



ROCKHAMPTON AERODROME DRUG AND ALCOHOL MANAGEMENT PLAN

This DAMP has been developed to meet the requirements of
Civil Aviation Safety Regulations 1998 (CASR) Part 99B
and
Rockhampton Regional Council's Drug and Alcohol Policy & Procedure

Rockhampton Aerodrome

PO Box 2116
WANDAL QLD 4700

ABN: 59 923 523 766

DAMP Amendment Record

DAMP AMENDMENT RECORD

Amendment No.	Date	Amendment Details	Approved by
001	23/03/2009	Original Issue	Iain Lobegeier
002	February 2016	Reviewed and revised entire content	Tracey Baxter
003	November 2017	Change of test provider and process Change of organisational structure	Tracey Baxter
004	March 2020	Update to reflect change of organisational structure Updated Health & Wellbeing Observation & Assessment Checklist	John Barnden

Distribution List

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Glossary & Definitions

GLOSSARY

AOD	Alcohol and other drugs
CASA	Civil Aviation Safety Authority
CASR Part 99B	Part 99B of the <i>Civil Aviation Safety Regulations 1998</i>
DAMP	Drug and Alcohol Management Plan
MRO	Medical Review Officer
RRC	Rockhampton Regional Council
SSAA	Safety-sensitive aviation activity

PART 99 DEFINITIONS

Part 99 of the *Civil Aviation Safety Regulations 1998* contains legal definitions for certain terms used in Part 99. These definitions are reproduced in Attachment A of this document.

AUTHORISATION

This Drug and Alcohol Management Plan (DAMP) is issued with the authority of the Chief Executive Officer, Rockhampton Regional Council. It is implemented by the Senior Coordinator Airport Operations, pursuant to the *Civil Aviation Safety Regulation, Part 99.010*.



.....
Evan Pardon
Chief Executive Officer
Rockhampton Regional Council

1 GENERAL

1.1 INTRODUCTION

Rockhampton Aerodrome is required by Part 99B of the *Civil Aviation Safety Regulations 1998* (**CASR**) to develop a Drug and Alcohol Management Plan (**DAMP**), covering employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (**SSAA**).

The aim of a DAMP is 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 Rockhampton Aerodrome implements its DAMP. It is an important document that all employees should be familiar with.

The DAMP is used in conjunction with Rockhampton Regional Council's Drug and Alcohol Policy and Procedure framework for RRC employees.

Note: SSAA is defined in section 33 (1) of the *Civil Aviation Act 1988* as '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'.

The specific categories of Rockhampton Aerodrome SSAA employees to which this DAMP applies are set out in section 1.4 – 'Application' – below.

1.2 ROCKHAMPTON AERODROME POLICY ON AOD USE

The health, wellbeing and safety of personnel are of paramount importance to Rockhampton Regional Council. All individuals have a right to be safe at a Rockhampton Regional Council workplace. Alcohol and Other Drugs, when present in persons in the workplace, have the potential to increase risk of harm in the workplace and adversely impact upon fitness for work.

Rockhampton Regional Council 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. The purpose of this policy is to outline the strategies and processes that will be used by Rockhampton Aerodrome to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

Rockhampton Aerodrome takes a multi-strategy approach that incorporates education, support, testing and people management. The policy is based on safety outcomes and not whether a positive test result is illicit or legal. Where illegal activity involving a Council employee occurs, Rockhampton Regional Council's Code of Conduct and other policies will apply. This policy also recognises permissible therapeutic drug use under the guidance of a physician or pharmacist.

1.3 KEY CONTACTS

1.3.1 DAMP Contact Officer

Rockhampton Aerodrome has appointed the following DAMP contact officer, who will be the primary liaison point for CASA in relation to the responsibilities of Rockhampton Aerodrome under CASR Part 99B:

Airport Compliance Officer
Telephone: 07 49368011
Email: debbie.mckee-hegarty@rrc.qld.gov.au
Address: Rockhampton Aerodrome Administration Office
Terminal Building Mezzanine Floor
Terminal Drive,
Rockhampton Qld 4700

1.3.2 DAMP Supervisor

Rockhampton Aerodrome has appointed the following key personnel as DAMP supervisor(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.

<i>Position</i>	<i>Telephone</i>	<i>Mobile</i>
<i>Primary DAMP Supervisor</i>		
<i>Senior Coordinator Airport Operations</i>	<i>07 49368042</i>	<i>0439 716496</i>
<i>Alternate DAMP Supervisors</i>		
<i>Airport Operations Coordinator</i>	<i>07 49368012</i>	<i>0419 842650</i>
<i>Airport Operations Supervisors</i>	<i>07 49368328</i>	<i>0448 619596</i>

1.3.3 DAMP Medical Review Officer

A Medical Review Officer is a medical practitioner that 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.

Rockhampton Aerodrome use the services of a CASA approved Medical Review Officer engaged by The Drug Detection Agency.

1.4 APPLICATION

Who is covered by this DAMP?

This DAMP applies to all Rockhampton Aerodrome individuals who perform, or are available to perform, a SSAA.

These individuals are:

- All Visitor Identification Card or Aviation Security Identification Card holders
- Volunteers of Rockhampton Aerodrome
- All Airside Drivers
- Persons employed directly by Rockhampton Regional Council to undertake work at Rockhampton Aerodrome
- Contractors engaged by Rockhampton Aerodrome
- Subcontractors engaged by contractors of Rockhampton Aerodrome; and
- Persons employed by those contractors and subcontractors.

In this program the individuals listed above are all referred to as “SSAA employees” even though they may not be directly employed by Rockhampton Aerodrome.

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

Rockhampton Aerodrome employees engaged in SSAA roles are not in specific roles listed in legislation but are covered by **99.015 (2)(a)** *any activity undertaken by a person, other than as a passenger, in an aerodrome testing area.*

Where individuals are employed by a company who in turn provide a service directly to Rockhampton Aerodrome the onus is on those companies to demonstrate to Rockhampton Aerodrome that their employees:

- If not having worked previously at the aerodrome, have been screened negative for drugs and alcohol prior to deployment into a SSAA.
- Are aware of the permissible limits regarding alcohol and other drugs;
- Are aware of the implications of any breeches by themselves and to the company including covering the cost of any confirmatory testing; and
- Will comply fully with Rockhampton Aerodrome DAMP requirements;
- Undertake Drug and Alcohol Education before they operate airside.

1.5 CONTENT OF THIS DAMP

This DAMP comprises three key elements:

- Drug and alcohol **education** program (see further section 2).
- Drug and alcohol **testing** program (see further section 3).
- Drug and alcohol **response** program (see further section 4).

1.6 RESPONSIBILITIES UNDER THIS DAMP

1.6.1 Responsibilities of Rockhampton Aerodrome

Rockhampton Aerodrome must:

- prior to employment make this DAMP available to each SSAA employee before they begin to perform, or become available to perform, a SSAA
- for current SSAA employees, make this program available to each employee by the end of the working day on which the employee next performs or is available to perform an SSAA
- keep records related to the implementation of this DAMP
- not permit a SSAA employee to perform, or be available to perform, a SSAA in any of the following circumstances:
 1. If a DAMP supervisor has reasonable grounds to believe that the employee may be adversely affected by AOD.
 2. 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:
 - a. for the period that suitable test conditions exist for conducting AOD tests on the employee – a test has not been conducted; or
 - b. if tests have been conducted and Rockhampton Aerodrome has not been notified of the test results.
 3. If a 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 – to not permit that SSAA employee to again perform or be available to perform SSAA until all mandatory pre-conditions have been met.

1.6.2 Responsibilities of SSAA employees of Rockhampton Aerodrome

SSAA employees of Rockhampton Aerodrome:

- must not perform, and/or be available to perform, a SSAA if adversely affected by AOD, until they are no longer adversely affected
- are subject to AOD testing under this DAMP while performing, or being available to perform, a SSAA for Rockhampton Aerodrome
- will be required to provide a body sample if they are to be tested for AOD by Rockhampton Aerodrome or by CASA for the purposes of conducting such tests
- must immediately cease performing, or being available to perform, a SSAA if he or she:
 - returns a positive result for an AOD test
 - fails to comply with a request by an approved tester to provide a body sample for CASA AOD testing
 - fails to comply with a request to provide a body sample for Rockhampton Aerodrome AOD testing under this DAMP; or
 - interferes with a body sample they provide for AOD testing by CASA or Rockhampton Aerodrome.

- if required to cease performing, or being available to perform, SSAAs because of an incident related to AOD use – must not again perform or be available to perform SSAA until all mandatory pre-conditions have been met; and
- are encouraged to disclose to Rockhampton Aerodrome if they have consumed a level of alcohol, or have taken any drug, that may adversely affect their ability to carry out a SSAA.

SSAA contractors:

- Meet all costs associated with laboratory testing, medical reviews and intervention programs arising from compliance with this plan.

1.6.3 Responsibilities of DAMP Supervisors

Rockhampton Aerodrome has appointed key personnel as DAMP Supervisor(s) as identified at Section 1.3.2 of this document. DAMP supervisors have been trained on how to form an opinion as to whether an organisation's personnel may be adversely affected by AOD and are authorised by Rockhampton Aerodrome to form such an opinion in appropriate cases.

All Rockhampton Regional Council employees that suspect a fellow Rockhampton Regional Council employee or contractor engaged in SSAA, may be adversely affected by a testable drug or under the influence of alcohol, should report their concerns directly to the DAMP Supervisor(s) as soon as practicable. An initial assessment will be conducted by the DAMP Supervisor. (Refer Appendix E)

Where a DAMP Supervisor forms that opinion, they must direct the Rockhampton Regional Council employee or contractor engaged in a SSAA to cease performing or being available to perform a SSAA at Rockhampton Aerodrome. Where required to do so by a DAMP Supervisor, Rockhampton Regional Council employees engaged in SSAA must cease performing or being available to perform a SSAA at Rockhampton Aerodrome.

Rockhampton Regional Council employees that suspect a DAMP Supervisor of Rockhampton Aerodrome may be adversely affected by a testable drug or under the influence of alcohol when completing a SSAA, should report their concerns to another Rockhampton Aerodrome DAMP Supervisor.

Where a worker makes a submission based upon a reasonable suspicion that another worker is impaired and subsequently the submission is deemed to be vexatious or frivolous, appropriate action will be taken against the worker making the submission.

If a DAMP Supervisor forms an opinion that an employee is adversely affected by AOD, the matter will be referred to the Primary DAMP Supervisor to initiate AOD testing.

A list of Rockhampton Aerodrome appointed DAMP Supervisor(s) is attached to Rockhampton Aerodrome notice boards.

The DAMP Supervisor must ensure that AOD testing is arranged for any SSAA employees involved in a serious work related incident or accident.

2 DRUG AND ALCOHOL EDUCATION PROGRAM

2.1 OVERVIEW

Rockhampton Aerodrome will ensure that all SSAA employees and DAMP supervisors complete Rockhampton Aerodrome's drug and alcohol education program when they first join the organisation and before they perform, or are available to perform, a SSAA.

Rockhampton Aerodrome will also provide refresher drug and alcohol education to all SSAA employees at an interval of no longer than 30 months since completion of the prior drug and alcohol education program.

All Rockhampton Regional Council workers will also be required to complete Council's Corporate Drug and Alcohol training during their induction to Council and complete refresher training at toolbox talks at least once annually.

2.2 MANDATORY COMPONENTS OF THE EDUCATION PROGRAM

Rockhampton Aerodrome'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.
- Additionally for DAMP supervisors – education and training to identify and manage employees who engage in problematic AOD use.

2.3 ROCKHAMPTON AERODROME DRUG AND ALCOHOL EDUCATION PROGRAM

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

- Rockhampton Aerodrome policy on drugs and alcohol use
- Drug and alcohol testing in the workplace
- Support and assistance services for people who engage in problematic use of drugs and alcohol
- Information about the potential risks to aviation safety from problematic use of drugs and alcohol
- How to access the Rockhampton Aerodrome Drug and Alcohol Management Plan

Further training on drug and alcohol management, including e-Learning modules, can be found on the CASA website, www.casa.gov.au.

3 DRUG AND ALCOHOL TESTING PROGRAM

3.1 SUBSTANCES THAT WILL BE INCLUDED IN TESTING

Rockhampton Aerodrome will test for the following substances:

1. Alcohol
2. Opiates
3. Cannabinoids
4. Cocaine
5. Amphetamines
6. Benzodiazepines

For alcohol, a concentration of less than 0.02 grams of alcohol in 210 litres of breath.

3.2 HOW WILL TESTING BE CONDUCTED?

AOD testing under this DAMP will be conducted as follows:

- breath testing for alcohol — using a device that meets either of the following standards:
 - Standard AS 3547-1997, breath alcohol testing devices for personal use
 - Standard NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers
- oral fluid testing for drugs — in accordance with standard AS 4760-2006 – ‘Procedures for specimen collection and the detection and quantitation of drugs in oral fluid’.
- for urine testing for drugs — in accordance with standard AS/NZS 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 DAMP must be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.

3.3 WHEN WILL TESTING BE CONDUCTED?

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

3.3.1 When first joining Rockhampton Aerodrome

Type of test: *Alcohol – Breath*
 Drugs – Urine

A person will be tested for alcohol and testable drugs when they first join Rockhampton Regional Council, if the person will be working as a regular SSAA employee (see Attachment A for definition), or when the role of an existing employee is to change to that of a regular SSAA

Drug and Alcohol Testing Program

- If the organisation is aware that a SSAA employee, after having been required to take a drug or alcohol test:
 - refused to take the test; or
 - interfered with the integrity of the test.

3.3.5 Random Testing

Type of initial test: Alcohol – Breath
Drugs – Saliva

Type of confirmatory test: Alcohol - Breath
Drugs - Urine

With the approval of the Manager Airport the Primary DAMP Supervisor may elect to conduct a random test of SSAA employees. The method of selection for testing will be completed using a process that cannot reasonably be circumvented by any member of the selection group and has an outcome that achieves selection by chance only.

The methods and process for random selection of RRC employees will be in accordance with the RRC Drug and Alcohol Procedure but for permitted levels in accordance with CASA CASR99.010 sub regulation (2A).

Note: in addition to the AOD testing conducted by or on behalf of Rockhampton Aerodrome under this program, SSAA employees may also be subject to random AOD testing by CASA under CASR Part 99C.

3.4 WHO WILL CONDUCT THE TESTING?

Random testing undertaken by CASA will be conducted on any day, and at any hour, by a CASA Approved Tester.

Rockhampton Aerodrome will conduct all AOD testing by accredited providers in accordance with the standards specified in Section 3.2 of this document.

3.5 REQUIREMENTS RELATING TO DAMP MEDICAL REVIEW OFFICER

Rockhampton Aerodrome must consult a DAMP medical review officer in the following circumstances:

1. If a drug test conducted under the program returns a confirmatory drug test result for a SSAA employee of the organisation that is a positive result - to determine if the presence and level of a testable drug detected by a test could be the result of legitimate therapeutic treatment or some other innocuous source (eg. pain relief medication containing codeine); and;
2. To review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a medical condition;
3. To determine, in consultation with the SSAA employee's treating clinician (if any) if the SSAA employee is fit to resume performing or being available to perform a SSAA after being required to cease performing or being available to perform SSAA for a drug or alcohol testing related incident.

4 DRUG AND ALCOHOL RESPONSE PROGRAM

4.1 SSAA PERSONNEL CEASING SSAAS

Rockhampton Aerodrome will not permit a SSAA employee to perform, or be available to perform, a SSAA in any of the following circumstances:

1. Where Rockhampton Aerodrome is aware that a positive result for an initial drug or alcohol test has been recorded and the SSAA employee has not, in respect of that test result, recorded a negative test result for a confirmatory drug and alcohol test;
2. Where Rockhampton Aerodrome is aware that:
 - 2.1. a positive result for a confirmatory drug test has been recorded for the SSAA employee; and
 - 2.2. 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
 - 2.3. mandatory preconditions for return to work have not been met;
3. Where Rockhampton Aerodrome is aware that:
 - 3.1. a positive result for a confirmatory drug test has been recorded for the SSAA employee; and
 - 3.2. a CASA medical review officer has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - 3.3. mandatory preconditions for return to work have not been met;
4. Where Rockhampton Aerodrome is aware that a SSAA employee who has been required to take a drug or alcohol test has:
 - 4.1. refused to take the test; or
 - 4.2. cannot produce a sample within a 2 hour period from an event triggering a test (maximum of 3 breathalyser attempts for alcohol test and 3 saliva tests and 2 urine samples for drug testing); or
 - 4.3. interfered with the integrity of the test.
5. If a DAMP Supervisor suspects the SSAA employee's faculties may be impaired due to the person being under the influence of drugs or alcohol;
6. If an accident or serious incident has occurred involving the SSAA employee whilst they are performing or available to perform an SSAA and either:
 - 6.1. for the period that suitable test conditions exist for conducting drug or alcohol tests on the SSAA employee — a test has not been conducted; or

- 6.2. if tests have been conducted under suitable test conditions, Rockhampton Aerodrome has not been notified of the test results.

4.2 PERSONNEL RETURNING TO SSAA

Where Rockhampton Aerodrome has not permitted a SSAA employee to perform, or be available to perform, a SSAA as a result of a drug or alcohol testing related suspension event, Rockhampton Aerodrome will only permit the SSAA employee to again begin performing or being available to perform an SSAA in the following circumstances:

1. The SSAA employee has undergone a comprehensive assessment for drug or alcohol use; and
2. If the comprehensive assessment recommended the SSAA employee commence a drug or alcohol intervention program — the SSAA employee has begun participating in a nominated drug or alcohol intervention program; and
3. The SSAA employee is considered fit to resume performing, or being available to perform, a SSAA by:
 - 3.1. a DAMP medical review officer; and
 - 3.2. the SSAA employee's treating clinician, if any;
4. If the suspension event related to a drug test — at the time the SSAA employee was considered fit to resume performing SSAA activities, the SSAA employee receives a confirmatory drug test and records, for the test, a result that:
 - 4.1. was not a positive result; and
 - 4.2. a DAMP medical review officer is satisfied the test indicates the absence of testable drug use.

Time off to attend a nominated intervention program

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

1. A DAMP medical review officer has advised Rockhampton Aerodrome that the SSAA employee should attend the program; and
2. The SSAA employee is returning to work after a period during which the individual was not permitted to perform or be available to perform an SSAA because of a positive drug use or alcohol test result.

5 NON-CONFORMANCE ISSUES

In accordance with Rockhampton Regional Council's Code of Conduct all employees of Rockhampton Regional Council must comply with the Laws of the Australian Government.

SSAA employees consuming permissible therapeutic drugs under the guidance of a physician or pharmacist will be assessed by the Primary DAMP Supervisor on a case by case basis for the suitability to undertake alternate duties.

Non-conformance issues that arise in relation to this DAMP will be addressed in accordance with Rockhampton Regional Council policies and the following details:

- Personnel that advise the DAMP Supervisor of a medical condition that requires temporary medication that is not compliant with the performance of SSAA duties may be;
 - offered alternative duties within Rockhampton Regional Council, dependent upon the availability of appropriate duties that the individual has the capacity to complete safely;
 - medically assessed as being suitable to continue with SSAA duties;
 - able to take leave in accordance with the relevant policies.
- Records of all tests that have been confirmed as positive by the Medical Review Officer will be kept on file by Rockhampton Regional Council.
- Personnel who have returned a positive result will be immediately suspended from the workplace and transported home as soon as possible in accordance with RRC Drug and Alcohol Policy, until the confirmatory test is completed. If the confirmatory test is positive, the individual will be required to 'show cause' why their employment should not be terminated. The SSAA employee will remain on suspension until the discipline process is finalised.
- Personnel who have been unable to produce a sample for testing purposes will be immediately suspended from the workplace and transported home as soon as possible in accordance with the RRC Drug and Alcohol Policy, until test is completed on next ordinary working day.
- Disciplinary action, in accordance with RRC Drug and Alcohol Policy, will apply where the MRO determines a confirmed positive test for a drug cannot be attributed to unintended medicinal use of a drug.
- Disciplinary action, in accordance with RRC Drug and Alcohol Policy, will apply where confirmed positive testing for alcohol occurs when engaged in or able to perform an SSAA.
- Disciplinary action, in accordance with RRC Drug and Alcohol Policy, will apply where an SSAA employee refuses to undertake or tampers with an AOD test.

Non-Conformance Issues

To ensure continuity of employment, employees that have produced a confirmed positive test for alcohol or a drug must undertake and complete any rehabilitation program considered necessary by the MRO

- Personnel that have returned to work following a confirmed positive test for alcohol or a drug will be required to undergo return to duty follow-up tests at intervals of 1, 3 and 9 months. The type of testing required will concur with the type of test previously failed. Return to duties follow-up tests will be conducted on an impromptu basis.

Comprehensive counselling services are available for all SSAA employees of Rockhampton Regional Council.

Contractors of Rockhampton Regional Council are required to apply their own policies and procedures when managing non-conformance issues pertaining to a positive test for drugs and/or alcohol under the Rockhampton Aerodrome DAMP. In addition the contractor is required to show cause as to why their Contract should not be terminated. Council may terminate the Contract immediately if Council reasonably considers that the contractor has committed a Serious Breach of Contract.

Any disputes arising from the application of this process for contractors may be progressed through the dispute resolution process in accordance with their Contract.

6 PRIVACY

The *Privacy Act 1988* may apply to information gathered under this DAMP and information held in relation to the outcomes of AOD testing, whether conducted under the Rockhampton Aerodrome or by CASA.

The Rockhampton Aerodrome's DAMP is consistent with the requirements of the *Privacy Act 1988* and Rockhampton Aerodrome information collected under the DAMP.

7 DAMP REVIEW, AUDIT AND COMPLIANCE

Rockhampton Aerodrome will review this DAMP at regular intervals of at least once every 5 years, or as directed by CASA, in order to ensure its continued compliance with the requirements of CASR Part 99B.

To ensure the appropriate development, implementation and enforcement of Rockhampton Aerodrome's DAMP, CASA may audit Rockhampton Aerodrome and require it to provide relevant documentation.

8 DAMP REPORTING AND RECORD KEEPING

Under CASA EX 39/15, an exemption released in February 2015, DAMP organisations are no longer required to report information to CASA twice a year. See record keeping below for conditions of the exemption.

However, Rockhampton Aerodrome will notify CASA of the details of the current DAMP contact officer.

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

Record Keeping

Rockhampton Aerodrome will keep all records of the information detailed in 99.100 as if it had provided the information to CASA. The information to be recorded relates to:

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

Rockhampton Aerodrome will keep all records pertaining to this DAMP for a period of 5 years.

This information will be kept in a secure location.

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

Rockhampton Aerodrome will ensure records are destroyed or deleted according to current Rockhampton Regional Council policy.

Medical practitioners consulted will destroy or delete records according to their own policies or procedures.

9 VARIATIONS

CASA may require Rockhampton Aerodrome to make specific changes to this DAMP, or to prepare a new DAMP at any time to ensure ongoing compliance with CASR Part 99B.

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

Rockhampton Aerodrome may implement variations or amendments to this DAMP at any time. If these changes have not been directed by CASA, 3 month's written notice will be given to SSAA employees to that effect.

Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this DAMP, from the time at which the 3 month notice expires.

10 APPENDICES & ATTACHMENTS

10.1 APPENDICES

Appendix A – Rockhampton Aerodrome DAMP Overview Flowchart

Appendix B – Rockhampton Aerodrome Drug & Alcohol Testing Flowchart

Appendix C – Rockhampton Aerodrome Reasonable Suspicion Assessment & Testing

Appendix D – Rockhampton Aerodrome Drug & Alcohol Response Program

Appendix E – DAMP Observations & Assessment Checklist

Appendix F – Rockhampton Aerodrome SSAA DAMP Test Register

Appendix G – DAMP Sign Off Acceptance New Employee

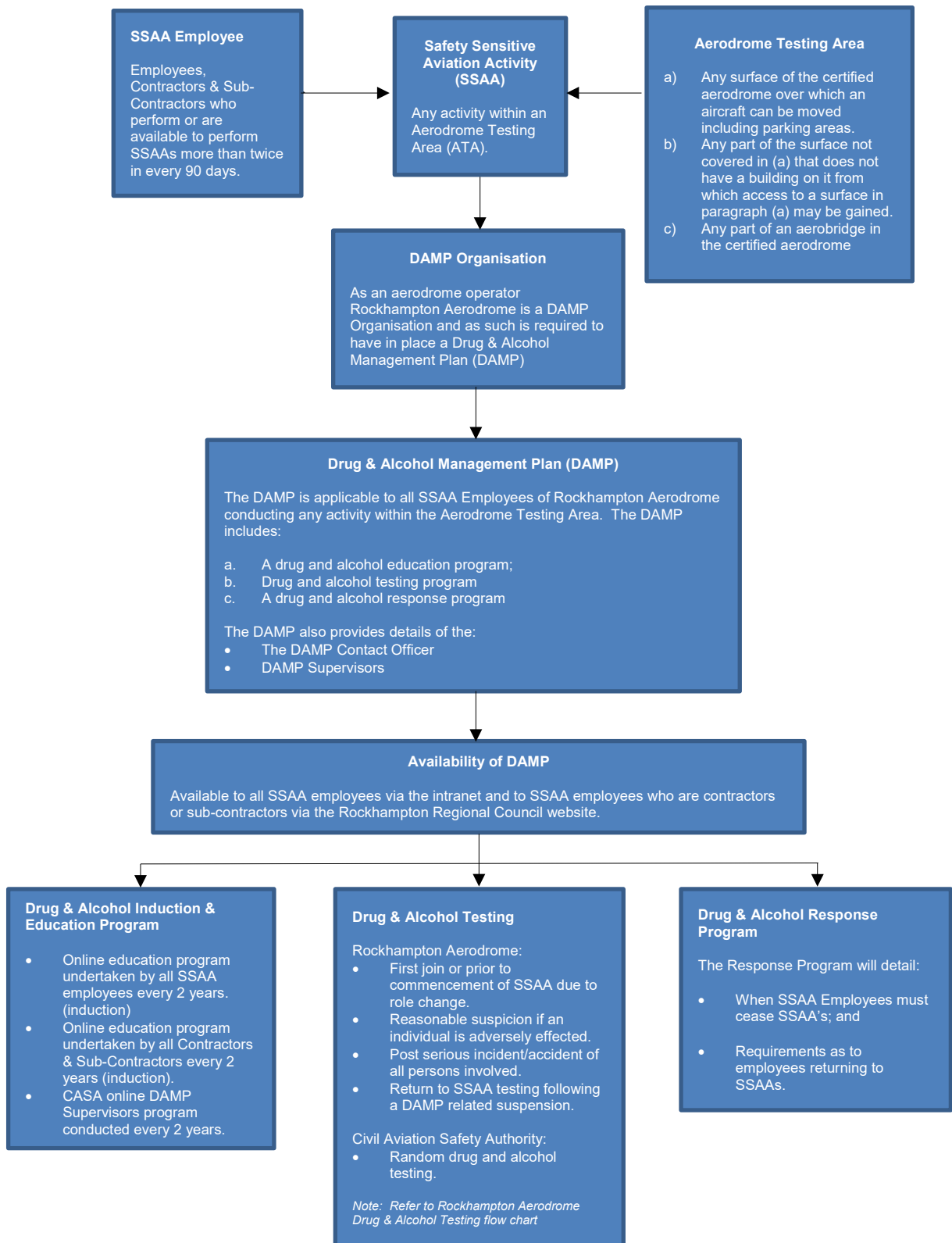
10.2 ATTACHMENTS

Attachment A – Definitions

Attachment B – DAMP Recruitment Procedures

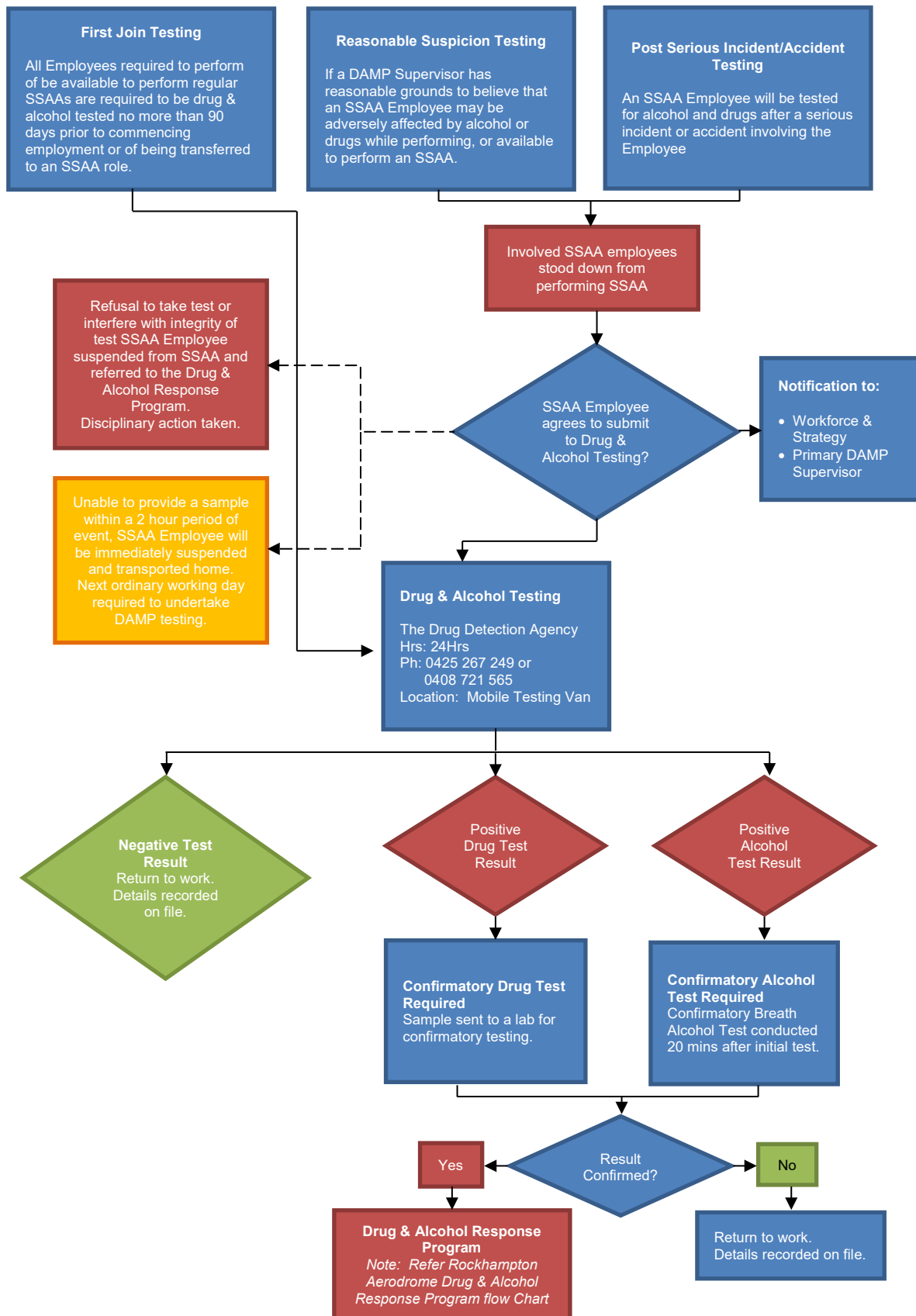
Attachment C – Drug & Alcohol Education Program Management

APPENDIX A – ROCKHAMPTON AERODROME DAMP OVERVIEW FLOWCHART



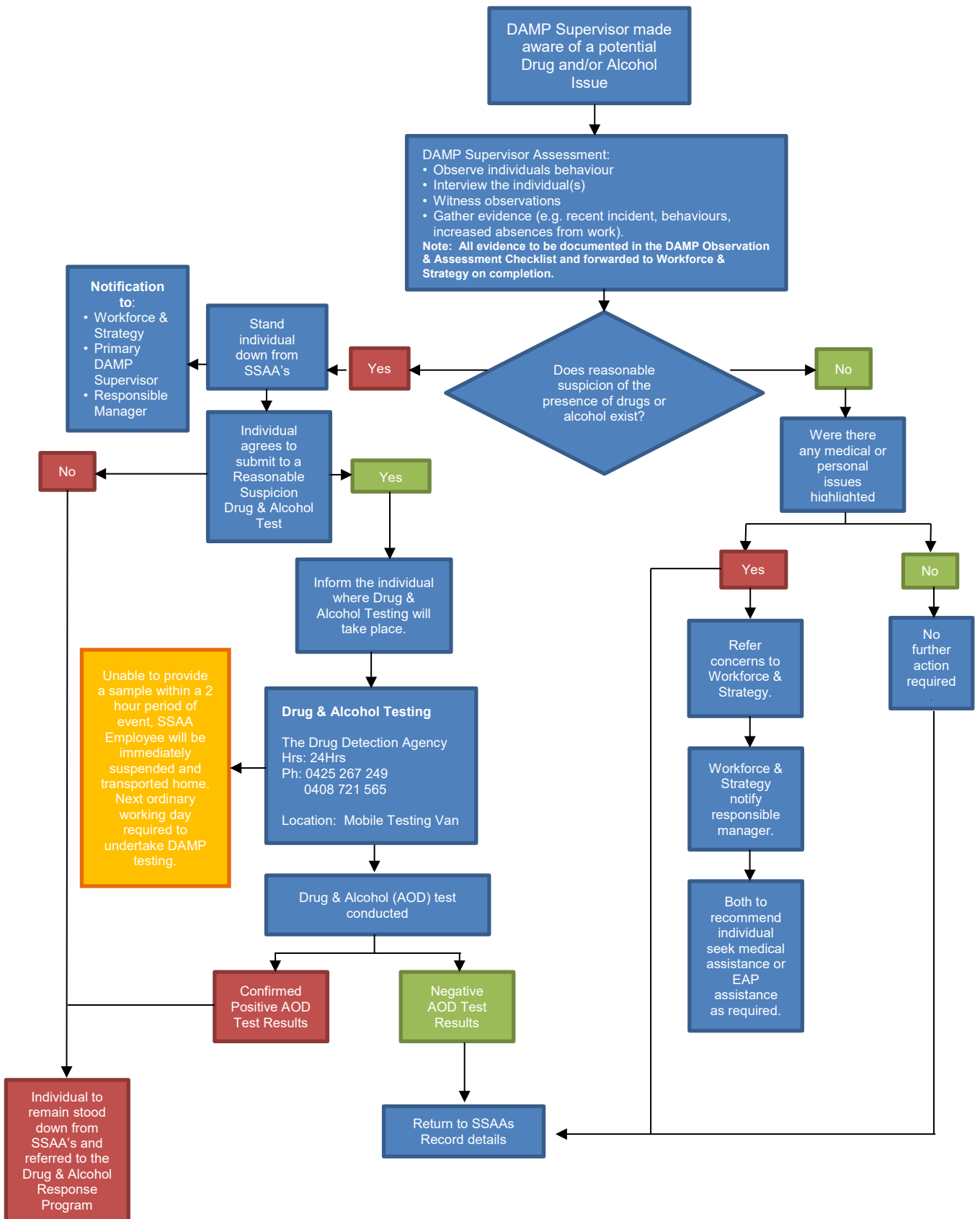
Appendices & Attachments

APPENDIX B – ROCKHAMPTON AERODROME DRUG & ALCOHOL TESTING FLOW CHART



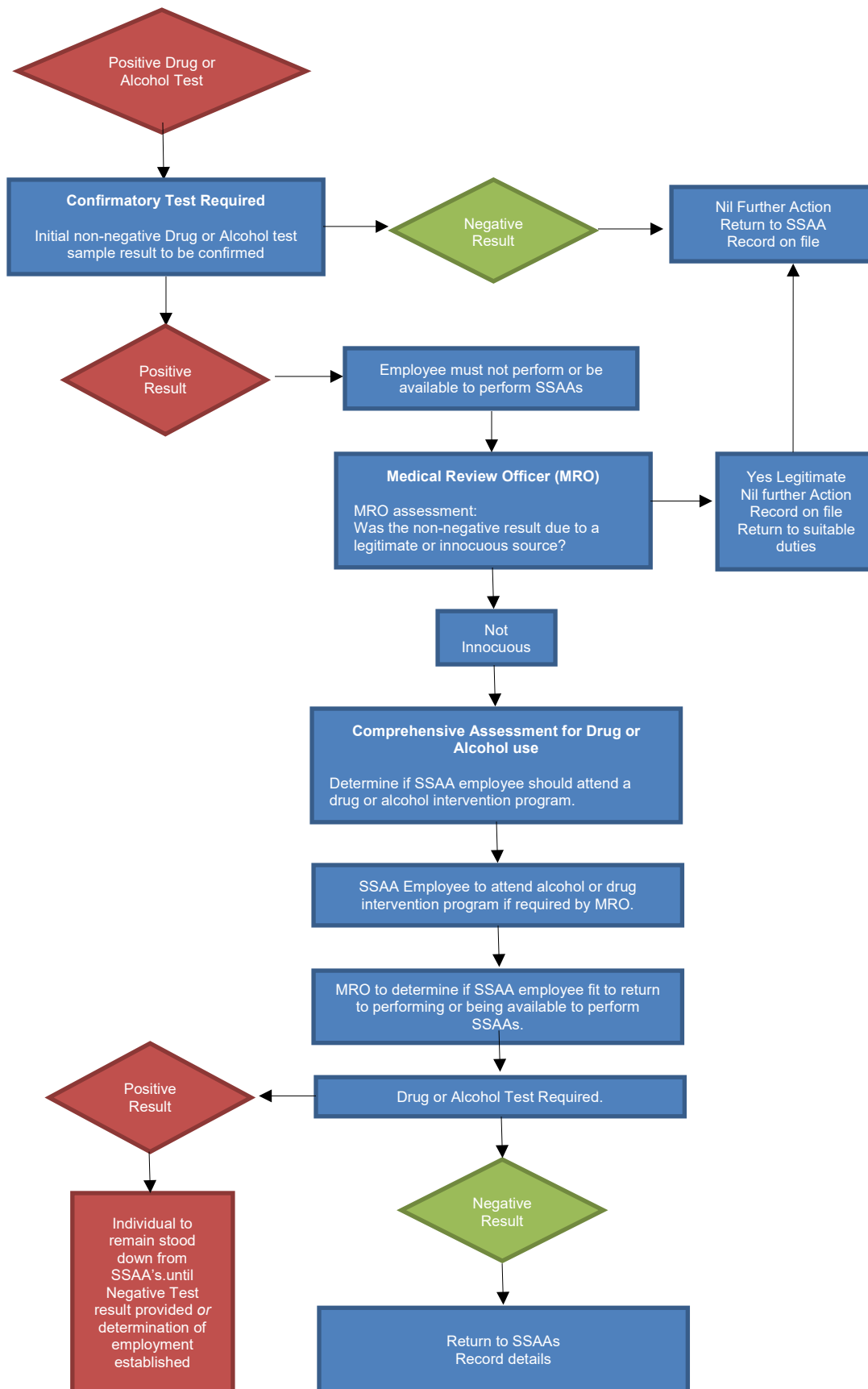
Appendices & Attachments

APPENDIX C – ROCKHAMPTON AERODROME REASONABLE SUSPICION ASSESSMENT & TESTING



Appendices & Attachments

APPENDIX D – ROCKHAMPTON AERODROME DRUG & ALCOHOL RESPONSE PROGRAM



APPENDIX E – HEALTH & WELLBEING OBSERVATIONS & ASSESSMENT CHECKLIST

Health & Wellbeing – Observation & Assessment Checklist

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of identifying the need for a fitness for work review as per the Rockhampton Regional Council Fitness for Work Policy. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is a record of the fitness for work assessment for a person or persons under Council's Fitness for Work Policy. This process documents the symptoms and behaviours which may or may not identify the need for a referral to the Fitness for Work Policy.



P: (07) 4936 8266

E: Safety@rrc.qld.gov.au

City Hall – Workforce & Governance

Applicant Details / Assessment Type		
Engagement Type:	Section:	
First Name:	Surname:	
Position Title:	Position number:	
Site:	Department:	
Nature of Duties:		
Date: ____ / ____ / ____	Time: ____ hrs	Attendance Start Time: ____ : ____ hrs
Work Schedule:		<input type="checkbox"/> Planned Roster <input type="checkbox"/> Call Out <input type="checkbox"/> Extended Hours
This assessment was undertaken ____ hrs into the attendance.		
Observation, Signs and Symptoms		Tick <input checked="" type="checkbox"/> appropriate boxes
Breathing:	<input type="checkbox"/> Short <input type="checkbox"/> Shallow <input type="checkbox"/> Slow <input type="checkbox"/> Rapid	
Face:	<input type="checkbox"/> Pale skin <input type="checkbox"/> Flushed (red) <input type="checkbox"/> Excessive sweating	
Eyes:	<input type="checkbox"/> Watery <input type="checkbox"/> Glazed <input type="checkbox"/> Bloodshot <input type="checkbox"/> Eyelids drooping <input type="checkbox"/> Pupils pin-pointed	
Speech:	<input type="checkbox"/> Incoherent <input type="checkbox"/> Confused <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Fast	
Actions:	<input type="checkbox"/> Vomiting <input type="checkbox"/> Restless <input type="checkbox"/> Teeth grinding <input type="checkbox"/> Hallucinating <input type="checkbox"/> Drooling <input type="checkbox"/> Paranoid <input type="checkbox"/> Excessive Scratching <input type="checkbox"/> Twitching <input type="checkbox"/> Shaking <input type="checkbox"/> Lack of engagement <input type="checkbox"/> Unable to follow directions <input type="checkbox"/> Lack of concentration	
Balance:	<input type="checkbox"/> Swaying <input type="checkbox"/> Staggering <input type="checkbox"/> Stumbling <input type="checkbox"/> Poor Balance	
Movement:	<input type="checkbox"/> Clumsy <input type="checkbox"/> Sluggish <input type="checkbox"/> Trembling	
Attitude:	<input type="checkbox"/> Anxious <input type="checkbox"/> Nervous <input type="checkbox"/> Aggressive <input type="checkbox"/> Hostile <input type="checkbox"/> Depressed <input type="checkbox"/> Irritable <input type="checkbox"/> Agitated	
Other Comments:		
Note: These signs may indicate an underlying medical condition i.e. stroke, heart condition low blood sugar etc.		

Assessment and Decision Response			
Top 3 Key Risks Identified:			
1.			
2.			
3.			
After using the information documented in this observation and assessment form, I believe this individual is:			
		<input type="checkbox"/> Fit for Duty	<input type="checkbox"/> Potentially <u>NOT</u> Fit for current duties
ACTIONS:			
		<input type="checkbox"/> Return to work	<input type="checkbox"/> Referred to Safety Unit for further action as required
Other Comments:			
Authorisation			
Observation Sheet completed by <i>Supervisor (Corporate Band 6)</i> :			
Name:	Title:	Signature:	Date:
Forward to the <i>Manager (Corporate Band 3)</i> :			
Name:	Title:	Signature:	Date:
Forward to the <i>General Manager (Corporate Band 2)</i> :			
Name:	Title:	Signature:	Date:
Please forward completed form to the Safety Unit as soon as possible so that action can be taken as required Safety@rrc.qld.gov.au			

APPENDIX G – DAMP SIGN OFF ACCEPTANCE NEW EMPLOYEE



Rockhampton Airport Drug and Alcohol Management Plan (DAMP)

The aim of a DAMP is to minimise the risk of accident, incident or injury in the workplace due to the consumption of alcohol and other drugs (AOD).

The DAMP forms part of, and is used in conjunction with, Rockhampton Regional Council's Drug and Alcohol Policy and Procedure framework.

Policy

The health, wellbeing and safety of personnel are of paramount importance to Rockhampton Regional Council. All individuals have a right to be safe at a Rockhampton Regional Council workplace. Alcohol and Other Drugs, when present in persons in the workplace, have the potential to increase risk of harm in the workplace and adversely impact upon fitness for work.

Rockhampton Regional Council 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. The purpose of this policy is to outline the strategies and processes that will be used by Rockhampton Airport to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

Rockhampton Airport takes a multi-strategy approach that incorporates education, support, testing and people management. The policy is based on safety outcomes and not whether a positive test result is illicit or legal. Where illegal activity involving a Council employee occurs, Rockhampton Regional Council's Code of Conduct and other policies will apply. This policy also recognises permissible therapeutic drug use under the guidance of a physician or pharmacist.

Application

Rockhampton Airport is required by Part 99B of the *Civil Aviation Safety Regulations 1998* to develop a Drug and Alcohol Management Plan (DAMP), covering employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA). The SSAA employees to whom this program applies will generally be engaged in airside activities. Rockhampton Airport employees engaged in SSAA roles are not in specific roles listed in legislation but are covered by 99.015 (2)(a) any activity undertaken by a person, other than as a passenger, in an aerodrome testing area.

These personnel are:

- All Visitor Identification Card or Aviation Security Identification Card holders
- All Airside Drivers
- Persons employed directly by Rockhampton Regional Council to undertake work at Rockhampton Airport
- Contractors engaged by Rockhampton Airport
- Subcontractors engaged by contractors of Rockhampton Airport; and
- Persons employed by those contractors and subcontractors.

These personnel are all referred to as "SSAA employees" even though they may not be directly employed by Rockhampton Airport.

Where individuals are employed by a company who in turn provide a service directly to Rockhampton Airport the onus is on those companies to demonstrate to Rockhampton Airport that their employees:

- If not having worked previously at the airport, have been screened negative for drugs and alcohol prior to deployment into a SSAA.
- Are aware of the permissible limits regarding alcohol and other drugs;
- Are aware of the implications of any breaches by themselves and to the company including covering the cost of any confirmatory testing;
- Will comply fully with Rockhampton Airport DAMP requirements; and
- Undertake a Drug and Alcohol Education Program before they operate airside.

Testing Program

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

- Prior to commencement in a role performing SSAA
- Post accident or serious incident
- On reasonable suspicion
- On return to SSAA work
- Random

Rockhampton Airport will test for the following substances:

- Alcohol
- Opiates
- Cannabinoids
- Cocaine
- Amphetamines
- Benzodiazepines

For alcohol, a concentration of less than 0.02 grams of alcohol in 210 litres of breath.

Full details of how testing will be conducted and when testing is needed are available with the full DAMP that will be made available to each SSAA before commencing work for Rockhampton Airport. Disciplinary action, in accordance with the RRC Drug and Alcohol Policy, will apply where an SSAA employee refuses to undertake or tampers with an AOD test.

Support Available

Support for alcohol or drug addiction and abuse can be found through the following drug and alcohol websites:

Beyond Blue beyondblue.org.au	Drink Wise Australia drinkwise.org.au	Department of Health alcohol.gov.au
Drug Info druginfo.adf.org.au	Headspace headspace.org.au	Alcoholics Anonymous Australia aa.org.au
Black Dog Institute blackdoginstitute.org.au		Drinking Nightmare drinkingnightmare.gov.au

Hospital contacts (Rockhampton Base): Rockhampton Alcohol and Other Drugs Services Clinic, Sterling Building - 152-156 Bolsover St, Rockhampton Phone: 07 4920 5500.



DAMP SIGN OFF ACCEPTANCE AND COMPLIANCE FOR NEW EMPLOYEES

I (insert name)..... employed by
(insert company name).....confirm that

- I have been given access to a copy of the Rockhampton Airport Drug and Alcohol Management Plan (DAMP) and that I have read it;
- I have also undertaken the associated training and agree to participate in any future training;
and
- I am aware of my obligations under the DAMP and agree to comply accordingly.

Employee’s Signature

.....

Date

.....

ATTACHMENT A - DEFINITIONS

Part 99 of the *Civil Aviation Safety Regulations 1998* sets out legal definitions for various terms used in that Part (see reg. 99.010). The definitions of key terms relevant to in this DAMP are reproduced below.

"accident" means 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" means:

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

(b) any part of the surface of a certified aerodrome or registered aerodrome:

(i) that is not covered by paragraph (a); and

(ii) that does not have a building on it; and

(iii) from which access to a surface mentioned in paragraph (a) may be had;

and

(c) a building located on a certified aerodrome or registered aerodrome that is used:

(i) for maintenance of an aircraft or an aeronautical product; or

(ii) for the manufacture of aircraft or aeronautical products; or

(iii) by an air traffic service provider to control air traffic; or

(iv) by the holder of an AOC for flying training; and

(d) any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a 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 degree, or postgraduate degree, in at least 1 of the following fields:

(i) health sciences;

(ii) medical science;

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(iii) social sciences;

(iv) behavioural sciences.

"approved breathalyser" means a breathalyser approved by CASA under paragraph 99.130 (a) for alcohol testing. Note. Definition is related to Part 99 Subpart C only.

"approved drug testing device" means a device approved by CASA under paragraph 99.130 (b) for testing for testable drugs. Note. Definition is related to Part 99 Subpart C only.

"approved laboratory" means a person authorised under subregulation 99.450 (3) to conduct confirmatory drug tests for Subpart 99.C. Note. Definition is related to Part 99 Subpart C only.

"approved person", 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. Note. Definition is related to Part 99 Subpart C only.

"approved tester" means a person who is authorised to:

(a) take body samples for drug or alcohol tests under subregulation 99.450 (1);
and

(b) conduct initial drug tests or alcohol tests under subregulation 99.450 (2).

Note. Definition is related to Part 99 Subpart C only.

"CASA medical review officer" means a medical practitioner who for drug and alcohol testing under Subpart 99.C, and for Subparts 99.E and 99.H has:

(a) been appointed by CASA under subregulation 99.390 (1) for the purposes of Subpart 99.C; and

(b) training and competence in the field of interpreting drug and alcohol test results; and

(c) knowledge of substance use disorders; and

(d) knowledge of the contents of this Part.

"comprehensive assessment", in relation to a person's drug or alcohol use, means an examination of the 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:

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(i) a person entitled to practice as a medical practitioner under a law of a State or Territory; and

(ii) an appropriately qualified drug and alcohol professional.

"confirmatory alcohol test" means an alcohol test given in respect of an initial alcohol test to determine the presence and level of alcohol in a body sample.

Note: See paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.

"confirmatory drug test" means 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.

Note: See paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.

"DAMP or drug and alcohol management plan" means a drug and alcohol management plan that complies, or purports to comply, with the requirements of regulation 99.045.

"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 this Part.

"DAMP contractor" means a person, or the employee of a person, who is:

(a) a party to an ongoing written or ongoing oral contract with a DAMP organisation; or

(b) a DAMP subcontractor to an ongoing written or ongoing oral contract with a DAMP organisation.

"DAMP medical review officer" means a medical practitioner who for drug or alcohol testing under a DAMP has:

(a) competence in the field of interpreting drug and alcohol test results; and

(b) knowledge of substance use disorders; and

(c) knowledge of the contents of this Part.

"DAMP organisation" means a person that is required to have a DAMP under subregulation 99.030 (1).

"DAMP reporting period", for a DAMP organisation, means the period of 6 months immediately before each:

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- (a) 1 March; and
- (b) 1 September.

"DAMP subcontractor", means a person who is a party to:

- (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:

- (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).

"donor" means 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:

- (a) for SSAA employees--awareness of:
 - (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:

- (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" means:

- (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" means 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" means 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.

"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
- (b) in any other case--a CASA medical review officer.

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"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" means 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" means:

- (a) for a testable drug--a level of the drug specified in subregulation (2A) for the purposes of this paragraph; as listed below:

Testable Drug	Concentration - ng/mL
Δ 9-tetrahydrocannabinol	10
6-Acetyl morphine	10
Amphetamine	25
Benzoyllecgonine	25
Cocaine	25
Codeine	25
Ecgonine methyl ester	25
Methylamphetamine	25
Methylenedioxyamphetamine	25
Methylenedioxymethylamphetamine	25
Morphine	25

- (b) for alcohol--a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.

"positive result" means the following:

- (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" means a SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.

"relevant Standard" means:

- (a) AS 3547, *Breath alcohol testing devices for personal use* ; and
 - (b) NMI R 126, *Pattern Approval Specifications for Evidential Breath Analysers* ;
- and
- (c) AS 4760, *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid* ; and
 - (d) AS/NZS 4308, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine* .

"sample identifier" means a number allocated to a body sample using the method specified in a legislative instrument made by CASA under regulation 99.150.

"screening officer" has the meaning given in the *Aviation Transport Security Act 2004* .

"serious incident" means 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.

"SSAA" means a safety-sensitive aviation activity.

"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).

"suitable test conditions" has the meaning given by subregulation (3).

(3) **Suitable test conditions** means 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.

ATTACHMENT B – DAMP RECRUITMENT PROCEDURES

The following provides an outline of procedures to be followed when recruiting personnel to ensure all individuals who will be performing SSAAs are identified for the purpose of complying with Rockhampton Aerodrome's DAMP requirements.

Position Description Recruitment

The following special requirement will be included on each Position Description for all positions advertised with Rockhampton Aerodrome.

Compliance with the Aerodrome Drug and Alcohol Management Plan (DAMP) and the requirements of the Civil Aviation Safety Regulation Part 99-010. In accordance with the Aerodrome's DAMP, first join testing for the presence of certain drugs and/or alcohol will be required. The position is also subject to random testing for the presence of certain drugs and/or alcohol during work hours, and the offences included in the Civil Aviation Safety Regulation Part 99-010 will apply.

Interview Process

During the interview process any candidate applying for a position determined to be an SSAA Employee role will be advised by Workforce & Strategy that if successful in the position they will be required to comply with the requirements outlined within Rockhampton Aerodrome's DAMP.

Commencing Safety Sensitive Aviation Activities (SSAA)

The following procedure shall be followed prior to the successful applicant being permitted to commence regular SSAAs:

- Workforce & Strategy shall ensure the Senior Coordinator Airport Operations is advised of all new positions offered and their scheduled commencement date.
- The Senior Coordinator Airport Operations will ensure all new RRC aerodrome SSAA employees are enrolled in the CASA Aviation Worx Learning Space Alcohol and Other Drugs Education Program as required and ensure their details are added to Rockhampton Aerodrome's DAMP SSAA Training Register.
- All new SSAA employees will be required to complete the online CASA AviationWorx Learning Space Alcohol and Other Drugs Education Program prior to the first day which they are to be made available to perform SSAA's. Should this not be possible, no SSAA employee will be permitted to conduct SSAAs until such time as this education can be completed.

First Join Drug and Alcohol Test Administration

First Join testing must be completed no more than 90 days prior to the individual commencing SSAAs. Requirements surrounding drug and alcohol testing and the application of Rockhampton Aerodrome's DAMP will be advised during the recruitment process and will also be highlighted in letter of appointment.

Changing Duties: Non-SSAA Employee to SSAA Employee

Rockhampton Aerodrome personnel classified as non-SSAA employees who transition to an SSAA employee role are required to comply with the requirement of Rockhampton Aerodrome's DAMP. In such instances, results from initial RRC DAMP testing will be provided to the Primary DAMP Supervisor to determine compliance in accordance with the Rockhampton Aerodrome DAMP and complete the CASA AviationWorx Learning Space Alcohol and Other Drugs Education program prior to commencing SSAAs.

Note: For directly engaged contractors or consultants engaged via a Consultancy Service Agreement, the Manager to who the contractor or consultant reports is responsible for notifying the Senior Coordinator Airport Operations or any changes to the scope of works which would include SSAA duties.

The Senior Coordinator Airport Operations will ensure all personnel transitioning to SSAA applicable roles are enrolled in the CASA AviationWorx Learning Space Alcohol and Other Drugs Education Program as required and ensure their details are added to Rockhampton Aerodrome's DAMP SSAA Training Register.

ATTACHMENT C – DRUG AND ALCOHOL EDUCATION PROGRAM MANAGEMENT

Procedure A –SSAA Personnel

The following provides an outline of procedures for the management of Rockhampton Aerodrome SSAA employees in line with Section 2.0 of the Rockhampton Aerodrome DAMP.

Initial Enrolment

The following procedure shall be followed during initial enrolment of new SSAA employees in the Drug and Alcohol Education Program:

- Workforce & Strategy shall ensure the Senior Coordinator Airport Operations is advised of all new airport positions offered and their scheduled commencement date.
- The Senior Coordinator Airport Operations will ensure all new aerodrome SSAA employees are enrolled in the CASA AviationWorx Learning Space Alcohol and Other Drugs Education Program as required and ensure their details are added to Rockhampton Aerodrome's DAMP SSAA Training Register.
- Prior to the commencement of works, all contractors engaged in SSAA's shall be required to undertake Drug and Alcohol Education as part of the contractor induction.
- On completion of the Alcohol and Drug Education, completion dates are required to be recorded on the DAMP SSAA Training Register. The register identifies the date which the SSAA Employee will be due for recurrent training.

Recurrent Training

The following procedure shall be followed to ensure Drug and Alcohol Education currency requirements are met:

The DAMP SSAA Training Register is sorted by training currency due dates.

Recurrent training due dates are reviewed by the Airport Compliance Officer on a regular basis to ensure all SSAA employees approaching their recurrent training due date are notified of their requirement to recomplete the Drug and Alcohol Education.

Drug and Alcohol Education renewal completion dates are recorded in the DAMP SSAA Training Register and sorted accordingly.

Where practicable, Rockhampton Aerodrome will assign a common recurrent due date based upon when the majority of Rockhampton Aerodrome SSAA employees are due to recomplete training.

Note: Rockhampton Aerodrome may at any time require SSAA employees to recomplete the Drug and Alcohol Education prior to their recurrent due date where it is deemed necessary.

Where practicable, any SSAA employee who fails to complete their Drug and Alcohol Education prior to their recurrent due date will be prohibited from performing SSAA's until training requirements have been completed.

Procedure B – DAMP Supervisor Training

The following provides an outline of procedures for the management of Rockhampton Aerodrome DAMP Supervisors in line with Section 2.0 of the Rockhampton Aerodrome DAMP.

Initial DAMP Supervisor Enrolment

The following procedure shall be followed for the initial enrolment of Rockhampton Aerodrome DAMP Supervisors in the CASA DAMP Supervisor eLearning Course:

- Upon appointment the DAMP Supervisor will be required to register to complete the DAMP Supervisor Course via the CASA AviationWorx Learning Space

On completion of the DAMP Supervisor course, completion dates are required to be recorded on the DAMP SSAA Training Register by the Airport Operations Compliance Officer. The register identifies the date which the SSAA Employee will be due for recurrent training.

DAMP Supervisor Recurrent Training

The following procedure shall be followed to ensure DAMP Supervisor recurrent training requirements are met:

- Recurrent training due dates are reviewed by the Airport Compliance Officer on a regular basis to ensure all DAMP Supervisors approaching their recurrent training due date are reminded of the need to recomplete the DAMP Supervisor course via the CASA AviationWorx Learning Space.
- DAMP Supervisor renewal completion dates are recorded in the DAMP SSAA Training Register.
- Where practicable, any DAMP Supervisor who fails to complete their training prior to their recurrent training due date will be prohibited from performing duties as a DAMP Supervisor until training requirements have been completed.