



Boulia

Shire Council

Boulia Airport Drug & Alcohol Management Plan

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Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
AOC	Air Operator's Certificate
AOD	Alcohol and Other Drugs
AMROA	Australasian Medical Review Officers Association
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
CEO	Chief Executive Officer
DAME	Designated Aviation Medical Examiner
DAMP	Drug and Alcohol Management Plan
MRO	Medical Review Officer
SSAA	Safety-Sensitive Aviation Activity

Definitions

Regulation 99.010 of the *Civil Aviation Safety Regulations 1998 (CASR)* contains legal definitions for certain terms used in Part 99 of CASR.

Term	Definition
Accident	An occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies: (a) the occurrence results in the death of, or serious harm to, a person; (b) the occurrence results in serious damage to an aircraft or property.
Aerodrome testing area	(a) any surface in a certified aerodrome or a registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and (b) any part of the surface of a certified aerodrome or registered aerodrome: (i) that is not covered by paragraph (a); and (ii) that does not have a building on it; and (iii) 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: (i) for maintenance of an aircraft or an aeronautical product; or (ii) for the manufacture of aircraft or aeronautical products; or (iii) by an air traffic service provider to control air traffic; or

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Term	Definition
	<p>(iv) by the holder of an AOC for flying training; and</p> <p>(d) any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.</p>
Appropriately qualified alcohol and other drug professional	<p>A person who:</p> <p>(a) materially works as a provider of clinical drug and alcohol treatment services; and</p> <p>(b) holds a bachelor's degree, or postgraduate degree, in at least 1 of the following fields:</p> <ul style="list-style-type: none"> (i) health sciences; (ii) medical science; (iii) social sciences; (iv) behavioural sciences.
Approved breathalyser	<p>A breathalyser approved by CASA under paragraph 99.130(a) of CASR for alcohol testing.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>
Approved drug testing device	<p>A device approved by CASA under paragraph 99.130(b) of CASR for testing for testable drugs.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>
Approved laboratory	<p>A person authorised under sub-regulation 99.450 (3) of CASR to conduct confirmatory drug tests for Subpart 99.C.</p> <p>Note: definition is related to Part 99 Subpart C only</p>
Approved person	<p>In relation to an approved laboratory, means a person who is authorised under the laboratory's National Association of Testing Authorities accreditation to declare the results of drug tests conducted by that laboratory.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>
Approved tester	<p>A person who is authorised to:</p> <p>(a) take body samples for drug or alcohol tests under sub-regulation 99.450 (1) of CASR; and</p> <p>(b) conduct initial drug tests or alcohol tests under sub-regulation 99.450 (2) of CASR.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>
CASA medical review officer	<p>A medical practitioner who for drug and alcohol testing under Subpart 99.C of CASR, and for Subparts 99.E and 99.H of CASR has:</p> <p>(a) been appointed by CASA under sub-regulation 99.390 (1) of CASR for the purposes of Subpart 99.C of CASR; and</p> <p>(b) training and competence in the field of interpreting drug and alcohol test results; and</p> <p>(c) knowledge of substance use disorders; and</p> <p>(d) knowledge of the contents of Part 99B of CASR.</p>
Comprehensive assessment	<p>In relation to a person's drug or alcohol use, means an examination of the person's physiological and psychosocial indicators carried out:</p> <p>(a) by a psychiatrist; or</p>

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	<p>(b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or</p> <p>(c) jointly by:</p> <ul style="list-style-type: none"> (i) a person entitled to practice as a medical practitioner under a law of a State or Territory; and (ii) an appropriately qualified drug and alcohol professional.
Confirmatory alcohol test	<p>An alcohol test given in respect of an initial alcohol test to determine the presence and level of alcohol in a body sample.</p> <p>Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
Confirmatory drug test	<p>A drug test given in respect of an initial drug test to determine the presence and level of a testable drug in a body sample.</p> <p>Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
DAMP or drug and alcohol management plan	<p>A drug and alcohol management plan that complies, or purports to comply, with the requirements of regulation 99.045 of CASR.</p>
DAMP contact officer	<p>In relation to a DAMP organisation, means a person appointed by the DAMP organisation to liaise with CASA in relation to the organisation's responsibilities under Part 99 of CASR.</p>
DAMP contractor	<p>A person, or the employee of a person, who is:</p> <ul style="list-style-type: none"> (a) a party to an ongoing written or ongoing oral contract with a DAMP organisation; or (b) a DAMP subcontractor to an ongoing written or ongoing oral contract with a DAMP organisation.
DAMP medical review officer	<p>A medical practitioner who for drug or alcohol testing under a DAMP has:</p> <ul style="list-style-type: none"> (a) competence in the field of interpreting drug and alcohol test results; and (b) knowledge of substance use disorders; and (c) knowledge of the contents of this Part.
DAMP organisation	<p>A person that is required to have a DAMP under sub-regulation 99.030 (1) of CASR.</p>
DAMP subcontractor	<p>A person who is a party to:</p> <ul style="list-style-type: none"> (a) an ongoing written or oral contract with a DAMP contractor within the meaning of paragraph (a) of the definition of DAMP contractor; or (b) an ongoing written or oral contract with another DAMP subcontractor (under a previous application of this definition).
DAMP supervisor	<p>In relation to a DAMP organisation, means a person who:</p> <ul style="list-style-type: none"> (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 paragraph 99.050 (2)(c) of CASR.
Donor	<p>A person who is asked to give, or has given, a body sample to an approved tester.</p>

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Term	Definition
Drug and alcohol education program	<p>For a DAMP organisation, means a program that includes the following components:</p> <p>(a) for SSAA employees—awareness of:</p> <ul style="list-style-type: none"> (i) the organisation's policy on drug and alcohol use; and (ii) drug and alcohol testing in the workplace; and (iii) support and assistance services for people who engage in problematic use of drugs and alcohol; and (iv) information about the potential risks to aviation safety from problematic use of drugs and alcohol. <p>(b) for DAMP supervisors—education and training to manage people who engage in problematic use of drugs or alcohol.</p>
Drug or alcohol intervention program	<p>In relation to a person who has a drug or alcohol problem, means a program that includes any of the following measures for that problem:</p> <p>(a) assessment;</p> <p>(b) treatment, including any of the following:</p> <ul style="list-style-type: none"> (i) education; (ii) counselling; (iii) consultation with health care professionals; (iv) pharmacotherapy; (v) residential or non-residential treatment programs; <p>(c) monitoring and follow-up action.</p>
Employee	In relation to a DAMP organisation, includes a DAMP contractor of the DAMP organisation.
Foreign operator	<p>(a) the holder of a foreign aircraft AOC; or</p> <p>(b) the operator of an aircraft operating in Australia in accordance with a permission granted by CASA under section 26 of the Act; or</p> <p>(c) the operator of an aircraft operating under a permission granted under section 27A of the Act; or</p> <p>(d) the holder of a New Zealand AOC with ANZA privileges; or</p> <p>(e) the operator of an aircraft that is operating in Australia in accordance with section 14 of the Air Navigation Act 1920.</p>
Initial alcohol test	<p>An alcohol test to determine the presence of alcohol in a body sample.</p> <p>Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
Initial drug test	<p>A drug test to determine the presence of a testable drug in a body sample.</p> <p>Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
Mandatory preconditions	Any comprehensive assessments or intervention programs have been commenced, and no further positive test results have been obtained.
Nominated drug or alcohol intervention program	In relation to a person who has undergone a comprehensive assessment, means a drug or alcohol intervention program considered suitable for the person by:

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	(a) if the person is an employee of a DAMP organisation—a DAMP medical review officer; or (b) in any other case—a CASA medical review officer.
Passenger	In relation to an aircraft, means a person: (a) who: (i) intends to travel on a particular flight on the aircraft that has not as yet boarded; or (ii) is on board the aircraft for a flight; or (iii) has disembarked from the aircraft following a flight; and (b) who is not a member of the crew of the aircraft.
Passport	An Australian passport within the meaning of the Australian Passports Act 2005, or a passport issued by the Government of a country other than Australia.
Permitted level	(a) for a testable drug—a level of the drug specified in sub-regulation 99.010(2A) for the purposes of this paragraph; and (b) for alcohol—a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.
Positive result	(a) for an initial drug test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act; (b) for a confirmatory drug test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act; (c) for an initial alcohol test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act; (d) for a confirmatory alcohol test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act.
Regular SSAA employee	An SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.
Relevant Standard	(a) AS 3547, Breath alcohol testing devices for personal use; and (b) NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers; and (c) AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; and (d) AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
Sample identifier	A number allocated to a body sample using the method specified in a legislative instrument made by CASA under regulation 99.150 of CASR.
Screening officer	Has the meaning given in the Aviation Transport Security Act 2004.
Serious incident	An occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies:

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Term	Definition
	(a) the occurrence gives rise to a danger of death or serious harm to a person; (b) the occurrence gives rise to a danger of serious damage to an aircraft or property.
Safety-sensitive aviation activity	Activities that impact directly or indirectly on the safety of civil air operations in Australian territory; or the operation of Australian aircraft outside Australian territory. Note: see section 33 (1) of the Act.
SSAA employee	In relation to a DAMP organisation, means an employee of the DAMP organisation who performs or is available to perform an applicable SSAA.
Substantial compliance	In relation to a drug or alcohol test, has the meaning given in sub-regulation 99.020 (2) of CASR.
Suitable test conditions	Conditions that exist after an accident or serious incident if: (a) testing can be conducted within: (i) for drug testing—32 hours after the accident or incident occurred; and (ii) for alcohol testing—8 hours after the accident or incident occurred; and (b) it is practicable to conduct a test.
Suspension event	Suspending or ceasing the person from performing an SSAA.

Reference material

Document type	Title
Regulation	Civil Aviation Safety Regulations 1998
Regulation	The Workplace Health and Safety Act 1995
Regulation	The Workplace Health and Safety Regulation 2008 and associated amendments and standards
Regulation	The Local Government Act 2003
	Australian Drug Foundation
Exemption	EX135/20 - DAMP Organisations to provide Information to CASA
Regulation	Part 99B of the <i>Civil Aviation Safety Regulations 1998</i>
Standard	AS 3547, breath alcohol testing devices for personal use
Standard	NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers
Standard	AS/NZS 4760 – 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'
Standard	AS/NZS 4308– 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'

Document type	Title
Webpage	Designated Aviation Medical Examiner (DAME) Aviation medical contacts Civil Aviation Safety Authority (casa.gov.au)
Website	Australasian Medical Review Officers Association (AMROA) www.amroa.org.au

Forms

Form no.	Title
Attachment F	Drug and Alcohol Testing Consent & Chain of Custody Form

Amendment Record

Revisions to this Drug and Alcohol Management Plan (DAMP) are dated and a new version assigned accordingly. In addition to recording the date of change for each section or page of this DAMP, a summary of the changes made is also recorded.

Version No.	Date of change	Parts and pages	Summary of change(s)	Approved by
1.0	01.12.2023	All	Initial issue	CEO

Distribution List

A copy of this DAMP is retained in Boulia Shire Council's electronic document management system (MAGIC) and on Council's website. This DAMP is made available to the Civil Aviation Safety Authority (CASA) for inspection if requested.

Electronic or printed copies of this DAMP are further distributed as follows:

Copy No. (if assigned)	Holder	Electronic Format	Hard copy
1	Airport Manager	x	
2	Aerodrome Reporting Officer	x	x
3	Director of Works	x	
4	WH&S Officer	x	

Boulia Shire Council makes this DAMP available to all relevant persons on Council's website. Access is also available to staff on Council's MAGIC system.

Persons printing this DAMP should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

1 General

1.1 Introduction

Boulia Shire Council's Airport Drug and Alcohol Management Plan (DAMP) has been developed to meet the requirements of Subpart 99.B of the *Civil Aviation Safety Regulations 1998* (CASR).

This DAMP is for Boulia Airport employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA) and aims to minimise the risk of accident, incident or injury in the workplace due to the consumption of alcohol and other drugs (AOD).

This document sets out how Boulia Shire Council implements its DAMP. It is an important document that all employees should be familiar with.

1.2 Policy on AOD Use

Boulia Shire Council has a duty to provide a safe workplace for all employees. The health and welfare of all staff is our prime consideration in developing this policy.

Problematic AOD use can create many difficulties in the workplace, including compromised workplace safety; accidents and workers' compensation claims; absenteeism; and problems with employee commitment and morale, including declines in individual performance.

The aim of this policy is to reinforce Boulia Shire Council's commitment to safety, by ensuring that all employees understand their individual responsibilities when it comes to AOD use in the workplace.

If you take prescription medications (e.g., antibiotics, painkillers or anti-inflammatory medication) it is your responsibility to ensure that such use does not adversely affect your ability to perform your role. You must discuss with your prescribing doctor whether it is safe to take medications when performing your SSAA. You must also let your immediate supervisor, or a responsible manager know about your requirement to take prescription medications so that a determination can be made on your ability to safely perform your role. This may need to be confirmed by a Designated Aviation Medical Examiner (DAME) or a Medical Review Officer (MRO), in consultation with your prescribing doctor.

Consumption of AOD in the workplace while performing your duties is strictly prohibited. Boulia Shire Council takes a zero-tolerance approach to on-the-job AOD use, which will be treated as a disciplinary issue and dealt with in accordance with Section 1.3 below.

If you have a drug or alcohol problem that is adversely affecting your performance at work, Boulia Shire Council can assist you in obtaining professional help through the employee assistance program and will support you through that process. Your immediate supervisor or the HR Manager should be your first point of contact should you require assistance. Such contact will be treated with complete confidentiality.

While Boulia Shire Council endeavours to provide support to employees who have a drug or alcohol problem, by offering appropriate guidance and assistance in arranging treatment, all employees must be aware that the responsibility for treatment and rehabilitation rests with them.

1.3 Disciplinary action

Boulia Shire Council will take disciplinary action against the relevant employee or contractual action against contractors or sub-contractors as follows:

- 1.3.1 Where an SSAA employee is requested by Boulia Shire Council to undergo a drug or alcohol test and refuses the test, Boulia Shire Council may discipline the employee for not following a reasonable and lawful direction, in accordance with the Local Government Act 1993 and Boulia Shire Council's Discipline and Termination Policy.
- 1.3.2 Any attempt to tamper or alter any in-house or external test for drugs or alcohol shall constitute gross misconduct, and the employee will be disciplined in accordance with the Local Government Act 1993 and Boulia Shire Council's Discipline and Termination Policy.
- 1.3.3 If testing confirms that the employee has contravened this procedure, then the employee will be subject to review, disciplinary and/or counselling procedures as set out in Boulia Shire Council's Code of Conduct and Boulia Shire Council's Discipline and Termination Policy.
- 1.3.4 Boulia Shire Council's Chief Executive Officer (CEO) shall review all cases of employee suspension at the earliest opportunity, but no later than seven (7) working days after an employee has been suspended and as necessary thereafter.
- 1.3.5 Where drug and alcohol testing reveal that the employee under suspicion was not affected by drugs or alcohol, all paid leave utilised or wages lost for the suspension period shall be reinstated by Boulia Shire Council.

1.4 Grievance Procedures

Where an employee reports a grievance due to action initiated by Boulia Shire Council in response to suspected alcohol or drug-related matters, the employee may request to be accompanied by a Union representative at all future meetings held with Boulia Shire Council management on the matter. Additional Union involvement may occur in accordance with the provisions of the Certified Agreement in force at the time.

1.5 Key Contacts

1.5.1 DAMP contact officer

The DAMP contact officer is:

Name: David Parker (WH&S Adviser)

Phone: 0417 697 086

Email: whsa@boulia.qld.gov.au

The DAMP contact officer is the primary liaison point for CASA in relation to the responsibilities of Boulia Shire Council under CASR Part 99B.

1.5.2 DAMP supervisor

The DAMP supervisor for Boulia Shire Council is:

Name: Trent Marshall (Director of Works and Operations)

Phone: 0409 028 474

Email: dwo@boulia.qld.gov.au

Boulia Shire Council's DAMP supervisor 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.

1.5.3 DAMP medical review officer

In the event that we require the services of an MRO, we will contact one via the list provided on the Australasian Medical Review Officers Association (AMROA) website.

1.6 Who is covered by this DAMP

This DAMP applies to all Boulia Shire Council employees who perform, or are available to perform, an SSAA.

These employees are:

- individuals employed directly by Boulia Shire Council
- contractors engaged by Boulia Shire Council
- subcontractors engaged by contractors of Boulia Shire Council
- individuals employed by those contractors and subcontractors
- visitors and volunteers of Boulia Shire Council.

In this DAMP, the individuals listed above are all referred to as 'SSAA employees' even though they may not be directly employed by Boulia Shire Council.

Employees to whom this DAMP applies will be engaged in the following SSAAs or employment categories:

- Aerodrome Reporting Officer (ARO)/maintenance crew: Maintenance (e.g., grass slashing, airfield movement area painting/repair/re-sealing, airfield electrical repairs)
- ARO: Runway inspections, wildlife hazard management.
- Consultants: Aerodrome technical inspections.

1.7 Responsibilities under this DAMP

1.7.1 Responsibilities of Boulia Shire Council

Boulia Shire Council will:

- (1) make this DAMP available to each SSAA employee before they begin to perform, or become available to perform, an SSAA.
- (2) keep records related to the implementation of this DAMP.

- (3) not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:
 - (a) if a DAMP supervisor has reasonable grounds to believe that the employee may be adversely affected by AOD.
 - (b) 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:
 - (i) for the period that suitable test conditions exist for conducting AOD tests on the employee – a test has not been conducted; or
 - (ii) if tests have been conducted – Boulia Shire Council has not been notified of the test results.
- (4) if an SSAA employee has been required to cease performing, or being available to perform, his or her SSAA duties because of an incident related to AOD – Boulia Shire Council will not permit that SSAA employee to again perform or be available to perform SSAA's until all mandatory pre-conditions have been met.

1.7.2 Responsibilities of SSAA employees

SSAA employees will:

- (1) not perform, or make themselves available to perform, an SSAA if adversely affected by AOD.
- (2) be subject to AOD testing under this DAMP while performing, or being available to perform, an SSAA for Boulia Shire Council.
- (3) be required to provide a body sample when being tested for AOD by Boulia Shire Council or by CASA, for the purposes of conducting the AOD tests.
- (4) immediately cease performing, or being available to perform, an SSAA if they:
 - (a) return a positive result for an AOD test
 - (b) fail to comply with a request by an approved tester to provide a body sample for CASA AOD testing
 - (c) fail to comply with a request to provide a body sample for Boulia Shire Council AOD testing under this DAMP; or
 - (d) interfere with a body sample they provide for AOD testing by CASA or Boulia Shire Council.
- (5) if required to cease performing an SSAA because of an incident related to AOD use, not resume SSAA until all mandatory pre-conditions have been met.
- (6) be encouraged to disclose to Boulia Shire Council if they have consumed a level of alcohol, or have taken any drug, that may adversely affect their ability to carry out an SSAA.

1.7.3 Responsibilities of DAMP supervisors

DAMP supervisors have been trained on how to form an opinion as to whether an employee may be adversely affected by AOD and are authorised by Boulia Shire Council to form such an opinion in appropriate cases.

2 Drug and Alcohol Education Program

2.1 Overview

Boulia Shire Council will ensure that:

- all SSAA employees complete Boulia Shire Council's drug and alcohol education program when they first join the organisation and before they perform, or are available to perform, an SSAA
- all DAMP supervisors complete DAMP supervisor training before performing supervisor duties.

2.2 Mandatory components of the education program

Boulia Shire Council's drug and alcohol education program contains the following components:

- For SSAA employees - awareness of:
 - the organisation's policy on AOD use
 - AOD testing in the workplace
 - support and assistance services for people who engage in problematic AOD use
 - information about the potential risks to aviation safety from problematic AOD use.
- For DAMP supervisors:
 - the SSAA employee awareness requirements above
 - education and training to identify and manage employees who engage in problematic AOD use.

2.3 Refresher training

Boulia Shire Council provides refresher drug and alcohol education to all SSAA employees and DAMP supervisors at an interval of no longer than 30 months since completion of the prior drug and alcohol education program.

2.4 Completing the education program

Boulia Shire Council's drug and alcohol education program is delivered to employees by means of completing of the following:

- (1) induction training which includes all the mandatory components listed in 2.2 above.
- (2) reading and signing this DAMP
- (3) refresher training at an interval of no longer than thirty (30) months.

3 Drug and Alcohol Testing Program

3.1 Substances included in testing

Bouliia Shire Council will test for the following substances:

- (1) Alcohol
- (2) Opiates
- (3) Cannabinoids
- (4) Cocaine
- (5) Amphetamines.

3.2 How will testing be conducted

AOD testing under this DAMP will be conducted in accordance with the following relevant standards, together with manufacturer's instructions for each approved testing device.

Alcohol testing

Breath testing for alcohol is conducted using an approved device that meets either of the following standard(s):

- AS 3547, breath alcohol testing devices for personal use
- NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers.

Drug testing

Oral fluid testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4760 – 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'.

Urine testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4308– 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'.

3.3 When will testing be conducted

AOD testing of all SSAA employees under this DAMP will be conducted in the following circumstances:

- (1) on commencement
- (2) after an accident or serious incident
- (3) where a DAMP supervisor has reasonable grounds to believe an SSAA employee is adversely affected by AOD
- (4) returning to work after suspension
- (5) random AOD testing by the organisation.

Note: In addition to the AOD testing conducted under this DAMP, SSAA employees may also be subject to random AOD testing by CASA.

3.3.1 On commencement

All employees working as a 'regular SSAA employee' (see definitions) will be tested for AOD prior to commencement with the organisation.

Existing employees whose role changes to that of a 'regular SSAA employee' will be AOD tested when that change takes effect, unless the employee has returned a negative AOD test within the 90 days before they are required to perform, or be available to perform, an SSAA.

3.3.2 After an accident or serious incident

An SSAA employee will be tested after an accident or serious incident occurs whilst they are performing, or available to perform, an SSAA, provided that 'suitable test conditions' exist.

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

- (a) for drug testing—within 32 hours of the accident or incident
- (b) for alcohol testing—within 8 hours of the accident or incident;
and
- (c) it is practicable to conduct a test.

3.3.3 Reasonable grounds

An SSAA employee may be referred for a test if a DAMP supervisor has reasonable grounds to believe the SSAA employee may be adversely affected by AOD while performing, or being available to perform, an SSAA.

Reasonable grounds include, but is not limited to, the following:

- observed unsafe behaviour
- reports received from other employees
- observed signs and symptoms that may indicate alcohol or drug use
- any other circumstances as described in the DAMP education program for DAMP supervisors.

3.3.4 Return to work following a suspension event

An SSAA employee will be tested if they are returning to work after a suspension period during which that employee was not permitted to perform, or be available to perform, an SSAA.

An SSAA employee will be subject to a suspension event in the following circumstances:

- (1) the employee has recorded a positive result for a confirmatory drug or alcohol test conducted under this DAMP
- (2) as a result of CASA testing and a DAMP MRO has not determined that the result could be the result of legitimate therapeutic treatment or some other innocuous source
- (3) the employee has refused to take a required AOD test or interfered with the integrity of the test.

3.3.5 Witness may attend testing and interview

Any employee selected for a drug or alcohol test and, where necessary, subsequent interview may nominate another person (e.g., family member, counsellor, Union Representative) to attend and witness the procedure, providing the witness may be present in a reasonable timeframe and is willing to comply with any Boulia Shire Council issued directions.

3.4 Self-Testing

Employees also have the opportunity to perform self-testing if they believe they may be unfit for work due to the effects of drugs and/or alcohol. Where an employee self-assesses and returns a positive drug or alcohol test result, the employee will not suffer disciplinary action under this DAMP where the employee performs the test before they commence work and where they immediately notify their supervisor that they are unfit for work.

In such instances, Boulia Shire Council will make appropriate arrangements for the affected employee to be transported to their residence. However, it must be noted that repeated absence from work resulting from the self-testing process will result in a work performance review for the employee in question, and possible disciplinary action.

3.5 Who will conduct the testing

Testing will be conducted by the following approved testing officer:

- WH&S Officer.

3.6 Requirements relating to DAMP Medical Review Officer

Boulia Shire Council will consult a DAMP MRO in the following circumstances:

1. To determine if the presence and level of a testable drug detected by a confirmatory drug test under this DAMP could be a result of legitimate therapeutic treatment or some other innocuous source (e.g., pain relief medication containing codeine).
2. To review medical information where an SSAA employee fails to give a body sample for AOD testing because of a medical condition.
3. To determine if an SSAA employee is fit to resume performing, or be available to resume performing, an SSAA.

3.7 Prescribed Medication

An employee who has a drug prescribed to them by a medical practitioner will not be in contravention of this DAMP as a result of taking that drug in accordance with the prescription, provided that:

1. The consumed level of the prescription drug does not exceed the level which the employee has been prescribed to take.
2. The employee has obtained medical advice to confirm that the nature of the prescription drug and/or the quantity consumed does not have the potential of

- having a detrimental effect on the employee's safety while performing their duties;
and
3. The employee is able to produce the prescription to their Supervisor at an agreed time.

4 Drug and Alcohol Response Program

4.1 Circumstances when an employee must cease SSAA

Boulia Shire Council does not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:

1. Where the employee has recorded a positive result from an initial AOD test and they have not, in respect of that test result, recorded a negative test result for a confirmatory AOD test.
2. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
 - a. a DAMP MRO has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
 - b. mandatory preconditions for return to work have not been met.
3. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
 - a. a CASA MRO has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - b. mandatory preconditions for return to work have not been met.
4. Where the employee is subject to AOD testing and has:
 - a. refused to take the test; or
 - b. interfered with the integrity of the test.
5. Where a DAMP supervisor suspects an SSAA employee's faculties may be impaired due to that person being under the influence of AOD.
6. Where an accident or serious incident has occurred involving the employee while he or she is performing, or being available to perform, an SSAA and either:
 - a. a test has not been conducted during the period that suitable test conditions exist; or
 - b. tests have been conducted under suitable test conditions however Boulia Shire Council has not been notified of the test results.

4.2 Returning to safety sensitive aviation activities

An SSAA employee subject to an AOD related suspension event will only be permitted to resume performing, or being available to resume performing, an SSAA when they are able to comply with the following requirements:

1. The employee has undergone a comprehensive assessment for AOD use
2. If the comprehensive assessment recommends that the employee commence an AOD intervention program—the employee has begun participating in the nominated program
3. The employee is considered fit to resume performing, or being available to resume performing, an SSAA by:

- a. a DAMP MRO; and
 - b. the employee's treating clinician (if any).
4. If the suspension event relates to a drug test—at the time the employee is considered fit to resume performing SSAAs, the employee receives a negative confirmatory drug test, and a DAMP MRO is satisfied the test indicates the absence of testable drug use.

4.3 Time off to attend a nominated intervention program

Boulia Shire Council provides time off for SSAA employees to attend a nominated AOD intervention program through Boulia Shire Council's employee assistance provider or any other organisation of the employee's choice that provides preventative, counselling and treatment services, where:

1. A DAMP MRO has advised 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, an SSAA because of a positive AOD test result.

5 Privacy

Boulia Shire Council is committed to respecting employees' rights to privacy and protecting their personal information. The *Privacy Act 1988* applies to information gathered under this DAMP, if the annual turnover is more than \$3m, and information held in relation to the outcomes of AOD testing, whether conducted by Boulia Shire Council or by CASA.

This DAMP meets the requirements of the *Privacy Act 1988*. Information is collected under this DAMP and used in accordance with the organisation's privacy policy.

6 DAMP Review, Audit and Compliance

In order to ensure its continued compliance with the requirements of Subpart 99.B of CASR, Boulia Shire Council reviews this DAMP at regular intervals of at least once every 5 years, or as directed by CASA.

Reviews are conducted in accordance with the organisation's document control processes and will be reviewed when Council policies are reviewed.

To ensure the appropriate development, implementation and enforcement of this DAMP, CASA may conduct audits on our organisation and require us to provide relevant documentation.

7 DAMP Reporting and Record Keeping

Under CASA exemption EX135/20, Boulia Shire Council is no longer required to report information to CASA twice a year. Instead, Boulia Shire Council's records are maintained in accordance with the record keeping process in section 7.1 of this DAMP.

However, where requested to do so Boulia Shire Council's DAMP Contact Officer will supply information about the identity of an SSAA employee to a CASA approved tester within one hour of such a request being made.

Additionally, Boulia Shire Council will notify CASA as soon as practicable of any changes to the details of the current DAMP Contact officer.

7.1 Record Keeping

Boulia Shire Council keeps records of information relating to the following, as if it had provided the information to CASA:

- drug and alcohol testing
- drug and alcohol education
- drug and alcohol response
- the number and type of SSAA employees engaged.

Boulia Shire Council keeps all records pertaining to this DAMP for a period of 5 years.

Records are stored securely in Boulia Shire Council records management system.

Within 6 months of the expiry of the 5-year record keeping period, Boulia Shire Council ensures relevant records are destroyed or deleted in accordance with the organisation's records management procedures.

8 Variations

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

Additionally, CASA may require Boulia Shire Council to make specific changes to this DAMP, or to prepare a new DAMP, to ensure ongoing compliance.

Boulia Shire Council can implement variations or amendments to this DAMP at any time. If these changes have not been directed by CASA, SSAA employees will be given written notice of the variations or amendments. Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this DAMP.

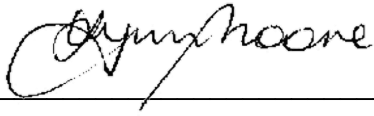
Variations and amendments are incorporated into this DAMP in accordance with the organisation's document control processes.

9 Attachments

9.1 Associated attachments

- Attachment A – *Acknowledgment Receipt*
- Attachment B – *Collection Procedures for Drug Tests*
- Attachment C - *Collection Procedures for Breath Alcohol Tests*
- Attachment D - *Drug and Alcohol Support Services*
- Attachment E - *DAMP Supervisor's Contact Details*
- Attachment F – *Drug and Alcohol Testing Consent & Chain of Custody Form*
- *Sensitive Aviation Activity)*

10. Boulia Shire Council Approval



Approved by Lynn Moore (Chief Executive Officer)

3/1/2024

Date

Appendix A: Acknowledgment Receipt

Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities

ACKNOWLEDGMENT RECEIPT

I have read and understand the information provided to me in the Boulia Shire Council procedure titled "Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities" and I have been issued with the work procedure titled "Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities".

_____	_____	_____
Employee's Name (PRINT)	Employee's Signature	Date
_____	_____	_____
Trainer's Name (PRINT)	Trainer's Signature	Date

NOTE: This record is to be included in the employee's personnel file.

Appendix B: Collection Procedures for Drug Tests

The following procedures are to be used for the collection of samples to be analyzed in accordance with Australian Standards AS/NZS 4308:2008, "Recommended Practice for the Collection, Detection and Quantitation of Drugs of Abuse in Urine". Any departure from the specified sample collection procedures will not invalidate a drug test result provided that the procedures followed do not cast doubt on the accuracy and reliability of the collection process with due regard to sample security and chain of custody requirements.

1. On arrival at the testing area the employee selected for a drug test will be required to show identification or else have their identity verified by the accompanying Boulia Shire Council supervisor or manager. If the individual's identity cannot be established unequivocally, then the Collector will not proceed with the collection.
2. The employee will be asked to wash their hands. After this step the individual being tested will remain in the presence of the Collector and will not have any access to water, soap or other materials that might be used to adulterate the sample, including the addition of a blue colouring agent in the toilet water.
3. The employee being tested will provide the sample into a collection beaker in a stall, toilet cubicle or otherwise partitioned area that allows for individual privacy. The employee will then hand the beaker to the Collector.
4. Upon receiving the sample, the Collector shall determine that there is sufficient sample to enable all required testing to be performed. In the event that there is insufficient urine for testing an additional sample will be collected.
5. The Collector, at this time, will also check the validity of the sample by ensuring that the temperature of the sample is between 33°C and 38°C (90°F and 100°F) when measured within four (4) minutes of the sample being passed into the beaker. The temperature will be measured using a device separate to or as part of the collection beaker.
6. After the sample has been provided to the Collector the employee is then permitted to wash their hands.
7. If the validity of the sample cannot be established, or if it is suspected that the sample may have been adulterated or substituted, then another specimen shall be collected as soon as possible using the above procedures. Both samples will be forwarded to an accredited laboratory for testing in accordance with the analysis requirements set out in the Australian Standards AS/NZS 4308:2008.
8. Both the Collector and the employee shall keep the sample in view at all times prior to it being sealed and labelled.
9. The sample shall be transferred from the collection beaker into two (2) bottles in approximately equal proportions and labelled 'Sample A' and 'Sample B'.
10. The Collector shall request that the donor observe the transfer of the sample into the bottles, the placement of the tamper proof seals or equivalent devices over both bottle caps and down the sides of the bottles as well as the placement of both bottles into a container that will also be sealed in front of the employee whose sample is being collected for drug testing.
11. Prior to the samples being sealed in a container, the donor shall initial the identification seals on each bottle to certify that it is the sample collected from him or her. The identification seals will also list two unique identifiers and the date of the collection.
12. All the information contained on the identification seals shall be recorded by the Collector.
13. The samples collected will be sent to a laboratory for testing in accordance with the Standards recommended in AS/NZS 4308:2008.

Appendix C: Collection Procedures for Breath Alcohol Tests

1. The procedures for conducting the breath analysis will be explained by the collector and will be in accordance with the operating manual for the breath analysis machine.
2. The employee will be asked to blow into a mouthpiece attached to the breath analysis machine.
3. If the result of the initial test is positive, a printout from the breath analysis machine shall be made with both the collector and employee signing the printout. If the test is positive a second confirmatory test will be required.
4. After waiting for a minimum of twenty (20) minutes in the presence of the collector, the employee will be required to supply a second sample for confirmatory testing on the breath analysis machine. The employee and collector shall both sign this printout.
5. Where an employee who is required to perform a safety sensitive aviation activity (SSAA) is found to have a blood alcohol concentration of 0.02% or above, Boulia Shire Council's Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities shall be followed. The employee will also be required to sign a statement that they will cease performing any SSAA if the reading for the blood alcohol concentration is 0.02% or above.
6. Where an employee required to perform an SSAA has registered a blood alcohol level at or above 0.02%, Boulia Shire Council will make immediate transport arrangements for the employee to either be taken to another safe work area or be taken to the employee's place of residence.
7. Boulia Shire Council's Fitness for Work Procedure will be followed in all other cases where a positive blood alcohol concentration is obtained from an employee.

Appendix D: Drug and Alcohol Support Services

Confidential counselling and advice on drug and alcohol-related issues can be sought from the following agencies:

1 Employee Assistance providers

Boulia Shire Council's Employee Assistance Program provider

Lisa Patterson-Kane

Telephone: 0427 260 580 (Lisa)

Assure Programs

Telephone: 1800 808 374

Website: www.assureprograms.com.au

2. Queensland Network of Alcohol & other Drug Agencies Ltd

24-hour counselling and information service

Telephone: 1800 177 833

3. Family Drug Support

Information, help and support for families affected by drugs

Telephone: 1300 368 186

4. Lifeline Crisis Support Line

Crisis Support Service

Telephone: 131 114

General Practitioners, Counsellors and Psychologists would also be able to provide assistance.

Appendix E: DAMP Supervisor's Contact Details

Name: David Parker (WH&S Adviser)

Phone: 0417 697 086

Email: whsa@boulia.qld.gov.au

Appendix F: Drug and Alcohol Testing Consent & Chain of Custody Form

DRUG AND ALCOHOL TESTING CONSENT & CHAIN OF CUSTODY FORM						
AUTHORISED COLLECTOR TO COMPLETE			DATE:	ID CODE: E 127192		
REQUESTING AUTHORITY (Company Name):			COLLECTION SITE:	TEST TYPE: (eg random, causal etc)		
DONOR'S SURNAME:	DONOR'S FIRST NAME:	DONOR'S MIDDLE NAME(s):		BIRTH DATE: ___/___/___ (d/m/y)		
IDENTIFICATION: Driver Licence <input type="checkbox"/> Other <input type="checkbox"/> _____ (eg Passport) No ID Available <input type="checkbox"/> (if Donor has no ID available the responsible person identifying the donor must read the adjacent statement and sign as witness):			I have witnessed the Donor's identification or where the Donor does not have suitable photo identification, the person identified above is known to me and I can attest that this is the person undertaking this specific test.			
			NAME OF WITNESS:	SIGNATURE OF WITNESS:		
DONOR TO COMPLETE			Please read and complete this section carefully and sign below. If you have difficulty, assistance will be provided.			
MEDICATION DETAILS (OPTIONAL) ▼			TEST CONSENT DECLARATION ▼			
I have taken the following medications recently (prescribed or non-prescribed) which may affect the test (use attachment if insufficient space):			1. I consent to the analysis of my urine/ oral fluid/ breath sample for drugs (from the drugs listed below) and/ or alcohol using screening tests and/ or laboratory testing if required.			
Medication Name	Amount Taken	Date Last Taken	2. I further consent to the release of all test results together with all relevant details on this form to the requesting authority indicated above.			
			3. I certify that the information provided on this form is correct and that the specimen I am providing is my own and is being provided by me to the authorised collector.			
			4. I understand that the reason for testing is as stated above under "test type", if ticked below, any confirmatory testing will be in accordance with the relevant Standard (AS/NZS4760 Sect 5 or AS/NZS4308 Sect 5), that the drug classes being screened for may include any of those drug classes identified below, that I must provide unequivocal verification of identification, that collection, storage and exchange of my information will be in accordance with privacy legislation and results will only be used for the purpose for which they were obtained and I understand that I have a right to dispute the laboratory results.			
Signature: _____			Date: ___/___/___			
DRUG TEST RESULTS			ALCOHOL TEST	UNIT SERIAL NO:		
DRUG SCREEN BRAND:	TIME OF TEST:		BAC RESULT	TIME OF TEST		
DRUG SCREEN BATCH/LOT NO:	MATRIX: (urine/oral fluid/other)	TEMP: (urine only)	1.			
DRUG SCREEN EXPIRY DATE:	OX/PCC (Norm/Abnorm)	S.G (numerical)	2.			
	NIT (mg/dl)	GLUT (Norm/Abnorm)	3.			
	pH (numerical)	CRE (mg/dl)				
DRUG SCREEN: N = Negative L = Lab Referral U=Untested ▼			NOTES:			
COG	AMP	MET	THC	OPI	OXY	BZO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEAL NUMBERS USED			COLLECTION DEVICE BRAND:	TIME OF LAB:		
On Samples Sent to Lab Only Seal 1 _____			COLLECTION DEVICE BATCH/LOT NO:			
LAB PACKAGING - DONOR SIGN HERE: ►			COLLECTION DEVICE EXPIRY DATE:			
I have witnessed samples split and security sealed			Signature _____			
Provide company and contact details for laboratory report (On Samples Sent to Lab Only)			Company Name	Phone	Email	Authorised Contact
I certify that the specimen(s) identified on this form is that provided by the Donor identified above. The specimen has been collected and/or screened in accordance with the manufacturer's directions. Any lab referral samples must be confirmed in accordance with AS/NZS 44760:2019 or AS/NZS 4308:2008.			Name of Collector:		Signature of Collector:	

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