



**Mackay Airport**

**DRUG AND ALCOHOL  
MANAGEMENT PLAN (DAMP)**

**Alcohol and other Drugs Policy &  
Procedures**

**ISSUE 1 REVISION 1  
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## FOREWORD

The Drug and Alcohol Management Plan (DAMP) is issued by Mackay Airport Pty Ltd ACN 132 228 534 (MAPL) pursuant to Civil Aviation Safety Regulation 1998 (CASR) Part 99, Division 99.B.2, 99.030.

The DAMP complies with regulation CASR 99.045 and is designed to ensure that the safety of personnel, equipment and property in defined areas is not compromised by the effects of drugs or alcohol.

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AOD: Alcohol and Other Drugs



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## 1. POLICY STATEMENT

The health, wellbeing and safety of all personnel are of paramount importance to Mackay Airport Pty Limited (MAPL). All individuals have a right to be safe at a MAPL workplace. Alcohol and Other Drugs (AOD) when present in the workplace, have the potential to increase risk of harm to personnel.

MAPL therefore has a duty of care to minimise the risk of accident, incident and injury in the workplace arising from the consumption of alcohol or other drugs. The purpose of this policy is to outline the strategies and processes that will be used by MAPL to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

MAPL takes a multi-strategy approach that incorporates:

- awareness/education/training,
- support,
- rehabilitation,
- testing,
- enforcement, and
- performance management.

To ensure informed compliance is achieved MAPL is committed to:

- providing awareness material, education and training to employees about the health and safety risks associated with being under the influence of any form of alcohol or other drugs,
- managing alcohol and other drug risks by fostering an attitude amongst all employees that it is not acceptable to attend work under the influence of alcohol or other drugs,
- providing an atmosphere that encourages employees and contractors to seek assistance for alcohol and drug related issues,
- providing employees with access to counselling,
- ensuring that all employees are aware that the consumption, possession and sale of illegal drugs in the workplace will not be tolerated, and
- monitoring the workplace to ensure no employee is under the influence of drugs or alcohol.

## 2. INTRODUCTION

In 2008 CASA released Civil Aviation Safety Regulation (CASR) Part 99 under which it became mandatory for aviation related organisations to develop and implement a Drug and Alcohol Management Plan (DAMP). Such organisations are referred to by CASA for the purpose of this legislation as **DAMP Organisations**.

The CASA DAMP requirements detailed in Civil Aviation Safety Regulation Part 99 form the basis of the MAPL Drug and Alcohol Management Plan.

In addition to meeting its statutory obligations under Commonwealth legislation, MAPL also seeks to achieve the following additional aims through this program.

#### **Aims**

- To provide a safe and healthy workplace.
- To take a holistic approach to drug and alcohol management at Mackay Airport and not just focus on CASA regulated areas and activities.
- To ensure information to aid in identifying AOD issues is readily available.
- To provide training and education to assist in identifying AOD issues.
- To provide an atmosphere where it is recognised that working while under the influence of AOD is not acceptable.
- To provide appropriate support and encouragement to assist those with AOD consumption issues overcome those issues.
- To deal with any issues relating to AOD consumption in a consistent manner.
- To enforce this policy.
- To ensure compliance under Queensland Workplace Health and Safety Act 1995.

### **3. APPLICATION**

Provisions within this DAMP relate specifically to actions undertaken by MAPL and does not include enforcement action undertaken by external agencies such as the Police.

The CASA requirements for a DAMP are directed at personnel that perform, or are available to perform, an SSAA. The MAPL DAMP covers all employees.

#### **All MAPL employees must comply with the MAPL Drug and Alcohol Management Plan**

For the purpose of the MAPL DAMP, employees are deemed to be all permanent, casual and temporary employees, trainees, volunteer staff, consultants and contractors employed directly by MAPL.

Where individuals are employed by a company who in turn provides a service directly to MAPL the onus is on those companies to demonstrate to MAPL that their employees:

- if not having worked previously at the airport, have been screened negative for drugs and alcohol prior to deployment into a SSAA,
- are aware of the permissible limits regarding alcohol and other drugs,
- are aware of the existence of random testing, and
- are aware of the implications of any breaches by themselves and to the company including covering the cost of any confirmatory testing.

### **4. CONTENT**

Fundamentally there are three key elements underpinning this program:

- an alcohol and other drugs education/awareness program,
- an alcohol and other drugs testing program, and
- an alcohol and other drugs response program.

## 5. RESPONSIBILITIES

### 5.1 MAPL RESPONSIBILITIES

MAPL must:

- for new and current employees, make this program available to each employee before that person needs to perform or become available to perform their required duties,
- identify new employees who will be tasked to undertake SSAA roles,
- for new employees ensure AOD screening has been carried out prior to deployment into SSAA,
- not permit any employee to perform or be available to perform an employment related activity in the following circumstances:
  - **Reasonable Cause:** if a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of alcohol or other drug.
  - **Post Incident/Accident:** if a reportable incident or accident has occurred which involved the employee while they are performing or available to perform an employment related activity, and:
    - for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee – a test has not been conducted, or
    - if tests have been conducted – MAPL has not been notified of the test results;
    - if tests have been conducted and MAPL have been notified of positive test results.
- if an employee has been required to cease performing or being available to perform their duties because of an incident related to alcohol or drugs, not permit that employee to again perform or be available to perform their duty until all mandatory pre-conditions have been met, and
- where the duties are deemed by CASA legislation to be SSAA, provide periodic reports to the Civil Aviation Safety Authority in accordance with the DAMP Regulations.

### 5.2 RESPONSIBILITIES OF ALL EMPLOYEES OF MAPL

All employees:

- are **to disclose** to MAPL if they have consumed a level of alcohol, or are taking any drug, that may affect their ability to carry out their duties,
- when using **legal drugs** (medications) shall obtain information from a qualified medical practitioner on their potential impact on fitness for work,
- **must not** perform or be available to perform their duties, if aware that they are adversely affected by alcohol or other drugs, until they are no longer adversely affected,
- **must not** be in possession of or traffic any illegal drug whilst at a MAPL workplace or conducting a MAPL undertaking,
- are subject to alcohol and other drugs testing under this program while performing or being available to perform for MAPL,

- will be required to provide a breath, oral fluid (normally saliva) and/or urine sample if requested under the MAPL DAMP,
- must cease performing or being available to perform their duties if they:
  - fail to comply with a request to provide a breath, oral fluid (normally saliva) and/or urine sample as per the MAPL DAMP;
  - return a positive result for an alcohol or other drug test;
  - interfere with a sample they provide for alcohol or other drug testing by CASA or MAPL.
- if required to cease performing or being available to perform duties because of an incident related to alcohol or other drugs, must not again perform or be available to perform their MAPL duties until all mandatory preconditions have been met.

*NOTE: Employees engaged in SSAA will be seen as committing an offence against Commonwealth legislation if found to be in excess of permissible limits or refusing to comply with directives from a CASA Approved Tester. Prosecution or infringement action may therefore be taken against the individual by CASA or the Commonwealth Director of Public Prosecutions.*

### **5.3 RESPONSIBILITIES OF MAPL APPOINTED DAMP CONTACT OFFICER**

The responsibility of the MAPL appointed DAMP Contact Officer is to liaise with CASA in relation to MAPL's DAMP responsibilities.

### **5.4 RESPONSIBILITIES OF MAPL APPOINTED DAMP SUPERVISORS**

If a DAMP Supervisor forms an opinion that a person subject to this DAMP is adversely affected by alcohol or other drugs, they must direct the employee to cease performing or being available to perform their duties and complete the form at Appendix 1. Action will then be taken in accordance with the testing Flow chart at Appendix 2.

## **6. ALCOHOL AND OTHER DRUGS EDUCATION PROGRAM**

All MAPL employees are required to undertake an alcohol and other drugs education program.

In addition to initial education MAPL will provide refresher education to all employees when required by any changes to the rules or procedures. A knowledge assessment will be conducted at least every 30 months.

The MAPL alcohol and other drugs education program contains the following components:

- alcohol and other drug testing in the workplace,
- support and assistance services and
- information about the potential risks to safety from use of alcohol and other drugs.

In addition to the general employee training, Damp Supervisors will receive education and training to identify and manage people who may be adversely affected by alcohol or other drugs in the workplace.

## 7. ALCOHOL AND OTHER DRUGS TESTING PROGRAM

### 7.1 SUBSTANCES THAT WILL BE INCLUDED IN TESTING

MAPL will test for alcohol and other drugs known to cause impairment. These drugs include:

- Opiates (e.g. heroin),
- Sympathomimetic amines (e.g. speed, amphetamines, ecstasy, ephedrine),
- Cannabis metabolites (e.g. marijuana),
- Cocaine, and
- Benzodiazepines (tranquilisers).

**Note:** *In accordance with Australian Standards AS4308 and AS4760 any testing for these drugs is intended to identify the presence of the drug and not to determine the level of impairment matched to a quantity as is the case with alcohol.*

Should an employee be selected to attend an Approved External Testing Agency for alcohol or drug testing, the presence of substances such as masking agents and other non targeted drugs may also be identified. For this reason anyone selected to attend an Approved External Testing Agency is strongly advised to declare any such substances they suspect may be in their system. Such a declaration is treated in confidence and covered by privacy provisions.

### 7.2 HOW TESTING WILL BE CONDUCTED AND BY WHOM

Testing can be conducted by or on behalf of CASA, by an individual (self) testing or by MAPL.

#### 7.2.1 CASA

CASA testing is conducted by a CASA Approved Tester.

Any drug and alcohol testing done under the CASA program will be conducted as follows:

- Alcohol
  - breath testing using a device that meets either AS 3547, *Breath alcohol testing devices for personal use* or NMI R 126, *Pattern Approval Specifications for Evidential Breath Analysers*;
- Other Drugs
  - oral fluid testing in accordance with AS 4760, *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*;
  - urine testing in accordance with AS/NZS 4308, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*.

Any devices used in drug or alcohol testing must be used in a way that is consistent with the instructions of the manufacturer.

#### 7.2.2 Self Testing

MAPL employees are encouraged to 'self' test' for alcohol using a calibrated Alcolizer HHI unit located throughout MAPL workplaces (*Appendix 6*).

#### 7.2.3 MAPL

MAPL testing is carried out by an **appropriately qualified alcohol and other drug professional** using methodology consistent with CASA and the relevant Australian Standards (see 7.3).

The most common methodology involves collection of breath samples or oral fluids (saliva) with urine collection occasionally being required.

All urine testing will be carried out off site under controlled conditions and by an ***appropriately qualified alcohol and other drug professional as per AS4308.***

### **7.3 WHEN TESTING WILL BE CONDUCTED**

#### **7.3.1 CASA Approved Tester**

CASA will conduct random testing within safety sensitive areas and/or on individuals undertaking safety sensitive aviation activities.

This is done as part of CASA's DAMP monitoring and auditing functions to ensure organisations and individuals are compliant with their legislative requirements.

#### **7.3.2 MAPL Approved Tester**

Drug and alcohol testing of all employees under this program will be conducted in the following circumstances:

##### **a) Prior to commencement of employment/deployment**

MAPL staff will undergo AOD screening prior to employment/deployment by MAPL to SSAA or airside related activity.

For a MAPL Contractor, AOD screening is required prior to first commencing a SSAA or airside related activity.

##### **b) Post accident or serious incident**

A person will be tested for alcohol and other drugs after a reportable incident or accident involving a MAPL employee that occurs whilst they are performing or available to perform their duties, provided that suitable test conditions exist.

**Note:** *Suitable test conditions exist where, after a reportable incident or accident, testing can be conducted:*

- *within 24 hours of the accident or incident for drug testing,*
- *within 4 hours of the accident or incident for alcohol testing, and*
- *if it is practicable to conduct a test.*

##### **c) Reasonable suspicion**

A person will be tested if a DAMP Supervisor reasonably suspects that an employee may be adversely affected by alcohol or other drugs while performing or available to perform their duties.

##### **d) On return to work**

A person will be tested for alcohol and other drugs if they are returning to work after a period during which they were not permitted to perform or be available to perform SSAA duties because of alcohol or other drug use or a related incident.

### **7.4 ALCOHOL AND OTHER DRUGS TEST RESULTS**

#### **7.4.1 Alcohol**

Alcohol testing is based on blood alcohol concentration (BAC).

The initial test for alcohol is done using breath to determine the probable BAC. A BAC of 0.05 equates to a concentration of 0.05 grams of alcohol in 210 litres of breath.

**NOTE: Less than 0.02 BAC is deemed to be Zero BAC.**

## 7.4.2 Drug

Drug testing is based primarily on determining the presence above cut off limits or permitted levels of a testable drug. It is medically recognised that small quantities of substance can be found in the body naturally or present in some foods which chemically equate to various testable drugs. Testing methodology therefore allows for and discounts these **cut off limits, or permitted levels**.

*Note: If a reportable incident has occurred and a full Urinalysis is required it will also detect masking agents known to the Approved External Testing Agency as indicative of the use of testable drugs. Therefore should masking agents be detected, based on recommendations from the Medical Review Officer a person may be asked to explain the presence of such masking agents to MAPL.*

## 7.4.3 Pre Employment/Deployment Alcohol or Other Drug testing for MAPL Employees

If a potential new employee records a positive test result from undertaking a pre employment test, they may be asked to undertake a confirmatory test.

Depending on the results of the confirmatory test and the nature of the primary intended role of the person, MAPL:

- reserves the right to withdraw the offer of employment,
- may delay finalising employment,
- may offer alternative employment combined with an extended probationary period,
- may request the person undergo appropriate treatment to address the issue. Such a decision will be made in consultation with the Medical Review Officer and other appropriate Medical Practitioners.

## 7.4.4 Pre Deployment Alcohol or Other Drug testing for Contractors

Positive results from employees working for Contractors are a matter between them and their employer.

MAPL will not permit airside access or SSAA by that individual until a negative result is produced.

## 7.4.5 Positive Result means:

- for an initial drug test - a test result above the permitted level,
- for a confirmatory drug test - a test result above the permitted level, verified by a Medical Review Officer (MRO) as a verified positive result,
- for an initial alcohol test - a test result above the permitted level,
- for a confirmatory alcohol test - a test result at or above a BAC of 0.02. (Refer Appendix 5).

## 7.4.6 MAPL Employee

If a positive result is obtained from an alcohol or other drug test the employee is to cease airside activity and a confirmatory test will be requested. If a confirmatory drug test returns a positive result, MAPL will consult a DAMP MRO to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source. If a confirmatory alcohol test returns a positive result, MAPL will refer the individual to an MRO.

#### **7.4.7 Individual employed by Company engaged by MAPL**

If a positive result is obtained by an individual employed by a company engaged by MAPL, a nominated MAPL DAMP Supervisor is to request the individual to cease duties and the matter is to be referred immediately to the company for action. The individual will not be permitted to return until the Company can confirm the individual has returned a negative confirmatory test result. All ongoing assistance required by the individual to overcome any alcohol and other drug issues is the responsibility of their employer.

### **8. DRUG AND ALCOHOL RESPONSE PROGRAM**

#### **8.1 SUSPENSION FROM DUTY/STAND DOWN**

MAPL will not permit an employee to perform or be available to perform their duties in any of the following circumstances:

- where MAPL is aware that a positive result for an initial alcohol or other drug test has been recorded but this has not yet been confirmed in a confirmatory test,
- where MAPL is aware that:
  - a positive result for a confirmatory alcohol or other drug test has been recorded for the employee, and
  - a DAMP medical review officer has not determined that the result recorded could be because of a legitimate therapeutic treatment or some other innocuous source, and
  - where necessary, mandatory preconditions for return to work have not been met.
- where MAPL is aware that an employee who has been required to take an alcohol or other drug test has:
  - refused to take the test, or
  - interfered with the integrity of the test.
- if a DAMP Supervisor has reasonable suspicion that a person's faculties may be impaired due to that person being under the influence of alcohol or other drugs,
- if a reportable incident or accident has occurred involving the employee while they are performing or available to perform their duties, and either
  - for the period that suitable test conditions exist, a test has not been conducted, or
  - if tests have been conducted, MAPL has not been notified of the test results.

#### **8.2 RETURN FROM SUSPENSION**

Where MAPL has not permitted a person to perform or be available to perform their duties as a result of a drug or alcohol testing related suspension event, MAPL will permit that person to again begin performing or being available to perform those duties only in the following circumstances:

- when the suspension event relates to an initial alcohol or drug test, a confirmatory test subsequently indicates a permissible BAC level or an absence of testable drug, or
- the employee is considered fit to resume performing or being available to perform their duties by the MAPL nominated MRO or accredited MRO.

MAPL will permit an employee to utilise leave entitlements to allow reasonable time to attend a nominated drug or alcohol intervention program or advisory service (Appendix 7), if:

- the MRO has advised MAPL that the employee should attend the program, and/or
- the employee has requested assistance to attend.

## **9. SELF-REFERRAL**

MAPL employees are encouraged to recognise problematic use of substances and to obtain the help they need.

Any employee who seeks assistance from their manager or from the MAPL Employee Assistance Program (EAP) will be afforded all necessary help. The matter will be treated in the strictest confidence.

Personnel seeking assistance from MAPL management will be offered that assistance by way of counselling or other treatment/rehabilitation program. They may be provided with flexible leave arrangements in order to complete any treatment/rehabilitation program.

## **10. ROLE OF THE MEDICAL REVIEW OFFICER (MRO)**

The appointment of an MRO is a CASA requirement.

### **10.1 WHO IS AN MRO?**

A Medical Review Officer is a medical practitioner that has:

- competence in the field of interpreting drug and alcohol test results, and
- knowledge of substance use disorders, and
- knowledge of the contents of relevant standards and regulations.

### **10.2 WHAT IS THE ROLE OF A MRO?**

MAPL will consult a MRO in the following circumstances:

- if a confirmatory alcohol or other drug test result for an employee of MAPL is positive — to determine if the test result could be caused by legitimate therapeutic treatment or some other innocuous source, and
- to review medical information concerning a person's failure to give a body sample for alcohol or other drug testing,
- to determine, in consultation with the employee's treating clinician (if any), if the employee is fit to resume performing or being available to perform duties after an alcohol or other drug testing related incident.

## **11. DISCIPLINARY ACTION**

While MAPL will consult an appropriately qualified alcohol and other drug professional in an effort to assist the person overcome AOD issues, disciplinary action may also need to be taken.

Should a positive result for alcohol or other drugs be recorded by a MAPL employee performing or being available to perform their duties, provisions under the Mackay Airport Union Collective Agreement 2008 will take effect, namely:

- Section 17 – Dispute Settlement Procedures, and
- Section 18 – Warning and Counselling Principles and Procedures.

Where stand down provisions are enacted, MAPL employees will utilise accrued leave including sick leave and annual leave, or leave without pay when necessary.

Where the employee is not covered by this collective Agreement, MAPL will refer the employee to their own employer for action. Said employee will not be permitted by MAPL to resume SSAA duties until satisfied that the action taken by their employer mirrors that enforced by MAPL.

## **12. PRIVACY**

The MAPL DAMP program is consistent with the requirements of the *Privacy Act 1988* and MAPL will comply with any obligations it may have under that Act in the handling of personal information collected under the program.

## **13. REVIEW, AUDIT AND COMPLIANCE**

MAPL will review this program **at least every 5 years**, or as directed by CASA, in order to ensure its continued compliance with the requirements of the CASRs.

The MAPL DAMP will be reviewed and amended by the DAMP Contact or delegate when necessary, to ensure its continued relevance in the MAPL workplace.

To ensure the appropriate development, implementation and enforcement of the MAPL program, CASA may audit MAPL and require it to provide relevant documentation.

## **14. PROVISION OF INFORMATION AND RECORD KEEPING**

### **14.1 PROVISION OF INFORMATION**

MAPL will ensure it records and supplies information to CASA with 21 days of 01 March and 01 September each year, or as otherwise required by CASA in respect of:

- alcohol and other drugs testing,
- alcohol and other drugs education, and
- follow-up actions in the event of positive tests.

The information reported to CASA will be consistent with the CASRs.

However, where specifically requested by CASA, MAPL will supply information about the identity of a DAMP employee to a CASA approved tester within one hour of such a request being made.

### **14.2 RECORD KEEPING**

MAPL will keep all records pertaining to this DAMP that are used to provide information to CASA for a period of 5 years. This information will be kept in a secure location.

Within 6 months after expiry of the 5 year record keeping period, MAPL will ensure such records are destroyed or deleted.

## 15. VARIATIONS

MAPL may at any time be required by CASA to make specific changes to this program, or to prepare a new program, to ensure ongoing compliance with the CASRs.

MAPL may also implement variations or amendments to this program to ensure compliance in regard to other non aviation specific legislation.

MAPL employees will be notified in writing of any changes.

### 15.1 WORKPLACE FUNCTIONS

On rare occasions certain functions may occur in MAPL workplaces where it is deemed appropriate to allow low controlled consumption of alcohol. Such controlled consumption at a MAPL workplace must be approved by the General Manager of MAPL. Approval will only be given if:

- the function is organised and conducted by MAPL,
- food is provided, along with low alcohol and non alcoholic beverages;\*
- start and finish times are nominated and strictly adhered to,
- the area in which the function is occurring is clearly defined and controlled,
- those requiring a BAC of less than 0.02 do not consume alcohol if required to work during or immediately after the event,
- one or more employees are nominated as the person/s responsible for ensuring that the above conditions are followed.

*[\* The quantity and nature of food, low alcohol and soft drink supplied to be determined by the General Manager.]*

### 15.2 EXTERNAL WORK RELATED FUNCTIONS

Employees are expected to conduct themselves in accordance with this policy when representing MAPL at external functions.

## 16. DEFINITIONS

**Accident** means an occurrence that arises out of a person performing or being available to perform their duties if either or both of the following apply:

- the occurrence results in the death of, or serious harm to a person,
- the occurrence results in serious damage to an aircraft or property.

**Aerodrome testing area means:**

- a) any surface in a certified aerodrome or a registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and
- b) any part of the surface of a certified aerodrome or registered aerodrome:
  - (i) that is not covered by paragraph (a); and
  - (ii) that does not have a building on it; and
  - (iii) from which access to a surface mentioned in paragraph (a) may be had; and
- c) a building located on a certified aerodrome or registered aerodrome that is used:

- (i) for maintenance of an aircraft or an aeronautical product; or
  - (ii) for the manufacture of aircraft or aeronautical products; or
  - (iii) by an air traffic service provider to control air traffic; or
  - (iv) by the holder of an AOC for flying training; and
- d) any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.

**Appropriately qualified alcohol and other drug professional** means a person who:

- materially works as a provider of clinical drug and alcohol treatment services and
- holds a bachelor degree, or postgraduate degree in at least one of the following fields:
  - health sciences,
  - medical science,
  - social sciences,
  - behavioural sciences.

**Approved External Testing Agency** means a Pathology Collection Agency accredited under ISO9001 Quality System Standard and National Association of Testing Authorities NATA. Currently approved External Testing Agency QML Pathology is engaged by MAPL to:

- take body samples for CASA drug or alcohol tests, and/or
- conduct initial drug tests and alcohol tests,
- provide results and recommendation regarding tests carried out for MAPL.

**Approved Tester** - see Approved External Testing Agency.

**Comprehensive Assessment** means an examination of a person's physiological and psychosocial indicators carried out:

- by a psychiatrist, or
- by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine, or
- jointly by a person entitled to practice as a medical practitioner under a law of a State or Territory and an appropriately qualified drug and alcohol professional.

**DAMP Contact Officer** is the person nominated to CASA by MAPL and charged with overall responsibility for liaison with CASA about MAPL's drug and alcohol testing responsibilities.

**DAMP Medical Review Officer** is a person who meets the following criteria:

- is a registered medical practitioner,
- has competence in the field of interpreting drug and alcohol test results,
- has knowledge of substance use disorders,
- has knowledge of the contents of relevant provisions of the CASRs.

**DAMP Supervisor** is a supervisor of employees of MAPL who has received training on how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol. It is the DAMP Supervisor to whom employees should report any concerns they may have about the potential work-related effects of any medication that they are taking or alcohol they have consumed. A DAMP Supervisor has access to the DAMP Medical Review Officer for advice and clarification as required.

**Drug or Alcohol Intervention Program** may consist of any of the following:

- assessment,
- treatment, including:
  - education,
  - counselling,
  - consultation with health care professionals,
  - pharmacotherapy,
  - residential or non residential treatment programs.
- monitoring and follow up action.

**Employees** all permanent, casual and temporary employees, trainees, volunteers, consultant and contractors employed directly by Mackay Airport Ltd. Individuals that are employed by a company contracted to and/or providing a service to MAPL must comply with the permissible levels and testing regime. However they are the responsibility of their employer.

**Illegal (Illicit) Drugs** means:

- those drugs deemed to be illegal pursuant to current State legislation (e.g. cocaine, heroin, cannabis),
- controlled substances not prescribed to an employee by a duly licensed physician.

**Legal Drugs** means:

- those sold to the public on a non-prescription basis,
- those prescribed to an employee by a duly licensed physician.

**Permitted Level** means:

- for alcohol — a concentration of less than 0.02 grams of alcohol in 210 litres of breath unless otherwise specified.
- for a testable drug — a concentration of the testable drug that is less than the confirmatory target concentration for that drug specified in the legislative instrument made by CASA for the purpose of this paragraph.

**Positive Result** means:

- for an initial drug test - a test result above the permitted level.
- for a confirmatory drug test - a test result above the permitted level, verified by an MRO as a verified positive result.
- for an initial alcohol test - a test result above the permitted level.
- for a confirmatory alcohol test - a test result above the permitted level.

**Reportable Incidents** are:

- collisions or near-collisions with other vehicles or structures on the airport.
- collisions or near-collisions with aircraft.
- airside occurrences causing injury.
- runway incursions.
- misinterpretations by employees performing SSAA of information or instructions issued by air traffic control.

- any occurrence that adversely affects the safe operation of the airport.
- any situation in the work environment considered by MAPL DAMP supervisor's to be dangerous.

**Safety Sensitive Aviation Activities (SSAA) are:**

- any actions taken by a person in an aerodrome testing area (including the persons presence in the area) other than as a passenger,
- any of the following activities, wherever they occur:
  - calculation of the position of freight, baggage, passengers and fuel on aircraft,
  - the maintenance, certification of maintenance or manufacture of aircraft, aeronautical products, ground based navigation aids or radar,
  - the fuelling and maintenance of vehicles that will be used to fuel aircraft on aerodrome testing areas,
  - activities undertaken by an airport security guard or screening person in the course of their duties as a guard or person,
  - activities undertaken by a member of the operating crew of an aircraft in the course of that persons duties as a crew member,
  - the loading and unloading of trolleys containing baggage for loading onto aircraft or unloading from aircraft and the driving of such trolleys,
  - activities undertaken by an air traffic controller in the course of the controller's duties as a controller, or the supervisor of such a person,
  - providing flight information and search and rescue alert services to a pilot or operator of an aircraft immediately before the flight of the aircraft or to a pilot or operator of an aircraft, during the flight of the aircraft or as an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller, and
  - the provision of aviation fire fighting services.

**Serious incident** is an occurrence that arises out of a person performing or being available to perform an SSAA if either or both of the following applies:

- the occurrence gives rise to danger of death or serious harm to a person, or
- the occurrence gives rise to danger of serious damage to aircraft or property.

**Suspension Event** means an event where this program requires an employee to cease performing or being available to perform their duties.

**Testable Drug** The expanded list means any of the following:

- Morphine
- Codeine
- 6-Acetyl morphine
- Amphetamine
- Methylamphetamine
- Methylenedioxyamphetamine
- Methylenedioxyamphetamine
- Cocaine

- Delta 9-tetrahydrocannabinol
- Benzoyllecgonine
- Ecgonine methyl ester

**Workplace** means any work area, property or vehicle where the MAPL is operating business or its undertakings and any function which an Employee is required to represent MAPL.

## APPENDIX 1

### DAMP SUPERVISOR CHECKLIST

(circle one) **Reportable Incident/Accident**

**Reasonable Suspicion.**

Employee being assessed \_\_\_\_\_

Date and time of assessment \_\_\_\_\_

Supervisor making the assessment \_\_\_\_\_

	Yes	No
1. Did the incident involve operation of plant		
2. Has an injury occurred		
3. Was medical treatment required		
4. Damage to plant/ equipment (estimated repair costs > \$2000)		
5. Were external agencies required (e.g. Police, ATSB, WHSQ)		
6. Slurred speech		
7. Alcohol smell on breath		
8. Comments from colleagues		
9. Abnormal reflexes/behaviour (for that person)		
10. Admission to being under the influence		
11. In possession of alcohol		
12. In the possession of illegal drugs &/or drug paraphernalia		
13. Work performance below normal.		

Other reason/s

\_\_\_\_\_

\_\_\_\_\_

#### DAMP Supervisor actions

Prior to commencing an interview the Supervisor must inform the Employee of their right to have an independent Employee Representative present.

	Yes	No
1. Situation discussed with employee		
2. Employee stood down		
3. External Testing requested		
4. Employee consent obtained <sup>1</sup>		
5. Complete Authorisation Form to Conduct Tests		
6. Complete Referral and Chain of Custody Form		
7. Forms given to Escort		

#### Employee acknowledgement

My Supervisor has fully explained his/her concerns to me and I consent /do not consent (cross out which is not applicable) to alcohol and drug testing

Employee signature \_\_\_\_\_

Supervisor signature \_\_\_\_\_

Date and time \_\_\_\_\_

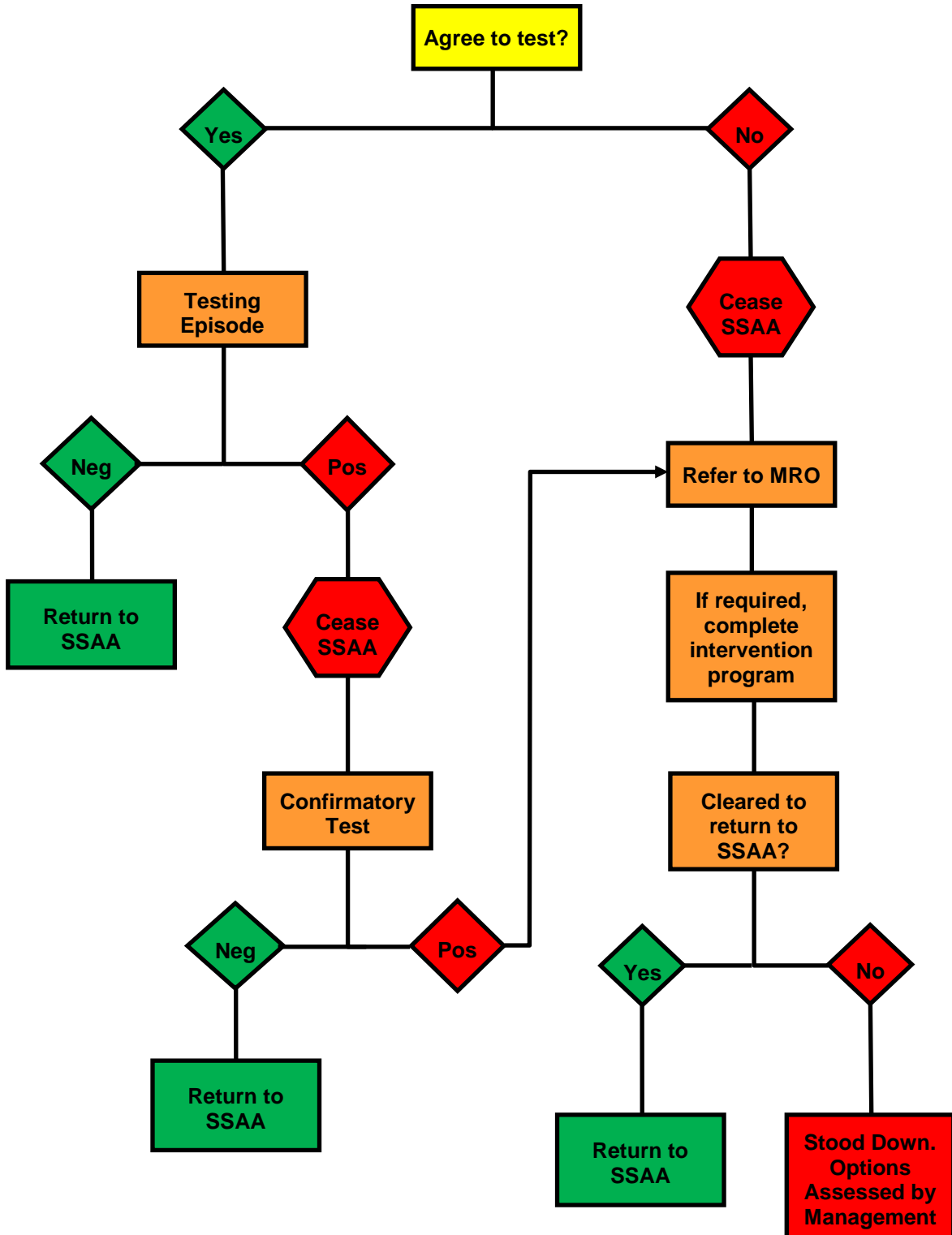
*Supervisor must clearly document situation and forward checklist to MAPL Compliance Coordinator*

\_\_\_\_\_

<sup>1</sup> Refusal will result in suspension from duty

## APPENDIX 2

### TESTING PROCESS FLOW CHART



## APPENDIX 3

### AUTHORISATION TO CONDUCT ALCOHOL AND OTHER DRUGS SCREENING TESTS

To be accompanied by a completed QML Occupational Pathology Request Form

Date: \_\_\_\_\_

To: QML Pathology  
29A Brisbane Street  
Mackay QLD 4740  
Ph: (07) 49 512 999

From: Mackay Airport Pty Ltd

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Name: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

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The above-named employee is required to undertake alcohol and drugs of abuse tests in accordance with AS/NZS 4308 and AS 3547. Please note: At Mackay Airport the permissible level for alcohol is a BAC reading of less than 0.02. For drugs of abuse, a permissible level is less than the confirmatory target for that drug specified in AS4760-2006.

Please conduct appropriate screening tests, which may include obtaining a sample of the above named employee's urine.

The Mackay Airport Pty Ltd will pay for the above-mentioned tests upon receipt of a tax invoice forwarded to the address below marked attention Accounts. The results are to be forwarded as soon as possible to Mackay Airport Pty Ltd marked **Confidential and Urgent for the Attention: General Manager Airport.**

**NOTE:** If any of the tests reveal additional health issues to the matters being requested, please advise the employee directly but do not include this information in the report to MAPL.

Supervisor signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor name \_\_\_\_\_ Phone \_\_\_\_\_

---

I, \_\_\_\_\_ consent to participate in the alcohol and/or drug screening tests outlined above and authorise the testing laboratory to reveal the results as requested.

Employee signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee name \_\_\_\_\_

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**Mackay Airport Pty Ltd  
PO Box 5806  
Mackay MC, QLD, 4741**

**Telephone: (07) 4957 0201  
Fax: (07) 4953 1929**

## APPENDIX 4

### PERMISSABLE LEVELS

#### **For Alcohol**

A ZERO BAC for any person working or accessing airside areas at Mackay Airport.

A BAC reading of less than 0.02 is deemed to be a Zero BAC reading.

#### **For a Testable Drug**

Less than the confirmatory target concentration for that drug specified in Australian Standard 4760-2006 *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine* (also refer to AS/NZS430 Test Cut-Off concentrations).

## **APPENDIX 5**

### **LOCATION OF BREATHALYSERS AT MACKAY AIRPORT**

Model – Alcolizer HHI Location: MAPL Reception Office – Serial Number 00396875

Location: Maintenance Compound – Serial Number 00396874

Alcolizer Units are to be recalibrated after 6 months or 300 tests, whichever comes first.

Units are to be sent to Aviation Compliance Coordinator when calibration is due.

## APPENDIX 6

### DESIGNATED DAMP PERSONNEL & SUPPORT ORGANISATIONS

#### Designated DAMP Personnel

##### *DAMP Contact Persons are:*

Penny Gillespie	07 49 570 226
Jason Horton	07 49 570 233, 0423 826 497 (Secondary Contact Officer)
Mario Psaila	07 49 570 224, 0418 570 232 (Tertiary Contact Officer)

##### *DAMP Supervisors are:*

Mario Psaila	07 49 570 224, 0418 570 232
Jason Horton	07 49 570 233, 0423 826 497
Brian Lowe	07 49 570 234, 0401 565 396
Phil Clark	07 49 570 258, 0407 570 208
David Shepherdson	07 49 570 233
Penny Gillespie	07 49 570 226

#### Support Organisations

Interlock  
1800 172 069

Human Resources Advisor  
07 4080 6703

Queensland Alcohol and Drug Information Service  
07 3236 2414 or 1800 177 833

Counselling Online  
[www.counsellingonline.org.au](http://www.counsellingonline.org.au)