



## DRUGS, ALCOHOL AND OTHER SUBSTANCES POLICY AND PROCEDURE

**POLICY NUMBER:** NC24-PP011  
**RESPONSIBILITY:** MANAGING DIRECTOR

### Contents

1. Purpose .....	1
2. Scope.....	2
3. Exclusions .....	2
4. Smoking and Vaping .....	2
5. Other Substances as Specified .....	2
6. Student Responsibilities .....	2
7. Procedures and Sanctions for Students .....	3
8. Staff Responsibilities and Consequences .....	4
9. Events Involving Alcohol.....	5

### 1. Purpose

West Australian Institute of Further Studies Pty Ltd (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, alcohol and other substances may impact on an individual's capacity to perform work and/or studies safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others.

The aim of this policy and procedure is to:

- describe the standards of behaviour expected in relation to the use of drugs, alcohol and other substances;
- reduce the personal and professional losses associated with the misuse of alcohol, drugs and other substances; provide access to support services for staff and students who wish to address their patterns of alcohol, drug or other substance use, and;
- indicate the consequences of a breach of this policy.

The major strategies of this policy are prevention and intervention designed to assist in the creation of a safe and productive work and learning environment.



## West Australian Institute of Further Studies

### 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);
- All WAIFS' campuses and work locations (including its commercial kitchen) and all 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); and to
- All work-related functions, for example, work lunches, conferences, Christmas parties and student, staff or external work 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 if they:

- Take 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;
- Do not misuse or abuse the use of prescription or pharmacy drugs;
- Ensure they are able to undertake study or perform their work effectively, competently and safely;

### 4. Smoking and Vaping

In the interests of the health, safety and welfare of all employees, students and visitors, it is college policy to prohibit smoking and vaping in or at all of WAIFS' campuses and work properties.

### 5. Other Substances as Specified

In the interests of the health, safety and welfare of all employees, students and visitors, the misuse of petrol, glues, solvents and/or other mind-altering substances is prohibited in or at all of WAIFS' campuses and work properties and work placements (as applicable).

### 6. Overarching Support

WAIFS aims to support its staff and students in time of need and as much as it is reasonably able to do so. Students and staff who request support owing to the misuse of alcohol and/or drugs and/or other substances will be supported by WAIFS in the form of:

- Referral to community-based or employment-based support or treatment
- Encouragement to support an environment free from the misuse of alcohol and/or drugs and/or other substances

The above do not limit WAIFS' ability to enforce the procedures outlined in this policy and procedure.

### 7. Student Responsibilities

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 and/or alcohol and/or other substances;
- Consume drugs and/or alcohol and/or other substances on campus, or when undertaking a practical/work placement;
- Possess, distribute, sell, use or consume alcohol and/or drugs and/or other substances 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/or drugs and/or other substances;
- Students who are adversely affected by alcohol and/or drugs and/or other substances should not attend a study-related activity including but not limited to lectures, work-based training or excursions;
- When participating in WAIFS' functions where alcohol is available, or when residing in a 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 the Student Services department prior to undertaking the study or



study-related activity.

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. See below also for further information.

## 8. Procedures and Sanctions for Students

### **At WAIFS' campus, working locations or events:**

The following principles should be applied by all staff in the treatment of a student suspected of impairment arising from the misuse of drugs/alcohol/other substances

- Take action to minimise the risk to all persons who may be affected by the student's behaviour, including the student themselves. Action should not be taken that could reasonably be expected to expose any person to additional risk of any kind
- Seek assistance and support from other members of staff and/or management as appropriate, with the aim of ensuring that the situation remains safe, supported, calm and controlled at all times
- Where there is actual or the threat of violence, involve the police at the first available opportunity. Aggressive/unsafe behaviour is a matter for the police and the safety and security of all parties is the paramount concern on occasions such as this.
- For students under 18 years of age, involve and/or inform the student's parent/guardian at the first available opportunity.

### Consequences of Policy Breach:

- *First Occasion:* Removal from class and campus for the remainder of the day. A misbehaviour notice is issued to the student and the parent/guardian is informed for a student under the age of 18 years.
- *Second Occasion:* A second misbehaviour notice is issued to the student and the parent/guardian is informed for a student under the age of 18 years. The student is not permitted to rejoin class until a medical certificate from a doctor (medical certificates from pharmacies/online medical services such as Qoctor are not acceptable) is provided stating that the student is fit to undertake the tasks generally associated with the qualification/course they were undertaking/are looking for reinstatement in. Upon provision of the medical certificate, the student will be considered for course reinstatement. All costs associated with the provision of a medical certificate are the responsibility of the student. All costs associated with course reinstatement, including but not limited to course extension fees, visa fees are the responsibility of the student.
- *Third Occasion:* A final misbehaviour notice is issued to the student and the parent/guardian is informed for a student under the age of 18 years. Student enrolment at WAIFS is cancelled subject to the completion of any appeals process in accordance with WAIFS' policies and procedures.

*In the case of threatened or actual aggression, a student is immediately issued a misbehaviour notice and their enrolment at WAIFS is cancelled subject to any appeals process having been completed.*

### **At a work placement**

Students undertaking work placement will be required to comply with all relevant health and safety policies, procedures and legislation and/or initiatives of the organisation they are placed with. This may include mandatory or random drug/alcohol/other substance testing. Students who fail a mandatory/random test will have their work placement cancelled immediately.

As soon as WAIFS terminates the work placement:

### *Student aged 18 years or over:*

1. Will be suspended from their qualification/course
2. If the student is on WAIFS' premises or at a work placement or WAIFS' event, the student will be sent by taxi (or appropriate alternative) to a location agreed with their parent/guardian. The cost of any transportation will be charged to the student's account with WAIFS for reimbursement.
3. Will be encouraged to attend counselling and any other appropriate support.
4. Notes of any and all contact in relation to this matter will be maintained in the student management system under the student ID.

On the provision of a medical certificate from a doctor (medical certificates from pharmacies/online medical services such as Qoctor are not acceptable) stating that the student is fit to undertake the tasks generally associated with the



## West Australian Institute of Further Studies

qualification/course they were undertaking/are looking for reinstatement in, the student will be considered for course reinstatement. All costs associated with the provision of a medical certificate are the responsibility of the student. All costs associated with course reinstatement, including but not limited to course extension fees, visa fees are the responsibility of the student.

### *Subsequent Similar Event*

If the student is permitted to resume studies and is subsequently found to be under the influence of drugs/alcohol/other substance the student will automatically have their work placement cancelled and be expelled from WAIFS in accordance with the appropriate policy and after having accessed any and all appropriate appeals.

### *Student under 18 years of age:*

1. The student's parent/guardian will be contacted and notified of the circumstances, including details of any course/qualification suspension.
2. If the student is on WAIFS' premises or at a work placement or WAIFS' event, the student will be sent by taxi (or appropriate alternative) to a location agreed with their parent/guardian. The cost of any transportation will be charged to the student's account with WAIFS for reimbursement.
3. The student and student's guardian/parent (or appropriate adult nominated by the parent/guardian) will be requested to attend a meeting with WAIFS to discuss the range of external services available to them and the support that WAIFS can reasonably provide and the period of any such provision.
4. Notes of any and all contact in relation to this matter will be maintained in the student management system under the student ID.

On the provision of a medical certificate from a doctor (medical certificates from pharmacies/online medical services such as Qoctor are not acceptable) stating that the student is fit to undertake the tasks generally associated with the qualification/course they were undertaking/are looking for reinstatement in, the student will be considered for course reinstatement. All costs associated with the provision of a medical certificate are the responsibility of the student. All costs associated with course reinstatement, including but not limited to course extension fees, visa fees are the responsibility of the student.

### *Subsequent Similar Event*

If the student is permitted to resume studies and is subsequently found to be under the influence of drugs/alcohol/other substance the student will automatically have their work placement cancelled and be expelled from WAIFS in accordance with the appropriate policy and after having accessed any and all appropriate appeals.

## 9. Staff Responsibilities and Consequences

An employee has a duty of care to present themselves for work in a state fit for work and to remain that way throughout their time at work.

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 and/or other substances;
- Not consume alcohol and/or drugs and/or other substances at the workplace;
- Not possess, distribute, sell, use or consume illegal drugs in the workplace or at any workplace related location, including but not limited to a location where a workplace event is taking place and work-based training locations. 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 other 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 worker's responsibility for misconduct;
- Always uphold an appropriate standard of behaviour, 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 and consequences :**

- WAIFS' staff are all expected to recognise that performance of duties can be affected by alcohol and/or drugs and/or other substances. When applicable staff should:
  - Research and understand the impact of consumption of alcohol with prescription and pharmacy drugs and refuse or limit consumption accordingly; and
  - Check with their medical practitioner or pharmacist about the effect of any drug/medication 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 their medical practitioner, or pharmacist, and provide it to the Campus Manager as soon as possible and before undertaking their work.*

- Staff members who are adversely affected by alcohol and/or drugs and/or other substances must not report for work whilst affected. If WAIFS has concerns that a staff member is impaired by alcohol and/or drugs and/or other substances, 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 members 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 able to make a reasonable decision in relation to their behaviour and its perception by others;
- A staff member whose behaviour/conduct could reasonably 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 their behaviour/performance in the workplace should bring the matter to the attention of management prior to commencing work.

## 10. Events Involving Alcohol

All staff responsible for organising WAIFS' functions/events, whether informal or formal, must follow Responsible Service of Alcohol (RSA) Regulations.

Formal events are events endorsed by WAIFS - regardless of their size or the number of attendees/participants. Informal events are informal gatherings of staff members and may include invited guests.

***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 made available;
- 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;
- The service of alcohol is supervised (whether an event is held at the workplace or other locations) by a suitably qualified person, who holds a certificate for the responsible service of alcohol; and
- Attendees are reminded of the dangers of driving under the influence of alcohol and the use of alternative transport (e.g. taxis, public transport) is advised.

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



### **West Australian Institute of Further Studies**

- 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 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).