

Procedure: Drug and Alcohol Management

1. Purpose

To identify and eliminate the hazards and risks associated with the misuse of alcohol or drugs.

2. Actions Required

- Identify and manage safety risks in the work environment caused by the misuse of alcohol or drugs
- Inform and communicate to workers the risks of drug and alcohol use
- Offer organisational support and access to advice
- Implement DAMP program.

3. Definitions

ACCIDENT: - Incidents occurring air side

AERODROME TESTING AREA: - Air side or available to go airside

AOD - Alcohol or Drugs

BAC: - Blood Alcohol Content

CASA: - Civil Aviation Safety Authority

CASR: - Civil Aviation Safety Regulations

CEO: - Chief Executive Officer

DAMP: - Drug and Alcohol Management Program

DAMP Contact - Authorised Employee to act as CASA contact

DAMP Medical Review Officer - Medical Practitioner, CASA compliant

DAMP Supervisor -.Authorised Employee to supervise under terms of DAMP

GSCC - Greater Shepparton City Council

GSCC RO - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role or has engaged a contractor(s)

MRO - Medical Review Officer

RSA Officer - Responsible Service of Alcohol Officer

SSAA: - Safety sensitive aviation activity

WORKER - Employees, Contractors, Volunteers and any person performing duties in any capacity for GSCC.

4. Responsibilities and Authority

Directors

- Support, encourage and assist in workers participation in drug and alcohol training or educational programs.

Managers/Supervisors and Contractors

- Determine if safety in the workplace is compromised due to a workers external use of alcohol or drugs
- Initiate communication and assistance with worker involved
- Support and encourage workers participation in drug and alcohol training or educational programs.

Workers

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- Remain within the legal Blood Alcohol Content (BAC) and meet all relevant statutory requirements when:
 - Driving a Council vehicle
 - Operating heavy plant and equipment (Operators of plant greater than 4499 kgs must maintain a 0.00 reading)
 - On-call
 - Using fire arms
- Employees who feel they are impaired or unable to safely perform their duties are encouraged to communicate with their Manager/Supervisor
- Participate in provided training and education programs
- Employees must not:
 - Bring or use Illegal drugs within any GSCC worksite
 - Bring or use drugs other than those which have been prescribed by a medical practitioner, or can be purchased legally over the counter and are used as prescribed
 - Report for duty under the influence drugs

Responsible Service of Alcohol Officer

- Adhere to all responsible serving of alcohol legislative requirements
- RSA Officer must maintain current certification and displayed at functions
- RSA Officer is to serve alcohol at approved employee functions
- At functions approved by the CEO, the RSA Officer will be responsible to ensure:
 - Functions have clear start and finish times
 - Alcohol available is restricted to light and heavy beer, wine and pre-mixed drinks
 - Alternative transport arrangements are made when required
 - Ensure signs are displayed that states:
 - Entrance fee covers food and entertainment, liquor supplied free of charge
 - Council encourages employees to practice responsible and sensible drinking habits
 - Ensure adequate food will be provided at functions where alcohol is being served
 - Human Resources Department are to be notified if the nominated RSA Officers alter prior to the function

5. Procedure

GSCC is committed to providing a safe and healthy work environment within all Council worksites.

Excessive alcohol use can affect workplace relationships, safety and productivity. Alcohol can also affect the general health and wellbeing of employees and impact on their family, friends and the wider community. GSCC recognises that drug and alcohol mis-use is a treatable condition and where appropriate assistance will be provided to employees experiencing these problems. Counselling, including the provision of independent and confidential external professionals will be offered if appropriate.

Workers may also be subject to GSCC’s disciplinary procedures and their behavior may be treated as serious misconduct. Breaches of the drug and alcohol policy by contractors, sub-contractors and their employees may result in the termination of their contract.

6. Education

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GSCC will endeavour to foster a workplace culture, through education programs where employees are prepared to encourage each other to be safe and not impaired at work through the influence of drugs and alcohol.

Messages about reducing the risk of alcohol and drug related harm delivered in workplace awareness and education programs are likely to be passed onto the wider community through employees' interactions with family and friends:

- GSCC will inform employees on how the consumption of alcohol or other drugs may adversely impair their ability to work safely
- GSCC will inform employees of the consequences for breaching GSCC Drug and Alcohol Policy and Procedures
- Education materials and training sessions will be provided to employees on known dangers of drug and alcohol use, treatment options and available assistance.

Prescription And Non Prescription Drugs

- Prescribed and non prescribed medications e.g. cold tablets, cough medicines, headache tablets may cause impairment and should be taken as per instructions
- Employees should inform their Manager or Supervisor of possible side effects of prescribed drugs or medicine
- Breaches of GSCC Drug and Alcohol Policy and Procedures will be dealt with in accordance with the Council's Discipline Procedure.

7. Counselling

Council recognises that drug and alcohol misuse is a treatable illness and that appropriate assistance is necessary for affected individuals.

- If an employee advises a Manager or Supervisor they are experiencing a substance use problem they will be provided appropriate support
- If a Supervisor/Manager or other employees is aware that an employee is experiencing a substance use problem it will be expected that appropriate support for the employee will be offered to enable satisfactory and successful rehabilitation:
 - GSCC Human Resources Branch
 - Employee Assistance Program (EAP) - provides advice, support, counselling and assistance to employees and their family
 - GSCC Contact Officer
 - Employee's General Practitioner
- Employee's refusing counselling and show no improvement in work performance may face GSCC's Discipline Procedure.

8. Rehabilitation

Employee's undergoing rehabilitation will require the support of their colleagues and management. A mutually agreed work program will be developed to enable a clear understanding of expectations from both parties.

Working adjustments will depend on individual employee circumstances, and may include:

- Removal from the workplace if there is a risk of injury to self or others
- Relocation or temporary transfer to an alternative role
- Amended work arrangements
- Implementation of a "Buddy System" with the employees' consent to provide assistance and support

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- Access to leave entitlements will be available upon presentation of an appropriate Doctor's certificate.

9. Alcohol Testing

Voluntary

- An employee may request to undertake a preliminary breath test (as a guide only) if they are of the opinion that they are not in a fit to drive or carry out their duties safely
- If the testing results indicate a positive reading above the legal BAC, the employee is to inform their Manager/Supervisor who may:
 - Arrange alternative duties where possible.
 - Request the employee leave work and implement sick leave hours or unpaid leave until their return to the workplace
 - Request the employee seek appropriate assistance if there is a reoccurrence.

Management Suggested Testing

If a GSCC RO is of the opinion that the employee is impaired and unable to work safely, he/she may suggest that the employee undertake a voluntary breath test (as a guide only).

- If the employee agrees to take a suggested voluntary breath test, two GSCC RO will be present to witness each reading
- If the testing results indicate a positive reading above the legal BAC, the GSCC RO may:
 - Arrange alternative duties where possible.
 - Request the employee leave work and implement sick leave hours or unpaid leave until their return to the workplace
 - Notify the relevant Director
 - Notify Human Resources Branch.
- Where a positive test occurs, the employee may:
 - Request evidence that the calibration has been checked within the last six months
 - Authorise in writing for GSCC to organise a blood test to verify the reading. The employee will be accompanied by a GSCC RO.
- GSCC may refer the matter to the Victorian Police
- Tests in excess of the legal BAC limit will be recorded in the employees files
- Refusal to undertake a preliminary breath test may result in the employee being stood down on sick leave until an appropriate medical certificate, within a reasonable time frame, that relates to the specific observation and they are fit for work.

Drug Use

The sale, possession, use or distribution of illicit drugs is illegal. Any person breaching this procedure on GSCC property or during work hours, will face GSCC's Discipline Procedure and possible legal action.

Responsibility

- Employee's working while under the influence of a substance may be held personally responsible for loss, damage or injury caused
- If an incident is alleged to be due to possible misuse of a substance(s), post incident testing may be conducted by an external provider or Victorian Police
- Employee's charged with drug or alcohol related offences, where there is a likelihood of a conviction, must inform their GSCC RO immediately and may face GSCC's Discipline Procedure and possible legal action.

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Social Functions Permission

After work social drinks for both indoor and outdoor staff have been granted permission for the responsible service of alcohol any other events wishing to serve alcohol must seek prior approval in writing from the CEO.

10. Greater Shepparton City Council Airport Drug and Alcohol Management Program (Damp)

Objective

CASR Part 99, requires GSCC to implement a Drug and Alcohol Management Program and policy (99.045) for SSAA employees that includes:

- GSCC policy on drug and alcohol use
- Drug and alcohol testing
- Drug and alcohol education, training, support, assistance and information programs
- Access via the following:
 - Hard copy
 - InSite

The GSCC DAMP applies to workers that perform maintenance, repairs or works conducted airside which may affect air traffic or any other SSAA.

11. Responsibilities And Authority

Workers Performing SSAA

- Must comply with DAMP obligations
- Must not perform any SSAA if under the influence a testable drug or alcohol and are required to notify the GSCC RO if they are unable to perform SSAA
- Are subject to AOD testing under and may be required to provide a sample for testing
- Must cease SSAA if:
 - Return a positive result for an AOD test
 - Fail to comply with a request to provide a sample for testing
 - Interfere with a sample for testing
 - Requested to do so by the DAMP Supervisor
- Must meet all mandatory pre-conditions following an alleged AOD incident before recommencement of SSAA
- Not perform any SSAA until an AOD test has been conducted following an accident/serious incident involving them
- Are required to attend a drug and alcohol education program at least every 30 months.

Damp Contact Officer

- Must comply with DAMP obligations
- The DAMP Contact Officer (Aerodrome Manager) is to liaise with CASR in relation to GSCC responsibilities under this program
- Not perform any SSAA until an AOD test has been conducted following an accident/serious incident involving them
- Must meet all mandatory pre-conditions following an alleged AOD incident before recommencement of SSAA.

Damp Supervisor

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Damp Supervisor (Primary Aerodrome Reporting Officer):

- Must comply with DAMP obligations
- Is authorised by GSCC to assess if a worker is affected by DOA while performing SSAA
- Is authorised to cease the work of a SSAA employee affected by DOA
- Not perform any SSAA until an AOD test has been conducted following an accident/serious incident involving them
- Must meet all mandatory pre-conditions following an alleged AOD incident before recommencement of SSAA
- Undertake training to manage workers with problematic AOD per CASA training online
- Are required to attend a drug and alcohol education program at least every 30 months.

Induction

Prior to performing SSAA all workers must at induction be informed and aware of:

- GSCC's drug and alcohol education program for SSAA employees
- Policy and Procedure on AOD
- AOD testing in the workplace
- Support and assistance for problematic AOD use
- Aviation safety
- Drug and alcohol education
- Random testing by CASA under Part 99C of the CASRs.

Self-Referral

GSCC encourages workers to recognise problematic use of substances and to:

- Seek appropriate assistance
- Contact EAP (Employee Assistance Program).

Medical Review Officer (MRO)

- GSCC RO will consult a DAMP MRO:
 - Following a positive drug test to determine if the presence and level of the testable drug could be the result of therapeutic treatment or an innocuous source
 - To review medical information in the event of a person's failure to give a body sample due to a claimed medical condition
 - To determine if a worker is fit to resume SSAA following an AOD related incident.

Disciplinary Action

Any worker involved in an AOD incident, or who return a positive test result will be subject to CASA regulations and may face GSCC's Discipline Procedure.

Review, Audit and Compliance

GSCC will review this program at least every 5 years, or as directed by CASA to ensure compliance to CASR.

Provision Of Information

Information supplied to a CASA approved tester, on a worker, complies with all appropriate regulations and may contain information on:

- Drug and alcohol education
- Any AOD testing completed
- Induction information given

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- Contact details

Records are kept for a period of 5 years and in accordance with Council's record management procedures.

Variations

- GSCC may be required by CASA to make changes or to prepare a new DAMP to ensure compliance with the CASRs
- Three months written notice will be given to employees of any variations or amendments to GSCC DAMP.

12. References

- *Occupational Health and Safety Act 2004*
- *Liquor Control Reform Act 1998*
- *Fire Arms Act 1996*
- *Accident Compensation Act 1985*
- *Transport Accident Act 1986*
- *CASA (Part 99C)*
- *Privacy Act 1988 & Privacy Amendment Act 2004*

13. Supporting OHS Procedures And Documents

Supporting Documents Refer Trim Reference:

- M10/113540: Workplace Bullying & Violence Procedure
- M10/42626: Fitness for Work Checklist (Attachment 1)

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Safety Form

Fitness for Work Checklist

POINTS/AND OR SIGNS TO LOOK FOR IN SUBJECT
(Please tick appropriate boxes and complete where necessary)

Employee Name: _____ **Date:** _____

Work

Performance: Drowsiness Working Unsafely Aggressive Behaviour Normal

Work

Instructions: Unable to follow Unable to concentrate Difficulty giving instructions
 Normal

Time

Management: Lateness Excessive Absenteeism Extended Lunch Breaks Normal

BREATH: Smell of intoxicating liquor – Nil Slight Strong Normal
 Other:

COLOUR OF FACE: Flushed Pale Normal Other:
.....

SKIN: Pale Needle marks Ulcers Abscesses Excessive perspiration
 Normal Other:
.....

CLOTHING: Orderly Soiled Disarranged Normal Other:
.....

ATTITUDE: Co-operative Talkative Anxious Excited Dreamy Relaxed
 Indifferent Hallucinating Sedated Hostile Irritable Cocky
 Depressed Antagonistic Unable to follow instructions Normal Other:
.....

ACTIONS: Swearing Belching Vomiting Fighting Drooling Hiccapping
 Restless Runny nose Itching Constant scratching
 Loss of emotional control Normal Other:.....

EYES: Bloodshot Watery Glazed Eyelids drooping Pupils enlarged
or Pinpoint Normal Other:
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