



Hobart Airport
TASMANIA



Hobart Airport

TASMANIA

Drug and Alcohol Management Plan - DAMP

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1. DAMP Amendment Record

Amendment No.	Date	Amendment Details	Approved by
1	16/10/2014	Full Draft 1	Luke Clasener
2	30/01/2015	Draft 2	Luke Clasener
3	31/03/2015	Final	Luke Clasener
4	17/08/2018	Review	Wade Irvine

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2. Glossary

AOD	Alcohol and Other Drugs
CASA	Civil Aviation Safety Authority
CASR Part 99	Part 99 of the <i>Civil Aviation Safety Regulations 1998</i>
DAMP	Drug and Alcohol Management Plan
MRO	Medical Review Officer
SSAA	Safety-Sensitive Aviation Activity

3. Part 99 Definitions

Part 99.A of the *Civil Aviation Safety Regulations 1998* contains legal definitions for certain terms used in Part 99.

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4. General

4.1 Introduction

Hobart Airport has developed this Drug and Alcohol Management Plan (DAMP), covering employees who perform, or are available to perform, a Safety-Sensitive Aviation Activity (SSAA), to ensure the safety of Hobart Airport and its users.

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 Dugs (AOD).

This document sets out how Hobart Airport implements its DAMP. It is an important document that all employees should be familiar with.

Note: SSAA is defined in Part IV (Division 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 Hobart Airport employees to which this DAMP applies are set out in section 4.6 – below.

4.2 Hobart Airport Drug and Alcohol Policy

Hobart Airport is committed to ensuring staff are provided with a safe, productive and supportive work environment. Excessive use of Drugs and Alcohol in the workplace may increase the likelihood of incident and have a negative effect on health, safety and productivity.

Hobart Airport will work to reduce the risk of accident, incident and injury at Hobart Airport arising from the consumption of drugs and alcohol by:

- Prohibiting the use of illicit drugs
- Prohibiting the consumption of alcohol whilst on the job
- Providing workers with drug and alcohol education
- Providing support to workers with issues relating to drugs and alcohol

4.3 Disciplinary Actions

Hobart Airport will investigate each individual DAMP infringement and determine the appropriate course of action based on the facts provided for each case.

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4.4 Key Contacts

DAMP Contact Officer

Hobart Airport has appointed the following DAMP contact officer. The DAMP Contact Officer is the primary contact for liaising with CASA in relation to the responsibilities of Hobart Airport under CASR Part 99B:

Compliance Coordinator
 Ph: (03) 6216 1600
 Email: operations@hobartairport.com.au
 Address: 6 Hinkler Road, Cambridge, Tasmania 7170

DAMP Supervisor

Hobart Airport Staff members who are selected to perform the role of DAMP Supervisors will be selected based on the following:

- If they interact with SSAA employees on the day of work, prior to their works proceeding
- If they interact with SSAA employees whilst they are performing their works.

Hobart Airport has appointed the following key personnel as DAMP supervisor(s):

Name	Position
Simon Attoni	Terminal Duty Manager
Gavin Baker	Facility Coordinator
David Burdon	Senior Operations Officer
Jason Cate	Terminal Duty Manager
Jason Clark	Facility Manager (Planned Works)
Luke Clasener	Manager Operational Efficiency
Chris Cleaver	Facility Coordinator (WHS)
Tehan Coad	ICT Manager
Matthew Cocker	Executive General Manager Operations & Corporate Affairs
Darren Dodge	Manager Operations
Kelly Duffin	Property Manager
Wade Irvine	Compliance Coordinator
Sam Johnson	Project Manager

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Name	Position
Janine Louden	Integrated Systems Coordinator
Gerard McCaffery	Contract Manager
Amy McLaren	Terminal Duty Manager
Greg McQuade	Manager Infrastructure
Sam Merlo	Senior Operations Officer
Emily Moore	Terminal Duty Manager
Brett Nankivell	Maintenance Planner
Duane Pitt	Project Manager
Lilly Spaulding	Administration Trainee
Jackson Turner	Senior Operations Officer
Marcus Whitfield	Senior Terminal Duty Manager
Brett Woods	Senior Operations Officer
Warren Wylie	Senior Operations Officer

DAMP Supervisors have completed the *DAMP Awareness for SSAA Employees* training and *DAMP Supervisor* education program with CASA. They are required to complete a subsequent DAMP Supervisor education program within 30 months of their previous completion of the DAMP Supervisor education program. DAMP Supervisors 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. DAMP Supervisor training records are stored on the Hobart Airport server and are recorded on a company training matrix.

DAMP Medical Review Officer

Hobart Airport has not appointed a particular individual as its Medical Review Officer.

In the event that a MRO is required at any time Hobart Airport may contact the below person to organise the appropriate resourcing:

Dr Marcus Hirschfield
Aviation and Occupational Medicine
Designated Aviation Medical Examiner
Tel 0432 613 613

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4.5 Application

The purpose of this DAMP is to detail Hobart Airport's processes for managing drugs and alcohol in the workplace. The plan outlines the process for drug and alcohol testing, dealing with positive test results, support and rehabilitation, and drug and alcohol awareness training.

4.6 Who is Covered by This DAMP?

This DAMP applies to all Hobart Airport employees who perform, or are available to perform, a SSAA.

For the purposes of this policy, these employees include:

- Individuals employed directly by Hobart Airport
- Contractors engaged by Hobart Airport
- Sub-contractors engaged by contractors of Hobart Airport
- Individuals employed by those contractors and sub-contractors
- Volunteers of Hobart Airport
- Visitors of Hobart Airport (other than as a passenger)

In this DAMP, the individuals listed above are all referred to as *SSAA employees* even though they may not be directly employed by Hobart Airport.

4.7 DAMP Content

This DAMP comprises three key elements:

- Drug and Alcohol **Education** Program (see further Section 5).
- Drug and Alcohol **Testing** Program (see further Section 6).
- Drug and Alcohol **Response** Program (see further Section 7).

4.8 Responsibilities Under This DAMP

Responsibilities of Hobart Airport

Hobart Airport will:

- Make this DAMP available to each SSAA employee before they begin to perform, or become available to perform, a SSAA
- Provide reports to CASA about its administration of this DAMP or its dealings with its SSAA employees who have been subject to AOD testing, as required

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- 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 Hobart Airport determine that a drug and alcohol test is required after 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 – Hobart Airport 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.

Responsibilities of SSAA Employees of Hobart Airport

SSAA employees of Hobart Airport:

- Must not perform, or be available to perform, a SSAA if adversely affected by AOD
- Are subject to AOD testing under this DAMP while performing, or being available to perform, a SSAA for Hobart Airport
- Will be required to provide a body sample if they are to be tested for AOD by a Hobart Airport approved tester, 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 Hobart Airport AOD testing under this DAMP; or
 - Interferes with a body sample they provide for AOD testing by CASA or Hobart Airport approved tester.
- 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

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- Are encouraged to disclose to a Hobart Airport DAMP Supervisor if they have consumed a level of alcohol, or have taken any drug, that may adversely affect their ability to carry out a SSAA.

Responsibilities of DAMP Supervisors

DAMP Supervisors have been trained on how to form an opinion as to whether an organisation's employee may be adversely affected by AOD; and are authorised by Hobart Airport to form such an opinion in appropriate cases.

5. Drug and Alcohol Education Program

5.1 Overview

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

Where required, Hobart Airport will provide refresher drug and alcohol education to SSAA employees at an interval of no longer than 30 months since completion of the previous drug and alcohol education program.

5.2 Components of the Education Program

Hobart Airport'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.

5.3 Hobart Airport Drug and Alcohol Education Program

Forms of Education

This DAMP will consist of three forms of education. These are:

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1. DAMP Awareness Training

DAMP Awareness training is provided as part of the Hobart Airport contractor induction. Any person working for Hobart Airport must complete this induction prior to beginning work.

2. Full DAMP Education-DAMP Awareness for SSAA Employees

Full DAMP education will be provided to all people working for Hobart Airport who classify as a regular SSAA Employee. Training is via the CASA Aviation Worx website, with links available on the Hobart Airport website. Refer to Part A of this DAMP for the definition of a SSAA Employee.

3. DAMP Supervisor Education

DAMP Supervisor education will be provided to all Hobart Airport staff that perform the role of DAMP Supervisor. Training is via the CASA Aviation Worx website, with links available on the Hobart Airport website.

Who Will be Educated?

Any person who is classified as a Regular SSAA Employee will be required to undertake the full DAMP Education provided by CASA Aviation Worx. Refer to Part A of this DAMP for the definition of a SSAA Employee.

DAMP Awareness will be provided to all people working for Hobart Airport, including:

- Individuals employed directly by Hobart Airport
- Contractors engaged by Hobart Airport
- Sub-contractors engaged by contractors of Hobart Airport
- Individuals employed by those contractors and sub-contractors
- Volunteers of Hobart Airport.

Any person selected by Hobart Airport to perform the role of DAMP Supervisor will be provided with specific DAMP Supervisor training available on the CASA Aviation Worx website.

How Will Education be Provided?

DAMP Awareness Training:

The DAMP Awareness training is provided as part of the Hobart Airport contractor induction. The Hobart Airport Contractor Induction is available to all people on the internet at <https://hobartairport.com.au/business/working-at-hba/before-working-at-hba/>

Full DAMP Education - DAMP Awareness for SSAA Employees:

Full DAMP Education will be provided to Regular SSAA Employees through the CASA Aviation Worx website. Regular SSAA Employees will be required to complete the 'DAMP Awareness for SSAA Employees – eLearning' course available on the website <https://lms.casa.gov.au/users/index.aspx>.

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DAMP Supervisors:

DAMP Supervisors will complete the ‘DAMP Supervisor – eLearning’ training package through the CASA Aviation Worx website. This training module is available on the website <https://lms.casa.gov.au/users/index.aspx>.

Education Records

DAMP Awareness Records:

As the DAMP Awareness is part of the Hobart Airport contractor induction, the Hobart Airport Induction register will be used to maintain a record of those who have completed this training.

Full DAMP Education - DAMP Awareness for SSAA Employees:

Those who complete the DAMP education online will be provided with a certificate. A copy of the certificate shall be provided to Hobart Airport by the trainee and will be stored on the Hobart Airport server. Records of those who have completed the full DAMP Education will be kept on the Hobart Airport server.

DAMP Supervisors:

Records of those who have completed the ‘DAMP Supervisor – eLearning’ training package will be managed and saved on the Hobart Airport server. All persons who complete the ‘DAMP Supervisor – eLearning’ training provided by CASA will be required to provide Hobart Airport with a copy of their certificate of completion, which will be filed on the Hobart Airport server.

5.4 Contractors, Sub-Contractors and Volunteers

Regular SSAA Employees are required to undergo Drug and Alcohol Education. A ‘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. To meet the requirements of the Hobart Airport DAMP, all staff identifying as Regular SSAA Employees must complete the *DAMP Awareness for SSAA Employees – eLearning* training course provided by CASA Aviation Worx. The link to this training is provided on the Hobart Airport website <https://hobartairport.com.au/business/working-at-hba/before-working-at-hba/>. Once completed, a copy of the Certificate of Completion must be provided to Hobart Airport.

Training must be provided prior to undertaking works if the individual identifies as a Regular SSAA Employee. If works have commenced, and during the course of works, an individual becomes a Regular SSAA Employee, training must be completed immediately, and a copy of the Certificate of Completion must be provided to Hobart Airport.

If a company operates under their own DAMP procedures and training requirements, they must comply with internal company procedures in conjunction with Hobart Airport DAMP requirements.

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6. Drug and Alcohol Testing Program

6.1 Testable Substances

Tests will be conducted for the following substances:

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

6.2 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, breath alcohol testing devices for personal use
 - Standard NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers
- For urine testing for drugs — in accordance with standard AS/NZS 4308– ‘Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine’.

All testing will be performed in line with the requirements set out in CASR Part 99B.

6.3 When Will Testing be Conducted?

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

When First Joining Hobart Airport

An employee will be AOD tested when they first join Hobart Airport, if they 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 Employee’, unless:

- The employee has been AOD tested less than 90 days before the employee is required to begin performing or being available to perform a SSAA; and
- The test results were not positive.

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After an Accident or Serious Incident

A SSAA employee may be tested after an ‘accident’ or ‘serious incident’ that occurs whilst they are performing, or available to perform, a SSAA, provided that ‘suitable test conditions’ exist and a DAMP Supervisor determines that there is reasonable cause that a test is required.

Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:

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

DAMP Supervisor - Reasonable Grounds

A SSAA employee will be tested if a DAMP Supervisor has ‘reasonable grounds’ to believe the SSAA employee may be adversely affected by AOD while performing, or being available to perform, a SSAA.

On Return to Work Following a Suspension Event

A SSAA employee will be tested if they are returning to work after a period during which that employee was not permitted to perform, or be available to perform a SSAA, because:

- The employee has recorded a positive result for a confirmatory drug test or a confirmatory alcohol test conducted under Hobart Airport’s DAMP or as a result of CASA testing and a DAMP MRO has not determined that the result could be the result of legitimate therapeutic treatment or some other innocuous source.
- 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.

6.4 Permitted Levels

Alcohol

The level of alcohol permitted is less than 0.02 grams of alcohol in 210 litres of breath.

Drugs

The permitted level for each testable drug is specified in the following table:

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Testable Drug	Concentration - ng/mL
Δ9-tetrahydrocannabinol	10
6-Acetyl morphine	10
Amphetamine	25
Benzoylcegonine	25
Testable Drug	Concentration – ng/mL
Cocaine	25
Codeine	25
Ecgonine methyl ester	25
Methylamphetamine	25
Methylenedioxyamphetamine	25
Methylenedioxymethylamphetamine	25
Morphine	25

6.5 Who Will Conduct the Testing?

Where an SSAA employee is required to perform a drug and alcohol test, Hobart Airport will suggest the below contact for testing on behalf of Hobart Airport:

Diagnostic Services Pty Ltd (NATA Accreditation number 2270)

2/4 Kirksway Pl, Battery Point, TAS 7004

Ph. 03 6223 1955

Referral for Testing

Hobart Airport will provide all people who require a Drug and Alcohol test with a request form and chain of custody form to Diagnostic Services Pty Ltd (Hobart Pathology). All people performing a test at Diagnostics Services Pty Ltd under the Hobart Airport DAMP will need to provide the two forms upon arrival. A copy of the required forms are provided at Attachment B and Attachment C.

Drug and Alcohol Test Results

Hobart Airport require a copy of Drug and Alcohol test results for all Regular SSAA Employees. It is the responsibility of the person undertaking the Drug and Alcohol test or their company to provide Hobart Airport with a copy of the test results.

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Consent Form

Upon performing a Drug and Alcohol Test at Diagnostics Services, the Regular SSAA Employee may sign a consent form, to consent to Diagnostic Services providing the Drug and Alcohol test results directly to Hobart Airport.

Provision of Results Directly to Hobart Airport

Drug and Alcohol test results may be provided directly to Hobart Airport by the person providing the sample, or their company, if they do not wish to sign the consent form.

6.6 DAMP Medical Review Officer Requirements

Hobart Airport will consult a DAMP MRO in any of the following three circumstances:

1. If a drug test conducted under the DAMP 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 the test could be a result of legitimate therapeutic treatment or some other innocuous source (e.g. pain relief medication containing codeine).
2. To review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a medical condition.
3. To determine if the employee is fit to resume performing or being able to perform a SSAA.

7. Drug and Alcohol Response Program

7.1 Circumstances When an Employee Must Cease SSAA

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

1. Where Hobart Airport is aware that a positive result from an initial AOD test has been recorded and the employee has not, in respect of that test result, recorded a negative test result for a confirmatory drug test.
2. Where Hobart Airport is aware that:
 - A positive result for a confirmatory drug test has been recorded for the employee; and
 - A DAMP MRO has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
 - Mandatory preconditions for return to work have not been met.

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3. Where Hobart Airport is aware that:
 - A positive result for a confirmatory drug test has been recorded for the employee; and
 - A CASA MRO has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - Mandatory preconditions for return to work have not been met.
4. Where Hobart Airport is aware that:
 - The SSAA employee subject to AOD testing has refused to take the test; or
 - The SSAA employee subject to AOD testing has interfered with the integrity of the test.
5. If a DAMP Supervisor suspects the SSAA employee's faculties may be impaired due to that person being under the influence of AOD.
6. Where Hobart Airport determine a drug and alcohol test is required after an accident or serious incident has occurred involving the SSAA employee while he or she is performing, or being available to perform, a SSAA and either:
 - For the period that suitable test conditions exist for conducting AOD tests on the employee — a test has not been conducted; or
 - If tests have been conducted under suitable test conditions — Hobart Airport has not been notified of the test results.

7.2 Returning to Safety Sensitive Aviation Activities

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

1. The employee has undergone a comprehensive assessment for AOD use; and
2. If the comprehensive assessment recommended that the employee commence an AOD intervention program — the employee has begun participating in the nominated program; and
3. The employee is considered fit to resume performing, or being available to perform, a SSAA by:
 - A DAMP MRO; and
 - The employee's treating clinician (if any).
4. If the suspension event related to a drug test — at the time the employee was considered fit to resume performing SSAA activities, the employee receives a confirmatory drug test and records, for the test, a result that:

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- Was not a positive result; and
- A DAMP MRO is satisfied the test indicates the absence of testable drug use.

Time Off to Attend a Nominated Intervention Program

Hobart Airport may permit a SSAA employee time to attend a nominated AOD intervention program, if:

1. A DAMP MRO has advised Hobart Airport that the employee should attend the program; and
2. The employee is returning to work after a period during which the employee was not permitted to perform or be available to perform a SSAA because of a positive AOD test result.

8. 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 Hobart Airport DAMP or by CASA.

The Hobart Airport DAMP is consistent with the requirements of the Privacy Act 1988, and Hobart Airport information collected under the DAMP.

9. DAMP Review, Audit and Compliance

Hobart Airport or their delegate will review this DAMP a minimum of once every five years. The review shall take into account any feedback from the Hobart Airport Board, Hobart Airport Management Team and CASA as to the effectiveness of this program.

Reviews of this program will also be conducted at the direction CASA.

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

10. DAMP Reporting and Record Keeping

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

- Drug and alcohol testing
- Drug and alcohol education
- Drug and alcohol response

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- The number of SSAA employees engaged
- Details of the current DAMP Contact Officer

Additionally, where requested to do so, Hobart Airport will supply information about the identity of a SSAA employee to a CASA approved tester if requested.

10.1 Record Keeping

Hobart Airport will keep all records pertaining to this DAMP, including records that are used to provide information to CASA, for a period of 5 years from the end of the DAMP reporting period during which the record was created. This information will be kept on the Hobart Airport server, subject to routine backup procedures. Refer to Attachment A for further information regarding DAMP Reporting Periods.

11. Variations

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

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Attachment A – CASA Part 99 Definitions

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) from 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
 - (v) 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;
 - (iii) social sciences;
 - (iv) behavioural sciences.

Approved Breathalyser means a breathalyser approved by CASA under paragraph 99.130(a) for alcohol testing.

Approved Drug Testing Device means a device approved by CASA under paragraph 99.130(b) for testing for testable drugs.

Approved Laboratory means a person authorised under sub-regulation 99.450(3) to conduct confirmatory drug tests for Subpart 99.C.

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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.

Approved Tester means a person who is authorised to:

- (a) take body samples for drug or alcohol tests under sub regulation 99.450(1); and
- (b) conduct initial drug tests or alcohol tests under sub regulation 99.450(2).

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 sub regulation 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;
- (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.

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:

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- (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 sub regulation 99.030(1).

DAMP Reporting Period, for a DAMP organisation, means the period of 6 months immediately before each:

- (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;

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- (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.

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; and
- (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.

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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 sub regulation 99.020(2).

Suitable Test Conditions has the meaning given by subregulation (3).

- (3) **Suitable test conditions** mean 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.

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Attachment B – Hobart Pathology Request Form

Lab Number	Hobart Airport	HOBART PATHOLOGY
HOBART PATHOLOGY REQUEST FORM		UDS
Patient Details Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Surname: _____ Given Name: _____ Date of Birth: ___/___/___ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Address: _____		Order No
Requesting Employer: _____		Copy to Doctor: Patient
Patient consent to release results to Hobart international Airport PTY LTD. Signature: _____		
Pay Cat:		Bill to employer
Tests Requested: Urine Drug Screen (AS 4308) Confirmatory GCMS if required Breath Alcohol test Other tests:		Office Use Only
Clinical Notes Fasting: YES <input type="checkbox"/> hours NO Doctor Signature NOT required		
For Laboratory Use Staff initials: Loc Code: Type of collect: C <small>I certify that the pathology specimen accompanying the request was collected from the patient stated above as established by direct inquiry.</small> Signature of person collecting specimen _____ Date of Collect: ___/___/___ Time of Collect: _____		

Hobart Pathology is a subsidiary of Sonic Healthcare Limited APA.A.B.N. 24 004 196 909
P.O.Box 1535, Hobart, 7001 Tas Australia
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Attachment C – Hobart Pathology Chain of Custody Form



CHAIN OF CUSTODY FORM DRUG TESTING REQUEST (AS/NZ 4308:2008 COMPLIANT)

REQUESTING AUTHORITY TO COMPLETE	DONOR IDENTIFICATION							
	Surname _____	Given Names _____						
	Address _____	DOB / / <input type="checkbox"/> Male <input type="checkbox"/> Female						
	TEST REQUIRED							
<input type="checkbox"/> AS/NZ 4308:2008 compliant urine drug screen <input type="checkbox"/> Urine alcohol <input type="checkbox"/> *GCMS confirmation sample positive for _____		APOLLO TEST SETS U179 UD10 (only if requested) <i>Hobart Drug Lab will indicate * GCMS codes if required</i>						
REQUESTING AUTHORITY (CONTACT DETAILS)		ACCOUNT DETAILS						
Name _____		<input type="checkbox"/> Account to requesting authority						
Address _____		<input type="checkbox"/> Payment taken at time of collection						
Company _____								
Phone _____ Fax _____								
Results to _____								
DONOR	MEDICATIONS							
	I declare that I have taken the following prescription, non-prescription medications or other agents in the last month (Please print) I certify that the specimen accompanying this form is my own and was provided by me to the authorised collector. I also certify that the specimen containers were sealed with tamper evident seals in my presence and that the donor information provided on this form and on the labels is correct. I also consent to the analysis of the specimen for drugs and the release of the results to my employer / prospective employer / Doctor or their authorised representative.							
Signature of donor / guardian: _____ Date: / /								
COLLECTOR TO COMPLETE	ID CHECK							
	<input type="checkbox"/> Photo licence No. _____ <input type="checkbox"/> Passport No. _____ <input type="checkbox"/> Other Photo ID (please specify) _____ <input type="checkbox"/> Photo ID not sighted	SPECIMEN TYPE Urine Colour <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable Temperature - Record temperature up to 4 minutes after collection <table border="1" style="display: inline-table;"> <tr> <td>33</td><td>34</td><td>35</td><td>36</td><td>37</td><td>38</td> </tr> </table> Onsite urine creatinine mg/dl _____ (Insert number) No. of specimens (tubes) sent to laboratory _____	33	34	35	36	37	38
	33	34	35	36	37	38		
	INTEGRITY TESTING							
If sample integrity test failure (urine colour – unacceptable, temperature – not recording, creatinine – abnormal) Request another urine sample from donor Donor able to provide <input type="checkbox"/> Yes Use a new COC form and laboratory number <input type="checkbox"/> No Send this form to laboratory for data entry I certify that the donor's identification has been verified and that the specimen identified on this form is that provided to me by the donor providing the certification above, that it bears the same identification as set forth above and that it has been collected, divided, labelled and sealed in compliance with AS/NZS 4308.								
Collector Signature _____ Collector name (print) _____								
Collector's Accreditation No. _____								
Collection Centre Code _____ Collection Date / / Time (24 hr clock) :								
Security Tag No. _____ attached at time of sealing (Collection Centre)								
LAB USE ONLY	CHAIN OF CUSTODY TO BE COMPLETED BY ALL LABORATORY PERSONNEL WHO SIGHT OR HANDLE THE SPECIMEN							
	Record number of samples (tubes) received: _____							
	Security Tag No	Received by (print)	Signature	Date/Time Received	Seal Intact	Labels Match		
					YES / NO	YES / NO		
	SAMPLE SENT FOR CONFIRMATION							
	Date	Security Tag No (sealed in lab)	Signature	Sent by (Print)	Seal Intact	Labels Match		
				YES / NO	YES / NO			
CONFIRMATION TESTING								
Security Tag No	Received by (print)	Signature	Date/Time Received	Seal Intact	Labels Match			
				YES / NO	YES / NO			
Issue date:	31/12/14	Page 1 of 1	Document Code: COC Drug Testing Request (4308) (F-GC-309)					
Version No.	1	Authorised by: C. Mayne	Document location: C:\Statewide\Specimen Collection\Forms & Info Sheets\COC Drug Testing Request (4308) (F-GC-308).doc					

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