

1. Purpose

1.1 Aviation Australia (AA) is committed to providing a safe, healthy and productive workplace and is focused on eliminating risks associated with the adverse effects of smoking, alcohol and other drugs in the workplace.

2. Scope

2.1 This policy applies to all workers for AA including contractors at all work locations and includes work endorsed events, work social functions, and whilst operating AA vehicles and wearing the AA uniform in public places.

3. Revision Details

3.1 This section outlines any adjustments made to the document during the most recent revision.

Section Reference #	Rationale for Change
All	Entire document review
2.1	Added 'and wearing the AA uniform in public places'
8.3.6	Added 'Risk' after 'Quality

3.2 This section outlines the review frequency of the document.

Planned Revision	Biennially
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4. Regulatory References

- 4.1 Tobacco and Other Smoking Products Act and Regulations.
- 4.2 Anti-Discrimination Act 1991
- 4.3 Work Health and Safety Act 2011

5. Related Documentation

5.1 N/A.

6. Glossary of Terms

6.1 **Coming down** - refers to the period after taking a drug when your body is trying to process the substances that have been taken. The duration of a drug comedown, and how bad it is, depend on a number of factors including the type of drug that was taken and the age, sex and tolerance of the person who took it. Each drug has its own unique aftereffects, and there are likely to be differences in what you feel based on whether you took a stimulant or depressant, with some effects lasting for several days. Nevertheless, there are some similarities between many drugs, such as episodes of

feeling flat or depressed and feeling physically exhausted. People experiencing comedowns might feel:

- shaky;
- headaches;
- nauseous;
- low energy;
- sleep a lot or be unable to sleep; and
- loss of appetite.

6.2 **Department of Health** - For the purposes of this policy, the Department of Health includes multiple divisions, please see www.health.gov.au.

6.3 **Drug use** - refers to consumption of a psychoactive legal or illicit drug or substance whether for recreational or therapeutic purposes.

6.4 **Hangover** - refers to the experience of various unpleasant physiological and psychological effects following consumption of alcohol. The specific effects of a 'hangover' will depend on what and how much was consumed and how your body responded. A hangover is partly the body's reaction to the toxic effects of alcohol and the withdrawal from alcohol. The following day, the effects of a hangover may be experienced, including:

- headache;
- diarrhoea, vomiting and nausea;
- tiredness and trembling;
- increased heart rate and blood pressure;
- dry mouth and eyes;
- trouble concentrating;
- anxiety and
- restless sleep

6.5 **Illicit drug/s** - are illegal substances that can be classified into three main groups depending on the way they affect the brain:

- 1) stimulants – including speed (amphetamines), cocaine and ecstasy.
- 2) depressants – including cannabis, heroin, and opium.
- 3) hallucinogens – including lysergic acid diethylamide (LSD), magic mushrooms.

Illicit substances may include legal, prescription medications that have not been prescribed for the user by a medical practitioner.

6.6 **Other drug/s** - refers to all legal and illegal substances, including performance and image enhancing drugs (PIEDs), tobacco, pharmaceutical substances, and illicit drugs and 'new psychoactive substances' or 'synthetic' drugs (excluding alcohol).

6.7 **Under the influence** - A worker who is adversely affected by alcohol or illicit drugs will be considered to be under the influence if they are unfit to perform their duties and responsibilities safely and productively. The effects of alcohol or drug consumption can lead to:

- increased risk of incidents;
- impaired coordination;
- decreased ability to concentrate and communicate;
- lack of thoughtful decision making;
- impairment of memory and other cognitive functions; and
- delayed reaction time.

The term ‘under the influence’ includes impaired performance related to coming down from illicit drug use or experiencing the effects of a hangover.

6.8 Work endorsed events and social functions - An event organised or supported by the department where a worker is considered to be representing the company. Events include but are not limited to:

- Training sessions and workshops;
- Conferences;
- Networking events;
- Social club events and
- Christmas parties or similar functions.

7. Responsibilities

- 7.1 The Document Owner holds the delegated authority for the proper content and execution of the protocols within the document.
- 7.2 The Responsible Delegate ensures the proper implementation and adherence to the protocols within the document.

Document Owner:	Chief Executive Officer
Responsible Delegate(s):	People and Culture Manager

Key Stakeholder Positions may contain multiple responsibilities for various parts of the document however the overall responsibility must remain with the document owner.

Key Stakeholder Positions – Mandatory Consultation Required
N/A

8. Policy

8.1 The objectives of this policy are to:

- 8.1.1 define clear expectations in relation to expected standards of behaviour when attending work, particularly in relation to the expectation that workers are not under the influence of alcohol or illicit drugs whilst attending work;
- 8.1.2 provide appropriate support to workers who identify a health problem related to the use of alcohol or other drugs;
- 8.1.3 ensure AA meets its statutory obligations and duty of care to provide a safe working environment and to keep all workers free from harm; and

8.1.4 provide line managers with the skills to identify and manage issues in the workplace related to alcohol and other drugs through appropriate training, education, support, tools and resources.

8.2 Responsibilities of Workers

- 8.2.1 All workers have a responsibility to read and understand this policy. Any questions about this policy should be clarified by the worker with their Business Manager or WHSO representative.
- 8.2.2 Under Work Health and Safety (WHS) legislation, workers must take reasonable care for their own health and safety while at work and ensure their acts or omissions do not adversely affect the health and safety of other workers in the workplace.
- 8.2.3 Workers must not present for work whilst under the influence of alcohol or illicit drugs, and at all times carry out their duties and responsibilities in a safe manner. This includes the recognition of the potential negative effects and performance impacts associated with a 'hangover' after alcohol use or the 'coming down' effects after the use of other drugs.
- 8.2.4 Workers who have been prescribed any medication that may impact on the safety of themselves or others in the workplace and/or affect their work performance are required to inform a manager about the likely potential effects before commencing any duties. The worker is not required to reveal the nature of the condition being treated or the type of medication, only that they are taking medication which has the potential to impact upon safety.
- 8.2.5 Workers must behave responsibly when consuming alcohol or prescription medication while attending a work endorsed event, work social function, or when taking prescription medication while attending work.
- 8.2.6 Workers should be aware of their own ability to work. They should carry out a self-assessment and inform a manager if they believe they are affected by alcohol or other drugs.

8.3 Responsibilities of Managers

- 8.3.1 Managers are workers of AA and as such have the same personal conduct responsibilities as detailed above.
- 8.3.2 Managers are responsible for proactively managing the work performance and conduct of their workers and are required to take appropriate action if unacceptable work performance or conduct issues arise, which may include directing a worker to cease work if there is a reasonable concern for their immediate or imminent health or safety, and/or the health and safety of other persons.

- 8.3.3 Managers should not assume that physical or cognitive issues are necessarily related to alcohol or other drug use. Other causes may include head injuries, fatigue or a medical condition.
- 8.3.4 Where a manager has a concern about a worker's conduct or performance, they should provide the worker with an opportunity to discuss the concerns in a supportive environment.
- 8.3.5 A manager may request the worker obtain written confirmation from their treating medical practitioner certifying their ability to work whilst taking medication; however, the manager must not request details regarding the nature of the condition being treated or the type of medication the worker has been prescribed.
- 8.3.6 In all instances where a worker's performance, conduct or behaviour suggests that the worker is affected by alcohol or other drugs in the workplace, the manager is to inform the People and Culture and Quality, Risk and Safety departments providing details about the situation/incident/s and what action has been taken to support the worker.

8.4 Escalation of matters

- 8.4.1 Where a worker's performance, conduct or behaviour suggests the worker is affected by alcohol or other drugs, the relevant manager will undertake an initial assessment based on the worker's work performance.
- 8.4.2 The manager should consult with the P&C Manager to discuss options for providing support to the worker and to ensure the most appropriate course of action is taken to address any conduct and/or performance issues in the workplace.
- 8.4.3 Whilst a manager should ensure a worker is provided with a supportive environment to discuss any conduct or performance concerns, there may be a requirement to consider a formal performance and/or disciplinary process if the matter is unable to be resolved informally or is considered to be serious enough to warrant formal action.
- 8.4.4 If a worker attends a workplace and is considered by a manager to be unfit for work, suitable transport will be arranged to the worker's residence or chosen medical facility at the expense of AA.
- 8.4.5 If a worker has reason to believe they have not been managed in accordance with this policy, they are able to escalate their concerns to the P&C Manager.

8.5 Support

8.5.1 A range of support options are available to workers and managers:

- The Employee Assistance Program (EAP) www.benestar.com
- General/treating practitioner.
- Queensland Health resources <https://www.health.qld.gov.au/public-health/topics/atod>.
- Alcohol and Drug Information Service (ADIS). Confidential and anonymous 24-hour counselling service ph: 1800 177 833.
- Substance Abuse and Addiction <https://www.lifeline.org.au/>.

8.6 Smoking

8.6.1 Government legislation prohibits smoking within 5 metres of an entrance to a building or within buildings. Smoking is also prohibited on the tarmac area and within prescribed distances of parked aircraft, refuelling installations and vehicles.

8.6.2 Smoking is not permitted in any building occupied by AA personnel, including, but not limited to:

- Enclosed Car Parks;
- Fire Escapes;
- Basement Areas;
- Toilets;
- Rooftops;
- Stairwells;
- Lunchrooms/Cafeterias; and
- Loading Bays.

8.6.3 Smoking is not permitted in any AA motor vehicles.

8.6.4 Designated smoking rooms/areas within buildings or offices are not permitted.

8.6.5 The ban extends to all persons entering AA buildings and offices, including all employees of AA, visitors, clients and employees of any other organisation.

8.6.6 Staff and clients who breach the requirements listed under this policy must be immediately informed by the supervisor of the breach and directed to comply.

8.6.7 Clients and visitors should wherever possible be advised of this policy and politely requested to refrain from smoking.

8.6.8 The CEO only will approve designated smoking areas.

8.6.9 Designated smoking areas are located as signposted at the rear of the courtyard adjacent to the Flight Safety Training Centre and adjacent to classroom 17 at the Technical Training Centre.

8.7 Drugs and Alcohol

- 8.7.1 AA upholds and expects all staff and students to comply with all local, state, and federal laws pertaining to the use and abuse of alcoholic beverages, drugs, and narcotics.
- 8.7.2 AA prohibits the possession, distribution, sale or use of illegal or non-prescribed drugs and narcotics.
- 8.7.3 AA expects students and staff to adhere to any prescribed medication requirements relating to the operation of any AA owned vehicles and machinery.
- 8.7.4 AA students who are found to have breached the requirements as prescribed in this policy may be removed from their course and are subject to criminal prosecution by the appropriate authorities, which may result in the levying of fines and/or imprisonment.
- 8.7.5 The consumption of drugs and/or alcohol by staff and/or clients during working hours is not permitted at AA. Persons found to be “under the influence” of drugs or alcohol will be asked to leave the premises immediately and may be subject to disciplinary action up to and including termination of employment.
- "Under the influence" means that the individual is affected in a detectable way by the presumed presence of alcohol or illegal drugs in their body. Symptoms include, but are not limited to, obvious impairment of physical or mental ability, such as slurred speech, difficulty in maintaining balance, and/or odour of alcohol on the breath.
- 8.7.6 Exceptions may be made by the CEO for the consumption of alcohol at company related social activities, which are sponsored by AA, or at industry networking events.
- 8.7.7 AA reserves the right to conduct random Drug and Alcohol testing of staff and students as required.

9. Records

9.1 N/A

10. Flowchart

10.1 N/A