

**1. Purpose**

1.1 To clearly define the standards to be adhered to within Aviation Australia (AA).

**2. Scope**

2.1 Applies to all staff, clients, sub-contractors, students and visitors of AA.

**3. Regulatory References**

3.1 Tobacco and Other Smoking Products Act and Regulations.

**4. Related Documentation**

4.1 N/A.

**5. Glossary of Terms**

5.1 N/A.

**6. Responsibilities**

6.1 The Human Resources Manager is responsible for the implementation and adherence to this Policy.

**7. Policy****7.1 Smoking**

- 7.1.1 Government legislation prohibits smoking within 4 Meters of an entrance to a building or within buildings. Smoking is also prohibited on the tarmac area and within prescribed distances of parked aircraft, refuelling installations and vehicles.
- 7.1.2 Smoking is not permitted in any building occupied by Aviation Australia personnel, including, but not limited to:
- Enclosed Car Parks;
  - Fire Escapes;
  - Basement Areas;
  - Toilets;
  - Rooftops;
  - Stairwells;
  - Lunchrooms/Cafeterias; and
  - Loading Bays.
- 7.1.3 Smoking is not permitted in any Aviation Australia motor vehicles.
- 7.1.4 Designated smoking rooms / areas within buildings or offices are not permitted.
- 7.1.5 The ban extends to all persons entering Aviation Australia buildings and offices, including all employees of the Aviation Australia, visitors, clients and employees of any other organisation.
- 7.1.6 Staff and clients who breach the requirements listed under this policy must be immediately informed by the supervisor of the breach and directed to comply.
- 7.1.7 Clients and visitors must be advised of this smoke-free policy and politely requested to refrain from smoking.
- 7.1.8 Permanent external signs stating the smoke-free policy should be placed at the major entrances to all Aviation Australia buildings.
- 7.1.9 The CEO will only approve designated smoking areas.
- 7.1.10 Designated smoking areas are located as signposted at the rear of the courtyard adjacent to the Flight Safety Training Centre and adjacent to classroom 17 at the Technical Training Centre.

## 7.2 Drugs and Alcohol

- 7.2.1 Aviation Australia upholds and expects all staff and students to comply with all local, state, and federal laws pertaining to the use and abuse of alcoholic beverages, drugs, and narcotics.
- 7.2.2 Aviation Australia prohibits the possession, distribution, sale or use of illegal or non-prescribed drugs and narcotics.
- 7.2.3 Aviation Australia expects students and staff to adhere to any prescribed medication requirements relating to the operation of any AA owned vehicles and machinery
- 7.2.4 Aviation Australia students who are found to have breached the requirements as prescribed in this policy may be removed from course and are subject to criminal prosecution by the appropriate authorities, which may result in the levying of fines and / or imprisonment.
- 7.2.5 The consumption of alcohol by clients and / or staff during working hours is not permitted at Aviation Australia. Persons found to be "under the influence" of drugs or alcohol will not be permitted to work on aircraft or any other projects, denied access to all Aviation Australia workshop facilities and may be subject to disciplinary action up to and including termination of employment.
- "Under the influence" means that the individual is affected in a detectable way by the presumed presence of alcohol or illegal drugs in their body. Symptoms include, but are not limited to, obvious impairment of physical or mental ability, such as slurred speech, difficulty in maintaining balance, and / or odour of alcohol on the breath.
- 7.2.6 Exceptions may be made by the CEO for the consumption of alcohol at company related social activities, which are sponsored by Aviation Australia.
- 7.2.7 Aviation Australia reserves the right to conduct random Drug and Alcohol testing of staff and students as required.

## 8. Records

8.1 N/A

## 9. Flowchart

9.1 N/A