



# AAP Drug and Alcohol Procedure

## CONTENTS

- 1 Context..... 3
- 2 Application ..... 3
- 3 Australian health guidelines ..... 3
- 4 Requirements..... 4
  - 4.1 Compliance ..... 4
  - 4.2 Prescription medication ..... 4
  - 4.3 Illegal drugs..... 4
  - 4.4 Smoking and vaping..... 4
  - 4.5 Alcohol..... 4
- 5 Aviation and air travel..... 4
  - 5.1 General ..... 4
- 6 Shipping..... 5
  - 6.1 Ship to shore activities and resupply..... 5
  - 6.2 AAP-owned and chartered ships ..... 5
  - 6.3 Traveling on non-AAP chartered or owned vessels..... 5
- 7 Alcohol supply and management on Station..... 5
  - 7.1 Alcohol consignment ..... 5
  - 7.2 Alcohol consignment volumes..... 5
  - 7.3 Purchase costs ..... 6
  - 7.4 Allocation and consumption of alcohol..... 6
  - 7.5 Responsible person(s) ..... 6
  - 7.6 Storage of alcoholic beverages..... 6
  - 7.7 Station alcohol stock..... 6
- 8 Functions and special occasion events ..... 7

8.1 General ..... 7

9 Drug and alcohol testing ..... 7

9.1 Types of testing ..... 7

9.2 Self-testing ..... 7

9.3 ‘For cause’ and ‘random’ testing ..... 7

9.4 Safety sensitive activities ..... 7

9.5 Testing ..... 8

9.5.1 Breath Alcohol Concentration limits ..... 8

9.5.2 Emergency response/responders ..... 8

9.5.3 Safety-sensitive aviation activity ..... 8

10 Reporting non-compliance ..... 9

11 References ..... 9

Appendix A - Who has health and safety duties ..... 10

Appendix B – Definitions ..... 11

## 1 Context

The Australian Antarctic Program (AAP) is committed to the safety of its people. Risk is managed in all workplaces to prioritise safety. The AAP operates in a range of complex, high-risk and diverse workplaces including Australian research stations, field camps, traverse operations, vessels, aircraft; third party premises; and other National Antarctic Program (NAP) locations.

Expeditioners in the Antarctic, sub-Antarctic and Southern Ocean live and work remotely for extended periods of time, as part of a small community. The program brings together people from a diverse range of backgrounds and experience. Creating a safe, cohesive and positive culture in these communities is a key to their success.

The [Australian Antarctic Program \(AAP\) Drug and Alcohol Policy](#) and the AAP Drug and Alcohol Procedure support safe and inclusive environments for expeditioners living and working in Antarctica, the sub-Antarctic and the Southern Ocean. They align with National Health and Medical Research Council (NHMRC) health guidelines on low-risk alcohol consumption.

This Procedure sets out the requirements related to the use and management of drugs and alcohol.

## 2 Application

This procedure covers all work, social and recreational activities conducted at these locations by participants in the Australian Antarctic Program (AAP) inclusive of:

- Australian Public Service (APS) employees
- non-APS participants including research partners, contractors, and visitors

All expeditioners on deployment are subject to the [Antarctic Service Code of Personal Behaviour](#) and any lawful direction that may be issued by the Department.

Additional requirements apply to expeditioners regarding the use of vehicles and engaging in safety sensitive aviation activities. These requirements are outlined in:

- [Use of Commonwealth Vehicle Policy](#)
- [Aviation AAD Drug and Alcohol Management Plan \(DAMP\)](#)

## 3 Australian health guidelines

According to the NHMRC, drinking alcohol is never free of risk. The less you drink, the lower your risk of harm from alcohol. Illicit drug use is never safe.

To reduce the risk of harm from alcohol-related disease or injury, the NHMRC advises that healthy adults should drink no more than 10 standard drinks a week and no more than 4 standard drinks on any one day. A standard drink contains 10 grams of alcohol.

Illicit drug use presents serious risks to individual health, workplace safety, and community wellbeing and is strictly prohibited. While recreational substances such as tobacco, vaping products, and e-cigarettes are not banned, they are discouraged under current health guidelines. Employees who choose to use these products should do so responsibly, with consideration for their own health and the wellbeing of others.

## 4 Requirements

### 4.1 Compliance

It is expected that AAP participants:

- choose to consume alcohol, they do so safely
- comply with the law regarding drug and alcohol usage, possession and supply
- are fit for work
- maintain behaviour standards and act in a manner which does not endanger the health and safety of themselves or others.
- will comply with the [Antarctic Service Code of Personal Behaviour](#).

### 4.2 Prescription medication

All AAP participants are required to disclose their prescription medication and over the counter medication to the Polar Medicine Unit prior to deployment. The misuse of prescription medication or other drugs is prohibited.

### 4.3 Illegal drugs

Illegal drugs are prohibited. Persons found to be in possession of illegal substances, unprescribed medication or medications not prescribed to them may be subject to disciplinary processes.

### 4.4 Smoking and vaping

Smoking and vaping are restricted to designated smoking areas. In the absence of a designated smoking area, smoking is prohibited. This includes personal vaporisers (also known as electronic cigarettes, e-cigarettes, vape pens or vapes). Personal vaporisers are explicitly prohibited from inside any and all workplaces including vehicles, planes and ships.

### 4.5 Alcohol

Recreational use of alcohol is permitted. The AAP has controls in place to reduce the risk of alcohol in Antarctica. Specific rules apply to:

- aviation and air travel (Section 5)
- shipping (Section 6)
- consumption management (Section 7)
- functions, social events, special dinners and occasion events (Section 8)

At Stations and in the field, the consumption of alcoholic beverages is only permitted at designated times determined by Station Leaders and/or Field Leaders.

## 5 Aviation and air travel

### 5.1 General

An aircraft captain and/or ground control staff have the right to refuse transport to any person who, in their assessment, may be under the influence of alcohol or other drugs or substances. Alcohol consumption is not permitted on any AAP operated flights.

AAP participants flying on non-AAP flights must comply with the Policy and the requirements of the carrier.

## 6 Shipping

### 6.1 Ship to shore activities and resupply

Alcohol consumption is not permitted at AAP stations and field locations for the period starting the day prior to and until completion of ship to shore activities or resupply. This includes operations with other National Antarctic Program vessels.

### 6.2 AAP-owned and chartered ships

AAP participants must comply with vessel requirements, including tolerable BrAC levels, where they are less than allowed for in this procedure.

Expeditioners travelling on AAP chartered or owned ship/s are not permitted to consume or be in possession of alcohol.

The Ship's Master may refuse to board any persons under the influence or suspected of being under the influence of alcohol or other drugs or substances.

### 6.3 Traveling on non-AAP chartered or owned vessels

All AAP participants travelling on any vessel, including tourist vessels, must conduct themselves in a manner consistent with the [Antarctic Service Code of Personal Behaviour](#) and the [APS Code of Conduct](#). AAP participants must comply with the Policy and vessel requirements.

## 7 Alcohol supply and management on Station

### 7.1 Alcohol consignment

An expeditioner may send to their station of deployment, as consigned personal effects, a supply of alcoholic beverages for personal consumption.

The purchase of alcohol for consignment is typically arranged by the expeditioner and can be coordinated through the Station Leader or an appointed delegate. All alcohol consignments transported via AAD chartered flights and voyages must be managed through the AAD cargo consignment system (eCon).

Alcohol consignments must be delivered to an AAD Cargo Operations facility by no later than the advertised cargo amber zone\*.

Alcohol delivered through the mail is not permitted.

\*all endeavours will be taken to get alcohol to station, however there may be times where timings may not work out and supply may be delayed.

### 7.2 Alcohol consignment volumes

The volume of alcoholic beverages consigned is limited to 10 standard drinks per week that the individual is scheduled to be deployed.

To aid calculation of permitted volumes, this limitation shall be deemed to equate to the following allowance per week:

- 7 cans/bottles (375ml) of full-strength beverage ( $\leq 4.8\%$  alcohol) per week; or
- 10 cans/bottles (375ml) of mid-strength beverage ( $\leq 3.5\%$  alcohol) per week; or
- 13 cans/bottles (375ml) of low strength beverage ( $\leq 2.7\%$  alcohol) per week; or
- 1.5 bottles of wine or champagne (750ml bottle) ( $\leq 15\%$  alcohol) per week; or
- 1/2 bottle of spirits ( $\leq 700\text{ml}$  @40%) per week

### 7.3 Purchase costs

The cost of personal alcohol consignments purchased for consumption at stations and/or field locations is met by the individual.

### 7.4 Allocation and consumption of alcohol

At stations and field camps, the consumption of alcoholic beverages shall only be permitted at designated times. These shall be determined by the Station/Field Leader.

In the field, alcohol may only be consumed where prior approval has been received from the Station/Field Leader.

On station, alcohol may only be consumed in public living areas (e.g. bar, lounge) unless approved by the Station Leader. An AAP participant should not consume alcohol to the point they cannot safely look after themselves and get from the designated public living area to their rooms without assistance. Large volumes of alcohol should not be consumed in a single instance i.e. binge drinking.

Refer to Section 3 for health guidelines on the safe consumption of alcohol.

### 7.5 Responsible person(s)

The Station Leader is a responsible person with regard to alcohol service and consumption.

The Station Leader, has the authority to close a station bar or cease alcohol supply.

The Station and/or Field Leader, has the authority to direct a person that alcohol is not to be consumed.

The Station Leader can share this authority with the Deputy Station Leader.

Designated responsible persons may be appointed to ensure safety and welfare at social events.

### 7.6 Storage of alcoholic beverages

The Station Leader will establish and manage arrangements to ensure the secure storage of alcohol at Station.

The Field Leader will establish and manage arrangements to ensure the safe storage of alcohol in field camps.

Alcohol must not be stored in any workspace (e.g. laboratory, workshop, office, etc.) or field hut unless approved by the Station Leader. Alcohol must not be stored an individual's room under any circumstance.

### 7.7 Station alcohol stock

An allocation of alcoholic beverages (Station stock) is provided to each Station for functions or special occasion events.

## 8 Functions and special occasion events

### 8.1 General

The Station Leader may approve functions or special occasion events at which alcohol is supplied to expeditioners on deployment. Each station's provisioning will include a volume of alcohol for special occasion events in any given year.

During special occasion events the provision of alcohol will be overseen by the Station Leader or Deputy Station Leader as the designated responsible manager.

Social events will be undertaken after risk assessment detailing adequate controls to ensure the safety and well-being of participants during and after consuming alcohol.

All functions and special occasion events must be supported by a Social Events and Functions risk assessment.

Note: There could be from time to time a delay of alcohol due to logistical constraints.

## 9 Drug and alcohol testing

### 9.1 Types of testing

Three (3) types of testing are undertaken as part of the AAP:

- self-testing
- 'for cause' testing
- 'random testing'.

### 9.2 Self-testing

Breathalysers will be available to AAP participants, at AAP stations, to enable voluntary self-testing. AAP participants are encouraged to self-test to ensure that they are compliant with the [AAP Drug and Alcohol Policy](#) before commencing any work activities.

Where an individual has an adverse self-test result, they must take steps to mitigate the risk. These may include not undertaking work activities, delaying a task, allocating a task to someone else, and re-testing after a period of time.

### 9.3 'For cause' and 'random' testing

Outside of the requirements for testing, as set out in the AAD Drug and Alcohol Testing Procedure or the [Aviation Drug and Alcohol Management Plan \(DAMP\)](#), an individual may be required to undertake a drug or alcohol test if they are:

- suspected of breaching the requirements outlined in the [AAP Drug and Alcohol Policy](#)
- involved in accident or incident
- selected as part of a random test program.

An individual/s involved in an incident may have testing mandated to determine any impact from alcohol or other substances and/or to confirm their capacity to support critical incident response.

### 9.4 Safety sensitive activities

Safety sensitive activities are defined as including:

- Safety sensitive aviation activities including activities at Wilkins Aerodrome (refer to Section 9.5.1)
- operating mobile and fixed plant and equipment, including driving any AAP vehicle
- all activities requiring a high-risk work licence (scaffolding, forklifts, hoists, cranes, pressure equipment, rigging and dogging equipment, elevating work platforms)
- working at heights
- working in confined spaces
- operating or working as crew on small watercraft, LARCs and barges
- operating or working with underwater autonomous or remotely piloted vehicles
- diving activities as stipulated in the [AAD Diving Standard Operating Procedure](#)
- travel to, from or in the field, including as a passenger and/or onboard RSV Nuyina
- workshop and trade related tasks
  - direct supervision of any of the above activities.

Refer to Section 9.5.1 for further information related to alcohol consumption for safety sensitive activities.

## 9.5 Testing

The [AAD Drug and Alcohol Testing Procedure](#) should be read in conjunction with this procedure. The AAD Drug and Alcohol Testing Procedure provides further information regarding drug and alcohol testing including information on testing methodology and further details on returning a non-negative or confirmed positive drug and/or alcohol test result.

In accordance with the [AAD Drug and Alcohol Policy](#), a person will be deemed unfit for work in circumstances where they have a non-negative or confirmed positive illicit drug test result.

### 9.5.1 Breath Alcohol Concentration limits

A person will be deemed unfit for work regardless of the duty or services being performed in circumstances where they have a Breath Alcohol Concentration (BrAC) of greater than, or equal to, 0.05g/210L

A person will be deemed unfit to undertake safety sensitive activities (refer Section 9.4) in circumstances where they have a BrAC of greater than 0.00 (i.e. zero).

A person must not drive a Commonwealth vehicle (including any form of plant, vehicle, or vessel), etc.) at any location where they have a BrAC of greater than 0.00 (i.e. zero).

These requirements apply to all departmental workplaces and in all circumstances where AAP participants are working in third party premises.

### 9.5.2 Emergency response/responders

Those on the Emergency Response Team roster must be fit to participate in an incident response and must not have a Breath Alcohol Concentration (BrAC) of greater than, or equal to, 0.05g/210L.

### 9.5.3 Safety-sensitive aviation activity

The [AAD Aviation Drug and Alcohol Management Plan \(DAMP\)](#), covers employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA). The AAD Aviation DAMP is the authorising procedure for all aviation activity. For further information on the management of SSAA's

refer to the [Aviation AAD DAMP](#). The DAMP complies with Part 99B of the Civil Aviation Safety Regulations 1998 (CASR).

## 10 Reporting non-compliance

Non-compliance with the [AAP Drug and Alcohol Policy](#) and/or associated Procedures are reportable incidents.

All incidents related to inappropriate use of alcohol or the use of illegal drugs, or the misuse of prescription medication must be reported to the Station and/or Field Leader.

Incidents must be reported in SIRUS, the departments incident management system as soon as practicable.

Any alleged breach must also be reported to the Professional, Ethical Standards and Security (PESS) Branch, People Division. PESS will assess each notification and determine appropriate action and the need for a formal investigation.

## 11 References

- [APS Code of Conduct](#)
- [Antarctic Service Code of Personal Behaviour](#)
- [APS Values of the Public Service Act 1999](#)
- [Australian Guidelines to reduce Health Risks from Drinking Alcohol 2020, National Health and Medical Research Council Australian Government](#)
- [AAP Drug and Alcohol Policy](#)
- [Alcohol Guidelines and standard drink fact sheet](#)
- [Australian Drug Foundation Drugs and their effects Fact Sheet](#)
- [AAP Drug and Alcohol Testing Procedure](#)
- [Aviation Drug and Alcohol Management Plan \(DAMP\)](#)
- [Protective Security Policy Framework \(PSPF\)](#)
- [AAD Fatigue Management Standard](#)
- [Watercraft Safety Management System](#)

## Appendix A - Who has health and safety duties

*Table 1. Health and safety duties in relation to managing risks relating to the use of drugs and alcohol in the workplace*

Who (refer to appendix B for definitions)	Duties
<b>The department (through the AAD/AAP)</b>	<p>Has the primary duty to ensure our people are not exposed to health and safety risks arising from the business or their work. This includes ensuring:</p> <ul style="list-style-type: none"> <li>• We provide and maintain a work environment without unmitigated risks to the health, safety and well-being of our people</li> <li>• We provide and maintain a safe system of work</li> <li>• We monitor the health of our people and the conditions at the workplace to prevent illness or injury to our people.</li> </ul>
<b>Supervisors</b>	<p>Supervisors must exercise due diligence to ensure they comply with their work health and safety duties in general. This includes taking reasonable steps to ensure we have, and use, appropriate resources and processes to manage risks associated with drug and alcohol use.</p>
<b>Our people</b>	<p>Our people (AAP participants) must take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Our people must also comply with any reasonable direction/instruction and cooperate with policies and procedures.</p>
<b>Medical Review Officer (MRO)</b>	<p>An MRO is a specific qualification held by Chief Medical Officer and Sonic health Plus. The role of an MRO is specified in <a href="#">AAD Drug and Alcohol Management Plan (DAMP)</a>.</p>

Appendix B – Definitions

Key terms	Meaning
<b>Breath Alcohol Concentration</b>	Breath Alcohol Concentration (BrAC) is the amount (grams) of alcohol per 210 litres of breath.
<b>Designated smoking area</b>	Designated smoking area is defined as locations and/or areas specified by Work Area Managers or Station Leaders that are not situated: <ul style="list-style-type: none"> <li>• in any enclosed buildings or structures</li> <li>• in any work vehicle with another person in it</li> <li>• within three metres of the entrance/exit to a building</li> <li>• in and within three metres of an outdoor dining area</li> <li>• within 10 metres of a building’s ventilation air intake.</li> </ul>
<b>Fitness for Work</b>	Fitness for Work means that an individual is in a state (physical, mental and emotional) where they can perform assigned tasks competently and in a manner which does not endanger the health and safety of themselves or others.
<b>Illegal Drugs</b>	Illegal drugs are substances that are prohibited by law to produce, possess or use. Examples of an illegal drug include but are not limited to: <ul style="list-style-type: none"> <li>• Heroin</li> <li>• Methamphetamine</li> <li>• Cocaine.</li> </ul>
<b>Illicit Drugs</b>	An illicit drug refers to any drug that are used in an unlawful way/ this includes illegal drugs, but also includes the misuse of legal substances, such as using prescription medication without prescription or in a manner not intended.
<b>National Antarctic Programs</b>	Other National Antarctic Programs are any government operated or supported program which is mandated with managing the support of scientific research.
<b>Our people</b>	Our people are defined as all APS employees, contractors, sub-contractors, visitors, employees of contractors or subcontractors, labour hire, trainees, students, volunteers, and other persons participating in the AAP. The term our people and worker shall be read as synonymous.
<b>Safety Sensitive Aviation Activities</b>	Safety Sensitive Aviation Activities (SSAA) is defined in section 33 (1) of the Civil Aviation Act 1988 as ‘activities that impact directly or indirectly on the safety of civil air operations in the Australian territory; or the operation of Australian aircraft outside Australian territory’.

Key terms	Meaning
<b>Safety sensitive activities</b>	<p>Safety sensitive activities are defined as including:</p> <ul style="list-style-type: none"> <li>• Safety Sensitive Aviation Activities including activities at Wilkins Aerodrome (refer to Section 9.5.1)</li> <li>• operating mobile and fixed plant and equipment, including driving any AAP vehicle</li> <li>• all activities requiring a high-risk work licence (scaffolding, forklifts, hoists, cranes, pressure equipment, rigging and dogging equipment, elevating work platforms)</li> <li>• working at heights</li> <li>• working in confined spaces</li> <li>• operating or working as crew on small watercraft, LARCs and barges</li> <li>• operating or working with underwater autonomous or remotely piloted vehicles</li> <li>• diving activities as stipulated in the <a href="#">AAD Diving Standard Operating Procedure</a></li> <li>• travel to, from or in the field, including as a passenger and/or onboard RSV Nuyina</li> <li>• direct supervision of any of the above activities.</li> </ul>
<b>Third party premises</b>	<p>A premise, including a vessel or aircraft, not owned and/or operated by the department, but is a place where work is carried out. A third-party premises is not controlled by the department. An example of a third-party premises is the RSV Nuyina which is operated and controlled by SERCO.</p>
<b>Work Hours</b>	<p>Work hours are defined, for the purpose of this SOP, as the hours when work is being conducted for any given role or individual.</p>
<b>Workplace</b>	<p>Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, stations, workshops, vehicles, ships, aircraft or other mobile structures on land, in water or in the air.</p>
<b>Work Area Manager</b>	<p>The Work Area Manager/Supervisor is responsible for a designated work area and has responsibility for overall management of the work area/section. The Work Area Manager/Supervisor may not be a departmental employee. Where the manager/supervisor is a departmental employee, they are referred to as the AAP Work Area Manager/Supervisor.</p>