

		Management Plan:
		Drug and Alcohol Management Plan (DAMP)
Version: 6	ADG-PLN-001	

1. Purpose and Scope

The purpose of this document is to outline the strategies and processes that Airport Development Group (**ADG**) will use to manage the risks associated with the use or recent use of alcohol and other drugs by persons in the workplace.

ADG operates in an airside environment regulated by the Civil Aviation Safety Authority (**CASA**). In accordance with Part 99 of the *Civil Aviation Safety Regulations 1998* (**CASR**), ADG is required to develop and implement a drug and alcohol management plan (**DAMP**). This DAMP applies to individuals who perform or are available to perform, safety-sensitive aviation activities (**SSAA**). Additionally, under the *Work Health and Safety (Uniform Legislation) Act 2011* (**WHS Act**) and regulation (**WHS Regulation**), as a person conducting a business or undertaking (**PCBU**), ADG has a duty to protect workers from risks associated with alcohol and drug use.

ADG is obliged to develop, implement and maintain a program that meets the requirements of CASR Part 99. This is an important document that all workers should read carefully and familiarise themselves with.

This DAMP is provided to all ADG employees through the ADG Library on SharePoint. Contractors can access the ADG DAMP via the ADG website and the Darwin International Airport, Alice Springs Airport and Tennant Creek Airport websites.

This DAMP applies to all ADG workers who perform or are available to perform work.

For the purposes of this DAMP, 'workers' are:

- persons employed directly by ADG, including SSAA employees;
- contractors engaged by ADG;
- subcontractors engaged by contractors of ADG; and
- persons employed by those contractors and subcontractors.

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2. Accountabilities

ADG expects that all workers will comply with their obligations.

- **Airside:** SSAA employees need to be aware that failure to do so may result in them committing an offence against CASR Part 99, for which prosecution or infringement action may be taken by CASA or the Commonwealth Director of Public Prosecutions.
- **Landside:** All workers need to be aware that failure to do so may result in them committing an offence against the WHS Act, Subdivision 28, for which prosecution or infringement action may be taken by the work health and safety regulator.

If a worker or visitor does not comply with their obligations, ADG may take disciplinary action against them.

Role	Accountabilities
Board	• Exercise due diligence to ensure the organisation complies with its obligations outlined in the DAMP.
Executive Leadership Team (ELT)	• Provide resources, endorse this DAMP, ensure consistent implementation across business units. • Overall accountability for the implementation and effectiveness of the DAMP.
Executive General Manager – People, Culture & Community	Act as ADG's management representative to approve, where appropriate company-sponsored social activities as per Section 5.1 of this DAMP.
Head of Departments / Senior Managers	• Ensure that team activities comply with the DAMP and applicable health and safety standards. • Ensure a disciplinary process is invoked in the event of a breach of this procedure by a worker. • Make this DAMP available to each worker before that worker begins to perform or becomes available to perform work.
Head of Airport Operations	• Provide periodic reports to CASA about ADG's administration of this DAMP or its dealings with its SSAA employees who have been subject to alcohol or drug testing by CASA.
Head of Safety	• Maintain the DAMP. • Provide competent advice, monitor compliance and report performance to the ELT.
ADG Nominated Contact Representative (NCR)	The primary contact to receive notifications and correspondence relating to test results under the DAMP from testers and medical review officer. Accountabilities: • Immediately notify the worker's line manager and DAMP Contact Officer of not-negative and/or positive test result to initiate action

Role	Accountabilities
	• Manage secure storage and handling of DAMP testing records to prevent unauthorised access • Ensure drug and alcohol testing is conducted in accordance with the DAMP • Sets the testing regime and coordinates providers • May delegate to a DAMP Supervisor
DAMP Supervisor	Authorised by ADG to form an opinion as to whether a worker may be adversely affected by a testable drug or be under the influence of alcohol in appropriate cases. The DAMP Supervisor can refer to advice provided by an appropriately qualified alcohol and other drug professional e.g. testing provider to assist in determining the likely effect on a worker's ability to carry out their duties. Where a DAMP Supervisor forms that opinion, ADG will not permit a worker to perform any work activity landside or airtside. The DAMP Supervisor will: • Undertake training on how to form an opinion as to whether a worker may be adversely affected by a testable drug or be under the influence of alcohol. • Ensure that team activities and workers under their supervision comply with the DAMP. • Take reasonable steps to ensure workers and visitors on site are both competent and in a fit state to work safely. • Identify and address health-related issues, including fatigue and the effects of drugs or alcohol. • Respond to health-related incidents, conduct investigations and implement corrective measures as required to prevent reoccurrence. • Manage workers, contractors or visitors under their supervision who record a breach as per this management plan. • Not permit a worker to perform, or be available to perform, any activity in the following circumstances: ○ if a DAMP Supervisor suspects the worker's faculties may be impaired due to the worker being under the influence of a testable drug or of alcohol. ○ if an accident or serious incident has occurred that involved the employee while they are performing any activity or SSAA duty, and either: ▪ for the period that suitable test conditions exist for conducting drug or alcohol tests on the worker - a test has not been conducted; or ▪ if tests have been conducted, ADG has not been notified of the test results.

Role	Accountabilities
	• If a worker has been required to cease performing, or being available to perform, activity or duty because of an incident related to alcohol or drugs, do not permit that worker to again perform or be available to perform any work activity until all mandatory pre-conditions have been met.
Workers	• Report to work in a fit and healthy condition, free from the influence of drugs or alcohol, to safely perform their duties without risk to themselves or others. • Disclose to ADG if they have consumed a level of alcohol or have taken any drug that may affect their ability to carry out their work safely. • Must not perform any work activity if aware that they are adversely affected by a testable drug or by alcohol, until they are no longer adversely affected. • Are subject to drug and alcohol testing under this DAMP while performing, or being available to perform, any work activity at ADG. • Will be required to provide a body sample if they are to be tested for drugs and alcohol by CASA or ADG for the purposes of conducting such tests. • Must cease performing, or being available to perform, any work activity if they: ○ are directed to cease work by a DAMP Supervisor. ○ return a positive result for a drug or alcohol test. ○ fail to comply with a request by an Approved Tester to provide a body sample for CASA or ADG drug and alcohol testing. ○ fail to comply with a request to provide a body sample for ADG drug and alcohol testing under this DAMP. ○ interfere with a body sample they provide for drug or alcohol testing by CASA or ADG. • If required to cease performing, or being available to perform, an activity or duty because of an incident related to alcohol or drugs, must not again perform or be available to perform any work activity until all mandatory pre-conditions have been met. • Report the use of prescribed and over-the-counter medicines to their supervisor or line manager if they are taking medications that could affect their safety or work performance and/or is included in the panel of drugs tested under the DAMP (e.g. codeine pain relief, ADHD medication, medicinal cannabis oils, cough syrups, etc.).

3. Definitions

Term	Definition
Accident	Consistent with the CASR and for the purposes of aviation safety and CASA reporting, accident means an occurrence associated with the operation of an aircraft or performing SSAA duties in which: • a worker is seriously or fatally injured; or • an aircraft or property sustains serious damage or structural failure, or an aircraft is missing or completely inaccessible. In ADG's Health & Safety Management System, 'incident' is the preferred term except where CASA requires the use of accident.
Aerodrome Testing Area	Means: - any surface in a certified aerodrome or a registered aerodrome over which an aircraft can be moved while in contact with the surface of the aerodrome, including any parking areas; and - any part of the surface of a certified aerodrome or registered aerodrome: - that is not covered by paragraph (a); and - that does not have a building on it; and - from which access to a surface mentioned in paragraph (a) may be had; and - a building located on a certified aerodrome or registered aerodrome that is used: - for maintenance of an aircraft or an aeronautical product; or - for the manufacture of aircraft or aeronautical products; or - by an air traffic service provider to control air traffic; or - by the holder of an air operator's certificate for flying training; and - any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome. At Darwin International Airport, Aerodrome Testing Area includes the joint user area
Airport Development Group (ADG)	Airport Development Group includes the following: Airport Development Group Pty Ltd - ACN 081 422 915 Northern Territory Airports Pty Ltd - ACN 081 258 139 Darwin International Airport Pty Ltd - ACN 081 258 246 Alice Springs Airport Pty Ltd - ACN 081 258 246

Term	Definition
	Tennant Creek Airport Pty Ltd - ACN 081 258 344
Airside	Operational zones within the airport requiring special access due to proximity to aircraft and aviation operations.
Appropriately Qualified Alcohol and Other Drug Professional	A person who: - materially works as a provider of clinical drug and alcohol treatment services; and - holds a bachelor's degree or postgraduate degree in at least 1 of the following fields: - health sciences - medical science - social sciences - behavioral sciences
Approved Laboratory	A person authorised under CASR 99.450 (3) to conduct confirmatory drug tests for CASR Division 99.C.
Approved Tester	A person who is authorised to: - take body samples for drug or alcohol tests under CASR 99.450 (1); and - conduct initial drug tests or alcohol tests under CASR 99.450 (2).
AS	Australian Standard followed by a number is a reference to the Australian Standard so numbered or identified, as in force or existing from time to time, published by Standards Australia.
AS/NZS	Australian/New Zealand Standard followed by a number is a reference to the Australian/New Zealand Standard so numbered or identified, as in force or existing from time to time, published jointly by Standards Australia and Standards New Zealand.
Blood Alcohol Concentration (BAC)	BAC refers to the amount of alcohol in the bloodstream, expressed as grams of alcohol per 100 millilitres of blood. For example, a BAC of 0.02 means there are 0.02 grams of alcohol per 100 ml of blood. BAC can be determined through blood or urine tests and may also be estimated using a breathalyser, which measures Breath Alcohol Content (BrAC).
Body Sample	- Any human biological fluid - Any human biological tissue (whether alive or not) - Any human breath

Term	Definition
BrAC	A method for measuring the concentration of alcohol in the breath. Unlike BAC, which measures alcohol concentration in the blood, a BrAC test assesses the alcohol present in exhaled breath. After consuming alcohol, it is absorbed into the bloodstream and transported to the brain and lungs, causing alcohol to be detectable in exhalations. A breathalyser is used to measure this alcohol concentration in the breath and estimate the corresponding BAC.
Breathalyser	A breathalyser approved by CASA under CASR 99.130 (a) for alcohol testing.
CASA Medical Review Officer (MRO)	A medical practitioner appointed by CASA who, for drug and alcohol testing under CASR Divisions 99.C, 99.E and 99.H, has: • been appointed by CASA under CASR 99.390(1) for the purposes of CASR Division 99.C; and • training and competence in the field of interpreting drug and alcohol test results; and • knowledge of substance use disorders; and • knowledge of the contents of CASR Part 99.
Comprehensive Assessment	In relation to a worker's drug or alcohol use, means an examination of the worker's physiological and psychosocial indicators carried out: • by a psychiatrist; or • by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine, or jointly by: • a person entitled to practice as a medical practitioner under a law of a State or Territory; and • an appropriately qualified drug and alcohol professional.
Concentration Cut-Off Level	The minimum concentration of a drug or its metabolite that must be present in a biological sample (e.g. urine, oral fluid) before a test is reported as <i>not negative</i> . These levels are set by Australian Standards to ensure test results are scientifically reliable and legally defensible (Section 7.2, Table 2 – Confirmatory Test Cut-Off Level). • AS/NZS 4308:2008 for urine • AS/NZS 4760:2019 for oral fluid
Confirmatory Alcohol Test	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 CASA Act.
Confirmatory Drug Test	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 CASA Act.

Term	Definition
Contractor	Any external company or worker engaged to carry out work or provide services on behalf of ADG. Contractor includes any employees of the Contractor and any Subcontractors of the Contractor.
DAMP Contact Officer	In relation to a DAMP Organisation, a person appointed by the DAMP Organisation to liaise with CASA in relation to the organisation's responsibilities under CASR Part 99 Refer to Appendix A .
DAMP Medical Review Officer (MRO)	A medical practitioner appointed by the DAMP organisation who, for drug or alcohol testing under a DAMP, has: • competence in the field of interpreting drug and alcohol test results; and • knowledge of substance use disorders; and • knowledge of the contents of this Part. Refer to Appendix B .
DAMP Organisation	Refers to a company that employs individuals performing SSAA and is required to have a drug and alcohol management plan in place.
DAMP Supervisor	In relation to a DAMP organisation, means a worker who: • has had relevant training to form an opinion as to whether a worker may be adversely affected by a testable drug or under the influence of alcohol; and • is authorised by the organisation to do so for the purposes of CASR 99.050 (2) (c).
Donor	A worker who is asked to give, or has given, a body sample to an Approved Tester.
Drug and Alcohol Education Program	For a DAMP organisation, a program that includes the following components, awareness of: • the organisation's policy on drug and alcohol use; • drug and alcohol testing in the workplace; • support and assistance services for people who engage in problematic use of drugs and alcohol; • information about the potential risks to aviation safety from problematic use of drugs and alcohol; and • for DAMP Supervisors, education and training to manage people who engage in problematic use of drugs or alcohol.
Drug and Alcohol Management Plan (DAMP)	A management plan that: • complies, or purports to comply, with the requirements of CASR 99.045 • aligns with the duties of a PCBU under the WHS Regulation to provide, so far as is reasonably practicable (SFAIRP), a safe and healthy workplace.

Term	Definition
Drug or Alcohol Intervention Program	In relation to a worker who has a drug or alcohol problem, means a program that includes any of the following measures for that problem: • assessment • treatment • education • counselling • consultation with health care professionals • pharmacotherapy • residential or non-residential treatment programs • monitoring and follow-up action
Drug or Alcohol Test	• A test of a body sample of a worker to determine the presence (if any), but not the level, of alcohol or a testable drug in the sample; or • A test of a body sample of a person to determine the presence (if any), and the level, of alcohol or a testable drug in the sample
Employee Assistance Program (EAP)	A confidential, employer-sponsored program designed to help employees and their immediate family members address personal and work-related issues that may be impacting their well-being and job performance.
Fit for Work	When an individual is in a state (physical, mental and emotional), which enables the worker to perform assigned tasks competently, and in a manner, which does not compromise or threaten the safety or health of themselves or others.
High-Risk Construction Work (HRCW)	Any construction work that involves one or more prescribed high-risk activities under the WHS Regulation such as: • a risk of falling more than 2 metres • work in or near a confined space • work on or near energised electrical installations or services • work involving structural alterations requiring temporary support • work near traffic corridors, water, tunnels, shafts, trenches, or telecommunications towers • work involving tilt-up or precast concrete, explosives, asbestos, diving, or contaminated atmospheres
High-Risk Electrical Work (HREW)	For the purposes of this DAMP, high-risk electrical work is any tasks involving high voltage (HV) equipment, installation or maintenance of HV or low-voltage (LV) runway lighting systems, performing any tasks on or near energised systems, electrical work in roof spaces, installation of ceiling insulation and work near exposed conductors.

Term	Definition
High-Risk Work (HRW)	Any work requiring a high-risk work licence (HRWL) under Schedule 3 of the WHS Regulation, including: • scaffolding work • dogging and rigging work • crane and hoist operation • reach stackers • forklift operation • pressure equipment operation
Incident	An unplanned event that has resulted in, or could have resulted in, harm to people, damage to property, or environmental impact. In ADG's Health & Safety Management System, 'incident' is the preferred term except where CASA requires the use of accident.
Initial Test	The first test to determine the presence of alcohol or drugs in a body sample.
Landside	Non-restricted airport areas accessible to the public and general business activities.
NCR	Nominated contact representative at ADG.
NMI R	"NMI R" followed by a number is a reference to the report so numbered or identified, as in force or existing from time to time, published in that year by the National Measurement Institute, Department of Industry, Science and Resources.
Nominated 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: • if the person is a worker at a DAMP organisation a DAMP medical review officer; or • in any other case — a CASA medical review officer.
Not-Negative Test Result	Refers to an initial screening outcome indicating the possible presence of a substance, such as drugs or alcohol, above the established concentration cut off levels. This result suggests a potential positive finding but requires confirmation through additional testing to verify accuracy and rule out false positives or interference.
Person Conducting Business or Undertaking (PCBU)	The legal entity or individual carrying out work with the primary duty of care under the WHS Act. Where contractors are engaged, both ADG and the contractor companies are PCBUs. Duties are concurrent, non-transferable and require consultation and cooperation between PCBUs.

Term	Definition
Positive Result	Confirms the presence of a specific substance, such as drugs or alcohol, at or above the established threshold levels following confirmatory testing. This result is definitive and indicates a breach of workplace policies or regulatory standards, potentially leading to disciplinary action or other measures in accordance with the organisation's procedures.
Regular SSAA Employee	A SSAA Employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.
Relevant Standard	For the purposes of this DAMP, the relevant standards are: • AS 3547, Breath alcohol testing devices for personal use; and • NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers; and • AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; and • AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
Safety-Sensitive Aviation Activity (SSAA)	Activities as defined under CASR Part 99 that impact directly or indirectly on the safety of: • civil air operations in Australian territory; or • the operation of Australian aircraft outside Australian territory.
Serious Incident	An event that requires notification to the relevant regulator. Under WHS, this is a 'Notifiable Incident' and includes the death of a person, a serious injury or illness, or a dangerous incident as defined in the legislation. Under CASR, 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 Employee	In relation to a DAMP organisation, means an employee of the DAMP organisation who performs or is available to perform an applicable SSAA.
Subcontractor	Any company or person engaged by a Contractor and includes any employee of that Subcontractor.

Term	Definition
Suitable Test Conditions	Suitable test conditions refer to the time frame for accessing testing facilities after an accident or serious incident. Testing needs to occur as soon as possible after the need for testing is identified, especially when nearby testing facilities are accessible or no longer due to the lack of close access to testing facilities than: • 8 hours for alcohol; and • 32 hours for drugs.
Testable Drug	Means any substance listed in Section 7.1, Table 1 – Testable Drugs that ADG tests for under its DAMP. A Testable Drug is one that can be detected using approved testing methods (e.g. urine, oral fluid or breath analysis) at or above the specified cut-off concentration outlined in Section 7.2, Table 2 – Confirmatory Test Cut-Off Level .
Worker	For the purposes of this DAMP, 'workers' are: • persons employed directly by ADG, including SSAA employees; • contractors engaged by ADG; • subcontractors engaged by contractors of ADG; and • persons employed by those contractors and subcontractors.
Workplace	Any place where work is carried out for a PCBU, including any location a worker goes, or is likely to go, while at work. This includes all airside and landside areas of aerodromes and associated facilities, as well as locations where SSAAs may be performed.

4. Policy on Alcohol or Other Drug Use (AOD Policy)

ADG recognises its duty of care to provide a safe and healthy working environment for all employees, contractors and others who may be affected by its operations. ADG also recognises that workers have a responsibility to themselves and their colleagues to maintain this safe environment.

ADG is committed to meeting its obligations under the WHS Act and WHS Regulation, as well as CASR Part 99 relating to DAMPs and testing requirements for the aviation industry. Under CASR, aerodrome operators holding a certificate under CASR 139.050 are required to have a DAMP in place.

The inappropriate use of alcohol and other drugs (**AOD**) can impair health, judgement, and performance, creating risks for both the individual and others. Such impairment may result in incidents, injuries, or accidents in the workplace.

To minimise these risks, ADG takes a multi-strategy approach that includes:

- worker education and awareness;

- access to support services;
- alcohol and drug testing; and
- clear performance management processes.

This policy is focused on safety outcomes, rather than whether a substance is illicit or legally obtained.

5. Application

This DAMP comprises three key elements:

- a drug and alcohol education program
- a drug and alcohol testing program
- a drug and alcohol response program

5.1. Social Occasions

ADG management may approve company-sponsored social activities where alcohol may be consumed responsibly. On such occasions, ADG will implement appropriate controls, including responsible service of alcohol, to reduce risks and promote safe behaviour.

Attendance at these events is voluntary. Workers who choose to attend are responsible for deciding whether to consume alcohol and must ensure that they conduct themselves appropriately, safely and with respect for colleagues.

Workers may only ~~return~~ **resume** ~~to the workplace~~ **work** if they are fit for duty. Any worker who has consumed alcohol, and may exceed the BAC cut off level, is not permitted to ~~re-enter a work area or~~ perform work following a function. See section 7.2 Concentration Cut off Levels.

5.2. Prohibition on Possession, Sale or Supply of Drugs

Workers must not possess, sell or supply illegal drugs or prescribed medication to which they are not legally entitled at the workplace. The selling or supply of prescription medication, even if lawfully prescribed, is strictly prohibited. Any suspected breach will be investigated and may result in disciplinary action. Where appropriate, ADG will report the matter to the relevant authorities.

5.3. Consumption of Alcohol or Drugs

The unauthorised consumption of alcohol, illicit drugs or prescription medication to which a worker is not lawfully entitled is prohibited on ADG sites, whether during or after work hours.

Workers may only use prescription or over-the-counter medication where:

- it has been lawfully prescribed or obtained; and
- it does not impair their fitness for work or compromise safety.

Any breach of these requirements will be investigated and may result in disciplinary action.

5.4. Prescription or Non-Prescription Medication

Workers using prescribed or over-the-counter medication that may impair their ability to perform duties safely or is included in ADG's testing panel, must:

- consult a medical practitioner regarding potential risks of impairment or side effects
- advise their supervisor if taking medication that could affect safety or work performance,
- take medication exactly as prescribed by the prescribing medical practitioner or directed by the manufacturer
- report any changes in medication use that may impact safety or performance to their supervisor
- report any side effects experienced at work to their supervisor
- notify the Approved Tester if taking medication that may affect a test result.

Examples include codeine-based pain relief, ADHD medication, medicinal cannabis and some cough syrups.

5.5. Circumstances Requiring Immediate Cessation of Work

ADG will not permit a worker to perform, or be available to perform, any work activity where:

- a DAMP Supervisor suspects impairment due to drugs or alcohol
- a worker refuses a test or interferes with the integrity of a test
- a not-negative result is recorded
- a DAMP MRO has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source
- mandatory preconditions for return to work have not been met
- an Accident or Serious Incident occurs (see Section 7.5.3), and:
 - testing has not been conducted within suitable conditions; or
 - testing has occurred but results have not been received.

5.6. Contractor DAMP Coverage and Application for SSAA

Where a Contractor performs, or is available to perform a SSAA, ADG will verify whether that Contractor is covered by a separate CASA-compliant DAMP.

Verification may include confirmation from the Contractor, contractual documentation or other evidence acceptable to ADG. Evidence of drug or alcohol testing alone does not constitute evidence of DAMP coverage.

Where a Contractor is covered by another CASA-compliant DAMP, ADG may accept evidence of a negative drug and alcohol test conducted within the previous 90 days, consistent with CASR Part 99 and ADG risk controls.

Where a Contractor is not covered by another CASA-compliant DAMP or cannot demonstrate a negative test within the previous 90 days, ADG will ensure the Contractor is managed fully under ADG's DAMP for the duration of its engagement. This includes education, testing, response, reporting, and record-keeping requirements in accordance with CASR Part 99.

6. Drug and Alcohol Education Program

6.1. Overview

ADG will ensure that all workers, including DAMP supervisors, complete the ADG Drug and Alcohol Education Program on commencement, before performing or being available to perform work.

Refresher education must be completed at intervals not exceeding 24 months.

6.2. Mandatory Components

The ADG Drug and Alcohol Education Program includes awareness of:

- ADG AOD Policy and DAMP
- organisation and worker responsibilities
- workplace drug and alcohol testing processes
- support and assistance services available to workers who engage in problematic drug or alcohol use
- potential effects and safety risks arising from alcohol and other drug use, and
- additional training for DAMP Supervisors in identifying and managing workers who may be adversely affected by drugs or alcohol.

6.3. Delivery

ADG's Drug and Alcohol Education Program is primarily delivered via the ADG Induction program.

DAMP Supervisors receive additional training to assist in forming an opinion on whether a worker may be adversely affected by a testable drug or alcohol. This training includes CASA's online AOD e-learning for DAMP Awareness and Supervisors via [myCASA](#), which is accessible through [Access eLearning \(AviationWorx\) | Civil Aviation Safety Authority \(casa.gov.au\)](#).

7. Drug and Alcohol Testing Program

In addition to the drug and alcohol testing conducted by or on behalf of ADG under this program, SSAA Employees (including all persons who perform duties in an aerodrome testing area) may also be subject to random drug and alcohol testing by CASA under Part 99.C of the CASRs.

The ADG testing program generally follows the flow outlined in **Appendix C**.

7.1. Substances Included in Testing

ADG will test for alcohol and may test for the Testable Drugs listed in Table 1:

Drug Class	Examples
Cannabinoids (THC)	Marijuana, Hashish
Cocaine	Coke, Charlie, Blow
Amphetamines	Speed, Uppers
Methamphetamines	Meth, Ice, Crysta
Opiates	Codeine, Morphine, Heroin
Benzodiazepines	Diazepam, Valium, Temazepam
Oxycodone	Oxy
Barbiturates	Phenobarbital (Yellow Jackets) Secobarbital (Reds, Red Birds)
Phencyclidine	Rare in Australia but included in some test kits – Angel Dust, Rocket Fuel
Methadone	Synthetic opioid used in treatment programs – Fizzies, Done
Tricyclic Antidepressants	Amitriptyline, Tryptizol, Nortriptyline, Nortrilen or Trics

Table 1 – Testable Drugs

7.2. Concentration Cut-Off Levels

The Confirmatory Test Cut-off Level for each Testable Drug is specified in **Table 2** - Confirmatory Test Cut-off Level.

Testable Drug Concentration	Oral Fluid - ng/mL AS 4760:2019	Urine - µg/L AS 4308:2023
Δ9-tetrahydrocannabinol	5	50
6-Acetyl morphine	10	10
Amphetamine	25	300
Benzoyllecgonine	25	100
Cocaine	25	100
Codeine	25	300
Ecgonine methyl ester	25	100
Methylamphetamine	25	300
Methylenedioxyamphetamine	25	300
Methylenedioxymethylamphetamine	25	300
Morphine	25	300
For alcohol — a BAC of less than 0.02 grams of alcohol in 210 litres of breath. Note: Alcohol is not part of the Confirmatory Test Cut-off Concentration for Oral Fluid, but an independent confirmatory test cut-off concentration set by the ADG.		

Table 2 – Confirmatory Test Cut-off Level

7.3. How Testing is Conducted

All testing devices must be used in accordance with the manufacturer's instructions.

Testing may be conducted in the following methods in line with CASA requirements:

- Breath alcohol testing using a device that meets AS 3547 or NMI R 126.
- Oral fluid testing (initial screen) in accordance with AS 4760.
- Urine testing (confirmatory) in accordance with AS/NZS 4308.

Alice Springs and Tennant Creek Airports operate under CASA Exemption 135/20, which allows urine testing in lieu of oral fluid testing under CASR 99.050 when oral fluid testing is not available.

7.4. When Will Testing Occur

7.4.1. Pre-Commencement and Role Change

All ADG employees are subject to a pre-employment medical, which includes AOD testing on commencement with the organisation.

Existing employees whose role changes to that of a Regular SSAA Employee will be AOD tested when that change takes effect, unless the employee has returned a negative AOD test within the 90 days before they are required to perform, or be available to perform, a SSAA.

All contractors will be required to produce evidence of testing from an accredited testing organisation prior to being approved to perform regular SSAA duties. This evidence must be dated within the 90 days of the SSAA due to be undertaken.

7.4.2. Random Testing

- Workers will be selected impartially for random testing.
- If a group is selected, all members will be tested.
- Non-attendance and/or refusal will be documented and follow-up investigation may lead to re-testing or disciplinary action, including CASA enforcement action (Refer to **Section 8.3**).

7.4.3. Post Accident or Serious Incident

Testing will be carried out provided that suitable test conditions exist:

- following a Level 3, 4 or 5 incident (refer to the **ADG H&S Incident Management Procedure**); or
- when there is reasonable suspicion that drugs and/or alcohol may have been involved as a contributing factor of a Level 1 or 2 incident; or
- following any airside accident or incident in line with CASA requirements; or
- any incident involving vehicles and or mobile plant.

Testing must occur as soon as practicable after the need for testing is identified and no later than:

- 8 hours for alcohol; and
- 32 hours for drugs.

7.4.4. DAMP Supervisor Reasonable Grounds

Testing will be conducted if a DAMP Supervisor has reasonable grounds to believe a worker is adversely affected by alcohol or a testable drug while performing, or available to perform, any work activity, including a high-risk role or a SSAA duty.

7.5. Return to Work

Workers will be tested before returning to work if previously stood down due to drug or alcohol use, or following a related incident, in accordance with CASR Part 99.

7.6. Who Can Conduct Testing

Testing under this DAMP must be conducted by Approved Testers. Use of a breathalyser without the appropriate qualifications may occur for preliminary checks to identify the presence of alcohol (screening). Such use does not constitute formal testing under this DAMP.

8. Drug & Alcohol Response Program

Not-negative or positive test results, refusals or test interference are managed under this Drug & Alcohol Response Program.

As far as possible, a not-negative drug or alcohol test result will be treated as a health and safety matter.

8.1. Immediate Action Following a Not-Negative Result

The NCR and the workers' supervisor will be notified of the initial not-negative screening test result.

- **Alcohol:** A confirmatory breath sample must be taken as soon as practicable, but not sooner than 20 minutes after the initial test.
- **Drugs:** Not-negative specimen will be sealed and sent to a NATA-accredited laboratory for confirmatory testing in accordance with AS/NZS 4308:2008 (urine) or AS/NZS 4760:2019 (oral fluid).

All incidents of not-negative test results and subsequent actions will be documented. Any worker who tests not-negative will:

- Not permitted to resume work
- Be placed on paid leave pending confirmatory results
- Be treated with dignity and confidentiality at all times

ADG will plan for the worker to be transported off-site as a passenger.

8.2. Confirmatory Test Results

Confirmatory results are legally defensible and will determine that, if the test is:

- **Negative** – the worker may return to normal duties.
- **Positive** – the worker is unfit for duty under CASA and WHS requirements.

Workers will be given an opportunity to explain results (e.g. prescription medication use) with supporting medical evidence.

Confidentiality will be strictly maintained; only those with a genuine need to know (e.g. manager, HR, safety) will be informed.

All actions will comply with legislation, privacy obligations and ADG's disciplinary policy.

8.2.1. Employee - Management of Confirmed Positive Results

- The ADG NCR and the worker's supervisor will be notified of the positive screening test result.
- The worker will be notified that they have been temporarily stood down from their duties.
- ADG will appoint and consult a DAMP MRO, in accordance with CASR Part 99, to review confirmatory test results and provide advice on return-to-work and intervention requirements
- The worker will be notified by their supervisor (or their delegate) of options for counselling, how they may return to work and the implications of a positive result.

A worker with a confirmed positive result will not be permitted to return to duty until:

- they record a negative test result, and
- a fitness-for-work assessment is conducted by a qualified health professional, if required.

ADG may implement supportive measures, including:

- referral to an EAP or treatment service; and
- a structured return-to-work plan with follow-up testing.

8.2.2. Contractor - Management of Confirmed Positive Results

Contract workers who record a confirmed positive result, refuse a test or interfere with a test will be immediately removed from site and the Contractor will be notified. Contractual remedies may be applied and ADG reserves the right to recover testing or related costs from the Contractor. Reinstatement will only be permitted once the Contractor demonstrates the worker is fit to return, supported by a confirmed negative test and, where appropriate, evidence of intervention or support. Where compliance cannot be assured, ADG may withdraw the worker's ongoing site access.

Payment of a contract worker's wages is a matter to be dealt with between the worker and the Contractor. ADG will not reimburse the Contractor or its workers for any wages or costs incurred.

8.3. CASR Part 99 Offences

For the purposes of CASR Part 99, the following constitute offences when committed by a person performing, or available to perform, a SSAA:

- performing, or being available to perform, a SSAA while adversely affected by alcohol or a testable drug;
- returning a positive test result for alcohol or a testable drug;
- refusing or failing to provide a required drug or alcohol test sample;
- interfering with, tampering with, or attempting to compromise the integrity of a drug or alcohol test; and
- failing to comply with directions given under a DAMP in relation to drug and alcohol testing.

These behaviours are offences under CASR Part 99 and may result in CASA enforcement action, in addition to actions taken by ADG under this DAMP.

8.4. Returning to High-Risk Activities or SSAA

For purposes of this DAMP, high-risk activities include HRW, HREW and HRCW.

ADG will only permit a worker to undertake or be available to undertake high-risk activities or SSAA duties in the following circumstances:

- a comprehensive assessment of drug or alcohol use has been undertaken;
- where recommended for employees, participation in an intervention program has commenced;
- clearance is provided by both a DAMP MRO and the worker's treating clinician (if applicable); and
- a confirmatory test demonstrates the absence of Testable Drugs or alcohol.

ADG will provide workers with reasonable time to attend a nominated intervention program where recommended by the DAMP MRO.

9. Medical Review

Where a breach of the DAMP is confirmed, ADG must consult a DAMP MRO in the following circumstances:

- where a confirmatory test returns positive result, to determine whether the result could be due to a legitimate therapeutic treatment or another innocuous source (e.g. codeine-based pain medication);
- to review medical information where a worker is unable to provide a body sample due to a medical condition;
- to determine, in consultation with the worker's treating clinician (if any), whether the worker is fit to resume performing, or being available to perform duties following a drug or alcohol related stand-down; or
- ADG has appointed an MRO with knowledge of CASR Part 99, refer to **Appendix B**.

10. Employee Assistance Program

ADG employees have access to free, confidential counselling services provided by Converge International. Details are available in the Employee Portal on SharePoint.

Contract workers who require support may have access to equivalent services through their own employer or through community health providers.

11. Procedural Reviews

Workers have the right to challenge the validity of a test result. Under AS 4308, urine samples are automatically split into two - one sample for immediate testing and the other securely retained.

Workers may request that the second sample be tested by the ADG testing contractor or sent to another independent accredited laboratory for testing.

The results are provided to the MRO for verification, and the findings are then relayed to the employee's supervisor.

12. Privacy

The *Privacy Act 1988* (Cth) applies to all information gathered under this program and information including the outcomes of drug and alcohol testing conducted by ADG or CASA.

ADG will manage personal information in compliance with the *Privacy Act 1988* (Cth), ensuring confidentiality and security at all times.

13. Review Audit and Compliance

ADG will review this DAMP at regular intervals of not more than 5 years, or as directed by CASA, in order to ensure its continued compliance with the requirements of the CASRs.

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

Refer to **ADG Airside DAMP Audit Checklist**.

14. Reporting and Record Keeping

14.1. CASA DAMP Reporting

In accordance with CASR Part 99, ADG will maintain all required records listed in CASR 99.100(1)(a) to (l) for each DAMP reporting period.

CASA EX92/23 – DAMP Implementation (Information) Exemption 2023 applies to certain reporting requirements.

If requested in writing by CASA, ADG will provide additional records of information related to the program implementation or worker testing.

Each record will state the date the record was created.

14.2. Record Keeping

ADG will keep each record in a secure location for 5 years after the last day of the DAMP reporting period or the part of a reporting period.

Within 6 months after the end of the 5-year period, those parts of the records that relate to the results of drug or alcohol testing of workers will be destroyed or deleted.

Those records will not include any information that might identify a worker.

15. Variations

CASA may require ADG to make specific changes to this program or to prepare a new program at any time to ensure ongoing compliance with CASR Part 99.

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

Where changes are not CASA-directed, ADG will provide at least 3 months' written notice to workers before implementation.

Unless otherwise specified, such variations or amendments will take effect once the notice period has expired.

16. Associated Documents and Forms

- [Discipline Policy](#)
- [ADG Injury Response and RTW Procedure](#)
- [H&S Incident Management Procedure](#)
- ADG Airside DAMP Audit Checklist

17. Document Control History

Date	Version	Description What has been changed and why?	Record of Review Who has been involved?
14/11/08	Draft	First Draft	J Reid

Date	Version	Description What has been changed and why?	Record of Review Who has been involved?
13/01/09	Draft	Second Draft	J Reid
28/08/09	Revision 1.1	Personnel change, MRO details.	R Calaby
6/01/10	Revision 2.0	Recommended changes following CASA audit	R Calaby, DAMP Working Group
14/04/10	Revision 2.1	Formatting changes	S Poyzer, L Coburn
31/07/10	Revision 2.2	Supervisor Contacts added.	R Calaby
20/07/12	Version 3.0	Reviewed and Reissued	R Calaby, A MacDowell
Jan 2014	Version 3.1	Format and personnel changes	M Curtis, A MacDowell
July 2014	Version 3.2	Changes made in line with new CASA DAMP Framework. New MRO.	M Curtis, A MacDowell
August 2015	Version 3.3	Update Contacts	M Curtis, R Calaby
September 2017	Version 3.4	Update Contacts & formatting, MRO change.	S Caldwell, R Calaby
August 2019	Version 3.5	Update Contacts	R Calaby, D. Semal
August 2020	Version 3.6	Update Contacts Add list of effective pages, revise definitions, revise response plan following positive test results.	R Calaby, D. Semal
July 2021	Version 3.7	Update contacts, update NTA to ADG format.	R Calaby, S Caldwell
May 2023	Version 3.8	Update contacts	R Calaby, S Caldwell
June 2024	Version 3.9	Update Supervisors, reference CASA E-Learning, EX 92/23, Support EASA.	R Calaby, G Dodds
October 2024	Version 4.0	Update contacts.	R Calaby, G Dodds
September 2025	Version 4.1	Update personnel.	G Cheriyan, M Cobbin
February 2026	Version 5.0	Document re-write to incorporate all ADG worksites	Various – see consultation plan

Date	Version	Description What has been changed and why?	Record of Review Who has been involved?
July 2026	Version 6.0	• Addition of EGM PCC in section 2 Accountabilities • Minor modification to section 5.1 Social Occasions to improve clarity.	R Porter, S De Kock, A Gregory

Appendix A – DAMP Contact Officer

The role of the DAMP Contact Officer is to liaise with CASA in relation to ADG responsibilities in connection with this program. ADG has appointed the following contact officers:

Role	Position	Phone
DAMP Contact Officer	DIA Safety & Standards Manager	0402 088 163
	Aerodrome Safety & Standards Manager	0419 864 223
Alternate Contact	Head of Safety	0438 654 462
DIA - Alternate Contact	DIA Airside Manager	0473 957 650
Alice Springs and Tennant Creek Contact	Security & Compliance Officer	0402 088 153
Alice Springs and Tennant Creek – Alternate Contact	Manager Alice Springs	0402 088 034

Appendix B – DAMP Medical Review Officer

Northern Territory Airports has appointed the following MRO:

Name	Address	Contact Numbers
Dr Rebecca Dingle	Territory Medical Mitchell 55-59 Mitchell St Darwin City NT 0810	Ph: 08 8948 4333 Fax: 08 8948 4322

Appendix C – Alcohol & Other Drug Testing Flow Chart

