

## Alcohol, Drug and Substance Misuse Policy and Procedure

### 1. Purpose

This policy and procedure aims to:

- ensure that the Institute is a safe place for people to work, study and visit;
- prevent harm from the consumption of alcohol, drugs and substance misuse;
- inform staff and students about the support available to them if they suffer from a substance misuse problem; and
- encourage strategies which minimize the adverse impacts of alcohol, drugs and substance misuse on the workplace.

### 2. Scope

This policy and procedure applies to all staff, students and visitors of the Institute who are:

- in attendance on Institute premises; and
- taking part in an Institute activity under the control of the Institute as a participant or representative of the Institute.

Staff includes all full time or part time staff; sessional staff; Directors of the Board; Committee members and visitors to the Institute and all contractors.

### 3. Definitions

Term	Definition
Event manager	the person(s) responsible for the practical planning, management and supervision of an Institute event or function.
Illicit/illegal Drugs	Substances forbidden by law, rules or custom; includes cannabis, heroin, cocaine, hallucinogens, amphetamines, ecstasy, other synthetic drugs and any non-prescribed prescription drug or medication.
Impairment	altered normal physical or mental capacity resulting in a diminished ability to perform assigned tasks in a safe and productive manner, which may include the display of one or more of the signs listed in the Alcohol and Drug Schedule.

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Inappropriate behaviour	behaviour that is improper and/or unsafe, potentially threatening to the safety and/or wellbeing of staff or students and which may be interpreted as arising from the effects of drugs or alcohol.
Intoxicated	a person is in a state of intoxication if their speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of liquor.
Substance misuse	Is the use of alcohol, illegal drugs, or over-the-counter or prescription medications in a way that they are not meant to be used that may alter a person's mental, physical or psychological state resulting in a mood altering effect.

#### 4. Policy Statement

- 1.1. The Institute requires staff engaged in Institute business and students participating in learning, teaching and research activities not to be impaired **by** substance misuse.

Further, inappropriate or unlawful behaviour that arises out of substance misuse can expose the Institute and the individual to legal liability.

- 1.2. The Institute is committed to providing:

- a productive, safe and healthy work and study environment;
- an inclusive environment for all members of the Institute community who choose not to consume alcohol;
- responsible management of alcohol service and consumption.

- 1.3. Individuals who are impaired by substance misuse at work or study can compromise their own health, safety and welfare, as well as other staff, students and visitors, and may affect an individual's ability to perform their duties competently and safely.

Therefore:

- Staff must not, in the normal course of their duties, work while Impaired or Intoxicated by alcohol, drugs or substance misuse.

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- Staff and students must not operate a vehicle, equipment or machinery, if they are Impaired by alcohol, drugs or substance misuse.
- The Institute does not support nor condone binge drinking and bans the consumption of illicit drugs or substance misuse on Institute premises.
- Staff using prescribed or over the counter medications are to be aware that these medications can affect their ability to perform their work safely. Where the use of such medications has an impact on the staff member's ability to safely discharge their duties, the staff member must notify their manager/ supervisor and discuss suitable alternative work arrangements.
- Students taking prescribed or over the counter medication, should consider any side effects and any adverse impact they may have on undertaking a learning activity safely and must notify their course supervisor to discuss alternatives.
- People must not be Intoxicated by alcohol or drugs on Institute premises.
- People must not use, possess, grow, manufacture, store or distribute illegal drugs or bring drug paraphernalia to Institute premises.
- People on Institute premises must not give another person or cause another person to be given or to consume food or drink which contains an intoxicating substance. If the recipient is not aware the food or drink contains the intoxicating substance or that the food or drink contains more of an intoxicating substance than the recipient would reasonably expect it to contain.
- Staff and students who engage in inappropriate or unlawful behaviour on Institute premises as a result of consuming alcohol, other drugs or substance misuse may be subject to disciplinary action.

## 5. Procedures

5.1. The appropriate consumption of alcohol may be permitted in the course of work or study or during associated activities, such as:

- work related functions where alcohol is served;
- networking/business engagement activities;
- Institute celebrations – such as graduation, launches or dedications; or
- informal gatherings of colleagues.

5.2. The Institute will establish guidelines with respect to the service and consumption of alcohol while on Institute premises.

5.3. Where persons are impaired due to the consumption of alcohol, the Institute:

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- may request the person to leave the event or workplace until such time as they are no longer impaired; and
- will take reasonable steps to remove the person's access to vehicles and equipment until such time as they are no longer impaired.

5.4. Where alcohol is consumed at an Institute event, the Institute expects that all people will behave appropriately and will remain courteous at all times. The use of drugs or alcohol is not an excuse for inappropriate behaviour or sub-standard performance.

5.5. The Institute may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy and Procedure. A breach may also result in referral to the police.

## **6. Responsibilities**

### **6.1. The Institute-**

The Institute will provide support for employees and students who are experiencing drug or alcohol-related issues, including addiction and substance misuse. This support may take the form of:

- referral to appropriate counselling or medical services;
- facilitation of time to attend treatment and management programs; or
- any other support that the Institute considers appropriate in the circumstances.

### **6.2. Event manager-**

Event managers will ensure that alcohol is managed and used appropriately at Institute events by:

- assessing and determining the level of risk associated with service and/or consumption of alcohol;
- implementing appropriate management and mitigation strategies for the responsible service and/or consumption of alcohol;
- ensuring that a safe and welcoming environment is provided for persons who choose not to consume alcohol;
- ensuring that alcohol is not served to persons under 18 years of age or persons who are impaired by alcohol; and

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- ensuring reasonable steps are taken to restrict alcohol impaired or intoxicated persons from driving vehicles.

## 7. Implementation and communication

This policy will be implemented and communicated through the Institute via:

- the Institute's website;
- Internal circulation to staff;
- Staff professional development/meetings;
- Student orientation programs;
- Student handbooks.

### Supporting documents and References

State Government legislation:

*Drugs and Controlled Substances Act 1981 (vic)*

*Liquor Act 2007*

*Liquor Control Reform Act 1998*

*Occupational Health and Safety Act 2004*

*Work Health and Safety Act 2011 (NSW)*

*Summary Offences Act 1966 (Vic)*

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