



# Karratha Airport

## Drug and Alcohol Management Plan

*This DAMP has been developed to meet the requirements of Civil Aviation Safety Regulations 1998 (CASR) Part 99B.*

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<b>Version</b>	08.00 - December 2024
<b>Approver</b>	Airport Manager
<b>Review Date</b>	December 2024

Bayly Avenue

Gap Ridge WA 6714

[www.karrathaairport.com.au](http://www.karrathaairport.com.au)

(08) 9186 8507

[airport.compliance@karratha.wa.gov.au](mailto:airport.compliance@karratha.wa.gov.au)

ABN: 83 812 049 708

## Contents

<b>AUTHORISATION STATEMENT.....</b>	<b>11</b>
COPYRIGHT .....	11
DISTRIBUTION LIST .....	12
<b>RECORD OF AMENDMENTS.....</b>	<b>13</b>
<b>LIST OF EFFECTIVE PAGES.....</b>	<b>14</b>
<b>1    GENERAL.....</b>	<b>16</b>
1.1    INTRODUCTION.....	16
1.2    POLICY ON AOD USE.....	16
1.3    KEY CONTACTS .....	17
1.3.1    DAMP contact officer .....	17
1.3.2    DAMP supervisor .....	17
1.3.3    DAMP medical review officer .....	17
1.4    WHO IS COVERED BY THIS DAMP .....	18
1.5    RESPONSIBILITIES UNDER THIS DAMP.....	18
1.5.1    Responsibilities of City of Karratha.....	18
City of Karratha will: .....	18
1.5.2    Responsibilities of The DAMP Contact Officer.....	19
1.5.3    Responsibilities of DAMP Supervisors.....	19
1.5.4    Responsibilities of SSAA employees.....	19
SSAA employees will: .....	19
1.6    DISCIPLINARY ACTION FOLLOWING A POSITIVE TEST RESULT.....	20
1.7    DRUG AND ALCOHOL EDUCATION PROGRAM .....	20
1.8    OVERVIEW.....	20
1.9    MANDATORY COMPONENTS OF THE EDUCATION PROGRAM .....	22
1.9.1    For SSAA employees - awareness of:.....	22
1.9.2    For DAMP supervisors: .....	22
1.10    REFRESHER TRAINING.....	22
1.11    COMPLETING THE EDUCATION PROGRAM .....	22
<b>2    DRUG AND ALCOHOL TESTING PROGRAM .....</b>	<b>23</b>
2.1    OVERVIEW.....	23
2.2    SUBSTANCES INCLUDED IN TESTING.....	23
2.3    HOW WILL TESTING BE CONDUCTED .....	23
2.4    WHEN WILL TESTING BE CONDUCTED .....	24
2.4.1    On commencement .....	24
2.4.2    After an accident or serious incident.....	24
2.4.3    Reasonable grounds.....	24
2.4.4    Return to work following a suspension event .....	24
2.5    WHO WILL CONDUCT THE TESTING .....	25
2.6    REQUIREMENTS RELATING TO DAMP MEDICAL REVIEW OFFICER .....	25
<b>3    DRUG AND ALCOHOL RESPONSE PROGRAM.....</b>	<b>26</b>
3.1    CIRCUMSTANCES WHEN AN EMPLOYEE MUST CEASE SSAA .....	26
3.2    RETURNING TO SAFETY SENSITIVE AVIATION ACTIVITIES .....	26
3.3    TIME OFF TO ATTEND A NOMINATED INTERVENTION PROGRAM .....	27
3.4    SELF-REFERRAL.....	27
<b>4    PROCEDURAL REVIEWS.....</b>	<b>28</b>

<b>5</b>	<b>PRIVACY .....</b>	<b>29</b>
<b>6</b>	<b>DAMP REVIEW, AUDIT AND COMPLIANCE .....</b>	<b>30</b>
<b>7</b>	<b>DAMP REPORTING AND RECORD KEEPING .....</b>	<b>31</b>
7.1	RECORD KEEPING.....	31
<b>8</b>	<b>VARIATIONS .....</b>	<b>32</b>
<b>9</b>	<b>ATTACHMENTS .....</b>	<b>33</b>
9.1	DOCUMENTS, REGISTERS, RECORDS AND FORMS.....	33
<b>10</b>	<b>APPENDIX A DAMP TESTING AND RESPONSE FLOWCHART .....</b>	<b>34</b>
<b>11</b>	<b>APPENDIX B DOCUMENT CONTROL PROCEDURE.....</b>	<b>35</b>
<b>12</b>	<b>CHANGE ADVICE NOTICE .....</b>	<b>36</b>

## Glossary

### Acronyms and abbreviations

Acronym / abbreviation	Description
<b>ACRS</b>	Airport Compliance Reporting System
<b>AOC</b>	Air Operator's Certificate
<b>AOD</b>	Alcohol and Other Drugs
<b>ARO</b>	Airport Reporting Officer
<b>ASIC</b>	Aviation Security Identification Card
<b>AMROA</b>	Australasian Medical Review Officers Association
<b>BAC</b>	Breath Alcohol Content (% alcohol in breath)
<b>CASA</b>	Civil Aviation Safety Authority
<b>CASR</b>	Civil Aviation Safety Regulations 1998
<b>DAME</b>	Designated Aviation Medical Examiner
<b>DAMP</b>	Drug and Alcohol Management Plan
<b>EAP</b>	Employee Assistance Program
<b>MRO</b>	Medical Review Officer
<b>SSAA</b>	Safety-Sensitive Aviation Activity

### Definitions

Regulation 99.010 of the *Civil Aviation Safety Regulations 1998 (CASR)* contains legal definitions for certain terms used in Part 99 of CASR.

Term	Definition
<b>Accident</b>	<p>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:</p> <p>(a) the occurrence results in the death of, or serious harm to, a person.</p> <p>(b) the occurrence results in serious damage to an aircraft or property.</p>
<b>Aerodrome testing area</b>	<p>(a) any surface in a certified aerodrome or a registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and</p> <p>(b) any part of the surface of a certified aerodrome or registered aerodrome:</p> <p>(i) that is not covered by paragraph (a); and</p> <p>(ii) that does not have a building on it; and</p>

Term	Definition
	<p>(iii) from which access to a surface mentioned in paragraph (a) may be had; and</p> <p>(c) a building located on a certified aerodrome or registered aerodrome that is either used for:</p> <p>(i) for maintenance of an aircraft or an aeronautical product.</p> <p>(ii) for the manufacture of aircraft or aeronautical products.</p> <p>(iii) by an air traffic service provider to control air traffic.</p> <p>(iv) by the holder of an AOC for flying training.</p> <p>(d) any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.</p>
<b>Appropriately qualified alcohol and other drug professional</b>	<p>A person who:</p> <p>(a) materially works as a provider of clinical drug and alcohol treatment services.</p> <p>(b) holds a bachelor's degree, or postgraduate degree, in at least 1 of the following fields:</p> <p>(i) health sciences.</p> <p>(ii) medical science.</p> <p>(iii) social sciences.</p> <p>(iv) behavioural sciences.</p>
<b>Approved breathalyser</b>	<p>A breathalyser approved by CASA under paragraph 99.130(a) of CASR for alcohol testing.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>
<b>Approved drug testing device</b>	<p>A device approved by CASA under paragraph 99.130(b) of CASR for testing for testable drugs.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>
<b>Approved laboratory</b>	<p>A person authorised under sub regulation 99.450 (3) of CASR to conduct confirmatory drug tests for Subpart 99.C.</p> <p>Note: definition is related to Part 99 Subpart C only</p>
<b>Approved person</b>	<p>In relation to an approved laboratory, means a person who is authorised under the laboratory's National Association of Testing Authorities accreditation to declare the results of drug tests conducted by that laboratory.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>
<b>Approved tester</b>	<p>A person who is authorised to:</p> <p>(a) take body samples for drug or alcohol tests under sub regulation 99.450 (1) of CASR.</p> <p>(b) conduct initial drug tests or alcohol tests under sub regulation 99.450 (2) of CASR.</p> <p>Note: definition is related to Part 99 Subpart C of CASR only.</p>

Term	Definition
<b>CASA medical review officer</b>	<p>A medical practitioner who is authorised for drug and alcohol testing under Subpart 99.C of CASR, and for Subparts 99.E and 99.H of CASR has:</p> <p>(a) been appointed by CASA under sub regulation 99.390 (1) of CASR for the purposes of Subpart 99.C of CASR.</p> <p>(b) training and competence in the field of interpreting drug and alcohol test results.</p> <p>(c) knowledge of substance use disorder.</p> <p>(d) knowledge of the contents of Part 99B of CASR.</p>
<b>Comprehensive assessment</b>	<p>In relation to a person's drug or alcohol use, means an examination of the person's physiological and psychosocial indicators carried out either by:</p> <p>(a) by a psychiatrist.</p> <p>(b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine.</p> <p>(c) jointly by:</p> <p>(i) a person entitled to practice as a medical practitioner under a law of a State or Territory.</p> <p>(ii) an appropriately qualified drug and alcohol professional.</p>
<b>Confirmatory alcohol test</b>	<p>An alcohol test given in respect of an initial alcohol test to determine the presence and level of alcohol in a body sample.</p> <p>Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
<b>Confirmatory drug test</b>	<p>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.</p> <p>Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
<b>DAMP or drug and alcohol management plan</b>	<p>A drug and alcohol management plan that complies, or purports to comply, with the requirements of regulation 99.045 of CASR.</p>
<b>DAMP contact officer</b>	<p>In relation to a DAMP organisation, means a person appointed by the DAMP organisation to liaise with CASA in relation to the organisation's responsibilities under Part 99 of CASR.</p>
<b>DAMP contractor</b>	<p>A person, or the employee of a person, who is:</p> <p>(a) a party to an ongoing written or ongoing oral contract with a DAMP organisation.</p> <p>(b) a DAMP subcontractor to an ongoing written or ongoing oral contract with a DAMP organisation.</p>
<b>DAMP medical review officer</b>	<p>A medical practitioner who for drug or alcohol testing under a DAMP has:</p> <p>(a) competence in the field of interpreting drug and alcohol test results.</p> <p>(b) knowledge of substance use disorders.</p>

Term	Definition
	(c) knowledge of the contents of this Part.
<b>DAMP organisation</b>	A person that is required to have a DAMP under sub regulation 99.030 (1) of CASR.
<b>DAMP subcontractor</b>	A person who is a party to: (a) an ongoing written or oral contract with a DAMP contractor within the meaning of paragraph (a) of the definition of DAMP contractor. (b) an ongoing written or oral contract with another DAMP subcontractor (under a previous application of this definition).
<b>DAMP supervisor</b>	In relation to a DAMP organisation, means a person who: (a) has had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol. (b) is authorised by the organisation to do so for the purposes of paragraph 99.050 (2)(c) of CASR.
<b>Donor</b>	A person who is asked to give, or has given, a body sample to an approved tester.
<b>Drug and alcohol education program</b>	For a DAMP organisation, means a program that includes the following components: (a) for SSAA employees—awareness of: (i) the organisation's policy on drug and alcohol use. (ii) drug and alcohol testing in the workplace. (iii) support and assistance services for people who engage in problematic use of drugs and alcohol. (iv) information about the potential risks to aviation safety from problematic use of drugs and alcohol. (b) for DAMP supervisors—education and training to manage people who engage in problematic use of drugs or alcohol.
<b>Drug or alcohol intervention program</b>	In relation to a person who has a drug or alcohol problem, means a program that includes any of the following measures for that problem: (a) assessment. (b) treatment, including any of the following: (i) education. (ii) counselling. (iii) consultation with health care professionals. (iv) pharmacotherapy. (v) residential or non-residential treatment programs. (c) monitoring and follow-up action.
<b>Employee</b>	In relation to a DAMP organisation, includes a DAMP contractor of the DAMP organisation.
<b>Foreign operator</b>	(a) the holder of a foreign aircraft AOC.

Term	Definition
	<p>(b) the operator of an aircraft operating in Australia in accordance with a permission granted by CASA under section 26 of the Act.</p> <p>(c) the operator of an aircraft operating under a permission granted under section 27A of the Act.</p> <p>(d) the holder of a New Zealand AOC with ANZA privileges.</p> <p>(e) the operator of an aircraft that is operating in Australia in accordance with section 14 of the Air Navigation Act 1920.</p>
<b>Initial alcohol test</b>	<p>An alcohol test to determine the presence of alcohol in a body sample.</p> <p>Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
<b>Initial drug test</b>	<p>A drug test to determine the presence of a testable drug in a body sample.</p> <p>Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
<b>Mandatory preconditions</b>	<p>Any comprehensive assessments or intervention programs have been commenced, and no further positive test results have been obtained.</p>
<b>Nominated drug or alcohol intervention program</b>	<p>In relation to a person who has undergone a comprehensive assessment, means a drug or alcohol intervention program considered suitable for the person by:</p> <p>(a) if the person is an employee of a DAMP organisation—a DAMP medical review officer.</p> <p>(b) in any other case—a CASA medical review officer.</p>
<b>Passenger</b>	<p>In relation to an aircraft, means a person:</p> <p>(a) who:</p> <ul style="list-style-type: none"> <li>(i) intends to travel on a particular flight on the aircraft that has not as yet boarded.</li> <li>(ii) is on board the aircraft for a flight.</li> <li>(iii) has disembarked from the aircraft following a flight.</li> </ul> <p>(b) who is not a member of the crew of the aircraft.</p>
<b>Passport</b>	<p>An Australian passport within the meaning of the Australian Passports Act 2005, or a passport issued by the Government of a country other than Australia.</p>
<b>Permitted level</b>	<p>(a) for a testable drug—a level of the drug specified in sub regulation 99.010(2A) for the purposes of this paragraph; and</p> <p>(b) for alcohol—a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.</p>
<b>Positive result</b>	<p>(a) for an initial drug test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act.</p>



Term	Definition
	<p>(b) for a confirmatory drug test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act.</p> <p>(c) for an initial alcohol test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act.</p> <p>(d) for a confirmatory alcohol test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act.</p>
<b>Regular SSAA employee</b>	An SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.
<b>Relevant Standard</b>	<p>(a) AS 3547, Breath alcohol testing devices for personal use.</p> <p>(b) NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers.</p> <p>(c) AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.</p> <p>(d) AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.</p>
<b>Sample identifier</b>	A number allocated to a body sample using the method specified in a legislative instrument made by CASA under regulation 99.150 of CASR.
<b>Screening officer</b>	Has the meaning given in the Aviation Transport Security Act 2004.
<b>Serious incident</b>	<p>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:</p> <p>(a) the occurrence gives rise to a danger of death or serious harm to a person.</p> <p>(b) the occurrence gives rise to a danger of serious damage to an aircraft or property.</p>
<b>Safety-sensitive aviation activity (SSAA)</b>	<p>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.</p> <p>Note: see section 33 (1) of the Act.</p>
<b>SSAA employee</b>	In relation to a DAMP organisation, means an employee of the DAMP organisation who performs or is available to perform an applicable SSAA.
<b>Substantial compliance</b>	In relation to a drug or alcohol test, has the meaning given in sub regulation 99.020 (2) of CASR.
<b>Suitable test conditions</b>	<p>Conditions that exist after an accident or serious incident if:</p> <p>(a) testing can be conducted within:</p> <p style="padding-left: 40px;">(i) for drug testing—32 hours after the accident or incident occurred.</p> <p style="padding-left: 40px;">(ii) for alcohol testing—8 hours after the accident or incident occurred.</p>

Term	Definition
	(b) it is practicable to conduct a test.
<b>Suspension event</b>	Suspending or ceasing the person from performing an SSAA.

## Reference material

Document type	Title
Exemption	EX135/20 - DAMP Organisations to provide Information to CASA
Regulation	Part 99B of the <i>Civil Aviation Safety Regulations 1998</i>
Standard	AS 3547, breath alcohol testing devices for personal use
Standard	NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers
Standard	AS/NZS 4760 – ‘Procedures for specimen collection and the detection and quantitation of drugs in oral fluid’
Standard	AS/NZS 4308– ‘Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine’
Webpage	Designated Aviation Medical Examiner (DAME) <a href="#">Aviation medical contacts   Civil Aviation Safety Authority (casa.gov.au)</a>
Website	Australasian Medical Review Officers Association (AMROA) <a href="http://www.amroa.org.au">www.amroa.org.au</a>

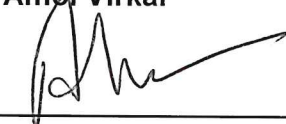
## Authorisation Statement

The Aerodrome Operator (The CEO the City of Karratha) is responsible for the approval of this document and supports the policies and procedures contained within this document.

Issued under authority of:

### Manager Airport - City of Karratha

Name: **Amol Virkar**

Signature: 

Date: 02/01/2025

### Chief Executive Officer - City of Karratha

Name: **Virginia Miltrup**

Signature: 

Date: 7/01/2025

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Copy 6	Airport Operations and Asset Coordinator	x	
Copy 7	Civil Aviation Safety Authority	X	
Copy 8	WHS Officer – Human Resources	X	
Copy 9	Building Maintenance	X	
Copy 10	Operations	X	
Copy 11	Parks and Gardens	X	

City of Karratha makes this DAMP available to all relevant persons on our website. Access is also available to staff on our intranet.

Persons printing this DAMP should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

## Record of Amendments

Amendments will be shown below and on the relevant page.

Revision Number	Date Revised	Sections Revised	Details of Amendment	Originator
V01.00	November 2008	Initial Issue	New Program	Manager Airport
V02.00	May 2011	Full Revision	Total re-issue. Added document control.	Manager Airport
V03.00	December 2012	Full Revision	Re-issue following restructure and Audit	Manager Airport
V03.01	February 2013	Section 6 Page 1	Updated training records requirements	Manager Airport
V04.00	August 2014	Full Revision	Total re-issue, changes to Airport name and positions	Manager Airport
V05.00	February 2017	Full Revision	Total re-issue	Manager Airport
V06.00	August 2021	Full Revision	Total re-issue	Manager Airport
V07.00	December 2022	Full Revision	Total re-issue	Manager Airport
V08.00	January 2025	Full Revision	Total re-issue	Manager Airport

## List of Effective Pages

SECTION	DATE
<b>Cover Page</b>	
<b>Contents</b>	
<b>Part 1</b>	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
Section 8	
Section 9	
<b>Part 2</b>	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
<b>Part 3</b>	
Section 1	
Section 2	
Section 3	
<b>Part 4</b>	
Section 1	
Section 2	

SECTION	DATE
Section 3	
Section 4	
Section 5	
Section 6	
<b>Part 5</b>	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
<b>Part 6</b>	
Section 1	
<b>Part 7</b>	
Section 1	
<b>Part 7</b>	
Section 1	
<b>Part 8</b>	
Section 1	
<b>Part 9</b>	
Section 1	
Section 2	
<b>Part 10</b>	
Section 1	
<b>Part 11</b>	
Section 1	
Section 2	
Section 3	

SECTION	DATE
Section 4	
<b>Part 12</b>	
Section 1	
Section 2	

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# 1 General

## 1.1 Introduction

City of Karratha Drug and Alcohol Management Plan (DAMP) has been developed to meet the requirements of Subpart 99.B of the *Civil Aviation Safety Regulations 1998* (CASR).

This DAMP is for City of Karratha employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA) and aims to minimise the risk of accident, incident or injury in the workplace due to the consumption of alcohol and other drugs (AOD).

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

A flowchart illustrating the organisation's drug and alcohol testing, and response process is included at Appendix A to this Manual.

## 1.2 Policy on AOD Use

City of Karratha has a duty to provide a safe workplace for all employees. The health and welfare of all staff is our prime consideration in developing this policy.

Problematic AOD use can create many difficulties in the workplace, including compromised workplace safety; accidents and workers' compensation claims; absenteeism; and problems with employee commitment and morale, including declines in individual performance.

The aim of this policy is to reinforce City of Karratha's commitment to safety, by ensuring that all employees understand their individual responsibilities when it comes to AOD use in the workplace.

If you take prescription medications (e.g. antibiotics, painkillers or anti-inflammatory medication) it is your responsibility to ensure that such use does not adversely affect your ability to perform your role. You must discuss with your prescribing doctor whether it is safe to take medications when performing your SSAA. You must also let your immediate supervisor, or a responsible manager know about your requirement to take prescription medications so that a determination can be made on your ability to safely perform your role. This may need to be confirmed by a Designated Aviation Medical Examiner (DAME) or a Medical Review Officer (MRO), in consultation with your prescribing doctor.

Consumption of AOD in the workplace while performing your duties is strictly prohibited. City of Karratha takes a zero-tolerance approach to on-the-job AOD use, which will be treated as a disciplinary issue and dealt with in accordance with our organisation's Disciplinary Policy

If you have a drug or alcohol problem that is adversely affecting your performance at work, City of Karratha can assist you in obtaining professional help through the employee assistance program and will support you through that process. Your immediate supervisor or the Airport Manager or the People and Culture Manager should be your first point of contact should you require assistance. Such contact will be treated with complete confidentiality.

While City of Karratha endeavours to provide support to employees who have a drug or alcohol problem, by offering appropriate guidance and assistance in arranging treatment, all employees must be aware that the responsibility for treatment and rehabilitation rests with them.



## 1.3 Key Contacts

### 1.3.1 DAMP contact officer

Karratha Airport Manager or Delegate

Ph: 08 9186 8636

Mob: 0418 761 670

Email [amol.virkar@karratha.wa.gov.au](mailto:amol.virkar@karratha.wa.gov.au)

### 1.3.2 DAMP supervisor

Airport Operations and Asset Coordinator

**Phone:** 0461 521 346

**Email:** [scott.clavis@karratha.wa.gov.au](mailto:scott.clavis@karratha.wa.gov.au)

Airport Operations Compliance and Technical Officer

**Phone:** 0408 611 909

**Email:** [matthew.bowles@karratha.wa.gov.au](mailto:matthew.bowles@karratha.wa.gov.au)

Airport Compliance and Safety Officer

**Phone:** 0409 274 416

**Email:** [jake.polkinghorne@karratha.wa.gov.au](mailto:jake.polkinghorne@karratha.wa.gov.au)

City of Karratha's DAMP supervisor(s) have had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol.

### 1.3.3 DAMP medical review officer

The DAMP medical review officer is:

**Name:** *Sonic Health Plus - Karratha*

**Phone:** 9159 1800

## 1.4 Who is covered by this DAMP

This DAMP applies to all City of Karratha employees who perform, or are available to perform, an SSAA.

These employees are:

- individuals employed directly by City of Karratha
- contractors engaged by City of Karratha
- subcontractors engaged by contractors of City of Karratha
- individuals employed by those contractors and subcontractors
- volunteers of City of Karratha

In this DAMP, the individuals listed above are all referred to as 'SSAA employees' even though they may not be directly employed by City of Karratha.

Employees to whom this DAMP applies will be engaged in the following SSAAs or employment categories:

- Aerodrome Reporting Officers and / or Works Safety Officers.
- Employees / contractors engaged in the maintenance of building facilities.
- Airside grounds maintenance.
- Airside electrical or plumbing employees / contractors.
- Any other employee of the Airport Operator (City of Karratha) required to carry out a SSAA.

## 1.5 Responsibilities under this DAMP

The City of Karratha is legally required to, and will, comply strictly with its obligations under this program.

The City of Karratha expects that all SSAA personnel will similarly comply with their obligations under this program. SSAA personnel need to be aware that failure to do so may result in:

- Them committing an offence against the CASR, for which prosecution or infringement action may be taken by the Civil Aviation Safety Authority or the Commonwealth Director of Public Prosecutions; and/or
- The City of Karratha taking disciplinary action against its employees or contractual action against contractors or subcontractors.

### 1.5.1 Responsibilities of City of Karratha

#### **City of Karratha will:**

- (1) make this DAMP available to each SSAA employee before they begin to perform, or become available to perform, an SSAA.
- (2) keep records related to the implementation of this DAMP.
- (3) not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:
  - (a) if a DAMP supervisor has reasonable grounds to believe that the employee may be adversely affected by AOD.

- (b) if an accident or serious incident has occurred which involved the employee, while he or she is performing or available to perform a SSAA, and either:
  - (i) for the period that suitable test conditions exist for conducting AOD tests on the employee – a test has not been conducted; or
  - (ii) if tests have been conducted – City of Karratha has not been notified of the test results.
- (4) if an SSAA employee has been required to cease performing, or being available to perform, his or her SSAA duties because of an incident related to AOD – City of Karratha will not permit that SSAA employee to again perform or be available to perform SSAA's until all mandatory pre-conditions have been met.

### **1.5.2 Responsibilities of The DAMP Contact Officer**

The DAMP contact officer is the primary liaison point for CASA in relation to the responsibilities of *City of Karratha* under CASR Part 99B.

### **1.5.3 Responsibilities of DAMP Supervisors**

DAMP supervisors have been trained on how to form an opinion as to whether an employee may be adversely affected by AOD and are authorised by City of Karratha to form such an opinion in appropriate cases.

### **1.5.4 Responsibilities of SSAA employees**

#### **SSAA employees will:**

- (1) not perform, or make themselves available to perform, an SSAA if adversely affected by AOD.
- (2) be subject to AOD testing under this DAMP while performing, or being available to perform, an SSAA for City of Karratha.
- (3) be required to provide a body sample when being tested for AOD by City of Karratha or by CASA, for the purposes of conducting the AOD tests.
- (4) immediately cease performing, or being available to perform, an SSAA if they:
  - (a) return a positive result for an AOD test.
  - (b) fail to comply with a request by an approved tester to provide a body sample for CASA AOD testing.
  - (c) fail to comply with a request to provide a body sample for City of Karratha AOD testing under this DAMP.
  - (d) interfere with a body sample they provide for AOD testing by CASA or City of Karratha.
  - (e) if required to cease performing an SSAA because of an incident related to AOD use, not resume SSAA until all mandatory pre-conditions have been met.
- (5) be encouraged to disclose to City of Karratha if they have consumed a level of alcohol, or have taken any drug, that may adversely affect their ability to carry out an SSAA.

## 1.6 Disciplinary action following a positive test result

City of Karratha employees who breach this Policy will be subject to disciplinary action which may include termination of employment. The disciplinary penalties and sanctions which may be imposed by City of Karratha in respect of any employee who breaches this policy on a first occasion may include any, or a combination of the following:

- an initial written warning following a formal counselling process, which will be conducted by the immediate supervisor or manager as required and supported by a People and Culture Business Partner.
- undergoing of further tests for alcohol or for other drugs, as determined by a substance-abuse professional in consultation with a manager, including on a periodic basis over any period of time.
- requirement to provide written undertakings, in relation to compliance in the future with the requirements of this procedure.

During this period, and while undergoing any agreed therapeutic intervention as provided in the above, the employee shall take sick leave, annual leave or other accrued paid leave entitlements, such as rostered days off.

The City Fitness to Work and Performance Disciplinary policies can be accessed from the City's intranet or using the below links.

[Fitness to work](#)

[Performance Disciplinary Action](#)

## 1.7 Drug and Alcohol Education Program

### 1.8 Overview

City of Karratha will ensure that all personnel can access the DAMP and any other information provided by City of Karratha. This will include information about treatment and support services and provide referrals to these services where appropriate.

The management of City of Karratha will ensure that the consumption of alcohol will not take place in an area where SSAA's are conducted and will provide advice in which areas and in what circumstances, if any, alcohol may be consumed on City of Karratha premises.

DAMP Contacts and Supervisors at City of Karratha should remain vigilant to the signs of AOD use and when required approve all alcohol and drug tests for personnel covered under this DAMP (except random testing).

It is incumbent on DAMP contacts and DAMP Supervisors at City of Karratha ensure that the procedures of natural justice for all employees are observed. This will include the following:

- ensuring review procedures are undertaken for every adverse test event in consultation with the Human Resources policy,
- ensuring appropriate utilisation of counselling and disciplinary procedures in cases where the testing program is breached;
- ensuring the counselling of personnel, who have had positive test results or who have referred themselves, is undertaken. Agree to rehabilitation plans for employees, as advised by a suitably qualified health professional.

DAMP Supervisors or an appropriate manager must ensure that any employee who is not permitted to work or who has reported to work and been required to leave the workplace due to any breach, or suspected breach, of this DAMP must not drive or operate any vehicle on or from the site. The DAMP supervisor or manager will use his or her best endeavours to arrange for the employee alternative means of leaving the site.

Ensure that the workplace risks associated with AOD are eliminated or minimised to as low as reasonably practicable by leading by example in observing this DAMP. Additionally, foster an organisational culture that supports a workplace free from harm associated with the use of AOD.

Any advertisement for a job vacancy shall state that City of Karratha has implemented a comprehensive Drug and Alcohol Management Plan.

Set out below are City of Karratha specific rules and requirements in relation to drugs and alcohol. All personnel are required to comply with these requirements:

- Present as fit for work prior to the commencement of duty
- Not have recently consumed alcohol or other drugs (except when the consumption of drugs is legal and medically required):
  - prior to signing on for duty
  - while in the workplace
  - while on duty
  - while rostered on-call.

Each employee should immediately report to their DAMP supervisor or other appropriate manager any side effects experienced by the employee in connection with the use of prescription drugs or other drugs, where those side effects may adversely affect the employee's ability to perform his / her duties safely and efficiently (including, but not limited to, dizziness, drowsiness, fatigue, impaired vision, impaired hearing, or unsteadiness). The employee must comply with any reasonable directions given to him or her by the Manager to ensure their health and safety.

Any employee who is in any way concerned about his or her degree of fitness for work must consult with their DAMP Supervisor or appropriate manager before starting work. In particular, any employee who suspects that his or her breath alcohol content could be more than the permitted Blood alcohol concentration (BAC) level may ask to be tested on approved testing instruments before starting work.

Where an employee requests such a test and records a blood alcohol level in excess of the permitted level, the employee will not be able to perform or be available to perform SSAA. The employee must remain on site until they can safely be seen to their place of residence.

Employees who record a BAC level in excess of the permitted level will be counselled as to the requirements of City of Karratha. In the case of voluntary tests, the employee will not be subject to disciplinary action, except when employees are considered to be abusing this mechanism. These employees will be subject to counselling and disciplinary action as appropriate.

Any employee who is required to undertake an intervention plan must participate fully as agreed with by City of Karratha.

## **1.9 Mandatory components of the education program**

City of Karratha's drug and alcohol education program contains the following components:

### **1.9.1 For SSAA employees - awareness of:**

- the organisation's policy on AOD use
- AOD testing in the workplace
- support and assistance services for people who engage in problematic AOD use
- information about the potential risks to aviation safety from problematic AOD use.

### **1.9.2 For DAMP supervisors:**

- the SSAA employee awareness requirements above
- education and training to identify and manage employees who engage in problematic AOD use.

## **1.10 Refresher training**

City of Karratha provides refresher drug and alcohol education to all SSAA employees and DAMP supervisors at an interval of no longer than 30 months since completion of the prior drug and alcohol education program.

## **1.11 Completing the education program**

City of Karratha's drug and alcohol education program is delivered to employees by means of completing of the following:

1. the CASA eLearning program
2. reading and signing this DAMP
3. refresher training at the relevant intervals.

## **2 Drug and Alcohol Testing Program**

### **2.1 Overview**

City of Karratha will ensure that:

- all SSAA employees complete the City of Karratha's drug and alcohol education program when they first join the organisation and before they perform, or are available to perform, a SSAA
- all DAMP supervisors complete DAMP supervisor training before performing this duty.

City of Karratha will also provide refresher drug and alcohol education to all SSAA employees and DAMP supervisors at an interval of no longer than 30 months since completion of the prior drug and alcohol education program.

### **2.2 Substances included in testing**

City of Karratha will test for the following substances:

- (1) Alcohol
- (2) Opiates
- (3) Cannabinoids
- (4) Cocaine
- (5) Amphetamines.

### **2.3 How will testing be conducted**

AOD testing under this DAMP will be conducted in accordance with the following relevant standards, together with manufacturer's instructions for each approved testing device.

#### **Alcohol testing**

Breath testing for alcohol is conducted using an approved device that meets either of the following standard(s):

- AS 3547, breath alcohol testing devices for personal use
- NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers.

#### **Drug testing**

Oral fluid testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4760 – 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'.

Urine testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4308– 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'.

## **2.4 When will testing be conducted**

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

- (1) on commencement
- (2) after an accident or serious incident
- (3) where a DAMP supervisor has reasonable grounds to believe an SSAA employee is adversely affected by AOD
- (4) returning to work after suspension
- (5) random AOD testing by the City of Karratha

Note: In addition to the AOD testing conducted under this DAMP, SSAA employees may also be subject to random AOD testing by CASA.

### **2.4.1 On commencement**

All employees working as a 'regular SSAA employee' (see definitions) will be tested for AOD 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, an SSAA.

### **2.4.2 After an accident or serious incident**

An SSAA employee will be tested after an accident or serious incident occurs whilst they are performing, or available to perform, an SSAA, provided that 'suitable test conditions' exist.

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

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

### **2.4.3 Reasonable grounds**

An SSAA employee may be referred for a test if a DAMP supervisor has reasonable grounds to believe the SSAA employee may be adversely affected by AOD while performing, or being available to perform, an SSAA.

Reasonable grounds include, but is not limited to, the following:

- observed unsafe behaviour
- reports received from other employees
- observed signs and symptoms that may indicate alcohol or drug use
- any other circumstances as described in the DAMP education program for DAMP supervisors.

### **2.4.4 Return to work following a suspension event**

An SSAA employee will be tested if they are returning to work after a suspension period during which that employee was not permitted to perform, or be available to perform, an SSAA.



An SSAA employee will be subject to a suspension event in the following circumstances:

- (1) the employee has recorded a positive result for a confirmatory drug or alcohol test conducted under this DAMP
- (2) as a result of CASA testing and a DAMP MRO has not determined that the result could be the result of legitimate therapeutic treatment or some other innocuous source
- (3) the employee has refused to take a required AOD test or interfered with the integrity of the test.

## **2.5 Who will conduct the testing**

Testing will be conducted by the following approved testing officer(s) or accredited testing provider:

Sonic Health Plus - Karratha

## **2.6 Requirements relating to DAMP Medical Review Officer**

City of Karratha will consult a DAMP MRO in the following circumstances:

1. To determine if the presence and level of a testable drug detected by a confirmatory drug test under this DAMP could be a result of legitimate therapeutic treatment or some other innocuous source (e.g. pain relief medication containing codeine).
2. To review medical information where an SSAA employee fails to give a body sample for AOD testing because of a medical condition.
3. To determine if an SSAA employee is fit to resume performing, or be available to resume performing, an SSAA.

### **3 Drug and Alcohol Response Program**

#### **3.1 Circumstances when an employee must cease SSAA**

City of Karratha does not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:

1. Where the employee has recorded a positive result from an initial AOD test and they have not, in respect of that test result, recorded a negative test result for a confirmatory AOD test.
2. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
  - a. a DAMP MRO has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
  - b. mandatory preconditions for return to work have not been met.
3. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
  - a. a CASA MRO has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
  - b. mandatory preconditions for return to work have not been met.
4. Where the employee is subject to AOD testing and has:
  - a. refused to take the test; or
  - b. interfered with the integrity of the test.
5. Where a DAMP supervisor suspects an SSAA employee's faculties may be impaired due to that person being under the influence of AOD.
6. Where an accident or serious incident has occurred involving the employee while he or she is performing, or being available to perform, an SSAA and either:
  - a. a test has not been conducted during the period that suitable test conditions exist; or
  - b. tests have been conducted under suitable test conditions however City of Karratha has not been notified of the test results.

#### **3.2 Returning to safety sensitive aviation activities**

An SSAA employee subject to an AOD related suspension event will only be permitted to resume performing, or being available to resume performing, an SSAA when they are able to comply with the following requirements:

1. The employee has undergone a comprehensive assessment for AOD use
2. If the comprehensive assessment recommends that the employee commence an AOD intervention program—the employee has begun participating in the nominated program
3. The employee is considered fit to resume performing, or being available to resume performing, an SSAA by:
  - a. a DAMP MRO; and
  - b. the employee's treating clinician (if any).

4. If the suspension event relates to a drug test—at the time the employee is considered fit to resume performing SSAAs, the employee receives a negative confirmatory drug test, and a DAMP MRO is satisfied the test indicates the absence of testable drug use.

### **3.3 Time off to attend a nominated intervention program**

City of Karratha provides time off for SSAA employees to attend a nominated AOD intervention program, where:

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

### **3.4 Self-Referral**

An aim of this policy and the educational material available is to encourage City of Karratha employees to recognise problematic use of substances and to obtain the assistance they need.

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

City of Karratha employees seeking assistance from 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.

## 4 Procedural Reviews

In the event that an employee is in dispute, or has a grievance, either with the procedures that have been undertaken, or from any disciplinary action arising from the drug and alcohol program, a review will ordinarily be undertaken. This review will follow City of Karratha internal grievance process or any agreed dispute resolution policy located

[https://intranet.karratha.wa.gov.au/directorate/corporate\\_services/human\\_resources/Publishing/Images/Pages/HR-Policies/OP-HR-21-Grievance%20Resolution%20Procedure.pdf](https://intranet.karratha.wa.gov.au/directorate/corporate_services/human_resources/Publishing/Images/Pages/HR-Policies/OP-HR-21-Grievance%20Resolution%20Procedure.pdf)

## 5 Privacy

City of Karratha is committed to respecting employees' rights to privacy and protecting their personal information. The Privacy Act 1988 does not directly apply to the State of Western Australia or the City of Karratha however the City will have regard to the Act and its principles in regards to the applies to information gathered under this DAMP, if the annual turnover is more than \$3m, and information held in relation to the outcomes of AOD testing, whether conducted by City of Karratha or by CASA. The City will also meet its obligations under the [Privacy and Responsible Information Sharing Act 2024](#) as legislated in Western Australia.

This DAMP meets the requirements of the Privacy Act 1988. Information is collected under this DAMP and used in accordance with the organisation's privacy policy located <https://www.legislation.gov.au/C2004A03712/2019-08-13/text>

## 6 DAMP Review, Audit and Compliance

In order to ensure its continued compliance with the requirements of Subpart 99.B of CASR, City of Karratha reviews this DAMP at regular intervals of at least once every 5 years, or as directed by CASA.

Reviews are conducted in accordance with the organisation's document control processes located *in Appendix B*

To ensure the appropriate development, implementation and enforcement of this DAMP, CASA may conduct audits on our organisation and require us to provide relevant documentation.

## **7 DAMP Reporting and Record Keeping**

Under CASA exemption EX135/20, City of Karratha is no longer required to report information to CASA twice a year. Instead, City of Karratha's records are maintained in accordance with the record keeping process in section 8.1 of this DAMP.

However, where requested to do so City of Karratha's DAMP contact Officer will supply information about the identity of an SSAA employee to a CASA approved tester within one hour of such a request being made.

Additionally, City of Karratha will notify CASA as soon as practicable of any changes to the details of the current DAMP contact officer.

### **7.1 Record Keeping**

City of Karratha keeps records of information relating to the following, as if it had provided the information to CASA:

- drug and alcohol testing
- drug and alcohol education
- drug and alcohol response
- the number and type of SSAA employees engaged.

City of Karratha keeps all records pertaining to this DAMP for a period of 5 years.

Records are stored securely in City of Karratha records management system.

Within 6 months of the expiry of the 5-year record keeping period, City of Karratha ensures relevant records are destroyed or deleted in accordance with the organisation's records management procedures.

## 8 Variations

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

Additionally, CASA may require City of Karratha to make specific changes to this DAMP, or to prepare a new DAMP, to ensure ongoing compliance.

City of Karratha can implement variations or amendments to this DAMP at any time. If these changes have not been directed by CASA, SSAA employees will be given written notice of the variations or amendments. Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this DAMP.

Variations and amendments are incorporated into this DAMP in accordance with the organisation's document control processes located Refer to section 15 of this document



## 9 Attachments

### 9.1 Documents, registers, records and forms

DAMP testing and education records are kept on the ARCS - <https://ypka.ad.avcrm.net/>

Education is completed at: <https://my.casa.gov.au/>

DAMP Contact Officer form: [damp-contact-officer-form-008.pdf](#)

Guide to Drug and Alcohol management plan:

[guide-part-99b-drug-alcohol-management-sample-manual.pdf](#)

## 10 Appendix A DAMP testing and response flowchart

The flowchart at Figure 1 below illustrates the organisation's DAMP testing and response program.

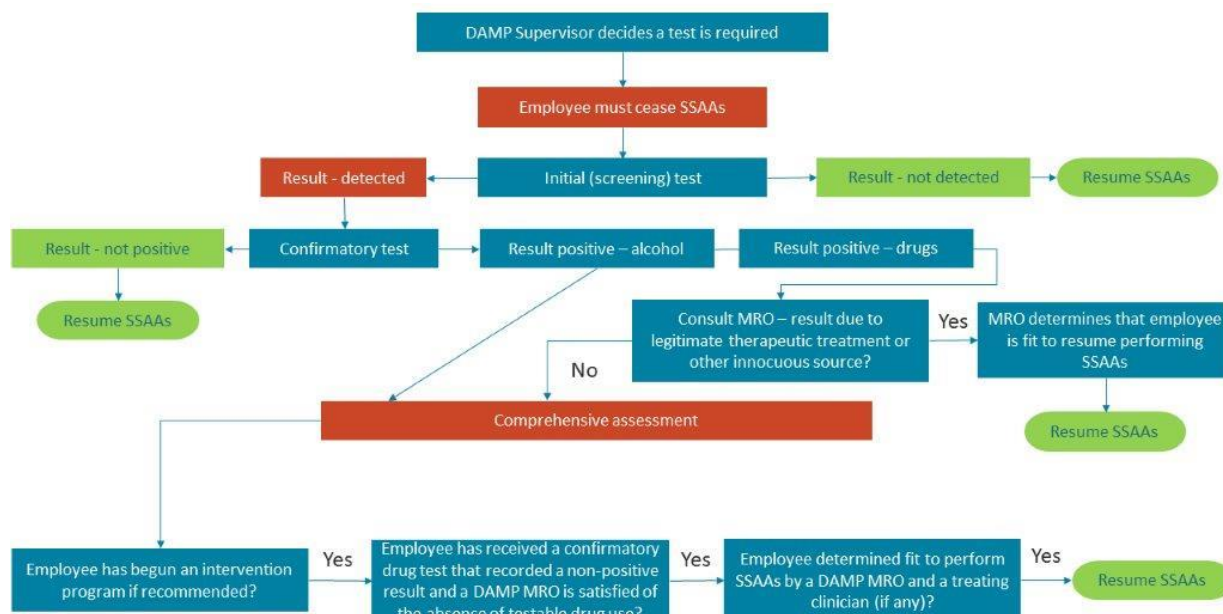


Figure 1: DAMP Supervisor Decision Flowchart

## 11 Appendix B Document Control Procedure

The Airport Compliance and Safety Officer shall conduct a review of this manual at regular intervals of at least every five year or at any other time directed by CASA, in order to ensure its continued compliance with the requirements of CASR Part 99B.

When an amendment is made, the DAMP manual controller will update the amendment record in the respective section of this manual. The first issue of this manual is shown in the footer as "Version 01-00", and subsequent revisions are shown as Version 02-00, V03-00, etc. Amendments to a current revision are numbered consecutively and are shown immediately after the revision number and separated by a hyphen, e.g. V01-01, V01-02, V01-03, or V02-01, V02-02, V02-03 etc.


When a revision or amendment to the manual has been made, the Airport Compliance & Safety Officer will forward a Change Advice Notice and a corresponding set of replacement pages to each manual holder and to the CASA office that is responsible for the oversight of the airport operation. The correspondence will be delivered to the relevant CASA office no later than 30 days from the time of publication.

Each Change Advice Notice has a unique number and includes the applicable revision and amendment numbers and the details of all pages to be removed, replaced or added in that revision or amendment.

For holders of physical manuals, it is the responsibility of the manual holder to remove and/or replace all pages in the manual as indicated in the Change Advice Notice, and to ensure that they are consistent with the List of Effective Pages. This must be done promptly on receipt of an amendment. Any discrepancy between the List of Effective Pages and the actual manual pages should be brought to the attention of the Airport Compliance & Safety Officer immediately.

A "Confirmation of Receipt" form is attached to each Change Advice Notice. This form is to be filled in and promptly returned to the Airport Compliance & Safety Officer to confirm that the amendment has been received and incorporated.

## 12 Change Advice Notice

		<b>CHANGE ADVICE NOTICE</b>		<b>FORM COMP-FO-011 V1.00</b>	
<b>Document Title</b>					
<b>Revision/Temp Rev No.</b>				<b>Revision Eff Date</b>	
<b>REPLACEMENT OF PAGES</b>	<b>Remove Obsolete Pages</b>		<b>Replace Amended Pages</b>		
	<b>Page</b>	<b>Date</b>	<b>Page</b>	<b>Date</b>	
	<b>CONFIRMATION OF RECEIPT - CHANGE ADVICE NOTICE NO.</b>				
<b>Document Title</b>					
<b>Revision/Temp Rev. No.</b>		<b>Revision Eff Date</b>			
<b>Document Holder's Name</b>		<b>Signature</b>			
<b>Date Changes Actioned</b>					
<b>IMPORTANT NOTE: All document holders are to sign and return this Confirmation of Receipt within fourteen (14) days to the Airport Compliance &amp; Safety Officer as confirmation that they have received and incorporated this amendment into their assigned document.</b>					