



Working at Essendon Fields Airport



Contents

1	Introduction.....	3
2	Regulations	3
3	Training	4
4	Airport Safety Requirements	4
4.1	Hazard Identification & Incident Reporting.....	4
4.2	Welfare and First Aid	5
4.3	Height Restrictions	5
4.4	Rubbish & Foreign Object Debris (FOD) 5	
4.4.1	Dust.....	5
4.5	Bin / Waste Management	6
4.6	Spills Prevention and Response	6
4.7	Animal Management	6
4.8	Propeller Safety, Jetblast and Propwash	7
4.9	Personal Protective Equipment (PPE) 7	
4.10	Smoking	7
4.11	Mobile Phones and Other Electronic Devices	7
4.12	Filming and Photography at Essendon Fields Airport	7
5	Airside Security Requirements	8
5.1	Well Maintained Fences and Access Points 8	
5.2	Parking Near an Airside Fence	8
5.3	Security Zones at Essendon Airport.8	
5.3.1	Airside (Secure Area)	8
5.3.2	Landside Security Zones (Secure Area) 8	
5.4	Airside Access	9
5.5	Aviation Security Identification Cards (ASIC)	9

5.5.1	Red ASIC	10
5.5.2	White ASIC	10
5.6	Requirements for Supervising a VIC Holder10	
5.7	Obligation to Report Relevant Offences.....	10
5.8	Visitor Identification Card (VIC).....	11
5.9	ASIC or VIC Holders Obligations ...	11
5.10	Cancellation or Suspension of an ASIC or VIC	12
5.11	Those who do not need to display and ASIC or VIC in a secure area.....	12
5.12	When Airside You Must:.....	12
5.13	You Must Not:	13
5.14	Security Enforcement.....	13
5.15	Unattended Items.....	13
5.16	Packages	13
5.17	Suspicious Behaviour.....	14
5.18	Bomb Threats.....	14
5.19	Reporting to Essendon Fields Airport 14	

6	Drug & Alcohol Management Plan (DAMP).....	15
6.1	Who Are SSAA Employees?.....	15
6.2	Education, Testing & Response.....	15
6.2.1	Education	15
6.2.2	Testing	15
6.2.3	Response.....	15
6.3	Testing: When, How?.....	16
6.4	Your Obligations.....	16
6.5	Roles and Responsibilities	16
6.6	Your employer's responsibilities under a DAMP are:	16

1 Introduction

Working in the proximity of an airport requires planning to ensure the safety of aircraft operations and people working on site. This document is designed to provide you with an introduction to the safety and security requirements that exist at Essendon Fields Airport and your responsibilities whilst you are on site.

If issues occur that are not clearly defined in this document, ask Essendon Airport Pty Ltd staff before proceeding. This advice does not replace or supersede any regulatory requirements.

2 Regulations

Essendon Fields Airport is operated by Essendon Airport Pty Ltd (EAPL) and is principally subject to Commonwealth laws. These include (but are not limited to):

- Airports Act (1996)
- Aviation Transport Security Act (2004)
- Aviation Transport Security Regulations (2005)
- Civil Aviation Act (1998)
- Civil Aviation Safety Regulations (1998) & Civil Aviation Regulations (1988)
- Environmental Protection and Biodiversity Conservation Act (1999)
- Airports (Control of On-Airport Activities) Regulations (1997)
- Airports (Environmental Protection) Regulations (1997)
- Airport (Protection of Airspace) Regulations (1996)
- Air Navigation (Essendon Fields Airport) Regulations (2018)

The Commonwealth has deemed that with regard to areas not addressed in federal legislation, state laws may be applicable with respect to regulating activities on airport land.

Victorian state legislation applies in relation to workplace health and safety and environmental protection when working at Essendon Fields Airport.

EAPL is also required to comply with security directives from the Department of Home Affairs; therefore security measures implemented by Essendon Fields Airport are subject to change without notice. It is a condition of entry to the Essendon Fields Airport site that all persons are required to comply with security directives.

3 Training

Essendon Airport Pty Ltd (EAPL) and Essendon Fields Pty Ltd (EFPL) require certain people who are working at the airport to undertake induction programmes. There are two inductions programmes available – Airside Induction and Contractor Induction.

Below is a guide as to what induction/s you are required to complete if you are working at Essendon Fields Airport (EFA).

Personnel	Contractor Induction	Airside Induction
Contractors/Subcontractors/Consultants working airside and within hangars	✓	×
Contractors/Subcontractors working landside	✓	×
Persons applying for an ASIC	×	✓
Persons applying for airside access	×	✓
Persons applying for authority to drive airside	×	✓
Aviation tenants and employees	×	✓
VIC card holders (non-contractors)	×	×

The online inductions can be accessed via the following link: <https://ef.com.au/airport/operations/#airport-induction>

4 Airport Safety Requirements

4.1 Hazard Identification & Incident Reporting

Risk is involved in every aspect of aviation. However, through prudent risk management Essendon Airport Pty Ltd will seek to minimize the risks involved.

Through the Safety Management System (SMS), Essendon Airport Pty Ltd is committed to the identification of hazard and the management of risk to protect its people, customers and to achieve its corporate goals.

When working airside, any incidents with which you are involved, or happen to witness, must be reported to Essendon Airport Pty Ltd. This includes for example;

- All kinds of emergencies
- Hazardous wildlife activity or wildlife strikes/near misses
- Spills of fuel, oil or other hazardous goods
- Damage to aircraft
- Vehicle accidents Personal injuries
- Damage to lights and other installations
- Anything found that will have come from an aircraft
- Security breaches
- Hazards that could cause or contribute to unsafe operation of aircraft or aviation safety related equipment, product or services.

Incidents requiring immediate assistance or action should be reported to CAR 1 on 0418 335 549. Alternatively, if immediate assistance is not required reports can be made to aviation@ef.com.au

4.2 Welfare and First Aid

Where necessary, you can contact CAR 1 on 0418 335 549 for minor first aid assistance. There is also a defibrillator located in the Terminal building (near the bathrooms).

Always ring 000 for an emergency.

4.3 Height Restrictions

STRICT HEIGHT RESTRICTIONS APPLY TO ALL WORKS IN THE VICINITY OF THE AIRPORT

Airports Protection of Airspace Regulations 1996 apply at Essendon Fields Airport and require the airport to actively manage any intrusions into the airspace both on and off the airport. A person that is working on or near the airport is required by the regulations to apply to the airport for approval, prior to the commencement of work.

Crane, concrete pumps and other tall structure operations in the vicinity of the airport have the potential to create air safety hazards and limit the operations of the Airport.

To ensure aircraft and personal safety, approval is required from Airport Management before any crane can be erected within or adjacent to the Airport.

To commence the approval process, refer to the information on Airspace Protection on the Essendon Fields website and obtain the crane request application form or email aviation@ef.com.au.

A minimum of **7 days' notice** to Essendon Fields Airport is required.

4.4 Rubbish & Foreign Object Debris (FOD)

FOD is the acronym for Foreign Object Debris and/or Foreign Object Damage. Loose material and debris (cardboard packing, plastic bags, paper, oil cans, nylon tape, bolts, screws, stones, pipes, wire and the like) on the movement area may be sucked into the aircraft engines or damage the tires of the aircraft and cause a major disaster.

FOD presents an extreme risk to aircraft and must be actively managed at all times.

- Please actively assist in preventing FOD.
- Collect any waste materials you see lying about and put them in the waste containers. Do not leave tools lying about.
- Make sure all materials and equipment are stored so that they cannot be blown away by high winds or aircraft engine blast.
- Work sites and aprons must be kept clean and tidy to prevent FOD occurring.
- When finished each day make sure that you leave your work site in a clean and safe state.

4.4.1 Dust

Sources of dust and grit must be managed to prevent the generation of dust and dispersal of grit.

Under no circumstances may dust or grit be permitted to drift across a runway, taxiway or apron, into a hangar or be allowed to plume upwards creating a vision hazard for pilots and/or air traffic controllers.

The management of dust is important for Tullamarine airport as well as Essendon airport as aircraft inbound to Tullamarine Airport over fly Essendon Airport as part of their normal approach procedures. These aircraft usually pass over Essendon Airport at about 1,700 feet and therefore any dust generated can affect these aircraft as well.

4.5 Bin / Waste Management

All bins used on site must have lids (and lids closed) to prevent material from escaping. Bins which contain food wastes must be covered and secured to prevent animals (particularly birds) from being attracted to the site.

Bins need to be appropriately weighted to prevent them from becoming FOD during windy conditions.

4.6 Spills Prevention and Response

All spills should be considered hazardous unless the nature of the spill is clear and obvious, or until a spill is proven otherwise. Regardless of the spill classification, actions for the first person able to initiate the immediate spill response are as follows:

1. Stop the activity and assess the safety of the site, ensure all personnel are not at risk from any potential hazards and if safe to do so assist anyone in immediate danger.
2. If the spill is in relation to fluids that are being pumped or operating vehicles these should be switched off, stopped or isolated to prevent further spillage.
3. If the spill involves flammable or combustible liquids, eliminate any sources of ignition in the immediate area.
4. Raise the alarm immediately with the tenant site management, and EAPL if required*, and provide details of location, substance spilt, response initiated and/or emergency support needed and an estimate of quantity. These parties will then support further communications and coordination as needed.

To prevent spreading of the spillage, aircraft and vehicles must not pass through the affected area. The owner/user of the “source of pollution” is always responsible for cleaning the polluted area. This responsibility does not cease when assistance is called in. Essendon Fields Airport can assist with clean up at cost to the owner/user.

*Essendon Fields Airport is required to be advised of the following:

- Any spill over 5 litres.
- Any spill or pollution event of any volume that enters a drain, including sediment.
- Any environmental incident that draws media or community attention.

Advice can be made to either CAR 1 on 0418 335 549 or aviation@ef.com.au.

Airport Tenants must ensure they have a copy of the Airport’s Operational Environmental Management Plan. This can be requested via email to aviation@ef.com.au

4.7 Animal Management

Animals on aircraft movement areas can cause accidents. Animals are not to be brought onto construction sites. Animals can only be brought airside for the purposes of being transported on aircraft. EAPL will take action as required to negate the risk posed by animal which is detected in aircraft movement areas (airside).

4.8 Propeller Safety, Jetblast and Propwash

It is always hazardous to be near an aircraft with the engines running. Take special care when working around propeller-driven aircraft.

Stay clear of the propeller blades, even when they are not running, as you may not be able to hear or see them when they start rotating.

Jet engines suck in large amounts of air through the air intake at the front of the engine. This intake of air is necessary to keep the engine running, and the exhaust gases are blown out at high speed and at high temperatures through the rear of the engine. The gas stream from the engine's exhaust is called the "jet blast", and the blast may be so violent that even cars are pushed away!

As a general rule, you should not venture any closer than 4 aircraft body lengths from the rear of the aircraft, or as directed. You will need to leave more distance for small jet aircraft.

4.9 Personal Protective Equipment (PPE)

High visibility vests **MUST** be worn when airside at Essendon Fields Airport.

The vest should be provided with a clear pocket at chest level to hold the ASIC or VIC pass to allow clear identification at all times by Essendon Fields Airport staff.

Appropriate PPE to the nature of the work you are performing must also be worn, e.g. you may require protective eye wear, hearing protection etc.

4.10 Smoking

There is **strictly no smoking** when airside.

4.11 Mobile Phones and Other Electronic Devices

Mobile phones and other electronic devices must not be used within 15 metres of an aircraft or refuelling equipment.

4.12 Filming and Photography at Essendon Fields Airport

Due to the sensitive nature of airport security, it is Essendon Fields Airport protocol for media or other parties wishing to film, photograph or broadcast from anywhere within the precinct to seek permission through Essendon Fields Airport via aviation@ef.com.au.

5 Airside Security Requirements

5.1 Well Maintained Fences and Access Points

Damaged fences and access points make it easy for people to gain unauthorised access to a secure area. Report any damaged fences and access points to CAR 1 on 0418 335 549 or via aviation@ef.com.au

5.2 Parking Near an Airside Fence

There are prescribed security fence clearance zones at Essendon Fields Airport. These clearance areas are 2 metres airside of the security fence and 3 metres landside of the security fence.

Do not leave vehicles, equipment or any item that can be used to assist in climbing the fence within these clearance zones at any time.

All clearance infringements should be reported to the CAR 1 on 0418 335 549.

5.3 Security Zones at Essendon Airport

Essendon Fields Airport is a security controlled airport with 2 specific types of secure areas that are strictly controlled to prevent unlawful interference with aircraft and aviation operations.

5.3.1 Airside (Secure Area)

The airside area at Essendon Fields Airport is a secure area. It includes all areas accessible to aircraft such as runways, taxiways and aprons. Airside is only authorised persons displaying appropriate aviation identification and passengers holding valid boarding passes.

Tenants of facilities that allow access the airside area (i.e. hangars) are responsible for maintaining airside security and preventing access by unauthorized person(s) through their premises.

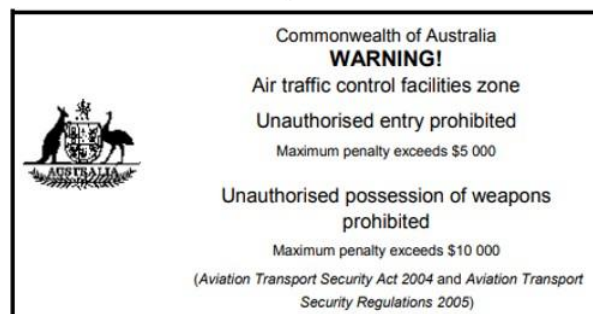
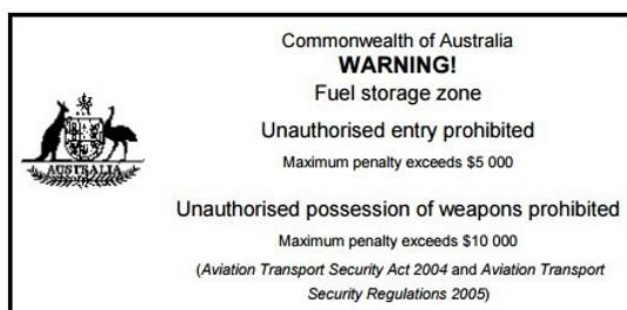
5.3.2 Landside Security Zones (Secure Area)

There are 3 prescribed Landside Security Zones (LSZ) at Essendon Fields Airport, which can only be entered by authorised people. These LSZs at Essendon Fields Airport are:

- Air Traffic Control Tower
- World Fuels aviation fuel facility
- Air BP aviation fuel facility

LSZ's are only accessible to authorised persons displaying appropriate aviation identification.

You will know you are entering a secure area when you pass through a locked door or gate displaying Commonwealth signage.



5.4 Airside Access

Airside access is not permitted without authorisation from Essendon Airport Pty Ltd. An airside access fob, key or remote can be issued to a Red ASIC holder if you have employment or operational requirements at Essendon Fields Airport. More information on how to apply for airside access can be found on the Essendon Fields website.

5.5 Aviation Security Identification Cards (ASIC)

An ASIC is an identification card issued by authorised issuing bodies. An ASIC confirms the holder has a valid background check, coordinated by AusCheck. This includes a national security assessment, domestic criminal history check and, if required, an immigration check.

To obtain an ASIC, an applicant must have an operational need for frequent access to all or part of a secure area of an airport or work in a security sensitive role that requires an ASIC.

Airport-specific ASICs are only valid at the specified airport. Australia-wide ASICs are issued when the holder has an operational need to access secure areas at more than one security controlled airport. They are denoted and identified by the letters 'AUS'.

5.5.1 Red ASIC



A valid red ASIC must be properly displayed in the airside security zone or secure area of a security-controlled airport.

Red ASICs are worn by individuals with an operational need to remain unmonitored in Airside Security Zones and secure areas, including landside security zones.

5.5.2 White ASIC



White ASICs are issued to individuals who require a background check as a requirement of their security sensitive role, but who do not have an operational need to access secure areas of an airport.

A person wearing a white ASIC must not remain unmonitored in airside areas or landside security zones at Essendon Fields Airport without the supervision of a red ASIC holder.

5.6 Requirements for Supervising a VIC Holder

Red ASIC holders are authorized to supervise Visitor Identification Card (VIC) holders at Essendon Fields Airport. The ASIC holder must supervise the VIC holder at all times whilst they are in a secure area. Supervision of VIC holders must be completed in a manner that would allow the ASIC holder to report or intervene should the VIC holder attempt to commit an act of unlawful interference with aviation.

The ASIC holder also has a responsibility to ensure that the VIC pass is returned to Essendon Fields Airport. Any failure to return a VIC pass will also be followed up with them and further actions may apply if any such request is ignored.

5.7 Obligation to Report Relevant Offences

ASIC holders must report any Aviation Security Relevant Offence (ASRO) to their issuing body or AusCheck within 7 days of conviction and sentencing or the holder can be prosecuted and fined up to \$10,500. The 7 days commences from the date of sentencing. An ASRO is:

1. An offence involving dishonesty
2. An offence involving violence or a threat of violence
3. An offence involving intentional damage to property or a threat of damage to property
4. An offence constituted by the production, possession, supply, import or export of a substance that is:

- a. a narcotic substance within the meaning of the Customs Act 1901; or b. a drug, within the meaning of:
- i. regulation 10 of the Customs (Prohibited Exports) Regulations 1958; or
 - ii. regulation 5 of the Customs (Prohibited Imports) Regulations 1956
5. An offence, of a kind dealt with in Part II of the Crimes Act 1914, against the Government of:
- i. the Commonwealth or a State or Territory; or
 - ii. a country or part of a country other than Australia
6. An offence against Part 2 of the Crimes (Aviation) Act 1991
7. An offence against Part 5.3 of the Criminal Code
8. An offence constituted by the production, possession, supply, import or export of explosives or explosive devices

5.8 Visitor Identification Card (VIC)



A VIC is issued to a person who needs to enter a secure area for a specified and lawful purpose but does not have an ASIC.

At Essendon Fields Airport, VIC holders must be supervised by a red ASIC holder whilst in a secure area of the airport.

Key features and requirements include:

- A VIC can only be issued and valid for one specific airport;
- Persons must have produced valid identification documents on application for a VIC;
- Persons must leave the secure area immediately if no person who is displaying a valid ASIC is supervising them;
- A person cannot be issued a VIC for an airport for any more than a total of 28 days in a 12 month period;
- A person cannot be issued a VIC if they have been refused an ASIC, have a suspended ASIC or had an ASIC that was cancelled due to an adverse background check.

Further information on VICs, including how to apply for one, can be found on the Essendon Fields website: <https://ef.com.au/airport/airside-identification-requirements/>

5.9 ASIC or VIC Holders Obligations

There are important obligations that you must follow as an ASIC or VIC holder and penalties may apply if you fail to meet your obligations as a card holder.

As an ASIC or VIC holder, you must ensure you:

- Keep the card secure, even when you are not using it Do not give the card to anyone else to use
- Only use the card for lawful purposes

- Do not use the card for the purposes of meeting or farewelling people at the airport Report any loss, theft or destruction of the card to Essendon Fields Airport within 24hrs
- Notify your issuing body or AusCheck if convicted and sentenced of an Aviation Security Relevant Offence
- Notify your issuing body if you have changed your name
- Return the card if it is suspended, or notify the issuer in the case of a VIC, and
- Return the card upon expiry, cancellation, when damaged or when you no longer have an operational need to hold it.

Failure to return an ASIC or VIC is an offence of strict liability under the regulations with fines exceeding \$2000.

5.10 Cancellation or Suspension of an ASIC or VIC

Essendon Fields Airport may also cancel or suspend any form of identification if the holder fails to comply with the conditions of issue. These can include:

- Failing to comply with security regulations;
- Failing to supervise the holder of a VIC while in a secure area;
- Being found in a secure area other than for an operational purpose;
- Failing to display valid identification as required; or
- Failing to notify Essendon Fields Airport should you:
 - No longer need access to a secure area;
 - Change employers;
 - Change residential address, name, gender, or contact details.

All security violations are also required to be reported to the Department of Home Affairs.

Essendon Airport Pty Ltd may also cancel or suspend any form of identification if guided by the Department of Home Affairs, Australian Federal Police (AFP), or Victoria Police to do so.

5.11 Those who do not need to display and ASIC or VIC in a secure area

In specific circumstances some people are excluded from the requirement to display a valid ASIC or VIC in a secure area. Refer to the Aviation Transport Security Regulations 2005 Subdivision 3.2.1 for further information.

5.12 When Airside You Must:

- Display your ASIC/VIC between shoulder and above waist height on the front or side of your body with the whole front of the ASIC/VIC clearly visible.
- Deny access to anyone without approved and valid security identification.
- Challenge any person they know should be wearing an ASIC or VIC who is not doing so. That person has to produce a valid ASIC or VIC or leave the area. Any person refusing to do so must be reported to CAR 1 on 0418 335 549. A report must also be submitted to Essendon Fields Airport following any event where a person fails to produce an ASIC or VIC.
- Report any suspicious activity, persons, or unattended items to Essendon Fields Airport. Ensure that all airside access doors and gates are closed securely before leaving the area.
- Never allow people to follow you through a security controlled door (tailgating). Everyone must use his or her own access card to gain or validate their entry.
- Always close any doors that may have been wedged open and report any findings immediately to the CAR 1 on 0418 335 549.

Failure to comply with the display requirements is an offence of strict liability and may result in the cancellation of your card and removal from the secure area, as well as a fine that may exceed \$1000.

5.13 You Must Not:

- Force any door or access point which your access fob does not let you through, as this constitutes a security breach. You may lose your ASIC/VIC and / or access privileges for misuse or unauthorised use.
- Allow people to tailgate you through a vehicle access gate, unless you are the designated ASIC person supervising a VIC holder.
- **Let anyone else use your ASIC/VIC or access fob/key/remote. This constitutes a serious security breach and will lead to the confiscation of your identification card and access privileges and denial of access to the secure areas at Essendon Fields Airport. Your actions will also be reported to the Department of Home Affairs.**

5.14 Security Enforcement

Security at Essendon Fields Airport is monitored and enforced by the Department of Home Affairs, Victoria Police, the Australian Federal Police, contracted security staff, and Essendon Fields Airport Operations staff.

SECURITY IS EVERYONE'S RESPONSIBILITY – IF YOU SEE SOMETHING, REPORT IT

5.15 Unattended Items

All staff and tenants working at Essendon Fields Airport have an obligation to maintain their vigilance and awareness of unattended and suspicious items. Airports are busy places and often items are left unattended, sometimes quite innocently.

In the airport environment unattended items can include but are not limited to:

- Baggage left unattended
- Electrical items, including those left on charge without an owner present
- Discarded bags and boxes
- Items that may appear suspicious and not typical of the area.

It is the responsibility of all staff members to be vigilant and aware of any changes to the work place. Remember, do not put yourself at further risk. Suspicious or unattended items should only be approached by Essendon Fields Airport staff members or security officers who have the appropriate training.

Listed below is a basic procedure to follow if an unattended item is discovered in the workplace.

- Identify that the item is unattended
- Do not open, touch, tilt, or tamper with the item
- Contact CAR 1 on 0418 335 549 (NOTE: radio or mobile phone communications must be made from a position at least 15 metres away from the item).
- Whilst waiting for CAR 1 to arrive:
 - Do not touch, tilt, or tamper the item
 - Do not allow other persons to touch tilt or tamper with the item
 - Pass all information to the Essendon Fields Airport responder.

5.16 Packages

Never accept or agree to safeguard packages, items (including keys) or luggage on behalf of someone else. Do not accept deliveries unless you are expecting them.

5.17 Suspicious Behaviour

If you see anyone acting suspiciously around the airport's precincts or come across an abnormal/unfamiliar odour you must report it to CAR 1 on 0418 335 549 or via aviation@ef.com.au as soon as possible.

Suspicious activities may include, but is not limited to:

- A person(s) taking notes about potential security vulnerabilities
- A person(s) taking photographs of places that have no credible photographic interest A person(s) in an area with no apparent legitimate reason for being there
- A person(s) collecting information from promotional literature or enquiring about security in depth A person driving erratically and without any real purpose or doing repeated circuits of an area
- A person(s) seemingly testing security
- A vehicle parked in an area with no legitimate reason.

5.18 Bomb Threats

- Treat every threat as real.
- Strictly follow your company's procedures. When possible, notify CAR 1 on 0418 335 549.
- If the threat relates to another organisation, they should be notified as well.
- Write down every detail of the threat and the person making the threat. This will significantly assist in the assessment of the bomb threat.
- Pass all threat information on to CAR 1 on 0418 335 549 for assessment.

SECURITY BREACH OR CONCERN

- If you observe a security breach – REPORT IT.
- If you see something that is not right – REPORT IT.
- Note as many details as possible and REPORT IT.
- If you observe security identification or access misuse or non-display – REPORT IT.

5.19 Reporting to Essendon Fields Airport

Essendon Fields Airport has procedures in place to manage security breaches and concerns. Report urgent threats to security to CAR 1 – 0418 335549.

Non urgent issues may be reported to aviation@ef.com.au

In an emergency, always call 000.

6 Drug & Alcohol Management Plan (DAMP)

It is a federal offence to be under the influence of drugs or alcohol while working on the airport

The aim of a DAMP is to minimise the risk of accident, incident or injury in our workplace due to the consumption of alcohol or other drugs. EAPL have a zero-tolerance policy to alcohol and drugs in the workplace.

Anyone working at Essendon Fields Airport in a Safety Sensitive Aviation Activity (SSAA) are required by EAPL and CASA to have a DAMP in place and undergo a Drug and Alcohol education program.

Organisations that have their own DAMP and perform SSAA at EAPL may be required to provide evidence of their DAMP and that it has been implemented.

If an organisation does not have their own DAMP, they will need to be a signatory to the Essendon Fields Airport DAMP and implement the policy and procedures that are detailed within the DAMP.

The Essendon Airport Pty Ltd DAMP applies to all its Staff, Contractors and Sub-contractors while they are performing works at the EAPL site.

6.1 Who Are SSAA Employees?

SSAA employees (including contractors & sub-contractors) are anyone who are performing Safety Sensitive Aviation Activities (SSAA). SSAA are activities that have a direct or indirect impact on the safe operation of an aircraft. For example, flight crew, cabin crew, ground handlers, maintenance, aircraft dispatchers, aviation security, refuellers and anyone who is working airside.

Contractors who do not have their own CASA Approved DAMP or are not operating under another organisation's CASA Approved DAMP, must operate under the Essendon Fields Airport DAMP.

6.2 Education, Testing & Response

6.2.1 Education

If you perform regular SSAA, you will have access to a structured Drug & Alcohol Education Program. You will receive DAMP training during your induction and then at regular periods (at least every 30 months).

This eLearning is part of the program and will provide you with general information relating to the DAMP process and requirements. Your organisation will provide specific details relating to your workplace's specific approach to managing drug and alcohol issues.

6.2.2 Testing

The aim of testing is to act as a deterrent to the misuse of drugs and alcohol. Testing requirements will be detailed in your organisations DAMP.

6.2.3 Response

In the case of a positive test result or a refusal to undertake a test, there are certain requirements that your organisation must meet.

6.3 Testing: When, How?

Even when you have nothing to worry about, a random Alcohol or Drug test can be nerve-racking. The purpose of alcohol and drug testing in our industry is to:

- Act as a deterrent; and
- Identify people who have consumed substances that may affect their ability to work safely and remove them from the workplace.

6.4 Your Obligations

When it comes to testing, your obligations are as follows:

- Undertake testing when required by your organisation, Essendon Fields Airport or CASA; Provide your ID and remain in the testing area;
- Cease your work when required by your organisation or CASA; Not interfere with the integrity of a body sample; and
- Follow the requirements of the DAMP.

No one can be forced to undergo testing. However, refusing or failing to give a body sample may constitute a prosecutable offence.

Further, anyone failing or refusing to give a body sample must stop performing or being available to perform an applicable SSAA. Failure to do so may result in a criminal charge.

6.5 Roles and Responsibilities

- You cannot perform or be available to perform SSAA whilst under the influence of alcohol or other drugs.
- You must disclose to your employer any alcohol or other drug use.
- You are subject to random drug and alcohol testing whilst airside or performing SSAA.
- You must advise a DAMP Supervisor immediately if you believe someone to be under the influence of alcohol or other drugs whilst airside.
- You must cease performing Safety Sensitive Aviation Activities when directed by either your DAMP organisation or CASA.

6.6 Your employer's responsibilities under a DAMP are:

To encourage their employees to report if they feel that they are affected by drugs or alcohol. To provide an education, testing and response program to SSAA employees.

To ensure that when required an employee ceases SSAA activities.

All Essendon Fields Airport employees, consultants, contractors and sub-contractors conducting Safety Sensitive Aviation Activity (SSAA) or undertaking any works airside are subject to the provisions of the EFA Drug and Alcohol Management Plan (DAMP).

If you require a copy of this plan, please email aviation@ef.com.au.