



**Australian Government**

**Department of Sustainability, Environment, Water, Population and Communities**  
Australian Antarctic Division

# **AUSTRALIAN ANTARCTIC DIVISION (AAD)**

## **DRUG AND ALCOHOL POLICY**

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## AUSTRALIAN ANTARCTIC DIVISION DRUG AND ALCOHOL POLICY

### 1 Application

The AAD is committed to providing a safe and healthy workplace for its workers, visitors and contractors. The AAD recognises that the use of both alcohol and drugs have the potential to affect productivity and safety in our workplaces. The inappropriate use of alcohol and drugs (including smoking) can impact on an employee's health and work performance and can increase the risk of accidents and injuries in the workplace.

The following policies (in relation to drugs and alcohol) apply to all workers irrespective of their employment or affiliation:

- a. [The AAD Vehicle policy](#).
- b. The [AAD Sub-Antarctic and Antarctic Aviation Drug and Alcohol Management Plan \(DAMP\)](#) for anyone involved with Safety Sensitive **Aviation** Activities (SSAAs).

### 2 Definitions

**High risk activities** are defined as Safety Sensitive Activities.

**Worker/s** – an employee, expeditioner, or a contractor, subcontractor, apprentice, trainee, student, volunteer, and other persons being transported by the AAD.

**Blood Alcohol Concentration (BAC)**- the amount of alcohol in the blood stream

### 3 Australian Guidelines to Reduce Health Risks from Drinking Alcohol

For healthy men and women, drinking no more than two standard drinks on any day reduces the lifetime risk of harm from alcohol-related disease or injury.

Further reductions in the lifetime risk of alcohol-related disease or injury can be achieved by reducing the number of occasions of drinking across a lifetime, for example through regular alcohol-free days.

## 4 Specific rules

### 4.1 Smoking

Smoking is restricted to designated areas.

### 4.2 Prescription Medication

If prescribed medication impairs a workers ability to conduct their duties safely the individual worker must discuss the availability of suitable alternative duties. Supervisors will work to identify suitable duties.

### 4.3 Illegal Drugs and synthetic drugs designed to mimic illegal drugs

Illegal drugs and synthetic drugs designed to mimic illegal drugs will not be tolerated at any AAD workplace. Persons found in possession of or under the influence, in the work place will be dealt with in accordance with appropriate laws and public services guidelines, including being reported to the police.

### 4.4 Safety Sensitive Activities

Any person involved in a Safety Sensitive Activity (wherever occurring) **must not have any alcohol or illicit drugs in their system.**

To meet this criteria a person:

- a. must not, as a minimum, have consumed alcohol in the preceding 8 hours before their involvement in a Safety Sensitive Activity and
- b. Present in a fit state to work safely.

The AAD may require a person suspected of breaching this requirement to undertake a test. The type of test undertaken may be anyone or more of the following: urine testing, saliva testing or breathalyzer.

Safety Sensitive Activities will include:

- Operating mobile and fixed plant and equipment; including slinging loads
- Working at heights and in confined spaces;
- Operating small watercraft, LARCs and barges; and working as crew
- Operating AAD chartered ships;
- Operating Wilkins Aerodrome as stipulated in the AAD Sub-Antarctic & Antarctic Aviation Drug and Alcohol Management Plan (DAMP);
- Aviation operations (i.e. operating skiways, fixed wing aircraft, helicopters & Hobart Airport);
- Diving activities as stipulated in the AAD Diving Standard Operating Procedure;
- Travel to, from or in the field; and
- Supervision of any of the above activities.

[Note: The driving of vehicles associated with Safety Sensitive Activities will also be considered high risk.]

#### **4.5 AAD Shipping Activities**

##### **4.5.1 Passengers**

Persons travelling on a barge, LARC or in an IRB must not exceed 0.05BAC (Blood Alcohol Concentration).

Persons intending to travel by helicopters, small fixed wing aircraft e.g. Basler must remain below 0.05BAC.

##### **4.5.2 Resupply**

The station bar will be closed at all times while resupply activities are underway and scheduled for the following day.

Alcohol is not to be consumed in any other location on station during resupply.

If resupply activities are suspend due to weather and or mechanical breakdown, the Station Leader, following consultation with the Operations Manager may open the bar.

##### **4.5.3 Ship visits to stations other than resupply**

Alcohol is not to be consumed in any other location on station during periods when ship to shore activities are occurring.

If ships to shore activities are suspend due to weather and or mechanical breakdown, the Station Leader, following consultation with the Operations Manager may open the bar.

#### **4.6 Emergency Response**

Emergency response is an unplanned high risk activity. Any persons involved in emergency response activities as part of the Fire, Fuel Spill Response, Medical or Search & Rescue Teams must take personal responsibility to ensure they are **below 0.05BAC** whenever they are on roster.

It is the responsibility of Emergency Response Team Leaders to ensure their team members are fit to participate in emergency response before tasking.

#### **4.7 AAD Chartered Aircraft e.g. A319**

The captain may refuse to fly any ppersons under the influence of alcohol or other substances. All passengers must be must have a BAC not in excess of 0.05. Alcohol cannot be carried onboard. Alcohol will not be served on any flight.

#### **4.8 Wilkins Aerodrome**

Persons involved in SSAAs must comply with the Australian Antarctic Division's Sub-Antarctic and Antarctic Drug & Alcohol Management Plan (DAMP) to satisfy requirements set out in Part 99 of the Civil Aviation Safety Regulations 1998 (CASR).

These Regulations require organisations, including holders of Air Operator Certificates (AOCs) and operators of registered aerodromes, to develop and implement a DAMP. This DAMP includes drug and alcohol screening.

#### **4.9 AAD Chartered Ships**

The master may refuse to board any persons under the influence of alcohol or other controlled substances. Alcohol cannot be carried onboard.

Illicit drugs and synthetic drugs designed to mimic illicit drugs are **prohibited** from all AAD vessels.

No persons travelling in AAD chartered ships are to use or be in possession of alcohol, except for the following purposes:

- special occasions nominated by the Director, where alcohol can be consumed in accordance with Restrictions for Special Occasions as outlined below; and
- alcohol which is loaded and carried as ship's cargo (i.e. unaccompanied baggage); and
- any alcohol used for medical or scientific purposes only.
- Restrictions apply to alcohol for special occasions as follows.

##### **4.9.1 Restrictions for special occasions**

Any persons aboard AAD chartered ships may only consume beer, cider or wine for special occasions nominated by the Director and as set out in the Voyage Leader Briefs or at the voyage leaders discretion.

No more than 4 standard drinks should be consumed per day.

Any persons involved in Safety Sensitive Activities must not have alcohol in their system and must not participate unless they are fit to do so.

The consumption of spirits, including pre-mixed spirits, on board an AAD chartered ship is prohibited.

##### **4.9.2 Restrictions for carry-on luggage**

Expeditioners must not take alcohol on board, except as consigned cargo.

Carry-on baggage may be subject to inspection to ensure that departing expeditioners and passengers comply with this policy.

#### **4.10 Traveling on Tourist vessels**

All AAD program participants travelling on a tourist vessel must at all time conduct themselves in a manner consistent with the Antarctic Service Code

of Personal Behavior and/or the Values and the APS Code of Conduct.

#### **4.11 Antarctic & Sub-Antarctic Environments**

All stations and field locations are regarded as AAD work areas and include all recreational activities conducted at these sites.

##### **4.11.1 Field Camps**

The Director of the AAD may at their discretion or following advice from the Polar medicine Unit (PMU) or the WHS Manager, declare any field camp a “dry camp”, that is, the consumption of alcohol is prohibited.

##### **4.11.2 Purchases**

Purchases of alcohol for consumption at stations and/or field locations will be the responsibility of expeditioners. Alcohol purchases for individual expeditioners:

- Must not exceed the prescribed individual fortnightly allowance
- Must package and consign separately their own alcohol via econ
- Must not mix their alcohol consignments with personal effects
- Must have their alcohol consignments delivered to the AAD Cargo Operations facility by no later than the advertised cargo cut-off date.

The AAD will check expeditioner alcohol rations before they are sealed for shipping.

Any excess alcohol sent to stations above the individual expeditioner fortnightly allowance will not be issued and may only be accessed if the expeditioner re-imports this excess alcohol back into Australia.

*[Note: The Australian Quarantine Inspection Service (AQIS) and Australian Custom services charge hefty re-importation taxes and handling duties.]*

##### **4.11.3 Station home brewing**

Each station produces limited quantities of home brew with kits supplied by the AAD. The quantities distributed are subject to SL approval and should be cognisant of the fortnightly alcohol allowance applicable to expeditioners.

Distilling of spirits or any other substances is prohibited.

##### **4.11.4 Storage and allocation**

Apart from home brew, all stocks of alcohol (i.e. personal stocks) must be stored in the Station Bottle Store and may only be allocated by the Station Leader.

Alcohol must not be stored in any work space (e.g. Laboratory, Workshop, Office, etc) or Field Hut unless approved by the Station



Leader for a defined duration and particular occasion.

The distribution of a weekly allocation of alcohol is managed by the Station Leader. As a general rule a Station Leader will not allocate to an expeditioner more than the equivalent weekly allocation based on the criteria below however, the Station Leader may in special circumstances exercise their discretion to increase or reduce such allowance.

Alcohol must not be consumed in a work space or Field Hut unless prior approval received from the Station Leader for a defined duration and particular occasion.

Alcohol may only be consumed in living areas (Bar, Lounge, Mess, sleeping quarters) as designated by the Station Leader.

#### **4.10.4 Alcohol consignments:**

An expeditioner may send south, as consigned personal effects, a supply of alcohol based on the number of fortnights an expeditioner is at a station where a fortnight's supply of alcohol does not exceed:

- *1 carton of beer or cider; or(24 cans)*
- *4 bottles of wine; or(750ml bottle)*
- *1 bottle of spirits, port or liqueur.( not to exceed 1 litre*

For example, if at station for six weeks (3 fortnights) an expeditioner may send 3 cartons of beer/cider or 12 bottles of wine or 3 bottles of spirits/ports/liqueur or any combination of the above.

## **5 AAD Functions**

During and after AAD Social functions where alcohol is available all workers must ensure they conduct themselves in a manner consistent with the Antarctic Service Code of Personal Behavior and/or the Values and the APS Code of Conduct. Any worker consuming alcohol at any function or gathering at the Kingston work site, Wharf Cargo facilities or University based work sites must not exceed 0.05BAC.

The consumption of alcohol at any of these work sites must first be approved by the Director.

## **6 Fit for duty**

All workers must present to work in a state where they are able to conduct their duties in a safe and professional manner. Those attending work who appear not to meet this requirement may be subject to performance management actions which may include supervisor referral to an appropriately trained and qualified counselor and /or disciplinary action.

## **7 Education & training programs**

All persons working at AAD work sites and/or locations must read the documents listed in paragraph 1 above and any other relevant documentation at the time of their induction and should become familiar with the documents listed in section 13 of this document.

Attendance or completion of Drug and Alcohol Awareness Programs will be

required and made available as part of ongoing learning and development for participants in Australia's Antarctic program.

The AAD will provide all the necessary training as set out in the AAD Sub-Antarctic & Antarctic DAMP.

The AAD will support Drug and Alcohol Cessation programs.

## **8 Employee assistance**

To assist workers who may be affected by personal or work-related difficulties, the AAD maintains an Employee Assistance Program (EAP). An EAP is a confidential counseling and advice service which provides specialist and professional counsel services. For confidential information and appointments call 1300 360 364.

## **9 Testing**

### **9.1 Aviation Expeditioners**

Testing for the Wilkins Aerodrome is set out in the DAMP.

### **9.2 All Other Expeditioners**

The AAD reserves the right to urine, saliva or breath test any persons on suspicion of being under the influence of illicit drugs and/or alcohol and post significant incidents for all other activities that are not covered by the Aviation DAMP.

### **9.3 Authority for conducting testing**

Testing for these activities in Antarctica will be conducted by Station Leaders and/or Station Doctors and in Australia testing will be conducted by the WH&S Manager.

The AAD will provide testers with appropriate training.

The AAD will ensure that all testing equipment is calibrated and certified.

## **10 Disciplinary action**

Disciplinary action up to and including termination, may occur if a person is determined to have any amount of alcohol or illicit drug in their system while conducting any Safety Sensitive Activities.

Where a workers alcohol consumption negatively impacts on the station community, and/or their work performance, the worker will be made aware of the issue(s).

Action to address the situation will be appropriate to the circumstances and may include:

- Restriction of access to alcohol;
- Alcohol-related/ drug counseling (with a trained alcohol/drug counselor);
- Withdrawal (return to Australia);
- Disciplinary action up to and including termination.

The AAD reserves the right to revoke Australian Antarctic Science grants in the

event of a breach of this policy by field persons.

## **11 Reporting**

Supervisors/managers must report, at the earliest practicable opportunity, any alleged breaches of the Drug and Alcohol Policies. They must advise those involved in any alleged breaches to comply with the policies, otherwise disciplinary action may be instigated.

See the Sub-Antarctic & Antarctic DAMP for reporting to CASA requirements.

## **12 Record keeping**

Relevant supervisors/managers must ensure records are maintained for training and testing in accordance with the AAD Records Management Policy.

See the Sub-Antarctic & Antarctic DAMP section for record keeping requirements.

## **13 Other references**

- [APS Code of Conduct](#)
- [Antarctic Service Code of Personal Behaviour](#)
- [APS Values of the Public Service Act 1999](#)
- <http://intranet.antarctica.gov.au/staff-and-employment/pay-and-conditions/enterprise-agreement>

## **14 Guidelines**

- [Australian Government Website](#)
- [Australian Guidelines to reduce Health Risks from Drinking Alcohol 2009 National Health and Medical Research Council Australian Government](#)
- [Australian Drug Foundation Standard Drink Fact Sheet](#)
- [Australian Drug Foundation Drugs and their effects Fact Sheet](#)

## **15 Review of policy**

This Policy will be reviewed in accordance with the requirements set out in the document control block on the cover page, or more frequently as dictated by changing circumstances or information.

## **ATTACHMENT ONE – Standard Drinks Guide**

### **Full strength beer 4.8% alc. vol**

285 ml glass - 1.1 standard drinks  
375 ml bottle or can - 1.4 standard drinks  
425 ml glass - 1.6 standard drinks

### **Mid strength beer 3.5% alc. vol**

285 ml glass - 0.8 standard drinks  
375 ml bottle or can - 1 standard drink  
425 ml glass - 1.2 standard drinks

### **Low strength beer 2.7% alc. vol**

285 ml glass - 0.6 standard drinks  
375 ml bottle or can - 0.8 standard drinks  
425 ml glass - 0.9 standard drinks

### **Red wine 13% alc. vol**

100 ml standard serve - 1 standard drink  
150 ml average restaurant serving - 1.5 standard drinks

### **White wine 11.5% alc. vol**

100 ml standard serve - 0.9 standard drink  
150 ml average restaurant serving - 1.4 standard drinks