



## ALCOHOL AND OTHER DRUGS GUIDELINES

### PURPOSE

These guidelines support the *Health and Safety Policy, Health and Safety Management Standards* and the *Academic, Professional and General Staff Enterprise Agreement 2012-2016 (the Agreement)* at the University.

These guidelines are compulsory for all University staff, students and visitors to ensure safety is maintained and legislative requirements are met.

### DEFINITIONS

<b>Intoxication</b>	A condition that follows the administration of a psychoactive substance (i.e. alcohol) and results in disturbances in the level of consciousness, cognition, perception, judgement, affect, or behaviour, or other psychophysiological functions and responses.
<b>Reasonable adjustments</b>	Modifications made to a workplace that remove barriers for people with a disability, enabling a staff member to work participate equally in the workplace. This includes but is not limited to modifications to environment, workstation and the job role.
<b>Worker</b>	A person who carries out work in any capacity for Curtin University, including an employee, associate, contractor, subcontractor, volunteer and students undertaking work for the University.

### 1. Principles

- 1.1. The University is committed to minimising the impact of alcohol intoxication in the workplace.
- 1.2. Health and safety is the responsibility of everyone - workers, students and visitors play an important role in contributing to a healthy and safe workplace. Should they report to work impaired from the effects of alcohol intoxication, they may be in breach of Curtin's Health and Safety Policy and this guideline.
- 1.3. Curtin University Line Management and Supervisory staff; including: Senior Executives, Academic Management, Professional and General Staff Management and Supervisors; are responsible for implementation and compliance monitoring of these procedures in their work areas.
- 1.4. The University will provide the appropriate support, including Counselling Services, reasonable adjustments for staff and personal leave provisions, should a medical reason or disability be identified.
- 1.5. The University will refer to relevant clauses in the *Agreement* in relation to performance and misconduct in the absence of a medical reason associated with staff being intoxicated.

### 2. Details

- 2.1. The University will act immediately in identifying and addressing the staff member of concern, which includes assisting with first aid, medical attention and/or counselling support.
- 2.2. Line managers, with the support of Injury Management Services, should facilitate a staff member's return to work program should medical reasons be identified, in line with the [Illness, Disability and Injury Management Procedures](#).



## External Document

- 2.3. Staff may be subject to disciplinary procedures in line with relevant performance and misconduct clauses in the *Agreement*, should they deny being intoxicated or their behaviour is not associated to a medical reason, and/or refuse to comply with appropriate management for their health and safety in the workplace.

### 3. Responsibilities

#### 3.1. Line Managers

Line Managers are responsible for:

- a) ensuring the health and safety of staff at work by appropriately identifying and safely addressing staff suspected of alcohol intoxication;
- b) assessing the need to either monitor or safely remove the staff member from the workplace;
- c) providing reasonable adjustments for the staff member with suitable duties as per [Illness, Injury Management and Disability Procedures](#) where fitness for work of the affected staff member is concerned;
- d) addressing refusal, denial and/or repeat incidence of alcohol intoxication in line with relevant performance and misconduct clauses;
- e) maintaining confidentiality and documentation of the incident(s) in line with the University's *Records Management Procedures*;
- f) reporting each incident to Curtin Health, Safety & Emergency Management via the [online Incident and Hazard Reporting website](#).

#### 3.2. Staff

Staff are responsible for:

- a) their health and safety during the course of their employment with the University;
- b) disclosing to the University, any information pertaining to their health, which may adversely affect their ability to conduct their work safely;
- c) attending to their work commitments or participate in related activities in a safe manner and not adversely affected by the effects of alcohol.

### EXEMPTIONS

Nil

### RELEVANT DOCUMENTS/LINKS

- Health and Safety Policy
- Health and Safety Management Standards
- Health and Safety Responsibilities Procedure
- Academic, Professional and General Staff Enterprise Agreement
- Workers' Compensation, Injury Management & Disability Policy
- Illness, Disability and Injury Management Procedures
- Online Incident and Hazard Reporting website
- Code of Conduct
- Records Management Procedures



## External Document

CONTACT DETAILS	
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Approval Authority	Director, Health, Safety and Emergency Management

REVISION HISTORY		
Revision #	Date	Amendment Description
1	31/10/2007	New Minimum Standard
2	10/11/2013	Revised and updated
3	17/06/2016	Revised Guideline
3.1	25/11/2016	Revised and transferred to HSEM Guideline format.
3.2	08/02/2017	Addition of H&S Management Standards to Purpose and Relevant Documents sections
3.3	07/03/2017	Removal of reference to Valuing Integrity booklet