



**Bureau of Workers'
Compensation**

30 W. Spring St.
Columbus, OH 43215-2256

Governor **Ted Strickland**
Administrator **Marsha P. Ryan**

ohiobwc.com
1-800-OHIOBWC

February 9, 2010

BRIAN HINA
HINA ENVIRONMENTAL SOLUTIONS LLC
2824 FISHER RD STE B
COLUMBUS OH 43204-3553

**BWC Drug-Free Workplace
Program Status**

Policy Number: 1540781

Program: DF-EZ

DFWP Eff Date: January 1, 2010

Approved Level: L0

Potential Discount: 0%

Report Due Date: September 30, 2010

Re: Drug-Free Workplace Program

Dear Employer:

Thank you for your efforts to establish and maintain the Ohio Bureau of Workers' Compensation's (BWC) Drug-Free Workplace Program (DFWP). BWC has approved your participation in the DFWP for the program level shown in the box at the top of this letter. If you feel this level is error, please email BWC at dfwp@ohiobwc.com.

BWC's *Drug-Free Workplace Self-Implementation Workbook*, which we have sent you, was designed to assist employers in implementing/operating a drug-free program. This workbook offers a summary of program requirements, but please go to BWC's website for information specifically designed for state construction contractors/subcontractors.

<http://www.ohiobwc.com/employer/services/StateContract/StateContractdescriptions.asp>

Employers involved in state construction projects maintain eligibility to remain in "approved" status in BWC's state construction contractor database by operating a "comparable" drug-free program and by timely submitting the required annual Self-Assessment report/form.

Important reminder: Your company must have the following requirements in place prior to your employees and supervisors working on a state construction project:

1. You must have a drug-free policy in place that has been shared with all employees and supervisors who might provide labor services on a state site or supervise labor.
2. Each employee and supervisor must have received one hour of employee education on substance awareness from a qualified source prior to going out on a state job.
3. Each supervisor must have received one additional hour of supervisor skill-building training from a qualified substance professional prior to supervising on a state site.
4. All required drug and alcohol testing must be in place.
5. You need a list of local assistance resources to give an employee with a substance problem.

If you have any questions, please call the BWC representative listed below. You may also call 1-800-OHIOBWC, and listen to the options.

Sincerely,

Mary Yorde
Supervisor, Employer Programs Unit

State Contractor: Yes
Columbus service office - 614-728-6457
BWC representative: Dana Parsons

Comparable Program-21