



DRUGS AND ALCOHOL POLICY

POLICY NUMBER: NC18-PP011
RESPONSIBILITY: CAMPUS MANAGER/OFFICE MANAGER

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1. Purpose

West Australian Institute of Further Studies (WAIFS) is committed to providing a safe and healthy work and study environment in which all employees and Students are treated fairly, with dignity and respect. The use of drugs and alcohol may impact on an individual's capacity to perform work safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the workplace.

This policy outlines the Company's commitment to a safe workplace and is aimed at preventing, or minimising, any risk of injury or harm to the health and safety of its Staff, Students, or others in the workplace, from the use of alcohol or drugs.

The aim of this policy is to describe the standards of behavior expected in relation to the use of drugs and alcohol; 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.

2. Scope

This policy applies to:

- All Students and employees of WAIFS (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of WAIFS (for example contractors, subcontractors, agents, consultants, and temporary staff);
- WAIFS' Campus and to other places where Students and employees of WAIFS may be working or representing WAIFS for example, when visiting an Education Agent, Partner Institute, Government Department or Students/Trainees workplace/placement (collectively referred to as "workplace"); and to
- All work related functions, for example, work lunches, conferences, Christmas parties and student functions.

3. Exclusions

Where a Student or employee of WAIFS is taking prescription or pharmacy over the counter drugs for medical purposes, they will not breach this policy by if he or she:

- Takes the prescription or pharmacy drugs in accordance with the instructions of their medical practitioner and/or normal directions applying to the use of those drugs;
- Does not misuse or abuse the use of prescription or pharmacy drugs;
- Ensures they are able to undertake study or perform their work effectively, competently and safely;

In addition WAIFS employees must:

- Research and understand the impact of consumption of alcohol with prescription and pharmacy drugs and limit consumption accordingly; and



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- Check with their medical practitioner or pharmacist about the effect of the drug on their ability to drive vehicles operate machinery and safely perform their normal work duties. If an employee's ability to perform work competently, efficiently and safely is affected, the employee should obtain this advice in writing from the medical practitioner, or pharmacist, and provide it to the Campus Manager/Office Manager as soon as possible and before undertaking their work.

4. For Students

Except as set out in this Policy, Students must not (note qualification for prescription and pharmacy drugs above):

- Attend campus, commence or continue studies or return to campus intoxicated or under the influence of drugs;
- Consume drugs and/or alcohol on campus, or when undertaking a practical placement;
- Possess, distribute, sell, use or consume illegal drugs in the workplace.

Such conduct constitutes serious misconduct. It may also constitute a criminal offence, in which case WAIFS may notify the police, or other appropriate government authority;

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.

5. For Staff

Except as set out in this Policy, Employees must:

- Not attend work, commence work, continue work or return to work having consumed alcohol and/or drugs;
- Not consume drugs and/or alcohol at the workplace;
- Not possess, distribute, sell, use or consume illegal drugs in the workplace. Such conduct constitutes serious misconduct. It may also constitute a criminal offence, in which case WAIFS may notify the police, or other appropriate government authority;

WAIFS recognises that at some work related functions responsible consumption of alcohol is allowed, for example, at a staff function, Christmas party or Government function. Employees must:

- Consume alcohol responsibly;
- Not become drunk. As set out above, it is a condition of waiving the prohibition on alcohol that workers consume alcohol responsibly. Inebriation does not diminish a workers responsibility for misconduct;
- Uphold an appropriate standard of behavior at all times, consistent with WAIFS expectations and general good taste;
- Ensure a safe means of transport from such functions. Workers must not drive any vehicle if they are over the legal blood alcohol limit. Workers who do not have a safe means of transport should advise management so that such transport may be arranged.

If an employee is required to return to work, or continue working after the function, and the consumption of alcohol could adversely affect their ability to perform work effectively and safely, consumption of alcohol by those workers is not permitted.

Staff Responsibilities:

- WAIFS' staff are all expected to recognise that performance of duties can be affected by alcohol and other drugs;



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- 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;
- 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.

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 management prior to commencing work.

6. 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.

Formal events are events endorsed by WAIFS - regardless of their size or participants. Informal events are informal gatherings of staff members and invited guests.

Supervisors/Managers must take responsibility for the event regardless of whether it is informal or formal.

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.

When WAIFS provides alcohol at a work related function, it will do so responsibly, ensuring that:

- Attendees will be reminded of this policy prior to the work related function, where appropriate and practicable;
- Food will be made available during the service of alcohol;
- Light alcohol and non-alcoholic beverages will be available at all times;
- Alcohol will not be provided to anyone under the age of 18 years;
- Alcohol will not be provided to anyone who is drinking excessively, or is (or appears to be) intoxicated;
- Alcohol service is supervised, whether held at the workplace or other locations, by a suitably qualified person, who holds a certificate in responsible service of alcohol; and
- Attendees are reminded of the dangers of driving under the influence of alcohol and promote the use of alternative transport (e.g. taxis, public transport).

At WAIFS functions where alcohol is served, staff and students are expected to:

- Understand and respect individual and cultural differences in attitudes towards the consumption of alcohol;
- 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;
- Ensure that non-alcoholic drinks, including water, are available.
- 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).

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