

# Alcohol and Other Drugs Procedure

## Section 1 - Governing Policy

(1) This Procedure is governed by the [Work, Health, Safety and Wellbeing Policy](#).

## Section 2 - Scope

(2) The University will contribute to the provision of a healthy and safe environment in relation to alcohol and all other drugs by:

- a. encouraging a moderate and responsible approach towards the serving and consumption of alcohol, and the development of workplace cultures which support health, safety and wellbeing;
- b. promoting an inclusive environment for staff and students who choose not to consume alcohol;
- c. promoting awareness of personal safety, security and health; and
- d. providing support to staff and students who wish to address their patterns of alcohol or drug use in a manner that is fair, consistent and respects the individual's privacy and dignity.

(3) The University does not condone or support the use, possession, cultivation or trafficking of illicit drugs or the misuse and abuse of prescription or other medication.

## Section 3 - Procedure Statement

(4) This Procedure communicates the University's commitment to:

- a. maintaining a safe and healthy work and study environment;
- b. ensuring the provision of alcohol will be informed by the identification and management of relevant WHS risks;
- c. minimising alcohol and other drug-related harm to individuals, property and the reputation of the University;
- d. encouraging moderation and a responsible attitude towards the consumption of alcohol; and
- e. meeting its legal compliance responsibilities.

(5) The University believes that:

- a. comprehensive alcohol and drug procedures address the reality of drug use and associated problems in the community generally and reflect a commitment to the health, safety and welfare of the University community;
- b. members of the University community should not be adversely affected by alcohol or other drugs whilst engaged in University business;
- c. members of the University community should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol or drugs;
- d. the inappropriate, irresponsible and unlawful use of alcohol or drugs can adversely affect university work and study performance, health and safety, and personal relationships. It can result in damage to property and can

potentially affect the rights and enjoyment of others;

- e. all members of the University community share responsibility for the University environment by demonstrating high standards of professional and personal conduct; and
- f. the University has a legitimate interest in taking appropriate action if alcohol or drug use is adversely affecting the health, safety or performance of an individual or group within the University, and / or where such use could bring the University into disrepute.

## Section 4 - Application of Procedure

(6) This Procedure applies to all members of the University community, to all activities undertaken on University sites and to University events (wherever located). This includes staff, students, visitors and contractors that are engaged with on and off-campus activities.

### Responsibilities

#### Staff

(7) Staff are responsible for:

- a. not attending the University if adversely affected by alcohol or other drugs;
- b. be aware that certain prescription and over-the-counter medicines may have side effects which could impact their ability to do your work or do it safely. Staff should discuss these possible impacts with their doctor or pharmacist and advise their manager if there are likely to be any impacts from prescription or over-the-counter medicines relevant to their workplace and their role;
- c. not being adversely affected by alcohol and / or drugs when in charge of University vehicles and machinery, handling hazardous chemicals or undertaking hazardous activities and complying with the laws of the relevant state or territory. Drivers are encouraged to maintain a zero-alcohol level and required to observe road laws in relation to alcohol and drug consumption. Staff should not take prescription medication, prior to / during journeys, which impacts upon their driving ability and / or results in drowsiness;
- d. consulting their manager, nominated supervisor or representative if they have concerns about working with another staff member because of possible increased risk to health or safety from the use of drugs or alcohol consumption;
- e. ensuring acceptable behaviour and addressing inappropriate behaviour in students. Where the behaviour of a student appears to have been affected by alcohol and other drug use and this behaviour is inappropriate, unsafe or constitutes a risk to themselves or others, this issue must be addressed immediately. Staff are to avoid acting in a manner that may itself be unsafe or aggravate the situation and must bring the matter to the attention of their immediate nominated supervisor or National Head of School or if necessary, security services. Refer to [Managing Drug and Alcohol Impairment in a Learning Environment \(Information for Teaching Staff\)](#) for more information;
- f. confidentially encouraging students to seek assistance if they believe the misuse of alcohol or other drugs is occurring; and
- g. reporting any student who is known to be distributing or using illegal drugs to a member of the Senior Executive or Campus Dean responsible for the campus, who will follow the [Critical Incident Management Procedure](#) and facilitate co-operation between the University and emergency services.

#### Managers and nominated Supervisors

(8) Preventing and managing work-related incidents due to alcohol and drug use in an appropriate manner. (For a suggested approach refer to the [Drug & Alcohol Impairment at Work - Early Intervention Flowchart](#)). Please also refer to [Managing Drug and Alcohol Impairment at Work \(Information for Supervisors\)](#) for further information.

(9) Assessing the risks associated with employees who declare they are taking prescription or over-the-counter medicines which may adversely impact on their work and consider appropriate mitigations. Contact the WHS team for assistance if required.

(10) Ensuring a suitable event manager is appointed to coordinate University events where alcohol is to be served.

## **Students**

(11) Not attending the University if adversely affected by alcohol or drugs.

(12) Seeking assistance if they require support in dealing with an alcohol or drug problem. [Help and Information Resources](#) provide contact details for the ACU Counselling Service and organisations who are able to provide assistance in dealing with drug and alcohol-related issues.

(13) Failing to seek assistance for an alcohol or other drug problem may result in disciplinary action or other University procedures being instituted if their behaviour is improper, unsafe or impacts upon the wellbeing of others.

## **Event Managers**

(14) Event managers will ensure that alcohol is managed and used appropriately at University events by:

- a. ensuring that events where students / staff are required to pay for the alcohol have the required temporary liquor licence. Contact State authorities for information on applying for a temporary limited licence (see [Help and Information Resources](#));
- b. ensuring that the event is held in accordance with relevant federal and state laws, University policies and guidelines including undertaking WHS risk assessment and control processes within the event;
- c. ensuring that alcohol is not served to persons under 18 years of age or persons who are impaired by alcohol;
- d. ensuring that the event is fully inclusive and welcoming of all participants including those who are not of legal drinking age or who choose not to drink. Sufficient quantities of food and non-alcoholic beverages should be made available at functions where alcohol is served; and
- e. ensuring that the event complies with the [University Guidelines for Events](#), including the Responsible Service of Alcohol. It is a requirement that those responsible for serving alcohol hold current certification in Responsible Serving of Alcohol (RSA).

## **Drugs**

### **Prescription and Over-the-counter Drugs**

(15) The possession and / or use of medications, including prescribed and over-the-counter drugs, is prohibited except when prescribed for the individual by their medical practitioner or permitted by law.

### **Illicit Drugs**

(16) Illicit drugs are not to be bought, sold, carried or used by staff, contractors or visitors in any part of the University, or when engaged in University business. When a drug offence results in a criminal charge, the University may initiate actions to protect or preserve the safety and welfare of the University community or the reputation of the institution, including disciplinary actions if appropriate.

(17) Individuals who are aware of persons on University premises who are engaged in unlawful drug-related activities, or drug-related activities that have the potential to cause harm to those involved for the University, should advise Security Services who will determine whether the police need to be advised.

(18) Under the relevant state legislation, police will be informed if illicit substances are identified or suspected or are

known to be in possession.

## **Staff Impaired by Alcohol or Other Drugs**

(19) Staff members working alongside colleagues whose well-being or job performance they perceive to be adversely affected by alcohol or drug use are encouraged to support the staff concerned to seek appropriate assistance.

(20) Any staff member should request the assistance of University First Aid Officers or security services, who may call an ambulance if urgent medical attention is required for a person whose observed behaviour and work performance appears to be adversely affected by alcohol or other drugs.

(21) Managers and supervisors of staff have the responsibility to deal with situations in which the performance and conduct of a staff member appears to be affected by the misuse of alcohol and other drugs. No person should be asked to assess whether another is adversely affected by alcohol or drugs, merely to make a decision on whether the person is capable, at that time, of performing their work in a safe manner. Please refer to the [Drug & Alcohol Impairment at Work - Early Intervention Flowchart](#) for a suggested course of action.

(22) This responsibility includes:

- a. identification of staff whose performance is impaired by alcohol or other drugs;
- b. making a decision on the staff member's ability to work in a safe manner;
- c. if necessary, asking the impaired staff member to leave the work area if health and safety is being put at risk. Suitable arrangements to ensure the person gets home safely (e.g. by calling an Uber / taxi) should be made;
- d. seeking advice from People and Capability;
- e. providing assistance to staff members whose performance has been impaired by alcohol or drug use by:
  - i. providing support for the staff member to address their alcohol or drug use (for example, referring the staff member to the [Employee Assistance Program Policy](#) for counselling or other treatment options); and
  - ii. addressing any ongoing work performance issues utilising the [Managing Unsatisfactory Performance Policy](#).

(23) Please refer to [Managing Drug and Alcohol Impairment at Work \(Information for Supervisors\)](#) for further information.

(24) Where a staff member has been encouraged to seek assistance for an alcohol or other drug problem, but fails to do so and their actions affect the safety of the individual, other staff or students, disciplinary action may be instituted.

(25) See also the [National Health and Medical Research Council \(NHMRC\) alcohol guidelines](#).

## **Section 5 - Approvals**

(26) All approvals of decisions made in relation to the serving of alcohol at University events must be in accordance with the [Delegations of Authority Policy and Register](#).

## **Section 6 - Process**

(27) The University will manage risk through this Procedure that will:

- a. outline the responsibilities of staff, students and event managers;
- b. specify emergency and security procedures to be followed in the event of an adverse alcohol or drug-related incident; and

c. specify event management procedures where alcohol is being provided.

## Section 7 - Revisions made to this Procedure

(28) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
4 May 2023	Minor	<ul style="list-style-type: none"><li>Converted to procedure.</li><li>Update of Director, Human Resources to Chief people Officer.</li><li>Updated related Policies, Procedures, Guidelines and Local Protocols.</li><li>Updated nomenclature to current usage.</li><li>Updated contact numbers and links to support services.</li><li>Inserted policy revision table.</li></ul>

(29) The University may make changes to this Procedure from time to time. In this regard, any staff member who wishes to make any comments about this Procedure may forward their suggestions to People and Capability.

## Section 8 - Further Assistance

### Staff

(30) Any staff member who requires assistance in understanding this Procedure should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required, staff should visit [Service Central](#).

### Students

(31) Any student who requires assistance in understanding this Procedure should first consult their National Head of School. Students seeking further advice should contact the Counselling Service on their campus.

## Section 9 - Associated Information

(32) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	8th February 2024
<b>Review Date</b>	1st June 2026
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	8th February 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Angelle Laurence Chief People Officer
<b>Responsible Manager</b>	Angelle Laurence Chief People Officer
<b>Enquiries Contact</b>	<p>Bernardine Lynch ER and Safety Committees and Policy Officer</p> <hr/> <p>People and Capability</p>