

## **DRUG & ALCOHOL MANAGEMENT PLAN INFORMATION FOR SUPPLIERS**

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Boeing Defence Australia (BDA) is committed to the health, safety and wellbeing of our people. Our safety philosophy is to 'Go for Zero – One Day at a Time' so that our people return home safely at the end of each work day.

When present in persons, alcohol and other drugs (AOD), increases the risk of harm in the workplace and can adversely impact upon a person's fitness for work. BDA is committed to ensuring this risk is appropriately managed to provide a safe, productive work environment and to maintain the trust and confidence of our customer and the public in our products, services and the abilities of our people.

BDA has recently revised its approach to managing the risks associated with AOD in its workplace. On 1 December 2015, BDA implemented a significantly revised Drug and Alcohol Management Plan (DAMP) which seeks to ensure the risks associated with AOD use are appropriately identified, minimised and controlled. The DAMP applies to all persons undertaking activities on behalf of BDA and working on a BDA-managed site (BDA Workers), including Supplier's Personnel.

BDA has produced this fact sheet to provide our suppliers with an overview of the DAMP to ensure compliance when performing work on behalf of BDA. It is intended to be a summary only and suppliers should always refer to the DAMP for detail on an issue or contact BDA Supplier Management. A copy of the DAMP has been provided as an attachment to this communication package.

### **DAMP OVERVIEW**

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The BDA DAMP outlines the reasonably practicable steps BDA will take to ensure the safety, health & wellbeing of BDA Workers and the safety of our products and services. Key aspects of the BDA DAMP include:

- a risk management focus.
- a random AOD screening program.
- a 0.00% Breath Alcohol Content (BAC).
- screening for all drug types including synthetic drugs.

### **BDA'S RESPONSIBILITIES**

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All BDA Workers, including Supplier's Personnel, visitors and any other person performing activities on behalf of BDA will be provided with information on relevant aspects of the DAMP and information on their roles and responsibilities during both Supplier Contract Management Processes and onsite EHS contractor and visitor induction training.

### **SUPPLIER RESPONSIBILITIES**

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All BDA Workers, including Supplier's Personnel, will be included in BDA's AOD screening program. BDA is taking this approach because every person on site can present a risk to themselves and to others. Best practice requires every worker to be eligible for AOD screening. Further, in some instances, BDA is contractually or legally required to ensure its non-employee workers are subject to AOD screening.

All suppliers, are now required to advise their personnel of BDA's updated approach to AOD management in the workplace. This includes BDA's requirement for all of BDA's Supplier's Personnel to provide a signed consent to participate in BDA's AOD screening program, which will be deemed a mandatory condition of entry to any BDA-managed site or workplace. Subject entirely to BDA's discretion, if a worker refuses to comply with the DAMP, they will not be permitted to work on a BDA managed site or workplace. Visitors to BDA managed sites who are not performing work on behalf of BDA will not be required to participate in any form of drug or alcohol screening including random screening. BDA does however, require Visitors to comply with all other requirements of the BDA DAMP including that they be fit to enter site.

The revised DAMP commenced at all BDA managed sites on 1 December 2015.

From 1 January 2016, Supplier's Personnel will be required to comply with BDA's new standards for AOD management while performing work on behalf of BDA at BDA managed sites. AOD screening activities for BDA Supplier's Personnel will commence from 1 February 2016.

## DRUG & ALCOHOL LIMITS

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Under the DAMP, BDA will screen for the following substances:

- Alcohol
- Benzodiazepines
- Cocaine metabolites
- Synthetic drugs designed to mimic drugs of abuse
- Amphetamines
- Cannabinoids
- Opiates

The permitted drug and alcohol levels are as follows:

**Alcohol** The permitted alcohol level is not more than 0.00% Blood Alcohol Content (BAC). That means a confirmatory breath test of 0.01% BAC or greater will be registered as a positive returned test and will be managed in accordance with BDA's Confirmed Positive Test Results procedure as outlined in the revised DAMP.

**Drugs** Permitted drug levels vary depending on the drug. Where applicable, levels must be less than the confirmatory cut-off value for that drug as specified in the Australian Standard 4308 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'. Those levels are as follows (please note that µg/L refers to micrograms per litre):

Class of Drug	Cut-Off Level, µg/L
<i>Amphetamine-type substances</i>	300
<i>Benzodiazepines</i>	200
<i>Cannabis metabolites</i>	50
<i>Cocaine metabolites</i>	300
<i>Opiates</i>	300

**Other Drugs** The level of other drug types must not exceed the minimum concentration that is detectable under an accredited laboratory process.

## THE SCREENING PROCESS

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Elements of BDA's AOD screening program that will apply to BDA Supplier's Personnel include unannounced Random Screening, Reasonable Suspicion Screening and Post Incident Screening. It may also include screening where personnel carry out high risk activities in certain circumstances where the federal Building Code applies to a project.

## RANDOM SCREENING

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From 1 February 2016, unannounced AOD screening of randomly selected Workers including BDA Supplier's Personnel will be conducted by BDA-approved testers across all BDA programs and at BDA managed workplaces. Alcohol screening will be conducted by way of a breathalyser, while drug screening will be conducted by way of urine screening.

## REASONABLE SUSPICION SCREENING

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Reasonable suspicion testing may only be initiated when two BDA Workers agree that there is reasonable suspicion that a worker could be under the adverse influence of AOD. One of the initiating BDA Workers must be a trained and authorised BDA employee being:

- a Site or Project Manager;
- an EHS Advisor or HR Consultant,
- a Senior Manager or Senior Maintenance Manager;
- the local DAMP focal or
- National DAMP Coordinator.

Initiation is based on, but not limited to, complaints of inappropriate conduct, allegations regarding possible AOD use or observations.

## POST-INCIDENT SCREENING

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A BDA Worker will be tested for AOD when:

- a. A work-related incident has occurred involving death, serious bodily injury or significant property / environmental damage.
- b. A Worker's suspected actions or inaction either contributed to an incident or cannot be completely discounted as a contributing factor; or
- c. A Worker has engaged in an activity, which could have resulted in death or bodily injury to the Worker or others or significant property / environmental damage but because of other factors, did not occur.

## MANAGING NON-NEGATIVE RESULTS

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### Alcohol

Following an initial non-negative breath test (where 0.01% BAC or greater is determined), the Worker will be asked to rinse their mouth with water, wait 15 to 30 minutes and then provide a second, confirmatory breath sample.

If the Worker's second breath test returns a negative result, they will be recorded as having provided a negative test result and be permitted to return to work duties.

If the Worker returns a second positive breath test, they will be determined to have returned a positive test result, and will be referred to the BDA approved Medical Review Officer (MRO) for a confidential discussion and consideration of the test results. The BDA MRO will then determine whether the Worker is safe to return to work or needs to be suspended from work duties.

### Other Drugs

The BDA MRO will discuss initial non-negative screening results with the Worker and any surrounding circumstances, including type of drug detected, the worker's job role and location, and any other medical conditions or considerations. The MRO will then determine if the Worker is safe to return to work or needs to be suspended from work duties.



Where it is determined by the MRO that a BDA worker who is not a BDA employee is unsafe to return to work duties, they will be directed not to return to the BDA workplace and referred back to their own employer for further management.

## **FURTHER INFORMATION**

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For further information or for a full copy of the DAMP, please email [bdasupplychain@exchange.boeing.com](mailto:bdasupplychain@exchange.boeing.com).

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