



**North Queensland Airports  
Policy**

**Drug & Alcohol Management Plan (DAMP)**

**Reference No: 4527 PC**  
Version 8 – 04 July 2019

**Any alterations to this Policy must be approved by the:  
Chief People Officer**

**The current copy of this Policy is held on Sharepoint**

## Document Control

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4527 PC	8	Approved	Chief People Officer	Health and Safety Advisor

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Document created to capture Drug & Alcohol Management Plan for NQA.		

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## **Appendices**

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APPENDIX 2	<a href="#"><u>FLOW CHARTS TESTING PROCESS</u></a> VOLUNTARY ALCOHOL AND DRUG TESTING IN THE WORKPLACE EXTERNAL ALCOHOL AND DRUG TESTING
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## DEFINITIONS INCLUDING CASR PART 99– 99.010 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:

- 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
- Any part of the surface of a certified aerodrome or registered aerodrome:
  - That is not covered by paragraph (a),
  - That does not have a building on it; and
  - From which access to a surface mentioned in paragraph (a) may be had.
- A building located on a certified aerodrome or registered aerodrome that is used:
  - For maintenance of an aircraft or an aeronautical product; or
  - For the manufacture of aircraft or aeronautical products; or
  - By an air traffic service provider to control air traffic; or
  - By the holder of an AOC for flying training.
- Any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.

**AOD** means Alcohol and other Drugs

**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; or
  - 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 - The Australian Drug Detection Agency (ADDA) is engaged by NQA 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 NQA.

**Approved Tester (see Approved External Testing Agency)**

**CASA** mean Civil Aviation Safety Authority

**CASR** means Civil Aviation Safety Regulation

**Comprehensive (clinical) 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.

**CPO** means Chief People Officer for North Qld Airports

**Cut Off Limits (Concentrations)** are concentrations in excess of those listed in AS/NZS 4308 for testable drugs categories under Marijuana, benzodiazepines, cocaine metabolites, Opiate metabolites and Sympathomimetic amines. See **testable drugs** for breakdown of drugs

**DAMP** means Drug and Alcohol Management Plan

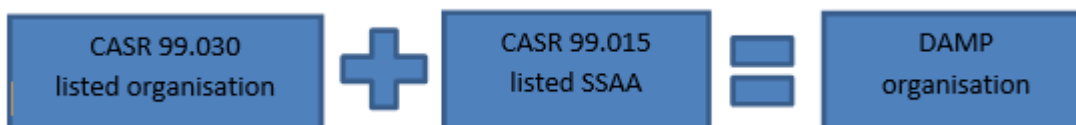
**DAMP Contact Officer** is the person nominated by each airport (Cairns and Mackay) to liaise with CASA regarding DAMP compliance. The DAMP Contact Officer also oversees any review of the DAMP, monitors its application, and submits CASA DAMP Reports as required by CASA.

**DAMP exemptions.** Micro-businesses with ten or less SSAA employees may be eligible to adopt [CASA's standard DAMP](#). Please refer to the exemptions section of the [CASA AOD website](#) for more information.

**DAMP Medical Review Officer (MRO)** 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 CASR's

**DAMP Organisation** is one of the entities listed in CASR 99.030; and has employees who perform, or are available to perform, any of the specified 'safety sensitive aviation activities' (SSAAs) set out in CASR 99.015.



**DAMP Supervisor** means a person who:

- (a) has had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol; and

- (b) is authorised by the organisation to do so for the purposes of Part 99 Civil Aviation Safety Regulations 1998 99.050 a DAMP supervisor has reasonable grounds to believe that a SSAA employee may be adversely affected by a testable drug or by alcohol while performing, or available to perform, an applicable SSAA;

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 measures:

- Assessment
- Treatment, including any of the following:
  - Education;
  - Counselling;
  - Consultation with health care professionals;
  - Pharmacotherapy; or
  - 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 and Mackay Airport Pty Ltd. (Individuals who are employed by a company contracted to and/or providing a service to Cairns Airport Pty Ltd and Mackay Airport Pty Ltd must comply with the permissible levels and testing regime. However they are the responsibility of their employer.) Note employees does not include those employed by MAPL Hotel Pty Ltd as they do not have a roles under within SSAA definitions.

**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.

**Oral Fluid Tests** are test done using a swab or similar methodology to determine if drug concentrations in excess of the cut off limits can be detected in saliva.

**Permitted Level** means:

- 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 less than the confirmatory target concentration for that drug specified in the legislative instrument made by CASA for the purpose of Part 99.010 of the CASR and Australian Standard 4308:2008 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;
- 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)** as per s33(1) Civil Aviation Act 1988 are:

- Activities that impact directly or indirectly on the safety of
  - (a) civil air operations in Australian Territory, or
  - (b) the operation of Australian aircraft outside Australian territory.
- Any activity undertaken 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 their 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 firefighting services.

**Safety Sensitive Aviation Area (SSAA)** means an aerodrome testing area (including the person's presence in the area) other than as a passenger.

**Saliva Testing** is undertaken in accordance with AS/NZS 4670:2019 *Procedure for specimen collection and the detection and quantitation of drugs in oral fluid*.

**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 a danger of death or serious harm to a person;
- The occurrence gives rise to a 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
- Methyl amphetamine
- Methylenedioxyamphetamine
- Methylenedioxyamphetamine
- Cocaine
- Delta 9-tetrahydrocannabinol
- Benzoyllecgonine
- Ecgonine methyl ester

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

## 1. POLICY STATEMENT

Cairns and Mackay Airports are owned and operated by the North Queensland Airports (NQA) Group. Details relating to these aerodrome assets can be found at [www.cairnsairport.com.au](http://www.cairnsairport.com.au) and [www.mackayairport.com.au](http://www.mackayairport.com.au)

NQA's core values are

- Integrity:* We always act responsibly and honestly  
*Achievement:* We deliver positive results from our work  
*Care:* We look after people, facilities and the environment at our airports  
*Collaboration:* We respect each other and work together to achieve our goals

We exhibit these core values as we relentlessly pursue safety by embracing best practice and continuous improvement in conjunction with our legislative responsibilities

The health, wellbeing and safety of all personnel is therefore of paramount importance to North Queensland Airports (NQA). All individuals have a right to be safe at an NQA workplace.

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

In conjunction with requirements under WHS Act 2011 and CASR Part 99B Cairns and Mackay Airports 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 to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

NQA takes a multi-strategy approach that incorporates:

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

To ensure informed compliance is achieved Cairns and Mackay Airports are 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
- Investigating all accidents and incidents to ensure alcohol or other drugs are not a contributory factor.

## 2. INTRODUCTION (BACKGROUND)

In 2008 CASA released Volume 3 Part 99 Civil Aviation Safety Regulations 1998 (CASR's) 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'.

Cairns Airport Pty Ltd and Mackay Airport Pty Ltd are both deemed to be DAMP Organisations.

In addition to meeting its statutory obligations under Commonwealth legislation, both Cairns and Mackay Airports also seek 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 NQA airports 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 Work Health and Safety Act and Regulation 2011

## 3. APPLICATION

Provisions within this DAMP relate specifically to actions undertaken by employees engaged directly or indirectly by Cairns and Mackay Airports Pty Ltd and does not include enforcement action undertaken by external agencies such as law enforcement agencies.

While CASA requirements for a DAMP are directed at persons who perform, or are available to perform, a safety sensitive aviation activity (SSAA), the NQA DAMP applies to all employees.

**All Cairns Airport and Mackay Airport employees must comply with the NQA DAMP.**

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

Employees engaged in SSAA roles are not in specific roles listed in legislation but are covered by **99.015 (2)(a) any activity undertaken by a person, other than as a passenger, in an aerodrome testing area**. NQA employees involved in SSAA include staff from but not limited to:

- Operations (including Infrastructure);
- Commercial;

- Corporate Services (including Human Resources, Finance and ICT); and
- Other staff who do not work in an 'aerodrome testing area', but are indirectly involved in control of facilities, aircraft, or safety, security and emergency response which requires compliance with CASA legislation.

### **Key points for NQA employees working at either Cairns or Mackay Airports to be mindful of are:**

- Prior to beginning your employment directly with Cairns or Mackay Airport you must pass Alcohol and other drug (AOD) screening irrespective of your role is deemed SSAA or not.
- To pass this pre-employment screening you must record 'zero' for both alcohol and negative for the nominated testable drugs
- Zero is deemed to be under 0.02BAC for alcohol and negative for drugs is below the nominated cut off limits for the testable drugs. (refer definitions for testable drugs)
- You will potentially be subject to testing throughout your employment and these levels must be maintained while are work or available to attend work such as on call.

Where individuals are employed by another company that provides a service directly to Cairns or Mackay Airports the onus is on those companies to demonstrate 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;
- Are aware of the implications of any breeches by themselves and to the company including covering the cost of any confirmatory testing; and
- Will comply fully with NQA's DAMP requirements;
- Undertake Drug and Alcohol Education Program before they operate airside.

## **4. CONTENT**

Fundamentally there are three (3) key elements underpinning this program:

- A Drug & Alcohol Education Program (DAEP);
- A Drug & Alcohol Testing Program;
- A Drug & Alcohol Response Program.

## **5. RESPONSIBILITIES**

### Governance

NQA as the overarching entity ensures appropriate governance of the DAMP is maintained at all times at both airports. The NQA Human Resources Manager has responsibility to ensure the DAMP is compliant with relevant legislation and is custodian of the Plan.

### **5.1 RESPONSIBILITIES OF NQA APPOINTED DAMP CONTACT OFFICERS**

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

- A DAMP Contact Officer with a backup person is appointed at each airport. Refer APPENDIX 6.

## 5.2 RESPONSIBILITIES OF NQA APPOINTED DAMP SUPERVISORS

- If a DAMP Supervisor (APPENDIX 6) forms an opinion that an employee is adversely affected by (AOD) they must direct the employee to cease performing or being available to perform their duties and complete the DAMP Supervisor Assessment Checklist (APPENDIX 1). Action will then be taken in accordance with the testing Flow chart (APPENDIX 2).
- Ensure that AOD testing is arranged for any staff involved in a serious work related incident or accident.

## 5.3 NQA GENERAL RESPONSIBILITIES

NQA must:

- Ensure that all employees and contractors undertake DAEP awareness training before they need to perform, or become available to perform their required duties at either Cairns or Mackay Airports.
- Ensure AOD screening of new employees has been carried out prior to deployment into SSAA as per CASA requirements.
- Include a copy of the NQA DAMP on the public websites.
- Securely maintain written records that demonstrate compliance with Part 99 including alcohol and drug test records. Such records to be made available to CASA for audit purposes as requested while ensuring Privacy legislation is not breached
- Not permit any employee to perform or be available to perform their duties in the following circumstances:

**REASONABLE CAUSE OR SUSPICION** (REFER APPENDIX 1) - Where 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** (REFER APPENDIX 1) – Where the employee is involved in a serious work related incident or accident and either:

- For the period that suitable test conditions exist for conducting drug or alcohol tests on the employee - a test has not yet been conducted; or
  - If tests have been conducted - NQA has not been notified of the test results; or
  - If tests have been conducted - NQA have been notified of positive test results.
- Not permit an employee to again perform or be available to perform their duty until all mandatory pre-conditions have been met, when an employee has been required to cease performing, or being available to perform their duties because of an incident related to AOD.

NOTE: Reporting Incidents/Accidents must be done in compliance with NQA's incident notification and investigation protocols which includes completion of the on line INForm (*Incident Notification*) report and the follow up Form 'B' Investigation process where applicable based on nature and incident severity.

## 5.4 RESPONSIBILITIES OF NQA (CAIRNS/ MACKAY AIRPORTS) EMPLOYEES

- To disclose to their Supervisor if he/she has consumed a level of AOD, that may affect his or her ability to carry out their duties. Note: While the focus is on nominated **testable drugs** under Part 99 Civil Aviation Safety Regulations 1998 it is expected that employees also disclose information relating to any other

drugs or substances consumed that have the potential to impact on their ability to carry out their required role.

- 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 while at an NQA Workplace or when conducting a NQA undertaking.
- To notify a DAMP Supervisor of any AOD concerns they have regarding co-workers.
- To comply with AOD testing as per the NQA 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 NQA DAMP.
  - Return a positive result for an alcohol or other drug test.
  - Interfere with a sample they provide for AOD testing.
  - Are involved in a serious incident or accident.
  - Are suspected with reasonable cause by a Supervisor of being affected by AOD.
- To not recommence their duties until all mandatory preconditions have been met.

NOTE: In addition to NQA's grievance and disciplinary procedures, employees engaged in SSAA will be deemed to be 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.

## 6. DRUG AND ALCOHOL EDUCATION PROGRAM (DAEP)

**ALL EMPLOYEES** are required to undertake a DAEP.

In the first instance new employees are given their own a copy of the NQA DAMP and they must sign an acknowledgement that they have read it.

An overview of the NQA DAMP is then provided within the online induction package.

Further to that all new employees must complete the relevant online eLearning package provided by CASA via AviationWorx. <https://www.casa.gov.au/education/standard-page/aviationworx>

The DAEP is designed to ensure employees are aware of :

- The legislative background to the DAMP
- What the NQA policy states in regards to AOD use.
- What AOD testing can occur in the workplace.
- What a positive result means.
- Support services and assistance for people who engage in problematic use of alcohol and other drugs.
- Information about the potential risks to safety from the use of alcohol and other drugs.

Every two years an online induction refresher is completed by employees and it includes training material in accordance with CASR Part 99.045 that ensures they are aware of the content of the DAMP.

**DAMP SUPERVISORS** - In addition to general employee training, specific education and training will be provided to Supervisors to assist in the recognition of and management of people who engage in problematic use of AOD. The list of supervisors who have undertaken DAMP Supervisors training and accreditation is provided at APPENDIX 7.

## 7. DRUG AND ALCOHOL TESTING PROGRAM

### 7.1 SUBSTANCES THAT WILL BE INCLUDED IN TESTING

NQA will test for alcohol and five (5) classes of **testable drugs or sometimes called 'drugs of abuse'**

- 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 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 TESTING METHODOLOGY

Testing can be conducted by or on behalf of CASA, an individual self testing, or NQA's drug & alcohol testing service provider. All testing equipment used must be used in a manner consistent with the manufacturer's instructions including any calibration current .

#### CASA TESTING

CASA testing will be carried out by a CASA Approved Tester. Any drug and alcohol 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.*

NOTE: CASA testers may vary testing methodology as they deem appropriate.

#### SELF TESTING

NQA employees are encouraged to 'self-test' for alcohol using a calibrated Alcolizer HHI breathalyser unit located throughout NQA work areas. Units are calibrated in accordance with AS 3547 Breath alcohol testing device for personal use. (Refer APPENDIX 6 for equipment locations).



**NQA TESTING**

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). Cairns Airport’s current service provider for drug and alcohol testing is The Drug Detection Agency (TDDA) and where not available QML is utilized. Mackay Airport’s current service provider is CQR Health.

*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*        Urine in accordance with AS/NZS 4308, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*; or

Oral fluid testing in accordance with AS 4760, *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*.

NOTE: All urine testing will be carried out under controlled conditions and by an **appropriately qualified alcohol and other drug professional, as per AS/NZS 4308**.

**7.3 WHEN TESTING WILL BE CONDUCTED**

**CASA APPROVED TESTER**

CASA approved testers may undertake random testing within aerodrome testing areas, and/or of 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.

**NQA APPROVED TESTER**

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

- Prior to commencement of employment/deployment;
- Post-Accident or Incident;
- Reasonable Suspicion;
- Prior to Return to Work following Suspension.
- Randomly

**OTHER**

- Randomly by State or Federal Police

**NOTE: Contractors are responsible for meeting all costs associated with the required AOD testing of their own staff unless contractual arrangements with Cairns or Mackay Airports specifically state the respective airport will cover costs.**

- **Prior to Commencement of Work / Deployment**

All Cairns and Mackay Airport employees and SSAA contractors will be required to undergo initial drug and alcohol testing (screening) in accordance with the following legislative requirements.

99.010 Definitions for Part 99

*Regular SSAA employee means a SSAA employee who is reasonably likely to perform an applicable SSAA at least two (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;*
  - (i) *The employee has been drug and alcohol tested; and*
  - (ii) *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 Cairns or Mackay Airport employee or Contractor. (Refer APPENDIX 1)

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 Cairns or Mackay Airport employee or Contractor will be required to undergo testing if a NQA DAMP Supervisor reasonably believes that they may be adversely affected by AOD while performing, or available to perform their duties. (Refer APPENDIX 1)

• **Prior to Return to Work**

A Cairns or Mackay Airport employee or Contractor will be required to undergo testing for AOD if returning to work after a period of suspension because of alcohol or other drug use or a related incident. A negative test result and a Comprehensive Medical Assessment by the Medical Review Officer are required before they are able to recommence duties.

• **Random**

In accordance with NQA’s commitment to manage responsibly random testing may be undertaken by an appropriately qualified drug tester in a controlled environment.  
Such testing is compliant with AS 3547 *Breath and Alcohol testing device for personal use*; or NMI R126, Pattern Approval Specifications for Evidential Breath Analysers, AS/NZS 4308, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine and with AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.*

**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 0.02 = 0.02grams 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 substances can be found naturally 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 or accident 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.

### **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 of 0.02 or above.
- For a confirmatory alcohol test - a test result of 0.02 or above.

### **PRE- EMPLOYMENT/DEPLOYMENT TESTING FOR NQA EMPLOYEES**

If a potential new employee records a positive result from undertaking a pre-employment test they will 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, NQA:

- 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 TESTING FOR CONTRACTORS**

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

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

Contractor management are required to notify NQA of the number of contractor staff undergoing pre-deployment testing and the number of staff returning positive test results.

### **TESTING OF NQA EMPLOYEES AT WORK**

**Alcohol:** If a positive **indicative** result is obtained from an initial breath test, the employee is required to cease working and will be asked for an explanation. Depending on the explanation provided arrangements may be made with the testing agency to undertake confirmatory testing such as a urine sample or a secondary breath test. NOTE: if the employee questions the indicative reading they are entitled to request a second breath test.

**Drugs:** If a positive urine test is followed by a positive **indicative** oral fluid test the employee is required to cease working and a **confirmatory** urinalysis will be requested. If a positive urine test is followed by a negative oral fluid test the employee will be able to return to normal duties pending the results of a confirmatory urinalysis and further discussions with their manager.

When a confirmatory alcohol or drug test returns a positive result, the Chief People Officer or their delegate will consult the 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. Staff will remain stood down until the MRO completes the assessment.

## ***TESTING OF INDIVIDUALS EMPLOYED BY NQA CONTRACTORS AT WORK***

Process is the same as for NQA employees. If a positive AOD result is recorded, the nominated DAMP Supervisor will request an individual contractor staff to 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 test result and has complied with all DAMP MRO requirements. All on going assistance required by the individual to overcome any AOD 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***

NQA will not permit an employee to perform or be available to perform their duties at either Cairns or Mackay Airport in any of the following circumstances:

- If aware that a positive result for an initial (indicative) 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 undertake an alcohol or other drug or alcohol 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 and NQA has not been notified of the test results.

### **8.2 RETURN FROM SUSPENSION**

Where NQA has not permitted an employee to perform and/or be available to perform, their duties as a result of a drug or alcohol testing related suspension event, an employee will not be permitted to return to work unless:

- The employee has undergone a Comprehensive Medical Assessment and is considered fit to resume performing, or be available to perform their duties by the NQA nominated MRO in consultation with the approved testing agency;

- Where a Comprehensive Medical Assessment recommends the employee participates in a drug or alcohol intervention program, the employee has begun the nominated drug or alcohol intervention program;
- Where the suspension event related to a drug test - a confirmatory drug test indicates an absence of testable drug.

### **8.3 COMPREHENSIVE MEDICAL ASSESSMENT**

In the event of a positive confirmatory test the nominated Medical Review Officer (MRO) must conduct a Comprehensive Medical Assessment prior to providing a clearance to return to work. The MRO will request that a Comprehensive Clinical Assessment be undertaken by appropriately qualified alcohol and other drug professionals and interview the person concerned at his discretion in order to make the appropriate determination. The individual concerned will be unable to return to work until the MRO has provided a clearance. (See Section 10)

### **8.4 INTERVENTION PROGRAM**

NQA 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 7), if:

- The MRO has advised NQA that the employee must attend the program; and/or
- The employee has requested assistance to attend as a result of self testing.

## **9. SELF-REFERRAL**

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

Personnel seeking assistance from NQA 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.
- Holds current registration from CASA as an MRO

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

As per CASR Part 99, NQA will consult a MRO in the following circumstances:

- If an alcohol or other drug test returns a positive test result for an employee of Cairns or Mackay Airports - **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 conduct a Comprehensive Medical Assessment to determine if the employee is fit to resume performing or being available to perform duties after an alcohol or other drug testing related incident. Part of the Comprehensive Medical Assessment process will include the completion of a Comprehensive Clinical Assessment by an appropriately qualified clinician.
- NQA has appointed local registered medical practitioners who, in conjunction with the Alcohol, Tobacco and Other Drugs Service will undertake Comprehensive Clinical Assessments as required (see APPENDIX 6).
- Referral for MRO Services see Appendix 8

## 11. DISCIPLINARY ACTION

While NQA will consult an appropriately qualified AOD professional in an effort to assist the person overcome AOD issues, NQA however reserves the right to initiate disciplinary action if required.

Should a positive result for alcohol or other drugs be recorded by a Cairns or Mackay Airport employee performing or being available to perform their duties, then actions in accordance with provisions of the relevant Collective Agreements will be undertaken e.g.:

- Grievance Process: Cairns Airport Enterprise Agreement  
Mackay Airport Enterprise Agreement
- Warning/Counselling Process: Cairns Airport Enterprise Agreement  
Mackay Airport Enterprise Agreement

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 covered by this Collective Agreement, NQA will refer them to their own Employer for action. NQA will not permit the individual to resume SSAA duties until satisfied that the action taken by their employer is consistent with that enforced by NQA for their staff.

## 12. PRIVACY

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

NQA will review this program annually or as directed by CASA, or due to legislative changes or response to any grievance or dispute.

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

## 14. PROVISION OF INFORMATION AND RECORD KEEPING

### 14.1 CASA DAMP REPORTING

The information reported to CASA will be consistent with the requirements of CASR Part 099 including where specifically requested by CASA, NQA will supply information about the identity of a DAMP employee to a CASA approved tester within one hour of such a request being made.

#### Record Keeping

NQA will keep all relevant records pertaining to this DAMP for a period of five (5) years. This information will be kept in a secure location.

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

NQA contractors are required to similarly keep records for all contractor staff deployed in SSAA roles.

## 15. VARIATIONS

NQA 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 CASR's.

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

Controlled documents are kept on the NQA Internet and any major changes concerning NQA employees will be advised to team members via staff newsletters, toolbox talks etc.

## 16. FUNCTIONS

### 16.1 WORKPLACE FUNCTIONS

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

- The function is organised and conducted by NQA;
- Food is provided, along with low alcohol and non-alcoholic beverages. The quantity and nature of food, low alcohol and non-alcoholic beverages supplied will be determined by the CEO;
- Start and finish times are nominated and strictly adhered to;
- The area in which the function is occurring is clearly defined and controlled;
- Those 'on duty' do not consume alcohol if required to work during or immediately after the event;
- NQA 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: EMPLOYEES ARE RESPONSIBLE FOR GETTING TO AND FROM THE EVENT IN AN SAFE AND LEGAL MANNER AT THEIR OWN EXPENSE.**

### ***16.2 EXTERNAL WORK RELATED FUNCTIONS***

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



**APPENDIX 1 see SharePoint – NQA Forms – Safety**

**DAMP SUPERVISOR ASSESSMENT CHECKLIST**

(PLEASE TICK)

**SERIOUS INCIDENT/ACCIDENT**

**REASONABLE SUSPICION**

**A serious incident or accident has occurred and/or 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. Supervisor may elect to put TDDA’s mobile service on standby to attend.

	Yes	No
1. Situation discussed with employee		
2. Employee stood down		
3. External testing requested - this may include requesting TDDA’s mobile service to attend site		
4. Employee consent obtained		
5. Complete Authorisation Form to conduct tests		
6. Complete Referral and Chain of Custody Form		
7. Forms given to Escort		

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**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:

--

**NOTE:**

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

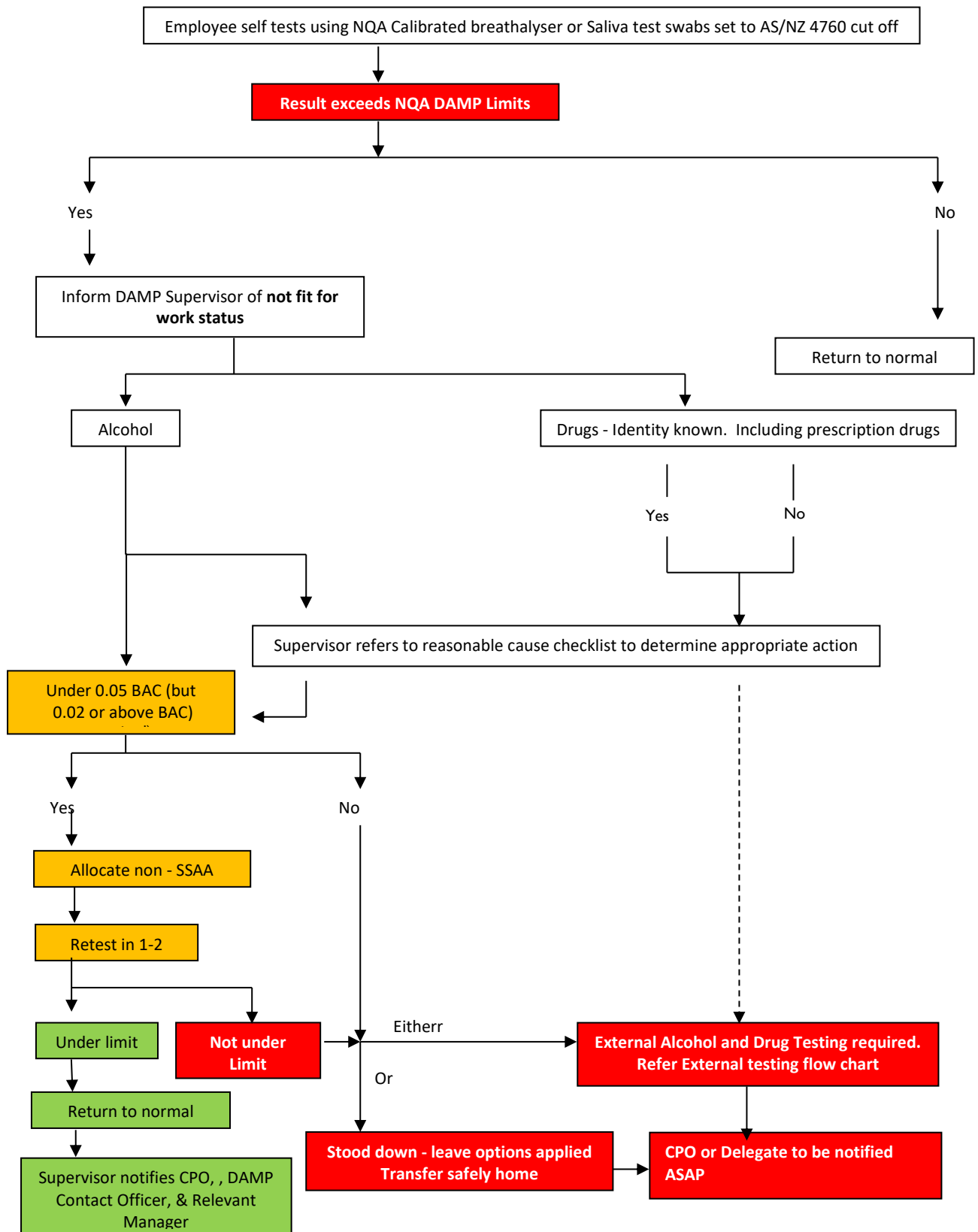
Supervisor must clearly document situation and forward checklist to CPO or delegate

The Employee must not be permitted to drive themselves to the nominated testing location (or drive themselves home in the event of a positive test result).

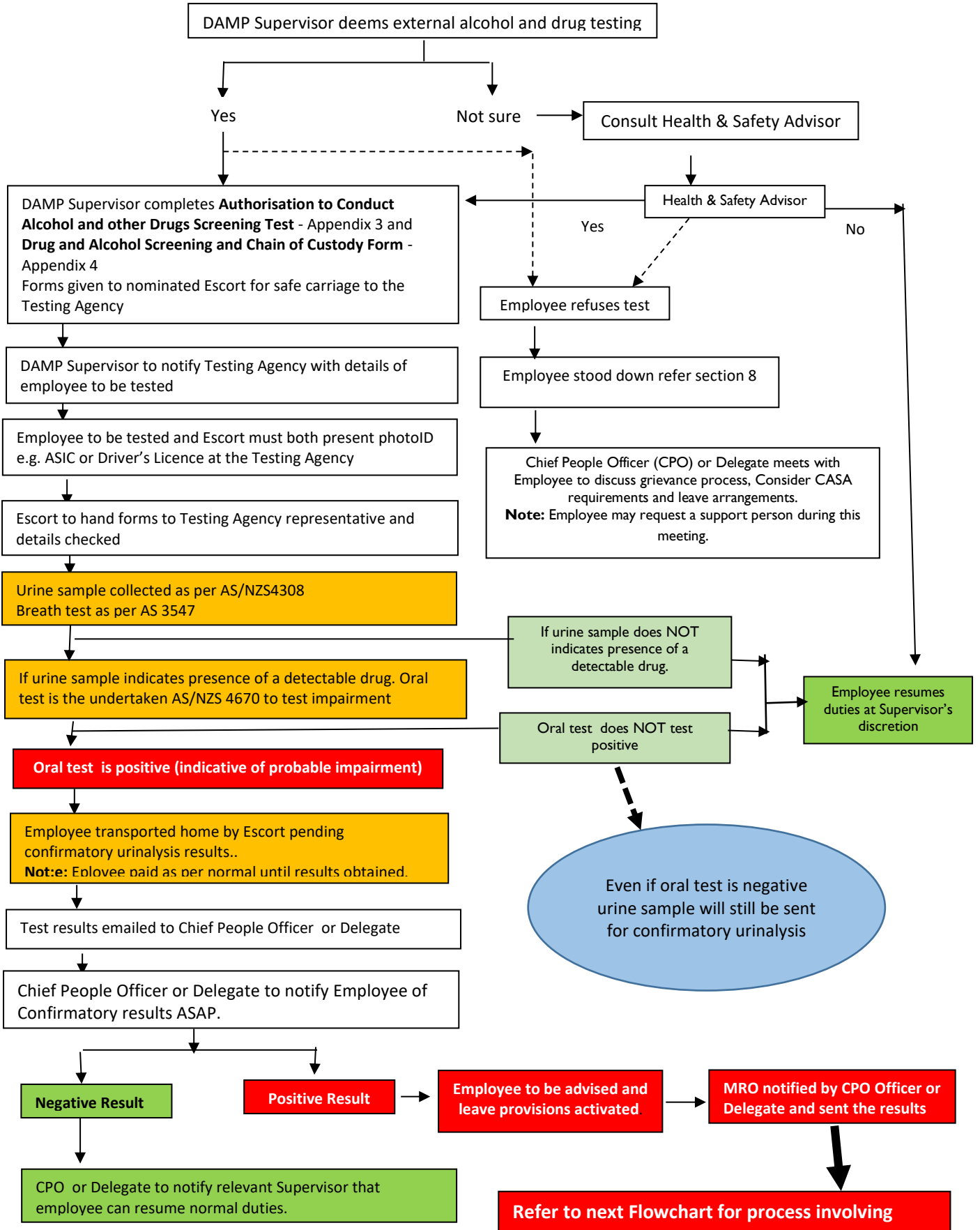
## APPENDIX 2

### FLOW CHARTS TESTING PROCESS

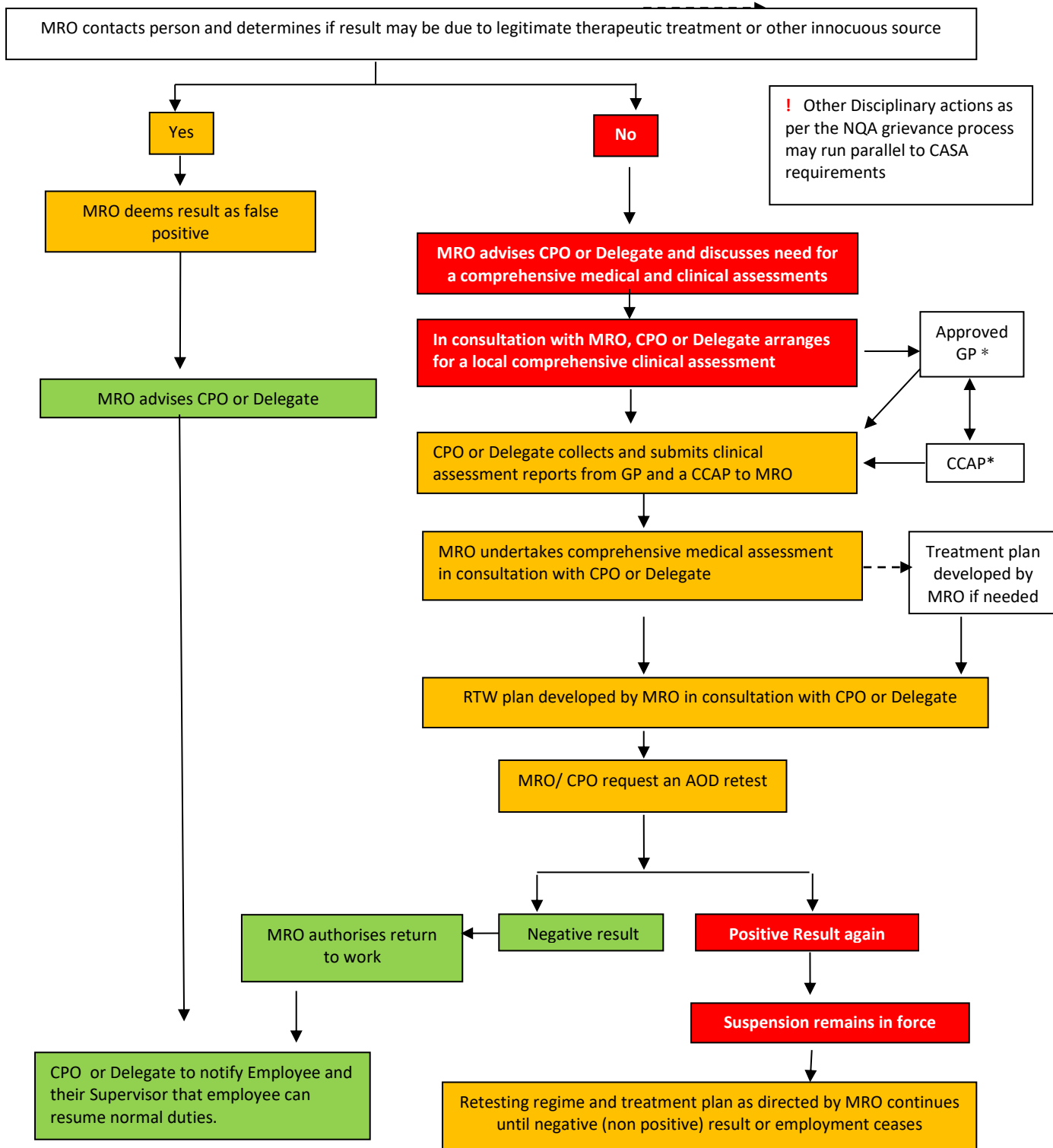
#### VOLUNTARY ALCOHOL AND DRUG TESTING IN THE WORKPLACE



**EXTERNAL ALCOHOL AND DRUG TESTING**



PROCESS INVOLVING MRO



\* MRO, GP, or CCAP may request AOD retesting at any stage to clarify concerns or ANOMALIES.

CPO = Chief People Officer

MRO = Medical Review Officer, GP = Registered General Practitioner CCAP = Comprehensive Clinical Assessment Provider (such as ATODS), ATODS = Alcohol Tobacco and other Drug Service

**APPENDIX 3 - see SharePoint – NQA Forms - Safety**

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

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

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

<b>CAIRNS (preferred)</b>	<b>CAIRNS (backup)</b>	<b>MACKAY</b>	<b>MACKAY (out of hours backup)</b>
The Drug Detection Agency 183 Aumuller St BUNGALOW 4870 Brendon Keevers <a href="mailto:Brendon.keevers@tdda.com">Brendon.keevers@tdda.com</a> 0477 981 880 (07) 40414455	QML Pathology Laboratories Corner Florence and Grafton Streets CAIRNS QLD 4870 (07) 4046 1505 <b>Secondary backup</b> Medvet on 1800 633 838	CQR Health 4 Heidi Street PAGET 4740 Jennifer Townley <a href="mailto:Jennifer.townley@cqrhealth.com">Jennifer.townley@cqrhealth.com</a> (07) 49985232	CFT Security Jim Cusack <a href="mailto:cftmky@bigpond.net.au">cftmky@bigpond.net.au</a> 0419 757 117 <b>Secondary backup</b> Medvet on 1800 633 838

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

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

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 Cairns Airport/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

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

Cairns Airport Pty Ltd/Mackay Airport Pty Ltd will pay for the above-mentioned tests upon receipt of a tax invoice forwarded to the address below. All results for either airport are to be forwarded by email or post as soon as possible and addressed to: Cairns Airport Pty Ltd marked **Confidential and Urgent for the Attention: Human Resources Manager** or Mackay Airport Pty Ltd marked **Confidential and Urgent for the Attention: General Manager Mackay 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 CAPL. /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: \_\_\_\_\_

<p><b>Chief People Officer</b> Cairns Airport Pty Ltd PO Box 57 AAC, Cairns Airport CAIRNS QLD 4870 Mobile: - 0481 433 494 Facsimile: (07) 4080 6704</p>	<p><b>General Manager</b> Mackay Airport Pty Ltd PO Box 5806 MACKAY MC QLD 4741 Mobile: - 0417 048 295 Facsimile: (07) 4953 1929</p>
--	--

APPENDIX 4

TDDA DRUG AND ALCOHOL SCREENING REQUEST FORM



SEAL NO	THE DRUG DETECTION AGENCY DRUGS OF ABUSE TESTING REQUEST/CONSENT FORM – TDDA 1.1		CLIENT ID NO <b>QLD 34743</b>
FAMILY NAME	FIRST NAME	SEX <input type="checkbox"/> M <input type="checkbox"/> F	CLIENT CODE / DIV/SUB
DATE OF BIRTH	IDENTIFICATION DETAILS	COLLECTION ONLY <input type="checkbox"/>	REPORT TO
MEDICATIONS (To keep the details of your medications private, advise the collector) TYPE/WHEN			
COLLECTION SITE		TESTING VEHICLE REGO	
POC DEVICE <input type="checkbox"/> Urine <input type="checkbox"/> Oral Fluid Oral Fluid Device Used:	Lot No Expiry Date	ALCOHOL BREATH SCREEN Device Serial No Calibration Date	
REASON FOR TESTING <input type="checkbox"/> PRE EMPLOYMENT <input type="checkbox"/> POST INCIDENT <input type="checkbox"/> RETEST <input type="checkbox"/> SECONDARY SCREEN <input type="checkbox"/> RANDOM <input type="checkbox"/> REASONABLE GROUNDS TO BELIEVE <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> RANDOM REHAB			
<p><b>INFORMED CONSENT: COLLECTOR TO READ AND EXPLAIN IN LANGUAGE UNDERSTOOD BY DONOR</b></p> <p>I consent to undergo a drug test(s) and or breath alcohol test, to be undertaken by The Drug Detection Agency (TDDA). I acknowledge this is for the purpose of determining whether I have ever had an illicit drug(s) or any misused prescribed drugs, or legal designer drug(s) present in my urine and or oral fluid, or determining whether I have any level of alcohol in my breath. Results of the drug test(s) and or breath alcohol test will only be used for the purposes for which it was obtained, as set out in my employers Drug and Alcohol Policy.</p> <p>I undertake to advise the nominated collector conducting the test(s) of any medication that I am taking. I also certify that I will not adulterate or attempt to cheat either of the tests and that the information provided on this form is true and correct with proof of identity.</p> <p>I understand that a refusal to sign this form and undergo a drug test(s) and or breath alcohol test may be regarded as serious misconduct and in the absence of a reasonable explanation may result in disciplinary action or any offer of employment withdrawn.</p> <p>I consent to the results of the drug and or alcohol test(s) being communicated confidentially to my employer/prospective employer/employer's authorised personnel, and any client/customer of my employer/prospective employer who requests that such results be provided to them.</p> <p>I have read or had explained to me and understand the terms of this consent form.</p> <p>I understand that the white – employer's copy is not an interim report but merely notes of collector's observations.</p> <p>Donor: _____ Date: _____ Time: _____</p>			
TIME SAMPLE TAKEN	VISUAL CHECK <input type="checkbox"/>	TEMP READ WITHIN 4 MINUTES YES <input type="checkbox"/> NO <input type="checkbox"/>	WITHIN RANGE 33-38 YES <input type="checkbox"/> NO <input type="checkbox"/>
BREATH SCREEN RESULTS INITIAL READING Time _____ Reading _____ Negative <input type="checkbox"/> Detected <input type="checkbox"/>		ADULTERANT SCREEN Value Normal Abnormal CRE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PH <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> BL <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DRUG SCREEN Neg Requires further analysis Not Tested AMP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> BZO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> COC <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MAMP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OPI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> THC <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SYN CAN <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OTHER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lot No _____ Expiry _____
CONFIRMATION READING Time _____ Reading _____ Negative <input type="checkbox"/> Positive <input type="checkbox"/>		INVALID SCREEN <input type="checkbox"/> REASON _____	
		SPECIMEN REQUIRES FURTHER ANALYSIS <input type="checkbox"/>	
I certify that the donor's identification has been positively verified by the means on this form and that the specimen referred to on this form is the specimen collected from the donor in compliance with AS/NZS 4308:2008, and Appendix A, if applicable or AS 4760:2006 (Section 2).			
Collector (Print) _____		Collectors Signature _____	Date _____

TDDA conducts on-site screening, specimen collection, storage, handling and dispatch in accordance with Section 2 and Appendix A for onsite procedure per AS/NZS 4308:2008 and Section 2 for specimen collection storage, handling and dispatch for oral fluid per AS 4760:2006. Synthetic cannabis and oral fluid on site testing are not covered by this standard

CQR HEALTH DRUG AND ALCOHOL SCREENING REQUEST FORM

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15751



CHAIN-OF-CUSTODY/REQUEST FORM FOR URINE/ORAL FLUID ANALYSIS

DONOR INFORMATION				REQUESTING AUTHORITY			
SURNAME:				NOMINATED REPRESENTATIVE:			
GIVEN NAME:				COMPANY:			
DOB: / /		Male: <input type="checkbox"/> Female: <input type="checkbox"/>		POSITION:		PHONE: FAX:	
ID#:				EMAIL:			
Email:				PURCHASE ORDER #:			
ADDRESS:				SPECIFIC DRUGS REQUIRING TESTING:			
IDENTITY OF DONOR VERIFIED BY:				Alcohol <input type="checkbox"/> Amphetamines <input type="checkbox"/> Opiates <input type="checkbox"/> Benzodiazepine <input type="checkbox"/>			
Photo ID: <input type="checkbox"/> Other: <input type="checkbox"/>				Methamphetamine <input type="checkbox"/> Cocaine <input type="checkbox"/> THC <input type="checkbox"/>			
ID Type:		ID Number:					
DONOR CERTIFICATION/CONSENT AND DECLARATION (To be completed by donor or parent/guardian)							
I consent to the testing of my breath/urine/oral fluid sample for alcohol/drugs. I certify that the breath/urine/oral fluid specimen accompanying this form is my own and was provided to me by the authorized collector. Further, I certify that for any on-site testing performed, such testing was carried out in my presence and that the information on the labels is correct. Also I certify that the information provided on this form is correct and I consent to the release of all test results together with all relevant details on this form to the nominated representative of the requesting authority indicated above.							
I declare that I have taken the following medication, drugs or other non-prescription agents: _____							
Donor/Guardian Signature:				Date:			
<input type="checkbox"/> I consent to my personal information being used for the purpose of receiving correspondence from CQR Health.							
COLLECTOR CERTIFICATION							
I certify that I witnessed the donor signature and that the specimen identified on this form was provided to me by the donor whose consent and certification appears above, bears the same identification as set forth above, and that the urine/oral fluid specimen has been collected, divided, labelled and sealed in accordance with the relevant Australian Standard.							
Name of Collector:				Date and time of Collection:			
Collector's Signature:				Collection Site:			
Adulteration test:		OX	NIT	S.G.	GLUT	pH	CRE
N= Normal							
ABN= Abnormal							
		Temperature: °C.		Colour:			
Comments:							
TEST RESULTS							
Initial Testing Device/Method:		Batch Number:		Expiry date:			
Alcolmeter Serial #:							
Control Responses		Positive-OK		YES/NO		Negative-OK	
Drug/Drug Class:		Alcohol	AMP	MOP	BZO	MET	COC
		Breath Analysis	(Amphetamines)	(Opiates)	(Benzodiazepine)	(Methamphetamine)	(Cocaine)
Initial Test Result:							THC
2nd Test Result							(Cannabis)
Key: N = Negative RFT= Requires further testing							
Name of Collector:		Certificate #:		Signature:			
SCOPE OF ACCREDITATION: THIS FACILITY COMPLIES WITH THE REQUIREMENTS OF ISO 15189:2007							
17. Drugs for toxicological purposes in urine to AS/NZS 4308: 2008 Section 2 Specimen collection, storage, handling and dispatch.							
CHAIN-OF-CUSTODY							
Received by (Print)	Signature	Date/Time Received		Seal Intact		Labels Match	
				YES/NO		YES/NO	
				YES/NO		YES/NO	
				YES/NO		YES/NO	

Revision Date: January 2015  
Version: Number 8

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QML DRUG AND ALCOHOL SCREENING REQUEST AND CHAIN OF CUSTODY FORM

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**QML Pathology.**

Specialist Diagnostic Services Pty Ltd (ABN 84 007 190 043) via QML Pathology APA No. 000042  
 11 Riverview Place, Metroplex on Gateway, Murarrie, Qld, 4172. Ph (07) 3121 4945  
 \*A complete list of Collection Centres may be found on reverse of form

PATIENT LAST NAME GIVEN NAMES

PATIENT ADDRESS

COMMERCIAL ACCOUNT - DO NOT BULK BILL

OCCUPATIONAL PATHOLOGY REQUEST

SEX DATE OF BIRTH FILE No.  
 TEL(HOME) TEL(BUS)

POSTCODE

TESTS REQUESTED

Urine Drug Screen On Site iCup2

DS8 Urine Temp °C: \_\_\_\_\_

Pos Identification YES NO Type .....

**Drug Test Group**

- MOR – Opiate
- AMP – Amphetamine
- COC – Cocaine
- THC – Cannabis
- MET – Methamphetamine
- BZO – Benzodiazepines

**Result (tick)**

- Pos  Neg
- Pos  Neg
- Pos  Neg
- Pos  Neg
- Pos  Neg
- Pos  Neg

**Adulterant Test Result (Tick)**

- Ph  Abnormal  Normal
- Cr  Abnormal  Normal
- Ox  Abnormal  Normal

Is patient: Fasting Non Fasting

Breath Alcohol Test .....Result

PLEASE ENSURE THAT PATIENT TAKES RESULTS WITH HIM

IF POSITIVE TO ANY OF THE DRUG CLASSES PLEASE CONTACT COMPANY BEFORE PROCEEDING TO DO GCMS TESTING

STANDARD PRECAUTIONS  PRIVATE & CONFIDENTIAL  CUMULATIVE REPORT

Phone 40806703 - Nerida Mitchell for confirmation

URGENT PHONE FAX BY TIME  
 PHONE/FAX No: Bill Code: 2358

COMPANY DETAILS  
 CAIRNS AIRPORT PTY, LTD.  
 PO BOX 57 AIRPORT ADMIN CENTRE  
 CAIRNS AIRPORT QLD 4870

COPY REPORTS TO:

REQUESTING DOCTOR, WORKPLACE HEALTH AND SAFETY OFFICER

Account to be sent to Janice Van Der Zwaan  
 C/- PO Box 57 Airport Admin Centre  
 Cairns Airport QLD 4870

For further information regarding this account, please contact QML Occupational Pathology Services on (07) 3121 4945.

X

PATIENT'S SIGNATURE AND DATE

Collect Date	Coll. Time	Test Codes	Branch	Ref. No.	Lab. No.	Description & Containers	Collector
L U A S B E	Received Date	Rec. Time	CAI B/C	2358	Clinic 654		

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PATIENT LAST NAME GIVEN NAMES

PATIENT ADDRESS

SEX DATE OF BIRTH FILE No.

POSTCODE TEL(HOME) TEL(BUS)

TESTS REQUESTED

IF POSITIVE TO ANY OF THE DRUG CLASSES CONTACT COMPANY BEFORE PROCEEDING TO DO GCMS TESTING RING "Nerida Mitchell" 07 4080 6703 FOR CONFIRMATION.

Urine Drug Screen On iCup2

DS8

Urine Temp °C: \_\_\_\_\_

**Drug Test Group**

- MOR – Opiate
- AMP – Amphetamine
- COC – Cocaine
- THC – Cannabis
- BZO – Benzo
- MET – Methamp

**Result (tick)**

- Pos  Neg
- Pos  Neg
- Pos  Neg
- Pos  Neg
- Pos  Neg
- Pos  Neg

**Adulterant (Tick)**

- Ph  Abn  Norm
- Cr  Abn  Norm
- Ox  Abn  Norm

REQUESTING DOCTOR, WORKPLACE HEALTH AND SAFETY OFFICER

**QML Pathology.**  
 Specialised Diagnostic Services Pty Ltd (ABN 60 007 760 519) QML Pathology (Pty) Ltd  
 1 Riverside Place, Metropole on Gateway, Murrumbidgee, NSW, Ph (07) 3121 4945

**COMMERCIAL ACCOUNT - DO NOT BULK BILL**

**OCCUPATIONAL PATHOLOGY REQUEST**

PATIENT LAST NAME: [REDACTED] SEX: [REDACTED] DATE OF BIRTH: [REDACTED] FILE NO: [REDACTED]

PATIENT ADDRESS: [REDACTED] POSTCODE: [REDACTED] TEL: HOME & MOBILE: [REDACTED] TELBUS: [REDACTED]

TESTS REQUESTED:  
**Att Employee: Attend QML Clinic listed over page. Phone clinic before attending. BRING PHOTO ID.**  
 In patient:   
 Fasting:   
 No Fasting:

**QML Please Perform:** Level 3 Supervision

- Instant Urine Drug Screen DS8
- Instant Breath Alcohol BET
- Record Urine Temperature:.....°C

CLINICAL NOTES & INSTRUCTIONS  
 "If a non-negative result occurs, please phone [REDACTED] for permission to proceed. GCMS Confirmation"

STANDARD PRESCRIPTIONS  PRIVATE CONSULTANT  CLAIM AT THE REPORT

**URGENT**  **PHONE**  **FAX**  **BY**

PHARMACIST: [REDACTED] BC 2885

**COMPANY DETAILS**  
 CAIRNS AIRPORT PTY LTD  
 PO Box 57 Airport Admin Centre  
 Cairns Airport QLD 4870

REQUESTING DOCTOR: [REDACTED] WORKPLACE HEALTH & SAFETY CONSULTANT

**HR Manager**  
 PO Box 57 Airport Admin Centre  
 Cairns Airport QLD 4870

For further information regarding this account, please contact QML Occupational Pathology Services on (07) 3121 4945.

PATIENT'S SIGNATURE AND DATE: [REDACTED]

Lab No.	Specimen	Ref. No.	Lab. No.	Description & Comment	Collector
BC 2885	Urine	QML			

**QML Pathology.**  
 Specialised Diagnostic Services Pty Ltd (ABN 60 007 760 519) QML Pathology (Pty) Ltd  
 1 Riverside Place, Metropole on Gateway, Murrumbidgee, NSW, Ph (07) 3121 4945

PATIENT LAST NAME: [REDACTED] SEX: [REDACTED] DATE OF BIRTH: [REDACTED] FILE NO: [REDACTED]

PATIENT ADDRESS: [REDACTED] POSTCODE: [REDACTED] TEL: HOME & MOBILE: [REDACTED] TELBUS: [REDACTED]

TESTS REQUESTED:  
**Att Employee: Attend QML Clinic listed over page. Phone clinic before attending. BRING PHOTO ID.**

**QML Please Perform:** Level 3 Supervision

- Instant Urine Drug Screen DS8
- Instant Breath Alcohol BET
- Record Urine Temperature:.....°C

**HR Manager**  
 PO Box 57 Airport Admin Centre  
 Cairns Airport QLD 4870

687712 PUB-MR085, version 1.5 (Jun 15)

SAMPLE

## Drug & Alcohol Site Testing Form

### Donor Details

Reason for test  Pre-employment  Random  Post Incident  For Cause  Retest  Blanket  Other \_\_\_\_\_  
 Donor Notified & Consented  Yes Collection Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Notify & Consent Time \_\_\_\_ am/pm Initial (Donor) \_\_\_\_\_  
 Company/Contractor \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Donor Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 ID Verified by  Site ID  Drivers Licence  Responsible Manager  Other  ID No. \_\_\_\_\_  
 Manager verification of Donor ID \_\_\_\_\_  
Print name Signature

### Alcohol Test

Device used \_\_\_\_\_ Serial No. \_\_\_\_\_  
 Initial reading recorded \_\_\_\_\_ g/210 L exhaled Breath Date of reading \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ am/pm  
 Confirmation reading recorded \_\_\_\_\_ g/210 L exhaled Breath Date of reading \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ am/pm

### Drug Test

**Oral Fluid** Device Name \_\_\_\_\_ Lot No. \_\_\_\_\_ Expiry Date \_\_\_\_\_ Collection Time \_\_\_\_ am/pm  
**Urine** Device Name \_\_\_\_\_ Lot No. \_\_\_\_\_ Expiry Date \_\_\_\_\_ Collection Time \_\_\_\_ am/pm  
 Description of sample: \_\_\_\_\_ mls of \_\_\_\_\_ coloured fluid.  
 Void time \_\_\_\_\_ Specimen temp (°C) \_\_\_\_\_ (acceptable range 33-38°C) Time temp taken \_\_\_\_ am/pm  
 Creatinine only check  Yes  No Lot No. \_\_\_\_\_ Expiry Date \_\_\_\_\_ Cr \_\_\_\_ mg/dL  
 Full adulteration check  Yes  No Lot No. \_\_\_\_\_ Expiry Date \_\_\_\_\_ Cr \_\_\_\_ mg/dL  
 Abnormal findings  Yes  No Specify \_\_\_\_\_

Was an on-site test performed?  Yes  No If yes, which drug groups require further investigation.  
 MET  COC  THC  OPI  BZO  AMP  Other \_\_\_\_\_  None detected/NA  
 Site Manager informed of further investigation  Yes  No Site Manager \_\_\_\_\_ (initial)  
 If Tritech kits are used and laboratory screen and/or confirmation is required, complete the chain of custody below.  
 Kit integrity seal intact  Yes  No Write barcode number here \_\_\_\_\_ Tritech Kit Box No. \_\_\_\_\_  
 Quality Control Conducted  Yes  No  
 Positive Control OK  Yes  No Negative Control OK  Yes  No  
**Synthetic Cannabinoids.** Was an on-site synthetic cannabinoid test performed?  Yes  No  
 Has donor taken any medication in last 14 days (urine) or 48 hours (oral fluid)?  Yes  No  
 Details, if applicable \_\_\_\_\_

### Collector Declaration

I certify that the specimen(s) identified on this form is that provided to me by the donor and that it bears the correct identification.  
 Sample(s) collected/tested in accordance with  AS/NZS 4308 (urine)  AS 4760 (oral fluid)  Alcohol  
 AQTF Assessed & Certified  Yes  No Collector Certificate No. \_\_\_\_\_  
 Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Donor Declaration

**Chain of Custody - Donor Certification to be completed by donor:** I consent to the testing of my breath for alcohol and urine for drugs and certify that the urine specimens collected are my own and were provided by me to the Collector. Further, I certify that for any on-site testing performed, such testing was carried out in my presence. I certify that for any of my specimens that are to be sent for laboratory testing, the containers were sealed with tamper-evident seals in my presence and that the information on the labels is correct. I certify that the information provided on this form is correct and consent to the release of all test results together with all relevant details on this form to the nominated representative (s) of my Employer/Representative.  
 Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Laboratory Use Only

Specimen Received by	Date/Time Received	Seals Intact Yes/No	Labels Match Yes/No	Identification Number

**APPENDIX 5**

**LOCATION OF BREATHALYSERS AT CAIRNS AIRPORT**

<b>MODEL</b>	<b>LOCATION</b>
Alcolizer HHI S/N 374537	Airport Safety Officers Office
Alcolizer HHI S/N 331185	Technical Services Coordinator
Alcolizer HHI S/N 331184	Maintenance – P&G Office
Alcolizer HHI S/N 374554	Health and Safety Advisor

- Send to NQA Health and Safety Advisor when calibration is due

**LOCATION OF BREATHALYSERS AT MACKAY AIRPORT**

<b>MODEL</b>	<b>LOCATION</b>
Alcolizer HHI S/N 396874	Office / Admin
Alcolizer HHI S/N 396875	Maintenance Compound Office

**NOTE:**

- Testers to be recalibrated to AS 3547 every six (6) months.
- Send to Aviation Administration Officer when calibration is due.

**APPENDIX 6**

**DESIGNATED DAMP PERSONNEL, TESTING AGENCIES AND SUPPORT ORGANISATIONS**

DAMP Contact CAIRNS	DAMP Contact MACKAY
Person 1: <b>Kate McCreery-Carr</b> Mob: 0417 429 786 Email: <a href="mailto:kate.mccreerycarr@ Cairnsairport.com.au">kate.mccreerycarr@ Cairnsairport.com.au</a>	Person 1: <b>Phil Clark</b> Mob: 0407 570 208 Email: <a href="mailto:Philip.clark@mackayairport.com">Philip.clark@mackayairport.com</a>
Person 2: <b>Colin Evans</b> Mob: 0400 508 097 Email: <a href="mailto:colin.evans@ Cairnsairport.com.au">colin.evans@ Cairnsairport.com.au</a>	Person 2: <b>Gary Porter</b> Mob: 0417 413 853 Email: <a href="mailto:garry.porter@mackayairport.com">garry.porter@mackayairport.com</a>

DAMP Supervisors CAIRNS		DAMP Supervisors MACKAY	
Alan Dugan	0481 917 236	Adrian Miles	0401 565 396
Alicia Prince	0417 634 353	Bayden Matherson	0435 738 810
Andrew Werner	0466 027 408	Garry Porter	0417 413 853
Ben Rodda	0418 197 387	Jason Horton	0418 570232
Cliff Golding	0427 302 769	Phil Clark	0407570 208
Colin Evans	0400 508 097		
Duty Managers	0437 529 769		
Kat Peloe	0427 444 938		
Martine Baker	0466 864 936		
Luke Palmer	0437 529 769		
Rob Keegan	0428 783 367		
Scott Robinson	0418 197 387		
Steve Willis	0417 631 881		
Tracey Groves	0417 631 881		
Tracey Lobert	0437 529 769		
Vicky Briscoe	0403 758 296		

**TESTING AGENCIES**

**Cairns**

**Mackay**

*For pre employment / random / post incident  
(24/7 mobile service)*

*For pre-employment / random / post incident  
during office hours*

**The Drug Detection Agency (TDDA)**

183 Aumuller St  
BUNGALOW QLD 4870  
Ph: (07) 4041 4455

**CQR Health**

4 Heidi St  
PAGET QLD 4740  
Ph: (07) 4998 5232

Brendon Keevers  
[Brendon.keevers@tadda.com.au](mailto:Brendon.keevers@tadda.com.au)  
0477 981 880

Jennifer Townley  
[Jennifer.townley@cqrhealth.com](mailto:Jennifer.townley@cqrhealth.com)

*If TDDA not available pre-employment / post incident*    *Outside office hours*

**QML Pathology Laboratory**

Corner Florence and Grafton Streets  
CAIRNS QLD 4870  
Ph: (07) 4046 1505

**TDDA**

Krystal Retke Mob 0429 082 339  
If unreachable phone Alan Morris 0417 290 571

**AusHealth (Medvet)**

[www.aushealth.com.au](http://www.aushealth.com.au)  
1800 633 838

**CFT Security**

Jim Cusack  
[cftsecurity@bigpond.net.au](mailto:cftsecurity@bigpond.net.au)  
0419 757 117

**AusHealth (Medvet)**

[www.aushealth.com.au](http://www.aushealth.com.au)  
1800 633 838

**Medical Review Officer (MRO for both Cairns and Mackay)**

Dr Alex Lapenga  
 Omega Health Medical Centre  
 Shop 24 161 Pease St  
 MANOORA QLD 4870

Ph: 40 537 900 fax 40 537 955  
 Mobile:- 0407 339 599 (direct)  
 Email: [alex@synergerymedicine.com.au](mailto:alex@synergerymedicine.com.au)  
 (back up email) [lex4851@gmail.com](mailto:lex4851@gmail.com)

**COMPANY DOCTORS**

**Cairns**

Barrier Reef Medical Centre \*  
 356 McLeod St  
 CAIRNS QLD 4870

Telephone: (07) 4051 6299

\* *Comprehensive Clinical Assessments –  
 Dr Ian Bennett*

**Mackay**

Caneland Medical Centre  
 2 Mangrove Rd  
 MACKAY QLD 4740

Telephone: (07) 4953 4333

Occupational Health Mackay  
 Palmer St  
 NORTH MACKAY QLD 4740

Telephone (07) 4957 4724

**SUPPORT ORGANISATIONS**

Employee Assistance Program Acacia Connection: 1300 364 273

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

Alcohol, Tobacco and Other Drugs Service\*  
 8 Aplin St  
 CAIRNS QLD 4870  
 Telephone: (07) 4226 3900

\* *Comprehensive Clinical Assessments*

Alcohol, Tobacco and Other Drugs Service\*  
 12 Nelson St  
 MACKAY QLD 4740  
 Telephone: (07) 4968 3893  
 Email: [intake@health.qld.gov.au](mailto:intake@health.qld.gov.au)

\* *Comprehensive Clinical Assessments*

APPENDIX 7

REFERRAL FORM FOR PRE-EMPLOYMENT / DEPLOYMENT TESTING



The Drug Detection Agency  
 183 Aumuller Street  
 Bungalow  
 CAIRNS QLD 4870

Phone: 4041 4455  
 MOB: 0477 981 880

**SERVICE REQUEST - PRE-EMPLOYMENT / DEPLOYMENT ALCOHOL AND OTHER DRUG SCREENING**

Please conduct screening in accordance with *Civil Aviation Safety Regulation (CASR) Part 99 - Drug and Alcohol Management Plans and Testing on:*

Name: (person being tested)	
Address: (home)	
Phone:	

The screening test is required to cover:

- Alcohol
- Cannabis
- Cocaine
- Amphetamines (speed, ice, ecstasy)
- Opioids (heroin, morphine, codeine)
- Benzodiazepines

*(Tick boxes) as required)*

- Instant Urine Drug Screen and a Breath Alcohol Test
- Oral Drug Screen Testing and a Breath Alcohol Test

<b>Testing Agency to complete</b> <i>(Please check &amp; tick box(es) as required)</i>	
Photographic ID	<input type="checkbox"/> Drivers Licence / Other :
Verbal Test Results	<input type="checkbox"/> Given results to person on completion of test
Written Test Results	<input type="checkbox"/> Available for collection next day / Other :
	<input type="checkbox"/> Request made to fax / post / email results

Please send all results and invoice – Peta Hoyal, Cairns Airport Pty Ltd,  
 PO Box 57 AAC, Cairns Airport Qld 4870 email: [peta.hoyal@cairnsairport.com.au](mailto:peta.hoyal@cairnsairport.com.au)

Yours faithfully

Peta Hoyal  
**HUMAN RESOURCE MANAGER**  
 Phone: 0481433494



**APPENDIX 8**

**REFERRAL FOR MEDICAL REVIEW OFFICER SERVICES**

Please provide Medical Review Officer (MRO) Services as per the Civil Aviation Safety Regulation Part 99 for the following employee. Drug and Alcohol Screening pathology results are attached.

MRO Doctor **ALEX LAPENGA**, Omega Health Medical Centre  
 DAMP Supervisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 NQA DAMP Contact Officer: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**SSAA employee**

Surname	Given name(s):
Date of birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address	
Suburb	Post Code
Daytime Phone:	Position:
Mobile:	

**Consent:-**

- I understand that my nominated employers MRO may contact me to discuss my drug and or alcohol screen results.
- I understand that the purpose of this review is to determine if there are any legitimate therapeutic drugs which have registered a positive drug screen result or other innocuous source.
- I consent to the MRO discussing with and providing results to my employer including information provided by me during the telephone consultation.

Signature of Examinee \_\_\_\_\_ Date: \_\_\_\_\_

**Please scan and email to your MRO [Alex Lapenga at alex@synergymedicine.com.au](mailto:alex@synergymedicine.com.au) or (back up email) [lex 4851@gmail.com](mailto:lex4851@gmail.com)**  
**Contact mobile: 0407 339 599**  
**Refer to DAMP for other contact details**

**(Admin use only)**

<b>MRO:</b>	<input type="checkbox"/>	Received results
	<input type="checkbox"/>	Contacted employee
	<input type="checkbox"/>	Contacted employer
<b>Dispatch:</b>	<input type="checkbox"/>	Send result and invoice via email to ( <a href="mailto:peta.hoyal@ Cairnsairport.com.au">peta.hoyal@ Cairnsairport.com.au</a> )
	<input type="checkbox"/>	File in clinic
<b>Admin:</b>	<input type="checkbox"/>	Confirmed that results sent
	<input type="checkbox"/>	Billed
	<input type="checkbox"/>	Files

**Special Instructions:-**

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**APPENDIX 9**

**SIGN OFF ACCEPTANCE AND COMPLIANCE FOR NEW EMPLOYEES**

I (insert name) ..... confirm that:

- I have been given a copy of the NQA Drug and Alcohol Management Plan (DAMP) and that I have read it;
- I have also undertaken the associated training and agree to participate in any future training; and
- I am aware of my obligations under the DAMP and agree to comply accordingly.

Signed

.....

Date

.....

**Detach this sheet and return to the HR Manager for retention on your personnel file.**