



OPERATIONAL SAFETY POLICY

# DRUG & ALCOHOL MANAGEMENT PLAN



MELBOURNE AIRPORT

DECEMBER 2013

Produced by Melbourne Airport  
in the interest of Airport Safety and Security

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# Table of Contents

SECTION ONE – INTRODUCTION.....	2
1.1 Introduction .....	2
1.2 Rationale.....	2
1.3 Application.....	4
1.4 Content .....	4
1.5 Definitions.....	4
1.6 Roles .....	7
1.7 Responsibilities of Melbourne Airport and SSAA Employees .....	9
SECTION TWO – DRUG AND ALCOHOL EDUCATION PROGRAM .....	13
2.1 Education of SSAA Employees.....	13
2.2 Education of DAMP Supervisors .....	14
SECTION THREE – DRUG AND ALCOHOL TESTING PROGRAM .....	15
3.1 Who will conduct the drug and/ or alcohol testing.....	15
3.2 When drug and/ or alcohol testing will be conducted.....	15
3.3 How testing will be conducted .....	16
SECTION FOUR – DRUG AND ALCOHOL RESPONSE PROGRAM .....	22
4.1 Access to Drug and/ or Alcohol Intervention Programs.....	22
4.2 Returning to SSAA after exclusion .....	22
SECTION FIVE – DRUG AND ALCOHOL PROGRAM ADMINISTRATION.....	23
5.1 Privacy .....	23
5.2 Review, Audit and Compliance.....	23
5.3 Provision of Information and Record Keeping.....	24
5.4 Variations.....	24
SECTION SIX – FURTHER ENQUIRIES, CONTACTS AND EMERGENCIES.....	25
6.1 Further Enquiries .....	25
6.2 Important Contacts.....	25
6.3 Emergencies.....	25

## 1.1 INTRODUCTION

The health, wellbeing and safety of personnel are of paramount importance to Melbourne Airport and every individual here has the right to feel safe. Where Alcohol and Other Drugs (AOD), are present in any person in the workplace, this has the potential to increase risk of harm and adversely impact upon the individual's fitness for work.

Melbourne Airport has a duty of care to minimise the risk of accident, incident and injury in our workplace that may arise from the consumption of alcohol or other drugs. The purpose of this policy is to outline the strategies and processes that will be used by Melbourne Airport to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

Melbourne Airport takes a multi-strategy approach that incorporates education, support, testing and performance management. The policy is based on safety outcomes and not on whether the presence of a legal or an illicit drug is revealed in a positive drug test. This policy also recognises permissible therapeutic drug use under the guidance of a physician or pharmacist.

## 1.2 RATIONALE

### 1.2.1 AIM

This document is the Melbourne Airport Drug and Alcohol Management Plan (DAMP). Melbourne Airport is required by Part 99 of the Civil Aviation Safety Regulations 1998, (CASRs), to develop and implement a DAMP that covers persons who perform, or are available to perform, a Safety-Sensitive Aviation Activity (SSAA). Significantly, Airside Driving is considered a primary SSAA.

The requirement for various organisations, including Melbourne Airport, 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. Melbourne Airport recognises its moral and legal responsibility to provide a safe and healthy working environment for employees, contractors and visitors.

In relation to the airside environment, Melbourne Airport aims to provide for the safety of all people on the airside, the safe and orderly movement of traffic and the protection of aircraft. It is recognised that the misuse of drugs and/or alcohol by airside drivers may impair their ability to drive safely and thereby expose the airside community to unacceptable risk.

It is also recognised that problematic use of drugs and alcohol whilst performing or being available to perform a SSAA could adversely impact aviation safety.

The purpose of the DAMP is to provide:

1. A communique of Melbourne Airport's policies and procedures, including testing procedures
2. A reference document for all of Melbourne Airport's SSAA employees
3. Education and training on Melbourne Airport's Drug and Alcohol Management Plan
4. Information regarding Melbourne Airport's drug and alcohol support and assistance services

The purpose of the DAMP is also to provide for the effective enforcement of the 'zero drug and alcohol' policy, thereby contributing to compliance with appropriate legislation and the provision of a safe and healthy airside environment. It is designed to send a clear message that illegal drug use and the misuse of legal drugs or alcohol are inconsistent with airside safety policies and will encourage SSAA employees who may have a drug and/or alcohol problem to seek appropriate treatment and counselling.

All Melbourne Airport personnel undertaking a SSAA are expected to recognise their legal obligations and comply with the requirements of this DAMP. Any breach of the policies, including the refusal to consent to the testing process, may result in disciplinary action and/or the imposition of penalties under the Airside Driver Penalty Points System.

This policy is a part of and should be read in conjunction with, the Melbourne Airport Airside Conditions of Use. Drug and alcohol management procedures outlined in this document are to be followed in conjunction with each individual organisations procedures and requirements.

### **1.2.2 AUTHORITY**

This Drug and Alcohol Management policy has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport.

### **1.2.3 SCOPE**

This document applies to all Melbourne Airport personnel undertaking SSAA, to ensure a safe working environment on the airside at Melbourne Airport.

### **1.2.4 ALTERATION**

Melbourne Airport may alter or vary this Drug and Alcohol Management Policy at any time. A reference to the Drug and Alcohol Management Policy shall be a reference to this Policy as distributed, published or otherwise declared to be in force by Melbourne Airport from time to time.

### **1.2.5 NO DEROGATION**

Nothing in the Drug and Alcohol Management policy shall derogate from any responsibility otherwise imposed by law, agreement or other policy, procedure or rule imposed by Melbourne Airport with respect to the same or similar subject matter as this policy.

## 1.3 APPLICATION

This DAMP applies to all Melbourne Airport personnel that perform, or are available to perform, a SSAA.

These personnel are:

1. All Airside Drivers
2. Persons employed directly by Melbourne Airport
3. Contractors engaged by Melbourne Airport
4. Subcontractors engaged by contractors of Melbourne Airport; and
5. Persons employed by those contractors and subcontractors.

In this program these personnel are all referred to as “SSAA employees” even though they may not be directly employed by Melbourne Airport.

The SSAA employees to whom this program applies will generally be engaged in airside activities.

## 1.4 CONTENT

This program comprises three key elements:

1. a drug and alcohol education program
2. a drug and alcohol testing program
3. a drug and alcohol response program

## 1.5 DEFINITIONS

**Accident** means an incident or occurrence that arises out of a person performing or being available to perform a SSAA, if either or both of the following apply:

- the incident or occurrence results in the death of, or harm to a person
- the incident or occurrence results in damage to an aircraft or to property.

**Aerodrome Testing Area** means:

- any surface in a certified aerodrome or a registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and
- any part of the surface of a certified aerodrome or registered aerodrome:

- o that is not covered by the first point above; and
- o that does not have a building on it; and
- o from which access to a surface mentioned in paragraph (a) may be had; and
- a building located on a certified aerodrome or registered aerodrome that is used:
  - o for maintenance of an aircraft or an aeronautical product; or
  - o 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
- any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.

**Body sample** means oral fluid, urine or blood.

**Comprehensive Assessment** means an examination of a person's physiological and psychosocial indicators carried out:

- by a psychiatrist; or
- by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or
- jointly by:
  - o a person entitled to practice as a medical practitioner under a law of a State or Territory; and
  - o an appropriately qualified drug and alcohol professional.

**Drug or Alcohol Intervention Program** may consist of any of the following:

- assessment
- treatment, including:
  - o education
  - o counselling
  - o consultation with health care professionals
  - o pharmacotherapy
  - o residential or non residential treatment programs
- monitoring and follow up action

**Permitted Level** means

- for alcohol - a Blood Alcohol Content (BAC) of below 0.02%
- for a testable drug - a concentration of the testable drug that is less than the confirmatory target concentration for that drug as specified in Australian Standard 4308-2001 *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*

**Positive Result** means:

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

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

- any actions taken 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 driving or operating equipment or vehicles including stationary plant equipment airside
  - 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 person's duties as a crew member
  - o the loading and unloading of trolleys containing baggage, cargo or mail 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 providing flight information and search and rescue alert services:
    - to a pilot or operator of an aircraft immediately before the flight of the aircraft; or
    - to a pilot or operator of an aircraft, during the flight of the aircraft; or
    - as an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller;
  - o the provision of aviation fire fighting services

**Serious incident** is an occurrence that arises out of a person performing or being available to perform a SSAA if either or both of the following applies:

- the occurrence of gives rise to danger of death or serious harm to a person, or
- the occurrence gives rise to danger of serious damage to aircraft or property
- the occurrence is an offence under the Melbourne Airport Penalty Infringement Notice System

**Suspension Event** means an event where this program requires a SSAA employee to cease performing or being available to perform a SSAA

**Testable Drug** means any of the following:

- Morpheine
- Codeine
- 6-Acetyl morphine
- Amphetamine
- Methylamphetamine
- Methylenedioxyamphetamine
- Methylenedioxyamphetamine
- Cocaine
- delta 9-tetrahydrocannabinol
- Benzoyllecgonine
- Ecgonine methyl ester

## 1.6

## ROLES

### 1.6.1 APPROPRIATELY QUALIFIED ALCOHOL AND OTHER DRUG PROFESSIONAL

This is a person who:

- materially works as a provider of clinical drug and alcohol treatment services and
- holds a bachelor degree, or postgraduate degree in at least one of the following fields:
  - o health sciences
  - o medical science
  - o social sciences
  - o behavioural sciences

#### Contact:

A list of Melbourne Airport approved professionals can be found at:

- <http://amroa.org.au/find-an-mro>
- <http://www.racp.edu.au/page/australasian-chapter-of-addiction-medicine/contact-thechapter/>

### 1.6.2 APPROVED TESTER

This is a person who is authorised under the CASRs / Melbourne Airport to:

- take body samples for CASA drug or alcohol tests and/or
- conduct initial drug tests and alcohol tests for CASA

**Contact:**

J & K Nominees Pty Ltd

Business phone: +61 1800 708 339

Mobile: +61 (0)417 508 543

**1.6.3 DAMP MEDICAL REVIEW OFFICER**

This is a person who meets the following criteria:

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

*What is the role of a Medical Review Officer?*

Melbourne Airport will consult a DAMP Medical Review Officer in the following circumstances:

- if a drug test conducted under the program returns a confirmatory drug test result for a SSAA employee of Melbourne Airport 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
- 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;
- to determine, in consultation with the employee's treating clinician (if any) if the employee is fit to resume performing or being available to perform a SSAA after being required to cease performing or being available to perform SSAA for a drug or alcohol testing related incident

**Contact:**

A list of Melbourne Airport approved Medical Review Officers can be found at:

- <http://amroa.org.au/find-an-mro>

**1.6.4 MELBOURNE AIRPORT DAMP CONTACT OFFICER**

This is the person nominated to CASA by Melbourne Airport and charged with overall responsibility for liaison with CASA about Melbourne Airport drug and alcohol testing responsibilities.

**Contact:**

Melbourne Airport Airfield Manager  
Phone: +613 9297 1177

**1.6.5 MELBOURNE AIRPORT DAMP SUPERVISOR**

This is a supervisor of SSAA employees who has received training on how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol. 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 must cease performing or being available to perform a SSAA.

It is the DAMP Supervisor to whom employees should report any concerns they may have about the potential work-related effects of any medication that they are taking or alcohol they have consumed. A DAMP Supervisor has access to the DAMP Medical Review Officer for advice and clarification as required.

**Melbourne Airport contact:**

Melbourne Airport Senior Airside Safety Officers  
Melbourne Airport Airside Safety Officers  
Phone: +61 (0)418 335 985

**1.7**

**RESPONSIBILITIES OF MELBOURNE AIRPORT AND SSAA EMPLOYEES**

Melbourne Airport is legally required to, and will therefore strictly comply, with its obligations under this program.

Melbourne Airport requires and expects that all SSAA employees will similarly comply with their obligations under this program. SSAA employees need to be aware that their 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
- Melbourne Airport taking disciplinary action against SSAA employees, its employees or contractual action against contractors or sub-contractors.

### 1.7.1 RESPONSIBILITIES OF MELBOURNE AIRPORT

- For new SSAA employees, Melbourne Airport must make this program available to each SSAA employee before that person begins to perform, or becomes available to perform, a SSAA;
- For current SSAA employees, Melbourne Airport must 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;
- Melbourne Airport must 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 - Melbourne Airport has not been notified of the test results;
  - o if a SSAA employee has been required to cease performing, or being available to perform a SSAA because of an incident related to alcohol or drugs, Melbourne Airport must not permit that SSAA employee to again perform or be available to perform a SSAA until advice has been received from the Medical Review Officer, in consultation with the employee's treating clinician (if any) that the employee is fit to resume performing or being available to perform a SSAA;
- Testing of Airside drivers involved in a significant breach of the airside driver rules may be requested to participate in drug and/or alcohol testing.
- Testing of Airside drivers involved in a vehicle accident or near-miss may be requested to participate in drug and/or alcohol testing.
- Melbourne Airport may request an airside driver or SSAA employee to participate in drug and/or alcohol testing where reasonable suspicion exists that the person is in breach of the DAMP.

- SSAA employees including Airside drivers may be subject to unannounced, random, drug and/or alcohol testing.
- Melbourne Airport will 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.

### **1.7.2 RESPONSIBILITIES OF SSAA EMPLOYEES OF MELBOURNE AIRPORT**

- SSAA employees are encouraged to disclose to Melbourne Airport if he or she has consumed a level of alcohol, or is taking any drug, that may affect his or her ability to carry out a SSAA;
- SSAA employees must not perform, or be available to perform, a SSAA if aware that he or she is affected by a testable drug or by alcohol, until he or she is no longer affected;
- SSAA employees are subject to drug and alcohol testing under this program while performing, or being available to perform, a SSAA for Melbourne Airport or in the case of Airside Drivers, at Melbourne Airport;
- SSAA employees will be required to provide a body sample if they are to be tested for drugs and alcohol by Melbourne Airport for the purposes of conducting such tests;
- SSAA employees must cease performing or being available to perform SSAA if they:
  - o return a positive result for a drug or alcohol test
  - o fail to comply with a request by an approved tester to provide a body sample for CASA drug and alcohol testing;
  - o fail to comply with a request to provide a body sample for Melbourne Airport drug and alcohol testing under this program;
  - o interfere with a body sample they provide for drug or alcohol testing by CASA or Melbourne Airport;
- SSAA employees, if required to cease performing, or being available to perform, SSAA because of an incident related to alcohol or drugs, must not again perform or be available to perform SSAA until advice has been received from the Medical Review Officer, in consultation with the employee's treating clinician (if any) that the employee is fit to resume performing or being available to perform a SSAA.

- SSAA employees must ensure that they have a zero drug and alcohol reading at all times whilst airside at Melbourne Airport.
- SSAA employees must participate in drug and/or alcohol testing as requested by Melbourne Airport in accordance with this DAMP.
- SSAA employees are encouraged to report breaches of this system to Melbourne Airport with the aim of contributing to a safe airside environment.

# Section Two Drug and Alcohol Education Program

All SSAA employees and DAMP Supervisors of Melbourne Airport are required to undertake drug and alcohol education.

Melbourne Airport will ensure that all SSAA employees and DAMP Supervisors have access to drug and alcohol education prior to the employee performing or being available to perform a SSAA.

Melbourne Airport will additionally provide refresher education to all SSAA employees and DAMP Supervisors at an interval of no longer than 24 months.

Melbourne Airport drug and alcohol education is comprised of two parts, tailored to both SSAA employees, and the DAMP Supervisors.

## 2.1 EDUCATION OF SSAA EMPLOYEES

SSAA Employees are primarily educated through the ASIC Induction which includes this booklet, and which is undertaken every two years upon initial ASIC application or renewal. Topics covered in the induction training include:

- o the Melbourne Airport policy on drug and alcohol use
- o drug and alcohol testing in the workplace
- o support and assistance services for people who engage in problematic use of drugs and alcohol
- o information about the potential risks to aviation safety from problematic use of drugs and alcohol
- o how to access the Melbourne Airport Drug and Alcohol Management Plan

Further training on drug and alcohol management, including e-Learning modules, can be found on the CASA website, [www.casa.gov.au](http://www.casa.gov.au).

## 2.2 EDUCATION OF DAMP SUPERVISORS

In addition to the training conducted through the ASIC Induction, DAMP Supervisor training will also include the CASA eLearning module which on completion of the training will empower DAMP supervisors to:

- o understand their role in implementing the Drug and Alcohol Management policy
- o explain to other employees about the policy and how it works
- o identify changes in performance and behaviour that may indicate drug and alcohol related problems
- o refer employees to treatment services if required
- o provide information to employees about treatment services
- o support the needs of employees and monitor performance on return to work
- o assess the working environment and identify conditions that could be changed or improved to prevent or reduce drug and alcohol-related harm in the workplace

## 3.1 WHO WILL CONDUCT THE DRUG AND/ OR ALCOHOL TESTING

SSAA employees may be subject to drug and alcohol testing by both CASA and Melbourne Airport.

## 3.2 WHEN DRUG AND/ OR ALCOHOL TESTING WILL BE CONDUCTED

### 3.2.1 CASA

Random drug and alcohol testing will be conducted according to Part 99.C of the CASRs.

### 3.2.2 MELBOURNE AIRPORT

Testing by Melbourne Airport will be conducted under the following circumstances:

#### i. Prior to commencing a role performing SSAA

A person will be tested for alcohol and testable drugs prior to first joining Melbourne Airport as a SSAA employee, if the person will be working as a regular SSAA employee, or when the role of an existing employee is to change to that of a regular SSAA employee, unless:

- o the person has been drug and alcohol tested less than 90 days before the person is required to begin performing or being available to perform a SSAA; and the test results were not positive results;

#### ii. 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:

- o within 32 hours of the accident or incident for drug testing
- o within 8 hours of the accident or incident for alcohol testing; and
- o if it is practicable to conduct a test

### **iii. On reasonable suspicion**

A person will be tested if a DAMP Supervisor has reasonable grounds to believe that a SSAA employee may be adversely affected by an alcohol or testable drugs while performing, or available to perform, a SSAA.

### **iv. On return to SSAA work**

A person will be tested for alcohol and testable drugs if a SSAA employee is returning to work after a period during which the employee 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. Also refer to Section 4.2 of this DAMP.

### **v. Random testing**

Testing for alcohol and testable drugs will also be undertaken on a random basis, specifically focused on airside drivers.

## **3.3 HOW TESTING WILL BE CONDUCTED**

### **3.3.1 TESTING STANDARDS AND DEVICES**

Any drug and alcohol testing undertaken for this program will be conducted to the below standards:

- for breath testing for alcohol — using a device that meets either:
  - o AS 3547, Breath alcohol testing devices; or
  - o 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 — if the result of the preliminary oral fluid testing indicates the presence of testable drugs, the oral fluid test will be followed by a urine test for drugs in accordance with AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

### 3.3.2 TESTING PROCEDURE FOR DRUGS

Testers may test a SSAA employee for drugs and/or alcohol at any time and may test for both at the same time.

- i. The Senior Airside Safety Officer or Airside Safety Officer will approach the selected SSAA employee, inform them that they are required to participate in a Drug Test, and introduce them to the Tester.
- ii. The SSAA employee will be asked to complete a Consent Form.
- iii. Both the selected SSAA employee and the tester will enter the details onto the Drug and Alcohol Testing Form as required.
- iv. For random testing for drugs:
  - a. the selected SSAA employee will be asked to undertake a preliminary oral fluid test.
  - b. The preliminary oral fluid drug test may be conducted in the vicinity of the airside driver's vehicle or another suitable area in agreement with the selected SSAA employee.
  - c. Where a negative result is obtained , the selected SSAA employee will be permitted to return to their normal duties.
  - d. If the test indicates a not negative result the SSAA employee will be asked to provide a sample for the urine testing and a test will be undertaken in accordance with the standard for urine testing for drugs method - AS/NZS 4308 (see Urine testing for drugs method below).
- v. All drug testing, other than the preliminary random drug testing, will be undertaken in accordance with the standard for urine testing for drugs method - AS/NZS 4308.
- vi. For urine testing for drugs method - AS/NZS 4308:
  - a. the Airside Safety Officer will accompany the SSAA employee to a pre-determined suitable area, where by the tester will undertake the testing in accordance with the standard method for urine testing for drugs.
  - b. where a negative result is obtained , the selected SSAA employee will be permitted to return to their normal duties.
  - c. where result shows a presence of testable drugs or where a not negative result is obtained:
    1. the tester will complete the Drug and Alcohol Testing Form

2. the tester will package the specimens obtained in the test for conveyance to the laboratory for further testing.
3. the testing process will be completed with the selected SSAA employee being handed a copy of the Drug and Alcohol Testing Form.
4. the selected SSAA employee will be excluded from the SSAA area until the laboratory testing results are known.
5. Melbourne Airport will notify the selected SSAA employer of the exclusion.
6. Consult with the employee's company to ensure safe passage of the employee to home
7. once the results of the laboratory testing are known, Melbourne Airport will notify the selected SSAA employee and employer of the result.
8. where a negative result is obtained , the selected SSAA employee will be permitted to return to their normal duties. (See Drug: Confirmation of result below)
9. a copy of the test results will be issued to the SSAA employee if requested.

### **3.3.3 TESTING PROCEDURE FOR ALCOHOL**

Testers may test a SSAA employee for drugs and/ or alcohol at any time and may test for both at the same time.

Alcohol testing will be conducted as follows:

- i. The Senior Airside Safety Officer or Airside Safety Officer will approach the selected SSAA employee, inform them that they are required to participate in an Alcohol Test, and introduce them to the Tester.
- ii. Alcohol Testing may be conducted in the vicinity of the airside driver's vehicle.
- iii. The tester will record details of the selected SSAA employee on a Drug and Alcohol Testing Form.
- iv. The tester will explain to the selected SSAA employee the method of taking a Breath Alcohol Test.
- v. The selected SSAA employee will then be asked to complete a Consent Form for all tests other than random testing.

- vi. The tester will conduct a Breath Alcohol Test, show the result to the selected SSAA employee and record the result on the Drug and Alcohol Testing Form. Where Alcohol Testing only is being conducted and the result is negative, the selected SSAA employee will be permitted to return to their normal duties.
- vii. If a SSAA employee elects to undertake a different approved method of testing (e.g. blood test), the SSAA employee will be escorted to an approved test area or medical facility and a sample taken for testing. The SSAA employee's company will be notified of the testing request and advised that the SSAA employee will be escorted out of the SSAA area and excluded from the SSAA area until the laboratory testing results are known. The SSAA employee will bear the cost of the testing.
- viii. The testing process will be deemed to be completed with the SSAA employee being handed a copy of the Drug and Alcohol Testing Form

### **3.3.4 PROCEDURE IF THE CONFIRMATORY DRUG/ AND OR ALCOHOL TEST RETURNS A RESULT EXCEEDING THE ACCEPTABLE LEVEL**

#### **Alcohol: Confirmation of the result**

If the Breath Alcohol Test result shows a level of Alcohol exceeding the zero level, the following procedure will apply:

- i. An additional confirmatory Breath Alcohol Test will be conducted approximately 20 minutes after the initial test to verify the initial result.
- ii. The tester will produce a copy of the result.

The SSAA employer will be notified of the result and the SSAA employee will be referred to a Medical Review Officer in consultation with the person's direct employer. Melbourne Airport will consult with the employee's company to ensure safe passage to a Medical Review Officer or home.

- iii. The SSAA employee and their employer will be notified that the SSAA employee must not again perform or be available to perform SSAA until advice has been received from the Medical Review Officer, in consultation with the employee's treating clinician (if any) that the employee is fit to resume performing or being available to perform a SSAA. See Section 4.2: Returning to SSAA after exclusion for further information on returning to a SSAA after exclusion.
- iv. In the case of an Airside Driver, the Airside Safety Officer will then issue a Penalty Infringement Notice (PIN) to the selected SSAA employee in accordance with the provisions of the Melbourne Airport Airside Driver Penalty Points System. This will require Melbourne Airport to;

- o notify the selected airside driver's employer
- o make arrangements to have the selected airside driver's vehicle moved to an appropriate location. Where necessary, an Airside Safety Officer may move the vehicle
- o consult with the employee's company to ensure safe passage to a Medical Review Officer or home.

### **Drug: Confirmation of the result**

If the Drug Test result indicates the presence of a testable drug, the following procedure will apply:

- i. The tester will produce a copy of the result.

The SSAA employer will be notified of the result and the result and/or SSAA employee will be referred to a 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. Melbourne Airport will consult with the employee's company to ensure safe passage to a Medical Review Officer or home.

- ii. The SSAA employee and their employer will be notified that the SSAA employee must not again perform or be available to perform SSAA until advice has been received from the Medical Review Officer, in consultation with the employee's treating clinician (if any) that the employee is fit to resume performing or being available to perform a SSAA. See Section 4.2: Returning to SSAA after an exclusion for further information on returning to a SSAA after an exclusion.
- iii. In the case of an Airside Driver, the Airside Safety Officer will then issue a Penalty Infringement Notice (PIN) to the SSAA employee in accordance with the provisions of the Melbourne Airport Airside Driver Penalty Points System. This will require Melbourne Airport to;
  - o notify the selected airside driver's employer
  - o make arrangements to have the selected airside driver's vehicle moved to an appropriate location. Where necessary, an Airside Safety Officer may move the vehicle
  - o consult with the employee's company to ensure safe passage to a Medical Review Officer or home

### **3.3.5 PROCEDURE IF THE SSAA EMPLOYEE FAILS TO PROVIDE CONSENT FOR TESTING OR TESTING IS NOT CONDUCTED**

Melbourne Airport will exclude SSAA employees from performing, or being available to perform SSAA where Melbourne Airport is aware that:

- a SSAA employee who has been required to take a drug or alcohol test has:
  - o refused to take the test; or
  - o interfered with the integrity of the test.
- a SSAA employee was required to undergo a drug and/ or alcohol test and either:
  - o for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee and a test has not been conducted; or
  - o if tests have been conducted under suitable test conditions but Melbourne Airport has not been notified of the test results.

The SSAA employer will be notified of the breach and the SSAA employee will be referred to a Medical Review Officer.

The SSAA employee and their employer will be notified that the SSAA employee must not again perform or be available to perform SSAA until advice has been received from the Medical Review Officer, in consultation with the employee's treating clinician (if any) that the employee is fit to resume performing or being available to perform a SSAA. See below 4.2: Returning to SSAA after an exclusion.

If the case of an Airside Driver, the selected SSAA employee fails to provide consent, the Airside Safety Officer will then issue a Penalty Infringement Notice (PIN) to the selected SSAA employee in accordance with the provisions of the Melbourne Airport Airside Driver Penalty Points System. This will require Melbourne Airport to;

- o notify the selected airside driver's employer
- o make arrangements to have the selected airside driver's vehicle moved to an appropriate location. Where necessary, an Airside Safety Officer may move the vehicle

Airside Drivers who fail to provide consent to the testing process will be issued with a Penalty Infringement Notice consistent with the requirements of the Airside Driver Penalty Points System. The prescribed penalty is 12 penalty points.

# Section Four Drug And Alcohol Response Program

## 4.1 ACCESS TO DRUG AND/ OR ALCOHOL INTERVENTION PROGRAMS

If you are finding that you or someone at work's drug and alcohol use has become problematic, assistance is available. Through Melbourne Airport you have access to a support and assistance service that can help you or your colleague to return to work safely. Melbourne Airport's Medical Review Officers receive specific education and training to assist in the management of people who are known to have a history of problematic drug or alcohol use.

If you have any general concerns, questions about the potential work related effects of any medication that you may be taking, or alcohol you may have consumed, please contact either your direct supervisor or one of the Melbourne Airport Airside Safety Officers (ASOs). The Melbourne Airport ASOs can also contact the Melbourne Airport Medical Review Officers if you, or they, require further information.

Melbourne Airport will permit a SSAA employee time to attend a nominated drug or alcohol intervention program, if:

- a DAMP Medical Review Officer has advised Melbourne Airport that the employee should attend the program; and
- 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.

## 4.2 RETURNING TO SSAA AFTER EXCLUSION

Where Melbourne Airport 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, Melbourne Airport will only permit the employee to again begin performing or being available to perform a SSAA in the following circumstances:

- the employee has undergone a comprehensive assessment for drug or alcohol use;
- 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;
- the employee is considered fit to resume performing, or being available to perform, a SSAA by:
  - o a DAMP Medical Review Officer; and
  - o the employee's treating clinician, if any;
- 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:
  - o was not a positive result; and
  - o a DAMP Medical Review Officer is satisfied indicates the absence of testable drug use.

## 5.1 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 by Melbourne Airport or by CASA.

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

Melbourne Airport regards confidentiality as of the utmost importance and will commit all of its systems and procedures to ensure that the confidentiality and integrity of all SSAA employees is maintained at all times. With the special circumstances presented by drug and alcohol testing, all information and actions will be kept strictly confidential. The following guidelines apply:

- All Drug and Alcohol test results and related documents must be kept in confidential locked files separate from personnel records. All information must be collected and maintained on separate forms. Access to the files must be strictly controlled and limited and any staff that have access are to be reminded that such information is strictly confidential
- Employees requested to undertake an unannounced/random test shall be advised discreetly
- Airside Safety Officers must not disclose information regarding the testing of a SSAA employee to other persons other than to the Airfield Safety Coordinator and Airfield Manager
- All Drug and Alcohol test results will be forward to the Airfield Safety Coordinator by the accredited tester for processing and filing. The Airfield Safety Coordinator will notify the SSAA employer of the test result as either a positive or 'not negative' and requires further testing or negative result statement only.

## 5.2 REVIEW, AUDIT AND COMPLIANCE

Melbourne Airport will review this program at regular intervals of at least every 5 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 Melbourne Airport program, CASA may audit Melbourne Airport and require it to provide relevant documentation.

## 5.3 PROVISION OF INFORMATION AND RECORD KEEPING

### 5.3.1 PROVISION OF INFORMATION

Melbourne Airport will ensure it records and supplies information in respect of:

- drug and alcohol testing;
- drug and alcohol education; and
- drug and alcohol response to CASA within 21 days of 1 March and 1 September each year, or as otherwise required by CASA.

The information reported to CASA will not contain any additional detail, beyond that required by the CASRs, which might identify SSAA employees.

Additionally, where requested to do so, Melbourne Airport will supply information about the identity of a DAMP employee to a CASA approved tester within one hour of such a request being made.

### 5.3.2 RECORD KEEPING

Melbourne Airport will keep all records pertaining to this DAMP that are used to provide information to CASA for a period of 5 years. This information will be kept in a secure location.

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

## 5.4 VARIATIONS

Melbourne Airport 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.

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

## 6.1 FURTHER ENQUIRIES

If you have any questions regarding this document, please contact:

### **Airfield Manager**

Melbourne Airport

Locked Bag 16

Tullamarine Victoria 3043

Phone: (+613) 9297 1177

Fax: (+613) 9297 1041

## 6.2 IMPORTANT CONTACTS

### **Senior Airside Safety Officer (Car 2)**

Phone: 0418 335 985

### **Airport Coordination Centre**

Phone: (+613) 9297 1813

## 6.3 EMERGENCIES

In case of emergency contact the Airport Coordination Centre on **(+613) 9297 1601** or by pressing the Apron Emergency Call Point button.

