

## SAFETY BULLETIN

### Staff Functions



#### Colleagues,

We are coming to the end of yet another busy year at Curtin University and with the festive season upon us, we are now looking forward to our end of year functions to celebrate our achievements and hard work.

Please remember however, that as these are work functions, an appropriate standard of conduct is expected. With this in mind it is timely that we remind everyone of a few points:

#### 1. Behaviour at the Party

As work functions it is expected that everyone's behaviour will be in accordance with Curtin's values and Code of Conduct <http://policies.curtin.edu.au/home/values.cfm>, as well as our *Health and Safety* and *Complaints* policies and procedures. Copies of these policies and procedures can be accessed at. <http://policies.curtin.edu.au/policies/>

We ask that you take the time to familiarise yourself with these policies and procedures and be mindful of your obligations with respect to each of them. Note that alcohol consumption is no excuse for harassment, bullying or misconduct and is not an acceptable defence.

#### 2. Drugs and Alcohol

If you choose to drink alcohol, please ensure that you drink responsibly, be respectful to others, have plenty to eat and have spacers between alcoholic drinks i.e: water, juice, soft drink, etc. Please note that Curtin reserves the right to request the venue refuse service of alcohol to any member of staff who is, in Management's view, behaving inappropriately.

We remind you that the use of illegal drugs and/or excessive consumption of alcohol is prohibited at all times.



If you have any special dietary requirements or food allergies, please let the function organiser know as soon as possible so that alternatives may be offered to you.

### 3. **Transport**

Naturally we want everyone to enjoy themselves; we also want everyone to arrive home safely.....so if you are planning on drinking alcohol, we ask that you plan your transport to and from the function:

- Grab a cab or share one with other work colleagues
- Catch public transport
- Ride with a driver that hasn't been drinking
- Arrange for a friend or relative to give you a lift and pick you up

To find out more about alcohol limits or the effects of alcohol, please refer to → <http://www.police.wa.gov.au/Traffic/Drinkdriving/tabid/987/Default.aspx>.

### 4. **Contacts**

If you have any concerns about the above mentioned points, become intoxicated, unwell or your transport arrangements fall through unexpectedly, please don't hesitate to ask for help by contacting your function organiser or line manager. You will be gladly assisted, including arrangement of safe transport home if necessary. Likewise, if you are concerned about the well-being, safety or behaviour of a colleague let your manager know so that appropriate assistance can be provided.

We trust everyone will accept this communication in the right spirit by appreciating that Curtin is committed to meet its legal and moral obligations of ensuring your safety and well-being, not only in the workplace, but at work functions also. None of the above should prevent us from having a great celebration and we look forward to everyone having a fantastic time!

**Best wishes to all for the holiday season!!!**