

Alcohol and Other Drugs Policy

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1. Purpose

- 1.1. MSA is committed to providing employees, contractors and visitors with a healthy and safe environment in which to work. The use of drugs and/or alcohol in the workplace may impair a workplace participant’s ability to perform their work safely, efficiently and with respect for colleagues, customers and others.
- 1.2. Alcohol and/or other drugs usage becomes an Occupational Health and Safety (OH&S) issue if a workplace participants’ ability to exercise judgement, coordination, motor control, concentration and alertness at the workplace is impaired, leading to an increased risk of injury or accidents to themselves or others at the workplace.
- 1.3. Workplace participants must take reasonable care of their own health and safety and not endanger that of others while at the workplace. MSA’s approach is to foster an attitude amongst all employees that it is unacceptable to present for work, or to be at work, while under the influence of alcohol and/or other drugs. To ensure workplace hazards and risks associated with the use of alcohol and/or other drugs are eliminated or reduced as far as practicable, MSA will provide education and information about the ways in which alcohol and/or other drugs can affect health and safety.
- 1.4. The purpose of this policy is to reduce the likelihood of damage, injury and/or other negative effects that may arise from alcohol or drug use and/or abuse within the Workplace.

2. Application of this Policy

- 2.1. This policy applies to the following persons, collectively referred to in this policy as ‘workplace participants’:
 - a) all prospective and current full-time, part-time and casual employees of MSA;
 - b) all volunteers engaged by MSA;
 - c) all agents and contractors engaged from time to time by MSA; and
 - d) all office bearers and members of MSA bodies
- 2.2. This policy is not restricted to the workplace or work hours. The obligations in this policy are also applicable to any work related events or functions. A “work related event or function” means any event or function that is connected to MSA. These may include, for example, on-campus MSA events, conferences, work lunches, Christmas parties. All workplace participants are expected to comply with this policy at work related events or functions.

3. Relationship with other legislation and policy

- 3.1. This policy exists alongside the [Monash University policies](#) on drug and alcohol use.

4. Definitions

- 4.1. ‘Illicit Drugs’ includes any drug prohibited by state, territory or federal law in Australia or any other law or Monash University policy to which MSA is subject.
- 4.2. ‘Serve’ means the provision of alcohol.
- 4.3. ‘Sober’ means having a blood alcohol concentration (BAC) of 0.00, not being under the influence of illicit drugs, and being in a fit state to enforce your duty of care to recipients of alcohol.
- 4.4. ‘Impaired’ means adversely affected by alcohol. As a general guide a person is impaired by alcohol when their level of alcohol consumption is likely to be at, or over, the legal limit for driving.
- 4.5. ‘Work hours’ include rostered hours, time used on work related to the workplace participants role and any overtime conducted in the course of a workplace participants role.

5. Alcohol and Other Drugs Policy

- 5.1. MSA is concerned by factors that may affect a workplace participant’s ability to safely and effectively do their work to a satisfactory standard. MSA recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.
- 5.2. MSA will do its utmost to create and maintain a safe, healthy and productive workplace for all employees. MSA has a zero tolerance policy in regards to the use, possession and/or sale of illicit drugs on their premises or the attending of work and other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to disciplinary action.

- 5.3. If a workplace participant employee is taking medication (including prescription and over-the-counter medication) that has the potential to adversely impact on safety, they must notify their supervisor or manager. A workplace participant is **not** required to reveal the nature of the condition being treated or the type of medication, only that they are taking medication which has the potential to adversely impact upon safety.
- 5.4. MSA does not tolerate attendance at work when impaired by alcohol. This may result in disciplinary action.
- 5.5. MSA does not tolerate attendance at work when impaired by alcohol, subject to 5.11, 5.12 and 5.13. This may result in disciplinary action.
- 5.6. Where there is a problem of workplace participants presenting themselves for work or being at work while impaired by alcohol and/or under the influence of other drugs, MSA will constructively intervene and remove that person from the workplace to avoid accident or injury to that person or their co-workers. In so doing, MSA will ensure employees with problems are able to seek early treatment and return to work.
- 5.7. MSA's focus is on identification, counselling and, if necessary, rehabilitation. Counselling and assistance may be provided by MSA to employees with an alcohol and/or other drug abuse problem. It is important to emphasise that MSA's focus is on occupational health and safety health management rather than more general concerns about personal health.
- 5.8. MSA does not accept alcohol or drug abuse as an excuse for inappropriate behaviour or sub-standard performance, and has made a commitment to assist staff who develop drug and/or alcohol problems through appropriate rehabilitation and support programs as far as is reasonably possible.
- 5.9. The rights of workplace participants to privacy and confidentiality are respected, but this must be balanced with MSA's duty and responsibility to maintain a safe and healthy workplace for all workplace participants, students and visitors. If there is a situation where drug and alcohol misuse may contribute to potentially significant safety, legal or performance events, MSA will act responsibly to protect its workplace participants, students, visitors and the community in which it operates.
- 5.10. Workplace participants are subject to civil and criminal laws and Monash University regulations and policies as well as MSA policies.
- 5.11. MSA, at times, may waive the prohibition on consumption of alcohol in certain circumstances for special functions and/or in the course of a workplace participant's regular duties. At such times MSA may make alcohol available to workplace participants over the age of 18. The decision to waive the prohibition is at the sole discretion of MSA.
- 5.12. Where alcohol is to be provided by MSA at the work sponsored function, it will be provided in a properly authorised and responsible manner and workplace participants and guests will be reminded of their legal obligations including those concerning driving and alcohol consumption. Alternative non-alcoholic beverages and adequate food will also be available to workplace participants and guests and no pressure will be extended upon anyone present to partake in the consumption of alcohol

- 5.13. Even when MSA waives the prohibition on the consumption of alcohol, the following responsibilities apply:
- a) Workplace participants must consume alcohol responsibly;
 - b) Workplace participants must uphold a reasonable standard of behaviour at all times. Intoxication will not be an excuse for misconduct;
 - c) Workplace participants are responsible for ensuring a safe mode of transport upon leaving any MSA event or function where alcohol is supplied.
 - d) Workplace participants who do not have a safe mode of transport available should contact their supervisor or manager to arrange transport.
- 5.14. Workplace participants must not have a blood alcohol level (BAC) higher than 0.0, have illicit drugs in their systems or used any prescribed or over the counter drugs that will affect their performance including but not limited to the following circumstances:
- a) Driving in the course of work
 - b) When undertaking a high risk activity (i.e. rigging lights, working in a kitchen)
 - c) Operation of machinery
 - d) Situations where concentration or motor coordination is relied on to carry out a job
 - e) Use of hazardous substances; and
 - f) Performing duties as part of a team.
 - g) When working in licensed areas and practising Responsible Service Of Alcohol

6. Responsibilities

- 6.1. A summary of responsibilities with regards to the management of alcohol and other drugs is provided below:

6.1.1. It is the responsibility of Senior Managers to:

- a) address safety issues or impaired performance that may result from alcohol or drug use;
- b) take action if there is a risk to the wellbeing or welfare of the person or others;
- c) implement these guidelines in their area

6.1.2. It is the responsibility of supervisors to:

- a) identify work performance problems that may be a result of alcohol or other drugs and take appropriate action;
- b) take action if there is a risk to the wellbeing or welfare of the person or others;
- c) report any incidents on a Hazard and Incident Report Form;
- d) follow these procedures in addressing a potential alcohol or other drug issue among staff, students or contractors

6.1.3. It is the responsibility of workplace participants to:

- a) ensure that they do not attend or represent the MSA if impaired by alcohol or other drugs;
- b) ensure that when they are in charge of MSA vehicles and machinery, handling hazardous chemicals or undertaking hazardous activities, they are not impaired by alcohol or other drugs and that they comply at all times with relevant Victorian laws and MSA and Monash University policies and guidelines;
- c) report any incidents on a Hazard and Incident Report Form;
- d) seek assistance if they require support in dealing with an alcohol or drug-related problem

6.1.4. It is the responsibility of contractors to:

- a) ensure that they do not attend MSA if impaired by alcohol or other drugs;
- b) report any incidents on a Hazard and Incident Report Form

7. Related Legislation

[Liquor Licensing Control Reform Act \(1998\)](#)

[Liquor Licensing Victoria guidelines](#)

[Occupational Health and Safety Act 2004 \(Vic\)](#)

8. Related Policies and Procedures

[OH&S Policy](#)

[Vehicle Use Policy](#)

[Code of Conduct](#)

[Complaints Handling Procedure](#)

[Monash University Alcohol and Other Drugs Policy](#)

[Monash University Alcohol and Other Drugs at University Events: Procedures](#)

9. Version History

Current Version: 2

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Alcohol and Other Drugs Procedures

MSC Approval: 11/2007; 12/07/2007
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