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

Intoxication 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.

Reasonable adjustments 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.

Worker 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.
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
CONTACT DETAILS

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| healthandsafety@curtin.edu.au |

| Approval Authority | Director, Health, Safety and Emergency Management |

REVISION HISTORY

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