

APF DRUG AND ALCOHOL PROCEDURES

References: OR 2.1.2 and 6.2.3

Being in a completely unimpaired state with a clear mind is key to meeting safety obligations and objectives while participating in parachuting activities. The APF Safety Policy, OR 2.1.2 APF Anti-Doping Policy and OR 6.2.3 Alcohol, Drugs or Fatigue, provide a basis for APF's 'Drug and Alcohol Procedures'.

1. Underpinning Principles

In conjunction with the policies and regulations mentioned above, the following principles underpin APF drug and alcohol procedures:

1. The APF is committed to ensuring the safety of all individuals associated with all its operations.
2. The APF recognises that the use of drugs and/or alcohol limits the ability of an individual to act safely and responsibly. This can lead to impairment of a parachutist's fitness for parachuting activities and can be a contributing factor in incidents and fatalities.
3. It is also recognised that an individual's unsafe acts or decisions due to impairment resulting from the use of drug and/or alcohol may create increased risks and threats to other parachutists and individuals. The APF intends to prevent harm caused by such risks and threats to everyone while engaged in parachuting activities in Australia or when representing Australia at overseas events.
3. The APF requires that a parachutist is in an unimpaired state (physical, mental and emotional) enabling them to perform parachuting activities competently and in a manner which does not compromise or threaten their health or safety or that of others. Therefore, the APF prohibits any individual from being under the influence of alcohol, any drug or controlled substance whilst undertaking parachuting activities and/or acting as a representative of the APF (e.g. in competition or record attempts).
4. The final determination of "being fit or unimpaired or not under the influence of drugs and/or alcohol for parachuting activities" is based on the assessment by the Chief Instructor, Drop Zone Safety Officer or Safety and Training Officer and where appropriate, in conjunction with other assessment procedures, which may include assessment under a Club's or employer's policy and procedures.
5. The APF may conduct random drug and alcohol testing of members involved in parachuting activities to ensure they are not, by use of alcohol or a drug, in a state which may endanger their own safety or the safety of any other person.

2. Objectives

The objectives of these procedures are:

1. To ensure a safe and healthy environment for all those engaged in parachuting activities and to foster an attitude that it is not acceptable to be under the influence of drugs and/or alcohol while engaged in such activities.
2. To provide a framework for procedures for drug and/or alcohol detection and testing and contribute to a safe parachuting environment free from influence of drugs and alcohol.

3. Definitions

In the context of these procedures, the following definitions will apply:

Alcohol – Refers in general to any alcoholic beverage (e.g. beer, wine, spirits) or anything containing alcohol, but also refers to the organic compound that is "alcohol".

BAC – Blood Alcohol Concentration, a measure of alcohol in a person's body, expressed as milligrams of alcohol per 100 ml of blood. This is most accurately measured by a blood test. Sometimes the result of breath alcohol analysis is expressed as BAC.

BrAC – Breath Alcohol Concentration, a measure of alcohol in a person’s body, measured by means of a breathalyser. It is expressed as milligrams of alcohol per 100 ml of blood.

Drug – Any performance affecting substance, including illegal, prescription and over-the-counter drugs, substances or medications.

Field test – An alcohol or drug test conducted by a qualified collector on site, e.g. a breathalyser test for alcohol or a field oral fluids or urine test for drugs.

Illicit or prohibited substance – Narcotic or other substance that is prohibited by law, such as amphetamines, marijuana, cocaine, heroin, opiates, barbiturates and benzodiazepines.

Impaired/Impairment – Being in a state where one’s judgement, decisions or actions are influenced by the presence of a substance or a specific condition, or being in an altered mental, physical or emotional state. For the purpose of these procedures, impairment does not need to be proven and assessment by a DZSO or STO is sufficient. The presence of a drug or alcohol in a person’s system (any positive test result) will be considered being impaired. Also, any member who is observed to be acting in a manner that raises reasonable suspicion of alcohol or drug use may be deemed to be impaired by a DZSO or STO. (Unimpaired – opposite of being impaired)

Laboratory test – A follow up alcohol and/or drug test in a laboratory by qualified staff of specimens obtained during a test (e.g. oral fluids, urine, blood or hair). The results of a laboratory test will be a scientific specific test with conclusive results.

Medication - Prescription medication (or drug): Drugs that have been prescribed by a registered Medical Practitioner for a valid medical reason and which could potentially impair a person and reduce his/her ability to act safely. **Non-prescription medication (or drug):** Over-the-counter medication legally obtained for a valid medical reason and which could potentially impair a person and reduce his/her ability to act safely.

Member – Any Member recognised as such under the APF Constitution who is also an individual.

Negative result – Drugs or alcohol were not detected as a result of a test for either drugs or alcohol.

Non-negative result – For drugs, an initial field test that indicates the presence of illegal substances.

Positive result – For alcohol, any breath test that indicates a BrAC of 0.02% or higher or a blood test that indicates more than 0.00%. For drugs, any detection of a prohibited substance.

Authorised Collector - A person appropriately trained and qualified to conduct alcohol and other drugs testing according to AS/ANZ4308:2008 and AS4760-2006. This includes holders of competency units HLTPAT304D and HLTPAT410D.

Random testing – Means random on *when* testing may occur (i.e. unannounced); not random on *who* may be tested.

Rating holders – Members of the APF who hold an APF rating or have been appointed to a position of responsibility and as such have a duty of care towards other parachutists under their supervision (e.g. instructors, coaches, display organisers, packers, etc.)

Reasonable cause/suspicion - Refers to any suspicion by a DZSO, CI or STO that a person is using or has used drugs and/or alcohol while conducting parachuting activities. Examples may include, but are not limited to, unusual, abnormal or erratic behaviour; where evidence of drug or alcohol use or possession is found; someone smells of alcohol; a member was involved in a parachuting incident. Such suspicion will be based upon specific information and inferences either observed by or made known to the DZSO, CI or STO.

Registered medical practitioner or pharmacist – A medical practitioner or pharmacist who is appropriately registered on the relevant Board through the Australian Health Practitioner Regulation Agency, e.g. Medical Board of Australia, Physiotherapy Board of Australia, Pharmacy Board of Australia, etc.

Substances – Includes drugs and alcohol.

Supervising staff – Any person in position of responsibility who has a duty of care towards other parachutist under their supervision. This includes, but is not limited to, APF rating holders.

Under the influence – A person will be deemed under the influence of a drug or alcohol if there is any presence of a drug or alcohol in a person's system (any positive test result). Also, any member who is observed to be acting in a manner that raises reasonable suspicion of alcohol or drug use may be deemed by a DZSO or STO to be "under the influence of alcohol or a drug".

4. Application, Responsibilities and Obligations

4.1 Application

These procedures apply to everyone engaged in parachuting activities. This includes all parachutists, pilots and other position holders such as Target Assistants (TA) and Ground Control Assistants (GCA), while conducting parachuting activities.

4.2 WHS obligations

Employers and workers (employees, contractors, etc.) have Work Health Safety (WHS) obligations under WHS legislation to ensure a safe and healthy workplace for workers, visitors, etc.

4.3 Members' obligations

APF Members have safety obligations under APF Rules and Regulations and in some cases, to CASA and other statutory bodies under legislation and subordinate instruments. Each Member must act in a safe and responsible manner with safety of utmost importance at all times, striving to achieve the highest level of parachuting safety standards and performance in all parachuting activities. Each Member must be fit for parachuting activities and ensure he/she is not, by use of alcohol or a drug, in an impaired state which may endanger their own safety or the safety of others.

4.4 Supervising staff obligations

The CI of a Training Organisation is the person held accountable by the APF for that organisation's compliance with all rules and regulations of the APF. The CI is responsible for ensuring a Safety Management System (SMS) is in place and implemented, that all individuals involved in parachuting activities conduct themselves in accordance with the SMS and comply with all APF rules and regulations.

The DZSO is also responsible for ensuring that all parachuting operations are conducted in accordance with APF regulations and the organisation's SMS, and that no individual conducts parachuting activities while deemed to be impaired by drugs, alcohol or fatigue.

All APF rating holders and appointees are responsible for complying with all regulations, extending a duty of care to any parachutist under their direct supervision, and assisting the DZSO in meeting their responsibilities.

5. Counselling and Treatment

The APF believes that most people with drug or alcohol abuse problems can be effectively treated. Members who participate in drug or alcohol counselling or treatment programmes will be required to remain substance free.

The APF may assist members who have a drug or alcohol abuse problem by referring them to a qualified practitioner. The nature of the assistance, if any, will be determined on a case by case basis. Please contact an APF Contact Officer for guidance. All requests for assistance will be treated confidentially.

6. Prohibited substances, prescription and non-prescription medications/drugs

6.1 Prohibited substances

Any Member who illegally uses, offers for sale or has in his or her possession, or is under the influence of any prohibited substance while conducting parachuting activities or at an APF-related function, is subject

to disciplinary action, up to and including cancellation of membership. In such circumstances the APF is required to refer the matter to the appropriate legal authorities.

6.2 Prescription and non-prescription (“over the counter”) medications

Medications may have mind and/or physical altering properties that could impair a person’s ability to act safely, and this may result in unsafe acts or decisions in the course of parachuting activities. If a member is prescribed medication, or obtains non-prescription medication, from his/her registered medical practitioner or pharmacist, he/she should ensure the possible side-effects of the medication has been discussed. If the medication has the potential to adversely impact on safety, the person must not engage in parachuting activities.

Certain prescription and non-prescription medication can give a positive result to a field drug test. It is the member’s responsibility to ensure that the collector is informed that he/she is taking such medication. This information will be treated confidentially and there is no requirement to reveal the nature of the condition being treated.

7. Responsible service and consumption of alcohol

It is recommended that member Clubs and those hosting State and National Championships follow strict guidelines regarding the responsible service and consumption of alcohol.

The distinction is drawn here between “social drinking” (allowed) and “drinking during parachuting activities” (prohibited). The exceptions are on the condition of compliance with O.R. 6.2.3 and relevant legislation.

8. Drug and alcohol tests

The purpose of drug and alcohol testing is to reduce the risk of having individuals conducting parachuting activities while being impaired by alcohol, drugs or controlled substances and thereby endangering their own health and safety or the health and safety of any other person. By reducing this risk, the APF aims to contribute to the safety of all involved in parachuting activities.

The testing programme can also assist in identifying members who may require assistance with counselling or treatment for drug or alcohol related problems.

8.1 When tests are conducted

The APF may require members to undergo drug and/or alcohol testing for the following reasons:

- *For cause: Reasonable cause/Reasonable suspicion*
A member may be required to undergo a drug and/or alcohol test if there is reasonable cause or suspicion that the member is under the influence of alcohol or a drug. Examples may include, but are not limited to, unusual, abnormal or erratic behaviour; evidence of drug or alcohol use or possession is found; someone smells of alcohol; a member was involved in a parachuting incident.
- *Random testing*
All members may be subject to random, unannounced drug and alcohol testing. Selection of members for random tests will be done objectively without prejudice.
- *“Return to work/parachuting”*
Any member who has been stood down from parachuting activities after a positive result for a laboratory test for illicit or prohibited substances, or who was admitted to a treatment or counselling programme for drug or alcohol abuse, will be subject to follow-up tests prior to being allowed to return to parachuting activities. Members will be subject to unannounced follow up testing at APF discretion for a one year period from his/her return to parachuting.
- *Voluntary self-test*
Members can volunteer themselves at any point for voluntary alcohol and drug tests.

- *Competitions*
The APF supports drug testing at National Championships and is committed to its relationship with Australian Sports Anti-Doping Authority (ASADA). See O.R. 2.1.2 and APF's Anti-Doping Policy for more detail.
- *Tests conducted by other parties*
Employers and CI's may wish to conduct their own scheduled or random drug and alcohol testing of employees or other individuals engaged in parachuting activities. CASA also conducts random drug and alcohol testing independently of the APF. When tests are conducted by such third parties, non-negative or positive results will be covered by these procedures as if the tests were conducted or requested by the APF and with the same consequences.

8.2 Trained and Authorised Collectors

Drug and alcohol testing will be conducted by Authorised Collectors; however, the results of tests conducted by persons not suitably qualified or authorised may be used as reasonable cause for a test by an Authorised Collector.

8.3 Tampering, Refusal or Threats

Any tampering or interfering with a test or test sample, or any attempt to tamper or interfere, will result in disciplinary action in accordance with the Misconduct Policy and Procedures Manual and will be recorded as a non-negative or positive result.

Any refusal or avoidance to be tested, regardless of the reason, will result in disciplinary action in accordance with the Misconduct Policy and Procedures Manual and will be recorded as a non-negative or positive result.

Any threat against a collector, in any form, may affect the conduct or process of a test and integrity of the outcome, and will result in disciplinary action in accordance with the Misconduct Policy and Procedures Manual and will be recorded as a non-negative or positive result.

8.4 Threshold levels for drug and alcohol

For breath alcohol testing, the APF has set a breath alcohol concentration (BrAC) of 0.000% as the acceptable BrAC when engaged in any parachuting activity. For the purposes of official testing a BrAC reading of less than 0.02% will be considered the same as a 0.000% reading.

For the purpose of a blood alcohol test, the APF has set a blood alcohol concentration (BAC) of 0.000% as the acceptable BAC when engaged in any parachuting activity.

For other drugs, the APF has set the requirement of a total absence of the presence (zero detection) of any drug (as per AS/ANZ 4308:2008) as the acceptable level when engaged in any parachuting activity.

8.5 Managing test results and consequences of results

- *Assessment by DZSO:*
The DZSO may deem a person impaired by drugs, alcohol or fatigue and stand that person down from parachuting activities. This "assessment" by the DZSO can be based on his/her observations alone or on unsubstantiated information, and someone can be stood down as a precautionary safety measure. Such an action will not lead to disciplinary action, but may be cause for a drug or alcohol test.
- *Negative results for drug or alcohol field tests:*
A negative result for a field drug or alcohol test will not be recorded and the person will continue with parachuting activities.
- *Positive result for alcohol field or laboratory test:*

A positive result for a field breath alcohol test or laboratory alcohol test will result in a member being stood down from parachuting activities and may result in disciplinary action in accordance with the APF Misconduct Policy and Procedures Manual.

- *Positive result for drug field test:*
A positive result for a field drug test will result in a member being stood down from parachuting activities and will be followed up with a laboratory test of the specimen. The member will not be allowed to resume parachuting activities until the result of the laboratory test is known.
- *Negative result for laboratory drug test:*
A negative result for a laboratory test for illicit or prohibited substances will result in the member being allowed to resume parachuting activities. Records of the result will not be retained.
- *Positive result for laboratory drug test:*
A positive result for a laboratory test for illicit or prohibited substances will result in a member being stood down from parachuting activities and may result in disciplinary action in accordance with the APF Misconduct Policy and Procedures Manual.
- *Retention of records:* Records of negative test results will not be retained. Records of positive test results will be retained for 1 year.

9. Confidentiality

All Member records and information generated as a result of these procedures, including but not limited to test results and medication records, shall be treated in the strictest confidence. The information will only be available to those who require legitimate access to it for legal, disciplinary and safety purposes. Appropriate action will be taken against any individual who breaches confidentiality.

10. Procedural and Supporting Documents and Related Topics

- APF Organisational Safety Management System
- Club Operational Safety Management System
- APF Operational Regulations
- APF Safety Policy
- APF Misconduct Policy and Procedures Manual
- APF Member Protection Policy
- AS/ANZ 4308:2008
- APF Anti-Doping Policy - Asada Resource List

The APF may amend this Policy from time to time.

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