

Safety Management System Modules

Element 28 – Drug and Alcohol Management

What and Why

All operators must prepare a Drug and Alcohol Management Plan (a DAMP), that describes the processes that they will follow to minimise the risk occurring from rail safety worker use of drugs and /or alcohol.

It is essential that operators prepare a DAMP that is appropriate to their specific operations and that the DAMP relates specifically to the risks that the operator has identified.

How

A DAMP is a document that describes the processes to be followed to manage drug and alcohol use for rail safety workers. It can consist of one or more documents, so long as it meets a number of prescribed criteria:

- Some operators may have a specific Drug and Alcohol policy, other will have an overarching safety policy that includes their 'zero tolerance' approach to drugs and alcohol use;
- The policy must be available to all rail safety workers so that there is a clear understanding of it;
- The DAMP must be developed as a result of risk assessment. Operators should consider the:
 - time of day and days of operation – for example: very weekend or once a month;
 - makeup of the workforce– is it primarily retired or people who are employed;
 - the general health and age of the workforce
 - the type of work is carried out by rail safety workers.
- As part of the initial assessment, operators should consider the levels of safety risk for each rail safety worker role so that they can determine which roles require higher levels of testing.
- Operators should also determine the number of rail safety workers to be tested annually;
- A drug and alcohol testing program must be developed, and testing can be carried out internally or by using external contractors;
- Sign on sheets can include a statement to confirm that rail safety workers are free from drugs and/or alcohol;
- Rail safety workers who use prescription medication should report what they are taking and what affect they may have on their ability to do rail safety work;
- Rail safety workers who use prescription medication should also understand the impacts of self-medicating outside of prescribed dosages.

Who

The Board/ Executive Committee may wish to approve/endorse the DAMP as part of their governance obligations.

Managers and Supervisors must ensure that:

- All rail safety workers understand their obligations under the DAMP;
- The D&A testing regime is appropriate for the operations and is implemented appropriately;
- D&A testing is conducted for all Category A notifiable occurrences which are subject to mandatory post incident testing;
- D&A testing is reported in the monthly return;
- All rail safety workers are required to comply with the details of the DAMP.

When

The requirements for D&A testing should be included in each operators DAMP, and in any event, testing is to occur on one of the following basis:

- Random;
- Post incident;
- Targeted.

Requirements for post incident testing are included in Element 23 – Notifiable Occurrences.

List of relevant documents (internal)

Element 14 – Internal Communication

Element 15 – Training and Instruction

Element 23 – Notifiable Occurrences

Element 27 – Health and Fitness

Links (external)

The following webpages and documents are available on ONRSR's website (www.onrsr.com.au):

- ONRSR Webpage – Guideline - Safety Management System
- ONRSR Webpage – Rail Safety National Law
- ONRSR Fact Sheet – Scalability of D&A management programs for T&H Operators
- ONRSR Fact Sheet – ONRSR's Testing Program ONRSR Fact Sheet – D&A Requirements for RTOs
- ONRSR Fact Sheet – D&A Requirements for RTOs (NSW ONLY)

Appendices

A. None