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STAR AVIATION DAMP Awareness



Introduction

Inappropriate use of alcohol and other drugs can have a detrimental effect on an individual's personal life and work performance. Alcohol and drugs can also increase the risk of incidents and injuries at work.

Our organisation takes our legal responsibility to minimise the risk to health and safety very seriously. Therefore, it is critical that we ensure, as far as practicable, that the functioning of all individuals within the workplace is not impaired, either psychologically or physiologically.

As a result, we have an Alcohol and Other Drugs Policy. This Policy aims to minimise the risk of alcohol, drug and fitness for work related incidents and injuries in the workplace.

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About This Module

This module has been designed to provide you with information about the effects of alcohol and other drugs and our organisation's drug and alcohol screening and management procedures.

This module has been divided into three units:

Unit 1 Our Alcohol and Other Drugs Policy	Unit 2 The effects of alcohol and other drugs	Unit 3 Alcohol and drug testing
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You should allow approximately 30 minutes to complete this module. At the end of the module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

You are now ready to begin.

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Learning Outcomes

At the completion of this course, you should be able to:

- Understand and comply with the Alcohol and Other Drugs Policy
- Identify the risks and effects of alcohol and other drugs on individuals and the workplace
- Explain the alcohol and drug testing procedure
- Understand the consequences of a positive alcohol or drug test result

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Unit 1: Our Alcohol and Other Drugs Policy

Our Alcohol and Other Drugs Policy has been developed to ensure all workers are aware of their rights and responsibilities regarding alcohol and drugs. Specifically, it outlines our:

- Expectation that all individuals within the workplace are not adversely affected by alcohol or other drugs (illicit or prescription);
- Rights to conduct alcohol and drug testing.

If you fail to comply with this Policy, you will be removed from the workplace and be disciplined accordingly.

Who does the Alcohol and Other Drugs Policy apply to?

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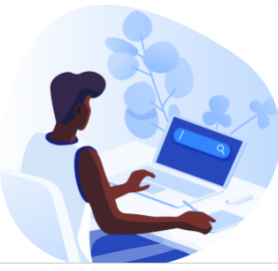
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Your Responsibilities

All workers are responsible for their own fitness for work and must ensure the health and safety of everyone who enters the workplace. Specifically, you must:

- Report for work in a fit condition
- Notify your Manager if you are unfit for work
- Comply with policies and testing
- Manage medication
- Report breaches



Interactive image!

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Management's Responsibilities

Managers have a general duty of care under health and safety legislation to ensure that our organisation provides a safe workplace and equipment.

Under the Alcohol and Other Drugs Policy, Managers must:

- Take reasonable precautions to ensure all individuals in the workplace are not affected by alcohol and / or other drugs;
- Assess their team's fitness for work;
- Manage individuals who are found unfit for work in an effective, fair and constructive manner;
- Ensure confidentiality of sensitive medical information and other personal details.



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Unit 2: The Effects of Alcohol and Other Drugs

It is well known that alcohol and other drugs cause both **physical** and **psychological** damage to individuals.

Attending work while affected by drugs or alcohol, or using alcohol and drugs in the workplace, can be dangerous and poses an unacceptable risk to health and safety.

While some people think that they are able to carry out their jobs when slightly intoxicated or using drugs, the evidence does not support this. Instead, alcohol and drugs can result in:

Mistakes

Poor relationships


Compromised safety

Absence

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Effects of Alcohol



Alcohol acts on the bodily organs, brain and nervous system. Drinking a small amount of alcohol is not harmful for most people; however, regular drinking of a lot of alcohol can cause health, personal and social problems.

Alcohol depresses (slows down) the central nervous system, resulting in:

- Loss of balance;
- Poor coordination of eyes and limbs;
- Slurred speech;
- Tunnel vision;
- Confusion;
- Inability to accurately judge speed and distance.

Alcohol also depresses the ability to self-criticise, which can result in the affected individual genuinely believing that they are driving or working better and more safely than they actually are.

The workplace is NOT a suitable environment for anyone affected by alcohol.

Note

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Appropriate Consumption of Alcohol

Our organisation promotes the sensible and responsible consumption of alcohol outside of the workplace. However, while within the workplace you must have a Blood Alcohol Concentration (BAC) of 0.00%.


The recommended safe level of alcohol consumption is no more than two standard drinks on any day. Each of the drinks in the image below is equivalent to approximately one standard drink:



One 285mL glass of beer



One glass of wine (100mL)



One shot of spirits (30mL)

Health professionals also recommend that both men and women should have at least one or two alcohol-free days per week.

You should avoid all drinking in the 12 hours before starting work.

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Activity: Reducing Your BAC

There are many theories on how to reduce your BAC quickly.

Click on the behaviours below that you believe help to reduce your BAC.

Reducing the amount of alcohol you drink

Drinking black coffee

Having a cold shower

Waiting for your body to eliminate the alcohol

Sleeping

Vomiting

Exercise

Note

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Effects of Prescription and Non-Prescription Medication


Some prescription and non-prescription (over the counter) medication can:


- Affect your ability to work safely;
- Affect your productivity;
- Be detected in drug screenings.

The following medications may affect your ability to work safely:


Analgesics
(pain relief)


Cold & flu
preparations


Allergy & hay
fever medications


Sedatives &
tranquillisers

Important | Note 1 | Note 2

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Appropriate Use of Medication

If you are taking prescription or non-prescription medication that affects your ability to perform your job safely or productively, you should stay at home until you are fit for work.

If you do attend work while taking any medication, you must inform your Manager before commencing work.

If you are required to take a drug test while taking medication, you should inform the Testing Officer as you may return a positive result.



Important | Tip

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Illicit Drugs

Illicit drugs include illegal drugs and pharmaceutical drugs when used for non-medical purposes. Illicit drugs result in physical and / or psychological changes in the body and can stay in your system and be detected by testing long after their recreational use.

The following are common illicit drugs. Hold your cursor over the:

- Drug name for information on the effects of the drug;
- Clock for information on drug detection times in urine tests.

Amphetamines	Benzodiazepines	Cannabis / Marijuana	Cocaine
Ecstasy (MDMA)	Heroin	Crystal methamphetamine	

Important

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Supply, Possession and Use



It is prohibited to possess or consume alcohol in the workplace, unless at an authorised function. During such functions, you should practice professional integrity and demonstrate moderation.

It is also prohibited to possess, sell or consume illicit drugs, or misuse prescription or non-prescription medication while in the workplace.

If you possess, sell or consume alcohol or other drugs in the workplace you will be disciplined according to our Alcohol and Other Drugs Policy.

You will also be referred to the Police if you are found to be selling drugs in the workplace.

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Unit 3: Alcohol and Drug Testing

To ensure the safety of our workplace, we conduct alcohol and drug testing. Both workers and visitors may be subjected to:

- Random testing
- For concern testing
- Post-incident testing

All testing is undertaken by suitably trained and authorised individuals, in accordance with our Alcohol and Other Drugs Policy. Any attempt to avoid or falsify an alcohol and / or drug test may result in



Interactive image!

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Refusal to Undertake Testing

If you refuse to submit to or fully cooperate with the administration of an alcohol or drug test you will:

- Be removed from the work location;
- Incur a written warning;
- Not be allowed to return to work until you have undergone testing and can demonstrate that you are fit for work;
- Be monitored on your return to work.



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Alcohol Testing Procedure



Breath alcohol tests are performed by a suitably trained and authorised person or an authorised Testing Officer from an independent collecting agency.

Alcohol testing is conducted in our workplace. In order to return a negative result, the test must not detect any alcohol in your system.

If you return a positive result, you will be re-tested within 20 minutes to confirm it. If the second test is also positive, you will be subjected to disciplinary procedures.

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Drug Testing Procedure



Drug testing is conducted by an authorised Testing Officer from an Independent Collecting Agency. Testing is conducted in either a suitable room designated for the purpose or a mobile clinic provided by the Independent Collecting Agency.

Drug testing involves oral fluid (saliva) and / or urine screening. If the testing device recognises the presence of drugs which is at or in excess of the limits specified in the [Australian / New Zealand Standards](#), further testing will be required. Further testing will involve a sample being sent to a laboratory for confirmation.

If the positive test result is confirmed by the laboratory, then you will be subjected to disciplinary procedures.

Caution

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Disciplinary Actions

If you return a positive test result, you will be **interviewed** by your Manager (or a nominated delegate) and be given the opportunity to explain your test result and behaviour.

If it is the first time you have returned a positive result, you will:

- Receive counselling on our disciplinary procedures;
- Be issued with a written warning;
- Be removed from site and not be permitted to return to site until you can demonstrate you are fit for work.

If it is the second time that you have returned a positive result within a 12 month period, then you will be issued a final notice with regards to instant termination and / or permanent removal from our workplace.

Note

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Voluntary Disclosure

Our organisation would rather help you deal with a drug and / or alcohol problem voluntarily than discover it through testing.

If you are struggling with an alcohol or other drug related problem you should speak with your Manager or Human Resources (HR) who will address the matter in confidence.

It is important to note that informing your Manager or HR after recording a positive test result will not help you avoid disciplinary action.

What are the signs of an alcohol or drug dependency problem?

Answer

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Employee Assistance Program

The Employee Assistance Program (EAP) is an external counselling service that is voluntary, confidential and free to all workers and their immediate families.

The EAP can help you to manage personal, family and work-related issues, including those related to alcohol, prescription drugs and illicit drug use.

Managers can also access advice and assistance from the EAP regarding dealing with workers who have problems with alcohol and / or other drugs.

You can call the EAP 24 hours a day, 365 days a year.

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Privacy and Confidentiality

Our organisation is committed to protecting your privacy. All information relating to alcohol and drug test results and dependency problems will be transmitted, used and stored in a confidential manner.

Information will only be provided where it is necessary to ensure health, safety and performance in the workplace. Results of testing will be kept confidential to you, the Testing Officer and your Manager, unless you authorise otherwise.

Our organisation will not release any information relating to alcohol and drug matters to anyone outside the organisation without your written consent.

Important

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DAMP Awareness

Module in Review

Our organisation has zero tolerance for the possession, sale and use of alcohol and other drugs in the workplace.

To ensure you comply with our Alcohol and Other Drugs Policy, you should:

- Not consume alcohol (unless at authorised functions) or other drugs at work;
- Not consume alcohol prior to work in amounts that will result in impaired judgement and hence a positive test result;
- Be aware of the side effects of any medication you are taking;
- Seek help if you feel you have an issue with alcohol and / or other drugs.

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Both workers and visitors must participate in alcohol and drug testing. True or false?

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A True.

B False.

Click to continue

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STAR AVIATION DAMP Awareness

If you drank too much alcohol the night before work, but drink lots of water and black coffee that morning, you will be safe to work. True or false?

2 of 10

A True.

B False.

Click to continue

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STAR AVIATION DAMP Awareness

What statements are true in relation to the Employee Assistance Program (EAP)? Select all answers that are correct.

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EAP helps to manage only issues related to alcohol, prescription drugs and illicit drug use.

EAP can be used to manage personal, family and work-related issues as well.

Managers cannot use EAP for advice and assistance regarding dealing with workers with alcohol problems.

EAP is a voluntary, confidential and free counselling service that is accessible to all workers and their immediate families.

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Why does our organisation have an Alcohol and Other Drugs Policy?

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- A To prevent workers from appropriately consuming alcohol outside of work hours.
- B To minimise the risk of alcohol and drug related incidents and injuries in the workplace.
- C To ensure that anyone with an alcohol or drug problem cannot work for our organisation.

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STAR AVIATION **DAMP Awareness**

What will happen if you are found to be selling illicit drugs in the workplace?

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- A You will be given a verbal warning, but no other action will be taken against you.
- B You will be asked to undertake counselling with the Employee Assistance Program and no further action will be taken against you.
- C You will be disciplined according to organisational procedures and referred to the Police.

Click to continue

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When are you allowed to consume alcohol in the workplace?

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- A In the lunch room when your Manager has gone home.
- B Only at authorised functions, while demonstrating integrity and moderation.
- C You are never allowed to consume alcohol in the workplace.

Click to continue

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How does the consumption of alcohol and drugs affect work? Select all answers that are correct.

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- Impaired productivity.
- It does not have any major effect.
- Mistakes.
- Lateness.

Click to continue

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STAR AVIATION DAMP Awareness

Some prescription medications may cause you to test positive in a drug screening. True or false?

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A True.

B False.

Click to continue

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STAR AVIATION DAMP Awareness

A doctor has just prescribed you a new medication for your sinus problem, which may have some side effects. What course of action should you take? Select all answers that are correct.

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Ask your chemist what the side effects might be, but don't report them to your Manager.

Stay at home until you are fit and inform your Manager if the medication can affect your ability to work.

Get as much information as possible from your doctor and chemist if you choose to attend work, and discuss it with your Manager before commencing work.

Take the medication at home first to see what side effects it has.

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STAR AVIATION **DAMP Awareness**

Illicit drugs can stay in your system and can be detected by testing long after their recreational use. True or false?

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A True.

B False.

Click to continue

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What will happen if you return an INITIAL positive alcohol breath test result?

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A You will be escorted from the premises immediately and told not to return until you can return a negative result.

B You will be re-tested again within 20 minutes to confirm the positive result.

C You will be given a written warning and then be allowed to recommence work.

D You will be asked to leave the site and will not be allowed to return to work in the future.

Click to continue

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CONGRATULATIONS

You have successfully completed your assessment with a score of 80%

Your results have been recorded, please close this window.

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