Royal Flying Doctor Service of Australia
Central Operations

ADM 17

Drug and Alcohol Management Policy

Version 2 Issued 29/10/2012
<table>
<thead>
<tr>
<th>Changes</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Version 1</td>
<td>05/12/2011</td>
</tr>
<tr>
<td>Issue Version 2</td>
<td>29/10/2012</td>
</tr>
<tr>
<td>Updated pages 5/6</td>
<td>15/01/2013</td>
</tr>
<tr>
<td>Updated page 11</td>
<td>15/01/2013</td>
</tr>
<tr>
<td>Updated page 18 - 2.1 / 2.2</td>
<td>15/01/2013</td>
</tr>
<tr>
<td>Updated page 19</td>
<td>15/01/2013</td>
</tr>
<tr>
<td>Updated pages 22 / 23 3.4 / 3.5</td>
<td>15/01/2013</td>
</tr>
<tr>
<td>Updated pages 25/26 - 4.2 / 4.3</td>
<td>15/01/2013</td>
</tr>
<tr>
<td>Updated page 27</td>
<td>15/01/2013</td>
</tr>
<tr>
<td>Updated page 13 MRO details</td>
<td>08/04/2013</td>
</tr>
<tr>
<td>Amended section 1.4 References</td>
<td>27/09/2013</td>
</tr>
<tr>
<td>Amended Section 1.5 Definitions, Serious Incident and SSAA</td>
<td>27/09/2013</td>
</tr>
<tr>
<td>Amended section 1.4 references</td>
<td>29/07/2014</td>
</tr>
</tbody>
</table>
Table of Contents

1 Drug and Alcohol Management Plan/Policy ......................... 5
   1.1 Introduction ................................................................................. 5
   1.2 Scope ......................................................................................... 5
   1.3 Policy ......................................................................................... 5
   1.4 References ................................................................................... 6
   1.5 Definitions/Abbreviations ................................................................. 6
   1.6 Content ....................................................................................... 9
   1.7 Responsibilities ................................................................ .............. 9
   1.7.1 Responsibilities of RFDS CO ............................................................... 9
   1.7.2 Responsibilities of all RFDS CO Staff / Employees ................................ 10
   1.7.3 Responsibilities of RFDS CO DAMP Contact Officer ......................... 11
   1.7.4 Responsibilities of RFDS CO DAMP Supervisors ............................... 11
   1.7.5 Responsibilities of SSAA Staff / Employees of RFDS CO ................. 12
   1.7.6 Managers and Supervisors of non SSAA staff / Employees .............. 13
   1.7.7 Volunteers .................................................................................. 13
   1.7.8 Medical Review Officer (MRO) ........................................................... 13
   1.7.9 Staff Driving for Work Purposes.................................................... 14
   1.7.10 Staff Attending Social Functions and Events ................................... 14
   1.8 Contractors and Sub-Contractors and their requirements regarding DAMP policy.. 14
   1.9 Contractors and Sub-Contractors DAEP Policy ................................... 16

2 Drug and Alcohol Education Program (DAEP) .......................... 17
   2.1 Pre-Employment ........................................................................... 17
   2.2 Induction .................................................................................... 17
   2.3 Ongoing .................................................................................. 18

3 Drug and Alcohol Testing Program ........................................ 20
   3.1 How Testing will be conducted .......................................................... 20
   3.2 When Testing will be conducted......................................................... 21
  3.2.1 Prior to commencement in a role performing SSAA ......................... 21
  3.2.2 Post accident or serious incident ...................................................... 21
  3.2.3 On reasonable suspicion ............................................................... 22
  3.2.4 On return to SSAA work ............................................................... 22
  3.3 Drug Test Results ................................................................ .......... 22
  3.4 Random Testing ................................................................ ............ 22
  3.4.1 Permitted level ............................................................................ 22
   3.5 What happens if I test positive to testable drug ................................... 23

4 Drug and Alcohol Response Program ..................................... 24
   4.1 Ceasing SSAA .............................................................................. 24
   4.2 Disclosing the Potential of a Confirmatory Positive Sample - Actions Following a Confirmatory Positive Test .................................................. 25
   4.3 Returning to Safety Sensitive Aviation Activities .................................. 25
   4.3.1 Drug or Alcohol Intervention Program ............................................. 26

5 Role of the Medical Review Officer ......................................... 26
   5.1 What is the role of a Medical Review Officer? ................................... 26

6 Disciplinary Action ..................................................................... 27
1 Drug and Alcohol Management Plan/Policy

1.1 Introduction
This document is the RFDS CO Drug and Alcohol Management Plan (DAMP). RFDS CO is required by Part 99 of the Civil Aviation Safety Regulations 1998 (CASRs) to develop and implement a DAMP, covering persons who perform, or are available to perform, a safety-sensitive aviation activity (SSAA).

The requirement for various organisations, including RFDS CO, to develop and implement a program has been introduced into the CASRs in order to enhance safety benefits and other outcomes for the aviation sector.

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

To ensure that the workplace risks associated with the consumption of alcohol and prohibited drugs are controlled and that all statutory aviation safety and other workplace safety requirements are met.

RFDS CO is obliged to develop, implement and maintain a program meeting the requirements of the CASRs from 23 March 2009.

This is an important document that all personnel should read carefully and familiarise themselves with.

1.2 Scope
This policy applies to all RFDS CO staff at all locations including volunteers, contractors and their subcontractors. RFDS CO considers that all operational and non-operational staff contributes significantly to the safety, efficiency and quality of the RFDS CO service and as such only small distinctions are made between Safety Sensitive Aviation Activity staff and other staff as defined herewith. The scope of the policy extends to the holistic management of drugs and alcohol in the workplace and is not confined to drug testing alone.

1.3 Policy
It is a condition of employment that RFDS CO staff do not, by the consumption of alcohol or drugs, place themselves or others at risk, breach any applicable law or bring RFDS CO into disrepute in the course of their duties.

RFDS CO takes the issue of drugs and alcohol in the workplace very seriously particularly in light of the safety critical nature of the service.

This policy serves to strike a balance between supporting and assisting staff who may have drug and alcohol dependency issues and taking a strong stance against harmful drug and alcohol use. Failure to comply with any aspect of the RFDS CO DAMP may result in disciplinary action.

Staff who have an RFDS CO requirement to maintain work licences for the operation of equipment, craft or vehicles in the course of their duties (e.g. for flying, driving or other activities) and have the licence revoked by a regulatory body will also face disciplinary action.
This may occur where the staff member is unable to fulfill the requirements of their employment contract. (i.e. undertake all tasks, duties and responsibilities associated with their role) or in the case of a company provided vehicle in the event that an employee’s license is suspended, this may result in the return of the vehicle for the period of the suspension and/or disciplinary action.

1.4 References

- Work Health and Safety Act SA / NT 2012 (WHS Act 2012)
- Civil Aviation Act 1988 (CAA 88)
- Civil Aviation Safety Act 1988 (CASA 88)
- Civil Aviation Safety Regulations 1998(CASR 98) CAR 99
- South Australian Road Traffic Act 1961(SARTA 61)
- Northern Territory Traffic Act 1979 (NTTA 79)
- RFDS CO Guidelines for Expected Behaviour
- AS/NZS 4308 Procedures for specimen collection and detection and quantification of drugs of abuse in urine.

1.5 Definitions/Abbreviations

**Accident** means:
An occurrence that arises out of a person performing or being available to perform an applicable SSAA or an occurrence that arises out of the use of an RFDS provided vehicle 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 an aircraft or property.

**Aerodrome testing area** means:

a. any surface in a certified aerodrome or 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:

  - that is not covered by paragraph (a); and
  - that does not have a building on it; and
  - from which access to a surface mentioned in paragraph (a) may be had; and

c. a building located on a certified aerodrome or registered aerodrome that is used:

  - for maintenance of an aircraft or an aeronautical product; or
  - for the manufacture of aircraft or aeronautical products; or
o by an air traffic service provider to control air traffic; or
o by the holder of an AOC for flying training; and

d. any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.

** Appropriately qualified alcohol and other drug professional ** means a person who:
(a) materially works as a provider of clinical drug and alcohol treatment services; and

(b) holds a bachelor degree, or postgraduate degree, in at least 1 of the following fields:

   (i) health sciences;
   (ii) medical science;
   (iii) social sciences;
   (iv) behavioural sciences.

** Comprehensive assessment ** means an examination of the person’s physiological and psychosocial indicators carried out:

(a) by a psychiatrist; or

(b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or

(c) jointly by:

   (i) a person entitled to practise as a medical practitioner under a law of a State or Territory; and
   (ii) an appropriately qualified drug and alcohol professional.

** DAMP**: Drug and Alcohol Management Plan/Policy

** DAMP Contact Officer**: The General Manager SQR who liaises with CASA and any other authorities in relation to the DAMP

** DAMP Supervisor**: Trained Senior Staff, Supervisors and Managers of SSAA staff has received training on aspects of prevention and management of problematic AOD use, under the organisational DAMP. It is the DAMP Supervisor to whom employees report their concerns about medications they are taking. Additionally, the DAMP Supervisor has access to the Medical Review Officer (MRO) for advice and clarification as required.

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

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

**Serious Incident:** is an occurrence that arises out of a person performing or being available to perform an applicable SSAA or an occurrence that arises out of the use of an RFDS provided vehicle 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 an aircraft or property.

**Positive result** means the following:

In relation to a drug or alcohol test of a body sample the test results reveals:

(a) for an initial drug test - a test result above the permitted level.
(b) for a confirmatory drug test - a test result above the permitted level and verified by a Medical Review Officer (MRO) as a verified positive result
(c) for an initial alcohol test - a test result above the permitted level
(d) for a confirmatory alcohol test - a test result above the permitted level

**SSAA:** Safety Sensitive Aviation Activity is:

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

RFDS CO also classify any activities undertaken by a member of staff to deliver Health Services as SSAA even through those activities may not be directly related to aviation activities.

**SSAA Employees**: Staff undertaking SSAA and staff who hold ASIC Passes for the RFDS CO.

**Regular SSAA Employees** means SSAA staff who are reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.

**SSE: Safety Sensitive Employees**. Staff who undertake Safety Sensitive Aviation Activity (SSAA) and RFDS CO direct managers of SSAA.

1.6 **Content**
The drug and alcohol management plan has three key components:

1. Drug and alcohol education program
2. Drug and alcohol testing program
3. Drug and alcohol response program

1.7 **Responsibilities**
RFDS CO is legally required to, and will, comply strictly with its obligations under this program.

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

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

1.7.1 **Responsibilities of RFDS CO**
RFDS CO will:

- For new SSAA employees, make this program available to each SSAA employee before that person begins to perform, or become available to perform, a SSAA;
- For current SSAA employees, make this program available to each SSAA employee by the end of the working day on which the employee next performs or is available to perform a SSAA;
- Not permit a SSAA employee to perform or be available to perform a SSAA in the following circumstances:
o if a DAMP Supervisor suspects the employee’s faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;

o if an accident or serious incident has occurred which involved the employee while he or she is performing or available to perform a SSAA 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 - RFDS CO has not been notified of the test results;

o if a SSAA employee has been required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, not permit that SSAA employee to again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met; and

o provide periodic reports to the Civil Aviation Safety Authority about its administration of this DAMP or its dealings with its SSAA employees who have been subject to alcohol or drug testing by CASA.

As this policy directly affects the health and safety of staff and those that are within our area of operation, they will be provided with all necessary information regarding rights and responsibilities under the DAMP.

1.7.2 Responsibilities of all RFDS CO Staff / Employees
All staff have the responsibility to abide by this policy and to:

- Report any drug and alcohol related incidents which may or do impact on safety to a DAMP Supervisor or the DAMP Contact Officer (all reports will be treated in strict confidence)
- Report any drug and alcohol issues which may impact on their own ability to work safely (all information will be treated in the strictest confidence)
- Comply with any approved external, internal, random or targeted drug and alcohol testing request where required by statute or by this RFDS CO Policy
- Attend any drug and alcohol training required under this DAMP
- Attend a nominated drug and alcohol intervention program at the request or recommendation of an MRO
- Liaise with their medical practitioner if they believe a therapeutic drug or other agent they are taking may impact on their work safety
- Not interfere with any body sample they provide for drug and alcohol testing
- Not commence work if affected by drugs or alcohol until deemed as safe by confirmatory testing and medical opinion

Failure to comply with this policy may result in disciplinary action and/or prosecution or infringement action by CASA and/or other statutory bodies.
1.7.3 Responsibilities of RFDS CO DAMP Contact Officer
RFDS CO has appointed the following persons as its DAMP contact officer, and their role is to liaise with the Civil Aviation Safety Authority in relation to RFDS CO responsibilities in connection with this program:

Daniel Collingwood  
General Manager Safety Quality and Risk  
Mobile: 0429 697 953  

The secondary contacts are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Mobile</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damien Heath</td>
<td>Chief Pilot</td>
<td>0428 832 747</td>
<td></td>
</tr>
<tr>
<td>Greg McHugh</td>
<td>Flight Nurse Manager</td>
<td>0418 830 174</td>
<td>8238 3343</td>
</tr>
<tr>
<td>Jenine Guyan</td>
<td>Quality Systems Administrator</td>
<td></td>
<td>8238 3343</td>
</tr>
</tbody>
</table>

Note: While the secondary contacts have interchangeable qualifications in this role, it is preferred that when possible the contact will be related to the discipline involved in the scenario.

1.7.4 Responsibilities of RFDS CO DAMP Supervisors
RFDS CO has appointed key personnel as DAMP Supervisors.

DAMP Supervisors have been trained how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol, and are authorised by RFDS CO to form such an opinion in appropriate cases.

Where a DAMP Supervisor forms that opinion, they must require a SSAA employee to cease performing or being available to perform a SSAA.

Where required to do so by a DAMP Supervisor, SSAA employees of RFDS CO must cease performing or being available to perform a SSAA.

Accordingly, they have the responsibility to:

- Attend DAMP Supervisor training
- Monitor staff work presentation and performance
- Assess whether an employee may be adversely affected by drugs or alcohol
- Approach and counsel staff where in their assessment of the employee there is reasonable reason to suspect that they may be affected by drugs and alcohol as it impacts on their work
- Assess whether an employee affected by a banned drug or alcohol must cease a work activity (including a SSAA)
- Take any reasonable immediate steps to prevent harm due to any potential or actual risk created by drug and/or alcohol consumption
- Impose disciplinary measures where required
- Refer any at-risk employee to the RFDS CO Employee Assistance Program
- Recognise that where a positively tested staff member is subsequently cleared by a MRO, the employee is deemed as having no longer tested positive for drugs and/or alcohol
- Maintain strict confidentiality with all information pertaining to an employee’s drug and/or alcohol issue, at all times

Contact details for all DAMP Supervisors are on the Telephone Listing located on the CEO & Administration web page.

It is a serious breach of RFDS CO policy for any DAMP Supervisor to ignore any responsibilities referred above and/or exercise their function and powers for an improper purpose.

1.7.5 Responsibilities of SSAA Staff / Employees of RFDS CO

- Are encouraged to disclose to RFDS CO if they have consumed a level of alcohol, or are taking any drug, that may affect his or her ability to carry out a SSAA;
- Must not perform, or be available to perform, a SSAA if aware that they are adversely affected by a testable drug or by alcohol, until he or she is no longer adversely affected;
- Are subject to drug and alcohol testing under this program while performing, or being available to perform, a SSAA for RFDS CO;
- Will be required to provide a body sample if they are to be tested for drugs and alcohol by RFDS CO for the purposes of conducting such tests;
- Must cease performing or being available to perform SSAA if they:
  - return a positive result for a drug or alcohol test
  - fail to comply with a request by an approved tester to provide a body sample for CASA drug and alcohol testing;
  - fail to comply with a request to provide a body sample for RFDS CO drug and alcohol testing under this program;
  - interfere with a body sample they provide for drug or alcohol testing by CASA or RFDS CO;
- If required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, must not again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met.
<table>
<thead>
<tr>
<th>Category</th>
<th>Explanation</th>
<th>Specific staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Sensitive Staff / Employees</td>
<td>Staff who undertake Safety Sensitive Aviation Activity (SSAA) and direct RFDS CO managers of SSAA</td>
<td>• Pilots&lt;br&gt;• Flight Crew&lt;br&gt;• Aviation Engineers&lt;br&gt;• Tasking Coordinators&lt;br&gt;• ASIC holders undertaking airside work&lt;br&gt;• Medical Officers&lt;br&gt;• Healthy Living Program Staff&lt;br&gt;• Mental Health Clinicians&lt;br&gt;• Other Allied Health Services staff employed&lt;br&gt;• Direct RFDS CO Managers of SSAA</td>
</tr>
<tr>
<td>Non Safety Sensitive Staff / Employees</td>
<td>All staff that are not SSAA or direct RFDS CO managers of SSAA</td>
<td>• Non-operational staff*&lt;br&gt;• RFDS CO Managers of Non SSAA staff</td>
</tr>
</tbody>
</table>

*CASA reserves the right to deem any staff member a SSAA staff.

1.7.6 Managers and Supervisors of non SSAA staff / Employees
Senior staff, Supervisors and Managers must report to the RFDS CO DAMP Contact officer for assistance on managing DAMP within their teams.

1.7.7 Volunteers
Volunteers have the same rights and responsibilities with respect to this program as non-safety sensitive activity staff.

1.7.8 Medical Review Officer (MRO)
The MRO is an external, independent, non-RFDS CO Medical Practitioner appointed by RFDS CO with competence in the field of interpreting drug and alcohol test results, knowledge of substance disorders and a knowledge of drug and alcohol statutory requirements. The MRO is responsible for:

- Reviewing any positive, confirmatory alcohol or other banned drug test result to determine whether the positive result was as a result of a therapeutic drug or some other source
- Reviewing medical information concerning an individual’s failure to give a body sample because of a claimed medical condition

Determining in consultation with the treating clinician, an individual’s ability to return to a SSAA or other role.

The nominated MRO for RFDS CO is:

Dr Tschirn - WorkAir Management Group Pty Ltd
Phone: (08) 8355 9400 | Mobile: 0452 217 441 | Fax: (08) 8234 3383

[Dr Tschirn’s MRO Certificate]
1.7.9 **Staff Driving for Work Purposes**
A motor vehicle used for discharging work duties and/or purposes is, by definition, a workplace meaning that drug and alcohol provisions in the respective State and Territory workplace safety legislation apply whilst driving for work reasons. State and Territory road traffic legislation imposes stringent requirements on motorists, including those driving for work purposes.

The SA Road Traffic Act 1961 imposes blood alcohol concentration limits on alcohol intake and total prohibition of illegal drugs.

In the Northern Territory, it is an offence under the Traffic Act 1987 when a person is under the influence of intoxicating liquor, drug or psychotropic substance to such an extent as to be incapable of having proper control of the motor vehicle.

The RFDS CO Motor Vehicle Policy (ADM 01 Policy and Procedure Manual) should be read in conjunction with these provisions.

1.7.10 **Staff Attending Social Functions and Events**
RFDS CO expects that all staff will act in a mature, responsible and law abiding manner at functions and events where they represent RFDS CO as required by the Guidelines for Expected Behaviour. Where practicable and where RFDS CO has some control over such functions or events, RFDS CO management will take reasonable steps to minimise the risk of harm such as:

- Reminding staff of the above policy before the event
- Encouraging staff to make safe transport arrangements for themselves, partners and co-workers

It is an RFDS CO expectation that all staff will exercise due care and take personal responsibility for their actions.

1.8 **Contractors and Sub-Contractors and their requirements regarding DAMP policy**
The RFDS CO DAMP applies to and will be made available to contractors, their employees and subcontractors undertaking SSAA work on RFDS premises.

All contractors, their employees and subcontractors will be made aware of the DAMP Policy and may be randomly tested when on RFDS CO premises.

Throughout this section Contractors, their employees and Sub Contractors will be referred to as Contractors.

Contractors the RFDS use fall into three groups:

Examples of each of these Categories:

1. Contractors retained to carry out SSAA on RFDS premises—e.g. Contract Engineering support.
2. Contractors retained to provide a SSAA service on the premises of the contractor using a SSAA employee working under the control and direction of the contractor. – e.g. Off Site Propeller Overhaul
3. Contractors retained to carry out non SSAA (any actions undertaken by a person in an aerodrome testing area is classified as SSAA) – e.g. Office IT.

**Category 1** - The RFDS CO consider these individuals part of the RFDS CO for the purpose of DAMP.

All category 1 contractors will be required to undergo the RFDS Contactor DAEP and will be subject to the requirements of the Independent Contractor Management policy.

Should the contractor employee undertake regular SSAA they will be required to undertake a pre start Drug and Alcohol test with a RFDS CO approved testing provider as detailed under Section 3.

Regular SSAA Contractor employees will be issued with an Induction Card upon successful competition of the CDAEP and Drug and Alcohol test. An Induction Card and photo id (issued by Commonwealth, State, Territory or local government body and detailing person’s name, date of birth and address) will be required to be presented upon signing the visitor book and entry on site to conduct SSAA. The Induction Card will be valid for 2 years.

The category 1 contractor is also subject to Drug and Alcohol testing as per section 3.2 and section 3.4 of the DAMP.

The outcome of any test must be provided to the RFDS CO with the expectation that the result is clear and shows no evidence of either drug or alcohol use. It is noted that some over-the-counter and prescription therapeutic drugs may produce positive test results.

Category 1 contractors testing positively will be reported to their employer and will not be permitted to provide services for RFDS CO until medically cleared and they have met the requirements of section 4.3 Returning to Safety Sensitive Aviation Activities of the DAMP.

**Category 2** – The RFDS CO does not have any DAMP obligations in respect to SSAA contractors that provide a remote service.

Should at any stage the SSAA contractor be required to attend a RFDS premises to undertake SSAA, they will become a Category 1 contractor for the duration they are on RFDS premises.

**Category 3** – Category 3 contactors are subject to the requirements of the Independent Contractor Management policy.

There is no requirement to have these contractors undertake the DAEP or be DAMP tested. Should any of these contractors undertake regular SSAA on RFDS premises (any actions undertaken by a person in an aerodrome testing area is classified as SSAA) they will become category 1 contractors.
1.9 Contractors and Sub-Contractors DAEP Policy

Cat. 1

Undertake RFDS Contractor DAEP

Regular SSAA Required

Undertake Pre-Start DoA test with RFDS Testing provider

Issue Induction Card with two (2) year expiry, sign visitor book and show Photo Id

Every attendance on site contractor is required to present Induction card, sign visitor book and show Id

After two (2) years Contractor undertake contractor DAEP and issued with new Induction card

Cat. 2

Contractor attends RFDS premises for SSAA

Complete work

YES

Controller required to undertake further SSAA within 90 days

YES

Cat. 3

Work Becomes SSAA
2 Drug and Alcohol Education Program (DAEP)

2.1 Pre-Employment
At interview all potential employees are advised of their requirements to participate in DAMP.

The successful SSAA applicant is advised of the need for a pre-employment Drug and Alcohol test which is both urine sample (and oral) and breath test. The Drug and Alcohol testing is undertaken by Medvet or other approved organisation.

2.2 Induction
All new SSAA employees are provided with a welcome pack prior to commencement which details the RFDS DAMP. Upon commencement SSAA employees are required to attend a company induction/orientation

At the induction/orientation the policy is discussed in detail with a focus on following:

- Employees are encouraged to speak with their supervisor/manager (or DAMP Supervisor) if they believe they are at risk of a positive result.
- Support mechanisms in the event of a positive result
- Employees are required to participate in CASA and RFDS Random Drug and Alcohol Testing program
- Employees must complete and pass the RFDS DAMP training and questionnaire

On completion of induction/orientation employees are required to acknowledge and sign the RFDS policy compliance declaration form indicating that they are required to obliged to abide by all RFDS policies and procedures at all times.

SSAA employees shall not commence SSAA until the successful completion of the RFDS induction/orientation, the RFDS DAMP training and questionnaire and CASA’s online training. The completed DAMP training questionnaire and CASA online training certificate must be provided to the General Manager – SQR or QSA for marking and ensuring the SSAA employee has passed and recording.

New DAMP Supervisors are required to complete the CASA DAMP Supervisor training as part of their induction/orientation. DAMP Supervisors shall not commence DAMP Supervisor duties until the successful completion certificate has been provided to the General Manager – SQR or QSA. DAMP Supervisors will be entered onto the DAMP Supervisors list by the General Manager – SQR or the QSA.

New DAMP Supervisors are required to undertake both the RFDS CO DAEP and CASA DAMP Supervisor training.

General Manager – SQR or the QSA shall ensure that completion dates for all SSAA induction/orientation DAMP staff training and DAMP Supervisor training is entered into Air Maestro Recency for ongoing training requirements.
2.3 Ongoing

All SSAA employees of RFDS CO are required to attend a drug and alcohol education program. All SSAA employees are to complete the required associated RFDS CO DAMP education program test with a pass outcome. Completion of the training shall be recorded with the SQR department.

DAMP Supervisors are to complete the required CASA online training and the associated test with a pass outcome. On successful completion of the training a Certificate of Completion shall be lodged with the SQR department for recording.

DAMP Supervisors are required to complete both the RFDS CO DAEP and CASA DAMP Supervisor training.

RFDS CO will ensure that all staff, including, SSAA staff and DAMP Supervisors have access to a drug and alcohol education program:

- for SSAA staff and DAMP Supervisors employed prior to 23 March 2009; or
- for personnel who are to become SSAA staff and DAMP Supervisors after 23 March 2009 at induction and prior to the employee performing or being available to perform a SSAA.

RFDS CO will additionally provide refresher education to all SSAA Staff at an interval of no longer than 30 months. General Manager – SQR or the QSA shall ensure that completion dates for all SSAA staff training and DAMP Supervisor training into Air Maestro Recency. Air Maestro will alert staff when DAMP Supervisor or Refresher Training is due. General Manager - SQR will ensure that training is in accordance with the CASR 99 regulation and be spaced at not greater than 30 month intervals.

Any staff member required to complete the DAMP Supervisor training from the CASA website is deemed to have satisfactorily completed the RFDS CO internal training.

The RFDS CO DAEP is summarised in the table below:

<table>
<thead>
<tr>
<th>Education</th>
<th>Audience</th>
<th>Frequency</th>
<th>Method</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation of new SSAA staff</td>
<td>All SSAA staff commencing after March 2009</td>
<td>Once off</td>
<td>Intranet and Face to Face</td>
<td>RFDS CO delivered by SQR / CASA Online Training</td>
</tr>
<tr>
<td>RFDS CO Drug and alcohol awareness training for all employees</td>
<td>All SSAA new Staff</td>
<td>At commencement &amp; every 30 months thereafter</td>
<td>Intranet</td>
<td>RFDS CO Intranet</td>
</tr>
<tr>
<td>DAMP Supervisor Training covering managing people engaging in problematic drug and alcohol use.</td>
<td>DAMP Supervisors</td>
<td>At commencement &amp; every 30 months thereafter</td>
<td>On-line</td>
<td>CASA Online Training</td>
</tr>
</tbody>
</table>

The RFDS CO Intranet DAEP can be found by clicking on the below hyper link

[RFDS DAEP](#)
The RFDS CO drug and alcohol education program contains the following components:

For Safety Sensitive Staff — awareness of:

a) RFDS CO policy on drug and alcohol use
b) Drug and alcohol testing in RFDS CO
c) Support and assistance services for people engaging in problematic use of drugs and alcohol
d) Information about the potential risks to aviation safety from problematic use of drugs and alcohol

Additionally for DAMP Supervisors, education and training to manage people who engage in problematic use of drugs or alcohol.

Further information for DAMP Supervisors can be found via the CASA/OAD website.

All records relating to the RFDS CO DAEP will be maintained by the DAMP Contact Officer and recorded on the RFDS CO Staff Training Register / Staff Recency via Air Maestro.
3  Drug and Alcohol Testing Program

In addition to the drug and alcohol testing conducted by or on behalf of RFDS CO under this program, SSAA employees (including all persons who perform duties in an aerodrome testing area) may also be subject to random drug and alcohol testing by CASA under Part 99.C of the CASRs and other regulatory bodies (e.g. the police), RFDS CO will test for the following alcohol and drug categories:

1. Alcohol
2. Opiates (Heroin, Morphine, Codeine)
3. Cocaine
4. Amphetamine type substances
5. Cannabinoids (Marijuana/THC)
6. Benzodiazepines

Drug and alcohol testing requirements are outlined below and the nature of testing is contingent on the staff category.

To organise any testing in this section contact the GM SQR or the secondary Contact officers.

Current providers of these services (Medvet, Western Diagnostic Pathology) provide testing services that conforms to AS 4308:2008. Provider’s documentation can be viewed via the hyperlink below:

[MedVet](#)
[Western Diagnostic Pathology](#)

3.1  How Testing will be conducted

The RFDS CO internal drug and alcohol testing program is administered by an external/independent third party, details of the testing sites and third party is accessible via the hyperlink below.

[RFDS Testing Locations](#)

RFDS CO staff must comply with any request made by either:

- a representative of the testing provider
- a DAMP Supervisor of RFDS CO

To provide a body sample that is in accordance with the specified method of AOD testing under the relevant standard. RFDS CO personnel must provide the representative of the testing provider with their name on request.
Any drug and alcohol testing done under this program will be conducted as follows:

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

Any devices used in drug or alcohol testing under this DAMP must be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.

Please contact the DAMP Contact Officer for details on the devices used for alcohol testing and the standard with which the device complies and a statement of the third parties drug testing accreditation against the relevant standard.

3.2 When Testing will be conducted

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

3.2.1 Prior to commencement in a role performing SSAA

A person will be tested for alcohol and testable drugs when they first join RFDS CO, if the person will be working as a regular SSAA staff, or when the role of an existing staff member is to change to that of a regular SSAA staff.

RFDS CO will accept the results of a drug and alcohol test if conducted less than 90 days before the person is required to begin performing or being available to perform a SSAA only when the test results were not positive results and the test was arranged by the RFDS CO and our agreed providers as per Section 3 of the DAMP.

3.2.2 Post accident or serious incident

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

- Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:
  - within 32 hours of the accident or incident for drug testing
  - within 8 hours of the accident or incident for alcohol testing; and it is practicable to conduct a test
3.2.3 On reasonable suspicion
A person will be tested if a DAMP Supervisor has reasonable grounds to believe that SSAA staff may be adversely affected by an alcohol or testable drugs while performing, or available to perform, a SSAA.

Refer to section 12 and 14 for indicators of reasonable suspicion

If on enquiry it is apparent that the behaviour is not drug or alcohol related the staff member’s immediate supervisor will be contacted for assessment of fitness to conduct further duties

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

3.3 Drug Test Results
If a confirmatory drug test conducted under this program returns a positive result, RFDS CO will consult a DAMP medical review officer to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source.

3.4 Random Testing
An employee or any group of employees may at any time and without notice be requested to provide a sample for the purpose of alcohol and drug testing. Random testing will be performed on the basis that the sites / dates for testing will be selected at RFDS CO discretion (without prior advice to the site).

Employees to be tested at any time will be selected by a suitable random staff draw method, which will be devised and administered by the independent drug and alcohol testing agent.

Any staff member drawn randomly for testing is required to make themself available for drug and alcohol testing. Staff who are engaged in a high priority or time critical aeromedical or similar task at the time of the testing will not be tested but may be tested during the next testing cycle. Any staff member rostered to work (but not yet tasked) and randomly drawn for testing will be required to attend a test at the workplace.

The method of testing will be by body sample (breath and urine and/or oral testing) an external MRO will be consulted if any tests are positive.

A positive test is defined as a test result exceeding the limit set by statutory bodies. The table below defines the testing type and Permitted Level.

3.4.1 Permitted level
Alcohol - a concentration of less than 0.02 grams of alcohol in 210 litres of breath.

A testable drug - a concentration of the testable drug that is specified in a legislative instrument made by CASA for the purposes of Part 99.010 of the CASR
The permitted levels in oral fluid for each testable drug;

<table>
<thead>
<tr>
<th>Testable Drug</th>
<th>Level- ng/mL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morphine</td>
<td>25</td>
</tr>
<tr>
<td>Codeine</td>
<td>25</td>
</tr>
<tr>
<td>6-Acetyl morphine</td>
<td>10</td>
</tr>
<tr>
<td>Amphetamine</td>
<td>25</td>
</tr>
<tr>
<td>Methylamphetamine</td>
<td>25</td>
</tr>
<tr>
<td>Methylenedioxymethylamphetamine</td>
<td>25</td>
</tr>
<tr>
<td>Methylenedioxyamphetamine</td>
<td>25</td>
</tr>
<tr>
<td>Δ9-tetrahydrocannabinol 10</td>
<td>10</td>
</tr>
<tr>
<td>Benzoylecgonine</td>
<td>25</td>
</tr>
<tr>
<td>Ecgonine methyl ester</td>
<td>25</td>
</tr>
</tbody>
</table>

The permitted level in urine for each testable drug;

<table>
<thead>
<tr>
<th>Testable Drug</th>
<th>Level- ng/mL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morphine</td>
<td>300</td>
</tr>
<tr>
<td>Codeine</td>
<td>300</td>
</tr>
<tr>
<td>6-Acetyl morphine</td>
<td>10</td>
</tr>
<tr>
<td>Amphetamine</td>
<td>150</td>
</tr>
<tr>
<td>Methylamphetamine</td>
<td>150</td>
</tr>
<tr>
<td>Methylenedioxymethylamphetamine</td>
<td>150</td>
</tr>
<tr>
<td>Methylenedioxyamphetamine</td>
<td>150</td>
</tr>
<tr>
<td>Δ9-tetrahydrocannabinol 10</td>
<td>15</td>
</tr>
<tr>
<td>Benzoylecgonine</td>
<td>150</td>
</tr>
<tr>
<td>Ecgonine methyl ester</td>
<td>150</td>
</tr>
</tbody>
</table>

Note: These levels ensure that the results are administratively reliable and are set at a sufficient level to detect recent alcohol or drug use by the donor.

It is acknowledged that some over-the-counter and prescription therapeutic drugs may produce positive test results, particularly for opiates. A list of such medications is provided on the RFDS CO Intranet SQR Page and accessible via the hyperlink below:

List of Medications

3.5 What happens if I test positive to testable drug

There are three stages to a final positive result.

Initial Positive – The external/ independent tester receives a positive result at the time of testing. At this time the employee will cease SSAA and your manager and the General Manager – SQR will be notified. If the initial positive is as a result of a urine body sample test, the testing provider will undertake an oral body sample test. Even if the oral body sample test is negative the employee must not return to SSAA.

The employee’s body samples are sent to a laboratory for a confirmatory test.

Confirmatory Positive – The laboratory confirms initial presence of the Drug(s) and provides the level the Drug was test at.
MRO Positive – After the employee has recorded an initial positive and then a Confirmatory Positive the General Manager – SQR will notify the MRO who will under Section 5 of the DAMP determine a result and direction.

4 Drug and Alcohol Response Program

4.1 Ceasing SSAA

RFDS CO will not permit a SSAA employee to perform, or be available to perform, under certain circumstances SSAA. In all circumstances the GM SQR must be advised and the MRO be contacted for assessment of the individual. Refer to section 13 for working checklist for removal from SSAA.

The above mentioned circumstances are as follows:

1. Where RFDS CO is aware that a positive result for an initial drug test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory drug test that is not a positive result;

2. Where RFDS CO is aware that a positive result for an initial alcohol test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory alcohol test that is not a positive result;

3. Where RFDS CO is aware that under this DAMP:
   3.1. a positive result for a confirmatory drug test has been recorded for the employee; and
   3.2. a DAMP medical review officer has not determined that the result recorded could be as because of legitimate therapeutic treatment or some other innocuous source; and
   3.3. mandatory preconditions for return to SSAA have not been met (see below);

4. Where RFDS CO is aware that under CASA random testing:
   4.1. a positive result for a confirmatory drug test has been recorded for the employee; and
   4.2. a CASA medical review officer has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
   4.3. mandatory preconditions for return to SSAA have not been met (see below);

5. Where RFDS CO is aware that a SSAA employee who has been required to take a drug or alcohol test has:
   5.1. refused to take the test; or
   5.2. interfered with the integrity of the test.

6. If a DAMP Supervisor suspects the employee’s faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;

7. If an accident or serious incident has occurred involving the employee while he or she is performing or available to perform a SSAA and either:
   7.1. for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee — a test has not been conducted; or
   7.2. if tests have been conducted under suitable test conditions — RFDS CO has not been notified of the test results.
Non SSS will have their situation assessed by the DAMP Supervisor or the DAMP Contact Officer as to whether a step down from duty is required. The employee will be immediately offered support and counselling.

4.2 Disclosing the Potential of a Confirmatory Positive Sample - Actions Following a Confirmatory Positive Test

As part of the RFDS CO induction, staff members are made aware of their obligations regarding CASR 99 in relation to RFDS CO Drug and Alcohol Management Plan (DAMP). After induction the reference material can be reviewed at anytime via the RFDS intranet.

If an employee has taken a substance that they believe may result in a confirmatory positive test (if they were tested) they shall contact their supervisor and organise a leave of absence. The supervisor will then make a file note for the HR file and ensure a sick leave form is submitted.

If the supervisor or other management develop a concern that this is becoming a habitual situation then a suitable course of action needs to be taken. This may be in line with HR Performance Management principles. Consideration shall be given as to the appropriate type of support to help the employee with any remedial drug and alcohol therapies. The RFDS CO Employee Assistance Program (EAP) may be of benefit in these circumstances.

The role of the MRO will vary significantly depending on the nature of the employee’s problem. RFDS CO will be guided by the experience and knowledge of the MRO in all cases. In the case of employees who have developed a significant drug or alcohol dependence then the return to work process may be more complex and RFDS CO will work with the MRO on the return to work plan.

4.3 Returning to Safety Sensitive Aviation Activities

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

1. the employee has undergone a comprehensive assessment for drug or alcohol use;
2. if the comprehensive assessment recommended the employee commence a drug or alcohol intervention program — the employee has begun participating in a nominated drug or alcohol intervention program;
3. the employee is considered fit to resume performing, or being available to perform, a SSAA by:
   3.1. a Medical Review Officer; and
   3.2. the employee’s treating clinician, if any;
4. if the suspension event related to a drug test — at the time the employee was considered fit to resume performing, the employee receives a confirmatory drug test and records, for the test, a result that:
   4.1. was not a positive result; and a Medical Review Officer is satisfied indicates the absence of testable drug use.
RFDS CO will permit a SSAA employee time to attend a nominated drug or alcohol intervention program, if:

1. Medical Review Officer has advised RFDS CO that the employee should attend the program; and
2. the employee is returning to work after a period during which the employee was not permitted to perform or be available to perform a SSAA because of a positive test result for testable drug use or alcohol use.

4.3.1 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

A return to work plan will be developed in consultation with the DAMP MRO, the employee’s treating medical practitioner, and the employee’s manager.

5 Role of the Medical Review Officer

RFDS CO will appoint and consult a Medical Review Officer as part of its responsibilities under this program and the CASR’s.

5.1 What is the role of a Medical Review Officer?

RFDS CO will consult a Medical Review Officer (MRO) in the following circumstances:

1. if a drug test conducted under the program returns a confirmatory drug test result for a SSAA employee of RFDS CO that is a positive result — to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source; and
2. to review medical information concerning a person’s failure to give a body sample for drug or alcohol testing because of a claimed medical condition;
3. to determine if the employee is fit to resume performing or being available to perform a SSAA.

The Medical Review Officer may consult with the employee’s treating clinician (if any). The RFDS CO will assist the MRO to ensure they have the required information to make a determination under the above circumstances. Including the testable drug detected and the level recorded.
6 Disciplinary Action

The RFDS CO response to a confirmatory positive test will depend on the exact circumstances and advice provided by the MRO.

RFDS CO will ensure that the MRO is consulted as soon as possible after a confirmatory positive and will give high priority to acquiring the earliest practicable appointment. If the MRO is not available within 24 hours of the result an alternative Medical Practitioner will be sought but the employee may still be required to attend the next available MRO appointment.

Where confirmatory testing establishes that the SSAA employee was indeed under the influence of a prohibited drug or alcohol with no therapeutic or other acceptable explanation from the MRO, the SSAA employee will be instantly dismissed. In these cases, RFDS CO will seek to recoup any work time lost from the employee’s leave entitlements.

Where confirmatory testing establishes that the employee (SSAA and Non SSAA) has a prohibited drug in their system with no therapeutic or other acceptable explanation from the MRO, disciplinary action will commence – instant dismissal may be the disciplinary action taken.

Employees failing to present for or comply with testing, assessment or treatment without good reason will also face disciplinary action and may be treated as having tested positively.

RFDS CO job applicants for SSAA roles will be advised at the time of application of the need for drug and alcohol testing as part of the pre-employment selection process. Job applicants will not be employed in the event of a confirmatory positive test which cannot be attributed to a therapeutic drug or an agent.

Disciplinary action undertaken under this DAMP will be governed by ADM02 Human Resources Manual, Section 10.2 Disciplinary Action for Misconduct or Serious Misconduct.
7 Privacy

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

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

7.1.1 Review, Audit and Compliance

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

To ensure the appropriate development, implementation and enforcement of the RFDS CO program, CASA may audit RFDS CO and require it to provide relevant documentation.
8 Provision of Information and Record Keeping

8.1 Provision of Information

RFDS CO DAMP Contact Officer will ensure it records and supplies information in respect of:

- drug and alcohol education; and
- drug and alcohol testing; and
- drug and alcohol response; and
- the number of SSAA employees engaged; and
- details of the current DAMP contact officer.

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

The General Manager – SQR will record all statistical and calendar based information using the Air Maestro program and a spreadsheet which is stored in a secure electronic folder.

8.1.1 Record Keeping

RFDS CO will keep all records pertaining to this DAMP that are used to provide information to CASA for a period of 5 years. Electronic documents will be kept on a secure company drive and hardcopies are kept in a lockable filing cabinet in the SQR office.

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

9 Variations

RFDS CO 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.

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

RFDS CO may implement variations or amendments to this Program at any time. If these changes have not been directed by CASA, 3 month’s written notice will be given to employees to that effect.

Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this Program, from the time at which the 3 months notice expires.
10 Review and Auditing

RFDS CO will every 2 years review the DAMP and its associated documents through the Operational SQR Committee and SQR Consultative Committee. The review will be placed on the agenda for the last meeting of the calendar year.

RFDS CO will yearly internally audit the DAMP. The DAMP internal audit will be placed on the internal audit schedule.
11 Serious Incident or Accident flow chart

- Serious Incident or Accident
  - RFDS Staff
    - Contact Emergency Services
      - YES
        - Emergency Services. Refer to RFDS Emergency Contact Sheet
          - Approved Tester sends body sample to laboratory for confirmatory test
          - DAMP tests coordinated under care of acute care providers
      - NO
        - Contact DAMP Supervisor
          - Remove from SSAA
            - Refer to Section 13
          - Contact GM SQR.
            - GM SQR to arrange AOD Testing
            - Report via internal reporting systems
        - Administer First Aid if required
12 Reasonable Grounds Testing flow chart

Suspect Behaviour
Refer to Section 14

Monitor Individual
Do not approach individual / Do not cooperate with SSAA with individual
Contact DAMP Supervisor

DAMP Supervisor

Approach individual and state concern, advise of DAMP Test, Individual to remain with DAMP Supervisor
Refer to Section 14.1

Remove from SSAA
Refer to 13

Report via internal reporting system
## 13 Checklist for Removal from SSAA

<table>
<thead>
<tr>
<th>At RFDS Base</th>
<th>At Non-RFDS Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruct crew to remain on ground in a safe location and not to perform SSAA</td>
<td>Ascertain facility availability for temporary accommodation</td>
</tr>
<tr>
<td>Accompany staff member(s) inside RFDS Base</td>
<td></td>
</tr>
<tr>
<td>Ascertain facility availability for temporary accommodation</td>
<td></td>
</tr>
<tr>
<td>Instruct crew that Alcohol and other Drug (AOD) test to be conducted</td>
<td></td>
</tr>
<tr>
<td>DAMP Supervisor to stay with crew until AOD Testing officer arrives</td>
<td>DAMP Supervisor to be aware of staff location and supervision and contact Chief Pilot</td>
</tr>
<tr>
<td>Chief Pilot to coordinate with Flight Nurse Manager and Tasking to return crew to base</td>
<td></td>
</tr>
<tr>
<td>DAMP supervisor to be available to stay with crew until AOD Testing officer arrives</td>
<td></td>
</tr>
</tbody>
</table>
14 Indicators for Reasonable Grounds Testing

Reasonable Grounds Testing can be considered on the observation of the following signs, displayed by a safety sensitive staff member, who is performing or available to perform SSAA.

Reasonable ground testing indicators can be:

- Inappropriate moods
- Overly confident
- Agitated
- Anxious / nervous
- Overly alert
- Saying inappropriate things
- Talkative
- Slurred speech
- Clumsy / uncoordinated
- Slow physical responses
- Sweating
- Nausea

This list is not exhaustive.

14.1 Approaching an individual for reasonable grounds for testing

<table>
<thead>
<tr>
<th>DON’T</th>
<th>DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>When approaching the employee don’t use words/statements like “You’re drunk” or You’re stoned” or “You’re high”</td>
<td>Use statements like “I am concerned that you may not be able to perform your ..... safely or satisfactory.” or “I have observed your behaviour and .....” (list the behaviours that have concerned you)</td>
</tr>
<tr>
<td>Argue or debate your concerns with the employee</td>
<td>Avoid confrontation, be brief, firm and remain calm</td>
</tr>
<tr>
<td>Accept the employee’s claim that they have not used drugs or consumed alcohol</td>
<td>A “For Cause” or “Reasonable Suspicion” drug and alcohol test should be performed as part of the investigation into the employee’s behaviour</td>
</tr>
<tr>
<td>Allow the employee to drive home</td>
<td>If an employee has acted in a way that has raised safety concerns the employee should not be able to drive home regardless of the results of the drug and alcohol test</td>
</tr>
<tr>
<td>Allow the employee to return to work the next day “no questions asked”</td>
<td>Arrange a follow up meeting with the employee and include the requirement of a negative drug and alcohol test result</td>
</tr>
<tr>
<td>Whilst supervisors are not qualified to make a medical diagnosis on an employees condition they are generally able to make a decision on whether an employee is in a fit state to be able to remain at work</td>
<td></td>
</tr>
</tbody>
</table>
15 Drug and Alcohol Test Results

Initial DAMP Test Results

Positive

GM SQR to make arrangements for safe transport of staff from work to home

Non-Positive

Return to work

GM SQR to contact MRO
16 Return to SSAA

RO comprehensive assessment complete

SM SQR receives written report stating:
- return to duty program recommended and commenced;
- or
- intervention program considered necessary; or
- that giving of body sample was due to legitimate medical condition; and
- the employee is fit to resume SSAA

The employee receives a confirmatory test, that shows a result that is not positive.

The MRO confirms that this indicates the absence of testable drug use.