

Alcohol and Other Drugs Procedure

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Purpose

The primary aims of this Procedure are to minimise harm arising from alcohol and other drugs and to ensure the University complies with relevant legal requirements. This procedure mandates actions and assigns responsibilities for the proper management of alcohol and drugs in University activities and on University premises to support the implementation of the [Health and Safety Management Procedure](#) and [Security Procedure](#).

Scope

This procedure applies to:

- any person present on University premises;
- any person taking part in a University activity including off-campus University activities (e.g. student excursions, field work, sporting events, student practical placements, work travel, conferences, events, etc.);
- all members of the University community whilst representing Federation University off-campus, such as in some social functions or professional gatherings; and
- any person planning, managing, supervising or attending activities conducted by University Clubs and Societies.

It does not apply to University student accommodation facilities managed by Fedliving, which are governed by their own rules regarding alcohol and drugs.

Legislative Context

- Drugs Misuse Act 1986 (Qld)
- Drugs, Poisons and Controlled Substances Act 1981 (Vic)
- Federation University Australia Act 2010 (Vic)
- Liquor Act 1992 (Qld)
- Liquor Control Reform Act 1998 (Vic)
- Medicines and Poisons (Medicines) Regulation 2021 (Qld)
- Occupational Health and Safety Act 2004 (Vic)
- Work Health and Safety Act 2011 (Qld)

Definitions

Complete lists of definitions relevant to this procedure are contained within the [Health and Safety Management Procedure](#) and [Security Procedure](#).

A further list of definitions **specifically** relevant to this procedure is included below:

Term	Definition
Alcohol	Any drink that contains ethanol, such as beer, wine, whisky, etc.
Drug	Includes any illicit drug (as defined), any prescription-only medicine, and any over-the-counter medicine.
Drug paraphernalia	Any substance, material, document or equipment associated with the use (as defined) of an illicit drug, such as cannabis water pipes, bongs and hookahs, ice pipes, precursor chemical and apparatus, cocaine kits, etc.
EAP	The services available under the University's Employee Assistance Program .
Illicit drug	Any quantity of a substance or plant classified as a drug of dependence under the Drugs, Poisons and Controlled Substances Act 1981 (Vic) and used (as defined) without a valid prescription. This term also includes a deleterious or volatile substance held without valid explanation.
Impaired behaviour	(In the context of this Procedure only) Any alteration of the usual behaviour of a person on University premises or in University activities that creates concerns regarding safety, health, security, work/study performance, disruption, etc. Typical impairments relevant to this procedure include drowsiness, slurred speech, difficulty concentrating, poor motor control, aggressive speech or behaviour, irregular work patterns, absenteeism, etc.
Use/used	In relation to drugs and drug paraphernalia, refers to any aspect of the cultivation, manufacture, possession, storage, supply, sale, purchase or actual use of an illicit drug.

Actions

1. Minimising risks arising from alcohol or drugs

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Establishing the University-wide policies, procedures and processes necessary to minimise risks associated with alcohol or drugs	Manager – Health, Safety and Wellbeing	<ol style="list-style-type: none"> 1. Maintain this Procedure. 2. Specify incident or emergency procedures related to alcohol, drugs and cases of impaired behaviour.
B.	Implementing this Procedure	All members of the University community	<ol style="list-style-type: none"> 1. Ensure you are aware of, and comply with, the provisions of this Procedure^(see Note 1 below). 2. Ensure the members of the University community in the activities or premises you control are aware of, and comply with, the provisions of this Procedure. 3. Immediately address impaired behaviours in accordance with the relevant requirements of this Procedure. 4. Liaise with the Manager - Health, Safety and Wellbeing regarding planned University activities where alcohol or drugs could present a risk, and regarding incidents involving impaired behaviours. <p>Note 1: Non-compliance with this procedure may result in disciplinary action being taken in accordance with student legislation, staff processes, etc.</p>
C.	Serving alcohol at events	Event organiser and manager	<ol style="list-style-type: none"> 1. Emphasise the responsible drinking and alcohol-free aspects of the event in promotional material. 2. Do not over-emphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol (e.g. 'happy hour' promotions) in advertisements for functions,

			<p>whether on or off campus. Make at least equal reference to the availability of non-alcoholic drinks.</p> <ol style="list-style-type: none"> 3. If an entry fee applies to the event, separate the price of admission or food from the cost of alcoholic drinks. 4. Manage the event strictly in accordance with licensing and other legal requirements. 5. Ensure your training in Responsible Service of Alcohol and that of EventStaff is current. 6. Attend the event for its full duration, unimpaired by alcohol or drugs. 7. Make drinking water available free of charge. 8. Make ample quantity of attractive, high-quality, non-alcoholic drinks available at a cheaper price than alcoholic drinks. Display them at least as prominently as alcoholic drinks. 9. Make substantial food available at any functions at which alcohol is served. Alcohol-only functions are not permitted. 10. Restrict the consumption of alcohol to the approved area and times designated for the event. 11. Do not use alcohol as an inducement to participate in an activity (e.g. as a prize). 12. Do not include any activity that encourages the excessive consumption of alcohol (e.g. a drinking contest) or revolves around alcohol consumption (e.g. drinking games). 13. Prohibit the use of any implement that promotes excessive alcohol consumption (e.g. funnel). 14. Take effective precautions to ensure that alcohol is not
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			<p>accessible to under age persons or to persons who appear intoxicated.</p> <p>15. Consider arranging and promoting alternative transport options* so that patrons have safe means of leaving the event venue. *Note: such options may include a dedicated driver scheme that offers free non-alcoholic drinks to the drivers.</p> <p>16. Prominently display signs that inform patrons:</p> <ul style="list-style-type: none"> • they must be over 18 to obtain alcohol; • apprentices have contractual obligations that preclude the consumption of alcohol during working hours; • people who appear to be intoxicated will not be served; and • strict rules govern the supply of alcohol at the event.
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2. Consuming alcohol responsibly

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Consuming alcohol on University premises or in University activities	Members of the University community	<ol style="list-style-type: none"> 1. Avoid consuming any alcohol during work/study hours. 2. Restrict alcohol consumption to a level that does not impair your behaviour. 3. Do not drink any alcohol if operating machinery, handling chemicals, participating in sporting events, or undertaking any other hazardous activity as part of your work/studies. 4. Do not walk around University premises with an open alcohol container. 5. Staff who wish to obtain assistance regarding their alcohol consumption are

			<p>encouraged to use the services of the EAP.</p> <p>6. Students who wish to obtain assistance regarding their alcohol consumption are encouraged to use the University's counselling services.</p>
B.	Consuming alcohol at events	Event attendees	<p>1. Restrict your alcohol consumption to a level that does not impair your behaviour.</p> <p>2. Report any incident involving alcohol to EventStaff.</p>

3. Prohibiting illicit drugs and drug paraphernalia

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Strictly prohibiting any activity involving illicit drugs on University premises or in University activities	Any person present on University premises or engaged in University activities	<p>1. Do not use illicit drugs on University premises or in any University activity.</p> <p>2. Do not use any drug paraphernalia on University premises or in any University activity.</p> <p>3. Do not enter any University premises, attend any University activity, perform any activity for the University, or represent the University if impaired by illicit drugs.</p> <p>4. Report any incident involving illicit drugs in accordance with the Security Procedure – Action 10 Managing Drugs.</p>

4. Managing medicines

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Using over-the-counter medicines on University premises or in University activities	Any user of over-the-counter medicines	<p>1. Ensure any over-the-counter medicine you take allows you to perform your work/study activities safely.</p> <p>2. If over-the-counter medicines could impair your ability to perform work/study activities safely or satisfactorily, consult</p>

			a registered medical practitioner.
B.	Using prescribed medicines on University premises or in University activities	Any user of prescribed medicines	<ol style="list-style-type: none"> 1. Ensure in consultation with your prescribing registered medical practitioner that any medicine you take allows you to perform your work/study activities safely and satisfactorily. 2. For staff: If – after consulting with your prescribing registered medical practitioner – there remains a risk that medicines could impair your ability to perform your work activities safely or satisfactorily, report to your supervisor/manager and/or the People and Culture Directorate for advice on possible workplace adjustments. 3. For students: If – after consulting with your prescribing registered medical practitioner – there remains a risk that medicines could impair your ability to perform your study activities safely or satisfactorily, report to your lecturer/teacher and/or the Disability and Learning Access Unit (DLAU) for advice on possible adjustments.

5. Managing impaired behaviours

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Identifying and managing impaired behaviour	Deans/Managers/Supervisors/ Lecturers/Teachers	<ol style="list-style-type: none"> 1. Recognise impaired behaviours among the members of the University community who take part in the activities or are present in the premises you control. 2. At all times, limit your intervention to the management of observable aspects of the impaired behaviours. Consider that reasons other than substance

			<p>abuse could apply (e.g. medical reasons).</p> <ol style="list-style-type: none"> 3. Instruct the affected person to cease any hazardous activity and to move away from any hazardous environment. 4. If you feel unsafe at any stage, contact Security in accordance with the University Security Procedure – Action 7 Managing Behaviours of Concern. 5. If you deem it necessary to send a staff member or student home, do so by the safest and most convenient method (e.g. next-of-kin, taxi, etc.). Note: it is not safe to allow a person with impaired behaviour to drive. 6. Hold a meeting as soon as practicable after the incident with the person concerned to discuss the situation. Include a support person if available. Provide information regarding the counselling services offered by the University (EAP for staff and counselling for students). 7. If impaired behaviour continues, seek advice from the Manager – Health, Safety and Wellbeing for students, or from the People and Culture Directorate for staff.
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6. Managing issues, incidents and emergencies

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Identifying, responding to, recording, investigating and rectifying incidents and emergencies related to impaired behaviours	All members of the University community	1. Comply with all aspects of the Incident and Emergency Management Procedure .
B.	Identifying and reporting suspected illicit drug use	All members of the University community	1. Contact University Security

C.	Investigating and managing suspected illicit drug use	Manager - Health, Safety and Wellbeing	1. Respond in collaboration with the relevant School/Directorate/College/Centre.
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Supporting Documents

[Security Procedure](#)

[Equal Opportunity and Valuing Diversity Guidelines](#)

[Workplace Adjustments for Staff with Disability Procedure](#)

[Study Adjustment and Course Flexibility Guidelines](#)

[Disability Learning Access Plan \(LAP\) Procedure](#)

[Incident and Emergency Management Procedure](#)

Responsibility

The Head – Health, Safety and Wellbeing is responsible for the maintenance of this procedure.

Promulgation

The [Alcohol and Other Drugs Procedure](#) will be communicated throughout the University community in the form of:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure; and
2. distribution of e-mails to Deans, Deans and Directors.

Implementation

The [Alcohol and Other Drugs Procedure](#) will be implemented throughout the University via:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure; and
2. Staff and student induction/training sessions.

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
Responsible Service of Alcohol Certificate	Individual Personnel Files	People and Culture Director	As for Personnel File