

THE PROCEDURE PREVENTION OF DRUG AND ALCOHOL USE IN THE LAO AIRLINES WORKPLACE

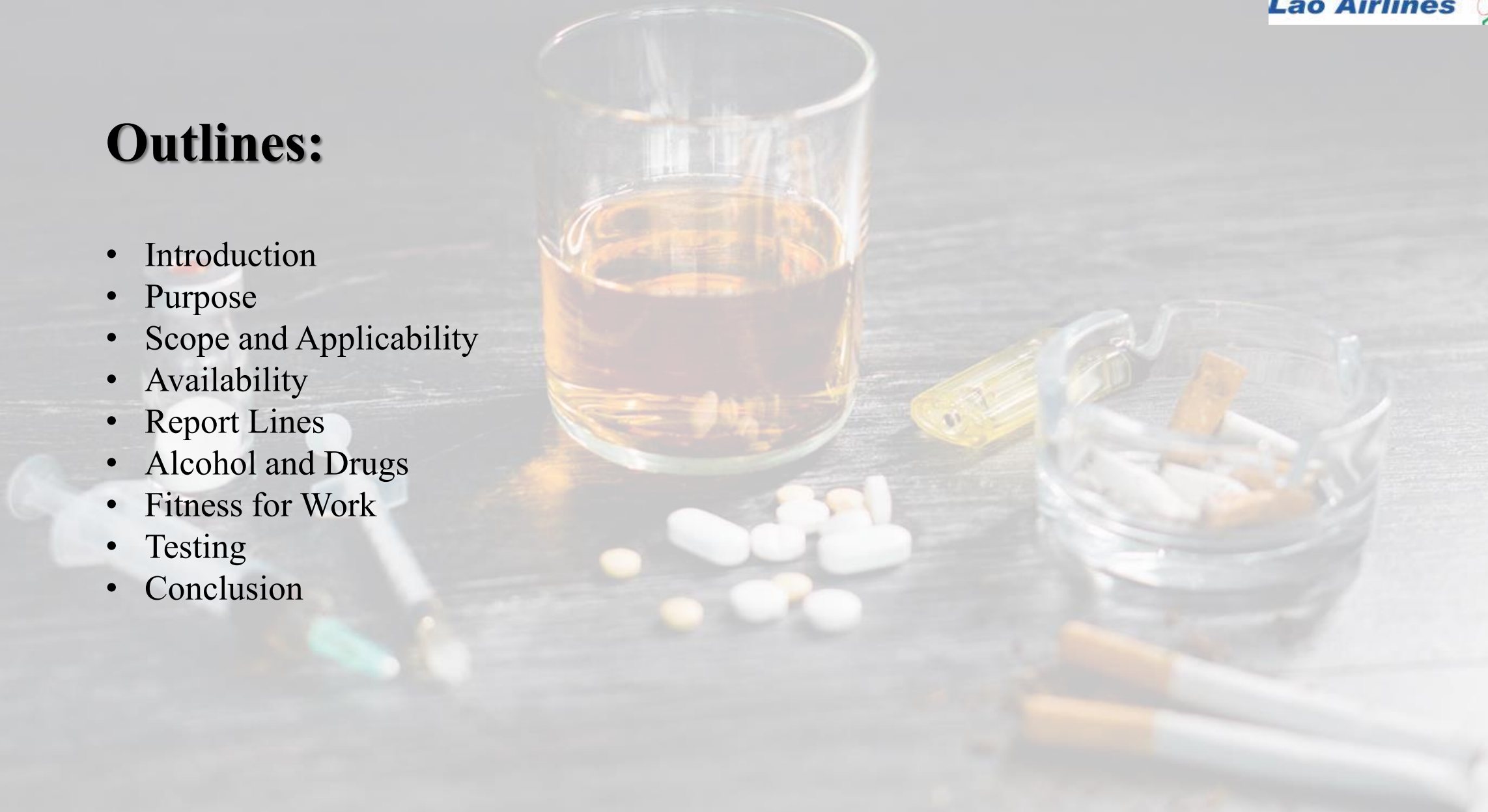
Reference:

- LCAR
- Lao Airlines drug and alcohol policy
- Doc 9564

Prepared by:
Lao airlines medical

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Introduction

Lao Airlines, the national flag carrier of Laos, prioritizes passenger safety and well-being, including adherence to medical and health regulations. The airline complies with international aviation health standards and has protocols in place to address in-flight medical emergencies, special passenger needs, and health-related travel requirements. The areas of responsibility fall into two main categories:

- the health of the passenger
- the health of the employee

Organization

Lao Airlines / QV
Company

Safety, Quality and
Security Department

Lao Airlines Medical
Section

Purpose

To establish an effective drug and alcohol management framework for Lao Airlines personnel across all. This includes setting testing parameters and cut-off limits to monitor for the possession and use of alcohol and other drugs.

Scope and Applicability

The application of this procedure will promote and enforce an environment where it is unacceptable for personnel at Lao airlines workplaces to possess or use alcohol and other drugs in any way that may:

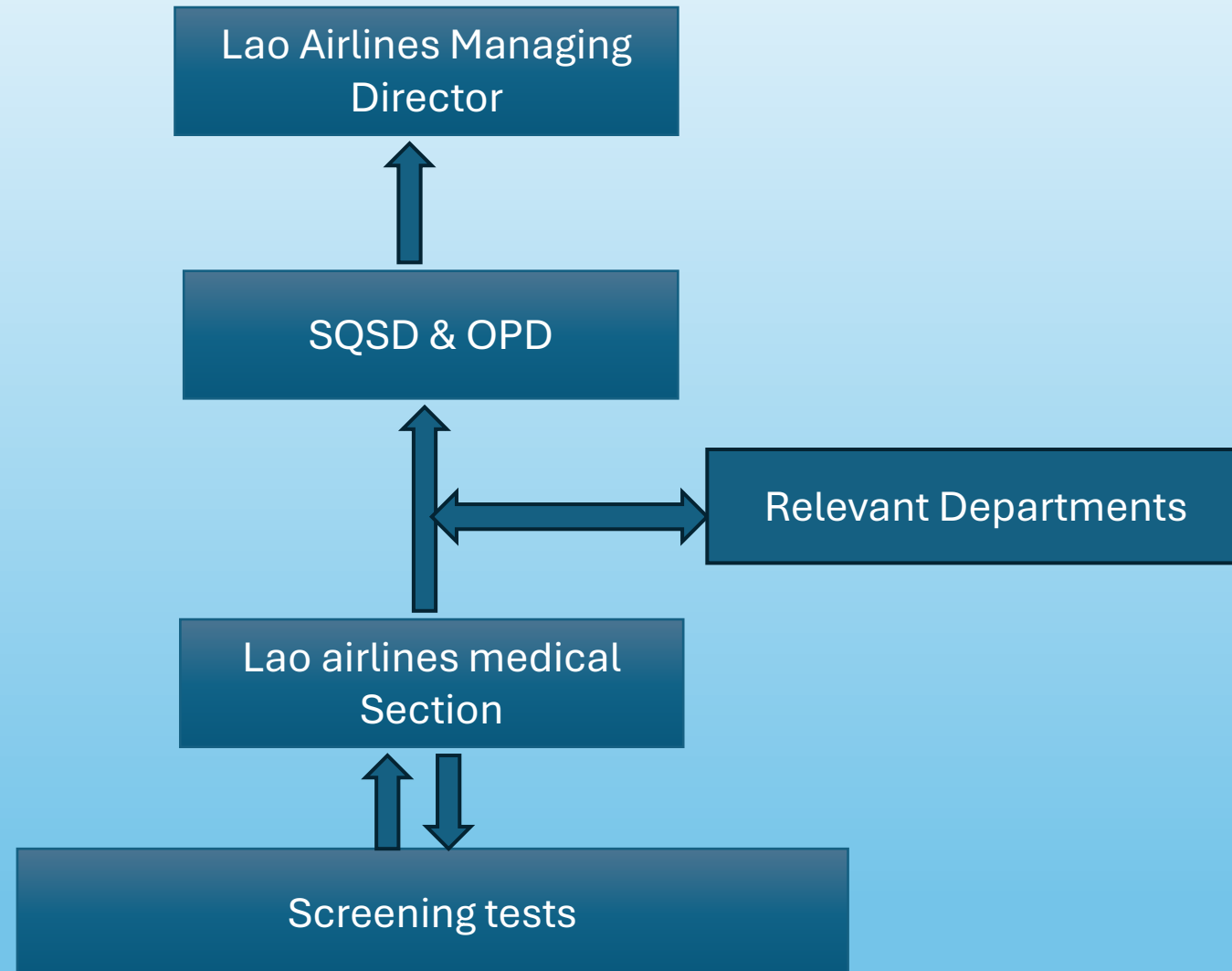
- Breach Lao law
- Adversely affect an individual's ability to work safely
- Adversely affect the safety of the workforce.

Availability

This procedure will be accessible in SERA Management Systems.

This procedure will be available to all Operational personnel, including crewmembers and any other persons authorised to undertake work on behalf of the company.

Report lines



Alcohol and Drugs

Lao Airlines and its business units:

- Prohibit the use or possession of illicit drugs, as prescribed under relevant laws and regulations, at all business units, operations and locations.
- Will report the use, possession or dealing of illicit drugs to relevant authorities.
- Will educate staff about the effects of alcohol, illicit drugs and over-the-counter drugs.
- Will use an alcohol and drug testing program and procedures to comply with relevant laws and regulations to ensure that personnel are not impaired as a result of alcohol and/or drug use.
- Will ensure that staff who do not comply with this procedure are subject to appropriate disciplinary action as outlined in the Lao Airlines Standard – Counselling and Discipline.
- Will provide, at management's discretion, access to an employee assistance program for Lao Airlines and business unit employees who are experiencing alcohol or drug dependency problems and seek help before dependency problem results in declining job performance.
- Will uphold the right to confidentiality for all employees who participate in an employee assistance program.

Fitness for Work

ALCOHOL

Lao airline considers any person with a detectable Breath Alcohol Content (BAC) of greater than 0.000mg/100ml as unfit for work on operational and inflight operational.

Drugs (other than Alcohol)

A person will be considered unfit for work and stood down from duties if an initial screening test indicates the presence of a drug above the following limits:

- Opiates (Morphine) 300 µg/L
- Cannabinoids (THC) 50 µg/L
- Amphetamines 300 µg/L
- Methamphetamine 300 µg/L
- Benzodiazepines 200 µg/L
- Cocaine 300 µg/L

Prescribed/Over the Counter Medication or Drugs

The use of prescription or over the counter drugs may impair an employee's ability to work safely and efficiently. There are several types of drugs which may impair performance, including, but not limited to:

- Hypnotics and sedatives
- Anti-depressants
- Anti-histamines
- Stimulants and appetite suppressants
- Analgesics/codeine.

Employees using prescribed or over-the-counter drugs are required to consult the Lao airlines medical officer to determine what effects a drug or medication may have on their fitness for work.

If a prescribed or over-the-counter drug could affect an employee's fitness for work the Lao airlines medical officer shall notify the employee's manager. Medical confidentiality shall be maintained at all times.

Testing:

All drug and alcohol testing shall be conducted in accordance with:

- Alcohol Breath Testing
- Urine Drug Testing – Screening Test.

When:

- Pre-flight/Pre-duty
- Medical Certification
- Testing for cause (e.g., following an incident or accident)
- Random testing
- Pre-employment testing.

Why:

- Medical Certification
- Flight Safety
- Deterrence
- Treatment & Rehabilitation
- Heath Promotion

Conclusion

- To ensure the highest standards of safety and professionalism,
- Lao Airlines has implemented a strict alcohol and drug policy for all employees, particularly flight crew and ground staff.
- This procedure includes pre-employment testing, random checks, post-incident screenings, and reasonable suspicion testing to prevent impairment that could jeopardize flight safety.