



# Drug and Alcohol Management Plan

---

BRISBANE AIRPORT CORPORATION PTY LTD  
11 THE CIRCUIT, SKYGATE  
BRISBANE AIRPORT QLD 4008  
PO BOX 61, HAMILTON CENTRAL  
QLD 4007 AUSTRALIA

T +61 (0)7 3406 3000  
F +61 (0)7 3406 3111  
E [INFO@BNE.COM.AU](mailto:INFO@BNE.COM.AU)  
W [BNE.COM.AU](http://BNE.COM.AU)  
ABN 54 076 870 650



## Table of Contents

1.	Policy Statement .....	2
2.	Purpose .....	3
3.	Scope .....	3
4.	Definitions.....	3
5.	Specific Requirements.....	5
5.1.	Drug and Alcohol Testing Program.....	5
5.1.1	Drug and alcohol limits .....	5
5.1.2	Testing.....	5
5.1.3	BAC drug and alcohol testing process.....	7
5.1.4	Management processes for positive test results (BAC employees).....	7
5.1.5	Management processes (Contractors and Direct Engaged Workers) .....	9
5.2.	Drug and Alcohol Response Program .....	9
5.2.1	Drug and Alcohol Rehabilitation .....	9
5.2.2	Returning to Safety Sensitive Aviation Activities .....	9
5.2.3	DAMP Medical Review Officer .....	9
5.3.	Education and Awareness Program .....	10
5.3.1	Records Management and Confidentiality.....	10
6.	Specific Responsibilities .....	11
6.1.	BAC DAMP Contact Officer.....	11
6.2.	BAC DAMP Supervisors.....	11
7.	Review.....	11
8.	References.....	12

---

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC

---



## 1. Policy Statement

Brisbane Airport Corporation Pty Ltd (BAC) is committed to providing a safe and healthy work environment at Brisbane Airport by managing WHS risks.

Alcohol or drug misuse is known to potentially impair an individual's ability to perform work safely. Consequently, whilst performing work at BAC or on behalf of BAC, the Corporation requires that its employees, direct engaged workers and contractors performing safety sensitive aviation activities are within prescribed limits for the presence of testable drugs and/or alcohol as detailed in the *Civil Aviation Safety Regulations 1998* (Cth) Part 99 ('CASR Part 99').

As part of this, BAC will perform, facilitate and/or require evidence of drug and alcohol testing in the following circumstances:

- 1) Before deployment to safety sensitive aviation activities;
- 2) Following a significant DAMP incident in the aerodrome testing area involving BAC employees, direct engaged workers or contractors;
- 3) Where there is reasonable cause for suspicion that an individual is under the influence of drugs and/or alcohol; and
- 4) On return to safety sensitive aviation activities following a previous confirmed drug or alcohol test.

To further support this, under CASR Part 99 Subpart C the Civil Aviation Safety Authority (CASA) conducts random testing and anyone accessing the aerodrome testing area at Brisbane Airport may be subject to such testing by CASA or their approved representatives.

Whilst BAC recognises that drug and alcohol dependencies are medical conditions and encourages anyone affected by these to seek confidential support and treatment, breaches of this policy are treated very seriously and will be subject to disciplinary processes in accordance with BAC's Drug and Alcohol Management Plan (DAMP) and any applicable contract.

### **Julieanne Alroe**

CEO and Managing Director  
Brisbane Airport Corporation Pty Ltd

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC



## 2. Purpose

The purpose of this plan is to detail BAC's processes for the management of drugs and alcohol as required by CASR Part 99 Subpart B. This document outlines key responsibilities, processes for drug and alcohol testing, procedures for dealing with positive results, provision of awareness programs, and drug and alcohol support and rehabilitation programs.

## 3. Scope

The requirements outlined in this document apply to:

- 1) BAC (as a "DAMP" organisation") and its employees and direct engaged workers in the following areas:
  - a) Airside Operations;
  - b) Facilities Maintenance;
  - c) Terminal Operations;
  - d) Work Health and Safety;
  - e) Project managers and team members for terminal or airside projects;
  - f) Drafting and Survey;
  - g) Security and Emergency Planning;
  - h) Commercial Business team members responsible for terminal or airside leases and service contracts;
  - i) Any other BAC employee or direct engaged worker who is a regular SSAA employee; and
- 2) BAC's contractors, sub-contractors and their employees (including labour hire workers) performing duties as a regular SSAA employee and engaged under written or verbal contracts with or for BAC.

Although not covered under the scope of this document, visitors, volunteers and work experience students will also be subject to testing under CASR Part 99 Subpart C (drug and alcohol testing by CASA), and will receive information on their DAMP rights and responsibilities when attending a site and conducting a SSAA. This includes all visitors to construction sites located in the aerodrome testing area. All visitors, volunteers and work experience students accessing the aerodrome testing area will be identified by the issue of a Visitor Identification Card by BAC.

## 4. Definitions

**Aerodrome testing area** means:

- a) any surface in a certified or registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas;
- b) any part of the surface of a certified or registered aerodrome that:
  - i. is not covered by paragraph (a); and
  - ii. does not have a building on it; and
  - iii. creates access to a surface mentioned in paragraph (a);
- c) a building located on a certified or registered aerodrome that is used:
  - i. for manufacture or maintenance of aircraft or aeronautical products; or
  - ii. by an air traffic service provider to control air traffic; or
  - iii. by the holder of an AOC for flying training;
- d) any part of an aircraft, aerobridge or other moveable structure in a certified or registered aerodrome.

**Approved tester** means a person who is authorised to conduct initial drug and alcohol tests and take body samples for CASA drug or alcohol tests.

**CASA** means the Civil Aviation Safety Authority.

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC



**CASR** means the *Civil Aviation Safety Regulations 1998* (Cth).

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

- a) by a psychiatrist;
- b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or
- c) jointly by:
  - 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.

**DAMP** means a drug and alcohol management plan.

**DAMP contact** means a person nominated to CASA by BAC and charged with the overall responsibility for liaison with CASA about BAC's drug and alcohol responsibilities under CASR Part 99.

**DAMP medical review officer** means a medical practitioner who 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 CASR Part 99.

**DAMP supervisor** 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 BAC to do so.

**Regular SSAA employee** means a SSAA employee who is reasonably likely to perform an applicable SSAA at least two or more times every 90 days.

**Safety Sensitive Aviation Activity (SSAA)** means:

- a) Any actions (including presence) taken by a person in an airside area other than as a passenger.
- b) Any of the following activities, wherever they occur:
  - i. Calculation of the position of freight, baggage, passengers and fuel on aircraft;
  - ii. The maintenance, certification of maintenance or manufacture of aircraft, aeronautical products, ground-based navigation aids or radar;
  - iii. The fuelling and maintenance of vehicles that will be used to fuel aircraft on aerodrome testing areas;
  - iv. Activities undertaken by an airport security guard or screening person in the course of their duties;
  - v. Activities undertaken by a member of the operating crew of an aircraft in the course of their duties;
  - vi. The loading and unloading of trolleys containing baggage for loading onto aircraft or unloading from aircraft and the driving of such trolleys;
  - vii. Activities undertaken by an air traffic controller in the course of their duties, or the supervisor of such a person;
  - viii. The provision of aviation fire fighting services; and
  - ix. Providing flight information and search and rescue alert services:
    - (i) To a pilot or operator of an aircraft immediately before and during the flight of the aircraft;
    - (ii) As an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller.

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC



**Serious damage**, within the definition of a significant DAMP incident, means damage to plant, equipment (including navigational aids) or structure which results in the plant, equipment or structure being unable to be used for a purpose for which it was required; or which requires a technical expert (e.g. engineer) to certify that the plant, equipment or structure is safe to be used for a purpose for which it was designed.

**Serious harm**, within the definition of a significant DAMP incident, means an injury or illness caused by a workplace incident that results in an ambulance being called to site and the injured/unwell person being transported to hospital.

**Significant DAMP incident** means a BAC workplace incident that arises out of a person performing or being available to perform an applicable SSAA resulting in any of the following:

- a) death or serious harm to a person;
- b) the potential for death or serious harm to a person;
- c) serious damage to an aircraft or property; or
- d) a workplace incident in an aerodrome testing area which is notifiable by BAC under a work health and safety or electrical safety law.

## 5. Specific Requirements

### 5.1. Drug and Alcohol Testing Program

#### 5.1.1 Drug and alcohol limits

##### 5.1.1.1 Alcohol

Under CASA requirements, BAC employees, direct engaged workers and contractors must have less than 0.02 breath alcohol content when present in the aerodrome testing area or performing SSAA's.

Any breath alcohol test registering equal to or greater than the prescribed limit above shall be deemed a positive result.

##### 5.1.1.2 Drugs

Individuals must return a negative drug test for CASA testable drugs at all times while in the aerodrome testing area or performing SSAA's on behalf of BAC. In accordance with the permitted levels specified by CASR Part 99, on-site initial (oral) drug testing will assess the following drug classes and concentrations:

Testable Drug	Permitted Level (ng/mL – nanograms per millilitre)
Δ9-tetrahydrocannabinol	10
6-Acetyl morphine	10
Amphetamine	25
Benzoylcegonine	25
Cocaine	25
Codeine	25
Ecgonine methyl ester	25
Methylamphetamine	25
Methylenedioxyamphetamine	25
Methylenedioxymethamphetamine	25

#### 5.1.2 Testing

BAC will perform, facilitate or require evidence of drug and alcohol testing at the following times:

- 1) Pre-deployment to SSAA duties;

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC



- 2) Following a significant DAMP incident involving BAC employees, direct engaged workers and/or contractors in the aerodrome testing area;
- 3) On return to SSAA duties following a previous confirmed positive test result;
- 4) Where a BAC employee, direct engaged worker or contractor is reasonably believed to be under the influence of drugs and/or alcohol.

#### 5.1.2.1. Pre-deployment screening

All BAC employees will undergo a drug and alcohol screening test in conjunction with the BAC pre-employment medical. BAC employees and direct engaged workers who move from a non-SSAA role to a SSAA role will be required to undertake a pre-deployment screening test. Pre-employment and pre-deployment drug and alcohol screening is undertaken by BAC's Company Doctor. BAC may require direct engaged workers to undergo drug and alcohol testing where there is a possibility that they may be required to perform SSAA's.

All BAC contractors will be required to produce evidence of negative testing from an accredited testing organisation prior to being approved to perform SSAA duties. This evidence must be dated within the 90 day period immediately preceding receipt by BAC. The arrangement of, and payment for, such testing will be the responsibility of the contractor.

#### 5.1.2.2. Post significant DAMP incident

CASR Part 99 Subpart B requires that BAC undertake drug and alcohol testing following a significant DAMP incident (see definitions). Drug and alcohol testing must be performed as soon as practicable, but no later than 32 hours post incident for drug testing and 8 hours post incident for alcohol testing. Appendix one contains the flow chart for drug and alcohol testing facilitated by BAC.

#### 5.1.2.3. Testing on suspicion

Where a DAMP supervisor has reasonable grounds to believe an individual is under the influence of drugs and/or alcohol, an employee, direct engaged worker or contractor may be requested to undertake a drug and/or alcohol test. This determination is documented on BAC's DAMP Reasonable Suspicion Checklist (appendix two).

#### 5.1.2.4. On return to SSAA duties

Where an employee, direct engaged worker or contractor has previously been removed from performing SSAA duties due to confirmed positive results for alcohol or testable drugs, a negative test will be required before that person can re-commence SSAA duties.

#### 5.1.2.5. Other testing information

In addition to the above testing facilitated by BAC, CASA will undertake a random testing program under the requirements of CASR Part 99 Subpart C.

Drug and alcohol testing will be performed by accredited external technicians and will occur in accordance with the following Australian Standards:

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC

Testing type	Australian Standard/s
Alcohol	AS 3547, <i>Breath alcohol testing devices for personal use</i> ; OR NMI R 126, <i>Pattern Approval Specifications for Evidential Breath Analysers</i>
Drugs	AS/NZS 4308, <i>Procedures for specimen collection and the detection and quantitation for drugs of abuse in urine</i> ; OR AS 4760, <i>Procedures for specimen collection and the detection and quantitation for drugs in oral fluid</i>

### 5.1.3 BAC drug and alcohol testing process

Pre-employment and pre-deployment testing undertaken by BAC employees and direct engaged workers will be conducted by the Company Doctor and will be in the form of urine testing.

Initial onsite testing for alcohol will be performed using a handheld breath alcohol analyser. Onsite drug screening will be performed using an oral fluid (saliva) sample. All initial onsite drug and alcohol screening will be performed by an accredited technician.

#### 5.1.3.1. Refusal to provide a sample

Refusal to submit to, or co-operate fully with the administration of an alcohol or other drug test will be deemed a breach of BAC's Drug and Alcohol Management Policy and will be treated as a positive screening result. Likewise, adulteration of an individual's sample will also be regarded as a breach of the Policy and treated as a positive screening result.

Failure to provide a sample to an authorised CASA tester is an offence under CASR Part 99 and penalties apply.

#### 5.1.3.2. Non-negative initial drug or alcohol test

Where an individual returns a positive alcohol reading (i.e. a reading of 0.02 breath alcohol content or above), a confirmatory test will be conducted by the technician at a fixed time (generally around 15 minutes) after the initial test. If the second test confirms the initial reading, the management processes set out in 5.1.4 will apply.

Where an individual returns a positive onsite drug test, they will be required to provide a second sample for confirmatory screening at an accredited laboratory and the management processes set out in 5.1.4 will apply.

#### 5.1.3.3. Positive alcohol or drug confirmatory test

Following a confirmed positive breath alcohol and/or drug test, and subject to involvement of BAC's DAMP Medical Review Officer (MRO), the management processes set out in 5.1.4 will be followed in relation to BAC employees and direct engaged workers.

### 5.1.4 Management processes for positive test results (BAC employees)

#### 5.1.4.1. First positive test result

- 1) A confirmatory test for alcohol will be conducted onsite 15 minutes after the initial test. Confirmatory testing for drugs may take up to three working days and is conducted off-site by an accredited laboratory.
- 2) BAC's DAMP Contact (or their delegate) will discuss the drug and alcohol policy breach with the employee.
- 3) The employee will be removed from SSAA duties for the remainder of the shift. They will not be permitted to return to SSAA duties until:

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC



- a) The confirmatory test has confirmed the positive result was due to legitimate therapeutic treatment or some other innocuous source; or
  - b) The employee has met all requirements of CASA Part 99 in regard to returning to SSAA duties following a confirmed positive result. Employees will be entitled to apply for leave, if there is sufficient accrual. In the event of laboratory confirmation that the positive result was due to legitimate therapeutic treatment or some other innocuous source, any debited leave will be re-credited.
- 4) The employee will be required to re-complete BAC's drug and alcohol policy and management plan awareness training module.
- \*The following steps do not apply where an accredited laboratory confirms the positive result was due to legitimate therapeutic treatment or some other innocuous source.*
- 5) The employee will also be required to undergo a comprehensive assessment for drug or alcohol use and participate in any nominated drug or alcohol intervention program.
  - 6) The employee will be required to provide satisfactory evidence that the cause of the positive result has been addressed before they will be permitted to return to SSAA duties.

#### 5.1.4.2. Second positive test result

- 1) Where an employee returns a second positive result, the employee will be suspended for the remainder of the shift. They will not be permitted to return to SSAA duties until:
    - a) An accredited laboratory confirms the positive result was due to legitimate therapeutic treatment or some other innocuous source; or
    - b) The employee has met all requirements of CASA Part 99 in regard to returning to SSAA duties following a confirmed positive test result. Employees will be entitled to apply for leave, if there is sufficient accrual. In the event of laboratory confirmation that the positive result was due to legitimate therapeutic treatment or some other innocuous source, any debited leave will be re-credited.
  - 2) BAC's DAMP Contact (or their delegate) will again discuss the situation with the employee. The employee must also again undertake the drug and alcohol policy and management plan awareness training module.
- \*The following steps do not apply where an accredited laboratory confirms the positive result was due to legitimate therapeutic treatment or some other innocuous source.*
- 3) The employee will be required to undergo a comprehensive assessment for drug or alcohol use and participate in any nominated drug or alcohol intervention program.
  - 4) The employee will be required to provide satisfactory evidence that the cause of the breach has been addressed before he/she is permitted to return to SSAA duties. A negative test will be required before the employee can return to SSAA duties.

#### 5.1.4.3. Third positive test result

- 1) Where an employee returns a third positive test result, the employee will be suspended immediately and further action taken subject to a detailed investigation from the Head of People, Performance and Culture (or their delegate).
- 2) All disciplinary processes will be conducted in accordance with BAC's Discipline Policy (as updated and amended from time to time) and any other applicable People, Performance and Culture policies and procedures.

Records of processes undertaken above will be documented and retained on the employee's file.

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC



### 5.1.5 Management processes (Contractors and Direct Engaged Workers)

Any contractor or direct engaged worker found to be in violation of BAC's Drug and Alcohol Policy or management plan will be refused entry onto, or removed, from site and/or may be temporarily or permanently restricted from access to BAC locations or providing services to the Corporation.

## 5.2. Drug and Alcohol Response Program

### 5.2.1 Drug and Alcohol Rehabilitation

BAC recognises that alcohol and drug dependencies are treatable medical conditions and that continuity of employment can be an essential factor in rehabilitation success. Therefore, the employment of participant employees will not be placed in jeopardy, providing that:

- 1) The employee seeks treatment, and the rehabilitation process proceeds satisfactorily;
- 2) Job performance becomes satisfactory within a reasonable time after treatment beings; and
- 3) The employee is not in violation of any other Corporation policies, procedures or other requirements.

All BAC employees have access to a confidential Employee Assistance Program (EAP). The details of BAC's EAP provider are available on the intranet site.

Any rehabilitation support for non-BAC employees (e.g. contractors and direct engaged workers) will be provided by the contractor company/labour hire employer.

### 5.2.2 Returning to Safety Sensitive Aviation Activities

Where an employee or other worker has not been permitted to perform SSAA duties as a result of a drug or alcohol testing related suspension, the following conditions must be met prior to their being able to perform SSAA duties:

- 1) The employee or other worker has undergone a comprehensive assessment for drug or alcohol use (including any further testing required by CASA);
- 2) If the comprehensive assessment recommended the employee or other worker commence a drug or alcohol intervention program – the worker has begun participating in such a program;
- 3) The worker is considered fit to resume performing SSAA duties by:
  - a) A DAMP MRO; and
  - b) The worker's treating clinician (if any).

BAC will permit a SSAA employee time to attend a nominated drug or alcohol intervention program on return to duties if a DAMP MRO has advised BAC that the employee should attend the program.

### 5.2.3 DAMP Medical Review Officer

BAC will appoint and consult a DAMP MRO as part of its responsibilities under this program and CASR Part 99 Subpart B.

BAC will consult a DAMP MRO in the following circumstances:

- 1) If a drug test conducted under the program returns a positive confirmatory drug test result – to confirm 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;
- 2) To review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a claimed medical conditions;

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC



- 3) To determine, in consultation with an employee’s treating clinician (if any), if the employee is fit to resume performing SSAA duties after a suspension for a drug or alcohol testing related incident.

### 5.3. Education and Awareness Program

All BAC employees, contractors and direct engaged workers performing SSAA duties must participate in the DAMP Education Program. The program is delivered to all new workers during induction, and refresher training is provided on a regular basis as determined by BAC (at intervals not exceeding 30 months). The DAMP Education Program includes the following topics:

- 1) BAC’s policies and procedures on drug and alcohol use;
- 2) Drug and alcohol testing in the workplace;
- 3) Support and assistance services for people who engage in problematic use of drugs and alcohol; and
- 4) Information about the potential risks to aviation safety from problematic use of drugs and alcohol.

Persons who become SSAA employees after 23 March 2009 must undertake the DAMP Education Program prior to commencing SSAA duties. DAMP Supervisors will receive additional education and training to manage people who engage in problematic use of drugs or alcohol.

A Standard Operating Procedure (Drug and Alcohol Management Plan Testing) has been developed to assist DAMP Supervisors in consistently managing post incident and reasonable suspicion testing.

#### 5.3.1 Records Management and Confidentiality

The *Privacy Act 1988* (Cth) may apply to information gathered under this program and information held in relation to the outcomes of drug and alcohol testing, whether conducted under BAC’s DAMP or by CASA.

BAC’s DAMP is consistent with the requirements of the *Privacy Act 1988* (Cth) and BAC will comply with any obligations it may have under that Act in the handling of personal information collected under the program.

All records associated with drug and alcohol disciplinary process will be retained in People, Performance and Culture Group personnel files or other worker record locations (for direct engaged workers and contractors).

BAC will report to CASA as required from time to time. The information reported to CASA will not contain any additional detail, beyond that required by CASR Part 99, which might identify individuals employed by BAC, its direct engaged workers or contractors.

Where CASA have notified BAC of a test outcome resulting from a CASA-conducted testing process, and the employee concerned subsequently leaves the employment of BAC, information relating to the employee’s name and address, ARN (if any) and cessation date will be provided to CASA for their records.

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

BAC will keep all records relating to this DAMP that are used to provide information to CASA for a period of five years. This information will be kept in a secure location. Within six months of the expiry of the five year record keeping period, BAC will ensure such records are destroyed.

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC

## 6. Specific Responsibilities

### 6.1. BAC DAMP Contact Officer

The BAC DAMP Contact Officer is:

Kersty Christensen  
 WHS and Employee Relations Manager  
 People, Performance and Culture  
[Kersty.christensen@bne.com.au](mailto:Kersty.christensen@bne.com.au)  
 Ph: (07) 3406 3137

The DAMP Contact Officer is responsible for:

- liaising with CASA in relation to BAC's responsibilities under CASR Part 99, including being informed (where required) of the results of CASA testing events.
- facilitating implementation and ongoing system maintenance of the DAMP.
- retaining confidential records relating to drug and alcohol testing.
- coordinating disciplinary and support processes relating to drugs and alcohol.

### 6.2. BAC DAMP Supervisors

BAC's DAMP Supervisors are:

Name	Position and Business Unit	Contact Number
Kersty Christensen	WHS and Employee Relations Manager People, Performance and Culture	3406 3137
Matt Bugler	Senior WHS Advisor People, Performance and Culture	3068 6695
Aaron Pond	Airside Coordination Manager Operations	3406 3075
Airside Operations Supervisors	Operations	3406 3072

DAMP Supervisors are responsible for:

- forming opinions in appropriate cases as to whether a person may be adversely affected by a testable drug or alcohol.
- requiring BAC employees, direct engaged workers and contractors to cease performing SSAA duties until testing can occur.
- undertaking training as required to develop and maintain knowledge relevant to their role as a DAMP Supervisors.

## 7. Review

This Drug and Alcohol Management Plan will be reviewed and updated as required to reflect changes in legislation, BAC's risk profile or operational needs, but in any case at intervals not greater than every five years.

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

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC



## 8. References

### *External*

- *Civil Aviation Safety Regulation 1998* (Cth), Part 99 – Drug and alcohol management plans and testing
- *Privacy Act 1988* (Cth)
- AS 4760 – Procedures for specimen collection and the detection and quantitation of drugs in oral fluid
- AS 4308 – Procedures for the collection, detection and quantitation of drugs of abuse in urine
- AS 3547 – Breath alcohol testing devices for personal use
- NMI R 126 – Pattern Approval Specifications for Evidential Breath Analysers

### *Internal*

- BAC Discipline Policy

<b>Document Title:</b>	Drug and Alcohol Management Plan		
<b>Document Location:</b>	C:\Users\kchuter1\AppData\Roaming\OpenText\OTEdit\EC_Cumulus\c1693259\Drug and Alcohol Management Plan_.docx		
<b>Version:</b>	2	<b>Review Date:</b>	28 June 2017
<b>Originator:</b>	WHS and Employee Relations Manager	<b>Approver:</b>	CRMC