

DAMP POLICY

Policy Statement

To ensure that workplace risks associated with the consumption of alcohol and other drugs are controlled and that all aviation regulatory and other statutory requirements are adhered to. This policy and its integrated procedures constitutes the Royal Flying Doctor Service (Queensland Section) (RFDS) Drug and Alcohol Management Plan (DAMP) for the purposes of the Civil Aviation Safety Regulations 1998 (CASR) Part 99.

Scope

This policy applies to all Royal Flying Doctor Service of Australia (Queensland Section) Limited and RFDS (Qld) Services Limited (herein referred to as RFDS) employees, contractors, students, visitors, and volunteers at all RFDS locations.

Policy Principles

It is a condition of employment with the RFDS that SSAA employees do not consume or be under the influence of Alcohol and Other Drugs (AOD) and, as such, place themselves or others at risk, breach any legislation, or any applicable RFDS work instructions, in the course of their work duties. The RFDS takes the issue of alcohol and other drugs in the workplace seriously.

The aim of this policy is to reinforce RFDS's commitment to safety, by ensuring that all employees understand what their individual responsibilities are when it comes to AOD use in the workplace. This policy serves to strike a balance between supporting and assisting employees who may have alcohol and drug dependency issues and taking a strong stand against harmful alcohol and drug use.

RFDS will support and facilitate the health, safety, and welfare of all employees by:

- > Promoting personal responsibility in relation to the consumption of alcohol;
- > Prohibiting the use of illicit drugs; and
- > Promoting responsible and lawful use of prescribed and over the counter medication.

It is RFDS Policy that:

- > Illicit drugs will not be tolerated in any RFDS workplace.
- > Working under the influence of alcohol or drugs will not be tolerated in any RFDS workplace.
- > Workers will notify their manager should they be taking any medication
- > Individuals feeling affected by prescription drugs will stop work immediately and inform their supervisor or manager.
- > Alcohol will not be consumed during work hours, in accordance with the DAMP, except where alcohol is available at functions approved in writing by the Accountable Manager (Chief Executive Officer).
- > At management approved functions, each individual is responsible for ensuring that their consumption of alcohol is kept within legal limits.
- > Employees whose performance is affected by alcohol or drugs and therefore fail to comply with any aspect of this RFDS DAMP, will be subject to RFDS's performance management process that will result in disciplinary action, including possible termination.

Legislative or other Authority

Civil Aviation Safety Regulations 1998 (CASR) Part 99

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