



## AAD Safety Standard

# Drug and Alcohol Policy

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## 1 Context

AAD manages both remote stations where people live and work and traditional workplaces. Within this context, AAD strives to create a culture and environment focused on the health and wellbeing of all Australian Antarctic Division (AAD) staff and Australian Antarctic program (AAp) participants. We aim to create psychologically safe and inclusive workplaces: places where alcohol is consumed responsibly, at appropriate times, in accordance with current health guidelines, and as a positive adjunct to healthy station communities, places where illicit drugs are never used.

Our drug and alcohol policy reflects an understanding that culture is shaped by many factors including: social norms, physical workplace design, language, symbols and the behaviours of leaders and team members. This policy sets out the AAD's requirements related to the use and management of drugs and alcohol aligned with our AAD Work Health and Safety Commitment Statement, the APS Code of Conduct, and the Antarctic Service Code of Personal Behaviour.

## 2 Application

This Policy applies to all AAD work areas including stations and field camps. This policy applies to all work and recreational activities conducted at these sites.

Specific additional requirements related to vehicles and Safety Sensitive Aviation Activities are addressed in the following two documents:

- [AAD Vehicle policy](#)
- Aviation [AAD Drug and Alcohol Management Plan \(DAMP\)](#)

Note: Discretion in the application of this Policy shall only be permitted where explicitly stated.

## 3 Australian Government Guidelines

It is intended that this document reflects current Australian Government health guidelines on the safe use, consumption and management of drugs and alcohol. Based on our current risk profile, alcohol consumption, rather than illicit drug use, is the primary driver for the structure and content of this document.

According to the [Department of Health](#), 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, 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.

In addition, current [advice](#) recommends two alcohol free days a week.

Refer to:

<https://www.nhmrc.gov.au/health-advice/alcohol>

[www.health.gov.au/health-topics/alcohol/about-alcohol/how-much-alcohol-is-safe-to-drink](http://www.health.gov.au/health-topics/alcohol/about-alcohol/how-much-alcohol-is-safe-to-drink)

## 4 General Requirements

### 4.1 Culture

We seek to deliberately shape our desired culture; a culture that values wellbeing of our people. We also acknowledge that culture is in large part the product of leadership. Given this, we expect our leaders to be mindful how their language, and the workplace symbols, norms and artifacts that they permit to endure, promotes:

- the wellbeing of Our People generally, and discourages the immoderate use of alcohol and other drugs (e.g. tobacco),
- compliance with the law, Code of Conduct and Antarctic Service Code of Personal Behaviour, and
- Conformance to this Policy.

### 4.2 Education

As part of AAD commitment to wellbeing, we will actively educate Our People about:

- the ill effects of alcohol and other drugs,
- access to Drug and Alcohol Cessation programs,
- the Employee Assistance Program (Section 9), and
- the requirements of this Policy.

### 4.3 Compliance

In accordance with the AAD code of conduct, it is expected that Our People:

- comply with the law. This specifically pertains to matters relating to drug and alcohol usage, possession and supply.
- are fit for work.

### 4.4 Fitness for Work

An individual's Fitness for Work may be affected by a variety of factors, including the adverse effects of medical conditions, fatigue, stress, an individual's emotional state, and alcohol or other drugs. These factors can lead to work performance and behavioural issues and may lead to a higher likelihood of workplace incidents.

Note: This document only addresses Fitness for Work as affected by alcohol or other drugs.

AAD has a legislative obligation to manage the risks to health and safety associated with Fitness for Work, and specifically the management alcohol or other drugs. Equally Our People have a reciprocal duty to manage their Fitness for Work and consequently their use of alcohol or other drugs.

Put simply, everyone must present to work in a state wherein they are able to perform assigned tasks competently, and in a manner which does not endanger the health and safety of themselves or others. AAD is compelled both morally and in law to respond in circumstances where individuals are suspected or found to be unfit for work.

All AAD supervisory staff have a duty to ensure that their people are fit for work. The AAD reserves the right to test individuals for the presence of drugs and alcohol. Testing is addressed in Section 11.

Any person deemed Unfit for Work shall be temporarily stood down and not permitted to work until they are Fit for Work.

Any person deemed Unfit for Work as a consequence of the use of drugs or alcohol shall only be deemed fit for work following re-testing or as otherwise assessed in accordance with Section 10.9.

#### 4.5 Tobacco Smoking

AAD actively discourages smoking.

Tobacco or cigarette smoking shall be restricted to Designated Smoking Areas. In the absence of a designated smoking area, smoking is prohibited.

Personal vaporisers (also known as electronic cigarettes, e-cigarettes or vape pens) are prohibited inside any and all AAD workplaces, vehicles, aeroplanes and ships.

#### 4.6 Prescription Medication

If a worker is taking prescription medication, it is their responsibility to seek medical advice to determine if the medication has the potential to impact their fitness for work.

All expeditioners are required to disclose their prescription medication requirements to the AAD Polar Medicine Unit.

If prescribed medication impairs an individual's ability to conduct their duties safely, that individual must discuss the availability of suitable alternative duties with their supervisor. In the absence of other suitable activities, it may be appropriate that the worker be temporarily stood down. This decision rests with the Supervisor following receipt of medical advice.

#### 4.7 Illegal Drugs

Illegal and illicit drugs are prohibited within all AAD workplaces. Equally the inappropriate use of prescription medication is prohibited. Persons found to be in possession of illegal substances, or unprescribed prescription medication may be subject to the APS disciplinary process (or that of their employer in the case of non-APS personnel). AAD reserves the right to engage the relevant statutory authority, including police, in any such matter.

It is the responsibility of all workers to ensure that they are not under the influence of illegal, illicit or synthetic drugs.

A person will be deemed unfit for work in circumstances where they have a Non-Negative or Confirmed Positive illicit drug test result.

#### 4.8 Alcohol

AAD permits the recreational use of alcohol in some AAD workplaces subject to strict controls. Specific rules apply to:

- Aviation and air travel (Section 5)
- Shipping (Section 6)
- Alcohol Supply and Control on Station (Section 7)
- AAD Functions and Special Occasion Events (Section 8)

At Stations and Field camps, the consumption of alcoholic beverages shall only be permitted at designated times outside of Work Hours. These shall be determined by Station Leaders in consultation with the AAD Station & Field Operations Manager.

Outside of designated times, AAD requires Our People to be Fit for Work.

For those potentially impaired by alcohol, Fitness for Work shall be determined by testing Breath Alcohol Concentration. Testing is addressed in Section 10.

#### 4.8.1 Breath Alcohol Concentration (BrAC)

A person will be deemed unfit for work in circumstances where they have a Breath Alcohol Concentration of greater than or equal to 0.05.

Additionally, a person will be deemed unfit to undertake Safety Sensitive Activities (refer Section 4.8.2) in circumstances where they have a Breath Alcohol Concentration of greater than 0.00 (i.e. zero).

For the avoidance of doubt, this requirement applies to all AAD workplaces and in all circumstances where AAP participants are working in third party premises.

Note: No person shall drive a Commonwealth vehicle at any location where they have a Breath Alcohol Concentration of greater than 0.00 (i.e. zero).

#### 4.8.2 Safety Sensitive Activities

Safety Sensitive Activities are defined as including:

- Safety Sensitive Aviation Activities including activities at Wilkins Aerodrome (refer to the Aviation AAD Drug and Alcohol Management Plan (DAMP)).
- 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
- Confined spaces;
- Operating small watercraft, LARCs and barges; and working as crew;
- Diving activities as stipulated in the AAD Diving Standard Operating Procedure;
- Travel to, from or in the field;
- Direct supervision of any of the above activities.

#### 4.8.3 Emergency response/responders

AAD's emergency response capacity at Stations and in the Field is dependent on our capacity to respond at any time. It is the responsibility of Emergency Response Team Leaders to ensure their team members are fit to participate in an emergency response before tasking. Those 'on call' must not have a Breath Alcohol Concentration of greater than or equal to 0.05.

Note: No person shall drive a Commonwealth vehicle at any location where they have a Breath Alcohol Concentration of greater than 0.00 (i.e. zero).

## 4.9 Conformance to drug and alcohol testing requirements

As a condition of access to AAD workplaces, AAD reserves the right to complete drug and alcohol testing to assess compliance. Testing is addressed in Section 10. AAD's response to testing non-conformance is addressed in Section 10.6.

Any person found to have drugs or alcohol in the system above prescribed limits as determined by testing shall be deemed Unfit for Work and may be subject to the APS disciplinary process or such processes as agreed under their conditions of employment.

## 5 Aviation and air travel

### 5.1 General

An aircraft captain or ground control staff may refuse to transport any person, who in their assessment, may be under the influence of alcohol or other substances. Alcohol cannot be carried on-board any vessel for in transit consumption. Alcohol will not be served on any flight.

### 5.2 Safety-sensitive aviation activity

The AAD is required by Part 99B of the Civil Aviation Safety Regulations 1998 (CASR) to develop a Drug and Alcohol Management Plan (DAMP), covering employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA). For further information on the management of safety-sensitive aviation activity' refer to the Aviation AAD Drug and Alcohol Management Plan (DAMP).

## 6 Shipping

### 6.1 Ship to shore activities and Resupply

Alcohol is not to be consumed in any location on station during periods when active ship to shore activities or resupply is occurring or scheduled for the following day.

### 6.2 AAD chartered and owned ships

The ship's master may refuse to board any persons under the influence, or suspected of being under the influence of alcohol or other controlled substances.

No persons travelling in AAD operated or chartered ships are to use or be in possession of alcohol. Alcohol can only be shipped as consigned cargo.

At all times, all Australian Antarctic Program (AAP) participants must comply with vessel requirements. In general, AAD chartered or owned vessels are 'dry' i.e. alcohol use is prohibited on-board at all times.

Without limiting vessel requirements, the authority of the Ship's Master, persons aboard AAD owned or chartered ships may only consume alcoholic beverages at Special Occasion Events (refer to Section 8) as approved by the AAD Director. No more than 4 standard drinks should be consumed per occasion.

### 6.3 Traveling on other vessels

All AAP participants travelling on any vessel including tourist vessels must at all times conduct themselves in a manner consistent with the Antarctic Service Code of Personal Behaviour and/or the Values and the APS Code of Conduct. Expeditioners must not take alcohol on board, except as consigned cargo.

## 7 Alcohol Supply and Control on Station

### 7.1 Alcohol consignment

An expeditioner may send south, as consigned personal effects, a supply of alcoholic beverages for personal consumption.

The purchase of alcohol shall be coordinated through the Station Leader or such other person as they designate to coordinate the task. All alcohol consignments shall be managed through eCon.

Alcohol consignments shall only be permitted by ship. Alcohol consignments by air are not permitted.

Alcohol consignments must be delivered to the AAD Cargo Operations facility by no later than the advertised cargo cut-off date. The AAD reserves the right to check expeditioner alcohol consignments before they are sealed for shipping.

### 7.2 Alcohol consignment volumes

The volume of alcoholic beverages consigned shall be limited to 10 standard drinks per week that the individual is scheduled to be on Station or in the field.

For the avoidance of doubt, and 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

Refer to WHS Manager for further guidance.

### 7.3 Purchase Costs

The cost of personal alcohol purchases for consumption at stations and/or field locations is to be met by individual expeditioners.

### 7.4 Carry-on luggage

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

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

### 7.5 Allocation and consumption of alcohol

In so far as is practicable, Station Leaders shall, subject to their reasonable discretion, establish and administer arrangements to a) limit the consumption of alcoholic beverages to no more than 10 [standard drinks](#) per week, and b) encourage two alcohol free days a week.

At Stations and Field camps, the consumption of alcoholic beverages shall only be permitted at designated times outside of Work Hours. These shall be determined by the Station Leader.

Alcohol must not be consumed in a workspace or field hut unless prior approval is received from the Station Leader for a defined duration and particular occasion.



Alcohol may only be consumed in living areas (e.g. bar, lounge) as designated by the Station Leader. This may include areas designated for special purpose events (e.g. Friday afternoon get-togethers).

In so far as is practicable, Station Leaders shall establish arrangements to ensure the safe conduct of activities involving the consumption of alcohol and care for any individual adversely affected by alcohol.

### 7.6 Station Leader Discretion

At any time, the Station Leader, and anybody more senior in the chain of command, has the authority to close a station bar and or mandate that alcohol is not to be consumed in any AAD workplace. This specifically includes stations and field camps.

### 7.7 Field camps and recreational activities

Operational field activities will be alcohol free, except where explicitly approved for Special Occasion Events (refer to Section 8). Alcohol may be permitted at recreational field activities subject to Station or Field Leader approval. At any time, the Station or Field Leader, and anybody more senior in the chain of command, has the authority to declare any field camp a “dry camp”, thus prohibiting the consumption of alcohol.

### 7.8 Storage of alcoholic beverages

The Station Leader shall establish and administer arrangements to ensure the secure storage of alcoholic beverages at Station in a designated location(s). Uncontrolled access shall not be permitted.

Alcohol must not be stored in any workspace (e.g. laboratory, workshop, office, etc.) or field hut unless approved by the Station Leader for a defined duration and particular occasion.

### 7.9 Station alcohol stock

In the past, unassigned, supplementary stocks of alcoholic beverages have been shipped to Station (including that arranged and overseen by the AAD Social Club). This shall no longer be permitted.

### 7.10 Station home brewing

In the past AAD has provided materials for home brewing. This shall no longer be permitted.

Distilling of spirits or any other substances is not permitted.

The Station Leader shall establish and administer arrangements to ensure excess materials and equipment associated with historic home brewing practices are RTA.

### 7.11 End of season excess alcohol

In so far as is practicable, Station Leaders shall establish and administer arrangements to ensure that any excess alcohol sent to stations above the individual expeditioner fortnightly allowance is secured prior to RTA or disposal.

Expeditioners may re-import their excess alcohol back into Australia subject to them meeting customs requirements including re-importation taxes and handling duties.

Any alcohol that has not been consumed at the end of season and is not to be re-imported must be either:

- disposed of subject to AAD requirements, or

- gifted or otherwise provided to oncoming expeditioners, or the station alcohol store subject to, in so far as is practical, the total volume of alcohol at Station or in the field not exceeding a volume equivalent to 10 standard drinks per week per individual.

## 7.12 Crisis Management Response

The station bar will be closed at all times and alcohol is not to be consumed in any other location on station while there is an active crisis management response (CMR) on station.

# 8 AAD & APP Functions and Special Occasion Events

## 8.1 General

Without limiting the requirement of this Policy, from time to time the AAD Director may, at their discretion, approve Functions or Special Occasion Events at which alcohol is supplied by AAD or served in AAD managed workplaces.

All such events must have a designated responsible manager.

All such events are only permitted where:

- the provision of alcohol is overseen by a person whom has completed 'Responsible Service of Alcohol' Training, and
- Participants have access to a BrAC device to enable self-testing

All workers attending AAD or AAP Functions or Special Occasion Events must ensure they conduct themselves in a manner consistent with the Antarctic Service Code of Personal Behaviour and/or the APS Values and the APS Code of Conduct. Unacceptable behaviour will not be tolerated and may result in functions or events being ended or otherwise curtailed at the discretion of the designated responsible manager.

At stations or in field camps, Functions or Special Occasion Events approved by the AAD Director shall be under the direction of either the Station Leader and Deputy Station Leaders or their nominee.

Station Leaders and Deputy Station Leaders must complete Responsible Service of Alcohol training.

Without limiting the discretion of AAD Director, station provisioning with include a volume of alcohol for 5 special occasion events in any given year.

# 9 Employee Assistance Program

To assist workers who may be affected by personal or work-related difficulties, the AAD department provides an Employee Assistance Program (EAP). An EAP is a confidential counselling and advice service which provides specialist and professional counsel services.

For confidential information and appointments call 1300 360 364.

# 10 Drug and Alcohol Testing

## 10.1 Types of testing

AAD completes three types of testing: self-testing, 'for cause' testing and 'random testing'.

## 10.2 Self-testing

Breathalysers shall be available at all Stations and other AAD workplaces, and at AAD Functions or Special Occasion Events, to enable voluntary private self-testing. Our People are encouraged to self-test to ensure that they are fit for work. Similarly, those attending AAD Functions or Special Occasion Events are encouraged to self-test before the drive home.

The results of voluntary self-testing results are private. However, people who have an adverse self-test result prior to the commencement of work should inform their supervisor. Your supervisor will consider what risk mitigation strategies can be implemented (e.g. delaying a task, allocating a task to someone else, re-testing after a period of time).

Subject to there being no previous pattern of behaviour related to unfitness for work, individuals who voluntarily inform their supervisor of an adverse test result will not be subject to disciplinary action.

## 10.3 'For cause' and 'random' testing

Outside of the requirements for testing as set out in the Aviation Drug and Alcohol Management Plan, the AAD may require a person:

- suspected of breaching the requirements outlined in this policy
- involved in accident or incident
- selected as part of a random test program

To undertake a drug or alcohol test.

## 10.4 Testing methodology

Testing shall be completed in accordance with the AAD Drug and Alcohol Testing Procedure.

## 10.5 Aviation expeditioners (SSAA)

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

## 10.6 Returning a positive drug and or alcohol result

Any person found to have drugs or alcohol in the system above prescribed limits as determined by testing shall be deemed Unfit for Work and on confirmation by the AAD Medical Review Officer may be subject to the APS disciplinary process.

## 10.7 Refusal to test, or inability to provide a sample.

Any person refusing to participate in testing, or is unable to provide sample, will be deemed unfit for work, and thus should be stood down from further work, until such time as they have completed and successfully passed testing on advice from the AAD Medical Review Officer.

## 10.8 Adulteration of test samples or interference with testing

Any person found to altered or interfered with testing samples:

- will be deemed unfit for work, and thus should be stood down from further work, until such time as they have completed and successfully passed testing, and
- may be subject to disciplinary processes.

## 10.9 Unavailability of test devices

In circumstances where no test device is available (or the test device is out of calibration), and there is reasonable suspicion that an individual is unfit for work, their supervisor may stand them down as being Unfit for Work. Their supervisor will specify a 'stand down' period after which time the affected person will be deemed Fit for Work subject to further assessment by their supervisor in consultation with the AAD Medical Review Officer.

## 10.10 Applicants to the AAP failing testing

Where an individual has applied to be an expeditioner or to travel south for other reasons, and has been found to have an adverse AAD medical or adaptability screening assessment by way of drugs or alcohol, their ongoing participation shall be reconsidered.

# 11 Disciplinary action

AAD reserves the right to provide counselling and or take disciplinary action in respect of an individual whom is determined to be Unfit for Work as a consequence of drugs or alcohol in accordance with APS and or AAP participant management processes.

At Stations or Field camps, AAD reserves the right to provide counselling and or take disciplinary action in respect of an individual whose alcohol consumption negatively impacts the station community.

Disciplinary action up to and including return to Australia and 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.

At stations or Field camps, Station or Field Leaders are authorised to take the following action, as they determine to be reasonably appropriate:

- Restrict an individual's access to alcohol;
- Require an individual to complete Alcohol-related/ drug counselling (with a trained alcohol/drug counsellor); and or

The AAD reserves the right to return to Australia any AAP participant who fails to meet the required standards of behaviour.

Note related to self-testing: Subject to there being no previous pattern of behaviour related to unfitness for work, individuals who voluntarily inform their supervisor of an adverse test result will not be subject to disciplinary action.

# 12 Reporting of Policy Non-compliance

Non-compliance with this Policy is a reportable incident.

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

For the avoidance of doubt, all incidents related to the use of alcohol or drugs shall be reported to the AAD Station & Field Operations Manager and in the incident management system (excluding any detail that identifies the individual). All breaches of this policy shall be reported to the AAD Station & Field Operations Manager and in the incident management system.

## 13 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](#)
- [Alcohol Guidelines and standard drink fact sheet](#)
- [Australian Drug Foundation Drugs and their effects Fact Sheet](#)

## 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<br>(refer to appendix B for definitions) | Duties   |
|--|--|
| AAD  | <p>Has the primary duty to ensure, so far as is reasonably practicable, Our People are not exposed to health and safety risks arising from the business or undertaking. This includes ensuring, so far as is reasonably practicable, that:</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 for the purpose of preventing illness or injury to our People.</li> </ul> |
| Managers and Supervisors                     | <p>Supervisors must exercise due diligence in ensuring they and the AAD complies with its work health and safety duties in general. This includes taking reasonable steps to ensure that we have and use appropriate resources and processes to manage the risks associated with drug and alcohol use.</p>   |
| AAD Work Area Managers                       | <p>The duties of AAD Work Area Managers are listed through this document.</p>  |
| Our people                                   | <p>Our people must take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. AAD's people must also comply with any reasonable instruction and cooperate with any reasonable policy or procedure.</p>   |

## Appendix B - Definitions

| Key terms                                   | Meaning   |
|---|---|
| <b>AAD Work Area Manager</b>                | The AAD employee (EL1 or above) designated as being responsible for an AAD work area. For the avoidance of doubt, on Station, the Station Leader is the designated AAD Work Area Manager for the purposes of this standard unless expressly stated otherwise in a position description of another person (eg a Laboratory Supervisor). On an AAD owner or chartered vessel, the Voyage Leader is the designated AAD Work Area Manager for the purposes of this standard unless expressly stated otherwise in a position description of another person (eg a Laboratory Supervisor). |
| <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 the individual can perform assigned tasks competently and in a manner which does not endanger the health and safety of themselves or others.   |
| <b>Our People</b>                           | Our People is defined as all APS employees, contractors, subcontractor, visitors, employees of contractor or subcontractor, labour hire, trainee, student, volunteer, 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’.   |
| <b>Work Hours</b>                           | Work Hours is defined, for the purpose of this policy, as the hours of work specified by shift requirements Station Leader for any given role or individual.  |
| <b>Work Area</b>                            | 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, factories, ships, stations, workshops, vehicles, ships, aircraft or other mobile structures on land or water.  |
| <b>Work Area Manager</b>                    | Manager / Supervisor responsible for a designated work area and has responsibility for overall management of the work area/ section.  |