

# DRUG AND ALCOHOL MANAGEMENT PLAN

## EXECUJET MRO SERVICES AUSTRALIA

# MANUAL

**EXECUJET**  
**MRO SERVICES**  
A Dassault Aviation Company

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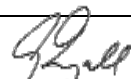
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## EXECUJET MRO SERVICES AUSTRALIA SUPPORT SERVICES MANUAL

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**1.2 List Of Effective Pages**

The revision status of this entire document is reflected below. Revisions made to any page within this document will result in the whole document being assigned the following Issue Number. A vertical line that appears in the page's right-hand column will indicate the changes.

The signatures below indicate that this entire document is "frozen" as of the Issue and Date noted below. No changes will be accepted unless prior approval and the signatures of the persons listed below have been obtained.

<b>Document</b>	<b>Pages</b>	<b>Dated</b>	<b>Issue</b>
Drug and Alcohol Management Plan	1 to 41	01 April 2020	1
Drug and Alcohol Management Plan	1 to 41	16 August 2021	2
Drug and Alcohol Management Plan	1 to 41	01 May 2022	3
Drug and Alcohol Management Plan	1 to 38	01 April 2023	4
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**1.3**      ***Distribution List - Company***

<b>Name</b>	<b>Copy No.</b>
ExecuJet MRO Services Australia EMROS	1

## 2. DRUG AND ALCOHOL MANAGEMENT PLAN

### 2.1 *Policy Statement*

Personnel health, well-being, and safety are paramount to ExecuJet MRO Services Australia (EJAU). All individuals have the right to a safe workplace at EJAU. Alcohol and other drugs (AOD), when present in persons in the workplace, have the potential to increase the risk of harm in the workplace and adversely impact fitness for work.

EJAU has a duty of care to minimise the risk of accident, incident and injury in the workplace arising from the consumption of alcohol or other drugs. This policy aims to outline the strategies and processes that EJAU will use to manage the risks associated with the use, or recent use, of alcohol or other drugs by persons in the workplace.

EJAU takes a multi-strategy approach that incorporates education, support, testing and performance management. The policy is based on safety outcomes, rather than whether a non-negative test result indicates illicit or legal activity. This policy also recognises permissible therapeutic drug use under the guidance of a physician or pharmacist.

### 2.2 *Introduction*

CASR 99.030  
CASR 99.035  
CASR 99.080  
CASR 99.045

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

Various organisations, including EJAU, have introduced the requirement to develop and implement a civil aviation safety regulations program to enhance safety benefits and other outcomes for the aviation sector.

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

#### **Policy**

The program aims to minimise the risk of alcohol and other drug use that might affect the health and safety of EJAU's employees, contractors, subcontractors, and workplaces. The program aims to prevent employees who are adversely affected by drugs or alcohol from undertaking work, which may result in a detrimental effect on health and safety or other significant aspects of the work environment.

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

### 2.3 *Definitions*

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

- a) The occurrence results in the death of or serious harm to a person;
- b) The occurrence results in severe damage to an aircraft or property

**Aerodrome testing area** means:

- a) Any surface in a certified aerodrome or registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the airstrip, including any parking areas; and
- b) Any part of the surface of a certified aerodrome or registered aerodrome:
  - That is not covered by paragraph (a), and
  - That does not have a building on it, and
  - The form which accesses a surface mentioned in paragraph (a) may be had.
- c) A building located on a certified aerodrome or registered aerodrome that is used:
  - For the maintenance of an aircraft or an aeronautical product; or
  - For the manufacture of aircraft or aeronautical products; or
  - By an air traffic service provider to control air traffic; or
  - By the holder of an AOC for flying training.
- d) Any part of an aircraft, aerobridge, or other movable structure in a certified or registered aerodrome.

**Appropriately qualified alcohol and other drug professional** means a person who:

- a) Materially works as a provider of clinical drug and alcohol treatment services; and
- b) Holds a bachelor's degree or postgraduate degree in at least one of the following fields:
  - Health Sciences;
  - Medical Science;
  - Social Sciences;
  - Behavioural Sciences.

**Approved Tester** means a person who is authorised under the civil aviation safety regulations to:

- a) Take samples for CASA drug or alcohol tests; and/or
- b) Conduct initial drug tests and alcohol tests for CASA.

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

- a) By a psychiatrist; or
- b) By a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or

c) Jointly by:

- A person entitled to practice as a medical practitioner under a law of a State or Territory; and
- An appropriately qualified drug and alcohol professional.

**The DAMP Contact Officer is nominated by EJAU to CASA and is charged with overall responsibility for liaising with CASA regarding EJAU's drug and alcohol testing responsibilities.**

**A DAMP medical review officer** is a person who meets the following criteria:

- a) Is a registered medical practitioner;
- b) Has competence in the field of interpreting drug and alcohol test results;
- c) Knows about substance use disorders;
- d) Knows the contents of relevant provisions of the civil aviation safety regulations.

**DAMP Supervisor** is a supervisor of safety-sensitive aviation activities employees of EJAU who has received training on how to form an opinion, on reasonable grounds, as to whether a person may be adversely affected by a testable drug or under the influence of alcohol.

Examples of what is considered 'reasonable grounds' include but are not limited to:

- Excessive and/or unexplained absences;
- on-the-job absenteeism (e.g., long breaks and frequent trips to the bathroom);
- a decline in the quality of work (e.g., misunderstanding instructions, missed deadlines, accidents or near misses);
- Verified reports from people who have witnessed the individual's AOD use.

The DAMP Supervisor is to whom employees should report any concerns about the potential work-related effects of any medication 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.

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

- a) Assessment;
- b) Treatment, including:
  - Education;
  - Counselling;
  - Consultation with health care professionals;
  - Pharmacotherapy;
  - Residential or non-residential treatment programs.
- c) Monitoring and follow-up action.

**Permitted Level** means:

- a) For alcohol — a concentration of fewer than 0.02 grams of alcohol in 210 litres of breath;
- b) For a testable drug — a concentration of the testable drug that is less than the confirmatory target concentration for that drug specified in Australian Standard 4760:2006 - Procedures for specimen collection and the detection and quantitation of drugs in oral fluids, and Australian Standard 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

The permitted levels in oral fluid for each testable drug:

<b>Testable Drug</b>	<b>Level – ng/MB</b>
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxyamphetamine	25
Methylenedioxyamphetamine	25
A9-tetrahydrocannabinol	10
Cocaine	25
Benzoyllecgonine	25
Ecgonine methyl ester	25

The permitted level in urine for each testable drug:

<b>Testable Drug</b>	<b>Level – ug/L</b>
Morphine	300
Codeine	300
6-Acetyl morphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxyamphetamine	150
Methylenedioxyamphetamine	15
A9-tetrahydrocannabinol	300
Cocaine	150
Benzoyllecgonine	150
Ecgonine methyl ester	300

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

**Non-Negative Result** means:

- a) For an initial drug test - a test result above the permitted level;

- b) For a confirmatory drug test - a test result above the permitted level, verified by a Medical Review Officer (MRO) as a verified non-negative result;
- c) For an initial alcohol test - a test result above the permitted level;
- d) For a confirmatory alcohol test - a test result above the permitted level.

**SSAA Employee is:**

- e) SSAA employees (including contractors) are anyone who performs Safety Sensitive Aviation Activities (SSAA) that have a direct or indirect impact on the safe operation of an aircraft. The regulations provide a complete list in CASR Part 99.015.
- f) An SSAA employee is reasonably likely to perform an applicable SSAA at least two or more times every 90 days

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

- a) An activity that takes any actions in an aerodrome testing area (including the person's presence in the area) other than as a passenger ;
- b) Any of the following activities, wherever they occur:
  - Calculation of the position of freight, baggage, passengers, and fuel on aircraft;
  - The maintenance, certification of maintenance or manufacture of aircraft, aeronautical products, ground-based navigation aids or radar;
  - The fuelling and maintenance of vehicles that will be used to fuel aircraft in aerodrome testing areas;
  - Activities are undertaken by an airport security guard or screening person in the course of their duties as a guard or person.
  - Activities are undertaken by a member of the operating crew of an aircraft in the course of that person's duties as a crew member;
  - The loading and unloading of trolleys containing baggage for loading onto aircraft or unloading from aircraft, and the driving of such trolleys;
  - An air traffic controller undertakes activities in the course of the controller's duties as a controller or the Supervisor of such a person;
  - 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, and
- The provision of aviation firefighting services.

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

- a) The occurrence gives rise to the danger of death or serious harm to a person, or
- b) The occurrence gives rise to the danger of severe damage to aircraft or property.

**A suspension event** means this program requires safety-sensitive aviation activities employees to cease performing or being available to perform SSAA.

**Testable drug** means any of the following (but not limited to):

- a) Amphetamine;
- b) Methylenedioxymethamphetamine (MDMA);
- c) Hallucinogens (including Datura, Ketamine, LSD magic mushrooms and Mescaline);
- d) Methylamphetamine;
- e) Methylenedioxyamphetamine;
- f) Para-methoxyamphetamine (PMA);
- g) Delta 9-tetrahydrocannabinol (THC);
- h) Barbiturates (including Seconal, Tuinal and Amytal);
- i) Cocaine (and its metabolites such as Benzoylcegonine and Ecgonine methyl ester);
- j) Morphine (and its derivatives such as Codeine, Heroin and 6-Acetyl morphine);
- k) Opium;
- l) Pethidine;
- m) Oxycodone;
- n) Buprenorphine;
- o) Methadone;

- p) Diazepines (such as Rohypnol, Valium, Serepax, Mogadon, Normison and Eupynos);
- q) Gamma-hydroxybutyrate (GHB and analogues such as 1, 4 butanediols and gamma-butyrolactone).

## 2.4 **Application**

CASR 99.015  
CASR 99.030  
CASR 99.040

This drug and alcohol management plan applies to all EJAU personnel who perform, or are available to perform, Safety Sensitive Aviation Activities (SSAA).

These personnel are:

- a) Persons employed directly by EJAU;
- b) Contractors engaged by EJAU;
- c) Subcontractors engaged by contractors of EJAU; and
- d) Persons employed by those contractors and subcontractors.

In this program, these personnel are referred to as "safety-sensitive aviation activities employees" (SSAA), even though EJAU may not directly employ them.

The EJAU personnel to whom this program applies will generally be engaged in the following employment categories:

- a) Flight crew activities;
- b) Cabin crew activities;
- c) Flight instructor activities;
- d) Aircraft dispatcher and load controller activities;
- e) Activities involving aircraft maintenance and repair;
  - i. Accountable Executive;
  - ii. Regional Quality & Safety Team;
  - iii. Planning Teams;
  - iv. Supply Chain Teams;
  - v. Engineering Teams;
- f) Aviation security activities, including activities involving screening;
- g) Air traffic controller activities;
- h) Baggage handling activities;
- i) Ground refuelling activities;
- j) Providing flight information and search and rescue alert services;
- k) Provision of aviation firefighting services.

Visitors, volunteers, and students will also be expected to comply with relevant aspects of the program. They will receive information on their rights and responsibilities under subpart C of Part 99 when attending a site and conducting SSAA. As a general guide, anybody holding an ASIC pass is considered to be carrying out SSAA tasks.

## 2.5 Content

This program comprises three key elements:

- a) A drug and alcohol education program (see 1.6);
- b) A drug and alcohol testing program (see 1.7); and
- c) A drug and alcohol response program (see 1.8).

## 2.6 Responsibilities

CASR 99.010  
CASR 99.045  
CASR 99.055  
CASR 99.080  
CASR 99.100  
CASR 99.065

EJAU is legally required to and will comply strictly with its obligations under this program.

EJAU expects all safety-sensitive aviation activities employees to comply with their obligations under this program. Safety-sensitive aviation activities employees need to be aware that failure to do so may result in:

- a) Them committing an offence against the civil aviation safety regulations, for which prosecution or infringement action may be taken by CASA or the Commonwealth Director of Public Prosecutions; and/or
- b) EJAU is taking disciplinary action against its employees (see 1.12 below) or contractual action against contractors or sub-contractors.

### 2.6.1 ExecuJet MRO Services Australia (EJAU) Responsibilities

EJAU shall:

- a) For all new safety-sensitive aviation activities employees, ensure training is completed on this program before that person begins to perform, or becomes available to perform, an SSAA;
- b) For current safety-sensitive aviation activities employees, make this program available to each safety-sensitive aviation activities employee by the end of the working day on which the employee next performs or is available to perform an SSAA;
- c) Not permit a safety-sensitive aviation activities employee to perform or be available to perform an SSAA in the following circumstances:
  - 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 alcohol;
  - If an accident or serious incident has occurred which involved the employee while they are performing or available to perform an 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 completed; or

- If tests have been conducted, EJAU has not been notified of the test results.
- ❑ If a safety-sensitive aviation activities employee has been required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, not permit that safety-sensitive aviation activities employee to perform again or be available to perform SSAA duty until all mandatory pre-conditions have been met; and
- ❑ Provide periodic reports to the CASA about its administration of this drug and alcohol management plan or its dealings with its safety-sensitive aviation activities employees who have been subject to alcohol or drug testing by CASA.

#### 2.6.2 *Responsibilities of SSAA Employees of ExecuJet MRO Services Australia (EJAU)*

Safety-sensitive aviation activities employees:

- a) Are encouraged to disclose to EJAU if they have consumed a level of alcohol or are taking any drug, including prescription or 'over the counter' medication, that may affect their ability to carry out an SSAA;
- b) Shall not perform, or be available to perform, an SSAA if aware that they are adversely affected by a testable drug or by alcohol until they are no longer adversely affected;
- c) Are subject to drug and alcohol testing under this program while performing, or being available to perform, an SSAA for EJAU;
- d) Will be required to provide a sample if they are to be tested for drugs and alcohol by EJAU to conduct such tests;
- e) Shall cease performing or being available to perform SSAA if they:
  - ❑ Return a non-negative result for a drug or alcohol test;
  - ❑ Fail to comply with a request by an approved tester to provide a sample for CASA drug and alcohol testing;
  - ❑ Failed to comply with a request to provide a sample for EJAU drug and alcohol testing under this program;
  - ❑ Interfere with a sample they provide for drug or alcohol testing by CASA or EJAU.
- f) If required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, shall not again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met.

### 2.6.3 *Responsibilities of ExecuJet MRO Services (EJAU) Australia DAMP Contact Officer*

EJAU has appointed the following person as its drug and alcohol management plan contact officer, and their role is to liaise with CASA about EJAU's responsibilities in connection with this program:

Shaun Moss – Regional Quality & Safety Manager  
Tel: 02 9693 0800  
Email: [shaun.moss@execujet-mro.com](mailto:shaun.moss@execujet-mro.com)

### 2.6.4 *Responsibilities of ExecuJet MRO Services (EJAU) Australia Drug and Alcohol Plan Supervisors*

EJAU has appointed key personnel as DAMP Supervisor(s).

DAMP Supervisors have been trained to form an opinion about whether a person may be adversely affected by a testable drug or under the influence of alcohol and are authorised by EJAU to form such an opinion in appropriate cases. If a DAMP Supervisor forms that opinion, they shall require safety-sensitive aviation activities employees to cease performing or being available to perform SSAA. Where required to do so by a DAMP Supervisor, safety-sensitive aviation activities employees of EJAU shall cease performing or be available to perform SSAA.

A list of EJAU DAMP Supervisors can be found in the OHS and Environmental Management Manual Part 1.5.1. or via the ExecuJet approvals register.

There are currently four DAMP supervisors within the organisation; they are:

- Regional Quality & Safety Manager – EJAU
- Safety Quality & Safety Officer – EJAU
- Maintenance Supervisor – Melbourne
- General Manager – Perth

The management of EJAU will ensure that personnel can access the drug and alcohol management plan and any accompanying information, including referrals to these services where appropriate.

The management of EJAU will ensure that alcohol consumption will not occur in an area where SSAA's are conducted and provide advice on which areas and in what circumstances, if any, alcohol may be consumed on EJAU premises.

It is the responsibility of the DAMP Contact Officer and DAMP Supervisors at EJAU to ensure that the procedures of natural justice are observed for all employees. This will include the following:

- a) Ensuring review procedures are undertaken for every adverse test event in consultation with the human resources policy;
- b) Ensuring appropriate utilisation of counselling and disciplinary procedure in cases where the testing program is breached;

- c) Ensuring the counselling of employees who have had non-negative test results or referred themselves is undertaken. Agree to rehabilitation plans for employees, as advised by a suitably qualified health professional.

DAMP Supervisors or an appropriate manager/supervisor shall ensure that any employee who is not permitted to work or who has reported to work and been required to leave the workplace due to any breach, or suspected breach, of this drug and alcohol management plan, shall not drive or operate any vehicle on or from the site. DAMP Supervisor or manager/supervisor will use their best endeavours to arrange alternative means of leaving the site for the employee.

Ensure that the workplace risks associated with AOD are eliminated or minimised to as low as reasonably practicable by leading by example in observing the drug and alcohol management plan. Additionally, foster an organisational culture that supports a workplace free from harm associated with the use of AOD.

Any advertisement for a job vacancy shall state that EJAU has implemented a comprehensive drug and alcohol management plan.

#### 2.6.5 *Additional Responsibilities for all Employees, Contractors and Subcontractors*

Below are EJAU's specific rules and requirements regarding drugs and alcohol. All employees are required to comply with these requirements:

- a) Present as fit for work before the commencement of duty;
- b) Not have recently consumed alcohol or other drugs (except when the consumption of drugs is legal and medically required):
- Before signing on for duty;
  - While in the workplace;
  - While on duty;
  - While rostered on call.
- c) Each employee should immediately report to their DAMP Supervisor or another appropriate manager/supervisor any side effects experienced by the employee in connection with the use of prescription drugs or other drugs, where those side effects may adversely affect the employee's ability to perform their duties safely and efficiently (including, but not limited to, dizziness, fatigue, impaired vision, impaired hearing, or unsteadiness). The employee shall comply with any reasonable directions given to them by the managers/supervisors to ensure their health and safety.
- d) Any employee who is in any way concerned about their degree of fitness for work shall consult with their DAMP Supervisor or appropriate managers/supervisors before starting work. In particular, any employee who suspects that their breath alcohol content could be more than the permitted BAC level may ask to be tested on approved testing instruments before starting work.

Where an employee requests such a test and records a blood alcohol level over the acceptable levels, the employee will not perform or be available to perform

SSAA. The employee shall remain on site until they can safely return to their residence.

An employee who records a BAC level above the permitted level will be counselled as to the requirements of EJAU. In the case of voluntary tests, the employee will not be subject to disciplinary action, except in cases where the employee is considered to be abusing this mechanism. These employees will be subject to counselling and disciplinary action.

Any employee required to undertake an intervention plan shall participate fully as agreed with by EJAU or face the potential of further disciplinary action.

- e) Alert DAMP Supervisors if they know any person who may be involved in the use, sale, possession, solicitation, manufacture or cultivation of any alcohol or drugs on any EJAU premises.

## 2.7 **Drug and Alcohol Education Program**

CASR 99.010  
CASR 99.045  
CASR 99.080  
CASR 99.100

All safety-sensitive aviation activities employees and DAMP Supervisors of EJAU must complete a drug and alcohol education program.

EJAU will ensure that all safety-sensitive aviation activities employees and DAMP Supervisors have access to a drug and alcohol education program:

- a) For personnel who are to become safety-sensitive aviation activities employees (and DAMP Supervisors) at induction and/or before the employee performs or is available to perform SSAA.

Additionally, EJAU schedules a DAMP refresher education program every 24 months (but no longer than 30 months) for all safety-sensitive activities employees, aligning with existing training requirements.

The EJAU drug and alcohol education program contains the following components:

- b) For safety-sensitive aviation activities, employees ' awareness of:
  - EJAU policy on drug and alcohol use; and
  - Drug and alcohol testing in the workplace; and
  - Support and assistance services for people who engage in the problematic use of drugs and alcohol; and
  - Information about the potential risks to aviation safety from the problematic use of drugs and alcohol; and
- c) Additionally, for DAMP Supervisors — education and training to manage people who engage in the problematic use of drugs or alcohol.

The education and training activity aims to inform personnel about:

- a) Their rights and responsibilities under the EJAU drug and alcohol management plan;
- b) The Australian aviation sector AOD policy and program;
- c) Potential work-related problems that result from the consumption of AOD;
- d) Their roles and responsibilities regarding safety, conduct and performance;
- e) The role of the Medical Review Officer;
- f) Support services available to personnel to address problems associated with alcohol or other drugs;
- g) How and for what reason substance/s are being tested;
- h) AOD testing procedures, including management of a non-negative test result.

EJAU will implement an education and consultation program to ensure that all employee representative groups are aware of the reasons behind the policy and its requirements. In addition to educating individual employees, contractors, and subcontractors, it will also include:

- a) Briefing and implementation training for all senior managers/supervisors;
- b) Briefing and implementation meeting with a site occupational health and safety committee/employee representative.

In addition to the content of the employee education sessions or material, EJAU DAMP Supervisors' training sessions will include:

- a) Discussion of the rationale for the policy and program and the implementation of the policy and program;
- b) Practical skills development in the identification of AOD-related problems in the workplace and how to appropriately address them;
- c) Communication, interviewing, and supervision skills training;
- d) Or the use of the CASA online training programme.

Ongoing access to education and training activities shall be made available to all personnel, including:

- a) The procedure documentation is available to all EJAU personnel. This material will be made available for induction, on display in libraries, and filed at all EJAU locations.
- b) Face-to-face education sessions delivered regularly, or on request, at each work location by the employee assistance provider or another suitably qualified trainer;

- c) Counselling, assistance and rehabilitation programs identified and promoted by EJAU during education sessions and induction programs for employees.

EJAU is committed to ensuring that all individuals who visit EJAU sites where SSAA are undertaken are aware of their responsibilities under this program and Part 99 subpart C.

The Quality Assurance & Safety Department manages compliance with the Drug and Alcohol Education program.

## 2.8 Drug and Alcohol Testing Program

CASR 99.010  
CASR 99.015  
CASR 99.045  
CASR 99.050  
CASR 99.055  
CASR 99.060  
CASR 99.080  
CASR 99.100  
CASR 99.105

**Note:** *In addition to the drug and alcohol testing conducted by or on behalf of ExecuJet MRO Services Australia under this program, safety-sensitive aviation activities employees (including all persons who perform duties in an aerodrome testing area) may also be subject to random drug and alcohol testing by CASA under Part 99C of the Civil Aviation Safety Regulations.*

### 2.8.1 Substances that will be included in the testing

EJAU will test for the following substances (but not limited to):

- a) Alcohol;
- b) Opiates;
- c) Cannabinoids;
- d) Cocaine;
- e) Amphetamines;
- f) Methamphetamine;
- g) Benzodiazepines.

### 2.8.2 How Testing Will Be Conducted

Any drug and alcohol testing done under this program will be conducted as follows:

- a) For breath testing for alcohol — use a device that meets either:
  - AS 3547:1997 - Breath alcohol testing devices for personal use; or
  - NMI R 126 - Pattern Approval Specifications for Evidential Breath Analysers.
- b) For oral fluid testing for drugs — in accordance with AS 4760:2006, Procedures for specimen collection, the detection and quantitation of drugs in the oral fluid;
- c) For urine testing for drugs — in accordance with AS 4308:2008, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

Any devices used in Drug or Alcohol Testing under this drug and alcohol management plan shall be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.

Testing is to be completed by a NATA-accredited laboratory.

### 2.8.3 *When Testing is Conducted*

Drug and alcohol testing of all employees in safety-sensitive aviation activities under this program will be conducted in the following circumstances:

a) Before the commencement of employment in a role performing SSAA

A person will be tested for alcohol and testable drugs when they first join EJAU, if the person will be working as a regular safety-sensitive aviation activities employee, or when the role of an existing employee is to change to that of a regular safety-sensitive aviation activities employee, unless:

- 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 SSAA, and the test results were not favourable.

b) Post-accident or serious incident

A person will be tested for alcohol and testable drugs after an accident or serious incident involving a safety-sensitive aviation activities employee that occurs whilst they are performing, or available to perform, an SSAA, provided that suitable test conditions exist. If a test is not to be carried out, the reason must be recorded in the investigation.

- Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:
  - Within 32 hours of the accident or incident for drug testing;
  - Within 8 hours of the accident or incident, alcohol testing; and
  - It is practicable to conduct a test.

c) On reasonable suspicion

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

d) On return to SSAA work

A person will be tested for alcohol and testable drugs if a safety-sensitive aviation activities employee is returning to work after a period during which the employee was not permitted under the civil aviation safety regulations to perform or be available to perform an SSAA because of alcohol or testable drug use or a related incident.

### 2.8.4 *Drug Test Results*

Suppose a confirmatory drug test conducted under this program returns a non-negative result. In that case, EJAU will consult a DAMP medical review officer to determine if the

presence and level of a testable drug detected by the test could be the Result of legitimate therapeutic treatment or some other innocuous source.

The EJAU AOD testing program aims to encourage an organisational culture that supports a workplace free from harm associated with the use of AOD. EJAU aims to deter personnel from having AOD present in their system when signing on for work, in the workplace, rostered on duty, on call, or when acting on behalf of EJAU at any event or in another workplace.

EJAU has engaged an independent company to assist it in carrying out AOD testing. EJAU personnel shall comply with any request made by either:

- a) A representative of the independent company;
- b) A DAMP Supervisor of EJAU.

To provide a sample in accordance with the specified method of AOD testing under the relevant standard. EJAU personnel shall provide the representative of the independent company with their name on request.

AOD testing may be carried out in the following additional circumstances: Follow-up Testing - Any employee who returns a non-negative test result in respect of Testing under Part 99 may be required to undergo subsequent tests over the period as required by the MRO to monitor the employee's ongoing compliance with this program. After that period or a lesser period determined by the supervisors/managers, the employee will revert to standard testing arrangements consistent with those of other employees.

The EJAU DAMP Supervisor or DAMP Contact Officer shall authorise any AOD test except (if applicable) in all circumstances. A referral for AOD testing shall be in writing.

The procedures for taking an oral fluid/urine sample from an employee and the subsequent testing of that sample are described in Appendix A and B. The methods for taking a breath sample from an employee and the subsequent testing of that sample are described in the attached Appendix C.

Where an employee has been referred for an AOD test in accordance with the above, EJAU may – at its discretion and if a DAMP Supervisor considers any employee to be at risk for the health and safety of themselves or other employees – cease that employee from SSAA until the results of any analysis of the known to EJAU. **This only applies if the DAMP is conducting complete laboratory-based testing.**

Any employee selected for such a drug test may nominate another person to attend and witness the procedure. Provided that the witness undertakes to comply, and does comply, with all directions given, EJAU will allow any such witness to attend as long as they can attend within a reasonable timeframe.

Any complaint or objection by an employee regarding the procedural steps taken by the collector should be submitted in writing to the employee's supervisor or manager before the end of the shift on which the test was conducted. The complaint or objection will be immediately referred to the DAMP Contact Officer, who will consult with the Testing Agency and respond in writing to the employee within two days or, if the test was non-negative, at the review hearing conducted, in accordance with the policy.

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

- The consumed level of the prescription drug does not exceed the level that the employee has been prescribed to take;
- 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 to have a detrimental effect on the employee's safety while performing their duties;
- In all cases, the employee can produce the original prescription to their managers/supervisors at an agreed time.

If testing confirms that the employee has contravened this policy, the employee will be subject to review, disciplinary procedure and/or counselling as per Section 1.11.

**Note:** *Personnel from the Testing Agency shall:*

- Behave in a manner that is professional, courteous, polite, impartial, objective and in accordance with EJAU Code of Conduct;
- Respect the privacy of test subjects.
- Not divulge the results of any test, or the response or behaviour of any person being tested, to any person other than the employee, the DAMP Supervisor, or the DAMP Contact Officer;
- Not offer personal comments about the lifestyle choices of personnel being tested or involved in the testing.

#### 2.8.5 *Drug and Alcohol Response Program*

CASR 99.010  
CASR 99.045  
CASR 99.100  
CASR 99.370  
CASR 99.375

#### 2.8.6 *Safety Sensitive Aviation Actives Employees Ceasing SSAA*

EJAU will not permit safety-sensitive aviation activities employees to perform, or be available to perform, SSAA in any of the following circumstances:

- a) Where EJAU is aware that a non-negative result for an initial drug test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory drug test that is not a non-negative result;
- b) Where EJAU is aware that a non-negative result for an initial alcohol test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory alcohol test that is not a negative result;
- c) Where EJAU is aware that:

- A non-negative result for a confirmatory drug test has been recorded for the employee; and
  - A DAMP medical review officer has not determined that the Result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
  - Mandatory pre-conditions for returning to work have not been met (see below).
- d) Where EJAU is aware that:
- A non-negative result for a confirmatory alcohol test has been recorded for the employee; and
  - A CASA medical review officer has not determined that the Result recorded could be a result of legitimate therapeutic treatment or some other innocuous source; and
  - Mandatory pre-conditions for a return to work have not been met (see below);
- e) Where EJAU is aware that a safety-sensitive aviation activities employee who has been required to take a drug or alcohol test has:
- Refused to take the test; or
  - Interfered with the integrity of the test.
- f) 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 alcohol;
- g) If an accident or serious incident has occurred involving the employee while they are performing or available to perform an 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 under suitable conditions, EJAU has not been notified of the results.

### 2.8.7 *Returning to SSAA*

Where EJAU has not permitted a safety-sensitive aviation activities employee to perform or be available to perform SSAA as a result of a drug or alcohol testing-related suspension event, EJAU will only allow the employee to begin again performing or being available to perform SSAA in the following circumstances:

- a) The employee has undergone a comprehensive assessment for drug or alcohol use;

- b) If the comprehensive Assessment recommends the employee commence a drug or alcohol intervention program, the employee has begun participating in a nominated drug or alcohol intervention program;
- c) The employee is considered fit to resume performing or being available to perform an SSAA by:
  - A DAMP medical review officer; and
  - The employee's treating clinician, if any.
- d) If the suspension event is 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:
  - It was not a non-negative result, and
  - A DAMP medical review officer is satisfied that the test result indicates the absence of testable drug use.

EJAU will permit a safety-sensitive aviation activities employee time to attend a nominated drug or alcohol intervention program, if:

- a) A DAMP medical review officer has advised EJAU that the employee should attend the program; and
- b) The employee is returning to work after a period during which the employee was not permitted to perform or be available to perform SSAA because of a non-negative test result for testable drug use or alcohol use.

Any failure to fulfil the obligations described in this DAMP will be considered serious misconduct on the part of the employee and will be treated as such in the context of disciplinary measures.

Any EJAU contractor, consultant or volunteer who refuses to be tested in accordance with this policy shall be refused entry to EJAU workplaces or requested to leave an EJAU workplace. They may be denied future access to the EJAU workplace until they produce a negative test result.

## **2.9 Self-Referral**

This policy and the available educational material aim to encourage EJAU personnel to recognise the problematic use of substances and obtain the assistance they need.

Any employee seeking assistance from their managers/supervisors or the EJAU Employee Assistance Program (EAP) will be afforded all necessary support. The matter will be treated in the strictest confidence.

Personnel seeking assistance from EJAU management will be offered assistance through counselling or other treatment/rehabilitation programs. They may be provided with flexible leave arrangements to complete any treatment/rehabilitation program. Any employee who wishes to seek professional counselling assistance related to alcohol or

drug-related problems is directed to the appropriate service providers. The nominated counsellors should be accredited members of the Employee Assistance Professional Association (EAPA).

EJAU has engaged service providers to provide therapeutic interventions to EJAU employees and contractors who require professional assistance to manage problematic AOD use. In determining the appropriate provider, EJAU considered matters of accreditation and qualification of the agency/practitioners, organisational procedures, and protocols and sought assurances of client confidentiality and security of information.

EJAU employees or contractors may wish to seek assistance from an AOD professional, independent of the employment arrangement established by EJAU.

### 2.9.1 *Employee assistance programs*

EJAU has established an in-house employee assistance program (EAP); however, it will utilise external service providers when professional services are required. These programs will be provided by external professional workplace counselling agencies engaged by EJAU to detect and resolve workplace or personal problems that negatively impact work performance. They provide employee education sessions, supervisor training, Assessment and referral, diagnosis, treatment, monitoring and follow-up. Employee assistance programs are not exclusively focused on AOD issues.

### 2.9.2 *General Practitioner*

The General Practitioner can be a precious source of support and information on AOD issues and may also become involved in treatment services. GPs are well-placed to address AOD problems, as they often have known their patients for some time and may also be aware of their family members and social circumstances.

### 2.9.3 *Other Service Providers*

In addition to the services provided by employee assistance programs and GPs, EJAU will recommend only appropriate organisations to the employee assistance programs for the accuracy and currency of information and/or support services provided.

EJAU will consider asking the service provider some of the following questions to help the employee determine whether their service is the right one for them. There are no right or wrong answers, but the responses that the questions elicit should provide the employee with some information they need to decide to commence a treatment:

- a) Does an authoritative accrediting body accredit this agency? Is this accreditation current?
- b) What professional qualification does my counsellor hold? Is my counsellor registered with a recognised registration board? Are they a member of a professional body within the Australian AOD sector? How much experience does my counsellor have in providing AOD treatment?
- c) Does the agency/counsellor follow particular clinical or other evidence-based guidelines?

- d) What is the agency's philosophy about AOD treatment (for example, does the agency work within an abstinence-only framework or does it recognise controlled use approaches)? Is this consistent with my philosophy and goals?
- e) Are staff trained to use formal Assessment and outcome measurement instruments? Are systematic protocols in place to ensure standardised, formal, written, and relevant assessments?
- f) What systems exist to remedy client complaints about inappropriate, inadequate or unacceptable service?
- g) How does the organisation/counsellor keep up to date with current trends and evidence in the AOD field? How is this used to improve outcomes for clients?
- h) How and where will my records be stored? Who will have access to my client's file? What safeguards exist to maintain the privacy, confidentiality and security of my personal information?
- i) How will the agency/counsellor address concurrent conditions? Does the agency/counsellor provide multi-disciplinary services or work collaboratively with other organisations?
- j) Will practical and achievable goals be negotiated with me? Will progress be measured against a treatment plan?
- k) Are there protocols for concluding treatment plans and assisting the exit from treatment?

## **2.10 Role of the Medical Review Officer**

CASR 99.030  
CASR 99.040  
CASR 99.085  
CASR 99.090  
CASR 99.095  
CASR 99.100  
CASR 99.105

EJAU will appoint and consult a DAMP medical review officer as part of its responsibilities under this program and the civil aviation safety regulations.

### **2.10.1 Who is a Medical Review Officer?**

A DAMP medical review officer is a medical practitioner who has:

- Competence in the field of interpreting drug and alcohol test results; and
- Knowledge of substance use disorders; and
- Knowledge of the contents of relevant standards and regulations.

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

EJAU will consult a DAMP medical review officer in the following circumstances:

- a) If a drug test conducted under the program returns a confirmatory drug test result for a safety-sensitive aviation activities employee of EJAU that is a non-negative 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
- b) To review medical information concerning a person's failure to give a sample for drug or alcohol testing because of a claimed medical condition;
- c) 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 an SSAA after being required to cease performing or being available to perform an SSAA for a drug or alcohol testing-related incident.

EJAU will provide access to advise on the safety effects of already prescribed medications or over-the-counter medicines through its own DAMP medical review officer, as required by employees, contractors, and subcontractors.

ExecuJet will only source an MRO from the CASA-approved list of MROs that have completed the MROCC course. The MRO and associated administration will be sourced through liaison with the Human Resources and Quality Assurance & Safety departments.

EJAU will consult with its own DAMP medical review officer to gain an opinion about the suitability of a drug or alcohol intervention program for a person who has undergone a comprehensive assessment.

## **2.11 Disciplinary Action**

Below are some of the issues EJAU had considered with its policy and procedure for disciplinary action:

- The consequences of a breach of the organisation's policies include repeated violations.
  - Ongoing requirement for follow-up testing;
  - Requirements for written undertakings.
- The company policy on absences for AOD-related issues, including treatment, counselling, and the implications for leave.
  - Paid or unpaid time.
  - Annual and sick leave can be accessed.
- The consequences for non-compliance with treatment.
- The consequences of breaching undertakings or treatment plans.

Any breach of this policy, as described above, will be considered serious misconduct on the part of the employee and will be treated accordingly in terms of the range of disciplinary measures.

EJAU's employees who breach this policy will be subject to disciplinary action, including termination of employment. The disciplinary penalties and sanctions that EJAU may impose in respect of any employee who breaches this policy on a first occasion may include a combination of the following:

- a) An initial written warning;
- b) Undergoing further tests for alcohol or other drugs, as determined by a substance abuse professional in consultation with supervisors/managers, including periodically over any period;
- c) The requirement to provide written undertakings in relation to compliance in the future with the provisions of this procedure.

During this period, and while undergoing any agreed therapeutic intervention as provided above, the employee shall take sick leave, annual leave, or other accrued paid leave entitlements, such as rostered days off.

Any employees who are required to attend ongoing counselling, or are counselled to seek medical treatment, will be required to participate in such counselling or obtain such medical treatment and provide EJAU with written confirmation or evidence that they have done so.

Any EJAU contractor, consultant or volunteer who refuses to be tested in accordance with this policy shall be refused entry to EJAU workplaces or requested to leave an EJAU workplace. They may be denied future access to the EJAU workplace until they produce a negative test result.

Where the employee's paid leave entitlements are insufficient to cover the period of the absence, or where the employee prefers to maintain all or some of those paid entitlements, they may apply to the organisation for unpaid leave, and the organisation may agree to such an application.

Any refusal or failure to attend counselling or medical treatment sessions may give rise to circumstances that may warrant further disciplinary measures.

## **2.12** *Procedural Reviews*

Suppose an employee is in dispute or has a grievance, either with the procedures that have been undertaken or from any disciplinary action arising from the drug and alcohol program. In that case, a review will ordinarily be undertaken. This review will follow the EJAU internal grievance process or any agreed-upon dispute resolutions. Refer to the EJAU policy and procedure for reviewing decisions in the event of a grievance or dispute.

## **2.13** *Privacy*

The Privacy Act 1988 may apply to information gathered under this program and information held about drug and alcohol testing outcomes, whether conducted by EJAU or by CASA.

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

EJAU is committed to a supportive environment where fitness-for-duty issues can be discussed and resolved with dignity, sensitivity, and confidentiality. An employee may request access to a medical review officer or the Employee Assistance Program to help protect their privacy. An employee is only required to divulge personal information to EJAU, where this is a reasonable necessity to ensure the effective operation of this program.

## **2.14** *Review, Audit and Compliance*

CASR 99.085  
CASR 99.090  
CASR 99.095

EJAU will review this program at regular intervals of at least every five years, or as directed by CASA, to ensure its continued compliance with civil aviation safety regulations requirements.

To ensure the appropriate development, implementation, and enforcement of the EJAU program, CASA may conduct audits of EJAU and require it to provide relevant documentation.

## **2.15** *Provision of Information and Record-Keeping*

CASR 99.080  
CASR 99.100  
CASR 99.105

### **2.15.1** *Provision of Information*

EJAU will ensure it records and supplies information in respect of:

- Drug and alcohol testing;
- Drug and alcohol education; and
- Drug and alcohol response;
- The number of SSAA employees engaged; and
- Details of the current DAMP Contact Officer.

Additionally, where requested to do so, EJAU will supply information about the identity of a drug and alcohol management plan employee to a CASA-approved tester within one hour of receiving such a request.

The information reported to CASA will not contain any additional details beyond the required civil aviation safety regulations, which may identify individuals employed by EJAU, contractors, or subcontractors.

### **2.15.2** *Record Keeping*

EJAU will keep all records about this drug and alcohol management plan to provide information to CASA for five years. This information will be kept in a secure location.

Within six months of the expiry of the five-year record-keeping period, EJAU will ensure such records are destroyed or deleted.

## **2.16 Variations**

CASR 99.085  
CASR 99.090  
CASR 99.095

EJAU may be required by CASA to make specific changes to this program or to develop a new program, ensuring ongoing compliance with civil aviation safety regulations.

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

EJAU reserves the right to implement variations or amendments to this program at any time. If CASA has not directed these changes, three months of written notice will be given to employees to that effect.

Unless otherwise determined, such variations or amendments shall have the same force and effects as if included in this program from when the three-month notice expires. Variations will be communicated via electronic media in a memorandum or 'read and sign' document.

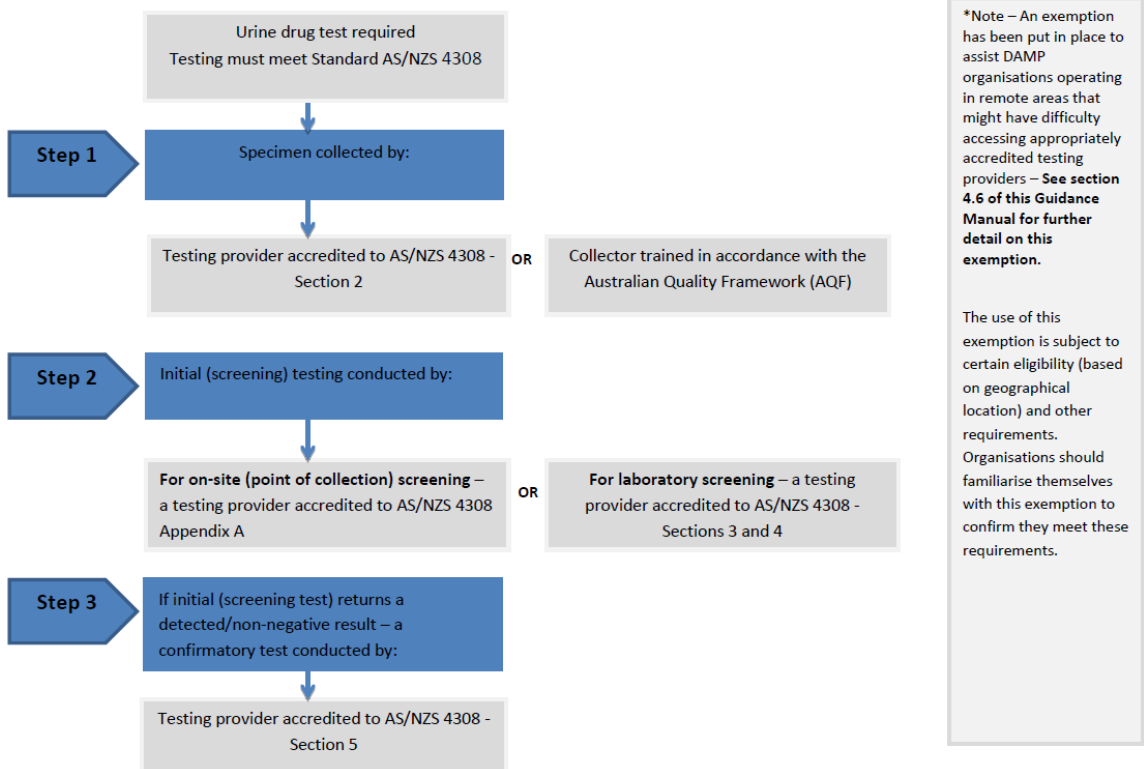
## **APPENDIX A - SAMPLE COLLECTION PROCEDURES FOR DRUG TESTS (URINE)**

The following procedures are to be used for collecting samples to be analysed in accordance with Australian Standard 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. The procedures followed do not raise doubts about the accuracy and reliability of the collection process in terms of sample security and chain of custody requirements.

- 1.1 Upon arrival at the testing area, the employee selected for a drug test will be required to show identification, or else the employee's identity will be verified by the supervisors/managers. If the individual's identity cannot be established unequivocally, the collector will not proceed with the collection.
- 1.2 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 access to water, soap, or other materials that might be used to adulterate the sample, including the addition of a blue colouring agent to the toilet water.
- 1.3 The tested employee 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.
- 1.4 Upon receiving the sample, the collector shall determine that there is sufficient sample to enable all required testing to be performed. If there is insufficient urine for testing, an additional sample will be collected for testing.
- 1.5 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 4 minutes of the sample being passed into the beaker. The temperature will be measured using a device separate from or part of the collection beaker.
- 1.6 After the sample has been provided to the collector, an initial test will be conducted; the employee is then permitted to wash their hands.
- 1.7 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 outlined in Australian Standard 4308:2008.
- 1.8 The collector and the employee shall always keep the sample in view before it is sealed and labelled.
- 1.9 If the initial test is non-negative, the sample shall be transferred from the collection beaker into two bottles in approximately equal proportions. 'Sample A', 'Sample B' and 'Sample C';
- 1.10 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.

- 1.11 Before the samples are sealed in a container, the donor shall initial the identification seals on each bottle to certify that the sample was collected from them. The identification seals will also list two unique identifiers and the collection date.
- 1.12 All the information contained on the identification seals will be entered onto the Drug Test Form. It will be signed by both the collector and the employee whose sample is being tested, certifying ownership of the sample provided and giving consent for the sample to be tested in accordance with the Testing Agency and Australian Standard 4308:2008. The employee will be given a copy of the Drug Test Form at the end of the sample collection and sealing procedures for their records.
- 1.13 The samples collected will be sent to a laboratory for testing in accordance with the Standards recommended in AS 4308:2008.
- 1.14 Drug testing procedure – Urine, as below;



## **APPENDIX B – SAMPLE COLLECTION PROCEDURES FOR DRUG TESTS (ORAL FLUID)**

The following procedures are to be used to collect samples to be analysed in accordance with Australian Standards 4760:2008 "Procedures for Specimen Collection and the Detection and Quantitation of Drugs in oral fluid". Any departure from the specified sample collection procedures will not invalidate a drug test result. The procedures followed do not raise doubts about the accuracy and reliability of the collection process in terms of sample security and chain of custody requirements.

### ***For the conduct of an initial test using the approved drug testing device:***

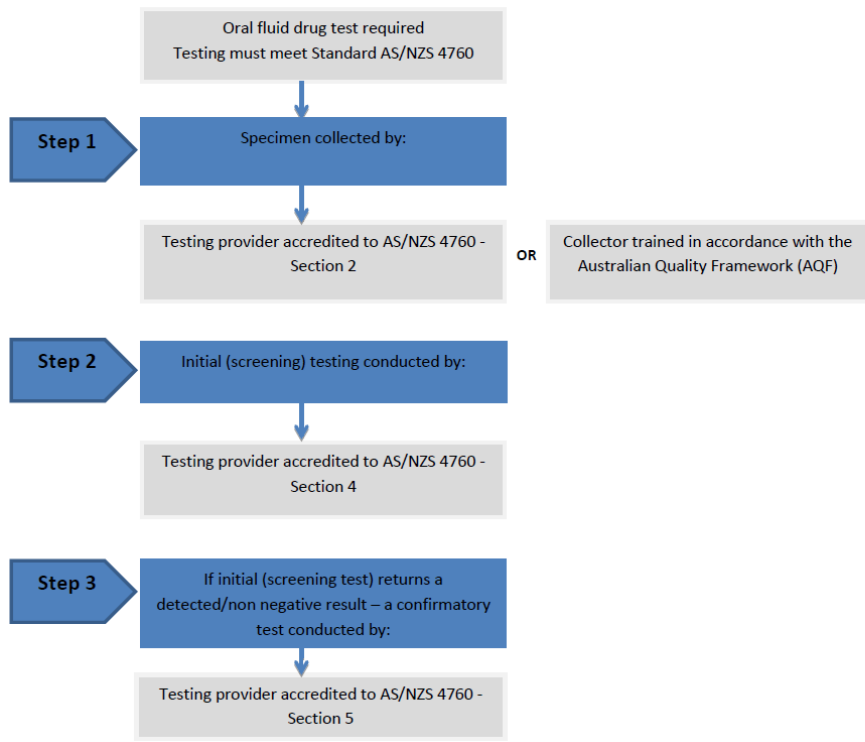
#### *Taking samples:*

- 1.1 On arrival at the testing area, the employee selected for a drug test will be required to show identification, or else the employee's identity will be verified by the supervisors/managers. If the individual's identity cannot be established unequivocally, the collector will not proceed with the collection.
- 1.2 The collector will ensure that the donor's mouth is free from foreign substances prior to the test.
- 1.3 Follow the manufacturer's procedures, including the storage of all cartridges and readers, and the collector may ask the donor to hold and actively swab around the gums and tongue and inside the cheeks of the donor until a sufficient sample has been obtained.
- 1.4 The collector will determine if the initial test was non-negative or negative. This mechanism will depend on the device that was used.

#### *Preparing samples for a confirmatory:*

- 1.5 Once a sufficient sample has been obtained, the collector is to:
  - a) Open the lid of the sample buffer bottle;
  - b) Using a sterile pipette, divide the remaining content of the sample buffer bottle approximately evenly between two specimen tubes that have not previously been used;
  - c) Close each of the specimen tubes;
  - d) Endorse two tamper-evident seals with the tester's initials, the sample identifier, and on one seal, 'Sample A' and the other 'Sample B';
  - e) Ask the donor to initial each tamper-evident seal.
  - f) Apply one of these endorsed tamper-evident seals across the lid of each of the two specimen tubes; and
  - g) Place the specimen tubes in suitable packaging for dispatch to the approved laboratory for confirmatory testing.

- 1.6 Both the collector and the employee shall always keep the sample in view prior to it being sealed and labelled.
- 1.7 All the information contained on the identification seals will be entered onto the Drug Test Form. It will be signed by both the collector and the employee whose sample is being tested, certifying ownership of the sample provided and giving consent for the sample to be tested in accordance with the Testing Agency and Australian Standard 4760:2008. The employee will be given a copy of the Drug Test Form at the end of the sample collection and sealing procedures for their records.
- 1.8 The samples collected will be sent to a laboratory for testing in accordance with the Standards recommended in AS 4760:2008.
- 1.9 Drug testing procedure – oral fluid, see below;



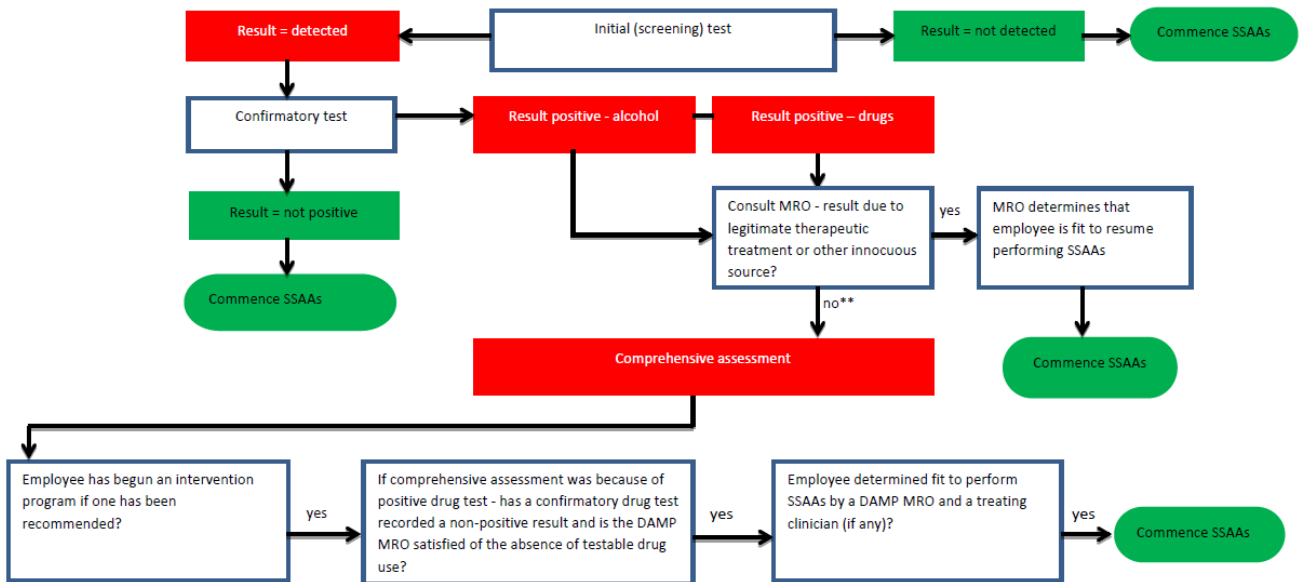
**\*Note – An exemption has been put in place to assist DAMP organisations operating in remote areas that might have difficulty accessing appropriately accredited testing providers – See section 4.6 of this Guidance Manual for further detail on this exemption.**

The use of this exemption is subject to certain eligibility (based on geographical location) and other requirements. Organisations should familiarise themselves with this exemption to confirm they meet these requirements.

## **APPENDIX C - SAMPLE COLLECTION PROCEDURES FOR BREATH ALCOHOL TESTS**

- 1.1 The collector will explain the procedures for conducting the breath analysis, which will be in accordance with the operating manual for the breath analysis machine.
- 1.2 The employee will be asked to blow into a mouthpiece attached to the breath analysis machine.
- 1.3 If the initial test result is non-negative, the results from the machine will be recorded on the Breath Alcohol Test Form, and if the test is non-negative, a second confirmatory test will be required.
- 1.4 After waiting for a minimum of 15 minutes in the presence of the collector or supervisors/managers, the employee will be required to supply the second sample for confirmatory testing.
- 1.5 If the second test is non-negative, both the collector and the employee will sign the Breath Alcohol Test Form, and the employee will also sign a statement that they will cease performing SSAA if the reading for BAC is 0.02% or above.
- 1.6 Where an employee has registered a BAC reading of 0.02% or above, EJAU will ensure that arrangements are made to see the employee home safely.
- 1.7 Complies with Australian Standard 3547:1997.

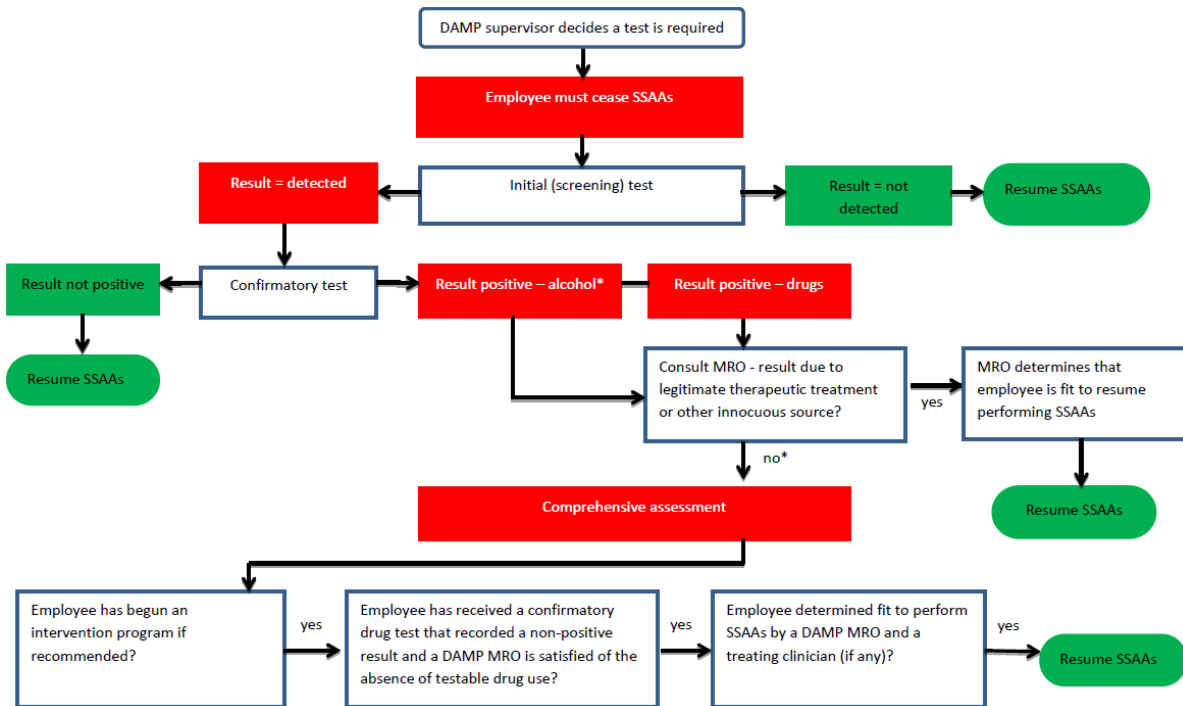
**APPENDIX D - DAMP TESTING: WHEN AN EMPLOYEE FIRST JOINS THE ORGANISATION AS A 'REGULAR SSAA EMPLOYEE'\***



\* Existing employees whose role is changing to include SSAAs must also be tested before they commence performing such activities. Note that in certain circumstances the use of a pre-hiring drug or alcohol test is permitted. Organisations should familiarise themselves with the relevant exemption to confirm whether they are eligible to use it.

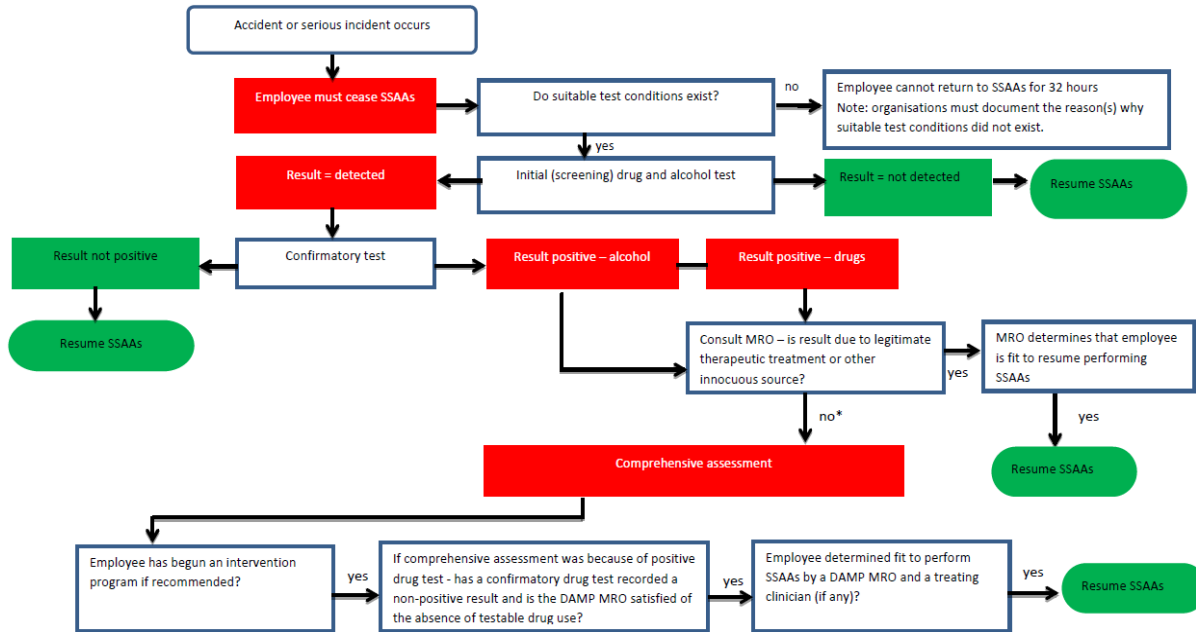
\*\* CASR Part 99 is silent on whether an organisation should proceed to employ an individual who has returned a positive result for either a confirmatory alcohol test or a confirmatory drug test when an MRO has confirmed that the result was not the result of legitimate therapeutic treatment or other innocuous source. CASA plays no part in this decision. Rather, it is based on the individual organisation's policy on such matters. If an organisation elects to proceed with the hire, they must ensure that all the requirements of the DAMP response program (comprehensive assessment, intervention program begun if recommended etc.) have been met before that employee commences SSAAs.

**APPENDIX E - DAMP TESTING WHEN A DAMP SUPERVISOR HAS 'REASONABLE GROUNDS' TO BELIEVE THAT AN SSAA EMPLOYEE MAY BE ADVERSELY AFFECTED BY A TESTABLE DRUG OR ALCOHOL**



\* Part 99 is silent on whether an organisation should return an employee to SSAAs after a positive result for either a confirmatory alcohol test or a confirmatory drug test when an MRO has confirmed that the result was not the result of legitimate therapeutic treatment or other innocuous source. CASA plays no part in this decision. Rather, it is based on the individual organisation's policy on such matters. If an organisation does elect to return an employee to SSAA duty in these circumstances, they must ensure that all the requirements of the DAMP response program (comprehensive assessment, intervention program begun if recommended etc.) have been met before that employee resumes SSAAs.

**APPENDIX F - DAMP TESTING AFTER AN 'ACCIDENT' OR 'SERIOUS INCIDENT'**



\* Part 99 is silent on whether an organisation should return an employee to SSAAs following a positive result for a confirmatory AOD test after an accident or serious incident. CASA plays no part in this decision. Rather, it is based on the individual organisation's policy on such matters. If an organisation does elect to return an employee to SSAA duty in these circumstances, they must ensure that all the requirements of the DAMP response program (comprehensive assessment, intervention program begun if recommended etc.) have been met before that employee resumes SSAAs.