



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

Table of contents

| | |
|--|-----------|
| Table of contents | 1 |
| Glossary | 3 |
| Amendment Record | 11 |
| Distribution List | 11 |
| 1 General | 12 |
| 1.1 Introduction | 12 |
| 1.2 Policy on AOD Use | 12 |
| 1.3 Disciplinary action following a positive test result | 13 |
| 1.4 Key Contacts | 13 |
| 1.4.1 DAMP contact officer | 13 |
| 1.4.2 DAMP supervisor | 13 |
| 1.5 Who is covered by this DAMP | 14 |
| 1.6 Responsibilities under this DAMP | 15 |
| 1.6.1 Responsibilities of Quilpie Shire Council | 15 |
| 1.6.2 Responsibilities of SSAA employees | 16 |
| 1.6.3 Responsibilities of DAMP supervisors | 16 |
| 2 Drug and Alcohol Education Program | 17 |
| 2.1 Overview | 17 |
| 2.2 Mandatory components of the education program | 17 |
| 2.3 Refresher training | 17 |
| 2.4 Completing the education program | 17 |
| 3 Drug and Alcohol Testing Program | 19 |
| 3.1 Substances included in testing | 19 |
| 3.2 How will testing be conducted | 19 |
| 3.3 When will testing be conducted | 19 |
| 3.3.1 On commencement | 20 |
| 3.3.2 After an accident or serious incident | 20 |
| 3.3.3 Reasonable grounds | 20 |
| 3.3.4 Return to work following a suspension event | 21 |

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 1 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

| | | |
|-------------------|--|-----------|
| 3.4 | Who will conduct the testing | 21 |
| 3.5 | Requirements relating to DAMP Medical Review Officer | 21 |
| 4 | Drug and Alcohol Response Program | 22 |
| 4.1 | Circumstances when an employee must cease SSAA | 22 |
| 4.2 | Returning to safety sensitive aviation activities | 23 |
| 4.3 | Time off to attend a nominated intervention program | 23 |
| 5 | Privacy | 24 |
| 6 | DAMP Review, Audit and Compliance | 25 |
| 7 | DAMP Reporting and Record Keeping | 26 |
| 7.1 | Record Keeping | 26 |
| 8 | Variations | 27 |
| 9 | Attachments | 28 |
| 9.1 | Documents, registers, records and forms | 28 |
| Appendix A | DAMP testing and response flowchart | 29 |



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

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 |
| 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 |

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 3 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

| Term | Definition |
|---|---|
| | <p>(iii) from which access to a surface mentioned in paragraph (a) may be had; and</p> <p>(c) a building located on a certified aerodrome or registered aerodrome that is used:</p> <ul style="list-style-type: none"> (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 (iv) by the holder of an AOC for flying training; and <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 subregulation 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> |

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 4 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

| Term | Definition |
|--|--|
| Approved tester | <p>A person who is authorised to:</p> <p>(a) take body samples for drug or alcohol tests under subregulation 99.450 (1) of CASR; and</p> <p>(b) conduct initial drug tests or alcohol tests under subregulation 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 subregulation 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> <p>(b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or</p> <p>(c) jointly by:</p> <p style="padding-left: 40px;">(i) a person entitled to practice as a medical practitioner under a law of a State or Territory; and</p> <p style="padding-left: 40px;">(ii) an appropriately qualified drug and alcohol professional.</p> |
| 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> |

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 5 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

| Term | Definition |
|--------------------------------------|---|
| DAMP contact officer | 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. |
| DAMP contractor | A person, or the employee of a person, who is: <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 organisation | A person that is required to have a DAMP under subregulation 99.030 (1) of CASR. |
| DAMP subcontractor | A person who is a party to: <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 | In relation to a DAMP organisation, means a person who: <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 | A person who is asked to give, or has given, a body sample to an approved tester. |
| Drug and alcohol education program | For a DAMP organisation, means a program that includes the following components: <ul style="list-style-type: none"> (a) for SSAA employees—awareness of: <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. (b) for DAMP supervisors—education and training to manage people who engage in problematic use of drugs or alcohol. |
| Drug or alcohol intervention program | 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: |

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 6 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

| Term | Definition |
|--|---|
| | (a) assessment; (b) treatment, including any of the following: (i) education; (ii) counselling; (iii) consultation with health care professionals; (iv) pharmacotherapy; (v) residential or non-residential treatment programs; (c) monitoring and follow-up action. |
| Employee | In relation to a DAMP organisation, includes a DAMP contractor of the DAMP organisation. |
| Foreign operator | (a) the holder of a foreign aircraft AOC; or (b) the operator of an aircraft operating in Australia in accordance with a permission granted by CASA under section 26 of the Act; or (c) the operator of an aircraft operating under a permission granted under section 27A of the Act; or (d) the holder of a New Zealand AOC with ANZA privileges; or (e) the operator of an aircraft that is operating in Australia in accordance with section 14 of the Air Navigation Act 1920. |
| Initial alcohol test | An alcohol test to determine the presence of alcohol in a body sample. Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act. |
| Initial drug test | A drug test to determine the presence of a testable drug in a body sample. Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act. |
| InfoXpert | Quilpie Shire Council's document management system |
| 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: (a) if the person is an employee of a DAMP organisation—a DAMP medical review officer; or |

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 7 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

| Term | Definition |
|-----------------------|--|
| | (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 subregulation 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. |

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 8 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

| Term | Definition |
|------------------------------------|---|
| 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: (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 Culture | Workplace Health and Safety Management System Software |
| 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 subregulation 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 |
|---------------|--|
| Exemption | EX135/20 - DAMP Organisations to provide Information to CASA |

Responsible Officer: Manager Workplace Health and Safety
Policy Owner: Council
Policy No: G.19-A Version: 1
Date Adopted: 31 October 2023
Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: October 2027
IX: 241816

Page 9 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

| Document type | Title |
|---------------|--|
| 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’ |
| 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

Forms are currently stored in InfoXpert.

| Form no. | Title |
|----------|-------|
| | |
| | |
| | |

Responsible Officer: Manager Workplace Health and Safety
Policy Owner: Council
Policy No: G.19-A Version: 1
Date Adopted: 31 October 2023
Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: October 2027
IX: 241816

Page 10 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

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 | 31 Oct 2023 | All | Initial issue | |
| | | | | |
| | | | | |
| | | | | |

Distribution List

A copy of this DAMP is retained in the Quilpie Airport Office. 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's Office at the Quilpie Shire Council's Works Depot. | | Hard Copy |
| | | | |

Quilpie Shire Council makes this DAMP available to all relevant persons on our website. Access is also available to staff on our intranet.

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

Responsible Officer: Manager Workplace Health and Safety
Policy Owner: Council
Policy No: G.19-A Version: 1
Date Adopted: 31 October 2023
Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: October 2027
IX: 241816

Page 11 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

1 General

1.1 Introduction

Quilpie Shire Council's Drug and Airport 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 Quilpie Shire Council 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 Quilpie Shire Council implements its DAMP. It is an important document that all employees should be familiar with.

1.2 Policy on AOD Use

Quilpie 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 Quilpie 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. Quilpie 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 our Performance and Misconduct Policy – G.107 and our Quilpie Shire Council Drug and Alcohol Management Policy – G.19.

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 12 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

If you have a drug or alcohol problem that is adversely affecting your performance at work, Quilpie 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 Quilpie 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 following a positive test result

If a workplace participant produces an unsatisfactory result to a drug and/or alcohol test, they will be immediately suspended from work. The workplace participant may then be subject to appropriate disciplinary measures as outlined in this Policy, or as determined by the Chief Executive Officer where no specific disciplinary measure has been included. The workplace participant may elect to undergo further confirmation testing at their own expense within a reasonable period following the initial test. Council will take the advice of the external medical service provider as to the period of time within which the relevant drug and/or alcohol is likely to remain in the individual's system in excess of the relevant standards.

1.4 Key Contacts

1.4.1 DAMP contact officer

The DAMP contact officer is:

Name: Mike Castles, Manager Workplace Health and Safety

Phone: 0408 752 123

Email: whs@quilpie.qld.gov.au

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

1.4.2 DAMP supervisor

The DAMP supervisor for Quilpie Shire Council is:

Name: *Brian Weeks*

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 13 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

Phone: 0491 718 951

Email: Brianw@quilpie.qld.gov.au

Name: Lisa Hamlyn

Phone: 0427 861 133

Email: dceo@quilpie.qld.gov.au

Quilpie Shire Council's DAMP supervisor(s) have 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 Who is covered by this DAMP

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

These employees are:

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

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

- fuelling and maintenance staff;
- airport security;
- crewing of an aircraft (including pilots);
- air traffic control;
- baggage or freight handling.

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 14 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

1.6 Responsibilities under this DAMP

1.6.1 Responsibilities of Quilpie Shire Council

Quilpie 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 – Quilpie 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 – Quilpie 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.



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

1.6.2 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 Quilpie Shire Council.
- (3) be required to provide a body sample when being tested for AOD by Quilpie 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 Quilpie Shire Council AOD testing under this DAMP; or
 - (d) interfere with a body sample they provide for AOD testing by CASA or Quilpie 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 Quilpie 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.

1.6.3 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 Quilpie Shire Council to form such an opinion in appropriate cases.



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

2 Drug and Alcohol Education Program

2.1 Overview

Quilpie Shire Council will ensure that:

- all SSAA employees complete Quilpie 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

Quilpie 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

Quilpie 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

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

Responsible Officer: Manager Workplace Health and Safety
Policy Owner: Council
Policy No: G.19-A Version: 1
Date Adopted: 31 October 2023
Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: October 2027
IX: 241816

Page 17 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

- (1) Induction training as outlined in the company's DAMP Powerpoint presentation
- (2) the CASA eLearning program
- (3) reading and signing this DAMP
- (4) refresher training at the relevant intervals.

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 18 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

3 Drug and Alcohol Testing Program

3.1 Substances included in testing

Quilpie 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



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

- (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 as set out in the Quilpie Shire Council's Drug and Alcohol Management Plan -G.19

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 on 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.

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 20 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

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.

3.4 Who will conduct the testing

Testing will be conducted by the following approved testing officer(s) or accredited testing provider:

Mike Castles – Manager Workplace Health and Safety

3.5 Requirements relating to DAMP Medical Review Officer

Quilpie 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.



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

4 Drug and Alcohol Response Program

A flowchart illustrating the organisation's drug and alcohol testing and response process is included at Appendix A to this Manual.

4.1 Circumstances when an employee must cease SSAA

Quilpie 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 Quilpie Shire Council has not been notified of the test results.

Responsible Officer: Manager Workplace Health and Safety

Policy Owner: Council

Policy No: G.19-A Version: 1

Date Adopted: 31 October 2023

Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: October 2027

IX: 241816

Page 22 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

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

Quilpie Shire Council provides time off for SSAA employees to attend a nominated AOD intervention program, 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.



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

5 Privacy

Quilpie 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 Quilpie 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 G.12 located on the Quilpie Shire Council Website and InfoXpert No 91583.

Responsible Officer: Manager Workplace Health and Safety
Policy Owner: Council
Policy No: G.19-A Version: 1
Date Adopted: 31 October 2023
Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: October 2027
IX: 241816

Page 24 of 31



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

6 DAMP Review, Audit and Compliance

In order to ensure its continued compliance with the requirements of Subpart 99.B of CASR, Quilpie 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 located in InfoXpert.

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.



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

7 DAMP Reporting and Record Keeping

Under CASA exemption EX135/20, Quilpie Shire Council is no longer required to report information to CASA twice a year. Instead, Quilpie Shire Council's records are maintained in accordance with the record keeping process in section 8.1 of this DAMP.

However, where requested to do so Quilpie 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, Quilpie 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

Quilpie 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.

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

Records are stored securely in Quilpie Shire Council's records management system.

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



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

8 Variations

Quilpie 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 Quilpie Shire Council to make specific changes to this DAMP, or to prepare a new DAMP, to ensure ongoing compliance.

Quilpie 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 located in InfoXpert.



G.19-A Airport Drug and Alcohol Management Plan – Quilpie Airport

9 Attachments

9.1 Documents, registers, records and forms

All documents and forms are located in infoXpert and Safety Culture.

Responsible Officer: Manager Workplace Health and Safety
Policy Owner: Council
Policy No: G.19-A Version: 1
Date Adopted: 31 October 2023
Council Resolution: QSC203-10-23

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: October 2027
IX: 241816

Page 28 of 31

Appendix A DAMP testing and response flowchart

The flowchart at Figure 1 below illustrates the organisation's DAMP testing and response program.

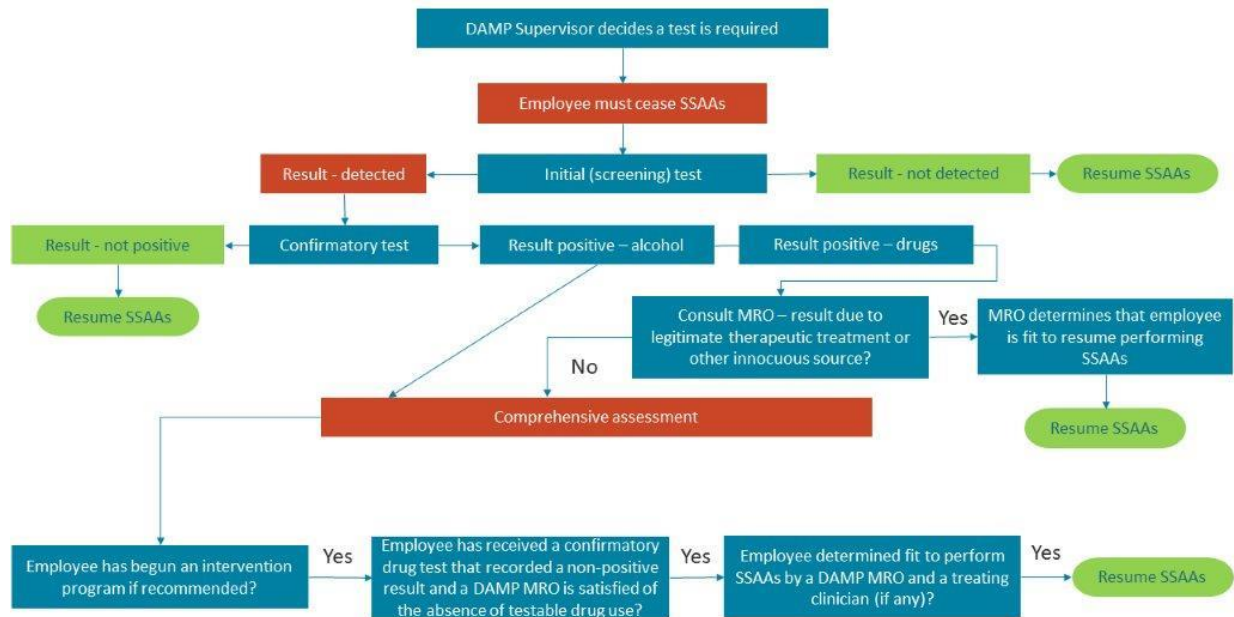


Figure 1: DAMP Supervisor Decision Flowchart