Inspiring Achievement
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Alcohol and other Drugs Procedures

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# Governing Policy

[Work Health and Safety Policy](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/work-health-safety-policy.pdf)

[Work Health and Safety Management System](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/work-health-safety-management-system.pdf)

# Purpose

These procedures outline the;

* 1. responsibilities and action required for the safe and responsible management of service and consumption of alcohol at University sites, whilst performing duties for the University, whilst representing the University and during events organised by or on University sites.
  2. prohibition of illegal drugs at University sites, activities and events.
  3. University’s commitment to provide a safe, tolerant and inclusive environment for all members of the University community including those who choose not to consume alcohol.

# Scope

These procedures apply to all members of the University community including;

* all staff, students, contractors, tenants, volunteers, visitors and controlled entities on sites under the management and control of the University; and
* all University on-site and off-site events or activities organised by the University.
* University business operations and clubs affiliated to the University through a student association or other University owned entities.

# Definitions

|  |  |
| --- | --- |
| Event | a. A University activity or function involving a gathering of people at a set time, other than regular day to day activities of the University, held on University premises or external venue.  b. Does not include:  i. meetings that form part of regular work for University staff  ii. formal study (including academic classes as part of the curriculum)  iii. activities in internal bookable rooms (where they are maintained regularly) and the room is used for its intended purpose  iv. student/work experience placements  v. field trips/field work  vi. public activities such as hiking or orienteering on campus. |
| Government Liquor Licence | A licence issued by a state or territory government to regulate and control the promotion, sale, supply and consumption of liquor. |
| University Liquor Permit | A permit issued by the University to allow staff to bring and consume alcohol on University premises. |

# Principles

1. The use of alcohol at University sites must be in accordance with [legislative](https://www.cbs.sa.gov.au/campaigns/reform-sa-liquor-laws) requirements including responsible use of alcohol.
2. Alcohol must not be served on University sites unless approved in accordance with these procedures.
3. Alcohol may only be sold at University sites by liquor licence holders approved by the University.
4. The consumption of alcohol to levels where it may pose a risk to health and safety will not be tolerated.
5. The University does not support activities that encourage excessive consumption of alcohol, this applies equally on or off University sites.
6. Any consumption of alcohol at University sites, whilst performing duties for the University, whilst representing the University and during events organised by or on University sites must be in an environment that is free of inducement and social pressure to consume it.
7. Alcohol is not to be served to any persons under 18 years of age or persons who are impaired by alcohol.
8. Staff, students, contractors, tenants, volunteers, visitors and others are prohibited from using, cultivating, manufacturing and/or trading in illegal drugs or drug paraphernalia on any University premises or during University related activities.
9. Information about support services to assist employees and students with alcohol or drug-related issues will be made available.

# Licences and Permits

1. An [Event Safety Planning Checklist](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/event-safety) must be completed by organisers of all events where alcohol will be served.
2. A [Government Liquor Licence](https://secure.cbs.sa.gov.au/LimitedLicence/#/) must be obtained when

* alcohol is to be sold at an event; and/or
* an entry charge or donation is required.

1. Staff or students planning an event where alcohol will be provided on University premises must obtain and display a [University Liquor Permit](https://staff.flinders.edu.au/content/dam/staff/governance/liquor-permit.pdf) for this purpose.
2. The conditions of the licence or permit must be complied with, including training requirements for any person serving alcohol[[1]](#footnote-2).
3. Residents of Flinders Living must comply with the arrangements for the consumption of alcohol within the Flinders Living Precinct. This applies to residents and visitors as outlined in the Flinders Living Handbook.
4. Staff undertaking research involving controlled substances (which include certain precursors and drugs of dependence) must have the required permit issued under the Controlled Substances Act 1984. Possession of such substances without a permit is prohibited. [see Hazardous Chemicals Procedure]

# Risk management

1. A risk management approach must be taken in planning all University events and activities (including off site) to eliminate risks so far as is reasonably practicable and where that is not possible to minimise alcohol related physical and psychosocial harm to individuals.
2. The provision or access to alcohol at all University events and activities (including off site) must be managed and where possible controls implemented to prevent over consumption that could result in behaviours or actions that may cause harm to persons, property, or to the University’s reputation.
3. The University must review over time any implemented control measures to ensure they remain effective in maintaining a work environment that is without risk to health and safety as far as is reasonably practicable.

# Management of alcohol for events

## Responsible service of alcohol

1. Alcohol must not be served to any person who is intoxicated.
2. People who are intoxicated on arrival must be refused entry and encouraged to use safe transport options.
3. People whilst performing a serving function must not consume alcohol whilst on duty.
4. A risk assessment must be completed prior to the event (as part of the event safety process) and controls implemented and maintained throughout the event.

## Minors

Event attendees who are under 18 must not be served alcohol and measures must be in place to assist in the responsible service of alcohol (such as the use of wrist bands and checking of ID).

## Non-alcoholic alternatives

1. Event organisers must ensure that free drinking water and at least one non-alcoholic beverage (other than water) are readily available.
2. Non-alcoholic beverages should be priced less than the alcoholic beverages as a small inducement to go for a non-alcoholic beverage.

## Food

Event organisers must ensure that food is provided when alcohol is available.

## Advertising

Event advertising must not encourage excessive or inappropriate consumption of alcohol.

## Managing attendee behaviour

1. The University is committed in providing a safe and inclusive environment for all members of the University community including those who choose not to consume alcohol or other substances.
2. Event organisers must ensure that suitable provisions (e.g. first aid, adequate security) are in place to manage event attendees.

# Medications

1. Staff and other workers, students and visitors who are taking medically prescribed or over-the-counter medication that may interfere with their work performance must ensure that they are not so affected by the medication as to be in a state to place themselves or others at risk whilst on University premises or undertaking University activities.
2. Where a staff member is taking medically prescribed or over-the-counter medication that may interfere with their work performance, they must advise their manager/supervisor.
3. The manager/supervisor, in consultation with the staff member (and the staff member's medical practitioner if relevant to the circumstances), may make, if practicable, reasonable adjustments to the work requirements of the staff member concerned.

# Driving

Drivers on University business (work, research or study) must:

* 1. be below the legal limit for alcohol when driving (i.e. below 0.05 for a fully licensed driver or 0.00 if a “P” plate driver)
  2. not be under the influence of any illicit drugs whilst driving the vehicle.
  3. if taking prescription or over-the-counter medication, ensure that they are not so affected as to be in a state to place themselves or others at risk.

# Non-compliance

1. Any University interactions that may represent a breach of this procedures expectations will be appropriately responded to by the University. Any breach may result in disciplinary action.
2. Any staff, student, contractor, tenant, volunteer, visitor or other person found to be using, cultivating, manufacturing and/or trading in illegal drugs or drug paraphernalia on University premises will be reported to police and university security and may be subject to disciplinary action under the relevant University Statute or policy.

# Responsibilities

| 1. Vice-Presidents and Executive Deans of College, and Portfolio Heads | Ensure that these procedures are implemented in their College/Portfolio. |
| --- | --- |
| 1. Managers and supervisors | Implement these procedures in their area of responsibility |
| 1. Event organisers | Ensure that   * 1. a current and appropriate liquor licence or permit is in place for the event   2. liquor licencing laws or conditions of the liquor permit are complied with   3. all people serving alcohol at an event are over the age of 18 and have completed responsible service of alcohol training if required by the licence   4. measures are in place to not serve alcohol to attendees who are under 18 years of age   5. alcohol is not served to anyone who is intoxicated   6. food is provided. |
| 1. Workers, students and visitors | 1. Comply with these procedures. 2. Ensure that they do not attend University workplaces if impaired by alcohol or other drugs. 3. Advise their supervisor when taking prescribed or over-the-counter medications which may impact upon work / study performance. 4. Accept responsibility for their own behaviour and take a responsible approach and use good judgment when alcohol is available. |

# Related documents

[WHS Risk Management Procedures](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/whs-risk-management-procedures.pdf).

[Event Safety Procedures](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/event-safety-procedures.pdf)

[Event Safety Guidelines](https://staff.flinders.edu.au/content/dam/staff/documents/whs/event-safety-guidelines.pdf)

[General Code of Practice under the Liquor Licensing Act 1997](https://www.cbs.sa.gov.au/sites/default/files/resource-files/general_code_of_practice.pdf?timestamp=1586824944933).

[University By-Law](http://www.flinders.edu.au/integritygovernancerisk/policyandsecretariat/by-laws.cfm) (20) - disorderly conduct

[University By-Law](http://www.flinders.edu.au/integritygovernancerisk/policyandsecretariat/by-laws.cfm) (22) - use of alcoholic liquor on University premises

[Flinders University Enterprise Agreement 2019 TO 2022 - Section 40 Managing Misconduct](https://staff.flinders.edu.au/content/dam/staff/pc/enterprise-agreement/enterprise-agreement-2019-2022.pdf)

[Handling a Matter under Statute 6.4: Student Conduct](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-conduct.pdf)

[University Statute 6.4](https://www.flinders.edu.au/content/dam/documents/about/council/appendix-3-statutes.pdf) - student conduct

| Approval Authority | Vice-President (Corporate Services) |
| --- | --- |
| Responsible Officer | Director, People and Culture |
| Approval Date | To be completed by Policy & Secretariat |
| Effective Date | To be completed by Policy & Secretariat |
| Review Date\* | To be completed by Policy & Secretariat |
| HPRM file number | To be completed by Policy & Secretariat |
| \* Unless otherwise indicated, this procedure will still apply beyond the review date. | |

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.

1. Note: training requirements for persons performing a serving function of alcohol at events depend on the class of the short-term licence, as per government requirements. [↑](#footnote-ref-2)