



Cairns  
airport

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

**Alcohol and other Drugs Policy &  
Procedures**

**Version I**

**23 MARCH 2009**

Part 99 CASR

Cairns  
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## I. POLICY STATEMENT

The health, wellbeing and safety of all personnel are of paramount importance to Cairns Airport Pty Limited (CAPL). All individuals have a right to be safe at a CAPL workplace.

Alcohol and Other Drugs (AOD) when present in the workplace, have the potential to increase risk of harm in the workplace.

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

CAPL takes a multi-strategy approach that incorporates:

- Awareness/Education/Training
- Testing
- Enforcement
- Performance management
- Support and rehabilitation

To ensure informed compliance is achieved CAPL is committed to:

- Providing awareness material, education and training to employees and contractors 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 and contractors 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.
- Monitoring the workplace to ensure no employee is under the influence of drugs or alcohol.

## 2. INTRODUCTION

During 2007 the then Cairns Port Authority (CPA) developed and adopted an Alcohol and other Drugs (AOD) Policy and associated Procedures.

In 2008 CASA released Part 99 Civil Aviation Safety Regulations 1998 (CASRs) 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 then Cairns Port Authority's AOD Policy and Procedures have now been combined with the CASA DAMP requirements detailed in Part 99 of the Civil Aviation Safety Regulations 1998 to form the **CAPL Drug and Alcohol Management Plan**.

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

### **AIMS**

- To provide a safe and healthy workplace.
- To take a holistic approach to drug and alcohol management at Cairns 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 The Queensland Workplace Health and Safety Act 1995.

## **3. APPLICATION**

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

While the CASA requirements for a DAMP are directed at personnel that perform, or are available to perform, an SSAA, the CAPL DAMP incorporates the previously developed CPA Alcohol and Other Drugs Policy and covers all employees.

**All CAPL employees must comply with the CAPL Drug and Alcohol Management Plan.**

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

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

- If not having worked previously at the airport, have been screened negative for drugs and alcohol prior to deployment into a Safety Security Aviation Activities (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.
- An alcohol and other drugs response program.

## 5. RESPONSIBILITIES

### 5.1 CAPL RESPONSIBILITIES

CAPL must:

- Make this program available to employees before they need to perform, or become available to perform their required duties.
- For new employees ensure AOD screening has been carried out prior to deployment into SSAA.
- Include a copy of the CAPL DAMP on the public website.
- Not permit any employee to perform or be available to perform their duties in the following circumstances:
  - Reasonable Cause or Suspicion  
If a DAMP Supervisor has reason to believe the employee's faculties may be impaired due to the person being under the influence of a testable drug or alcohol.
  - Incident/Accident  
If a serious incident or accident has occurred which involved the employee while he or she is performing or available to perform an employment related activity 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 - CAPL has not been notified of the Test results;
    - If tests have been conducted and CAPL 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;
- Where the duties are deemed by CASA legislation to be SSAA, provide periodic reports to CASA about its administration of this DAMP or its dealings with its SSAA employees who have been subject to alcohol or drug testing by CASA.

## **5.2 RESPONSIBILITIES OF ALL CAPL EMPLOYEES**

- To disclose to CAPL if he/she has consumed a level of alcohol or other drugs, that may affect his or her ability to carry out their duties.
- To obtain information from a qualified medical practitioner regarding the potential impact of prescribed medications.
- To not perform or be available to perform their duties if aware that they are adversely affected by alcohol or other drugs. This includes driving motor vehicles to and from a workplace.
- To not be in possession of or traffic any illegal drug whilst at a CAPL Workplace or when conducting a CAPL undertaking.
- To comply with alcohol and other drugs testing as per the CAPL DAMP.
- To cease performing or being available to perform their duties if they:
  - Do not comply with a request to provide a breath, oral fluid (normally saliva) and/or urine sample for alcohol and other drug testing as per the CAPL DAMP.
  - Return a positive result for an alcohol or other drug test.
  - Interfere with a sample they provide for alcohol or other drug testing.
- To cease performing duties, or be available to perform their duties because of an incident related to alcohol or other drugs and not recommence their CAPL duties until all mandatory preconditions have been met.

### **NOTE**

#### **EMPLOYEES ENGAGED IN SSAA**

In addition to CAPL's grievance and disciplinary procedures, 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 by CASA or the Commonwealth Director of Public Prosecutions.

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

To liaise with CASA in relation to CAPL's DAMP responsibilities.

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

If a DAMP Supervisor (*Appendix Designated DAMP Personnel and Support Organisations*) forms an opinion that an employee is adversely affected by alcohol or other drugs, they must direct the employee to cease performing or being available to perform their duties. (*Appendix 1 Checklist Forms*). Action will then be taken in accordance with the testing Flow chart. (*Appendix 2.Flow charts Testing Process*).

## 6. ALCOHOL AND OTHER DRUGS EDUCATION PROGRAM

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

CAPL will additionally provide refresher education to all employees within 30 months of their previous training session.

The CAPL alcohol and other drugs education program contain the following components:

- CAPL policy for alcohol and other drug use.
- Alcohol and other drug testing in the workplace.
- Additional obligations under CASA where SSAA are involved.
- Support and assistance services for people who engage in problematic use of alcohol and other drugs.
- Information about the potential risks to safety from problematic use of alcohol and other drugs.

### DAMP SUPERVISORS

In addition to the general employee training, education and training to manage people who engage in problematic use of alcohol and other drugs will be provided.

## 7. ALCOHOL AND OTHER DRUGS TESTING PROGRAM

### 7.1 SUBSTANCES THAT WILL BE INCLUDED IN TESTING

CAPL will test for alcohol and five classes of **testable drugs** known to cause impairment:

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

### **NOTE**

In accordance with Australian Standards AS4308 and AS4760 any testing for these drugs is intended to identify their 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 TESTING METHODOLOGY**

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

### **CASA**

Carried out by a CASA Approved Tester.

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

- Alcohol  
Breath testing using a device that meets either AS 3547 Breath and Alcohol testing device for personal use; or NMI R126, 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 in accordance with AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

### **SELF**

CAPL employees are encouraged to 'self test' for alcohol using a calibrated Alcolizer HHI unit located throughout CAPL work areas. (Refer *Appendix 5*).

### **CAPL**

Carried out by an appropriately qualified alcohol and other drug professional using methodology consistent with CASA and the relevant Australian Standards (see Section 7.3).

The most common methodology involves collection of breath samples, oral fluids (saliva) or urine collection.

All urine testing will be carried out off-site under controlled conditions and by an appropriately qualified alcohol and other drug professional, as per AS 4308.

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

### **CASA APPROVED TESTER**

Random testing within safety sensitive aviation areas and/or individuals undertaking SSAA.

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

## **CAPL APPROVED TESTER**

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

- Prior to commencement of employment/deployment.

### **NOTE**

CAPL Contractors are responsible for meeting all costs associated with the required AOD testing.

## **LEGISLATION EXTRACTS**

- **99.010 Definitions for Part 99**

***Regular SSAA employee** means a SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.*

- **99.050 Requirements for drug and alcohol testing**

*Drug and alcohol testing will be conducted on SSAA employees as follows:*

(a) *When a **person first joins** the DAMP organisation, if the person will be working as a regular SSAA employee, **or when an employee whose role in the organisation is to change** to that of a regular SSAA employee on or after the commencement date, unless:*

- The employee has been drug and alcohol tested; and*
- The **tests were conducted less than 90 days** before the employee is required to begin performing or being available to perform an applicable SSAA.*

- **Post accident or serious incident**

A person will be assessed for testing for alcohol and testable drugs after a serious incident and/or accident involving a CAPL employee. (Refer *Appendix 1 Form Post Incident/Accident Checklist*).

### **NOTE**

Suitable test conditions exist where, after a serious 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
- It is practicable to conduct a test.

## **REASONABLE SUSPICION**

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

## **ON RETURN TO WORK**

Testing for alcohol and other drugs if an employee is returning to work will occur after a period of absence because of alcohol or other drug use or a related incident.

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

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

The initial test for alcohol is done using breath to determine the probable BAC, i.e. BAC 0.05 = 0.05grams of alcohol in 210 litres of breath.

### **NOTE**

Less than 0.02 is deemed to be Zero BAC.

**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 naturally be found in the body or present in some foods which chemically equate to various testable drugs. Testing methodology therefore allows for and discounts these small quantities and refers to them as **cut off limits**, or **permitted levels**.

### **NOTE**

If a serious 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 and based on recommendations from the Medical Review Officer an employee may be asked to explain the presence of such masking agents to CAPL.

### **PRE- EMPLOYMENT TESTING FOR CAPL EMPLOYEES**

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

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

- Reserves the right to either withdraw the offer of employment.
- Delay finalising employment.
- Recommend the person undergoes appropriate medical treatment. This decision will be made in consultation with the MRO and other appropriate Medical Practitioners.

### **PRE DEPLOYMENT DRUG TESTING FOR CONTRACTORS**

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

CAPL will not permit access to SSAA areas until a negative result is produced.

#### **7.4.1 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.
- For an initial alcohol test - a test result above the permitted level.
- For a confirmatory alcohol test - a test result above the permitted level of 0.02.

#### **7.4.2 CAPL EMPLOYEES**

If a positive result is obtained from an oral fluid test, the employee is required to cease working and a confirmatory testing may be requested. If a confirmatory drug test returns a positive result, CAPL 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.

#### **7.4.3 INDIVIDUAL EMPLOYED BY CAPL CONTRACTORS**

The nominated CAPL DAMP Supervisor will request an individual cease duties and the matter is referred immediately to the company for action. The individual is not permitted to return until the Company can confirm the individual has returned a negative confirmatory result. All on going 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**

***Refer to Part 11. Disciplinary Action.***

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

- If 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 follow-up (confirmatory) test.
- A positive result for a confirmatory test has been recorded for the employee and:
  - A DAMP medical review officer has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
  - Mandatory preconditions for return to work have not been met.
- If aware that an employee who has been required to take an alcohol and/or other drug test has:
  - Refused to take the test; or
  - Interfered with the integrity of the test.
- If a DAMP Supervisor reasonably suspects the employee's faculties may be impaired due to the person being under the influence of alcohol or other drug.
- If an accident or serious incident has occurred involving the employee:
  - Suitable test conditions exist but the test has yet to be conducted; or
  - If tests have been conducted but CAPL has not been notified of the test results.

### **8.2 RETURN FROM SUSPENSION**

Where CAPL has not permitted an employee to perform, or be available to perform, their duties as a result of an alcohol or other drug testing related suspension event, unless:

- The employee is considered fit to resume performing, or being available to perform their duties by the CAPL nominated MRO in consultation with the approved testing agency; and/or
- The suspension event related to a drug test - a confirmatory drug test indicates an absence of a testable drug.

CAPL will permit an employee to utilise flexible leave arrangements and have reasonable time to attend a nominated drug or alcohol intervention program or advisory service (Appendix 6), if:

- The MRO has advised CAPL that the employee should attend the program; and/or
- The employee has requested assistance to attend.

## **9. SELF-REFERRAL**

CAPL 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 CAPL Employee Assistance Program (EAP), will be afforded all necessary help. The matter will be treated in the strictest confidence.

Personnel seeking assistance from CAPL 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 alcohol and drug 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 AN MRO?**

As per CASR Part 99 - CAPL will consult a MRO in the following circumstances:

- If an alcohol or other drug test returns a confirmatory test result for an employee of CAPL that is a positive result - to determine if test result could be the result of legitimate therapeutic treatment or some other innocuous source.
- To review medical information concerning a person's failure to give a body sample for alcohol and other drug 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 duties after an alcohol or other drug testing related incident.

## **11. DISCIPLINARY ACTION**

While CAPL will consult an appropriately qualified alcohol and other drug professional in an effort to assist the person overcome AOD issues however CAPL reserves the right to initiate disciplinary action if required.

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

- Section 2.7 Grievance Process; and
- Section 2.8 Warning/Counselling Process

### **NOTE**

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

Where an individual is not a CAPL employee and not covered by this Collective Agreement, CAPL will refer them to their own Employer for action. Said individual will not be permitted by CAPL to resume SSAA duties until satisfied that the action taken by their employer is consistent with that enforced by CAPL.

## **12. PRIVACY**

The CAPL DAMP program is consistent with the requirements of the *Privacy Act 1988* and CAPL 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**

CAPL will review this program **bi-annually**, or as directed by CASA.

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

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

### **14.1 PROVISION OF INFORMATION**

CAPL will ensure it records and supplies information to CASA within 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 action in the event of positive tests.

The information reported to CASA will be consistent with the requirements of CASR's.

However, where specifically requested by CASA, CAPL 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**

CAPL will keep all records pertaining to this DAMP that are used to provide information to CASA for a period of five (5) years.

**Within 6 months after expiry of the five (5) year record keeping period, CAPL will ensure such records are destroyed or deleted.**

## **15. VARIATIONS**

CAPL 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.

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

CAPL employees will be notified in writing of any changes.

## **16. FUNCTIONS**

### **16.1 WORKPLACE FUNCTIONS**

On rare occasions certain functions may occur in CAPL workplaces where it is deemed appropriate to allow a low controlled limited consumption of alcohol. Such controlled consumption at a CAPL workplace must be approved by the Chief Executive Officer (CEO). Approval will only be given if:

- The function is organised and conducted by CAPL.
- 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 zero do not consume alcohol if required to work during or immediately after the event.
- CAPL owned and calibrated breathalysers to be readily available for 'self testing'.
- One or more Employees are nominated as the person/s responsible for ensuring that the above conditions are followed.
- Acceptable standards of behaviour are applied and attendees leave in a safe and timely manner.

## **NOTE**

The quantity and nature of food, low alcohol and soft drink supplied to be determined by CEO giving approval.

## **16.2 EXTERNAL WORK RELATED FUNCTIONS**

Employees are expected to conduct themselves in accordance with this policy and the CAPL Code of Employee Conduct when representing CAPL at external functions.

## **16.3 CONSUMPTION OF ALCOHOL DURING WORK HOURS**

On occasions certain functions may occur during work hours where alcohol is served. Should an employee be required to return to the workplace on conclusion of the function it is NOT deemed appropriate for any consumption of alcohol to be undertaken.

## **17. 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);
  - ii) That does not have a building on it; and
  - iii) From which access to a surface mentioned in paragraph (a) may be had.
- 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.
- d) Any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.

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

- Materially works as a provider of clinical alcohol and drug 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 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 CAPL to:

- Take body samples for CASA drug or alcohol tests;
- Conduct initial drug tests and alcohol tests; and/or
- Provide results and recommendation regarding tests carried out for CAPL.

**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;
- 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 CAPL and charged with Overall responsibility for liaison with CASA about CAPL'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 CAPL 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 Cairns Airport Pty Ltd. Individuals that are employed by a company contracted to and/or providing a service to CAPL 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); and/or
- 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; and/or
- Controlled substances or medications legitimately prescribed 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; and/or
- 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 Part 99.010 of the CASR and Australian Standard 4760- 2006 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine

**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; and/or
- For a confirmatory alcohol test - a test result above the permitted level.

**Regular SSAA Employee** means:

- SSAA employee who is reasonably likely to perform an applicable SSAA at least two (2) or more times every 90 days.

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

- Any actions taken by a person in an aerodrome testing area (including the person's 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, and 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 those 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.
- 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
- Methylenedioxymethylamphetamine
- Methylenedioxyamphetamine
- Cocaine
- Delta 9-tetrahydrocannabinol
- Benzoyllecgonine
- Ecgonine methyl ester

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

# APPENDIX I

## DAMP SUPERVISOR ASSESSMENT CHECKLIST

(PLEASE TICK)

INCIDENT/ACCIDENT

REASONABLE SUSPICION

**An incident has occurred and the Supervisor has reason to believe an Employee is ‘under the influence’ of alcohol and/or drugs.**

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 > \$2,000)		
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 and/or drug paraphernalia		
13. Work performance below normal		
14. Other reason/s		

### DAMP SUPERVISOR ACTIONS

Prior to commencing interview Supervisor must inform Employee or 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		
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

--

! Refusal will result in suspension from duty and down provisions being applied.

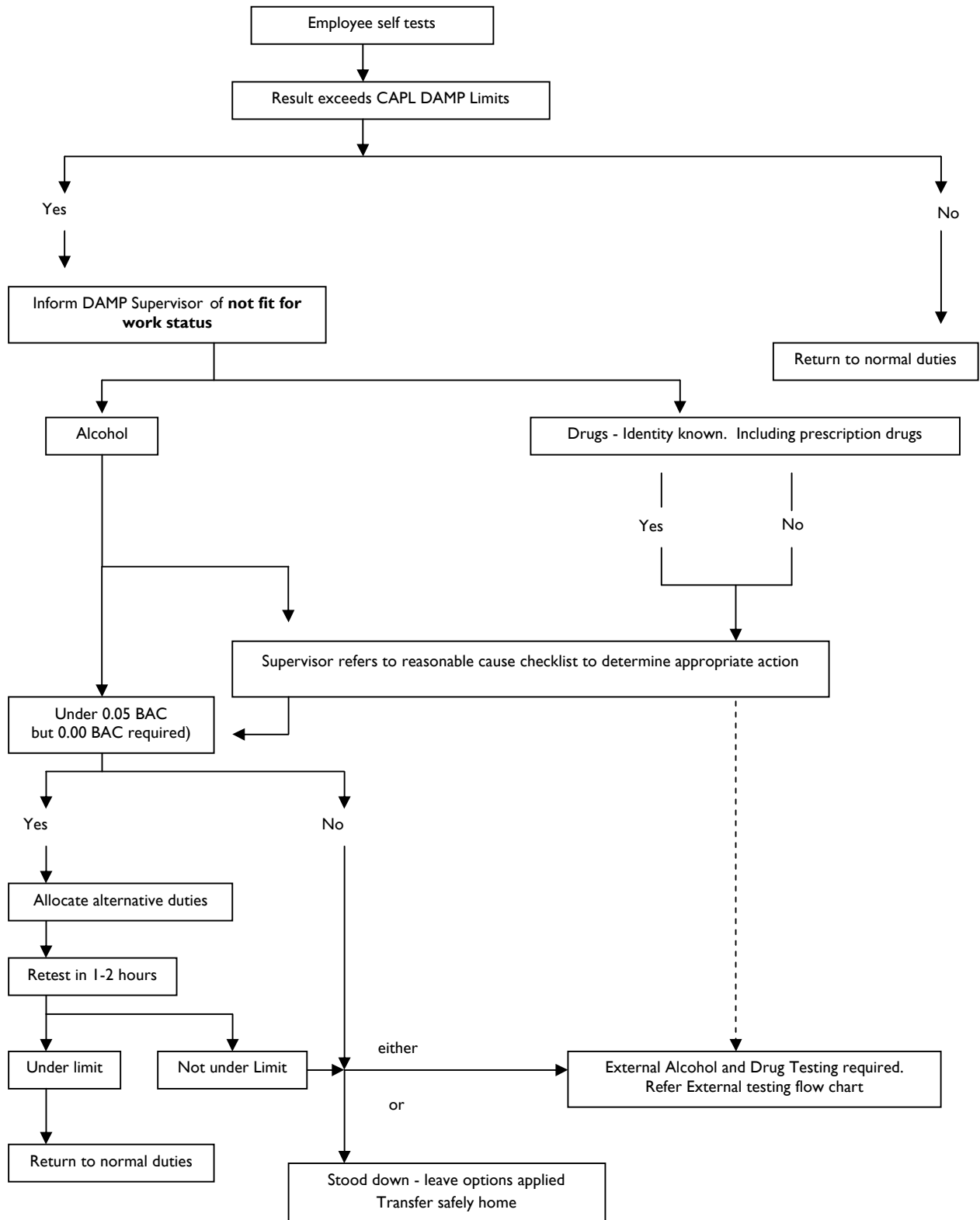
**NOTE**

Supervisor must clearly document situation and forward checklist to Health & Safety Advisor

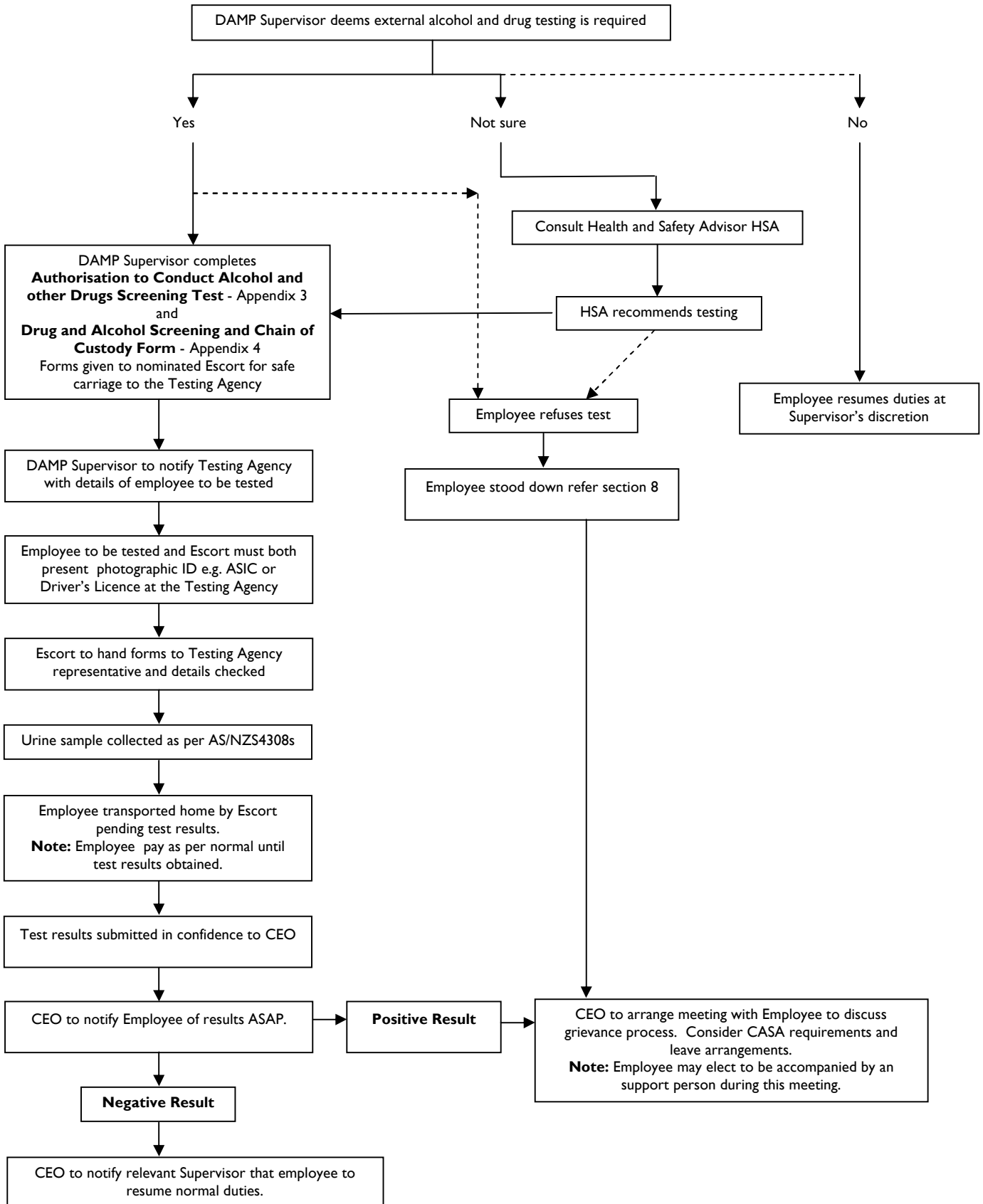
## APPENDIX 2

### FLOW CHARTS TESTING PROCESS

#### VOLUNTARY ALCOHOL AND DRUG TESTING IN THE WORKPLACE



## EXTERNAL ALCOHOL AND DRUG TESTING



## APPENDIX 3

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

To be accompanied by DRUG AND ALCOHOL SCREENING REQUEST AND CHAIN OF CUSTODY FORM

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

To: QML Pathology Laboratories  
Corner Florence and Grafton Streets  
CAIRNS QLD 4870  
Ph: (07) 4046 1505

From: Cairns Airport Pty Ltd

---

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

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

The above-named employee appears to display immediate signs of being under the influence of alcohol and/or drugs.

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

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

**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 CAPL.*

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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**Cairns Airport Pty Ltd**  
**PO Box 57**  
**Airport Administration Centre**  
**Cairns Airport**  
**CAIRNS QLD 4870**

**Telephone: (07) 4080 6703**

## APPENDIX 4

### QML DRUG AND ALCOHOL SCREENING REQUEST AND CHAIN OF CUSTODY FORM

All details must be completed to comply with Australia/New Zealand Standard **AS/NZS 4308**

#### TEST REQUEST

Donor Surname: \_\_\_\_\_ Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Given Name(s): \_\_\_\_\_ Requesting Officer: **Management of Cairns Airport Pty Ltd**

Date of Birth: \_\_\_\_\_ Sex: Male / Female

**Donor Address:** Cairns Airport Pty Ltd, PO Box 57 Airport Administration Centre, Cairns Airport

Requesting Company Name or Employer: **Cairns Airport Pty Ltd**

Test(s) requested: **Urine Drug Screen Test Confirmation after non-negative on instant screening test.**  
**Pre-Employment / Deployment (cross out as required)**

<b>QML USE ONLY</b>	<b>LAB NUMBER</b>	<b>BC</b> 2358	<b>Test Code(s)</b> DS4	<b>Branch</b> CAI	<b>Clinic</b> 650	<b>Positive ID (circle)</b>	<b>YES</b>	<b>NO</b>
		<b>Collection date and time</b>	<b>Doctor Code</b> CAP1D	<b>Copy Report</b>	<b>ID Type:</b>			

#### DONOR CERTIFICATION

I certify that the specimens accompanying this form are my own and were provided by me to the collector. Further, I certify that the specimen containers were sealed with tamper-evident seals in my presence and that the information provided on this form and on the labels is correct.

I consent to the analysis of the specimens for *drugs of abuse and associated compounds / alcohol* and the release of results to the requesting officer.

SIGNATURE OF DONOR X \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### COLLECTOR CERTIFICATION

Collection site location: **Cairns Lab Clinic – corner of Florence and Grafton Streets Cairns**

Temperature of specimen (*urine sample only and read within four (4) minutes of collection*): \_\_\_\_\_ °C

Duplicate specimen provided? Yes / No

QML Pathology Collection: Yes / No

Medication History form provided: Yes / No

Supervision level: **Level 3 Supervision**

Collection comments: \_\_\_\_\_

I certify that the specimen identified on this form is the one provided to me by the Donor who has given signed certification above. I also certify that it bears the same identification as set forth above and that has been collected, divided, labelled and sealed in accordance with the instructions on the reverse of this form.

**Name of Collector** \_\_\_\_\_ (*Please write in block letters*)

SIGNATURE OF COLLECTOR X \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CHAIN OF CUSTODY** *Laboratory use only* **DO NOT TYPE INFORMATION or USE STICKERS IN THIS AREA- MUST BE HAND WRITTEN**

Specimen Received By:		Date	Time	Seal Intact Yes / No	Labels Match Yes / No	Laboratory Number	Resealed after Data Entry: Signature
Name	Sign						

## DRUG AND ALCOHOL SCREENING COLLECTION PROTOCOL

To maintain legally correct Chain of Custody procedures, samples accepted by the laboratory for alcohol and drugs of abuse screening must be processed in the following manner. It is also essential that the accompanying Chain of Custody Form is correctly completed. Any departure from the outlined procedure may legally invalidate reported results. For blood samples, omit steps 4 through 12, which apply to urine collection only.

### *SPECIMEN COLLECTION*

1. The person supervising the collection (Collector) should initiate the Chain of Custody Form by recording the donor's details.
2. Positive identification of the donor must be ensured. Examples include a photograph on a driver's license or passport, or the donor may be identified by someone personally known to the collector. The method of positive ID should be recorded in the box provided on the front of this form.
3. If a blood sample is collected, proceed to step 13.
4. The collector should ask the donor to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the donor's urine sample. All personal belongings shall be left outside the collection facility.
5. The donor must wash his/her hands thoroughly in the presence of the collector prior to providing the urine specimen to ensure that no adulterant on the hands can be transferred to the specimen.
6. A coloured solution shall be added to the toilet cistern or toilet bowl. Water taps should be made tamper evident (i.e. use of a paper bag taped over the taps). Soap and cleaning solutions must be removed from the facility or made tamper evident.
7. Provide the donor with the appropriate sample collection cup with the temperature strip attached. Instruct the donor that a minimum 35 ml of urine is required.
8. After voiding, the donor must hand the specimen container directly to the collector. The specimen must remain within sight of both parties at all times until properly sealed for dispatch to the laboratory.
9. The collector must read the temperature immediately from the temperature strip on the collection container and record it on the chain of custody form. The reading must be taken within four (4) minutes of urination. The acceptance range is 33 - 38°C. Should the temperature fall outside this range, or other unusual findings regarding the validity of the specimen be observed, details shall be noted on the chain of custody form and another sample shall be collected. Both collections appropriately specified shall be forwarded for testing.
10. The sample should then be split between two transport (Falcon™) tubes adding 10 ml only to each. Close the lids and press hard to seal properly.
11. Some customers may require that the urine be tested for Blood and Glucose by using a dip stick. Collection staff should not dip the urine directly, as adulterants may be introduced into the specimen. In this case, fill an additional (third) transport tube or 50 ml urine container which should be referred to the Microbiology department for Urinalysis.
12. Discard the remaining specimen and collection vessel appropriately.
13. Complete two of the large "lab number labels". The minimum required information on the label includes: the patient's name, date of birth, date and time of collection. Both labels must then be initiated by both the Collector and the Donor. Collector and Donor to sign three red tamper evident seals.
14. Place one label on each of the transport tubes (Falcon™) for urine or in the case of blood, the blood collection tube.
15. Still in the presence of the donor, place each tube into an individual tamper evident plastic bag provided. Remove the protective strip on the adhesive and seal each bag completely. A red security tamper evident seal signed by the donor and collector is then placed across the sealed opening of each tamper evident bag, in a flag-like manner.
16. The collector must correctly complete the Drug and Alcohol Screening Request and Chain of Custody FORM/BI/229 and answer all questions. Place lab number in appropriate box near the top of the form and place a lab number on the Drug Information FORM/BI/223.
17. Request the donor to complete and sign the Drug Information FORM/BI/223.
18. Both the donor and the collector must now sign the certification areas of the chain of custody form (not the chain of custody area).
19. Pack samples for transport:
  - Insert both sample aliquots into the longer pouch of the sample transport bag
  - Insert chain of custody and other forms into the outside pocket
  - Pull off liner and press to close specimen pouch
  - Turn top of bag down over the outer pocket and seal using a red security tamper evident seal signed by the Collector and donor
  - This will ensure that both specimens and forms are sealed within the specimen bag.
  - Keep in a secure place until transported to the laboratory.

**TRANSPORT OF SAMPLES** When samples are collected, packed and sealed as described there is no requirement for the courier to sign the Chain of Custody form. The sealed parcel shall be transported and delivered to QML Pathology by the Courier.

## APPENDIX 5

### PERMISSIBLE LEVELS FOR ALCOHOL

TYPE OF WORK	BAC LEVEL
<p><b>Operators of:</b></p> <ul style="list-style-type: none"> <li>• Rigid Motor Vehicles with Load carrying capacity</li> <li>• Bus</li> <li>• Articulated Vehicles</li> <li>• Vehicles transporting dangerous goods</li> <li>• Driver training</li> <li>• Any load shifting equipment (e.g. crane, forklift, front end loader)</li> <li>• Floating plant/equipment (e.g. working in Barron River)</li> <li>• Bulldozer/Backhoe</li> <li>• Scissor Lift/Elevated work platform</li> </ul>	<p><b>ZERO</b></p>
<p><b>Persons working or accessing</b></p> <ul style="list-style-type: none"> <li>• Any airside area of Cairns Airport</li> </ul> <p><b>Persons required to undertake</b></p> <ul style="list-style-type: none"> <li>• Coordination of the movement of any aircraft (e.g. Apron Coordinators)</li> <li>• Initial emergency response (e.g. Customer Service Officers, Airport Safety Officers)</li> <li>• Electrical work</li> </ul>	
<p><b>Persons not required to undertake activities specified above</b></p>	<p><b>Below 0.05</b></p>

- **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 6

### LOCATION OF BREATHALYSERS AT AIRPORT

MODEL	LOCATION
Alcolizer HHI S/N 374537	Safety Officer
Alcolizer HHI S/N 331185	Electricians
Alcolizer HHI S/N 331184	Groundstaff
Alcolizer HHI S/N 374554	Health and Safety Advisor

#### **NOTE**

- Testers to be recalibrated every six (6) months.
- Send to Health and Safety Advisor when calibration is due.

## **APPENDIX 7**

### **DESIGNATED DAMP PERSONNEL AND SUPPORT ORGANISATIONS**

#### **Designated DAMP Personnel**

DAMP Contact Person is **Mr Paul Lamont**

Telephone: (07) 4080 6740

DAMP Supervisors are those Employees who hold the position of Supervisor/Manager and are responsible for the staff under their jurisdiction.

MRO

Dr. Jon Hodge

Telephone: (07) 4795 7800

HYDE PARK QLD 4812

Email: [Jon.hodge@hfi.com.au](mailto:Jon.hodge@hfi.com.au)

#### **Support Organisations**

EAP – Interlock 1800 172 069

Queensland Alcohol and Drug Information Service

Telephone: (07) 3236 2414 or 1800 177 833