



Drug and Alcohol Management Plan (DAMP)

National Railway Museum

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NRM Drug and Alcohol Management Plan (DAMP)

1. Policy Statement

The Rail Safety National Law (South Australia) Act 2012 (RSNL) requires management measures to be included in the organisation's DAMP and linked to its Rail Safety Management System, to address alcohol and drug related issues with Rail Safety Workers (RSW).

Under the Work Health and Safety Act 2012 (WHS Act) there is also a requirement to provide a safe working environment for employees, volunteers and the public.

The NRM is committed to a risk management review process and the prevention of incidents caused by unsafe work practices, which may occur as a consequence of the use of drugs and/or alcohol. The NRM actively encourages safe management practices and procedures under its DAMP.

2. Purpose

The purpose of this DAMP is to:

Provide a process for the management of defined RSW who may be using drugs and/or alcohol and are involved with railway operations with the NRM.

Provide information and education for RSW in relation to the DAMP, highlighting the risks and the safety of others, who may become implicated by their own actions.

3. DAMP Procedures

3.1 Drug & Alcohol Testing

NRM undertakes random drug swipe tests and blood alcohol breath testing of RSW, to ensure that they are below the prescribed limits.

Due to the infrequency of rail operations and the small number of RSW engaged in these operations, NRM conducts these tests on as many RSW as is practicable, during the course of their activities on site.

At least two random tests are undertaken during each 12 month period.

NRM has engaged the services of an Authorised Person, for the purpose of undertaking the necessary random drug swipe and alcohol breath testing. The methodology and frequency of these random tests is in alignment with the RSNL.

3.2 Recording of Test Results

A Drug Swipe Test Result form (DSTR ref RSA 2011.44) and an Alcohol Breath Test Result form (ABTR ref RSA 2011.43) are used to record those tests and findings by the Authorised Person in accordance with the policy and procedures.

A Drug and Alcohol Test Results Register (DATR - ref RSA 2011.60) has been created to record the date and who has been tested and for drugs, alcohol or both, during each 12 month period.

3.3 Testing Methodology

3.3.1 Random – minimum two tests per year

Arrangements between the Authorised Person and either the Rail Safety Manager or Operations Manager will be made confidentially in advance, to ensure that on the planned day of testing a high number of (target is usually about 12) RSW will be on site, who will be engaged in rail operations.

The Authorised Person will, with support from the Rail Safety Manager or Operations Manager or a nominated RSW, ask the individual RSW to undertake the random drug swipe test and random alcohol breath test.

The results of these tests will be shared by the Authorised Person with the Rail Safety Manager or Operations Manager or the nominated RSW, and the individual RSW tested who will sign the appropriate forms, and the results recorded on the applicable (DSTR or ABTR or both) form.

On completion of all tests on that day, a copy of the completed form will be provided to the Authorised Person, and the original to be filed, as part of updating the DATR.

All test results remain confidential.

3.3.2 Post Notifiable Occurrence - Drug and Alcohol Testing

Category A and Category B incidents, pursuant to the definition in the RSNL Regulations, need to be reported to ATSB/ONRSR in alignment with the NRM Rail Safety Management System requirements.

As NRM is a Heritage Railway, only Category A Notifiable Occurrences – as a prescribed incident in the ONRSR Regulations, will require a ‘post incident’ drug and alcohol test.

In the case of testing all RSW engaged with the operation of the train/s involved, the Operations Manager or an Authorised Person will undertake the necessary drug swipe test, and either the Operations Manager or an Authorised Person or the Rail Safety Manager will conduct the necessary alcohol breath test.

The results of these tests will be recorded on the appropriate drug and alcohol test results forms, and that information will be included on the Notifiable Occurrence form

and Incident Investigation form. Additionally the Rail Incident Report form (RSA 2006.29) and the Investigation Report form (RSA 2012.146) will contain the results.

4. Drug Swipe & Alcohol Breath Test Results

4.1 Random Tests

A consequence of a random drug swipe and/or random alcohol breath test 'non negative' result will trigger;

- the RSW will be immediately relieved from duty and a replacement sought.
- a Category B Incident Report must be completed, including the test results.

4.2 Category B Incident

- a Category B Incident Report must be completed.
- as it is not a prescribed (ie Category A) incident, no drug swipe or alcohol breath test is required, as part of the Incident report preparation.

4.3 Category A Incident

If as a consequence of a drug swipe and/or alcohol breath test, a 'non negative' result will trigger;

- the RSW will be immediately relieved from duty and a replacement sought.
- a Category A Incident Report must be completed, including the necessary drug and alcohol breath test results.

4 Personnel Management

4.1 General Awareness

The requirement to enforce a drug and alcohol free rail safety working environment is paramount to NRM. It is the expectation and mandated by NRM that all RSW must return a 'zero' level alcohol breath test result, and a 'non-negative' drug swipe test result.

This forms a fundamental element of the NRM Rail Safety Management System and the Rail Safety Management Policy.

Random drug swipe tests and alcohol breath tests are undertaken on RSW at NRM on at least two occasions during each 12 month period.

If any RSW believes they or believes any other RSW is impaired by the influence of any drug or alcohol consumption, they must stop work and notify the Operations Manager and/or Rail Safety Manager of the circumstances. As soon as practical a drug swipe test and alcohol breath test must be undertaken on the relevant RSW, to confirm the well-being and status of the relevant RSW.

4.2 Obligations and Responsibilities

All RSW are encouraged to seek assistance if they believe they have a drug or alcohol dependency problem, including as a consequence of a positive alcohol breath test level result or a 'non-negative' drug swipe test result.

Any drug taken for medical purposes must be declared at the time the respective RSW attends their medical examination. This information must also be passed on by the individual RSW to the Operations Manager as part of the medical results.

If a RSW fails to seek guidance, assistance or support for a drug or alcohol problem and/or does not declare at the time of starting a role as a RSW as being potentially effected, disciplinary action may result under the Rules of the Association or any other appropriate actions taken by the NRM Board.