



**COMPANY SAFETY POLICY**  
**OF**  
**BLUEGRASS CONTRACTING CORPORATION**

---

ARTICLE I – POLICY

It is the policy of this Company to provide a Healthy and Safe place of employment for all employees; to abide by all regulations as they pertain to our “Industry” which are set forth in Federal, State, and Local Standards; and Good Practice as dictated by locations and circumstances.

ARTICLE II – LISTED AND REQUIRED RESPONSIBILITIES

A. MANAGEMENT WILL:

1. Provide means to accomplish policy as stated above.
2. Enforce this policy and discharge any employee willfully disregarding it.
3. Require all sub-contractors to abide by this policy.
4. Encourage all other prime contractors to abide by this policy and document any violations for future reference.
5. Conduct safety inspections and file reports.
6. Investigate or cause to have investigated any or all accidents and file full reports on each.
7. Establish procedure for treatment of injuries.
8. Establish and provide safety training to personnel.

B. JOB SUPERINTENDENT AND/OR SSO WILL:

1. Be completely responsible for on site safety.
2. Make available all necessary personal protective equipment, job safety, materials, and first aid equipment.
3. Instruct the foremen that they are not to require or permit their men to take chances, but rather that they instruct the men in proper and safe procedures.
4. Inform the foremen that safe practices are to be followed and safe conditions maintained throughout the job.
5. Instruct line foreman individually regarding their safety responsibilities.
6. Require all sub-contractors and encourage other prime contractors to adhere to all Safety Regulations.
7. Review all accidents with foremen; file full reports; and see that corrective action is taken immediately.

Sincerely,

Mark Johnson, President  
Bluegrass Contracting Corporation



**BLUEGRASS CONTRACTING CORPORATION SAFETY POLICY –  
ACCOUNTABILITY FOR MANAGERS / SUPERVISORS**

Procedures for holding managers and supervisors accountable for safety:

- All managers and supervisors will follow company and project policies and procedures regarding safety.
- All managers and supervisors will monitor employees for safety.
- All managers and supervisors will follow policies and procedures regarding noncompliance.
- Managers and supervisors who do not follow policy will be reprimanded and a full report will be filed.
- Managers and supervisors who do not follow policies constantly will be removed from the project by the SSHO.
- Any manager or supervisor who willfully disregards or refuses to enforce safety policies will be discharged immediately.

**BLUEGRASS CONTRACTING CORPORATION SAFETY POLICY FOR  
SAFETY NONCOMPLIANCE**

Policies and procedures regarding noncompliance:

- Any employee who fails to follow safety procedures will immediately be subject to disciplinary actions.
- Employees with minor first time violations will be reprimanded and a full report will be filed.
- Employees with minor second time violations will be relieved from their positions for a period of one day without pay. A full report will be filed.
- Employees with a minor third time violation will be removed from the project immediately.
- Employees who commit a major violation will be removed from the project immediately.
- Employees who willfully disregard safety requirements will be discharged at once.



## **SAFETY AND HEALTH TRAINING**

Bluegrass Contracting Corporation maintains records in the corporate office of all employees with safety and health training. This list is monitored and any required re-training or re-certification is scheduled as needed. It is Bluegrass Contracting Corporation's practice to bring all supervisors and key personnel together annually for a safety meeting. Bluegrass Contracting Corporation maintains copies of all applicable safety certificates at the project office for onsite personnel.

## **EMERGENCY RESPONSE TRAINING**

All supervisors and workers are instructed in the evacuation routes and emergency phone numbers during their pre-work safety orientation when starting a new project. All supervisors have Bluegrass Contracting Corporation-supplied cell phones to provide immediate access to emergency services.

## **TRAINING AND CERTIFICATIONS**

The following Bluegrass Contracting Corporation employees have these first aid/CPR and trenching certifications:

Joe Carr  
Scott Tipton  
Jamie Johnson  
Pat McKew  
J.R. Wagers

Trenching Competent Persons:

Jamie Johnson  
Pat McKew

## **JOB SITE SAFETY CHECK FORM**

The job site Daily Check form is used to document daily worksite safety inspections. Unsafe acts or conditions are noted on the report and work activity is stopped until corrections are made. Construction equipment is inspected upon its arrival at a project with a follow-up inspection weekly. Any construction equipment with a safety deficiency is parked until corrected.



## Bluegrass Contracting Corporation

### JOB SITE DAILY SAFETY CHECK

**Job Name** \_\_\_\_\_

**Contract #** \_\_\_\_\_

**Job #** \_\_\_\_\_

**Date** \_\_\_\_\_

Mark a ✓ for no correction needed; N/A for Not Applicable; C for Correction Needed; and X for Exemplary Performance:

- \_\_\_ 1. Are walkways adequate? \_\_\_\_\_
  - \_\_\_ 2. Are ladders properly constructed and secured? \_\_\_\_\_
  - \_\_\_ 3. Is housekeeping good, all unnecessary debris cleaned up? \_\_\_\_\_
  - \_\_\_ 4. Are guard rails erected around floor openings and other critical areas? Perimeter protection in place? \_\_\_\_\_
  - \_\_\_ 5. Is illumination adequate? \_\_\_\_\_
  - \_\_\_ 6. Are hard hats and other personal protective equipment worn by our workers, and subs? \_\_\_\_\_
  - \_\_\_ 7. Are cranes and hoist properly maintained and safeguarded? Has today's manual material handling been properly set up? \_\_\_\_\_
  - \_\_\_ 8. Are trenches and excavations properly shored or sloped? \_\_\_\_\_
  - \_\_\_ 9. Are all electrical tools guarded and grounded? \_\_\_\_\_
  - \_\_\_ 10. Is job traffic plan working? \_\_\_\_\_
  - \_\_\_ 11. Are first aid supplies adequate? First aiders or first aid facilities available? \_\_\_\_\_
  - \_\_\_ 12. Are hire hazards controlled? \_\_\_\_\_
  - \_\_\_ 13. Safety bulletin board posted? \_\_\_\_\_
  - \_\_\_ 14. Are protruding nails in lumber removed? \_\_\_\_\_
  - \_\_\_ 15. Are scaffolds properly constructed? Workers tied-off? \_\_\_\_\_
  - \_\_\_ 16. Are workers protected from falling objects? \_\_\_\_\_
  - \_\_\_ 17. Are forms, lumber, plywood and other material being safely handled? \_\_\_\_\_
  - \_\_\_ 18. Are job safety rules being carried out? \_\_\_\_\_
  - \_\_\_ 19. Is proper confined space safety equipment being utilized? \_\_\_\_\_
  - \_\_\_ 20. Is job fuel tank properly set up with signs, barricades, grounding and temporary containment? \_\_\_\_\_
  - \_\_\_ 21. Are crane inspection records current (Daily and Annual)? \_\_\_\_\_
- Other unsafe acts/conditions noted? \_\_\_\_\_

Number, Date and to whom Corrective Action Assigned: \_\_\_\_\_



**BLUEGRASS CONTRACTING CORPORATION**  
**DRUG-FREE WORKPLACE POLICY & PROCEDURE**

The purpose of this policy is to set forth guidelines to be followed in implementing Bluegrass Contracting Corporation's Drug and Alcohol Abuse Program as it applies to both employees and potential employees. It is the intent of Bluegrass Contracting Corporation to provide a safe drug-free workplace.

#### GENERAL POLICY

While Bluegrass Contracting Corporation has no intention of intruding into the personal lives of its employees, it is recognized that serious involvement with drugs and/or alcohol off the job eventually takes a toll on job performance. Employees having a drug and/or alcohol problem are strongly encouraged to seek proper assistance for rehabilitation.

The possession, sale, or use of illegal drugs (defined as any drug-like substance whose sale, use or possession is unlawful in the U.S.) is inconsistent with BGCC's objectives of operating in a safe and efficient manner. Accordingly, no officer, employee, agent or contractor shall have in his/her possession any illegal drug or sell any illegal drug on or off its premises or project site. Nor shall any employee report to work while under the influence of an illegal drug. The services of any employee who engages in such conduct on or off its premises or project site will be subject to sever disciplinary action, up to and including termination of employment.

The use of alcoholic beverages is inconsistent with the objective of operating in a safe and efficient manner. Accordingly, no officer, employee, agent or contractor shall report to work under the influence of alcoholic beverage. Employees in violation of this policy will be subject to discipline up to and including termination of employment.

#### IMPLEMENTING THE DRUG POLICY

Drug Screen Required at the Following Times:

##### Current Work Force

- 1) Without prior notification, Bluegrass Contracting Corporation may drug test (via urine sample) all employees. Proof of drug screen is kept in personnel file.
- 2). After notification, each employee must report for a urine drug test within four (4) hours.

##### Pre-Placement Testing

- 1). Post offer, all applicants will be screened for drugs by urine drug screen.

- 2). Applicants will be asked to sign a consent form authorizing the collection agent to conduct the test and submit the results to the MRO.
- 3). An applicant who is considered for permanent employment will be required to report to a collection site within twenty-four (24) hours of notification and provide a urine sample.
- 4). Applicants who refuse to sign the consent form will not be considered for employment. Applicants who have been verified positive for illegal drugs will not be considered for employment.

#### Post-Accident Testing

- 1). When an employee is involved in a work-related accident, the employee will be asked to submit to a urine drug screen and an Alcohol Breath test.

#### Random Testing

- 1). Bluegrass Contracting Corporation will randomly test employees by urine drug screen.
- 2). Random draws will occur periodically.
- 3). An employee is expected to submit to a urine test within eight (8) hours after notification of random draw. Random screening does not require advance notification.

#### Reasonable Cause

- 1). When there is reasonable cause to believe that an employee is using a prohibited drug or alcohol, the employee will be required to take a drug and alcohol test. For this purpose, reasonable cause is defined as a reasonable belief that the employee is using a prohibited drug or alcohol, based on specific physical, behavioral, or performance indicators of probable drug and/or alcohol use.
- 2). Bluegrass Contracting Corporation shall ensure that the employee is transported immediately to the collection site for collection of a urine sample and an Alcohol Breath Test.
- 3). The supervisor(s), who have received education in the symptoms of drug use, witnessing the employee's behavior and substantiating and concurring in the decision to test must document and sign the Reasonable Cause Statement as soon as possible after observing the behavior.

## TESTING PROCEDURES

Urine drug testing will be performed at the designated collection site (Section A).

- 1). The collection site will sue an approved lab for analyzing the urine specimen. Strict chain of custody procedures will be followed. Each specimen identified as positive on the EMIT Screen will be confirmed by GCMS Testing.
- 2). The collection site will require direct observation if the temperature of the specimen is out of range or if there is an obvious attempt to alter specimen.
- 3). If the employee/applicant is unable to provide an adequate specimen, the staff at the collection site will provide up to 24 oz. of fluid and the employee/applicant will be held up to two (2) hours, or until a specimen can be obtained.
- 4). The lab will send the results directly to the MRO (Section B).

Breath testing will be performed at the designated site (Section A).

- 1). Breath testing will be done on a DOT-approved device. If the test is positive for alcohol, a repeat test will be done to confirm the result.

Should any employee/applicant come to Bluegrass Contracting Corporation seeking help for an abuse problem, before testing, the company will make a sincere effort to help that employee/applicant seek rehabilitation. The employee/applicant may be subject to follow-up testing following rehabilitation.

## THE MEDICAL REVIEW OFFICER (MRO)

The company has designated a license physician to be a MRO to review and interpret all urine drug screen results. All positive test results are reviewed to determine if there is an alternate medical explanation of an individual's positive results.

Upon receiving a positive result, the MRO reviews pertinent medical information and discusses the test results with the employee.

The MRO determines if there is a legitimate reason for a positive drug test. If there is no medical reason for a positive, the MRO refers the individual to Mark Johnson for an employee assistance or rehabilitation program, or disciplinary action according to policy.

If, after five (5) days, the MRO cannot contact the employee, or if the employee has not contacted the MRO after being asked to do so by either the MRO or the Bluegrass Contracting Corporation official, the MRO will be able to verify and turn in the positive result to Mark Johnson without having spoken to the employee.

## TEST RESULTS AND THEIR RELEASE

The MRO will report the test finding, whether positive or negative, to Mark Johnson or Billie Johnson.

The following must be kept in the employee medical file:

- 1). A statement that the employee submitted to a controlled substance test.
- 2). The date and location of such test.
- 3). The identity of the person or entity performing the test.
- 4). Whether the test result was positive or negative.

Should the employee show a positive result, the identity of the substance will be released to Mark Johnson by the MRO.

#### PENALTIES

Any job applicant that fails a drug or alcohol test will not be hired.

Any employee who refuses to submit to a test shall be terminated.

Any employee that fails a drug or alcohol test will be immediately suspended without pay and shall be subject to the following, including termination of employment from Bluegrass Contracting Corporation:

- 1). Required participation by first-time offenders in an approved rehabilitation program or counseling as an alternative to termination.
- 2) Suspension without pay until a negative drug screen result is received.
- 3). Termination if the employee is a second-time offender, or if counseling is refused.

The employee is responsible for payment of return to duty drug testing.

#### FOLLOW-UP TESTING

Following the return to work on an employee who has tested positive for controlled substances or alcohol, he/she may be subject to follow-up testing without warning for up to five (5) years).

The MRO determines frequency of follow-up testing needed.

The employee is responsible for payment of follow-up testing.

## CONFIDENTIALITY

The results of individual drug tests may not be released to anyone other than Mark Johnson or Billie Johnson without the expressed written authorization of the tested individual.

All records shall be stored in a locked file in a secured location.

- 1). Positive results will be kept on file for a period of five (5) years.
- 2). Negative results will be kept on file for a period of one (1) year.

Unless an employee gives his/her written permission, there may be no release of rehabilitation or drug test records to a subsequent employer.

## DRUGS FOUND ON PROPERTY

If illegal drugs are found on Bluegrass Contracting Corporation premises or project site, the local law enforcement and project security will be promptly notified.



## BLUEGRASS CONTRACTING CORPORATION

### SECTION A

Urgent Treatment Clinics are located at the following addresses:

100 Trade Street, Suite B,	Lexington
1498 Boardwalk,	Lexington
3174 Custer Drive,	Lexington
1055 Dove Run Road,	Lexington
100 Eastside Drive, Suite B,	Georgetown

### SECTION B

John R. Langfeld, MD  
UTC/Health Partners  
3174 Custer Drive  
Lexington, KY 40517-3004  
(859) 272-4882