

POLAR AVIATION PTY LTD

SAFTEY MANAGEMENT SYSTEM

LIST OF EFFECTIVE PAGES

PART	PAGE NO.	EFFECTIVE DATE
INTRODUCTION	1-3	15 APR 09
CONTENTS	1-2	15 APR 09
POLICY STATEMENT	1	15 APR 09
SMS PART A	1-4	15 APR 09
SMS PART B	1-9	15 APR 09
SMS PART C	1-17	15 APR 09
HAZARD AWARENESS FORM	1	15 APR 09
RISK ASSESSMENT FORM	1	15 APR 09
RISK RATING MATRIX	1	15 APR 09
AUDIT	1-5	15 APR 09

POLAR AVIATION PTY LTD

SAFETY MANAGMENT SYSTEM

Copy No.....

Manual Distribution:

Copy No 1: Port Hedland base
Copy No 2: Newman base

AMENDMENT RECORD

Amendment No.	Part Amended	Amendment Date	Actioned By	Date Actioned



POLAR AVIATION PTY LTD
SAFETY MANAGEMENT SYSTEM

SIGNATURE SHEET

Instruction -

1. All staff and contractors must sign this sheet as evidence of having read, understood and agreed to apply the procedures and data contained in this Manual.
2. Each person required to sign must do so upon induction to the company.

Printed Name	Signature	Date	Printed Name	Signature	Date

POLAR AVIATION PTY LTD

SAFETY MANAGMENT SYSTEM

CONTENTS

PART A SAFETY POLICY STATEMENT AND DEFINITIONS

PART B OCCUPATIONAL HEALTH AND SAFETY POLICY

- B1 Forward
- B2 Introduction
- B3 Responsibilities of Company Personnel
- B4 General Occupational Hazards
- B5 Inductions
- B6 General Matters
- B7 Audit Requirements

Appendix B1 Amendment Advice

PART C DRUG AND ALCOHOL MANAGEMENT PLAN

- C1 Introduction
- C2 Application
- C3 Content
- C4 Responsibilities
- C5 Drug and Alcohol Education Program
- C6 Drug and Alcohol Testing Program
- C7 Drug and Alcohol Response Program
- C8 Self-Referral
- C9 Role of the Medical Review Officer
- C10 Disciplinary Action
- C11 Procedural Reviews

C12 Privacy

C13 Review, Audit and Compliance

C14 Provision of Information and Record Keeping

C15 Variations

C16 Definitions

Appendix 1 – Polar Aviation Drug and Alcohol Education Program

Appendix 2 – Provision of Information to CASA

Appendix 3 – Acceptable Drug Concentrations

PART D FORMS

HAZARD AWARENESS FORM

RISK ASSESMENT FORM

RISK ASSESMENT MATRIX

SAFETY AUDIT SHEETS

POLAR AVIATION PTY LTD

SAFETY POLICY STATEMENT

Polar Aviation Pty Ltd is a provider of aerial charter and flying training services, who is strongly committed to workplace free of incidents and injuries. We are committed to providing the highest possible standard of safety for all of the services that we provide and a safe working environment for employees, students, contractors and our valued clients. We will continually strive to eliminate the potential for occurrences which pose any risk to those who use our services or work at our premises. To achieve this goal, Polar Aviation will have the highest regard for safety in all operations that the company conducts, and will:

- **Adopt** explicit safety standards which comply with statutory obligations, regulatory requirements and Australian Standards.
- **Enhance** the skills of our staff by:
 - Ensuring that they understand the risks which they manage;
 - Skilling them to effectively manage the risks which they face and;
 - Assuring that they embrace a safety culture that is both proactive and collaborative
- **Ensure** that safety management and practices are incorporated into all aspects of our operations;
- **Seek** to achieve the personal commitment of all employees, students, contractors and consultants to undertake safe workplace practices;
- **Provide** safety risk management systems and procedures that are relevant to the nature and scale of work undertaken;
- **Maintain** and monitor safety performance indicators;
- **Set** measurable targets and seek to continually improve our safety performance; and
- **Review** our Safety Policy periodically and revise our procedures to maintain their relevance

“Safety is an integral part of the provision of services which meet our clients and employee needs.”

Clark Butson
Managing Director
Polar Aviation Pty Ltd

POLAR AVIATION PTY LTD

PART A

DEFINITIONS

1. **Accident** means an occurrence that arises out of a person performing or being available to perform an SSAA if either or both of the following apply:
 - a. the occurrence results in the death of, or serious harm to a person
 - b. the occurrence results in serious damage to an aircraft or property.
2. **Appropriately qualified alcohol and other drug professional** means a person who:
 - a. materially works as a provider of clinical drug and alcohol treatment services and
 - b. holds a bachelor degree, or postgraduate degree in at least one of the following fields:
 - a. health sciences
 - b. medical science
 - c. social sciences
 - d. behavioural sciences
3. **Approved Tester** means a person who is authorised under the CASRs to:
 - a. take body samples for CASA drug or alcohol tests and/or
 - b. conduct initial drug tests and alcohol tests for CASA
4. **Comprehensive Assessment** means an examination of a person's physiological and psychosocial indicators carried out:
 - a. by a psychiatrist; or
 - b. by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or
 - c. jointly by:
 - a. a person entitled to practice as a medical practitioner under a law of a State or Territory; and
 - b. an appropriately qualified drug and alcohol professional.

5. **DAMP Contact Officer** is the person nominated to CASA by the Company and charged with overall responsibility for liaison with CASA about the Companies drug and alcohol testing responsibilities.
6. **DAMP Medical Review Officer** is a person who meets the following criteria:
 - a. is a registered medical practitioner
 - b. has competence in the field of interpreting drug and alcohol test results
 - c. has knowledge of substance use disorders
 - d. has knowledge of the contents of relevant provisions of the CASRs
7. **DAMP Supervisor** is a supervisor of SSAA employees of the Company who has received training on how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol. It is the DAMP Supervisor to whom employees should report any concerns they may have about the potential work-related effects of any medication that they are taking or alcohol they have consumed. A DAMP Supervisor has access to the DAMP medical review officer for advice and clarification as required.
8. **Drug or Alcohol Intervention Program** may consist of any of the following:
 - a. assessment
 - b. treatment, including:
 - a. education
 - b. counselling
 - c. consultation with health care professionals
 - d. pharmacotherapy
 - e. residential or non residential treatment programs
 - c. monitoring and follow up action
9. **Permitted Level** means
 - a. for alcohol — a concentration of less than 0.02 grams of alcohol in 210 litres of breath
 - b. for a testable drug —a concentration of the testable drug that is specified in a legislative instrument made by CASA for the purposes of Part 99.010 of the CASR

10. Positive Result means:

- a. for an initial drug test - a test result above the permitted level.
- b. for a confirmatory drug test - a test result above the permitted level, verified by a Medical Review Officer (MRO) as a verified positive result
- c. for an initial alcohol test - a test result above the permitted level
- d. for a confirmatory alcohol test - a test result above the permitted level

11. Safety Sensitive Aviation Activities (SSAA) are:

- a. any actions taken by a person in an aerodrome testing area (including the persons presence in the area) other than as a passenger
- b. any of the following activities, wherever they occur:
 - a. calculation of the position of freight, baggage, passengers and fuel on aircraft
 - b. the maintenance, certification of maintenance or manufacture of aircraft, aeronautical products, ground based navigation aids or radar
 - c. the fuelling and maintenance of vehicles that will be used to fuel aircraft on aerodrome testing areas
 - d. activities undertaken by an airport security guard or screening person in the course of their duties as a guard or person
 - e. activities undertaken by a member of the operating crew of an aircraft in the course of that persons duties as a crew member
 - f. the loading and unloading of trolleys containing baggage for loading onto aircraft or unloading from aircraft and the driving of such trolleys
 - g. activities undertaken by an air traffic controller in the course of the controller's duties as a controller, or the supervisor of such a person
 - h. providing flight information and search and rescue alert services:
 - i. to a pilot or operator of an aircraft immediately before the flight of the aircraft; or
 - ii. to a pilot or operator of an aircraft, during the flight of the aircraft; or
 - iii. as an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller; and
 - i. the provision of aviation fire fighting services

- 12. *Serious Incident*** is an occurrence that arises out of a person performing or being available to perform an SSAA if either or both of the following applies:
- a. the occurrence of gives rise to danger of death or serious harm to a person, or
 - b. the occurrence gives rise to danger of serious damage to aircraft or property
- 13. *Suspension Event*** means an event where this program requires an SSAA employee to cease performing or being available to perform an SSAA
- 14. *Testable Drug*** means any of the following:
- a. Morphine
 - b. Codeine
 - c. 6-Acetyl morphine
 - d. Amphetamine
 - e. Methylamphetamine
 - f. Methylenedioxymethylamphetamine
 - g. Methylenedioxyamphetamine
 - h. Cocaine
 - i. Δ 9-tetrahydrocannabinol
 - j. Benzoyllecgonine
 - k. Ecgonine methyl ester

POLAR AVIATION PTY LTD

PART B

OCCUPATIONAL HEALTH AND SAFETY POLICY

B1 FOREWORD

B1.1 General

1. This manual defines the minimum safety requirements and the Drug and Alcohol Management Plan for Polar Aviation Pty Ltd in respect of employees, students undertaking flying training, officially engaged contractors and other third parties engaged in some capacity on company business.
2. SAFETY is for the PROTECTION of ALL. The cooperation in the observance of practises outlined is required by all if the policy is to be effective.
3. Polar Aviation, as an employer, recognises its legal and moral responsibility to prevent work related illness and injury to all staff, passengers and clients who may be involved in official company operations. To this end, Polar Aviation is committed to provide a safe and healthy work environment.
4. The objective of this policy for the Company is to prevent all illness and injury through our ongoing OH&S prevention programs. The company encourages consultation with, and participation of, all staff to liaise with the company Safety Officer in the task of :
 - a. Identifying OH&S hazards,
 - b. Enabling their assessment and
 - c. Developing practical control strategies.

B1.2 Amendment procedures

1. Where, in the course of operating experience, errors are discovered in this Manual, or deficiencies in the manner in which Company operations are conducted, recommendations for amendment action shall be submitted to the Safety Manager.
2. Amendments are made after due consideration and an advice (Appendix B-1) is sent to all holders of the Safety Management System manual.

B1.3 Manual amendment awareness

1. It is the Safety Managers responsibility to ensure that each amendment is brought to the attention of all Company personnel, and those persons mentioned in B1.1 (1)
3. All amendments to the Safety Management System manual will be advised on the Company notice board. Amendments of significance will be accompanied with a justification. In all cases when an amendment has been advised, relevant personnel will be required to acknowledge the changes by signing one of the printed copies of the Manual, on the `Signature sheet`. The date and nature of the amendment will be recorded in the amendment record page of each Operations Manual.

B3 RESPONSIBILITIES OF COMPANY PERSONNEL

1. Managing director: Is ultimately liable for all matters concerning the safety of staff, students, contractors and clients, whilst they are engaged in any of the services that Polar Aviation carries out.
2. Operations Manager: Is responsible for the administration of the Safety Management system, and the 6 monthly audit of the company safety management system.
3. Safety Manager: Is responsible for the adherence to any statute, regulation, or law that may apply to any service that polar aviation carries out. Also is responsible for the collating of minutes in company safety meetings, and any research and development of safety initiatives that may enhance the companies Safety procedures.

B4 GENERAL OCCUPATIONAL HAZARDS

1. All staff have a responsibility for ensuring safe work practices and environments for themselves and others. Risk Control Sheets have been developed to allow any staff member to identify and control risks before beginning a new task. The Risk Control sheet should be completed with consultation from the Safety Officer.
2. Should any member of staff identify a hazard that could present a risk to the health and safety of themselves or others then the Hazard Awareness Form must be used and submitted to the Safety Officer.
3. Any of the following incidents require the submission of the Hazard Awareness Form.
 - a. Slips, trips and falls, sprains and strains
 - b. Burns, breaks and lacerations
 - c. Foreign bodies in eyes
 - d. Stress
 - e. Bullying & harassment
 - f. Allergies
 - g. Food hygiene
 - h. Vehicle accidents and injuries
 - i. Chemicals, hazardous substances & dangerous goods
 - j. Environmental factors: heat, cold, vision
4. If in any doubt, the Safety Officer is to be consulted for a clarification on any particular matter.

B5 INDUCTIONS

1. It is the responsibility of the Chief Pilot, Chief Engineer or the Operations Manager to bring this Safety Management System to the notice of any new employee, student undertaking flying training or any contractor to Polar Aviation. The Induction Form will be completed and in addition, the following;
2. Pilots
 - a. Landing requests,
 - b. Storage of flight plans,
 - c. Location and condition of ALAs,
 - d. Use of the PC for general pilot duties,

- e. Access to the Web based Operations Manual,
 - f. Procedure for ordering fuel for aeroplanes,
 - g. Workshop, cleaning products, and tools for use by pilots and location of fire-fighting equipment
3. The Chief Pilot will arrange for an induction in accordance with CAO 20.11 in respect of Company operations within one week of joining the Company.
 4. In addition the new pilot will have his attention directed to Section A2.9 of the Company Operations Manual (concerned with rostering) and will undergo a short oral quiz on two or three scenarios from CAO 48.1
 5. Students undertaking Flying Training
 6. Except when given a specific instruction a student pilot is not permitted in the workshop. In any event, prior to entry to the workshop the Chief Pilot would ensure that the student pilot understood that the presence in the workshop was task-specific and had the layout of the workshop, cleaning products, and tools for use by pilots and location of fire-fighting equipment explained to them.
 7. A student pilot is at liberty to use the `pilots' pc for aviation- related matters including any training-related matters but with line-pilots having priority.
 8. Students undertaking commercial flying training are to be given the same briefing as a new line-pilot at the inception of their training.

B6 GENERAL MATTERS

6.1 Accident Prevention

1. Accidents seldom happen; they are created. In order to prevent accidents one must take responsibility to :
 - a. Always be alert and observant,
 - b. Think- before you act,
 - c. Consider the outcome of your actions,
 - d. Consider those working near you,
 - e. Make proper use of protective clothing and equipment,
 - f. Observe safety regulations,
 - g. Follow instructions,
 - h. Keep the work area tidy,
 - i. Ensure tools and equipment are maintained in good condition,
 - j. Adopt a positive attitude to safe working.

6.2 Fire Protection

1. Fire extinguishers, hydrants and hose reels are situated throughout company premises. Familiarise yourself with the location of these items. In particular become familiar with the type of fire they are designed to extinguish and their method of operation.
2. Access to fire extinguishers must be kept free of obstructions at all times. Fire hoses must not be used for any other purposes other than for fires and cleaning.

6.3 Isolation Procedures

1. All equipment which is defective or unserviceable is to be "tagged out" by having a "Danger Tag," or "Out of Service" Tag attached to any control, switch, valve or other activator is not to be energized, used or operated in any circumstance.
2. The Company Aircraft Engineer is responsible for such tagging in the workshop area and the Operations Manager for all else except where a contractor has been engaged by the Company to rectify a fault.
3. In every case, where there is any risk to a worker, the unit (and all associated drives) must be isolated and made inoperable.

6.4 Qualifications or Licence

1. Contractors MUST ensure that any task requiring a qualification or licence is allocated to a person or persons who can clearly identify themselves as having such qualification or licence.
2. If designated plant (e.g. a forklift) is to be used, it MUST have a current licence from Worksafe or an eligible organisation of the machine on company premises.

6.5 Vehicles

1. All vehicles that are subject to licensing requirements shall be licensed and must carry a minimum of third party insurance coverage.
2. Company vehicles are available for the use of Polar Aviation personnel on official business and, 'within reason', for the private operations of Polar Aviation personnel only.
3. Company vehicles are not to be utilised as a means of transport to social clubs or taverns or hotels for social purposes. Company vehicles may be driven to hotels or motels for the purpose of Company business such as providing a convenience to passengers or other official hotel/motel guests engaged in some capacity with Polar Aviation.
4. Any student or contractor must obtain the permission of either the Chief Pilot or the Aircraft Engineer or Operations Manager in order to drive a Company vehicle. If permission is given then it is of a finite duration and exits for that task only.
5. All persons must have current license prior to driving any company vehicle. The 'eight hours alcohol free' rule applies to any person driving a company vehicle.
6. When on company premises:
 - a. Contractor Work Vehicles are limited to the job requirements.
 - b. Contractors and their employees are to park private vehicles in designated car parks.

6.6 Contractors tools and equipment

1. Contractors will provide all equipment essential to the performance by them with regard to their contract obligations. All tools and machinery will be maintained in good working order in accordance with Work safe requirements.

2. Contractor supplied equipment must comply with Australian Standards regarding tagging of electrical equipment. Polar Aviation will provide all care for equipment belonging to students, contractors or third parties but does not accept liability for the loss or damage to equipment not owned by the Company.

6.7 Equipment Deliveries

1. Contractors are to make all arrangements for delivery, off loading and storage of equipment via liaison as necessary with the Aircraft Engineer or the Chief Pilot.

6.8 Electrical Equipment

1. All electrical work to be conducted on any Company site will be carried out in accordance with the state electricity provider and Work safe regulations.

6.9 Welding and Cutting

1. Any person engaged in Company business shall ensure that all work requiring the use of welding, gas cutting, grinding or naked flames is undertaken in accordance with Work safe regulations.
2. The cylinder regulators and hoses must be in good working order; eye protection must be in excellent order and appropriate clothing (leather aprons in required) must be worn. Boots must be worn and must have steel caps.
3. All of the rules covering permits, fire watch personnel, flammable material, screening and protective equipment will be complied with by the Contractor in accordance with Work safe regulations and the Company's Operations Manual in regard to Dangerous Goods.

6.10 Operating Equipment

1. Contractors or their employees are not permitted to operate Company equipment without first being instructed in the correct use of that equipment.
2. Aircraft may only be operated by licensed persons.

6.11 Housekeeping

1. All work places shall be kept in a clean and tidy condition. Contractors are responsible for removal and disposal of all rubbish associated with their work, prior to their departure from the Company on each working day.
2. On no account are the toolboxes of the Aircraft Engineers to be used by any personnel. The Company has provided a tool box at Hedland and Newman for any minor work a pilot may be required to undertake - subject to Schedule 8 of CAR 42 Z(4)(d). Consistent with the above paragraph all tools are to be cleaned and returned upon the completion of any task.

6.12 Scaffolding and Ladders

1. All scaffolds and ladders will be constructed and used in accordance with Work safe regulations.

6.13 Gas Cylinders

1. Ensure all gas cylinders are stored and secured in a safe place and condition, and in the upright position away from heat.

6.14 Eye Safety

1. Safety glasses must be worn in defined eye protection areas. They must also be worn whenever there is a risk of damage to eye, i.e., grinding, chipping etc. The safety glasses must be maintained in a clean and effective condition.

6.15 Footwear and Clothing

1. Foot-wear must be worn at all times. Lace-up or slip-on shoes of solid construction are deemed the minimum in regard to protective footwear. Boots are required for any work of a heavy manual nature and for welding. Contractors are obliged to observe their own standards in this regard.
2. Lightweight canvas shoes are acceptable for students or for staff briefly visiting the office or workshop areas. Sturdy (heavyweight lace-up canvas shoes are acceptable for light workshop activity.
3. 'Thongs' are not acceptable in any circumstances.
4. Protective clothing required by law is required to be worn. It is required that Company personnel and all contractor staff wear appropriate clothing to protect themselves from sun damage or exposure.

6.16 Hearing Protection

1. Hearing protection such as muffs or plugs is acceptable. Contractors are to supply their employees with such devices.
2. The contractor will be required to comply with its obligations to the "Noise Control" regulations

6.17 First Aid

1. It should be noted that the Worksafe regulations require Contractors to provide their own first aid facilities and personnel (Reg. 3.12).
2. First Aid boxes are to reside in all Company aeroplanes and Company Personnel are encouraged to have undertaken a Senior First Aid course within the previous five (5) years.
3. All injuries must be reported to the Safety Officer using the Hazard Awareness Form.

6.18 Practical Jokes

1. Practical jokes and skylarking have been the cause of many an "on the job" injury and therefore are forbidden at all Company sites.

6.19 Drugs and Alcohol

1. All Company personnel are to be "alcohol free" at least eight (8) hours prior to commencing any duty for the Company.
2. A contractor or visitor is not permitted to enter a Company site in the possession of alcohol, however packaged, without the permission of either the Operations Manager or Chief Pilot or the MD.
3. In no circumstances may a staff member, visitor, contractor or a student enter a Company site with any non prescription drugs or at any time be on the premises having consumed any alcohol or non prescription drugs.
4. All persons found to be under the influence of liquor or drugs will be directed to leave the (Company) site immediately and Contractor services may be terminated forthwith.
5. All staff members and contractors are subject to the conditions of the Drug and Alcohol Management Plan (DAMP) as contained in Part C of this manual.

6.20 Contractors Risk

1. The contractor shall be solely responsible for the services carried out and shall bear the sole risk for any loss or damage whether to any person or property caused by or resulting from, directly or indirectly, any act or omission of the contractor or any default or negligence by the contractor irrespective of any negligence, default or breach of statutory duty on the part of Polar Aviation Pty Ltd.

6.21 Disciplinary Action

1. Any Contractor or his employee contradicting these policies or failing to observe an authorised representative's directions may be required to leave the premises or work site and may be refused re-entry. The contract of engagement may become null and void depending upon the circumstances.

6.22 Termination

1. The Company may terminate its agreement with the contractor immediately upon written notice to the contractor if the contractor fails to work with due diligence or makes a default in the performance of or observance of any covenant, condition or stipulation contained in these guidelines and the agreement made with the contractor or refuses or neglects to carry out any instruction which the Company is empowered to give or make under these guidelines.
2. The Company may terminate the employment of any employee should an event be brought to the attention of the Chief Pilot, and proven, that an employee was engaged on company business while measurably under the influence of alcohol or was so engaged within eight (8) hours of consuming alcohol.
3. Any activity of any employee which contravenes any matter above on a second or third occurrence (excepting drugs or alcohol) and after having been duly counselled by either the Managing Director or the Chief Pilot or the Operations Manager may also qualify as a justification for termination.

B7 AUDIT REQUIREMENTS

1. Polar Aviation has a Health and safety audit that is conducted twice yearly. The audit checklist is contained in the forms section below. The checklist should be printed out for both the Port Hedland and the Newman bases, and the audit will be conducted on the same day, signed off and filed. All health and safety deficiencies should be brought to the attention of the managing director for the appropriate actions to take place.

APPENDIX B1

AMMENDMENT ADVICE

Notice to recipient. Please amend your copy of the Polar Aviation Safety Management System in accordance with the directions below:

REMOVE AND DESTROY PAGES(S)	REPLACE WITH PAGE(S)	JUSTIFICATION

-----✂-----

**PLEASE FAX THIS AMMENDMENT ADVICE TO POLAR AVIATION PORT HEDLAND BASE
AT (08) 9410 2475**

I have incorporated Revision No..... Dated:.....into COPY No.....and have completed the amendment record sheet.

NAME:

Signed:

Date incorporated:



POLAR AVIATION PTY LTD

PART C

DRUG AND ALCOHOL MANAGEMENT PLAN

C1 INTRODUCTION

1. This document is the Company Drug and Alcohol Management Plan (DAMP). The Company is required by Part 99 of the Civil Aviation Safety Regulations 1998 (CASRs) to have in place a DAMP, covering persons who perform, or are available to perform, a safety-sensitive aviation activity (SSAA).
2. In addition to meeting its statutory obligations, the Company also seeks to achieve the following additional aims through this program:
 - a. To provide a safe working environment for all company staff and contractors operating at Company workplaces.
 - b. To ensure a safe aviation operation for company clients and flight crew through Alcohol and Other Drug (AOD) testing.
3. This policy is an important document that all personnel should read carefully and familiarise themselves with.

C2 APPLICATION

1. This DAMP applies to all Company personnel that perform, or are available to perform, an SSAA. These personnel are:
 - a. persons employed directly by the Company;
 - b. contractors engaged by the Company;
 - c. subcontractors engaged by contractors of the Company; and
 - d. persons employed by those contractors and subcontractors.
2. In this program these personnel are all referred to as “SSAA employees” even though they may not be directly employed by the Company.
3. The Company personnel to whom this program applies will generally be engaged in the following employment categories:
 - a. Flight Crew

Pilots employed by the Company
Pilots contracted by the Company
Student Pilots flying with the Company
 - b. Engineers

LAME/AME's employed by the company
LAME/AME's contracted to work on Company aircraft

- c. Any maintenance personnel contracted to work on a Company site.

C3 CONTENT

1. This program comprises three key elements:
 - a. A drug and alcohol education program (app. C1);
 - b. A drug and alcohol testing program; and
 - c. A drug and alcohol response program.

C4 RESPONSIBILITIES

C4.1 General

1. The Company is legally required to, and will, comply strictly with its obligations under this program.
2. The Company expects that all SSAA employees will similarly comply with their obligations under this program. SSAA employees need to be aware that failure to do so may result in:
 - a. them committing an offence against the CASRs, for which prosecution or infringement action may be taken by the Civil Aviation Safety Authority or the Commonwealth Director of Public Prosecutions; and/or
 - b. The Company taking disciplinary action against its employees (see section 12 below) or contractual action against contractors or sub-contractors

C4.2 Company Responsibilities

1. The Company must:
 - a. for new SSAA employees, make this program available to each SSAA employee before the that person begins to perform, or become available to perform, an SSAA;
 - b. for current SSAA employees, make this program available to each SSAA employee by the end of the working day on which the employee next performs or is available to perform an SSAA;
 - c. not permit an SSAA employee to perform or be available to perform an SSAA in the following circumstances:
 - d. if a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
 - e. if an accident or serious incident has occurred which involved the employee while he or she is performing or available to perform an SSAA and either:
 - f. for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee - a test has not been conducted; or if tests have been conducted – the Company has not been notified of the test results;

- g. if an SSAA employee has been required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, not permit that SSAA employee to again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met; and
- h. provide periodic reports to the Civil Aviation Safety Authority about its administration of this DAMP or its dealings with its SSAA employees who have been subject to alcohol or drug testing by CASA.

C4.3 Responsibilities of SSAA Employees of the Company

1. SSAA employees:

- a. are encouraged to disclose to the Company if he or she has consumed a level of alcohol, or is taking any drug, that may affect his or her ability to carry out an SSAA;
- b. must not perform, or be available to perform, an SSAA if aware that he or she is adversely affected by a testable drug or by alcohol, until he or she is no longer adversely affected;
- c. are subject to drug and alcohol testing under this program while performing, or being available to perform, a SSAA for the Company;
- d. will be required to provide a body sample if they are to be tested for drugs and alcohol by the Company for the purposes of conducting such tests;
- e. must cease performing or being available to perform SSAA if they:
- f. return a positive result for a drug or alcohol test
- g. fail to comply with a request by an approved tester to provide a body sample for CASA drug and alcohol testing;
- h. fail to comply with a request to provide a body sample for the Company drug and alcohol testing under this program;
- i. interfere with a body sample they provide for drug or alcohol testing by CASA or the Company;
- j. if required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, must not again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met.

C4.4 Responsibilities of the Company DAMP Contact Officer

- 1. The Company has appointed the following person as its DAMP contact officer, and their role is to liaise with the Civil Aviation Safety Authority in relation to the Companies responsibilities in connection with this program: *Company Safety Officer*

C4.5 Responsibilities of the Company DAMP Supervisors

- 1. The Company has appointed key personnel as DAMP Supervisors.

2. DAMP Supervisors have been trained about how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol, and are authorised by the Company to form such an opinion in appropriate cases. Where a DAMP Supervisor forms that opinion, they must require an SSAA employee to cease performing or being available to perform an SSAA. Where required to do so by a DAMP Supervisor, SSAA employees of the Company must cease performing or being available to perform an SSAA.

C4.6 DAMP Supervisors;

- Company Safety Officer
- Chief Pilot
- Chief Engineer
- Newman Base Senior Pilot

C5 DRUG AND ALCOHOL EDUCATION PROGRAM

1. All SSAA employees and DAMP Supervisors of the Company are required to attend a drug and alcohol education program as per appendix C1.
2. The Company will ensure that all SSAA employees and DAMP Supervisors have access to a drug and alcohol education program:
 - a. for SSAA employees and DAMP Supervisors as at 23 September 2008 prior to 23 March 2009; or
 - b. for personnel who are to become SSAA employees and DAMP Supervisors after 23 September 2008 at induction and prior to the employee performing or being available to perform an SSAA.
3. The Company will additionally provide refresher education to all SSAA employees at an interval of no longer than 30 months.
4. The Company drug and alcohol education program contains the following components:
 - a. for SSAA employee's — awareness of:
 - a. the Companies policy on drug and alcohol use; and
 - b. drug and alcohol testing in the workplace; and
 - c. support and assistance services for people who engage in problematic use of drugs and alcohol; and
 - d. information about the potential risks to aviation safety from problematic use of drugs and alcohol; and
5. additionally for DAMP Supervisors — education and training to manage people who engage in problematic use of drugs or alcohol.

C6 DRUG AND ALCOHOL TESTING PROGRAM

C6.1 General

1. In addition to the drug and alcohol testing conducted by or on behalf of the Company under this program, SSAA employees (including all persons who perform duties in an aerodrome testing area) may also be subject to random drug and alcohol testing by CASA under Part 99.C of the CASRs.
2. Substances that will be included in testing:
 - a. Alcohol
 - b. Opiates
 - c. Cannabinoids
 - d. Cocaine
 - e. Amphetamines

C6.2 How Testing will be conducted

1. Any drug and alcohol testing done under this program will be conducted as follows:
 - a. for breath testing for alcohol — using a device that meets either:
 - b. AS 3547, *Breath alcohol testing devices for personal use*; or
 - c. NMI R 126, *Pattern Approval Specifications for Evidential Breath Analysers*;
 - d. for urine testing for drugs — in accordance with AS/NZS 4308, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*.
2. Any devices used in drug or alcohol testing under this DAMP must be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.

C6.3 When Testing will be conducted

1. Drug and alcohol testing of all SSAA employees under this program will be conducted in the following circumstances:
 - b. Prior to commencement in a role performing SSAA
 1. A person will be tested for alcohol and testable drugs when they first join the Company, if the person will be working as a regular SSAA employee, or when the role of an existing employee is to change to that of a regular SSAA employee, unless the person has been drug and alcohol tested less than 90

days before the person is required to begin performing or being available to perform an SSAA; and the test results were not positive results;

c. Post accident or serious incident

1. A person will be tested for alcohol and testable drugs after an accident or serious incident involving an SSAA employee that occurs whilst he or she is performing, or available to perform, an SSAA, provided that suitable test conditions exist.
2. Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:
 - a. within 32 hours of the accident or incident for drug testing
 - b. within 8 hours of the accident or incident for alcohol testing; and
 - c. it is practicable to conduct a test

c. On reasonable suspicion

1. A person will be tested if a DAMP Supervisor has reasonable grounds to believe that an SSAA employee may be adversely affected by an alcohol or testable drugs while performing, or available to perform, an SSAA.

d. On return to SSAA work

1. A person will be tested for alcohol and testable drugs if a SSAA employee is returning to work after a period during which the employee was not permitted under the CASRs to perform or be available to perform an SSAA because of alcohol or testable drug use or a related incident.

C6.4 Drug Test Results

1. If a confirmatory drug test conducted under this program returns a positive result, the Company will consult a DAMP medical review officer to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source.

C7 DRUG AND ALCOHOL RESPONSE PROGRAM

C7.1 SSAA Employees Ceasing SSAAs

1. The Company will not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:
 - a. Where the Company is aware that a positive result for an initial drug test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory drug test that is not a positive result;
 - b. where the Company is aware that a positive result for an initial alcohol test has been recorded and the employee has not, in respect of that test result, recorded a test

result for a confirmatory alcohol test that is not a positive result;

2. Where the Company is aware that:
 - a. a positive result for a confirmatory drug test has been recorded for the employee; and
 - b. a DAMP medical review officer has not determined that the result recorded could be as because of legitimate therapeutic treatment or some other innocuous source; and
 - c. mandatory preconditions for return to work have not been met (see below);
3. Where the Company is aware that:
 - a. a positive result for a confirmatory alcohol test has been recorded for the employee; and
 - b. a CASA medical review officer has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - c. mandatory preconditions for return to work have not been met (see below);
4. Where the Company is aware that an SSAA employee who has been required to take a drug or alcohol test has:
 - a. refused to take the test; or
 - b. interfered with the integrity of the test.
5. if a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
6. if an accident or serious incident has occurred involving the employee while he or she is performing or available to perform an SSAA and either:
 - a. for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee — a test has not been conducted; or
 - b. if tests have been conducted under suitable test conditions — the Company has not been notified of the test results.

C7.2 Returning to Safety Sensitive Aviation Activities

1. Where the Company has not permitted an SSAA employee to perform, or be available to perform, an SSAA as a result of a drug or alcohol testing related suspension event, the Company will only permit the employee to again begin performing or being available to perform an SSAA in the following circumstances:
 - a. the employee has undergone a comprehensive assessment for drug or alcohol use;
 - b. if the comprehensive assessment recommended the employee commence a drug or alcohol intervention program — the employee has begun participating in a nominated

- drug or alcohol intervention program;
- c. the employee is considered fit to resume performing, or being available to perform, an SSAA by:
 - a. a DAMP medical review officer; and
 - b. the employee's treating clinician, if any;
 2. if the suspension event related to a drug test — at the time the employee was considered fit to resume performing, the employee receives a confirmatory drug test and records, for the test, a result that:
 - a. was not a positive result; and
 - b. a DAMP medical review officer is satisfied indicates the absence of testable drug use.
 3. The Company will permit an SSAA employee time to attend a nominated drug or alcohol intervention program, if:
 - a. a DAMP medical review officer has advised the Company that the employee should attend the program; and
 - b. the employee is returning to work after a period during which the employee was not permitted to perform or be available to perform an SSAA because of a positive test result for testable drug use or alcohol use.

C8 SELF-REFERRAL

1. An aim of this policy and the educational material available is to encourage Company personnel to recognise problematic use of substances and to obtain the assistance they need.
2. Any employee who seeks assistance from the Manager will be afforded all necessary assistance. The matter will be treated in the strictest confidence.
3. Personnel seeking assistance from Company management will be offered assistance, by way of counselling or other treatment / rehabilitation program. They may be provided with flexible leave arrangements in order to complete any treatment / rehabilitation program. Any employee who wishes to seek professional counselling assistance in relation to an alcohol or drug related problem is directed to the services listed below
 - a. Alcoholics Anonymous (there are regular A.A. meetings in both Port Hedland and Newman.)
 - b. <http://www.counsellingonline.org.au/en/> for online chat counselling for drugs and alcohol.
 - c. The Alcohol and Drug Information Service (ADIS) phone information service. 1800 198 024

C9 ROLE OF THE MEDICAL REVIEW OFFICER

C9.1 General

1. The Company will appoint and consult a DAMP medical review officer as part of its responsibilities under this program and the CASRs.

C9.2 Who is a Medical Review Officer?

1. A DAMP medical review officer is a medical practitioner that has:
 - a. competence in the field of interpreting drug and alcohol test results; and
 - b. knowledge of substance use disorders; and
 - c. knowledge of the contents of relevant standards and regulations.

C9.3 What is the role of a Medical Review Officer?

1. The Company will consult a DAMP medical review officer in the following circumstances:
 - a. if a drug test conducted under the program returns a confirmatory drug test result for an SSAA employee of the Company that is a positive result — to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source; and
 - b. to review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a claimed medical condition;
 - c. to determine, in consultation with the employee's treating clinician (if any) if the employee is fit to resume performing or being available to perform a SSAA after being required to cease performing or being available to perform SSAA for a drug or alcohol testing related incident

C10 DISCIPLINARY ACTION

1. Any employee, contractor, employee of a contractor or sub-contractor who returns a positive result shall terminate SSAA work immediately, and shall not return to an SSAA position until a negative result has been recorded.
2. Subsequent positive results shall be reported to the Company Managing Director, and dealt with at the Managing Directors discretion, which may include termination of employment/contract.
3. Failure to attend any Company or otherwise directed AOD treatment/counselling sessions could result in a loss of employment or termination of contract.

C11 PROCEDURAL REVIEWS

Reserved

C12 PRIVACY

1. The *Privacy Act 1988* may apply to information gathered under this program and information held in relation to the outcomes of drug and alcohol testing, whether conducted under the Company or by CASA.
2. The Company program is consistent with the requirements of the *Privacy Act 1988* and Company will comply with any obligations it may have under that Act in the handling of personal information collected under the program.

C13 REVIEW, AUDIT AND COMPLIANCE

1. The Company will review this program at regular intervals of at least every 5 years, or as directed by CASA, in order to ensure its continued compliance with the requirements of the CASRs.
2. To ensure the appropriate development, implementation and enforcement of the Company program, CASA may audit the Company and require it to provide relevant documentation.

C14 PROVISION OF INFORMATION AND RECORD KEEPING

C14.1 Provision of Information

1. The Company will ensure it records and supplies information in respect of:
 - a. drug and alcohol testing;
 - b. drug and alcohol education; and
 - c. drug and alcohol responseto CASA within 21 days of 1 March and 1 September each year, or as otherwise required by CASA.
2. The information reported to CASA will not contain any additional detail, beyond that required by the CASRs, which might identify individuals employed by the Company, its contractors or subcontractors.
3. Additionally, where requested to do so, the Company will supply information about the identity of a DAMP employee to a CASA approved tester within one hour of such a request being made.

C14.2 Record Keeping

1. The Company will keep all records pertaining to this DAMP that are used to provide information to CASA for a period of 5 years. This information will be kept in a secure location.
2. Within 6 months of the expiry of the 5 year record keeping period, the Company will ensure such records are destroyed or deleted.

C15 VARIATIONS

1. The Company may at any time be required by CASA to make specific changes to this program, or to prepare a new program, to ensure ongoing compliance with the CASRs.
2. The Company may implement variations or amendments to this program from time to time and, where relevant, will provide written notice to its employees setting out these changes. All amendments will be conducted in accordance with the procedures laid out in section B1.2.

APPENDIX 1

DRUG AND ALCOHOL EDUCATION PROGRAM

All SSAA personnel that are engaged by the company are required to undergo this education program in order to comply with the requirements as per section C5 of this manual.

1. The Company Drug and Alcohol Policy as per the Company Occupational Health and Safety Policy, Section B6.19;

6.19 Drugs and Alcohol

1. All Company personnel are to be "alcohol free" at least eight (8) hours prior to commencing any duty for the Company.
2. A contractor or visitor is not permitted to enter a Company site in the possession of alcohol, however packaged, without the permission of either the Operations Manager or Chief Pilot or the MD.
3. In no circumstances may a staff member, visitor, contractor or a student enter a Company site with any non prescription drugs or at any time be on the premises having consumed any alcohol or non prescription drugs.
4. All persons found to be under the influence of liquor or drugs will be directed to leave the (Company) site immediately and Contractor services may be terminated forthwith.

2. Drug and Alcohol testing in the workplace;

Drug and Alcohol testing will be conducted in accordance with the Company DAMP in the following situations;

1. Prior to commencement in a role performing SSAA

A person will be tested for alcohol and testable drugs when they first join the Company, if the person will be working as a regular SSAA employee, or when the role of an existing employee is to change to that of a regular SSAA employee, unless the person has been drug and alcohol tested less than 90 days before the person is required to begin performing or being available to perform an SSAA; and the test results were not positive results;

2. Post accident or serious incident

A person will be tested for alcohol and testable drugs after an accident or serious incident involving a SSAA employee that occurs whilst he or she is performing, or available to perform, an SSAA, provided that suitable test conditions exist.

Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:

- within 32 hours of the accident or incident for drug testing

- within 8 hours of the accident or incident for alcohol testing; and
- it is practicable to conduct a test

3. On reasonable suspicion

A person will be tested if a DAMP Supervisor has reasonable grounds to believe that an SSAA employee may be adversely affected by an alcohol or testable drugs while performing, or available to perform, an SSAA.

4. On return to SSAA work

A person will be tested for alcohol and testable drugs if a SSAA employee is returning to work after a period during which the employee was not permitted under the CASRs to perform or be available to perform an SSAA because of alcohol or testable drug use or a related incident.

Alcohol testing will be on site, using the Company Breath tester. Drug testing will occur at the Port Hedland/Newman Regional Hospitals, depending on location.

3. Support and assistance services for people who engage in problematic use of drugs and alcohol.

Those personnel who have been found to have, or feel they have, a problem with the use of alcohol and/or other drugs should seek assistance from trained professionals and/or support groups to help overcome their problems.

Support groups include;

- Alcoholics Anonymous (there are regular A.A. meetings in both Port Hedland and Newman.)
- <http://www.counsellingonline.org.au/en/> for online chat counselling for drugs and alcohol.
- The Alcohol and Drug Information Service (ADIS) phone information service. 1800 198 024

4. Information about the potential risks to aviation safety from problematic use of drugs and alcohol

Continued and problematic use of drugs and/or alcohol can severely compromise the safety of any aviation related activity.

AOD use can have a substantial negative impact on the workplace. For example, studies show that lost production due to harmful AOD use is costing Australian industry in excess of \$4.5 billion per year. In addition, research indicates that up to 15 per cent of all Australian workplace accidents may be associated with alcohol use and that at least 5 per cent of all Australian workplace deaths are associated with alcohol use. AOD use can have a variety of negative outcomes that are costly for both employers and employees, including:

- accident costs, including accidents resulting in injury or death

- absenteeism costs
- lower productivity costs (co-workers covering for affected employees)
- staff turnover costs
- costs to the individual employee, including possible injury to self and others
- costs to other employees, including an unsafe work environment with risk of accidents and covering for poor work performance.

Further information on how particular drugs affect aviation safety can be found on the CASA website;

http://aod.casa.gov.au/aod/health_information/index.html

APPENDIX 2

PROVISION OF INFORMATION TO CASA

The following information is required to be provided to CASA in respect of each DAMP reporting period as per section C14 of this manual.

- 1. **Number of SSAA Employees:** _____
- 2. **Number of SSAA employees who attended a drug and alcohol education program**
 - a. For the first time: _____
 - b. For a second or subsequent time: _____

3. Number of drug and alcohol tests conducted under the DAMP

Drug tests total: _____	Alcohol tests total: _____
Positive: _____	Positive (>0.2) _____
Negative: _____	Negative (<0.2) _____

NOTE: Attach Sheet A for alcohol test results, and Pathwest results for drugs.

4. Any testing conducted following a serious incident or accident, if so;

Date, time and location: _____

What AOD testing was conducted: _____

5. What follow-up action has been taken in respect of SSAA employees who returned positive test results under CASR Part 99, including Subpart 99C, Drug and alcohol testing by CASA.

6. What follow-up action has been taken in respect to SSAA employees who refused to take an AOD test, or interfered with the integrity of an AOD test.

7. Number of SSAA employees referred to a nominated drug or alcohol intervention program: _____

APPENDIX 2

SHEET A

ALCOHOL BREATH TESTING RECORD

Date/Time:	Result:
Role/SSAA task undertaking:	

Date/Time:	Result:
Role/SSAA task undertaking:	

Date/Time:	Result:
Role/SSAA task undertaking:	

Date/Time:	Result:
Role/SSAA task undertaking:	

Date/Time:	Result:
Role/SSAA task undertaking:	

APPENDIX 3

ACCEPTABLE DRUG CONCENTRATIONS

Urine Testing – Confirmatory Test Concentrations (AS 4308:2008)

TESTABLE DRUG	CONCENTRATION - MG/ML
Morphine	300
Codeine	300
6-Acetyl morphine	10
Amphetamine	300
Methylamphetamine	300
Methylenedioxymethylamphetamine	300
Methylenedioxyamphetamine	300
11-nor- Δ^9 -tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150

Section 1 (to be completed by person who has identified the hazard)

Person reporting hazard/damage: _____

Date of incident/hazard/damage: _____ Time: _____

Location of hazard:

Brief description of hazard (what happened?)

Section 2 (to be completed by the Safety Officer)

Investigation results (why did it occur?)

Corrective/Preventive action recommended / taken:

Section 3 (to be completed once investigation finished)

Person Identifying the Hazard: _____ Date: _____

Safety Officer: _____ Date: _____

Managing Director: _____ Date: _____

Form completed by: _____

Date: _____

Task: _____

Proposed Date: _____

Location: _____

Aircraft: _____

RISK RATING MATRIX		CONSEQUENCES				
		Negligible	First Aid	Minor	Major	Fatality
LIKELIHOOD	Very Likely	H	H	E	E	E
	Likely	M	H	H	E	E
	Occasionally	L	M	H	E	E
	Unlikely	L	L	M	H	E
	Highly Unlikely	L	L	M	H	H

(SEE NOTES PAGE 2)

Hazards	Existing Risk Controls in place	Risk Rating Before	Additional Risk Controls required to downgrade the risk rating to an acceptable level.	Risk Rating After



RISK RATING MATRIX		CONSEQUENCES				
		Negligible	First Aid	Minor	Major	Fatality
LIKELIHOOD	Very Likely	H	H	E	E	E
	Likely	M	H	H	E	E
	Occasionally	L	M	H	E	E
	Unlikely	L	L	M	H	E
	Highly Unlikely	L	L	M	H	H

Consequence of accident or incident

Fatality: Death

Major: Extensive injuries, lost time injury >5 days, permanent disability

Minor: Medical treatment required, lost time injury from 1 – 5 days (eg minor strains)

First aid: Treatment where medical treatment not required (e.g. minor cuts and burns)

Negligible: Incident does not require medical treatment, property damage may have occurred

Likelihood of accident or incident

Very likely: It is expected to occur at some time in the near future

Likely: Will probably occur in most circumstances

Occasionally: Might occur at some time

Unlikely: Could occur at some time

Highly unlikely: May occur in exceptional circumstances

Level of notification required

E: Extreme risk: Notify Managing Director and Safety Officer.

Operation not permitted.

H: High risk: Notify Managing Director and Safety Officer.

Action required to downgrade risk

M: Moderate risk: Notify Managing Director and Safety Officer as required.

No action required for flying activities/action required to downgrade risk for any other activity.

L: Low risk: Notify Safety Officer.

No action required

**SAFETY MANAGEMENT SYSTEM
OCCUPATIONAL HEALTH AND SAFETY AUDIT**

DATE: _____

BASE: _____

SURVEY TEAM:

NAME:	SECTION(S)

MANAGEMENT REVIEW:

SIGN – OFF:

MANAGING DIRECTOR

SAFETY OFFICER

DATE

DATE



HANGER AND OFFICE

ITEM	Y E S	N O	N / A	Comments
First aid kits , availability and condition				
Toilets , adequacy and cleanliness				
Hand cleaner and towels etc , adequacy				
Eating area , cleanliness				
Floors , cleanliness and condition				
Windows , cleanliness and condition				
Exits , accessibility and marked				
Bins , locations and adequacy				
Ventilation , adequacy				
Lighting , adequacy and serviceability				
Safety Policy Statement , displayed				
Passenger Awareness posters , displayed				

COMMENTS

AIRCRAFT VH -

ITEM	Y E S	N O	N / A	Comments
First aid kits , availability and condition				
Sick Bags and Earplugs , adequacy and storage				
Rations and Water , adequacy and storage				
Seatbelts , condition				
Air Vents , operation and condition				
Windows , cleanliness and condition				
Exits , accessibility and marked				
Emergency Exits , serviceability				
Wing Walks/ladders , serviceability				
Lighting , adequacy and serviceability				

COMMENTS

SAFETY EQUIPMENT AND FIRE READINESS

ITEM	Y E S	N O	N / A	Comments
Eye Protection , availability and condition				
Hearing Protection , availability and condition				
Face shields , availability and condition				
Protective Clothing , availability and condition				
Breathing Protection , availability and condition				
Safety Installations (deluge showers, eye wash stations etc) , availability and condition				
Fire Extinguishers , accessibility, serviceability and marked				
Fire Warnings and No Smoking Signs , adequacy and condition				
Storage of Flammable Materials , adequacy and condition				
Fire escapes , adequacy and serviceability				

COMMENTS

STORAGE AND CLEANING EQUIPMENT

ITEM	Y E S	N O	N / A	Comments
Shelves and Cupboards , availability and condition				
Lifting and Stacking aids , availability and condition				
Hazardous Substances , isolation, labelled and condition				
Lighting and ventilation , adequacy and operation				
Quarantine store , marked and locked				
Cleaning liquids , availability and condition				
Waste fluids , adequacy and condition of disposal areas				
Cleaning Equipment , adequacy and condition				
Wet Floor Warning Signs , adequacy and condition				

COMMENTS

ELECTRICAL AND TOOLING

ITEM	Y E S	N O	N / A	Comments
Power Outlets and cords , availability and condition				
Main switch and Circuit Breakers , accessibility, labelling and condition				
Electrical Equipment , storage and condition				
Safety Notices , adequacy and condition				
Controls , protected from inadvertent operation				
Emergency Safety Switches , accessibility and condition				
Guards and flying object protection , adequacy and condition				
User manuals , adequacy and condition				
Air lines and fittings , serviceability and condition				
Calibration/service dates , currency and applicable				

COMMENTS
