



DRUGS AND ALCOHOL POLICY

POLICY TITLE: DRUGS AND ALCOHOL POLICY
POLICY NUMBER: **WAI5002**
RESPONSIBILITY: MANAGER, STUDENT ADMINISTRATION

Purpose

West Australian Institute of Further Studies Pty Limited (“WAIFS”) aims to ensure a healthy and productive environment for work and study for all of WAIFS’ staff and students.

This policy addresses WAIFS’s responsibilities under the Work Health and Safety Act 2011. The aim of this policy is to:

- Provide guidelines for the responsible service and consumption of alcohol on WAIFS’s campus;
- Set standards of behaviour in accordance with WAIFS’s core values and legal requirements;
- Reduce the personal and professional losses associated with the misuse of alcohol and other drugs;
- Provide access to support services for staff and students who wish to address their patterns of alcohol or drug use; and
- Indicate the consequences of a breach of this policy.

Procedure

WAIFS will:

- Provide a safe and healthy environment for study and work;
- Minimise alcohol and other drug-related harm to all members of WAIFS community, WAIFS Property and the reputation of WAIFS;
- Meet legal and compliance responsibilities in the Responsible Service of Alcohol and the use of drugs across all WAIFS-related activities; and
- Provide a positive and inclusive environment for staff and students who choose not to consume alcohol.

Staff Responsibilities:

- WAIFS’ staff are all expected to recognise that performance of duties can be affected by alcohol and other drugs;
- Staff members who are adversely affected by alcohol and/or drugs must not report for work whilst affected;
- If WAIFS has concerns that a staff member is impaired by alcohol or drug use, WAIFS will direct that staff member to cease work immediately and the staff member may be referred to a counsellor for advice;

CRICOS Provider No. 03188C RTO Provider No. 52128	Author: WAIFS	Current Version: 1.0		
Document name/number and file location: Drugs Alcohol Policy/S:\WAIFS Policies	Initial Issue date: 1/07/2016	Current Version Issue Date: 11 November 2016	Next review date: 11/11/2016	3 Pages

- A staff member engaged in behaviour that impacts on the safety or performance of other staff, students and/or members of WAIFS community may be subject to disciplinary action in accordance with WAIFS' staff misconduct policy
- When representing WAIFS at functions where alcohol is available, staff are expected to demonstrate professional and responsible behaviour and not to become so impaired by the consumption of alcohol that their behaviour could be considered detrimental to WAIFS' reputation and/or the personal safety of the staff member or others in attendance. Staff should remember that it is the recipient who will assess whether behaviour can be deemed to be detrimental to WAIFS' reputation and staff should always be aware of this and be in a position to make a reasonable decision in relation to their behaviour and its perception by others;
- A staff member whose behaviour/conduct could reasonably be considered to be detrimental to WAIFS' reputation may be subject to disciplinary action in accordance with WAIFS' staff misconduct policy.
- Staff must never drive a vehicle from an event where they have consumed alcohol and are unable to safely drive the vehicle in accordance with both legal requirements and their own abilities (mental and physical) after having consumed alcohol (Note: this may be less than the legal limit for alcohol consumption).
- Staff members who are taking prescription or over-the-counter drugs that may impact on the workplace should bring the matter to the attention of their manager prior to commencing work.

Student Responsibilities:

- All students are expected to recognise that performance of their academic activities can be affected by alcohol and other drugs;
- Students who are adversely affected by alcohol or other drugs should not attend a study- related activity e.g. lecture or excursion;
- If WAIFS determines that a student is impaired by alcohol or other drug use, WAIFS will direct that student to cease academic activity immediately and seek advice from student support in relation to counselling services which may be required;
- A student engaging in behaviour that impacts on the safety or performance of other students and/or other members of WAIFS community may be subject to disciplinary action being taken in accordance with WAIFS' policies and procedures in relation to student misbehaviour;
- When participating in WAIFS functions where alcohol is available, or when residing in homestay arranged by WAIFS, students are expected to demonstrate responsible behaviour;
- Students who are taking prescription or over-the-counter drugs that may impact on their studies at WAIFS should bring the matter to the attention of Student Services department prior to undertaking the study or study-related activity;

Events Involving Alcohol

- All staff responsible for organising WAIFS functions whether they are informal events or formal events must follow the Responsible Service of Alcohol (RSA) Regulations.
 - (a) Formal events are events endorsed by WAIFS - regardless of their size or participants. Informal events are informal gatherings of staff members and invited guests.
 - (b) Supervisors/Managers must take responsibility for the event regardless of whether it is informal or formal.
 - (c) Alcohol is not to be made available at any WAIFS formal or informal event without the express approval of the CEO or Managing Director in writing.

CRICOS Provider No. 03188C RTO Provider No. 52128	Author: WAIFS	Current Version: 1.0		
Document name/number and file location: Drugs Alcohol Policy/S:\WAIFS Policies	Initial Issue date: 1/07/2016	Current Version Issue Date: 11 November 2016	Next review date: 11/11/2016	3 Pages



- At WAIFS' functions where alcohol is served, staff and students are expected to:
 - (a) Understand and respect individual and cultural differences in attitudes towards the consumption of alcohol;
 - (b) Ensure that all events are fully inclusive and welcoming of all invitees including those who are not of legal drinking age and those who choose not to drink. This excludes licensed venues where minors under 18 years of age may not be permitted in some areas; and
 - (c) Ensure that non-alcoholic drinks, including water, are available.
 - (d) Not drink excessively, not become intoxicated and not put themselves or any other staff member, student or visitor at risk in any way (including risk of verbal or physical abuse).

- At WAIFS' functions:
 - (a) Alcohol will not be served to any person under 18 years of age;
 - (b) Alcohol will not be served to intoxicated persons; and
 - (c) Alcohol may only be consumed in the area designated.

- Activities that encourage the excessive consumption of alcohol such as pub crawls and drinking competitions are prohibited by WAIFS and must not be arranged by or attended by any WAIFS' staff member. This includes any activity where it could be reasonably assumed that their attendance would indicate either that this is a WAIFS' formal/informal event or the event has the support of WAIFS.

Variations

WAIFS reserves the right to vary, replace or terminate this policy from time to time.

CRICOS Provider No. 03188C RTO Provider No. 52128	Author: WAIFS	Current Version: 1.0		
Document name/number and file location: Drugs Alcohol Policy/S:\WAIFS Policies	Initial Issue date: 1/07/2016	Current Version Issue Date: 11 November 2016	Next review date: 11/11/2016	3 Pages