur in the decision to test the employee; however, a single supervisor may make a reasonable suspicion determination.



Types of Controlled Substance & Alcohol Testing Required ~ continued

Reasonable Suspicion Testing, FMCSR 382.307 ~ continued

Employees must be accompanied to the alcohol testing/specimen collection site(s). Drug or alcohol testing must take place as soon as possible after the observations leading to testing. Alcohol testing must take place within the two (2) hours of the decision to test. If the alcohol test was not administered within the first two hours, Rexius Forest By-Products, Inc. shall prepare and maintain on file the reasons why the test was not promptly administered. If the test was not administered within eight hours, Rexius Forest By-Products, Inc. shall cease all attempts and shall state in the record for not administering the alcohol test.

Whether or not an alcohol test can be performed, if a representative of Rexius Forest By-Products, Inc. believes that driver is under the influence of or impaired by alcohol as shown by behavioral, speech or performance indicators of alcohol misuse, they must remove the employee from covered functions for eight (8) hours. However, no other disciplinary action will occur in connection with the observation in the absence of a breath alcohol test.

Supervisors who may need to make reasonable suspicion/probable cause determinations under this Policy will undergo at least two (2) hours of training on specific physical, behavioral, and performance indicators of probable drug use and of alcohol misuse (minimum of 60 minutes each for alcohol and drugs).

Post-Accident Testing, FMCSR 382.303

All covered drivers are required by the Federal Regulations to be tested for alcohol and controlled substances if they are involved in a "reportable accident" while operating a commercial motor vehicle on public roads.

A reportable accident under Federal Highway Administration regulation is defined as an accident in which a covered driver was operating a commercial motor vehicle and in which:

1. Any fatality occurred; or
2. The driver received a citation for a moving traffic violation arising from the accident AND a person involved in the accident sustained bodily injuries requiring immediate medical treatment away from the scene of the accident; or
3. The driver received a citation for a moving traffic violation arising from the accident AND any vehicle involved in the accident incurred disabling damage requiring the motor vehicle to be towed or transported away from the scene of the accident.

UNDER FHWA REGULATIONS, covered drivers who are subject to post-accident testing shall:

- ◆ Remain readily available for such testing or may be deemed by the employer to have refused to submit to testing.
- ◆ Be tested for alcohol as soon as possible, within the first two hours but in no case later than eight hours after the incident.
- ◆ Be tested for controlled substances as soon as possible, but in no case later than 32 hours after the incident.

No alcohol may be consumed by the covered driver for eight (8) hours following the accident or until a test has been conducted (within the first eight hours). If the driver has not been tested for alcohol within eight hours of the accident, Rexius Forest By-Products, Inc. will cease to attempt to administer the test.



Types of Controlled Substance & Alcohol Testing Required ~ continued

Post-Accident Testing, FMCSR 382.303 ~ continued

An employee who is seriously injured and cannot provide a specimen for testing may be requested to authorize the release of relevant hospital reports and other documentation that would indicate whether there were any controlled substances in their system at the time of the incident.

Employees may leave the scene of the accident for the period of time necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. Otherwise, employees must remain readily available for alcohol and urine specimen collection until a decision NOT to test has been made or the alcohol testing and urine specimen collection have been completed. If an employee is not readily available, it will be considered a refusal to test.

Rexius Forest By-Products, Inc. reserves the right to conduct Post-Accident controlled substance and alcohol tests to any employee that is involved in an accident or incident while performing duties on behalf of Rexius Forest By-Products, Inc.

Return to Duty and Follow-up Testing, FMCSR 382.309 & 382.311

FHWA regulations require return to duty and follow-up drug and/or alcohol testing when a covered driver has been evaluated by a Substance Abuse Professional and has been found to need assistance with resolving their drug abuse and/or alcohol misuse problem. Under these conditions, a negative drug and/or alcohol test is required prior to return to duty and at least six (6) follow-up tests are required during the twelve (12) months following return to duty. Follow-up testing may continue for no longer than sixty (60) months following return to duty.

This policy permits drivers who demonstrate prohibited alcohol-related conduct or have a verified positive drug test to be returned to duty under the terms of a "last chance" agreement if their performance records and other job-related factors merit continued consideration for employment. Return to duty testing will be required in each such case, as well as demonstration of compliance with the Substance Abuse Professional's recommendations.

Rexius Forest By-Products, Inc. reserves the right to conduct additional follow-up tests that may not be required by the Substance Abuse Professional.



Collection of Specimens and Laboratory Analysis

Controlled Substance Testing

1. Urine specimen collection for drug testing will be performed by qualified individuals in conformance with current standards of practice, using chain of custody procedures specified by FHWA regulations (49 CFR Part 40) and with respect for the privacy and dignity of the person giving the specimen. Drug test specimens will be collected to provide at least 45 milliliters with 30 milliliters or urine in a “primary specimen” shipping bottle and at least 15 milliliters of urine in a “split specimen” shipping bottle as described in Appendix B.
2. Drug testing will be performed only laboratories certified by the Substance Abuse and Mental Health Administration (SAMHSA) of the U.S. Department of Health and Human Services (DHHS – previously “NIDA”). Rexius Forest By-Products, Inc.’s primary drug testing laboratories are given in appendix D.
3. When an initial screening test for drugs is positive, a second, confirmatory test will automatically be performed. Confirmed positive drug tests will be reported by the testing laboratory to the MRO for verification (see “Drug Test Results Review” below).
4. As a quality assurance measure, Rexius Forest By-Products, Inc.’s drug testing management service will submit at least three blind samples to the certified laboratory for every 100 applicant/employee samples submitted as required by DOT regulations (49 CFR Part 40). A summary of the results of this quality assurance program will be provided to Rexius Forest By-Products, Inc. annually.

Alcohol Testing

1. Breath alcohol testing will be performed only by qualified Breath Alcohol Technicians (see Appendix A). Testing will be conducted using evidential breath alcohol testing devices listed on the Conforming Products List of the National Highway Traffic Safety Administration.
2. Breath alcohol tests with results below 0.02 will require no further action.
3. Tests with results of 0.02 or above will be confirmed as follows:
 - a. The individual being tested is instructed not to smoke, use mouthwash, drink or eat for a period of 15 minutes.
 - b. Within 15 to 30 minutes of completion of the initial screening test, a confirmatory breath test is conducted per 49 CFR Part 40. The results I recorded in the “Confirmation Test Results” section of the Alcohol Test Form.
4. If the result of the confirmatory breath alcohol test is 0.02 or greater, the Breath Alcohol Technician must immediately notify the Antidrug Program Manager of their designated representative, who will arrange for transportation of the individual from the alcohol testing site. The Breath Alcohol Technician will then forward a copy of the Alcohol Test Form to the Antidrug Manager.



Controlled Substance and Alcohol Test Results Review

Drug Test Results Review

A drug test result on a covered driver will be considered positive ONLY if it has tested positive initially, been confirmed positive by gas chromatography-mass spectrometry (GC-MS), and been reviewed and verified by the Medical Review Officer (MRO).

A POSITIVE drug test result may result from detection of any one or more of the following classes of drugs:

Substance or Class	Initial Screening Cut-off ¹	Confirmation Cut-off
Amphetamines	1000 ng/mL	500 ng/mL
Cocaine	300 ng/mL	150 ng/mL ²
Marijuana (THC)	50 ng/mL	15 ng/mL ³
Opiates	2000 ng/mL	2000 ng/mL
Phencyclidine (PCP)	25 ng/mL	25 ng/mL

¹ Testing cut-off levels for drugs will follow 49 CFR Part 40 and are subject to change without notice.

² Confirmation metabolite: benzoylecgonine

³ Confirmation metabolite: delta-9-carboxy-THC

Medical Review Officer Role

The Medical Review Officer (MRO) is a consulting physician who is a licensed Doctor of Medicine or osteopathy with knowledge of substance abuse disorders, symptoms, treatment and toxicology. The MRO's primary function is to review, interpret and report positive test results of the applicant or employee. The MRO or his authorized representative will also report negative test results.

Before reporting a positive drug result on a covered driver to Rexius Forest By-Products, Inc. the MRO will give the "donor" (applicant or employee) a chance to discuss it. If a prescription drug is involved, the donor will be asked to provide the name of the medication and the prescribing doctor's name for verification. The MRO may review the donor's medical history, any relevant biomedical factors, and medical records made available by the donor, to determine whether a positive test resulted from legally prescribed medication before verifying test results as "positive" or "negative".

The MRO may communicate a positive test result on a covered donor to Rexius Forest By-Products, Inc. if:

1. The donor has told the MRO or his authorized representative that they do not wish to discuss the results of the test; or
2. The MRO has spoken with the donor, and has concluded that the positive drug test result indicates unauthorized use of a controlled substance; or
3. The MRO cannot reach the donor and has asked the appropriate Antidrug Program Manager to contact the donor and relay the message to contact the MRO; but the donor has not responded within 5 days of documented receipt of the message.

NOTE: If a test is verified positive under the latter circumstances, the donor may give the MRO information documenting that serious illness, injury, or circumstances unavoidably prevented him or her from contacting the MRO. On the basis of this information, the MRO may re-open the verification, allowing the donor to present information concerning a legitimate explanation for the positive test. If the MRI concludes that there is a legitimate explanation, the MRO shall verify the test as negative.



Controlled Substance and Alcohol Test Results Review ~ continued

Medical Review Officer Role ~ continued

Upon verifying a test result as positive, the MRO will inform the donor of the option for having the “split” portion of their specimen tested. The donor must notify the MRO of a desire to exercise this option within 72 hours of being notified of the positive results, at which time the MRI will direct the testing laboratory to ship the “split” specimen to a second SAMHSA-certified laboratory, which the donor may choose from a list of available labs.

This Policy requires that the donor must present payment for testing of the “split” specimen to the MRO or their designated representative in advance. If the result of the “split” specimen is negative, the MRI will cancel the test and Rexius Forest By-Products, Inc. will reimburse the employee for the costs associated with the analysis.

The MRO will not delay reporting of a verified positive test result pending “split” specimen testing.

Role of the Substance Abuse Professional

A substance abuse professional means a licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders (FMCSR 382.107).

A substance abuse professional shall not refer a driver to the SAP’s private practice or to a person or organization from which the SAP receives remuneration or has financial interest unless such facility is a government agency, the sole source of therapeutically appropriate treatment available under the driver’s health insurance, or the only source of appropriate treatment reasonably accessible to the driver (FMCSR 382.605 [e] [1] [2] [4]).

Communication of Results

The MRO or their designated representative will report test results ONLY to the individuals authorized to receive them. Confidentiality will be strictly maintained. If the result is positive, the MRO or the authorized representative will report the identity of the controlled substance.

Failure to Cooperate

Failure to cooperate with any aspect of this Policy, including but not limited to falsifying or attempting to falsify test results or specimens, refusing to cooperate in testing or searches, or impeding drug investigations will subject the employee to disciplinary action, up to and including discharge. Any covered driver who refuses to take a drug or alcohol test to comply with FHWA regulations (49 CFR Part 382) will be immediately removed from duty as required by these federal regulations.



Disciplinary Action and Procedures

1. An otherwise qualified applicant for a covered driver position whose drug test results are negative and/or who has documented satisfactory participation in a previous employer's drug and alcohol testing program will be considered qualified for the position offered. Applicants with verified positive drug test results would be considered ineligible for the position.

NOTE: If an applicant's records from previous employers demonstrate evidence that they have violated FHWA drug/alcohol prohibitions, the applicant will be required to complete requirements for return to duty as defined by FHWA regulations at their own expense, in order to be eligible for a covered driver position for Rexius Forest By-Products, Inc. Any follow-up testing conducted during a driver's employment with Rexius Forest By-Products, Inc. will be at their expense.

2. Any covered driver found to be in violation of the Drug and Alcohol Testing Policy will be subject to prompt disciplinary action, up to and including termination of employment. Violations include:
 - a. Alcohol possession or use in violation of the prohibitions stated in this Policy (e.g., pre-duty, post-accident; see page 3.9.5).
 - b. An alcohol test result of 0.04 or greater.
 - c. A verified positive drug test result.
 - d. Refusal to test or to cooperate.
3. A covered driver determined to have a confirmed breath alcohol test result of 0.02 or greater, but below 0.04, will be subject to prompt disciplinary action.
 - a. On the first occasion in any two-year period in which a covered driver has a breath alcohol test result of 0.02 or greater, but less than 0.04, they will be immediately removed from duty for a period of at least 24 hours. The time away from work may be considered vacation time or personal leave time if such is available; otherwise it will be considered leave of absence without pay. No further alcohol testing will be required prior to resuming work at the end of the 24 hour period.
 - b. The second occasion in any two-year period in which a covered driver has a breath alcohol test result of 0.02 or greater, but less than 0.04, will be considered a violation of this Policy. UNDER AUTHORITY INDEPENDENT OF DOT, the employee will be referred to a Substance Abuse Professional, with return to duty contingent upon fulfilling the terms of a "last chance" agreement.
4. Covered drivers who have had a verified positive drug test or a confirmed alcohol result of 0.04 or above will not be permitted to operate a commercial motor vehicle for Rexius Forest By-Products, Inc. until they have complied with FHWA requirements for return to duty.



Disciplinary Action and Procedures ~ continued

“Last Chance” Agreement

UNDER AUTHORITY INDEPENDENT OF THE DOT, continued employment with Rexius Forest By-Products, Inc. will be contingent upon the driver entering into a “last chance” agreement under the following circumstances related to substance use/abuse:

A covered driver seeks assistance with a drug or alcohol dependency problem BEFORE recognition under this Policy;

A covered driver has a verified positive drug test and their performance record and other job-related factors merit contained considerations for employment.

Under the terms of a “last chance” agreement, the driver is suspended without pay for a minimum of three (3) working days and is referred to a certified Substance Abuse Professional for evaluation. If the Substance Abuse Professional advises that the employee requires assistance with their alcohol misuse or substance abuse problem, Rexius Forest By-Products, Inc. will require the driver to follow the Professional’s treatment or rehabilitation recommendations as a condition for return to duty and continuing employment.

Ordinarily, whether or not assistance is required, the driver must agree to undergo a follow-up testing program after returning to work in addition to the FHWA-required random testing program.

Under the Policy, refusal to undergo required drug or alcohol testing will have the same consequences as a verified positive drug test or an alcohol test result of 0.04 or greater, which results in dismissal.



Return to Duty Procedures

The Federal Highway Administration’s return to duty and follow-up testing requirements are given in Appendix “E”. Rexius Forest By-Products, Inc. will follow these procedures after a driver who meets conditions for continuing employment has signed a “last chance” agreement.

Recordkeeping Procedures

Rexius Forest By-Products, Inc., Antidrug Program Manager, will maintain drug testing records in a secure filing system, separate from personnel files, with information available only on a “need to know” basis.

A driver is entitled, upon written request, to obtain copies of any records concerning their use of alcohol or controlled substances. Requests for such information may be directed to the Antidrug Program Manager or to Rexius Forest By-Products, Inc.’s drug testing management service (see Appendix D).

Information regarding and individual’s drug test results or rehabilitation may be released only upon written consent of the individual, except:

- 1) Such information must be released to the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers.
- 2) Such information may be disclosed in a lawsuit, grievance, or other proceeding initiated by or on behalf of the covered driver and arising from an alcohol test and/or verified positive drug test or from a determination that the driver engaged in conduct prohibited by FHWA’s regulations.
- 3) When requested by the National Transportation Safety Board as part of an accident investigation, Rexius Forest By-Products, Inc. will disclose information regarding post-accident alcohol and/or drug testing.

Rexius Forest By-Products, Inc. will release information regarding a covered driver’s records to subsequent employer upon receipt of a specific written request authorizing release of the records to an identified person.

Record Retention

The following schedule of record keeping will be maintained by Rexius Forest By-Products, Inc. and their authorized agents:

Negative and canceled drug test records; records of alcohol test results less than 0.02	1 year
Specimen Collection/alcohol test record; records of supervisor training	2 years
Records of verified positive drug test results; alcohol test results of 0.02 or greater; refusals to be tested for drugs and/or alcohol; SAP evaluations and referrals	5 years
Documentation of EBT calibration	5 years
Calendar year record of total number of employees tested and the results of tests	5 years



Confidentiality

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

Drivers are entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to their alcohol or controlled substance tests.

NOTE: A company may wish to state a time frame for copies to prevent a possible administrative burden. Review should be immediate.

Collection of breath and urine samples must always be documented and sealed with a tamper-proof sealing system in the presence of the driver, to insure that all tests can be correctly traced to the driver.

Drug test analysis from the DHHS approved laboratory will be forwarded directly to the Medical Review Officer assigned by the alcohol and drug program administrator.

Alcohol test results will be forwarded by the MRO to the alcohol and drug program administrator for confidential record keeping.



Appendix "A"

Definition of Terms

For the purposes of this Policy, the following definitions apply.

Accident: A reportable accident is an accident involving a commercial motor vehicle in which:

1. A fatality occurred; **OR**
2. The driver received a citation for a moving traffic violation AND a person involved in the accident needed medical care away from the scene of the accident; **OR**
3. The driver received a citation for a moving traffic violation AND one or more vehicles involved in the accident needed to be towed from the scene of the accident.

A "decision tree" for whether testing is REQUIRED under Federal Highway Administration regulations would be as follows:

Was the driver with a Commercial Driver's License involved in the accident?	
No - no test required	Yes - proceed to next question

Was there a fatality in connection with the accident?	
No - proceed to next question	Yes - Test Required

Did the driver with the CDL receive a citation under state or local law for a moving traffic violation arising from the accident?	
No - no test required	Yes - proceed to next question

Did someone involved in the accident required medical care away from the scene of the accident?	
No - proceed to next question	Yes - Test Required

Did one or more vehicles need to be towed from the scene of the accident?	
No - no test required	Yes - Test Required

Covered drivers must undergo drug testing and breath alcohol testing as soon as possible after a reportable accident (see page [10](#)).

Rexius Forest By-Products, Inc. USUALLY REQUIRES POST-ACCIDENT TESTING WHETHER OR NOT THE FHWA REGULATIONS REQUIRE IT. The Antidrug Program Manager will be responsible for determining whether post-accident testing is required under FHWA regulations or under the authority of Rexius Forest By-Products, Inc.



Appendix "A"

Definition of Terms ~ continued

Alcohol: Ethyl Alcohol or ethanol. Under this Policy, drivers are prohibited from alcohol in their systems while at work. Under DOT regulations, breath alcohol tests on covered drivers must show levels below 0.02, or the driver must be removed from **duty for a total of 24 hours**. Levels of 0.04 or greater are grounds for prompt disciplinary action up to and including discharge.

Antidrug Program Manager: This is the representative of Rexius Forest By-Products, Inc. with the responsibility for implementing this Policy, communicating Rexius Forest By-Products, Inc.'s drug testing management service, and keeping records according to FHWA requirements.

Blind Sample: A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from employee specimens, and which is spiked with known quantities of specific drugs or which is blank, containing no drugs.

Breath Alcohol Technician: An individual who has been trained to proficiency in the operation of the evidential breath testing device they are using as required under 49 CFR Part 40.

Breath Alcohol Testing Site: A location which affords visual and aural privacy for the performance of breath alcohol testing. No unauthorized person shall be permitted access to the breath alcohol testing site when the evidential breath testing device is unsecured or at any time when testing is being conducted. In unusual circumstances, i.e. after an accident when a test must be conducted outdoors, the breath alcohol technician must provide visual and aural privacy to the greatest extent practicable.

CFR: United States Code of Federal Regulations

Chain of Custody: Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. These procedures shall require that an appropriate drug testing custody from a Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA)-certified laboratory be used from time of collection to receipt by the laboratory.

Collection Site: A designated clinic/facility where applicants or employees may present themselves for the purpose of providing specimens of their urine to be analyzed for the presence of drugs.

Collector: A person who instructs and assists applicants and employees through the urine specimen collection process.



Appendix "A"

Definition of Terms ~ continued

Commercial Motor Vehicle: A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination with rating of 11,794 or more kilograms (26,001 pounds) inclusive of a towed unit with a gross vehicle weight rating of more than 4,563 kilograms (10,000 pounds) ; or
2. Has a gross vehicle with rating of 11,794 kilograms (26,001 or more pounds); or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Material Regulations (49 CFR Part 172, subpart F).

Confirmation Test

Confirmatory Drug Test: A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. Under DOT drug testing procedures, gas chromatography/mass spectrometry (GC-MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.

Confirmatory Alcohol Test: A second breath test to confirm the presence of prohibited levels of alcohol. Confirmation test follow a "deprivation period" of 15 minutes in which the tested individual is instructed not to smoke, eat, drink or to the extent possible belch, to prevent interference by mouth alcohol in the testing procedure.

Consortium: A group of individuals or organizations which pool their resources for a common purpose. Under this Policy, random selection of drivers for drug and alcohol testing is performed through a Vehicle Operators' Consortium.

Controlled Substances: Substances listed on Schedules I through V in 21 U.S.C. 802 as they may be revised from time to time (21 CFR 1308). Controlled substances include illicit drugs and drugs that may be authorized for use by a physician or dentist for certain medical uses, but which are subject to misuse or abuse.

Covered Driver: Individual who is required to hold a Commercial Driver's license (CDL) for their job with Rexius Forest By-Products, Inc. and who is subject to drug testing under Federal Highway Administration, Department of Transportation regulations (49 CFR Parts 40 and 382).



Appendix "A"

Definition of Terms ~ continued

DOT: United States Department of Transportation.

GVWR: Gross Vehicular Weight Rating; size criterion for determining classification of a commercial motor vehicle under federal regulations.

Initial or Screening Test: An immunoassay screen to eliminate "negative" urine specimens from further consideration.

Medical Review Officer (MRO): A licensed doctor of medicine or osteopathy with knowledge of drug abuse disorders and drug testing who is responsible for reviewing and verifying drug testing results prior to their communication to the Antidrug Program Manager.

Negative Drug Test: A test in which initial or confirmation testing under DOT procedures did not show evidence of a prohibited drug in an employee's or applicant's system above established levels; OR, a test which is verified as negative by the MRO (e.g. review showed positive test result was due to prescription medication or other authorized use of controlled substance).

NIDA: National Institute on Drug Abuse. Formerly the agency under the U.S. Department of Health and Human Services responsible for certifying laboratories to perform federal workplace drug testing. This function is now performed by the Substance Abuse and Mental Health Services Administration (SAMHSA).

Positive Drug Test: A urine drug test result which indicates the presence of controlled substances beyond the cut-off levels specified by SAMHSA.

Confirmed Positive Drug Test: A positive drug test which has undergone an initial "screening" test AND a confirmation test which validates the first result. Drug tests are confirmed by the SAMHSA-certified laboratory which performs the analyses.

Verified Positive Drug Test: A confirmed positive drug test (see above) after investigation by the MR, who has determined that no legitimate explanation exists for the presence of the controlled substance that was detected.

Prohibited Drugs: Marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.

Random Testing: Computerized random selection and testing for drugs and alcohol in which each person in the computer data base has an equal chance of selection each time a selection occurs, in accordance with regulatory requirements.

Reasonable Suspicion: Observations of an employee's condition or performance that indicate possible drug or alcohol use. Examples include deteriorating work performance, poor attendance, tardiness, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior, or speech of the employee.



Appendix "A"

Definition of Terms ~ continued

SAMHSA: Substance Abuse and Mental Health Services Administration, a division of the U.S. Department of Health and Human Services (DHHS) which is responsible for certifying laboratories to perform federal workplace drug testing. Formerly National Institute on Drug Abuse (NIDA).

Screening or Initial Test: An immunoassay screen to eliminate "negative" urine specimens from further consideration.

Split Specimen Collection Procedure: A collection procedure in which a urine specimen is divided or "split" between two shipping bottles, both of which are transported to the testing laboratory. If the results of the initial screening and confirmation of the "primary" specimen are positive, the "split" specimen may be tested at another laboratory at the expense of the tested individual.

Substance Abuse Professional: Under DOT regulations, individuals who may serve as substance abuse professionals include:

- ◆ Licensed physicians (Medical Doctors or Doctors of Osteopathy) or
- ◆ Licensed or certified psychologists, social workers, employee assistance professionals, or addiction counselors (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission).
- ◆ With knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders.
- ◆ Under this Policy, the Antidrug Program Manager must inform employees or applicants who are found to have violated the alcohol prohibitions or who have verified positive drug tests of the qualified Substance Abuse Professional(s) in the local area.



Appendix “B”

Drug Testing Specimen Collection Procedures

Under this Policy, drug testing specimens will be collected according to Federal Workplace Drug Testing Requirements (49 CFR Part 40). The following is a brief summary of the collection procedure. Further details are available from Rexius Forest By-Products, Inc.’s Antidrug Program Manager.

1. Ask donor for a photo I.D.
2. Fill out the chain of custody form completely. Step 5 must be SIGNED and dated by the COLLECTOR in TWO places. THE DONOR DOES NOT SIGN.
3. Have donor remove all outer garments and leave purses, briefcases, etc., in a secure location.
4. Select a collection kit. The kit contains one collection cup and two specimen shipping bottles.
5. Have donor wash hands prior to collection. Give the collection cup to the donor and ask them to fill it AT LEAST halfway (to the 60 mL mark).
6. Stand outside the restroom while the donor voids. DATE BOTH tamperproof bottle seals (found at the side of the chain of custody form).
7. As soon as the donor gives you the collection copy, pour at least 30 mL of urine into one of the shipping bottles. This will be the “primary specimen”. Then, pour the rest of the urine into the second bottle. This will be the “split specimen”. Be sure to have the donor watch as you pour the specimen into the two shipping bottles.
8. As soon as possible, check temperature strip on the side of the primary specimen bottle and record on chain of custody form. Visually check specimen for signs of contamination (discoloration, precipitation, etc.).
9. SEAL BOTH SPECIMENS. Be certain to place the tamperproof ID seal marked “A” over the lid of the primary specimen containing at least 30mL urine. The seal marked “B” must go over the lid of the “split” specimen containing at least 15mL urine.
10. Have DONOR initial both tamperproof ID seals in the spaces provided.
11. Place Copies 1, 2, and 3 in the outer pouch of the shipping bag; seal. Place paperwork and bottles in collection kit box; seal with box Security Seal. Apply specimen ID label to lid of box.
12. Have donor sign copy 4. Give copy 5 to donor. Please return “MEDICAL REVIEW OFFICER” copy (Copy 4) to Rexius Forest By-Products, Inc., or Occupational Health.



Appendix "C"

Breath Alcohol Testing Procedures

Under this Policy, breath alcohol testing will be performed according to Federal Workplace Alcohol Testing Requirements (49 CFR Part 40). The following is a brief summary of the collection procedure. Further details are available from Rexius Forest By-Products, Inc.'s Antidrug Program Manager.

1. **Timing of Breath Alcohol Test:** Alcohol testing may occur any time a covered driver is on duty (see Appendix "A" for definitions of these terms). Testing will also be performed as part of the application process; applicants will be given adequate notice of this requirement prior to test. Testing will occur at breath testing sites designated by Rexius Forest By-Products, Inc.
2. **Scope of Breath Alcohol Tests**
 - a. Breath alcohol testing procedures will conform to Federal Workplace Alcohol Testing Requirements (49 CFR Part 40).
 - b. Testing will be performed only by qualified Breath Alcohol Technicians (see Appendix "A") using evidential breath alcohol testing devices listed on the Conforming Products List of the National Highway Traffic Safety Administration.
 - c. Testing locations will afford visual and aural privacy to the employee being tested, and unauthorized persons will be excluded from the testing area. Under post-accident conditions, privacy will be provided to the greatest extent possible.
3. **Employee Signatures Required:** Employees will be required to sign the Breath Alcohol Test Form prior to and following the completion of the alcohol test. Refusal to sign Step 2 of the Form will be considered refusal to test.
4. **Screening Alcohol Test**
 - a. The Breath Alcohol Technician (BAT) will show the employee the test number associated with their test on the display of the Evidential Breath Testing Device (EBT) prior to performing the test. (The BAT will also show the employee the test result of the EBT display after the test.) The BAT will follow DOT requirements (49 CFR Part 40) in handling any discrepancies between the displayed and printed test information
 - b. Each breath test will be conducted with a new, individually sealed mouthpiece. The employee will be instructed to take a deep breath and to blow into the mouthpiece of the EBT until the BAT says stop.
 - c. The test result will be printed on, or attached to the back of, the Alcohol Test Form.
 - d. If the employee is unable after repeated attempts to provide an adequate breath sample, the BAT will document their efforts to conduct the test and notify the Antidrug Program Manager or the designated representative by telephone.
 - e. If the screening alcohol test result is less than 0.02, no further testing will be conducted. The result will be reported to the Antidrug Program Manager.
 - f. Any screening alcohol test with a result of 0.02 or above will be confirmed by a confirmatory breath test.

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Appendix "C"

Breath Alcohol Testing Procedures ~ continued

5. Confirmatory Test

- a. The BAT will instruct the individual being tested not to smoke, use mouthwash, drink, eat, or otherwise put any object or substance in their mouth for a period of 15 minutes.
- b. Within 30 minutes of the completion of the screening test, the BAT will conduct a confirmatory breath test in the same manner as described above ("Screening Test"), except that an "air blank" must be conducted prior to the test. The result will be printed on, or attached to the back of, the Alcohol Test Form.
- c. If the confirmatory alcohol test result is 0.02 or greater, the BAT will immediately notify the Antidrug Program Manager by copy of the Breath Alcohol Test form.
- d. If the confirmatory alcohol test result is 0.02 or greater, the BAT will immediately notify the Antidrug Program Manager of the designated representative by telephone. A copy of the Alcohol Test Form will then be forwarded to the Antidrug Program Manager.

6. **Results Reporting:** All test results will be transmitted in a confidential manner, with safeguards to prevent the disclosure of information to unauthorized persons.

Further details concerning the procedures for performing Breath Alcohol Testing is available from Occupational Health and/or the Antidrug Program Manager (see Appendix "A" and Appendix "D").



Appendix "D"

Service Providers

Drug and Alcohol Testing Management Service

The drug testing management service for Rexus Forest By-Products, Inc. is:

Cascade Health
2650 Suzanne Way #200
Eugene, OR 97402
(541) 228-3000

This organization is responsible for overseeing compliance of agents of Rexus Forest By-Products, Inc. with Federal Regulations, including interacting with specimen collection and alcohol testing agents, designated drug testing laboratories and Medical Review Officers. It maintains records as required by Federal Regulations.

The MRO's may be reached through Occupational Health at the phone number listed above.

Substance Abuse Professionals:

Rexus Forest By-Products, Inc., will use the services of Substance Abuse Professionals who meet U.S. Department of Transportation requirements for education/certification and absence of financial benefit from referral for treatment. Substance Abuse Professionals are qualified to make recommendations for return to work if an individual seeks assistance with a drug or alcohol dependency problem BEFORE recognition under this Policy and/or returns to duty under a "last chance" agreement.

Controlled Substance Testing Laboratories:

Oregon Medical Laboratories
3299 Hilyard st
(541) 349-7122

If Rexus Forest By-Products, Inc. is required drug testing in remote geographic locations, other laboratories certified by SAMHSA may be used.

Covered drivers may specify which SAMHSA certified laboratory they wish to have their "split" portion of their urine specimen sent. The drug testing management service will provide relevant information and assistance upon request.



Appendix "E"

Federal Highway Administration – Return to Duty Procedures

Under 49 CFR Part 382, "Controlled Substances & Alcohol Use and Testing," the following return to duty procedures apply to drivers of commercial motor vehicles:

1. Covered drivers who have had alcohol test results of 0.04 or greater must be evaluated, undergo treatment, if required, and be recommended for return to work by the Substance Abuse Professional. A "return to duty" alcohol test with a result less than 0.02 is required prior to resumption of safety-sensitive or covered driving functions.
2. Covered drivers who have had verified positive drug tests must be evaluated, undergo treatment, if required, and be recommended for return to work by the Substance Abuse Professional if appropriate. A negative "return to duty" drug test is required prior to resumption of safety-sensitive or covered driving functions.
3. Covered drivers may be subject to periodic unannounced follow-up alcohol and/or drug testing as determined by the Substance Abuse Professional who evaluated the employee and/or by the MRO. If the driver was found to need assistance in resolving their alcohol misuse or drug abuse problem, a minimum of six (6) such follow-up tests must be conducted during the twelve (12) months following the driver's return to duty.



Certification of Receipt of Drug and Alcohol Testing Policy

In support of a drug-free workplace and in order for Rexius Forest By-Products, Inc. to comply with Federal Regulations, a revised Drug and Alcohol Testing Policy will be put into effect on September 1, 2000. The full Policy is available upon request from the Antidrug Program Manager.

Please read the Drug and Alcohol Testing Policy carefully, and ask any questions about anything you do not understand. You may talk with the Antidrug Program Manager in person or call them during business hours.

Federal Highway Administration Regulations require that you certify receipt of materials associated with the new Policy. Please sign below and return the form to the Antidrug Program Manager. You may have a copy of the form for your records.

I certify that I have been informed of the new Drug and Alcohol Testing Policy with effective date September 1, 2000; that I have received a copy of the Policy and have been informed of the availability of the Policy for my review at any time.

Employee Name (please print)

Social Security Number

Employee Signature

Date



Appendix “F”

The Effects of Alcohol and Drugs on the Human Body

Section 382.601(b)(11) FMSCR mandates that all employees be provided with training material discussing the effects of alcohol and controlled substance use on an individual’s health, work, and personal life.

This appendix is intended to help individuals understand the personal consequences of substance abuse.

Alcohol:

The dangers imposed by alcohol-impaired drivers were so great that Congress felt compelled to pass legislation mandating alcohol testing for individuals performing safety-sensitive functions, including CDL drivers, and establishing a blood alcohol content of 0.02 (one drink) as a line that drivers cannot cross while performing safety-sensitive functions.

Alcohol use is the consumption of any beverage, mixture, or preparation, including medications, containing alcohol. It is best described as a colorless liquid with a sharp, burning taste. Alcohol (ethanol) is medically classified as a depressant. However, alcohol (ethanol) in its early stages of passing through the system acts as a stimulant, which accounts for its popularity.

Although routinely used as beverage for enjoyment, alcohol can also have negative physical and mood-altering effects when abused. These physical or mental alterations in a driver may have serious personal and public safety risks.

Signs and Symptoms of Alcohol Use/Abuse:

- ◆ Dulled mental processes
- ◆ Lack of coordination
- ◆ Odor of alcohol on breath
- ◆ Physical, mental and emotional deterioration
- ◆ Possible constricted pupils
- ◆ Personality changes
- ◆ Sleepy or stupor-ous condition
- ◆ Lack of control
- ◆ Slowed reaction rate
- ◆ Slurred speech
- ◆ Increased tolerance with increased consumption
- ◆ Loss of self-importance as alcohol abuse grows to let alcohol interfere with one’s job
- ◆ Family becomes neglected when alcohol is chosen over family responsibilities



Appendix “F”

The Effects of Alcohol and Drugs on the Human Body ~ continued

The Effects of Alcohol Use on an Individual’s Health:

It takes approximately one hour for the average person (150 pounds) to process one serving (.06 ounce of Ethel alcohol) from the body. This equates to one 12 ounce bottle of beer, or one five ounce glass of wine, or one cocktail made with 1 ½ ounces (or shots) or hard liquor (i.e., vodka, or whiskey). Impairment can be measured with as little as two drinks in the body. Because alcohol is a poison, the abuse of alcohol not only can impact a person’s job, but also can create many health risks. Alcohol affects nearly every function of the body.

The Brain

The most dramatic and noticed effect of alcohol is on the brain. It depresses brain centers, producing progressive discoordination, confusion, disorientation, stupor, anesthesia, coma and even death. Alcohol kills brain cells and brain damage is permanent. Drinking over a period of time causes loss of memory, judgement and learning ability.

The Liver

Alcohol inflames the cells of the liver, causing them to swell and block the tiny canal to the small intestines. This prevents bile from being filtered properly through the liver. Jaundice develops, turning the whites of the eyes and skin yellow. Each drink of alcohol increases the number of liver cells destroyed, eventually causing cirrhosis of the liver. This disease is eight times more frequent than among non-alcoholics.

The Heart

Alcohol causes inflammation of the heart muscle. It has a toxic effect of the heart and causes increased amounts of fat to collect, thus disrupting its normal metabolism.

The Stomach

Alcohol has an irritating effect on the stomach’s protective lining, resulting in gastric or duodenal ulcers. This condition, if it becomes acute, can cause peritonitis, or perforation of the stomach wall. In the small intestine, alcohol blocks absorption of such substances as thiamin, folic acid, fat, vitamin B1, vitamin B12, and amino acids.

The Pancreas

Alcohol irritates the cells of the pancreas, causing them to swell, thus blocking the flow of digestive enzymes. The chemicals, unable to enter the small intestine, begin to digest the pancreas, leading to acute hemorrhagic pancreatitis. One out of five patients who develop this disease dies during the first attack. Pancreatitis can destroy the pancreas and cause a lack of insulin thus resulting in diabetes.

Urinary Bladder and Kidneys

Alcohol inflames the lining of the urinary bladder making it unable to stretch properly. In the kidneys, alcohol causes increased loss of fluids through its irritating effect.

Appendix “F”

The Effects of Alcohol and Drugs on the Human Body ~ continued

The Effects of Alcohol Use on an Individual’s Health ~ continued:

Sex Gland (Prostate)

Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability to climax during intercourse.

The Bloodstream

Ninety five percent (95%) of the alcohol taken into the body is absorbed into the bloodstream through the lining in the stomach and duodenum. Once in the bloodstream, alcohol quickly goes to every cell and tissue in the body. Alcohol causes red blood cells to clump together in sticky wads, slowing circulation and depriving tissues and organs of oxygen. It also causes anemia by reducing red blood cell production. Alcohol slows the ability of white cells to engulf and destroy bacteria and degenerates the clotting ability of blood platelets.

The Effects of Alcohol Use on an Individual’s Work:

Often, people who abuse alcohol believe the most important thing to them is their job. The abuser may think they are in control of the substance if they say or believe “since I never miss a day of work, I am therefore, not an alcoholic.” In most cases, a substance abuser’s job is the last thing the abuser will allow to be affected by their addiction. Most substance abusers go to great lengths to stay employed. However, if this is the case, we can expect to have a substance abuser in the workplace.

- ◆ Higher absenteeism among substance abusers
- ◆ They tend to arrive late for work
- ◆ Take longer lunch breaks
- ◆ Leave work early
- ◆ Tendency to be dishonest - telling frequent lies
- ◆ Job performance suffers (decrease work performance)
- ◆ Complaints from peers and co-workers
- ◆ Vocal about their health and how they feel

Appendix “F”

The Effects of Alcohol and Drugs on the Human Body ~ continued

The Effects of Alcohol Use on an Individual’s Personal Life:

- ◆ Alcohol is a central nervous system depressant
- ◆ A person who is legally intoxicated is six times more likely to have an accident than a sober person
- ◆ Substance abusers have a higher divorce and separation rate from families
- ◆ Often choose alcohol over family commitments and the family becomes neglected
- ◆ Substance abusers commit suicide 15 times more frequently than other population types
- ◆ More prone to injuries from falls and burns
- ◆ May suffer from physical, psychological, and/or emotional deterioration
- ◆ Lose one’s ability for self control
- ◆ Higher rate for violence and committing serious crimes
- ◆ Driving under influence convictions may result in loss of driving privileges and possible employment
- ◆ Denial and inability to seek assistance on their own
- ◆ Women users are at risk for birth defects when consuming alcohol during pregnancy

Effects of Drugs

Marijuana:

Marijuana is a central nervous system depressant and hallucinogen. It is absorbed into the body by either inhalation (smoking) or ingestion (eaten). Marijuana is referred to as pot, herb, grass, dope, or weed and is usually smoked in pipes, bongs, or cigarettes called joints.

Signs and Symptoms of Marijuana Use:

- ◆ Delayed decision making
- ◆ Forgetfulness during conversations
- ◆ Diminished concentration and coordination (slow reaction time)
- ◆ Inflammation in whites of the eyes (reddened-eyes)
- ◆ Pupils likely to be dilated
- ◆ Increased appetite – hunger
- ◆ Chronic users may have emphysema like conditions – irritating coughing
- ◆ May speak rapidly, loud talking, and uncontrollably burst of laughter in early stages
- ◆ Later stages, may experience sleepiness
- ◆ Odor of burnt rope on breath or clothing
- ◆ Distortion of time estimation
- ◆ Possession or use of paraphernalia (e.g., pipes, bongs, rolling papers, roach clips, dried plant material)

Appendix “F”

The Effects of Alcohol and Drugs on the Human Body ~ continued

Health Effects of Marijuana Use:

- ◆ Tetrahydrocannabinol (or THC) is the mind altering chemical found in Marijuana
- ◆ Smoking Marijuana seems to affect the parts of the brain associated with emotions, motivation, and regulation of hormones (estrogen and testosterone).
- ◆ Short term memory loss. Substance abuser often have memory problems caused by THC which prevent the brain from transferring information from short term to long term memory storage.
- ◆ Causes sore throats, serious respiratory and sinus infections
- ◆ Emphysema like conditions (coughing)
- ◆ Marijuana contains some of the same chemicals found in cigarettes that can cause cancer
- ◆ One Marijuana joint contains cancer causing substances equal to a ½ pack of cigarettes.
- ◆ Marijuana lowers the body’s immune system, making the body more susceptible to infection and colds
- ◆ In women, smoking marijuana may cause a decrease in fertility (interferes with ovulation and other hormone related functions)
- ◆ In women during pregnancy, higher than normal stillborn birth rates, earlier termination of pregnancy, and higher infant mortality rate during the first few days of life.
- ◆ Prenatal exposure can cause underweight newborn babies
- ◆ In men, smoking marijuana causes a decrease in testosterone, resulting in reduced sperm count or leading to temporary sterility.
- ◆ User’s mental function can display the following effects:
 - Delayed decision making
 - Diminished concentration
 - Impaired short-term memory
 - Impaired signal detection
 - Impaired tracking
 - Erratic Cognitive function

Workplace Effects of Marijuana Use:

THC is stored in the body’s fat cells, where it remains active for quite some time

Marijuana has long-term effects on employees work performance

Substance abusers of marijuana are often never aware of their actions or how their actions affect the safety of others around them

Today marijuana has a higher level of THC potency which dramatically increases and compounds the side effects

Combining alcohol or other depressant drugs with marijuana increases the impairing effects of both

Appendix "F"

The Effects of Alcohol and Drugs on the Human Body ~ continued

Cocaine:

Cocaine is used medically as a local or topical anesthetic. It is also a central nervous system stimulant. When abused, it becomes a powerful physical and mental stimulant. Cocaine can be inhaled (snorted through the nose), injected, or smoked in its free-base state. It is referred to as coke, toot, nose candy, cola, rock, crack, or base. After the initial use of cocaine, the body's entire nervous system becomes energized. Muscles tense, heart rate increases and beats stronger, and the body burns more energy. The brain experiences euphoria and exhilaration caused by the large release of neurohormones associated with mood elevation. The effects of the drug begin within minutes and the intense euphoric feeling of feel being usually peaks within 15 to 20 minutes and is often followed by depression. Paraphernalia most common to cocaine users are; single-edge razor blade, mirror, half straw, metal tube, or rolled up dollar bill, small glass vial or folded paper packet, hypodermic needle and syringes, white or cream colored crystalline powder substance, and needle marks (or track marks) on the body.

Signs and Symptoms of Cocaine Use:

- ◆ Financial problems (frequent money draws)
- ◆ Frequent and extended absences from work assignments
- ◆ Increased physical activity and fatigue
- ◆ Isolation and withdrawal from friends and normal activities
- ◆ Secretive behavior, frequent non-business visitors
- ◆ Delivered packages, increased frequency of personal phone calls
- ◆ Unusual defensiveness, anxiety, agitation, argumentative
- ◆ Runny or irritated nose, excessive sniffing through nostrils
- ◆ Chronic cold or sinus/nasal problems, nosebleeds
- ◆ Difficulty in concentration, wide mood swings
- ◆ Dilated pupils and visual impairment
- ◆ Restlessness, difficulty sitting still
- ◆ Sensation of bugs crawling on skin
- ◆ High blood pressure, heart palpitations, and irregular rhythm
- ◆ Hallucinations
- ◆ Lack of interest in food or sleep (insomnia)
- ◆ Paranoia with hallucinations
- ◆ Profuse sweating and dry mouth, frequent licking of lips
- ◆ Talkativeness (conversation often lacks continuity)
- ◆ Subjects change rapidly during conversations
- ◆ Violent reaction to sudden noises

Appendix "F"

The Effects of Alcohol and Drugs on the Human Body ~ continued

Health Effects of Cocaine Use:

- ◆ Overstimulates the circulatory, respiratory, and central nervous systems
- ◆ Regular use may upset the chemical balance in the brain. This may result in speeding up the aging process by causing damage to critical nerve cells. Parkinson's disease could also occur
- ◆ May cause muscle spasms in various parts of the body
- ◆ Overstimulation can cause convulsions which can lead to respiratory collapse and death
- ◆ Cocaine causes the heart to beat faster, harder, and rapidly increases blood pressure. It also causes spasms of blood vessels in the brain and heart. Both lead to ruptured blood vessels causing strokes and heart attacks.
- ◆ Strong dependency can occur with one hit of cocaine
- ◆ Cocaine causes the strongest mental dependency of all the drugs.
- ◆ Treatment success rates are lower than for other chemical dependencies
- ◆ Extremely dangerous when taken with other depressant drugs. Death due to overdose is rapid
- ◆ Fatal effects are usually not reversible by medical intervention
- ◆ Cocaine and alcohol are a deadly combination

Workplace Effects of Cocaine Use:

- ◆ Extreme mood and energy swings create instability
- ◆ Extreme sensitivity to loud noises. Sudden noise causes a violent reaction
- ◆ Lapses in attention and ignoring warning signals increase probability of accidents
- ◆ High cost frequently leads to theft and/or dealing
- ◆ Paranoia and withdrawal may create unpredictable or violent behavior
- ◆ Performance is characterized by forgetfulness, absenteeism, tardiness, and missing assignments

Opiates

Opiates are narcotic drugs that are used medically to alleviate pain (analgesics), depress body, functions and reactions, and when taken in large doses, cause a strong euphoric feeling. Opiates commonly include morphine, codeine, and heroin. They are taken orally, injected, snorted or smoked. Opiates are a central nervous system depressant and tend to relax the user. Therefore, opiates have a high potential for abuse. Paraphernalia commonly used by the abuser include: syringes, medical droppers, bent metal spoons, metal bottle caps, small plastic bags or foil packets, single edge razor blade, candle and needle tracks or scars if injected.

Appendix "F"

The Effects of Alcohol and Drugs on the Human Body ~ continued

Sign and Symptoms of Opiate Use:

- ◆ Mood changes
- ◆ Impaired mental functioning and alertness, mental dullness
- ◆ Constricted pupils that fail to respond to light
- ◆ Depression and apathy
- ◆ Physical fatigue, lethargy, and drowsiness
- ◆ Impaired coordination
- ◆ Scratches frequently
- ◆ Slurred speech

Health Effects of Opiate Use:

- ◆ Intravenous (IV) users have a high risk of contracting hepatitis or AIDS when sharing needles
- ◆ Increased pain tolerance which may result in a person more severely injuring themselves and failing to seek medical attention as needed
- ◆ When taken outside the care of a physician, the substance abuser risks mental and physical dependence in the form of prolonged lethargy, apathy, slurred speech, loss of judgement and self-control.
- ◆ Prolonged use may result in convulsions, coma, nausea, diarrhea, constipation, vomiting, and malnutrition as the use of the drug replaces a balanced diet.
- ◆ Narcotic effects are multiplied when combined with other depressants causing an increased risk for an overdose.
- ◆ An overdose can cause respiratory arrest followed by cardiac arrest
- ◆ Highly addictive. Strong mental and physical dependency occurs.
- ◆ Because of tolerance, there is an ever increasing need for more

Workplace Effects of Opiate Use:

- ◆ Causes impairment of physical and mental functions
- ◆ Drowsiness can cause confusion – increases the risk for accidents.

Appendix “F”

The Effects of Alcohol and Drugs on the Human Body ~ continued

Amphetamines:

Amphetamines are central nervous system stimulants which tend to increase alertness and physical activity. Amphetamines, commonly known as “speed”, are usually sold in the form of capsules or pills. They may be taken orally, injected, or snorted into the nose.

Another type of amphetamine is Methamphetamine, also known as crank, meth, crystal, and zip. The effect of methamphetamine on the body is nearly identical in action to amphetamine. It is often sold as a creamy, white and granular powder in the form of lumps and is packaged in aluminum foil or sealable plastic bags. Methamphetamine is produced illegally in clandestine laboratories. It may be taken orally, but is usually injected or snorted into the nose.

Paraphernalia commonly used include; pill bottle, single-edged razor blade, mirror, half straw, metal tube, or rolled up dollar bill, small glass vial, folded aluminum packet or small sealable plastic bags, hypodermic needle and syringe, if injected, needle marks (or track marks) on the body.

Sign and Symptoms of Amphetamine Use:

- ◆ Hyper excitability and/or restlessness
- ◆ Alertness, wakefulness, and mood elevations
- ◆ Irritable, argumentative
- ◆ Paranoid and nervous
- ◆ Confusion and/or panic
- ◆ Difficulty sitting still
- ◆ Excessive restless activity
- ◆ Dilated pupils
- ◆ Dry mouth and nose with frequent lip licking
- ◆ Bad breath
- ◆ Talkativeness (conversation often lacks continuity)
- ◆ Subjects change rapidly
- ◆ Inability to concentrate
- ◆ Loss of appetite and lack of interest in sleep
- ◆ Profuse sweating and rapid respiration

Health Effects of Amphetamine Use:

- ◆ Increase heart rate and blood pressure
- ◆ Heart palpitations and irregular beats
- ◆ Abuse can lead to physical problems such as heart attacks and strokes due to spiking of blood pressure
- ◆ Regular use of amphetamines produces strong psychological dependence and increasing tolerance to the drug
- ◆ Withdrawal from the drug may result in severe physical and mental depression
- ◆ The euphoric stimulation increases impulsive and risk-taking behavior, including bizarre and violent acts, sense of power and a false sense of security
- ◆ Repeated high dosage use results in lethargy, exhaustion, mental confusion, paranoia and hallucinations

Appendix “F”

The Effects of Alcohol and Drugs on the Human Body ~ continued

Workplace Effects of Amphetamine Use:

Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness during periods of overtime or failure to get adequate rest.

Low dose use will create a short-term improvement in mental and physical functioning, but with greater use or increasing fatigue the effect reverses and becomes an impairment. The hangover or after effects (burnout stage) is characterized by physical fatigue and depression, which makes operation of equipment or vehicles extremely dangerous.

The use of amphetamines or methamphetamines should never be necessary or used in the transportation industry. Drivers must get proper rest to avoid fatigue and operate safely. A fatigued driver can be as dangerous as a driver driving under the influence of intoxicants.

Phencyclidine (PCP):

Phencyclidine is often used as a large animal tranquilizer. It is commonly known as “angel dust”. It may be smoked, snorted into the nose, injected, or taken orally. PCP is primarily abused for its mind altering effects. PCP is also known for its long term potential to create psychotic behavior, violent acts, create super abnormal strengths, and psychosis. In low doses, PCP produces sedation and euphoric mood changes. However, moods can change rapidly from sedations to excitation and agitation. Larger doses may produce coma like conditions with muscle rigidity and a blank stare. Sudden noises or physical shocks may cause a person to “freak-out” in which the person may experience abnormal strength, violent behavior, and an inability to speak or comprehend.

Signs and Symptoms of PCP use:

- ◆ Impaired coordination, symptoms of intoxication
- ◆ Unpredictable behavior with extreme mood swings from passiveness to violence for no apparent reason
- ◆ Severe confusion and agitation
- ◆ Muscle rigidity, fear, terror, strange gait
- ◆ Nystagmus (jerky eye movement)
- ◆ Dilated pupils
- ◆ Deadened sensory perception, possibly unaware of serious injuries
- ◆ Profuse sweating, rapid heart rate
- ◆ Hallucinations and synesthesia (see sounds, smell colors)

Appendix “F”

The Effects of Alcohol and Drugs on the Human Body ~ continued

Health Effects of PCP Use:

- ◆ The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- ◆ PCP, when combined with other depressants, including alcohol, increases the likelihood of an overdose
- ◆ PCP affects brain functions. Use may result in blurred vision, diminished sensations, ataxia, hyperreflexia, clonus hallucinations, and variable motor depression
- ◆ High doses may cause convulsions, coma, hyperpyrexia, respiratory depression and cardiac arrest (death).
- ◆ If hallucinations are misdiagnosed as LSD induced, and then treated with Thorazine a fatal reaction could result
- ◆ Use can cause irreversible memory loss, personality changes, and thought disorders may result.

Workplace Effects of PCP Use:

- ◆ PCP use today is less common in the workplace than in recent years. This is primarily due to the sever disorientation effects that occur.
- ◆ The user demonstrates inability to concentrate on tasks which can cause accidents
- ◆ There are four phases to PCP abuse:
 - ▶ **Phase One**
Acute toxicity, can cause combativeness, catatonia, convulsion, and lead to coma. Distortions of shapes, sizes and distance perception are common
 - ▶ **Phase Two**
Toxic Psychosis, user may encounter visual and auditory delusions, agitation and paranoia
 - ▶ **Phase Three**
Drug induced schizophrenia which may last a month or longer
 - ▶ **Phase Four**
Induced depression, may influence suicidal tendencies and create mental dysfunction. This state of depression may last for months.



Rexius Safety Policy Regarding Alcohol & Drugs

Special Note

The previous HR manual section 3.9 pertains to our truck drivers. The following section 3.10 pertains to ALL EMPLOYEES, including truck drivers. The only exception to applying this section to truck drivers is where a Federal DOT regulation specifically and definitively requires a different procedure from this policy.

Rexius believes that employee use of drugs as and alcohol in the work place is an unsafe work practice and creates an increased risk to themselves, fellow employees, customers and the public. Federal and State regulations prohibit employees from being impaired on the job and require drug or alcohol testing under certain circumstances. To follow these regulations for a safe and drug-free work place we are issuing the following policy:

A. Company Rule

An employee on duty who is using a controlled substance or alcohol is advised that they are subject to discipline up to and including discharge for:

- ◆ Being impaired by, or using alcohol or drugs during work hours; possessing drugs or drug paraphernalia, or alcohol on company property or work site, or in a company vehicle.
- ◆ Being “impaired by drugs” may be defined as having any amount of drugs or an indicator in the body at any time. A positive alcohol test by breathalyzer will be a result of 0.02 or above.
- ◆ If you are taking a prescription medication, you must ask the prescribing health care provider whether it will affect your ability to perform the essential functions of your position, or your ability to perform all the duties of your job safely. If they indicate that it will, you must disclose your use of the medication to your supervisor and provide a copy of the prescription upon request. Any use of a prescription medication in excess of the amount specified in your prescription will expose you to discipline, including possible discharge where the Company determines that the circumstances warrant.

Employees are advised that their property is subject to search while on company premises or work site under this rule. Refusal to permit such search or refusal to consent to a drug test under this policy or to any other alcohol or drug testing where permitted under the State Statute is grounds for dismissal.

B. Grounds for Testing

Employees and applicants are subject to drug or alcohol testing under these circumstances:

- ◆ All final applicants before hire
- ◆ When the company has reasonable suspicion to believe an employee is using drugs or alcohol
- ◆ Involvement in an accident where there is a fatality, one or more vehicles towed away, or the employee is cited for a moving violation.
- ◆ The Company may also test in circumstances where there were “near misses”, property damage, or workplace injury.
- ◆ The Company may randomly test its employees for drug and/or alcohol use annually as the Company sees fit.



Rexius Safety Policy Regarding Alcohol & Drugs ~ continued

C. Basic Procedures

- ◆ Reasonable measures are utilized to ensure privacy for the employee during testing
- ◆ Test results are confidential
- ◆ Positive drug tests are subjected to an additional confirmatory procedure on the same urine specimen. When an alcohol test is performed and the original test is measured over 0.02 a confirmation will be taken within 20 minutes of the first test.
- ◆ A second specimen may be requested when wither a Medical Review Officer, a laboratory or the Company has reason to believe the test may be invalid. However if the Company has reason to believe an employee attempted to obtain an invalid test result, a second specimen may not be requested and the employee may be discharged.
- ◆ Employees are informed when the test is positive and what drugs or percentage of alcohol was found. Applicants are not informed of the results of a pre-employment drug test unless the applicant requests in writing, within 60 days.
- ◆ Any employee who tests positive has the opportunity to meet with a Medical Review Officer (a licensed doctor) to discuss the results or any concern the employee has about rehabilitation. A Medical Review Officer may review any defense the employee may make regarding the positive test and inform Rexius.

D. Positive Drug/Alcohol Test and Employment Status:

This company's safety policy is ZERO tolerance of drug and alcohol use. Any employee who believes they may have an addiction or dependency problem involving alcohol or drugs is encouraged to seek help immediately under our Employee Assistance Program. (see next section)

- ◆ A positive drug test subjects an employee to discharge unless the employee makes known their addiction or dependency problem **before the test is scheduled**. Whenever an employee tests positive they are placed on suspension, pending discharge, in order to give the employee an opportunity to discuss the test result with a Medical Review Officer.
- ◆ An employee who is discharged for a positive test under this policy may apply for rehire. The employee has to provide certification to the satisfaction of the Company that they are drug-free. Re-employment is at the sole discretion of the Company based on availability of work for which the employee is qualified and the employee's prior work record.

E. Education and Employee Assistance Program

- ◆ Supervisors will be trained on issues concerning controlled substance use and alcohol abuse, and employee will receive educational material.
- ◆ The Company can recommend an Employee Assistance Program service to employees seeking treatment or help in dealing with an alcohol or drug addiction or dependency problem. An unpaid leave of absence is available with Company approval. The EAP is only available to employees who make their problem known to management before a drug test is scheduled and who have not otherwise violated the Company Alcohol and Drug Policy.

If you believe you may have a problem we urge you to come forward for an evaluation by a professional and continue your employment under this policy.



Rexius Safety Policy Regarding Alcohol & Drugs Acknowledgement and Agreement

By signing below I am indicating that I have read the Rexius Safety Policy Regarding Alcohol and Drugs, have understood the policy and the consequences and agree to work in accordance with the Alcohol and Drug Policy.

Please print legal name

Signature

Date

Additional option

- Having read the Rexius Safety Policy Regarding Alcohol and Drugs, I would like to have the opportunity to meet with an appropriate caregiver of my choice under the Employee Assistance Program.

Please print legal name

Signature

Date



ALCOHOL AND DRUG TESTING CONSENT FORM

Rexius has requested that I take a drug/alcohol test under its Alcohol & Drug Policy as part of my application for employment.

Accordingly, I, _____, by my signature below, hereby authorize Rexius, the Medical Review Officer and licensed laboratory selected by Rexius to perform a urinalysis on a urine specimen provided by me to test for drug use. I consent to this test and I also give my permission to the laboratory and Medical Review Officer to release the results of this drug test to Rexius. I agree that Rexius may use these results to determine my suitability for employment.

If I am employed by Rexius I agree to any drug/alcohol testing the Company may require under its Alcohol and Drug Policy.

If the laboratory finds the test invalid, and if the laboratory, Medical Review Officer or Rexius believe another test is appropriate, I agree to submit another specimen(s) for further testing.

I understand that I will not be informed of the results of my pre-employment drug test unless I request it within 60 days of being notified of the disposition of my application.

Signature

Date



Rexius Forest By-Products Inc Job Safety Analyses

Safety Compliance Officer to review specific department analysis

Department	Dept #	Position
Yard 1 Production	03	Attendant Yard Operator Loader Operator
Specialty Products & Bag Plant	14, 07	Attendant Specialty Products Operator
Retail Yard	04	Attendant Loader Operator
Bulk Delivery	26	Driver Loader Operator Dispatch
Blower Delivery	02	Driver Loader Operator Dispatch
Flat Bed	12	Driver Loader Operator Dispatch
Western Storage Trailers	08	Driver/Operator Dispatch
Shop	09	Mechanic Assistant Detailer
CAS	17	Mechanic
Landscape Construction	31,32	Crew Member
Landscape Maintenance	34	Crew Member
Office/Administration	10	Administrative Personnel