USE OF ALCOHOL & DRUGS (MINIMUM STANDARDS AND GUIDELINES)

Commencement Date: 31/10/2007

1. Exceptions
   Nil

2. Definitions
   ‘intoxicated’ means the voluntary consumption of alcoholic liquor or the taking in of a substance, or both, to a level which impairs the proper functioning of the person’s faculties.

3. Minimum Standards

These minimum standards are compulsory for all University staff, students and visitors to ensure safety is maintained and legislative requirements are met. Section 4 shall be treated as a guide to assist with meeting these standards.

3.1 It is prohibited for staff, students and visitors to be intoxicated during the conduct of University business.

3.2 Staff and students will be encouraged and assisted to access education and support services for the prevention and management of alcohol and drug problems.

3.3 Staff and student functions should ensure responsible serving practices and be held under licensing provisions where appropriate.

3.4 Students and staff shall have access to confidential treatment through the University Health and Counselling Service for personal problems related to alcohol and/or drug use.

Note: Persons known or suspected of having problems related to alcohol or drug use should be treated as having a health issue prior to the consideration of disciplinary procedures.

4. Guidelines

General Provisions

<table>
<thead>
<tr>
<th>Provision</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>• Staff and students shall be made aware that it is not acceptable to be intoxicated during the conduct of University business.</td>
<td>Director, Staff Services; Director, Student Services</td>
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<tr>
<td>• The Curtin Handbook shall contain reference to the University’s Use of Alcohol and Drugs provisions</td>
<td>Director, Student Services</td>
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</table>

Table 4.2 Guidelines for managers, staff and others for the implementation of the ‘minimum standards’

<table>
<thead>
<tr>
<th>Minimum Standard</th>
<th>Managers</th>
<th>All Staff and Others</th>
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<tbody>
<tr>
<td>3.1 It is prohibited for staff, students and visitors to be intoxicated during the conduct of University business.</td>
<td>• Supervise the workplace to ensure persons do not conduct or engage in University business when they appear to be intoxicated (refer to Schedule 1 – recognising intoxication). • Ensure staff and students are aware of the University’s</td>
<td>• Do not conduct or engage in University business whilst intoxicated. • Report all breaches of prohibition to the relevant Supervisor/Manager.</td>
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provisions for Use of Alcohol and Drugs.

- Manage breaches of the prohibition in accordance with the University's relevant disciplinary procedure for breach of University policy and specifically with respect to breaches of the Health and Safety Policy – see Schedule 1 for management of staff intoxicated while undertaking University business.
- In the case of suspected personal problems/addiction, manage as per Schedule 1 for management of breaches.

3.2 Staff and students will be encouraged and assisted to access education and support services for the prevention and management of alcohol and drug problems.

- Ensure staff and students are informed of the University’s position on alcohol and drug use, and support services available, at induction/orientation.
- As applicable, discuss arrangements with your supervisor/manager

3.3 Staff and student functions should ensure responsible serving practices and be held under licensing provisions where appropriate.

- Refer to Properties for advice as to licensing arrangements for staff and student functions on campus.

3.4 Students and staff shall have access to confidential treatment through the University Health and Counselling Service for personal problems related to alcohol and/or drug use.

- Ensure staff and students with known or suspected drug or alcohol problems are provided with access to confidential treatment via the University Health and Counselling Service prior to consideration of the disciplinary process – see Schedule 1 for management of breaches.
- Consider disclosure of alcohol/drug health issues to supervisor/manager for consideration prior to the commencement of disciplinary action (see Schedule 1 for management of breaches).
The Use of Alcohol and Drugs

SCHEDULE 1 – Management of staff and students intoxicated whilst undertaking University business.

The use of alcohol and other drugs becomes an occupational safety and health issue if a person’s ability to exercise judgement, coordination, motor control, concentration and alertness is affected at the workplace, leading to an increased risk of injury and illness to themselves and others.

The consumption of such substances whilst at Curtin is unacceptable if it can be seen to be compromising a person’s ability to perform their duties in a safe manner or endangers the safety of others in that environment.

Identifying an intoxicated person.

Ensure other possible causes of impairment are considered, such as fatigue or stress. The following may be observed in an intoxicated person:

- Smell of alcohol on breath
- Delayed reaction time
- Impaired coordination/balance
- Impaired memory
- Reduced ability to concentrate
- Reduced ability to communicate
- Behaviour that is out of character
- Reduced interpersonal skills

How should managers deal with someone affected by drugs or alcohol?

- Be firm, brief and calm.
- Use the affected person’s name and say (“It appears you are not managing at work today and I am instructing you to stop work for the day. Arrangements will be made for you to go home”).
- Do not argue or debate; simply repeat your message.
- Make suitable arrangements to ensure the impaired person can get home safely e.g. contacting a spouse/partner or taxi service to pick the person up and accompany them home.
- Try to persuade them not to drive their own vehicle.
- Avoid using terms such as “You’re drunk”.
- Call security for assistance if a person refuses to cooperate with these instructions.

After the first incident and the staff member returns to the workplace not intoxicated:

- In a private meeting, discuss the behaviours exhibited by the person when they were intoxicated.
- Sick leave/special leave, annual leave or leave without pay should be arranged.
- Information regarding accessing University Health and Counselling Services (and other services, at the discretion of the manager) should be provided.
- A copy of the Minimum Standards and Guidelines for the use of alcohol and drugs should be provided, including discussion of the possible consequences of further breaches.
- Document and keep records of incidents, meetings and advice given.

Further incidents:

- Repeat the above procedure.
- Refer to the University Counselling and Health Service and/or the staff member’s own GP for access to support services and management assistance.
- Contact Staff Services for management support/advice as required.
• Encourage and support the staff member or student to attend confidential treatment for alcohol/drug use; take leave until prepared to undertake treatment; or undergo relevant performance management or student disciplinary process.

• On return from treatment the staff member or student should understand that further infringements, where there is repeated incidence of substance abuse, will be subject to the misconduct provisions under the relevant employment agreement, or student disciplinary statute, which are available at http://staff.curtin.edu.au/home/cond_employ.html#agreements http://policies.curtin.edu.au/documents/statute_no_10.doc