



Sunshine Coast Airport Pty Ltd ATF Sunshine Coast Airport Trust

ABN: 80 884 271 876 ACN: 617 255 964

Drug and Alcohol Management Plan (DAMP)

This Manual has been prepared as required by the Civil Aviation Safety Authority in accordance with Part 99 of the Civil Aviation Safety Regulations 1998 to develop and implement a DAMP, covering persons who perform, or are available to perform, a safety-sensitive aviation activity to provide airport specific information and details of the DAMP procedures for Sunshine Coast Airport Pty Ltd ATF Sunshine Coast Airport Trust (SCAPL)

Statement of Undertaking

SCAPL believes that this Drug and Alcohol Management Plan (DAMP) gives effect to its obligation under Part 99 of the Civil Aviation Safety Regulations 1998 (CASR's) which provides that an organisations DAMP comprises three key elements:

- A drug and alcohol education program
- A drug and alcohol testing program
- A drug and alcohol response program

A handwritten signature in black ink that reads "A Brodie".

Andrew Brodie

Chief Executive Officer

Sunshine Coast Airport Pty Ltd ATF Sunshine Coast Airport Trust

Document Amendment History

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Policy Statement

Objective:

To provide a policy to manage alcohol and drugs in the workplace and to ensure a safe and efficient work environment.

The Management of SCAPL is committed to the health, wellbeing and safety of personnel at SCA. All individuals have a right to be safe at/within the workplace. Alcohol and Other Drugs (AOD), when present in persons in the workplace, have the potential to increase the risk of harm in the workplace and adversely impact a person's fitness for work.

SCAPL recognises its 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 SCAPL to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

SCAPL has a multi-level approach to the use or recent use of drugs and alcohol in the workplace that incorporates education, support, testing and performance management. The policy is based on safety outcomes and not whether a positive test result is illicit or legal. This policy also recognises permissible therapeutic drug use under the guidance of a physician or pharmacist.

Introduction

This document is the SCA Drug and Alcohol Management Plan (DAMP), as required by Part 99 of the Civil Aviation Safety Regulations 1998 (CASRs).

In addition to meeting its statutory obligations, SCAPL also seeks to achieve the following additional aims through this program:

Aims

- To promote understanding and awareness of the impact of drugs and alcohol on safety, health and performance in the workplace. To improve the health and wellbeing of employees. Assist staff to prevent and reduce alcohol and drug-related harm.
- Support staff by putting in place procedures and support structures to deal with incidents of misuse of alcohol and illegal substances.
- Provide information concerning support services available for employees who may have problems with alcohol and recreational drug use.

This policy is an important document and it will be communicated to all SCAPL staff on commencement of employment. This policy will be reviewed every 2 years by the DAMP supervisor.

Definitions

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| Accident | <p>An occurrence that arises out of a person performing or being available to perform an applicable safety-sensitive aviation activity if either or both of the following applies:</p> <ul style="list-style-type: none"> • The occurrence results in the death of or serious harm to, a person; • The occurrence results in serious damage to an aircraft or property. |
| Appropriately qualified alcohol and/or other drug professional | <p>A person who:</p> <ul style="list-style-type: none"> • Materially works as a provider of clinical drug and alcohol treatment services; and • Holds a Bachelor Degree, or Postgraduate Degree, in at least 1 of the following fields: <ul style="list-style-type: none"> ○ Health sciences; ○ Medical science; ○ Social sciences; ○ Behavioural sciences. |
| Approved Tester | <p>A person who is authorised to:</p> <ul style="list-style-type: none"> • Take body samples for Civil Aviation Safety Authority (CASA) drug or alcohol tests under sub regulation 99.450 (1); and • Conduct initial drug tests and alcohol tests under sub regulation 99.450 (2). |
| CASA | Civil Aviation Safety Authority |
| Comprehensive Assessment | <p>An examination of the person’s physiological and psychosocial indicators carried out:</p> <ul style="list-style-type: none"> • By a psychiatrist; or • By a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or • Jointly by: <ul style="list-style-type: none"> ○ A person entitled to practise as a medical practitioner under a law of a State or Territory; and ○ An appropriately qualified drug and alcohol professional. |
| DAMP | Drug and Alcohol Management Plan |
| DAMP Contact | Person nominated to CASA by SCAPL and charged with overall responsibility for liaison with CASA about SCAPL drug and alcohol testing responsibilities. |

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| DAMP Medical Review Officer | <p>Person who meets the following criteria:</p> <ul style="list-style-type: none"> • 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 relevant provisions of the CASRs |
| DAMP Supervisor | <p>A supervisor of aviation employees. This person will have received training on aspects of prevention and management of problematic AOD use, under the organisational DAMP. It is the DAMP Supervisor to whom employees report their concerns about medication that they are taking. Additionally, the DAMP Supervisor has access to the DAMP Medical Review Officer (MRO) for advice and clarification as required.</p> |
| Drug and Alcohol Intervention Program | <p>May consist of any of the following:</p> <ul style="list-style-type: none"> • Assessment • Treatment, including: <ul style="list-style-type: none"> ○ education ○ counselling ○ consultation with health care professionals ○ pharmacotherapy ○ residential or non-residential treatment programs ○ monitoring and follow up action |
| Employee | <p>All SCAPL staff (including contractors and subcontractors) who perform SSAA for SCAPL on a regular basis. A “regular” SSAA employee is someone that is reasonably likely to perform an SSAA at least two or more times every 90 days.</p> |
| Gross Misconduct | <p>The conditions for gross misconduct may exist if:</p> <ul style="list-style-type: none"> • While at work, an employee consumes or supplies an illegal drug or abuses a legal drug; or • An employee consumes alcohol during working hours without authorisation; or • An employee reports to work or is at work while under the influence of alcohol or any drug such that the employee is unfit for normal duties (which includes exceeding the permitted blood alcohol level in respect of the vehicle or plant the employee would normally be expected to drive or operate). |
| Permitted Level | <ul style="list-style-type: none"> • For alcohol, a concentration of less than 0.02 grams of alcohol in 210 litres of breath • For a testable drug—a concentration of the testable drug that is specified in a legislative instrument made by CASA for the purposes of Part 99.010 of the CASR |

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| <p>Positive Result</p> | <p>For an initial drug test — a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Civil Aviation Safety Act 1988;</p> <ul style="list-style-type: none"> • For a confirmatory drug test — a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Civil Aviation Safety Act 1988; • For an initial alcohol test — a test result within the meaning of paragraph of the definition of positive test result in subsection 33 (1) of the Civil Aviation Safety Act 1988; • For a confirmatory alcohol test — a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Civil Aviation Safety Act 1988. |
| <p>Safety Sensitive Aviation Activities (SSAA's)</p> | <ul style="list-style-type: none"> • Any actions taken by a person in an aerodrome airside working area (including any person's presence in the area) other than as a passenger: • Any of the following activities, wherever they occur: <ul style="list-style-type: none"> ○ managing, planning or directing any personal who will have an impact on airside activities: ○ 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: ○ the fuelling and maintenance of vehicles that will be used to maintain the airside facilities: ○ 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 person's 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 ○ the provision of aviation fire-fighting services; and ○ providing flight information and search and rescue alert services: <ul style="list-style-type: none"> ▪ to a pilot or operator of an aircraft before the flight of the aircraft; ▪ to a pilot or operator of an aircraft, during the flight of the aircraft; ▪ as an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller |

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| SCA | Sunshine Coast Airport |
| SCAPL | Sunshine Coast Airport Pty Ltd ATF Sunshine Coast Airport Trust |
| Serious Accident | <p>An occurrence that is associated with the manufacture, maintenance or operation of an aircraft, aeronautical product or ground based navigational aid if either or both of the following apply:</p> <ul style="list-style-type: none"> • 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 an aircraft or property. |
| Suspension Event | An event where this program requires an SCAPL employee to cease performing or being available to perform any duties with SCAPL: |
| Testable Drug | <p>Any of the following:</p> <ul style="list-style-type: none"> • Morphine • Codeine • 6-Acetyl morphine • Amphetamine • Methyl amphetamine • Methylenedioxyphenol • Methylamphetamine • Methylenedioxyamphetamine • Tetrahydrocannabinol • Cocaine • Benzoyllecgonine • Ecgonine methyl ester |



Application

This DAMP applies to all SCAPL personnel.

These personnel are:

- Persons employed directly by SCAPL;
- Contractors engaged by SCAPL;
- Subcontractors engaged by contractors of SCAPL; and
- Persons employed by those contractors and subcontractors.

The categories of these personnel include airport reporting officers, works safety officers, airport operational staff, airport finance staff, airport project management staff and airport electricians.

In this program these personnel are all referred to as SCAPL personnel even though they may not be directly employed by SCAPL.

- Each employee and contractor as a condition of their employment will be bound by these policies and procedures on drugs and alcohol in the workplace.
- No alcohol to be permitted Airside at any time. Alcohol may only be consumed on Landside Company premises with the express approval of the General Manager Operations and Assets.
- No narcotic drugs, cannabis or illicit drugs are permitted on SCA at any time.
- The use of prescription drugs must be in accordance with the prescription.
- Employees are expected to report for work unaffected by alcohol and other drugs where this could affect the safety of others or detrimentally affect the discharge of their duties. The CASR standard of .02% blood alcohol will be the guide for the maximum level of alcohol consumed for all workers. Safety and operational staff working airside will be required to have a 0% blood alcohol level during their shift period.
- Where a staff member or their colleagues believe that they have consumed alcohol above the level of the above standard, or they believe that their work performance may be impaired, they should advise their supervisor and take a taxi or public transport home. Work time lost as a result of this will be treated as debits to annual leave, or an alternative arrangement may be made with their manager for work in lieu.
- Employees who present themselves to work under the influence of either alcohol or narcotic drugs, cannabis or illicit drugs will be sent for a drugs and alcohol test, and then sent home immediately until test results are received, and any work time lost as a result of this will be treated as debits to annual leave.
- Where a staff member or contractor, having been encouraged to seek assistance for an alcohol or other drug problem, fails to do so, that person should understand that normal disciplinary procedures would be applied to redress the problem of impaired work performance.

Responsibilities

SCAPL is legally required to, and will, comply strictly with its obligations under this program.

Management expects that all employees will similarly comply with their obligations under this program. Employees need to be aware that failure to do so may result in:

- Them committing an offence against the CASRs, for which prosecution or infringement action may be taken by the CASA or the Commonwealth Director of Public Prosecutions; and/or
- SCAPL taking disciplinary action against its employees or contractual action against contractors or sub-contractors

SCAPL Responsibilities

SCAPL must:

For new employees, make this program available to each employee before they commence duties with SCAPL.

- Not permit an employee to work or be available to work in the following circumstances:
 - if a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
 - if an accident or serious incident has occurred which involved the employee while he or she is performing duties for SCAPL:
 - if an employee has been required to cease working or being available to perform duties because of an incident related to alcohol or drugs, not permit that employee to again perform or be available to perform duty until all mandatory pre-conditions have been met.



Responsibilities of SCAPL Employees

SCAPL employees must:

- Are encouraged to disclose to SCAPL if he or she has consumed a level of alcohol, or is taking any drug, that may affect his or her ability to carry their duties;
- Must not perform, or be available to perform, any duties if aware that he or she is adversely affected by a testable drug or by alcohol, until he or she is no longer adversely affected;
- Are subject to drug and alcohol testing by CASA or their agent under this program while performing, or being available to perform, specified duties;
- Will be required to provide a body sample if they are to be tested for drugs and alcohol by CASA or their agent if requested for the purposes of conducting such tests;
- Must cease performing or being available to perform duties if they:
 - return a positive result for a drug or alcohol test;
 - fail to comply with a request by an approved tester to provide a body sample for CASA or their agent a drug and alcohol testing;
 - fail to comply with a request to provide a body sample by CASA or their agent drug and alcohol testing under this program;
 - interfere with a body sample they provide for drug or alcohol testing by CASA or their agent.
- If required to cease performing, or being available to perform, specified duties because of an incident related to alcohol or drugs, must not again perform or be available to perform those duties until all mandatory pre-conditions have been met.

Responsibilities of SCAPL DAMP Contact Officer

SCAPL has appointed the following person as its DAMP contact officer, and their role is to liaise with CASA in relation to SCAPL's responsibilities in connection with this program:

Frank Mondello

General Manager Operations and Assets

M: 0419 774 843

frank.mondello@sunshinecoastairport.com.au

Responsibilities of the DAMP Supervisor

DAMP Supervisors have been trained about how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol and are authorised by SCAPL to form such an opinion in appropriate cases. Where a DAMP Supervisor forms that opinion, they must require an employee to cease performing or being available to perform duties. Where required to do so by a DAMP Supervisor, employees of SCAPL must cease performing or being available to perform their duties. SCAPL has appointed the following person as its DAMP Supervisor:

Adrian Bannister

Airfield Manager

M: 0417 630 377

adrian.bannister@sunshinecoastairport.com.au

Drug and Alcohol Education Program

All SCAPL employees and DAMP Supervisors of SCAPL are required to attend a drug and alcohol education program. The program consists of interactive PowerPoint presentations undertaken during workplace induction, in addition to computer-based training required prior to the issue of an Aviation Security Identification Card (ASIC).

SCAPL will provide refresher education to all employees at an interval of no longer than 30 months.

The SCAPL drug and alcohol education program contains the following components:

- Employee's — awareness of:
 - SCAPL's policy on drug and alcohol use; and
 - drug and alcohol testing in the workplace; and
 - support and assistance services for people who engage in problematic use of drugs and alcohol; and
 - information about the potential risks to aviation safety from problematic use of drugs and alcohol; and

- Additionally, for DAMP Supervisors
 - Education and training to manage people who engage in problematic use of drugs or alcohol.
 - This education and training will be undertaken utilising the training program on the CASA web site.
 - This additional education and training will be recorded on the persons' personnel file.

Attendance of the Drug and Alcohol Education program is recorded as part of a new employee's induction paperwork. In addition, any person undergoing the ASIC induction is also recorded as undertaking the SCAPL Drug and Alcohol Education program via the ASIC induction check sheet.

Drug and Alcohol Testing Program

NOTE: In addition to the drug and alcohol testing conducted by or on behalf of SCAPL prior to employment under this program, employees (including all persons who perform duties in an aerodrome airside area) may also be subject to random drug and alcohol testing by CASA under Part 99.C of the CASRs.

Substances that SCAPL and CASA may test for include:

- Alcohol
- Opiates
- Cannabinoids
- Cocaine
- Amphetamines

Who conducts the testing?

Drug and Alcohol testing for SCAPL is conducted by Australian Workplace Drug Testing Services (AWDTS), with Tony Graham the primary contact.

AWDTS employs professionals with competence in the field of interpreting drug and alcohol test results, knowledge of substance abuse disorders, and most importantly, knowledge and understanding of the requirements of CASR regulations 99.050, 99.055 and 99.060. Under the exemption CASA EX 82/10 AWDTS is able to collect urine drug samples and conduct on-site screening of those samples

Any confirmatory testing required for specific drugs in samples is conducted by QML Pathology which is accredited by the National Association of Testing Authorities (NATA), accreditation number 2184.

How will the testing be conducted?

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

- For breath testing of alcohol, using a Lion SD-400 that meets:
 - AS 3547, Breath alcohol testing devices for personal use;
- For urine testing for drugs, 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 under this DAMP will be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.

When will testing be conducted?

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

Prior to commencement in a role for SCAPL

A person will be tested for alcohol and testable drugs when they first join SCAPL, unless:

- The person has been drug and alcohol tested less than 90 days before the person is required to begin performing or being available to perform duties with SCAPL; and the test results were not positive results;

Post-accident or serious incident

A person will be tested for alcohol and testable drugs after an accident or serious incident involving a SCAPL employee that occurs whilst he or she is performing, or available to perform, their duties with SCAPL, provided that suitable test conditions exist.

Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:

- within 32 hours of the accident or incident for drug testing
- within 8 hours of the accident or incident for alcohol testing; and
- it is practicable to do so

On reasonable suspicion

A person will be tested if a DAMP Supervisor has reasonable grounds to believe that a SCAPL employee may be adversely affected by an alcohol or testable drugs while performing, or available to perform, their duties with SCAPL.

On return to work

A person will be tested for alcohol and testable drugs if a SCAPL employee is returning to work after a period during which the employee was not permitted under the CASRs to perform or be available to perform their duties because of alcohol or testable drug use or a related incident.

Drug Test Results

If a confirmatory drug test conducted under this program returns a positive result, SCAPL will consult a DAMP medical review officer 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.

Drug and Alcohol Response Program

SCAPL Employees ceasing duties

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

- Where SCAPL is aware that a positive result for an initial drug test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory drug test that is not a positive result;
- Where SCAPL is aware that a positive result for an initial alcohol test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory alcohol test that is not a positive result;
- Where SCAPL is aware that:
 - a positive result for a confirmatory drug test has been recorded for the employee; and
 - a DAMP medical review officer has not determined that the result recorded could be as because of legitimate therapeutic treatment or some other innocuous source; and
 - mandatory preconditions for return to work have not been met (see below);
- Where SCAPL is aware that:
 - a positive result for a confirmatory alcohol test has been recorded for the employee; and
 - a DAMP medical review officer has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - mandatory preconditions for return to work have not been met (see below);

- Where SCAPL is aware that an employee who has been required to take a drug or alcohol test has:
 - refused to take the test; or
 - interfered with the integrity of the test.
- If a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
- If an accident or serious incident has occurred involving the employee while he or she is performing or available to perform their duties and either:
 - 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 under suitable test conditions and SCAPL has not been notified of the test results.

SCAPL Employees returning to work

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

- The employee has undergone a comprehensive assessment for drug or alcohol use;
- If the comprehensive assessment recommended the employee commence a drug or alcohol intervention program and the employee has begun participating in a nominated drug or alcohol intervention program;
- The employee is considered fit to resume performing, or being available to perform, their duties by:
 - a DAMP medical review officer; and
 - the employee's treating clinician, if any;
- If the suspension event related to a drug test and at the time the employee was considered fit to resume performing, the employee receives a confirmatory drug test and records, for the test, a result that:
 - was not a positive result; and
 - a DAMP medical review officer is satisfied the test indicates the absence of testable drug use.

SCAPL will permit an employee time to attend a nominated drug or alcohol intervention program, if:

- A DAMP medical review officer has advised SCAPL that the employee should attend the program; and
- The employee is returning to work after a period during which the employee was not permitted to perform or be available to perform their duties because of a positive test result for testable drug use or alcohol use.

Self-Referral

An aim of this policy is to encourage SCAPL personnel to recognise problematic use of substances and to obtain the assistance they need.

Any employee who seeks assistance from their Manager or from SCAPL Human Resources will be afforded all necessary assistance and the matter will be treated in the strictest confidence.

Personnel seeking assistance from management will be offered assistance, by way of counselling or other treatment programs. They may be provided with flexible leave arrangements in order to complete any treatment programs. Any employee who wishes to seek professional counselling assistance in relation to an alcohol or drug related problem is directed to discuss the issue with Human Resources.

SCAPL Human Resources can be contacted by calling (07) 5441 8343

Further Assistance

Service Providers

The following organisations provide preventive, counselling, treatment, or referral services:

Converge International

Employee Assistance Program
Phone 1300 687 327

Alcohol and Drug Foundation

Queensland Level 3,
133 Leichhardt Street
SPRING HILL QLD 4004
Phone (07) 3832 3798

Interlock

Level 3, 133 Leichhardt Street
SPRING HILL QLD 4004
Phone: (07) 3831 5355

Alcohol and Drug Information Service

Phone: (07) 3236 2414
Free call: 1800 177 833

Alcoholics Anonymous

Phone (07) 5444 8616

Lifeline

Phone: 13 11 14

Role of the Medical Review Officer

SCAPL will appoint and consult a DAMP medical review officer as part of its responsibilities under this program and the CASRs. AWDTs operates as the SCAPL preferred Medical Review Officer and employs a number of personnel as having the appropriate qualifications as per the CASR Part 99 requirements.

Who is a Medical Review Officer?

A DAMP 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.

What is the role of a Medical Review Officer?

SCAPL management will consult a DAMP medical review officer in the following circumstances:

- If a drug test conducted under the program returns a confirmatory drug test result for an employee of SCAPL, that is a positive result — 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; and
- To review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a claimed medical condition;
- 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 after being required to cease performing or being available to perform duties for a drug or alcohol testing related incident

Sourcing a Medical Review Officer

If the SCAPL preferred Medical Review Officer (MRO) is unavailable, then a substitute MRO will be sourced from the list of qualified Medical Review Officer's currently found on the CASA website.

The website link is as follows:

<http://www.casa.gov.au/wcmswr/aod/mrolist.pdf>

Disciplinary Action

Any disciplinary action will require counselling of staff who may become a safety hazard, and should be consistent with existing awards, agreements and other established counselling and disciplinary measures which apply in the workplace. The objective will be to guide an employee away from inappropriate drug or alcohol use and towards safer work practices.

Possible Consequences of Breaches of DAMP

Employees to be Informed

Employees who face charges of misconduct must be informed:

- Of the possible consequences of their alleged misconduct – i.e. formal disciplinary action that may include dismissal;
- Of the full details of their alleged misconduct; and
- That they have the opportunity and reasonable time to respond and put forward their case prior to any action being taken (except in cases of gross misconduct resulting in instant dismissal).

Disciplinary Action

Incidents of proven alcohol or drug abuse or continued failure/refusal to obtain a medical clearance, non-compliance with undertakings or treatment plans will be subject to SCAPL's formal disciplinary procedures. However, whilst health and safety is paramount, managers and fellow employees are expected to give every reasonable help and moral support to employees who willingly participate in rehabilitation and counselling [see "Long-Term (Chronic) Problems" below].

Suspension from Duty

Procedure

Where there are reasonable grounds to suspect an employee is affected by alcohol or drugs, the SCAPL'S Chief Executive Officer (on the recommendation of the relevant manager), may suspend a suspected employee from duty (with pay) under the following conditions:

- From the time that the employee agrees to be tested until the test results are available to SCAPL; plus
- During the period that a medical doctor subsequently certifies the employee as being not fit for duty as a result of consuming alcohol or a drug;
- If the case is subsequently proven, any period of absence during suspension from duty may be deducted from the employee's paid leave entitlements.

Review

The Chief Executive Officer (in conjunction with the relevant manager) will review individual cases of suspension without undue delay after an employee has been suspended and as necessary thereafter. However, an employee may not return to work until the employee has returned a test result that is not a positive result, and/or has satisfied the requirements of returning to work.

Long-Term (Chronic) Problems & Evaluation of Work Performance

Cases of suspected alcoholism or drug dependence will initially be treated the same as any other illness where the person's fitness to work safely and efficiently is in doubt. Evidence of impaired work performance is a valid reason for introducing an employee suspected of having an alcohol or other drug dependency to a counselling and rehabilitation program.

Long-term problems may be suggested by:

- Frequent absenteeism, which may or may not be supported by a doctor's certificate; or
- Work performance - the output and quality of work; or
- Poor time-keeping skills; or
- Persistent moodiness, aggressiveness, irritability, or lethargy; or
- Suspected drinking during work breaks; or
- Impairment that affects the safety of the individual and co-workers particularly where work involves exposure to machinery in operation, construction sites, etc. (Also relevant is the risk posed by the supervisor or manager who, while in an impaired state is determining how work should be done).

An employee's work performance may deteriorate but remain within acceptable limits. However, management should not wait until unacceptable standards have been reached before encouraging the individual to accept assistance.

Counselling Sessions

Paid counselling sessions will be available to the employee as per SCAPL's current Employee Assistance Scheme arrangements - initiated either at the employee's request or by management with the employee's agreement. Feedback to management from a counsellor is allowed if part of a rehabilitation program, and with the employee's written authorisation.

Other interventions

If self-referral by the employee to an assistance program does not occur and problems persist, consideration may need to be given to taking disciplinary action by way of the formal due process.

Privacy

The *Privacy Act 1988* may apply to information gathered under this program and information held in relation to the outcomes of drug and alcohol testing, whether conducted under the SCAPL policies or by CASA.

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

Grievances follow the standard process, as per the relevant clause of the Certified Agreement of SCAPL.

Review, Audit and Compliance

SCAPL will review this program at regular intervals of at least every 2 years, or as directed by CASA, in order to ensure its continued compliance with the requirements of the CASRs.

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

Provision of Information and Record Keeping

Provision of Information

SCAPL will ensure it records and supplies information in respect of:

- Drug and alcohol testing;
- Drug and alcohol education; and
- Drug and alcohol response

to CASA within 21 days of 1 March and 1 September each year, or as otherwise required by CASA.

The information reported to CASA will not contain any additional detail, beyond that required by the CASRs, which might identify individuals employed by SCAPL, its contractors or subcontractors.

Additionally, where requested to do so, SCAPL will supply information about the identity of a SCAPL employee to a CASA approved tester within one hour of such a request being made.

Record Keeping

SCAPL 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 of the expiry of the 5-year record keeping period, SCAPL will ensure such records are destroyed or deleted.

Variations

SCAPL 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.

SCAPL may implement variations or amendments to this program from time to time and, where relevant, will provide written notice to its employees setting out these changes.