

Drug & Alcohol Management Plan (DAMP)

Aviation Reference Number (ARN): 557249

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Version Control

The Sydney Airport Drug and Alcohol Management Plan (DAMP) is subject to change from time to time. The DAMP will be made available to persons covered by the policy via the company's intranet and internet sites. As information is updated, the Document Version Number of the document will be amended accordingly and stakeholders advised. The Manager Aviation Safety Systems will maintain a hard copy of the DAMP documenting the most recent updates.

Note: All updates listed below will be indicated with a side bar on the righthand margin of this document.

Document version	Change Date	Summary of Changes	Author
1.2018	April, 2018	Updated DAMP Supervisors List	Manager Aviation Safety Systems
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SYDNEY AIRPORT DAMP POLICY

Sydney Airport is committed to providing a safe, healthy and productive workplace. Alcohol and drugs can have a negative effect on performance and safety.

This Policy facilitates the health, safety and welfare of all Sydney Airport workers by:

- (a) promoting personal responsibility in relation to the consumption of alcohol which may at any time affect their health or the performance of "safety sensitive aviation activities";
- (b) prohibiting the use of illicit drugs by all workers; and
- (c) promoting responsible and lawful use of prescribed and over the counter medication.

In accordance with Part 99 of the Civil Aviation Safety Regulations (1998) Sydney Airport is required to implement a Drug and Alcohol Management Plan (DAMP) for workers undertaking prescribed "safety sensitive aviation activities" (SSAA's) as listed in the Regulations. Sydney Airport employs a large number of workers engaged in such activities. This includes contractors and sub-contractors to Sydney Airport.


Pursuant to the Regulations, workers engaged in SSAA's are subject to random drug and alcohol testing by CASA as well as other testing by Sydney Airport.

It is Sydney Airport Policy that:

- illicit drugs will not be tolerated in any Sydney Airport Workplace;
- working while under the influence of drugs or alcohol will not be tolerated in any Sydney Airport Workplace;
- workers will be supported should they need to take prescription medication. Where prescribed medications have the potential to impair performance, the worker must inform their supervisor or manager. In such instances, workers will not be required to stop taking their prescribed medication, however may be required to temporarily cease performing or being available to perform SSAA's. Sydney Airport will seek advice from a Medical Review Officer (MRO) as to the individual's ability to continue performing SSAA's;
- workers feeling affected by prescription drugs must stop work immediately where performing SSAA's and inform their supervisor or manager;
- alcohol will not be consumed during work hours at any Sydney Airport Workplace except where alcohol is available at functions approved in writing by management and then still strictly according to this DAMP;
- workers whose performance is affected by alcohol or drugs will be subject to Sydney Airport's Drug and Alcohol Policy.

Sydney Airport will apply its DAMP to all persons engaged in airside activities. The DAMP will be made available to every current Sydney Airport worker, and on the engagement of any new worker, and all relevant external contractors/sub-contractors engaged in SSAA's.

Any questions or concerns as to this Policy may be directed to the DAMP Contact Officer or a DAMP Supervisor, as set out in this DAMP.



Geoff Culbert
Chief Executive Officer
Sydney Airport

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THE POLICY DETAILS

1.1 Code of Behaviour

All Sydney Airport Workers are expected to present and remain operationally fit and free from impairment by alcohol and any other form of drug.

A Worker must not perform any SSAAs, remain at work or in any way be available to or undertake any SSAA if impaired by alcohol or drugs (whether those drugs are prescribed, over-the-counter or illicit).

1.2 Application of the DAMP

The purpose of this Plan is to detail Sydney Airport's processes for the management of drugs and alcohol consistent with Part 99 of the Civil Aviation Safety Regulations (1998) (CASR). The Plan outlines the process for drug and alcohol testing by Sydney Airport, random testing by CASA, procedures for dealing with positive results, provision of drug and alcohol awareness training, and drug and alcohol support and rehabilitation programs.

The requirements outlined in this Plan shall apply to those persons performing or available to perform SSAAs including:

- all Sydney Airport Workers working within the Aerodrome Testing Area;
- Sydney Airport engaged in-house contractors and consultants working within the Aerodrome Testing Area;
- Sydney Airport contractors and sub-contractors and their employees performing any work within the Aerodrome Testing Area under (written or oral) contracts with Sydney Airport.
- All activities undertaken by personnel employed by Sydney Airport's security services provider whilst undertaking their duties as an airport security guard or screening officer on behalf of Sydney Airport.

1.3 Definitions

Accident: an occurrence that arises out of a person performing or being available to perform an applicable SSAA if:

- 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: includes any surface over which an aircraft is able to be moved while in contact with the ground, including any aircraft parking areas, and any other area which does not have a building on it, from which access to that area may be had and any part of an aircraft, aerobridge or other moveable structure. It also includes certain buildings on the aerodrome used by third parties for maintenance of aircraft or

aeronautical products, for manufacture of aircraft or aeronautical products, by air traffic service providers or by the holders of an AOC for flying training.

Note: Sydney Airport expects employees and contractors will not have access on a regular basis to buildings on the aerodrome used by third parties for:

- maintenance of aircraft or aeronautical products;
- manufacture of aircraft or aeronautical products
- air traffic control service providers
- holders of an AOC for flying training.

Airside: any part of an aerodrome up to and including its perimeter whether or not it is fenced, but excluding any part of the aerodrome that may be lawfully accessed by a member of the public without a specific authorisation by or on behalf of the aerodrome operator.

Authorised Person: a CASA Approved Tester or a person authorised by Sydney Airport who may conduct drug and alcohol testing.

BAC: blood alcohol content.

CASA: Civil Aviation Safety Authority of Australia.

CASA Approved Tester: a person who is authorised by CASA to:

- a) take body samples for drug and alcohol tests; and
- b) conduct initial drug or alcohol tests.

Comprehensive Assessment: in relation to a person's drug or alcohol use, means an expert examination of the person's physiological and psychosocial indicators.

DAMP: Drug and Alcohol Management Plan.

DAMP Contact Officer: the person appointed by Sydney Airport to liaise with CASA in relation to Sydney Airport's responsibilities under Part 99 CASR.

DAMP Supervisor: The person(s) appointed by Sydney Airport and who 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.

First Join Test: A 'First Join Test' is conducted prior to the first day which an SSAA Employee is initially available to perform SSAA's. It must be conducted within 90 days prior to commencing employment where SSAA's will be conducted or on transfer of duties, prior to an employee's first availability to perform SSAA's.

Illicit Drugs: include cocaine, cannabis, opioids, and amphetamines.

MRO: Medical Review Officer appointed by Sydney Airport for the purposes of its DAMP.

Regular SSAA employee: any SSAA employee who is reasonably likely to perform an applicable SSAA at least two or more times every 90 days. (This may be construed as a rolling 90 day period, so it may cover a wide variety of staff).

Safety Sensitive Aviation Activities (SSAA): any 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. In the case of Sydney Airport this applies to any activity undertaken by a person, other than as a passenger, in an Aerodrome Testing Area.

Serious Incident: 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; or
- (b) the occurrence gives rise to a danger of serious damage to an aircraft or property.

Testable Drugs: include alcohol, cocaine, cannabis, opioids, amphetamines and benzodiazepines.

Worker: a Sydney Airport employee or a Sydney Airport engaged in-house or external contractor or consultant and their subcontractors and employees.

Workplace: includes all buildings and grounds under the direct control of Sydney Airport Corporation Limited and also extends to worksites under Sydney Airport's control as well as Sydney Airport owned vehicles, whether or not they are on Sydney Airport property.

2.0 RESPONSIBILITIES

2.1 Workers

Each Worker will:

- not possess or use illicit drugs on a Sydney Airport Workplace at any time;
- not undertake any work if he or she is adversely affected by alcohol or drugs;
- notify a supervisor and/ or manager if he or she is taking prescription drugs that may affect safety or work performance;
- disclose to a supervisor or manager if he or she has consumed a level of alcohol, or is taking any drug, that may affect his or her ability to carry out an SSAA;
- notify a supervisor and/ or manager if he or she believes that the performance of another worker at a Sydney Airport Workplace is affected by drug or alcohol use;
- be responsible for his or her own alcohol intake at any management-approved function;
- if they have caused or were in any way involved in any Accident or Serious Incident within the Aerodrome Testing Area, immediately notify their supervisor, or manager of that fact and the identities of all other Sydney Airport Workers involved;
- be subject to drug and alcohol testing under this Plan while performing, or being available to perform, a SSAA;
- will be required to provide a body sample if they are to be tested for drugs or alcohol by Sydney Airport or CASA for the purposes of conducting such tests;
- cease performing or being available to perform SSAA if they:
 - return a positive test result for a drug or alcohol test;
 - fail to comply with a request by an Approved Tester to provide a body sample for CASA drug and alcohol testing;
 - fail to comply with a request to provide a body sample for Sydney Airport drug and alcohol testing;
 - interfere with a body sample they provide for drug or alcohol testing by CASA or Sydney Airport.

If required to cease performing, or being available to perform a SSAA because of an Accident or Serious Incident, Workers must not again perform or be available to perform any SSAA duties until all mandatory pre-conditions have been met.

2.2 Supervisors and Managers

Supervisors:

- shall immediately notify any reports or suspicions of, or allegations of, drug or alcohol use or effect to their immediate Manager and the relevant Business Partner, People and Performance;
- shall ensure any Accident or Serious Incident has been reported to their immediate Manager and relevant Business Partner, People and Performance;
- shall immediately direct relevant the Worker to cease duties and report to their immediate Manager or the Business Partner, People and Performance.
- Should and Accident or Serious Incident occur after normal business hours ensure any Sydney Airport SSAA Employees involved in the incident completes drug and alcohol testing.

Managers:

- upon being contacted by a Supervisor as above, the Manager or Business Partner, People and Performance, will immediately contact a DAMP Supervisor to report the suspicion, Accident or Serious Incident;
- a DAMP Supervisor will then as soon as practicable assess the Worker to determine if the Worker suspected may be adversely affected by a testable drug or alcohol and if so, ensure the Worker submits as soon as practicable to a drug and alcohol test, and immediately notify the Business Partner, People and Performance;
- in the event of an Accident or Serious Incident the immediately responsible Manager shall ensure any SSAA Worker involved submits as soon as practicable to a drug and alcohol test and ensure that the relevant Business Partner, People and Performance and the Manager Aviation Safety Systems are also immediately notified. In the event of an Accident or Serious Incident after normal business hours notification to People & Performance and the Manager Aviation Safety Systems may be via phone or email.;
- shall ensure adequate time is provided to an SSAA Worker to attend a drug or alcohol intervention program if required following an assessment by a suitably qualified MRO.

2.3 Sydney Airport's Duties

Sydney Airport must:

- make this DAMP available to all new Workers and to each SSAA Worker before that person begins to perform, or becomes available to perform an SSAA;

- not permit a Worker to perform or be available to perform an SSAA in the following circumstances:
 - if a Supervisor, Manager or DAMP Supervisor suspects the Worker may be adversely effected due to the person being under the influence of a testable drug or alcohol;
 - if an Accident or a Serious Incident has occurred which involved the Worker, either:
 - for the period that suitable test conditions exist for conducting drug or alcohol tests on the Worker and a test has not been conducted; or
 - if tests have been conducted but Sydney Airport has not been notified of the test results; or
 - if an SSAA Worker is returning to work after a period in which the Worker was not permitted to perform an SSAA because of testable drug use until all mandatory pre-conditions have been met.

2.4 Sydney Airport Contractors

Sydney Airport's DAMP will be made available to Sydney Airport contractors and sub-contractors who perform, or are available to perform a SSAA under a current contract with Sydney Airport.

Sydney Airport contractors who are themselves a DAMP organisation (eg. security screening authority) are not subject to the Sydney Airport DAMP.

Any contractor found to be in violation of Sydney Airport's DAMP will be refused entry into, or removed, and / or may be temporarily or permanently suspended from Sydney Airport's approved contractor list and / or visiting or providing services to Sydney Airport.

Sydney Airport contractors who fall within the definition of a DAMP organisation will be required to develop and implement their own DAMP and may be subject to auditing by Sydney Airport as to compliance with their DAMP and the Regulations.

3.0 DRUG & ALCOHOL INDUCTION & EDUCATION PROGRAM

All Sydney Airport Workers will be provided with access to Sydney Airport's DAMP (available from the intranet) on commencement of their employment, including information on:

- Sydney Airport's Policy on drug & alcohol use;
- Sydney Airport's Drug and Alcohol Education Program;
- Sydney Airport and CASA drug and alcohol testing in the workplace;
- support and assistance services for people who engage in problematic use of drugs & alcohol; and
- the potential risks to aviation safety from the use of drugs & alcohol.

Sydney Airport engaged contractors and sub-contractors will be provided access to the DAMP via the company's corporate website.

Additionally DAMP Supervisor(s) will be provided with education and training to manage people who engage in problematic use of drugs and alcohol.

Sydney Airport's DAMP is also available via the intranet to all Workers whose employment pre-dates the commencement of the DAMP.

3.1 Drug & Alcohol Education Program:

The following training will be undertaken by all individuals undertaking SSAA's covered by the Sydney Airport DAMP:

- ***Induction Training***

All new SSAA Workers and in-house contractors and consultants, including existing non-SSAA Workers whose role changes to an SSAA role, are required to complete the Sydney Airport online Drug and Alcohol Education Program on their first day of employment or prior to performing or being available to perform any SSAA's.

- ***Contractor Induction Training***

All Sydney Airport contractors and subcontractors who perform SSAA roles will be required to complete the Sydney Airport online Drug and Alcohol Education Program prior to commencing work at Sydney Airport. Upon completion, contractors will be issued a Sydney Airport Contractor Induction Card. Contractors shall not be permitted to commence work on site without this induction card.

- **Recurrent Training**

The following recurrency requirements exist surrounding the Sydney Airport Drug and Alcohol Induction & Education Program:

- all Sydney Airport SSAA Workers and in-house contractors and consultants shall be required to re-complete the online Alcohol & Drug Education program every 2.5 years from the date that they last completed the course.
- all Sydney Airport contractors and subcontractors will be required to re-complete the online Alcohol & Drug Education program every 2 years from the date that they last completed the course in line with Sydney Airport contractor induction requirements.

Completion of the above training is compulsory. Records of completion shall be managed by the Manager Aviation Safety Systems. Training records for Sydney Airport Workers and in-house contractors and consultants shall be forwarded to the People & Performance department.

Upon completion, contractors will be issued a Sydney Airport Contractor Induction Card. Contractors shall not be permitted to commence work on site without this induction card.

- **DAMP Supervisor Training**

All Sydney Airport DAMP Supervisors shall be required to undertake the CASA DAMP Supervisors course available from the CASA website. DAMP Supervisors shall be required to re-complete the CASA DAMP Supervisors course every 2.5 years from the date that they last completed the course. Training records will be managed by the Manager Aviation Safety Systems and forwarded to the People & Performance department.

Procedures for the enrolment and ongoing management of SSAA employee Drug and Alcohol Awareness education requirements are outlined in **Appendix 6**.

4.0 SYDNEY AIRPORT DRUG & ALCOHOL TESTING

4.1 Random Testing by CASA

All SSAA Workers are subject to random alcohol and drug testing procedures by CASA. Random testing may be conducted at any Sydney Airport Workplace, on any day, and at any hour.

Only a CASA Approved Tester will be authorised to conduct random testing of individuals.

Sydney Airport does not intend to undertake random alcohol and drug testing of its staff but will review this on a regular basis and may choose to do so in the future.

4.2 Sydney Airport Testing

Sydney Airport will test for the following substances:

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

CASA may test for other substances.

4.3 When will testing will be conducted by Sydney Airport?

Drug and alcohol testing of all SSAA Workers will be conducted in the following circumstances:

4.3.1 Prior to commencement of SSAAs

A person will be tested for testable drugs and alcohol before commencing SSAA duties with Sydney Airport, or in the case of an in-house contractor or an in-house consultant, before the contract for services including SSAAs commences with Sydney Airport. This test previously referred to as a 'Pre-Deployment Test', is now referred to as a 'First Join Test'.

Type of test: Alcohol – breath
Drugs – urine/oral fluid

Persons will be advised of the above during the recruitment process and this will also be highlighted in letters of appointment and upon transfer of duties to SSAA.

All Sydney Airport contractors will be required to produce evidence of negative testing from an accredited testing organisation prior to performing SSAA duties.

The arrangement and payment for such testing will be the responsibility of the contractor.

4.3.2 Post Accident or Serious Incident

A Worker will be tested for testable drugs and alcohol after any involvement in an Accident or a Serious Incident provided that suitable test conditions exist.

Suitable test conditions exist where, after an Accident or Serious Incident, testing can where practicable be conducted:

- within 32 hours of the accident or incident for drug testing; and
- within 8 hours of the accident or incident for alcohol testing.

In the event testing is unable to be facilitated within acceptable test conditions post-Accident or Serious Incident, the SSAA Worker must not be permitted to perform or be available to perform any SSAAs until the period of acceptable testing has concluded.

Type of test: Alcohol – breath
Drugs – urine/oral fluid

Note: In the event a worker requires medical attention resulting from the Accident or Serious Incident, medical needs will be treated as the priority. Drug and alcohol testing will be undertaken post medical attention. The worker will not be permitted to return to SSAAs until a drug and alcohol test has been conducted.

4.3.3 On reasonable suspicion

A Worker will be tested if a DAMP Supervisor has reasonable grounds to believe that the Worker may be adversely affected by testable drugs or alcohol while performing, or available to perform an SSAA.

Type of test: Alcohol – breath
Drugs – urine/oral fluid

The grounds for reasonable suspicion of a person being impaired by drugs or alcohol will depend upon the circumstances in each case. In all cases, an objective assessment of the suspicion will be established based on facts or other relevant information.

Reasonable suspicion can sometimes exist without specific information. For example, evidence of consumption or apparent impairment from witnesses or as a result of a primary test of a Worker could be sufficient to establish grounds for reasonable suspicion.

DAMP Supervisor assessments for reasonable suspicion must be recorded by completing the 'DAMP Reasonable Suspicion Assessment Form' (See Appendix 9). On completion, the form must be sent to People & Performance

for record keeping. Where a Sydney Airport DAMP Supervisor conducts an assessment of an engaged contractor, the form will be provided to the contractors management through the Sydney Airport project or contract manager. DAMP Supervisors employed by Sydney Airport engaged contractors should also use this form when completing a Reasonable Suspicion Assessment and retain within company records.

Guidance on the DAMP Supervisor Reasonable Suspicion process is provided in a flow chart outlined in Appendix 8.

4.3.4 On return to SSAA duties

A Worker will be tested for testable drugs or alcohol when returning to work after a period during which the Worker was not permitted to perform or be available to perform an SSAA.

A Worker will only be permitted to return to SSAA work upon providing a negative test result.

Type of test: Alcohol – breath
Drugs – urine/oral fluid

4.4 Refusal to Submit to Testing on Medical Grounds

Should an SSAA Worker refuse to submit to drug or alcohol testing on medical grounds, the Sydney Airport Medical Review Officer (MRO) shall be required to assess the Worker's claim of refusal. In the event testing is required following an Accident or Serious Incident and testing cannot be undertaken based on medical grounds, the SSAA Worker shall not be permitted to perform or be available to perform SSAAs until the period of acceptable testing conditions has concluded.

Any such refusal shall be reported to the relevant Business Partner, People and Performance and a DAMP Supervisor.

4.5 Approved Testing Provider

An Authorised Person will undertake drug and alcohol testing on behalf of Sydney Airport. The Authorised Person will be provided either by:

Sydney Airport Medical Centre,
Location: Level 3, Terminal 1,
Phone: (02) 9667 4355.
(Monday to Friday 0800-1700Hrs only)

MedVet
Location: Terminal 1, Terminal 2 or Lauriston Park (as required)
Phone: (08) 8132 7416
(After hours testing Monday to Friday 1700-0800Hrs and Saturday & Sunday 24Hrs)

4.6 Alcohol testing

Any Worker requested to submit to an alcohol test in accordance with this DAMP must comply with all reasonable directions given to them by the Authorised Person until he or she is satisfied that a valid breath test reading has been obtained. The test will be undertaken using a breathalyser which complies with the relevant standard AS3457.

If testing reveals an initial positive test result, the Authorised Person will direct the Worker to:

- cease undertaking any safety sensitive aviation activities;
- advise the Worker's Manager and a DAMP Supervisor of the initial positive test result and that the Worker has been directed to cease safety sensitive aviation activities;
- undertake an additional breathalyser test alcohol approximately 20 minutes after the initial test to verify the first result.

The Authorised person will report the test results in writing to the relevant Business Partner, People & Performance.

4.7 Drug testing

Any Worker undertaking safety sensitive aviation activities may be required to provide a sample of his or her urine for the purpose of testing for the presence of any testable drug as directed by an Authorised Person.

Any Worker requested to submit to a drug test in accordance with this Policy must comply with all reasonable directions given to them by the Authorised Person, until the Authorised Person is satisfied that a valid sample and analysis reading has been obtained and all relevant procedures completed.

If an initial test for any of the testable drugs, other than alcohol, indicates a positive result, then a confirmatory test will be undertaken in accordance with the relevant Standard to verify the presence of testable drugs above the permitted levels.

Drug testing shall be conducted in accordance with either of the following relevant standards:

- AS /NZS 4308 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine; and
- AS 4760 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.

4.8 Testable limits

The limits for Testable Drugs will be as follows:

- for cocaine, cannabis, opioids, amphetamines (“Illicit Drugs”) and benzodiazepines - the relevant “confirmatory target concentrations” set out in AS / NZS 4308 for urine testing and AS 4760 for oral testing; and
- for alcohol – a BAC of less than 0.02%.

Individuals must return a negative drug test result for CASA testable drugs at all times while in the Aerodrome Testing Area or performing safety sensitive aviation activities.

4.9 Medication

Prescribed or over the counter medicines may alter a person’s coordination, response, performance and judgment. It is recommended that advice is sought from a pharmacist or medical practitioner on any side effects of any such medication/s.

If there are side effects which impair normal functions and the ability to perform normal duties then the Worker should stop work immediately. A medical certificate should be sought and presented to the Supervisor or Manager at the next commencement of work.

Sydney Airport will not endorse a worker choosing to cease taking medication which is required on medical grounds because it impairs normal functions and the ability to perform normal duties. Such decisions must be made in consultation with a medical practitioner.

However, Workers must not perform SSAAs if adversely affected by prescription or over the counter drugs.

4.10 Drug test results

If a confirmatory drug test conducted under this DAMP returns a positive result, Sydney Airport will consult the DAMP Medical Review Officer to determine if the presence and level of testable drug detected by the test could be the result of a legitimate therapeutic treatment or some innocuous source.

The Worker will not be permitted to perform or be available for safety sensitive aviation activities in any of the following circumstances:

- if a positive test result for an initial drug and / or alcohol test has been returned;
- if a confirmatory drug test or alcohol test returns a positive result;
- if an MRO has not determined that the result recorded could be a result of a legitimate therapeutic treatment or some other harmless source;
- if the Worker refused to undertake drug or alcohol testing;
- if the Worker interfered with the integrity of the test;
- if the DAMP Supervisor suspects the Worker is under the influence of drugs or alcohol;
- if an Accident or Serious Incident has occurred involving the Worker while performing or being available to perform SSAAs.

Note: In the event a contractor returns a confirmed positive drug or alcohol test, the contracting company must immediately inform their Sydney Airport Contract Manager or Project Manager and confirm that the worker has been stood down from performing or being available to perform SSAAs. The Contract Manager or Project Manager must advise the Manager Aviation Safety Systems or their nominated alternate contact in such cases.

4.11 Organising Testing

4.11.1 First Join Testing – prior to employment the People & Performance Business Partner will verify if the role to be filled constitutes an SSAA. On awarding of the position the People & Performance Business Partner will arrange an appointment for the new Worker to submit to a First Join test no more than 90 days prior to their first day of employment or transfer to regular SSAA duties.

4.11.2 Reasonable Suspicion Testing – should the Sydney Airport DAMP Supervisor have reasonable grounds to believe that an SSAA Worker may be adversely affected by alcohol or testable drugs, the DAMP Supervisor will require the SSAA Worker to cease performing or being available to perform SSAA's and contact the People & Performance Business Partner to arrange for a 'Reasonable Suspicion' drug and alcohol test to be conducted. Should testing

be required outside of normal business hours, the DAMP Supervisor will contact Sydney Airport's after hours testing provider and arrange a suitable location for testing to be conducted.

4.11.3 Post-Accident or Serious Incident Testing – should an SSAA employee be involved in an Accident or Serious Incident whilst performing or available to perform SSAAs, the Worker's immediate Manager or Supervisor shall require them to cease performing or being available to perform SSAAs and contact the People & Performance Business Partner to arrange for a 'Post-Accident or Serious Incident' drug and alcohol test to be conducted. Should testing be required outside of normal business hours, the DAMP Supervisor or responsible line supervisor will contact Sydney Airport's after hours testing provider and arrange a suitable location for testing to be conducted.

4.11.4 Sydney Airport Drug & Alcohol Testing Provider Monday to Friday 0800hrs - 1700 hrs:

Sydney Airport Medical Centre
Level 3, Terminal 1
Phone: (02) 9667 4355

4.11.5 After Hours Drug and Alcohol Testing Provider Monday to Friday 1700hrs – 0800hrs and 24hrs Saturday to Sunday:

Medvet
Ph: (08) 8132 7416

Note:

1. Medvet will dispatch a testing officer to conduct a test.
2. For incidents occurring at Terminal 1 or Terminal 2, Medvet will contact the Duty Manager on arrival.
3. For incidents concerning the Airfield, Medvet will contact the Airfield Operations Coordinator (CAR 2) on arrival at Lauriston Park.
4. Ensure a suitable, private location is provided, such as an office is provided for the drug and alcohol testing to be conducted.

5.0 DRUG AND ALCOHOL RESPONSE PROGRAM

5.1 SSAA Workers ceasing SSAA's

Sydney Airport will not permit an SSAA Worker to perform, or be available to perform, an SSAA in any of the following circumstances:

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- 5.1.1 Where Sydney Airport is aware that a positive result for an initial drug test has been recorded and, subject to paragraph 5.1.3, the Worker has not, following that test result, recorded a test result for a confirmatory drug test that is not a positive result;
- 5.1.2 Where Sydney Airport is aware that a positive result for an initial alcohol test has been recorded and, subject to paragraph 5.1.4, the Worker has not, following that test result, recorded a test result for a confirmatory alcohol test that is not a positive result;
- 5.1.3 Where Sydney Airport is aware that a positive result for a confirmatory drug test has been recorded for the Worker unless:
 - a. the MRO has determined the result recorded is because of legitimate therapeutic treatment or some other innocuous source; or
 - b. mandatory preconditions for return to work have been met (see paragraph 5.3 below);
- 5.1.4 Where Sydney Airport is aware that a positive result for a confirmatory alcohol test has been recorded for the Worker unless:
 - a) the MRO has determined that the result recorded is as a result of legitimate therapeutic treatment or some other innocuous source; or
 - b) mandatory preconditions for return to work have been met (see paragraph 5.2 below);
- 5.1.5 Where Sydney Airport is aware that a SSAA Worker who has been required to take a drug or alcohol test has:
 - a. refused to take the test; or
 - b. interfered with the integrity of the test.
- 5.1.6 If a DAMP Supervisor suspects the Worker's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
- 5.1.7 If an Accident or Serious Incident has occurred involving the worker while he or she is performing or available to perform an SSAA and either:
 - a. for the period that suitable test conditions exist for conducting drug or alcohol tests on the Worker – a test has not been conducted; or
 - b. if tests have been conducted under suitable test conditions – Sydney Airport has not been notified of the test results.

5.2 Stand down from SSAA's

Sydney Airport will implement the following process following return of a non-negative drug or alcohol test result:

- 5.2.1 Where an SSAA employee returns an initial positive drug or alcohol test result, the Sydney Airport Medical Centre will immediately notify People & Performance. Following this notification, the Sydney Airport Medical Centre will automatically be authorised to conduct a confirmatory test to confirm the non-negative result;
- 5.2.2 Upon notification of an initial positive test result, People & Performance, in conjunction with the SSAA employee's manager, shall immediately stand down the SSAA employee from performing or being available to perform SSAA's. The SSAA employee must not be permitted to return to SSAA's until the confirmatory test returns a negative test result. Notification will also be provided by People & Performance to the DAMP Contact officer or a DAMP Supervisor, who will provide assistance as required in managing required follow-up.
- 5.2.3 Following advice from the Sydney Airport Medical Centre of a confirmed positive result, People & Performance, in conjunction with the SSAA employee's manager must advise the SSAA employee that they will remain stood down from performing SSAA's. The SSAA employee must not be returned to performing SSAA unless the SSAA employee has met the provisions outlined under Section 5.1.3.

5.3 Returning to Safety Sensitive Aviation Activities

- 5.3.1 Where Sydney Airport has not permitted a SSAA Worker to perform, or be available to perform, an SSAA as a result of a drug or alcohol testing related suspension event, Sydney Airport will only permit the Worker to again perform or be available to perform an SSAA in the following circumstances:
 - 5.3.1.1 the Worker has undergone a Comprehensive Assessment for drug or alcohol use;
 - 5.3.1.2 if the Comprehensive Assessment recommended the Worker commence a drug or alcohol intervention program – the Worker has begun participating in a nominated drug or alcohol intervention program; and
 - 5.3.1.3 the Worker is considered fit to resume performing, or being available to perform, an SSAA by:
 - a. the MRO; and
 - b. the Worker's treating clinician, if any;

5.3.1.4 if the suspension event related to a drug test – at the time the Worker was considered fit to resume performing SSAA duties, the Worker receives a confirmatory drug test and records, for the test, a result that:

- a. was not a positive result; and
- b. the MRO is satisfied it indicates the absence of testable drug use;

5.3.2 Sydney Airport will permit a SSAA Worker time to attend a nominated drug or alcohol intervention program, if:

- a. the MRO has advised Sydney Airport that the Worker should attend the program; and
- b. the Worker is returning to work after a period during which the worker was not permitted to perform or be available to perform an SSAA because of a positive test result for testable drug use or alcohol use.

5.4 Self-Referral

An aim of this policy and the educational material available is to encourage Sydney Airport Workers to recognise problematic use of substances and to obtain the assistance they need.

Any Worker who seeks assistance from their Manager, Supervisor, People and Performance or from the Sydney Airport Worker Assistance Program (EAP) will be afforded all necessary assistance. The matter will be treated with strictest confidence.

Sydney Airport employees seeking assistance from Sydney Airport management will be offered assistance, by way of counselling or other treatment or rehabilitation program. They may be provided with flexible leave arrangements in order to complete any treatment or rehabilitation program. Any Worker who wishes to seek assistance should contact the Worker Assistance Program.

5.5 Drug and Alcohol Response Program Documentation

The Sydney Airport Business Partner People and Performance shall be responsible for maintaining documented records of the measures outlined above in response to an SSAA Worker's positive drug or alcohol test.

6.0 ROLE OF THE DAMP MEDICAL REVIEW OFFICER

Sydney Airport will appoint and consult a DAMP Medical Review Officer (MRO) as part of its responsibilities under this program and the CASR's.

6.1 Who is the MRO?

An MRO is a medical practitioner that has:

- competence in the field of interpreting drug and alcohol test results; and
- knowledge of substance use disorders; and
- knowledge of the contents of relevant standards and regulations;
- responsibility for maintaining direct contact with the individual who is the subject of the testing during the testing process;
- responsibility for ensuring the timely flow of information between the parties; and
- responsibility for maintaining the confidentiality of all related information.

Sydney Airport's MRO:

Dr Somnuk Phonesouk
Dr Gerald Yuen
Sydney Airport Medical Centre
Level 3, Terminal 1
Phone 9667 4355

6.2 What is the role of an MRO?

Sydney Airport will consult its MRO in the following circumstances:

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

The MRO will also:

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- provide the Business Partner People and Performance and Manager Aviation Safety Systems with results from drug and alcohol testing.
- make initial contact with the Worker's nominated treating clinician if a Worker requires further treatment after returning a positive test result.
- provide the Business Partner People and Performance with the treating clinician's details so they can liaise with them.
- provide statistical information, as required under the CASR's to the DAMP Supervisor.

7.0 REPORTING TO CASA

Sydney Airport is covered under an industry wide CASA Exemption EX39/15 that removes the requirement for regular DAMP reporting to be provided to CASA. Sydney Airport is however required to continue to maintain records relating to drug and alcohol testing and education activities.

8.0 EMPLOYEE ASSISTANCE PROGRAM

There is a wide range of professional support programs available for individuals experiencing dependency problems.

Sydney Airport is committed to providing all reasonable rehabilitation support through these channels for its Workers.

8.1 Employee Assistance Program (EAP)

Sydney Airport employees and in-house contractors and consultants can telephone our Worker Assistance Program provider (OPTUM) on 1300 361 008 during business hours for:

- confidential assistance, including guidance on appropriate professional referral; and
- crisis assistance; and
- in relation to supervisors or managers, information about how to manage a perceived issue.

8.2 Drug & Alcohol Intervention Program

It will be compulsory for Workers to attend a drug or alcohol intervention program when:

- an MRO has recommended a Worker attend such a program following a positive test result;

- a Worker did not stop performing or stop being available to perform SSAAs following a positive test result; or
- the Worker did not remain in the CASA Approved Tester's presence whilst a drug or alcohol test was completed.

9.0 DAMP CONTACT OFFICER

A DAMP Contact Officer is appointed by Sydney Airport to liaise with CASA in relation to the DAMP (refer to the *CASR 1998 Part 99*).

The CASA DAMP Contact Officer is:

Sydney Airport Manager Aviation Safety Systems:
Phone: (02) 9667 9690 or 0478 316 628
Email: nathan.mcintosh@syd.com.au

9.1 The MRO Liaison is:

The Sydney Airport Business Partner People and Performance;
Phone: (02) 9667 6181.
Email: olivia.dycueco@syd.com.au

10.0 DAMP SUPERVISOR

Sydney Airport has appointed key personnel as DAMP Supervisor(s).

DAMP Supervisors have been trained about how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol, and are authorised by Sydney Airport to form such an opinion in appropriate cases.

Where a DAMP Supervisor forms that opinion, they must require an SSAA Worker to cease performing or being available to perform an SSAA and direct that person to immediately undertake a drugs and alcohol test.

Where required to do so by a DAMP Supervisor, SSAA Workers must cease performing or being available to perform an SSAA.

The Business Partner People and Performance coordinates the rehabilitation process if a Worker returns a positive drug and / or alcohol test.

10.1 DAMP Supervisor Contact Details

The Sydney Airport DAMP Supervisors contact details are as follows:

Name	Position	Phone	Mobile	Availability
Nathan McIntosh	Manager Aviation Safety Systems	9667 9690	0478 316 628	MON-FRI 0900-1700 Hrs
Symon Reid	Ramp Safety Supervisor	9667 9751	0415 533 044	MON-FRI 0700-1500 Hrs
Chris King	AOL/ADC Supervisor	9667 6320	N/A	MON-FRI 0800- 1600Hrs
Colin Doherty John Marciano John Stone James Dean	Car 2 Airfield Operations Coordinator	9667 9824	Landline diverts to mobile	24/7
David Anderson Greg Bradford Michael J Brown Jade Kinchella Gerard Kaudeer Robert Kracanoski Benn McGrath	Car 10 Senior Works Safety Officer	N/A	0407 949 218	24/7
Graham Elder-White Laurence Veness	IOC Duty Manager	9693 3290	Landline diverts to mobile	24/7
Simon Mouawad Nicolas Morse Ursula Kolb Michael Renford	T1 Duty Manager	9693 3291	Landline diverts to mobile	0400- 2300hrs
Mark Rule Warren Burden-Hill David Kadziela George Fotiou	T2 Duty Manager	9693 3292	Landline diverts to mobile	0400- 2300hrs
Greg Hay	AOCC Supervisor	9667 6041	0478 333 385	TBC
Arti Devmurari	Avation Safety & Ground Support Coordinator	9667 9592	N/A	MON-FRI 0900- 1700HRS
Arno Roos	Project Supervisor		0409 434 377	MON-FRI 0900-

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				1700HRS
Davide Jelenkovic	Project Manager		0418 277 255	MON-FRI 0900- 1700HRS
Alistair Graham	Project Supervisor		0401 162 365	MON-FRI 0900- 1700HRS
Brendon Hunter	Project Supervisor		0408 544 656	Sun-Fri 2230-0630 HRS

10.2 Contractor DAMP Supervisors

Unless otherwise agreed to by Sydney Airport, all contractors engaged by Sydney Airport are required to nominate and train appropriate persons as DAMP Supervisors for their operation and advise Sydney Airport of those persons selected and trained. (Refer to [Appendix 7](#)).

11.0 CASA ALCOHOL AND DRUG TESTING

CASA will randomly select individuals undertaking SSAAs and those who access the Aerodrome Testing Area as part of their normal duties for testing based on their own methods.

CASA random testing will involve:

- saliva and / or urine tests for testable drugs except for alcohol; and / or
- breathalyzer tests for alcohol.

If random testing reveals an initial positive test result, the CASA Approved Tester will direct that person who has produced the positive test not to undertake any SSAAs. A confirmatory test will be undertaken as soon as practicable following the initial test.

The CASA Approved Tester will inform the DAMP Contact Officer or a DAMP Supervisor of the initial positive test result who shall confirm the Worker's obligation to stop undertaking SSAAs and not to return to work until all mandatory pre-conditions have been met in accordance with the DAMP.

On being tested, an SSAA Worker must immediately (or within 1 hour) produce appropriate identification to the CASA tester. This may be a drivers licence, an ASIC or passport. An offence against this requirement is an offence of strict liability.

It is a requirement that all SSAA Workers will at all times carry their ASICs when at the workplace.

12.0 OFFENCES UNDER THE LEGISLATION

Strict liability offences apply if a Worker does not comply with reasonable requests by a CASA Approved Tester to conduct drug and alcohol testing. These include:

- refusal to submit to a drug or alcohol test;
- refusal to submit to a drug or alcohol test of the type that the CASA Approved Tester requests the person to undertake;
- refusal to stop and provide their name and address when requested;
- providing a name and address which is false when asked to provide a name and address;
- tampering with or substituting samples in the testing process; and / or
- refusing to stand down from undertaking one or more SSAA.

13.0 PRIVACY

The Privacy Act 1988 may apply to information gathered under this program and information held in relation to the outcomes of drug and alcohol testing, whether conducted by Sydney Airport or by CASA.

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

14.0 REVIEW & AUDIT

The DAMP must be reviewed every 5 years starting from the date on which the DAMP was developed or at any other time as CASA directs.

15.0 DAMP RECORD-KEEPING

Sydney Airport will ensure records used to provide information to CASA are maintained for a period of 5 years from the date the information was provided to CASA. All records or parts of records relating to the results of drug or alcohol testing will be destroyed within 6 months after the end of the 5 year period.

The Sydney Airport Business Partner People and Performance shall be responsible for maintaining the security of personal records relating to drug and alcohol testing results. Contractors engaged in SSAAs by Sydney Airport shall be responsible for retaining secure personnel records that will be made available for review by Sydney Airport or CASA on request.

16.0 FURTHER READING & REFERENCES

- Part 99 CASR 1998;
- CASA EX39/15;
- Alcohol and other Drugs in the Workplace. Guide to developing a workplace alcohol and other drugs policy (2006). WorkCover NSW;
- AS/NZS 4308 Procedures for the collection, detection and quantitation of drugs of abuse in urine;
- AS 3547 Breath alcohol testing for personal use;
- Sydney Airport Drug and Alcohol Policy;
- Sydney Airport Enterprise Agreement.

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Appendix 1: Sydney Airport DAMP Overview Flow Chart

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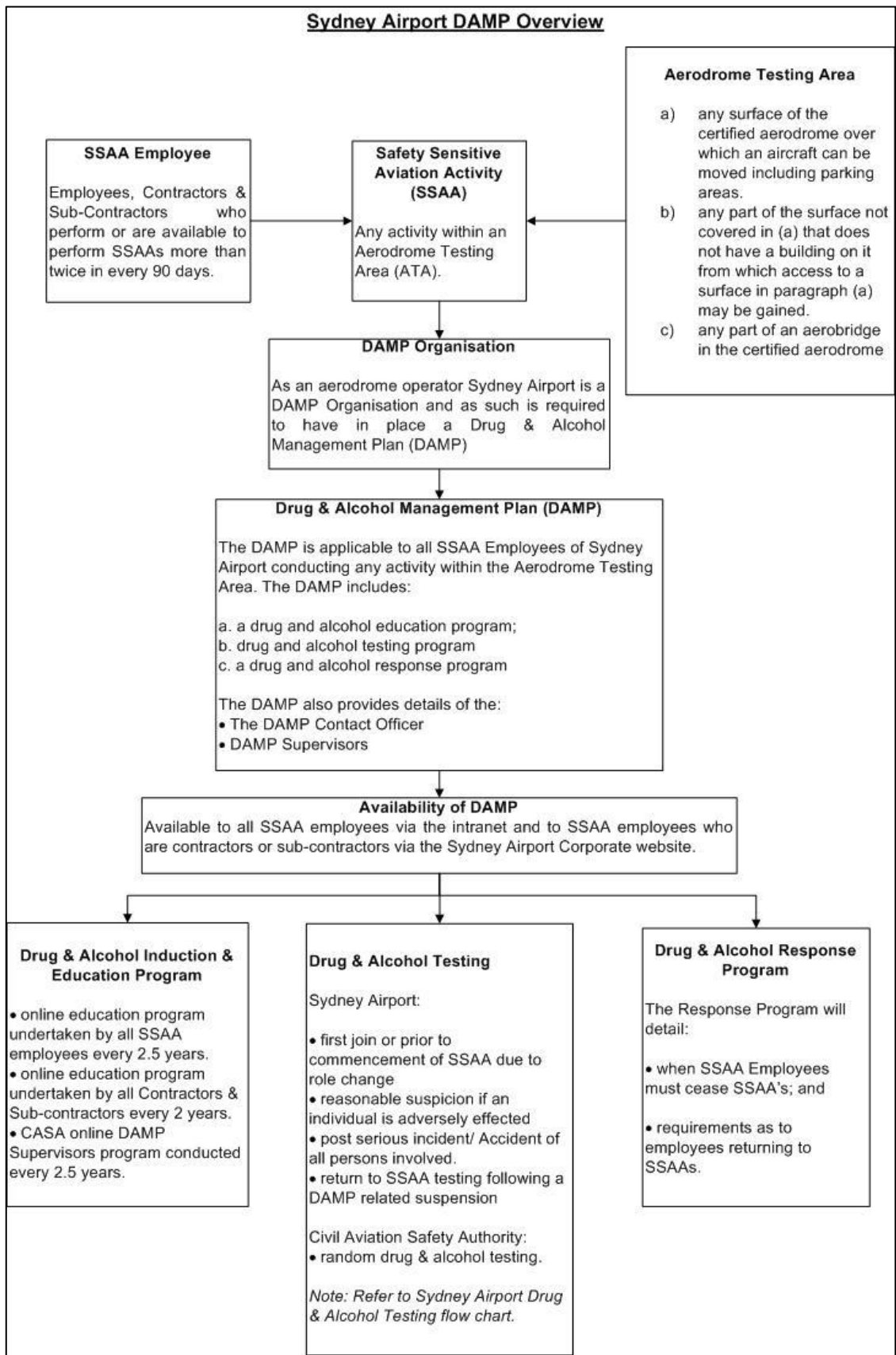
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Appendix 2: Sydney Airport Drug & Alcohol Testing Flow Chart

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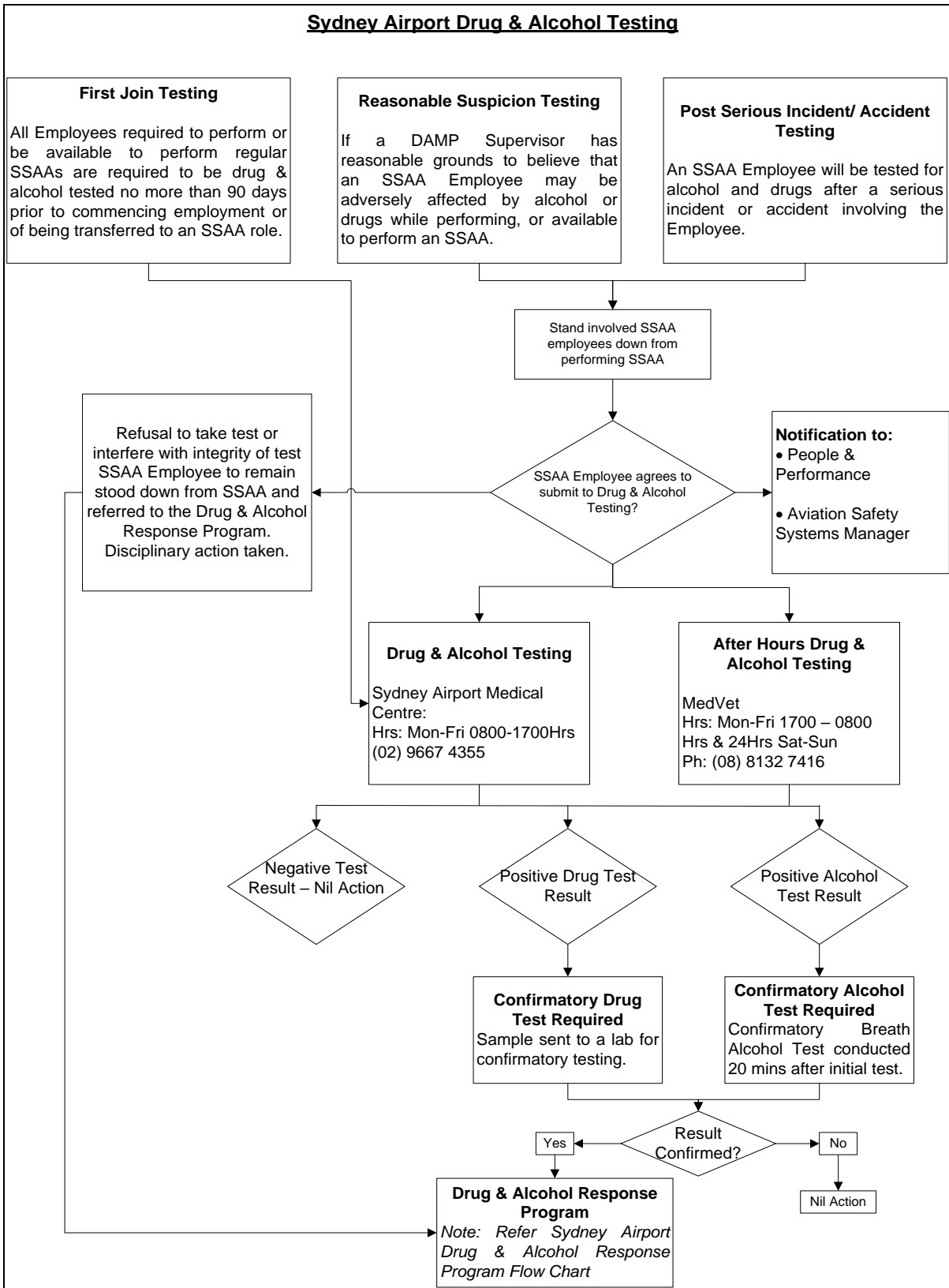
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Sydney Airport Drug & Alcohol Testing



Appendix 3: Sydney Airport Drug & Alcohol Response Program

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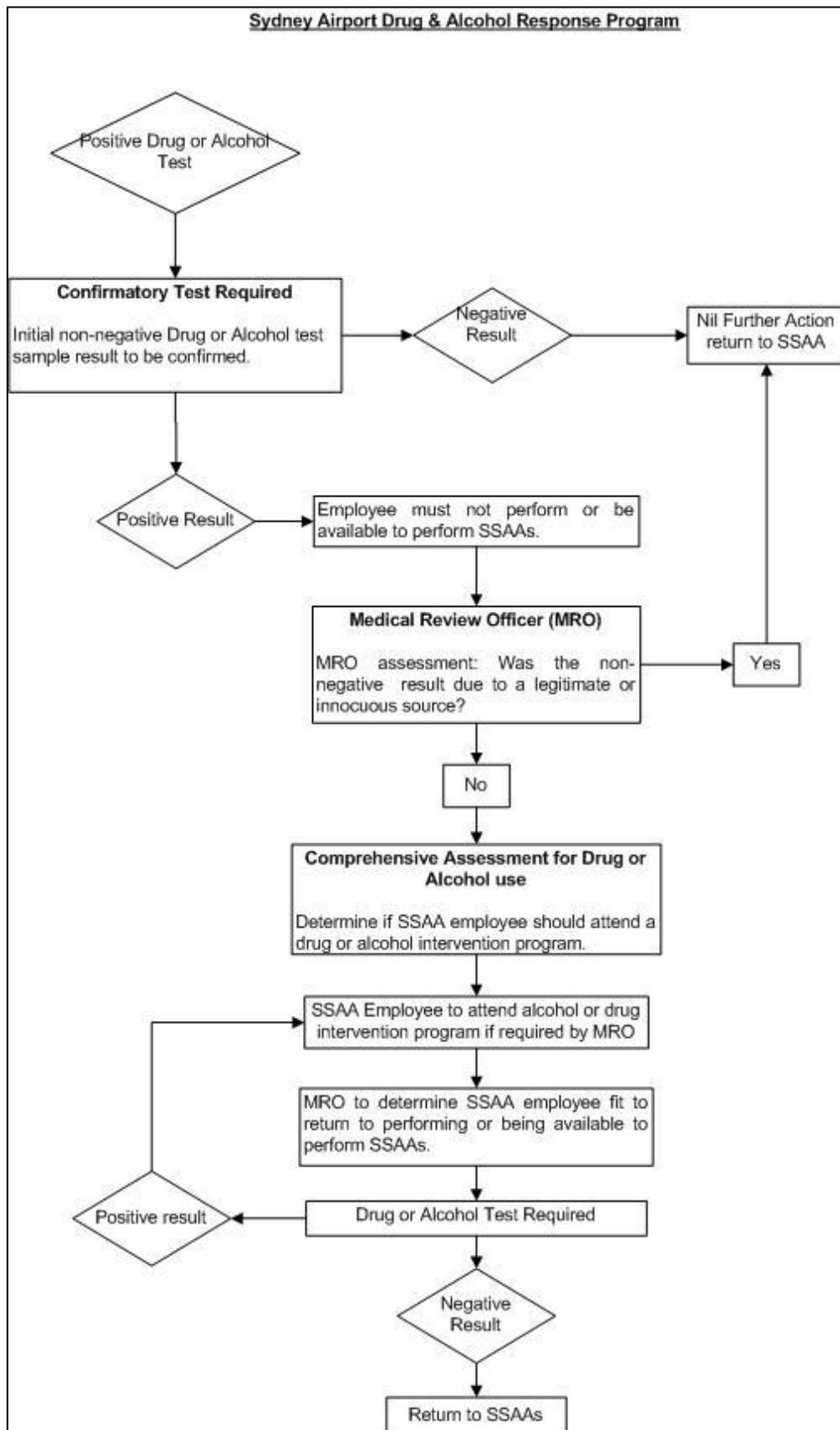
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Appendix 4: Sydney Airport Contractor DAMP Requirements

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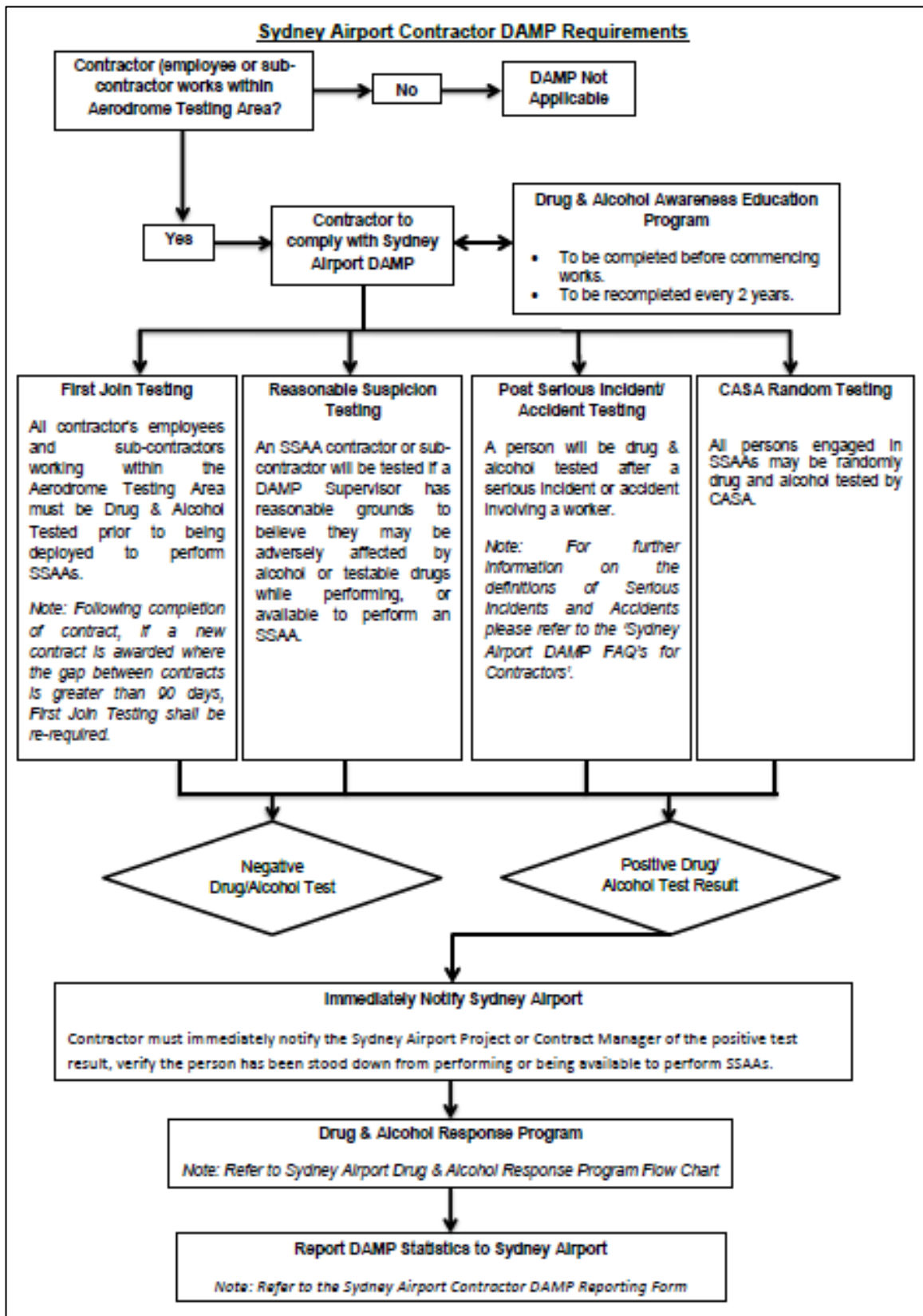
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Appendix 5: DAMP Recruitment Procedures

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

1. Position Description Recruitment

The following procedure shall be followed during the recruitment process:

- People & Performance in conjunction with the relevant line manager shall provide the Manager Aviation Safety Systems with an overview of the duties to be undertaken within the position.
- The Manager Aviation Safety Systems will consult with the People & Performance Business Partner and relevant line manager to determine if the role constitutes one which would be determined as an SSAA employee role and thus required to comply with the Sydney Airport DAMP requirements.
- Where a role is determined to be an SSAA role, People & Performance will ensure this is reflected within the relevant Position Description.

At the commencement of the recruitment process, People & Performance will advise the Manager Aviation Safety Systems who is responsible for ensuring the position is added to Sydney Airport's 'DAMP SSAA List Test Dates & Training Register'.

2. Interview Process

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

3. Commencing Safety Sensitive Aviation Activities (SSAA)

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

- People and Performance shall ensure the Manager Aviation Safety Systems is advised of all new positions offered and their scheduled commencement date.
- The Manager Aviation Safety Systems will ensure all new personnel are enrolled in Sydney Airports online Drug and Alcohol Education Program as required and ensure their details are added to Sydney Airport's 'DAMP SSAA List Test Dates & Training Register'.

- The Manager Aviation Safety Systems will provide the relevant line manager and People and Performance Business Partner with the individual's username and password to access the training course. All new SSAA employees will be required to complete the Sydney Airport Drug and Alcohol Education prior to the first day which they are to be made available to perform SSAAs. Should this not be possible, no SSAA employee will be permitted to conduct SSAAs until such time as this education can be completed.

4. Pre-Deployment Drug and Alcohol Test Administration:

People & Performance will liaise with new SSAA employees prior to commencement of SSAAs and the Sydney Airport Medical Centre to facilitate scheduling of the required 'First Join' Drug and Alcohol Test. 'First Join' testing must be completed no more than 90 days prior to the individuals commencement of SSAAs. Requirements surrounding drug and alcohol testing and the application of Sydney Airport's DAMP will be advised during the recruitment process and will also be highlighted in letter of appointment and upon transfer of duties to SSAA.

5. Changing Duties: Non-SSAA Employee to SSAA Employee

Sydney Airport personnel classified as non-SSAA employees who transition to an SSAA Employee role are required to comply with the requirements of Sydney Airport's DAMP. In such instances, personnel will be required to submit to pre-deployment drug and alcohol testing and complete the Sydney Airport online Drug and Alcohol Education program prior to commencing SSAAs.

People & Performance, must advise the Manager Aviation Safety Systems of any personnel changing duties of which they are aware

Note: For directly engaged contractors or consultants engaged via a Consultancy Service Agreement (CSA), the Line Manager to whom the contractor or consultant reports is responsible for notifying the Manager Aviation Safety Systems of any changes to the scope of works which would include SSAA duties..

The Manager Aviation Safety Systems will ensure all personnel transitioning to SSAA applicable roles are enrolled in Sydney Airports online Drug and Alcohol Education Program as required and ensure there details are added to Sydney Airport's 'DAMP SSAA List Test Dates & Training Register'.

Appendix 6: Drug and Alcohol Education Program Management

Procedure A – In-house SSAA Employees

The following provides an outline of procedures for the management of Sydney Airport SSAA Employees in line with Section 3.0 of the Sydney Airport DAMP.

1. Initial Enrolment

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

- People and Performance shall ensure the Aviation Safety & Ground Services Support Coordinator is advised of all new positions offered and their scheduled commencement date.
- The Aviation Safety & Ground Services Support Coordinator will ensure all new personnel are enrolled in Sydney Airports online Drug and Alcohol Education Program as required and ensure their details are added to Sydney Airport's 'DAMP SSAA List Test Dates & Training Register'.
- On completion of the online Drug and Alcohol Education Program, completion dates are required to be recorded on the 'DAMP SSAA List Test Dates & Training Register'. The register automatically calculates the date which the SSAA Employee will be due for recurrency training.

2. Recurrency Training

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

- The 'DAMP SSAA List Test Dates & Training Register' is sorted by training recurrency due dates.
- Recurrency due dates are reviewed by the Aviation Safety & Ground Services Support Coordinator on a monthly basis to ensure all SSAA employees approaching their recurrency due date are enrolled in the renewal Learntrack and notified of their requirement to recomplete the Drug & Alcohol Education Program.
- Drug and Alcohol Education Program renewal completion dates are recorded in the 'DAMP SSAA List Test Dates & Training Register' and sorted accordingly.
- Where practicable, Sydney Airport will assign a common recurrency due date based upon when the majority of Sydney Airport SSAA employees are due to recomplete training.

Note: Sydney Airport may at any time require SSAA employees to recomplete the Drug and Alcohol Awareness prior to their recurrency due

date where it is deemed necessary.

- Any SSAA employee who fails to complete their Drug and Alcohol Awareness training prior to their recurrency due date will be prohibited from performing SSAA's until training requirements have been completed.

Procedure B – SSAA Contractors

The following provides an outline of procedures for the management of Sydney Airport SSAA Contractors in line with Section 3.0 of the Sydney Airport DAMP.

1. Initial Contractor Enrolment

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

- Prior to the commencement of works, all contractors engaged in Safety Sensitive Aviation Activities shall be required to register for the Drug and Alcohol Education Program as part of their contractor induction via the Sydney Airport Learning Management System (LMS):

<http://training.sydneyairport.com.au/RegisterInduction>

- On completion of the online Drug and Alcohol Education Program, completion dates are required to be recorded on the 'Sydney Airport DAMP Contractor Central Register'. The register automatically calculates the date which the SSAA contractor will be due for recurrency training.

2. Contractor Recurrency Training

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

- The 'Sydney Airport DAMP Contractor Central Register' is sorted by training recurrency due dates.
- Recurrency due dates are reviewed by the Aviation Safety & Ground Services Support Coordinator on a monthly basis to ensure all SSAA contractors approaching their recurrency due date are enrolled in the renewal Learntrack. The contracting company is notified of their employees requirement to recomplete the Drug & Alcohol Education Program.
- Drug and Alcohol Education Program renewal completion dates are recorded in the 'DAMP SSAA List Test Dates & Training Register' and sorted accordingly.

Note: Sydney Airport may at any time require SSAA employees to recomplete the Drug and Alcohol Awareness prior to their recurrency due

date where it is deemed necessary.

- Any SSAA contractor who fails to complete their Drug and Alcohol Awareness training prior to their recurrency due date will be prohibited from performing SSAA's until training requirements have been completed.

Procedure C – DAMP Supervisor Training

The following provides an outline of procedures for the management of Sydney Airport DAMP Supervisors in line with Section 3.0 of the Sydney Airport DAMP.

1. Initial DAMP Supervisor Enrolment

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

- Upon appointment the DAMP Supervisor will be required to register to complete the 'DAMP Supervisor Course' via the CASA Aviation Worx Learning Space:

<https://www.casa.gov.au/education/standard-page/aviationworx>

- On completion of the DAMP Supervisor course, completion dates are required to be recorded on the 'DAMP SSAA List Test Dates & Training Register' by the Aviation Safety & Ground Services Support Coordinator. The register automatically calculates the date which DAMP Supervisor must recomplete their training.

2. DAMP Supervisor Recurrency Training

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

- Recurrency due dates are reviewed by the Aviation Safety & Ground Services Support Coordinator on a monthly basis to ensure all DAMP Supervisors approaching their recurrency due date are reminded of the need to recomplete the DAMP Supervisor course via the CASA Aviation Worx Learning Space.
- DAMP Supervisor renewal completion dates are recorded in the 'DAMP SSAA List Test Dates & Training Register'.
- Any DAMP Supervisor who fails to complete their training prior to their recurrency due date will be prohibited from performing duties as a DAMP Supervisor until training requirements have been completed.

Procedure D – Contractor DAMP Supervisor Training

The following provides an outline of procedures for the management of Sydney Airport Contractor DAMP Supervisors in line with Section 3.0 of the Sydney Airport DAMP.

1. Initial DAMP Supervisor Enrolment

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

- Upon appointment the Contractor DAMP Supervisor will be required to register to complete the 'DAMP Supervisor Course' via the CASA Aviation Worx Learning Space:

<https://www.casa.gov.au/education/standard-page/aviationworx>

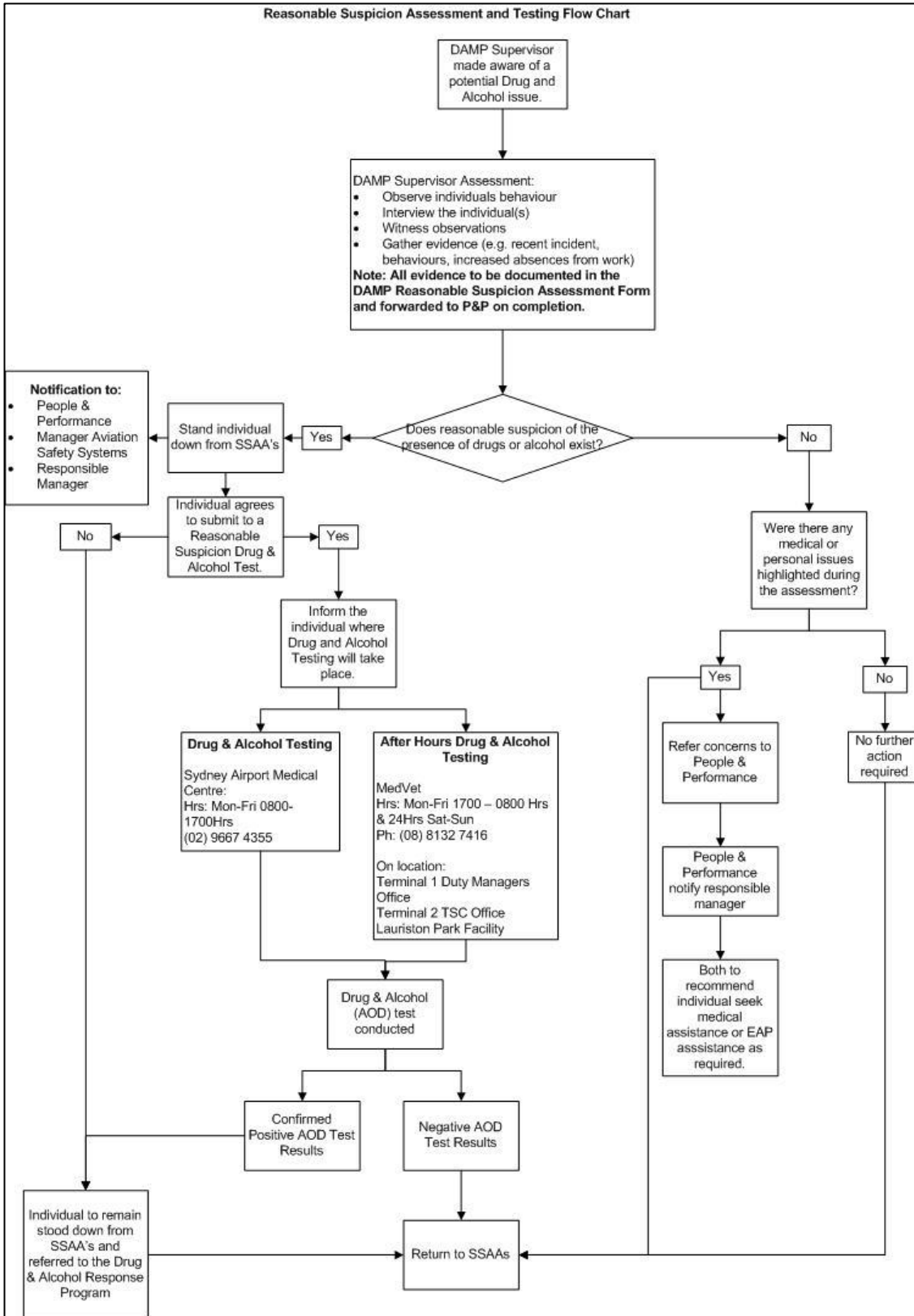
- On completion of the DAMP Supervisor course, the contractor must complete the 'Sydney Airport Contractor DAMP Supervisor Register' (See [Appendix 7](#)) and return it to the Aviation Safety & Ground Services Support Coordinator via email arti.devmurari@syd.com.au.

2. Contractor DAMP Supervisor Recurrency Training


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

- The Contractor DAMP Supervisor Register shall be recorded centrally in the 'Sydney Airport DAMP Contractor Register'
- Recurrency due dates are reviewed by the Aviation Safety & Ground Services Support Coordinator on a monthly basis to ensure all DAMP Supervisors approaching their recurrency due date are reminded of the need to recomplete the DAMP Supervisor course via the CASA Aviation Worx Learning Space.
- Any DAMP Supervisor who fails to complete their training prior to their recurrency due date will be prohibited from performing duties as a DAMP Supervisor until training requirements have been completed.

Appendix 8: DAMP Supervisor Assessment Flow Chart



Appendix 9: DAMP Reasonable Suspicion Assessment Form

 DAMP Reasonable Suspicion Assessment Form		
<p>Note: On completion of assessment, forward this form along with any attachments (e.g. attendance records) to People & Performance for confidential record keeping.</p>		
Assessment Date:	Time:	DAMP Supervisor:
SSAA Employee Name:	Department:	Responsible Manager:
<p>1) How was suspicion raised of the individual? (e.g. witness reports, observed behaviours)</p>		
<p>2) Are there any behaviours observed that support reasonable suspicion that the individual may be under the influence of drugs or alcohol? (e.g. slurred speech, poor mental alertness, aggressiveness, smell of alcohol or cannabis etc.)</p>		
<p>3) Has the individual had any increases in absences from work? If so provide details (where relevant).</p>		
<p>4) Can any of these behaviours be explained by any medical conditions or personal issues? (e.g. personal loss, illness etc.)</p>		

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Review Date: As Required

Approved By: Manager Airfield Operations & Compliance

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

5) Has the SSAA Employee consumed any alcohol recently? If so when and how much and when was their last drink?

6) Has the SSAA Employee consumed any drugs? If so DAMP testing required.

7) Do you have reasonable suspicion the SSAA Employee may be under the influence of drugs or alcohol?

Yes—please provide a summary of facts that has led you to this conclusion and follow-up actions taken.

No—please provide a summary of follow-up actions taken. (NOTE: if Reasonable Suspicion does not exist however behaviours have been explained by either medical or personal issues recommend the SSAA Employee seek assistance through the Employee Assistance Program (EAP) or through a medical practitioner. If neither medical or personal issues are present note that no further follow-up required).

If Reasonable Suspicion exists, please confirm the SSAA Employee has been stood down from SSAA duties and has been advised as such. (tick) CONFIRMED

Has the SSAA Employee's manager or immediate supervisor been advised? (tick)

Yes No if no, why? _____

Drug & Alcohol Testing

Please indicate the testing provider engaged:

- Sydney Airport Medical Centre MedVet—Please indicate location testing conducted: (tick)
 Terminal 1 Terminal 2
 Lauriston Park

DAMP Supervisor Signature: _____ Date: _____