



ALCOHOL AND DRUGS IN THE WORKPLACE POLICY

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First Approved by:	University Council		
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Responsible Division & Unit:	Workplace Health and Safety Unit, Human Resources Division		
Supporting documents, procedures & forms:	University of Wollongong WHS Risk Management Guidelines University of Wollongong Employee Assistance Program University of Wollongong Fieldwork Safety Guidelines Workplace Health and Safety Policy Guidelines on the Use and Management of Alcohol at University Functions Children in the Workplace and Study Environment Policy Student Conduct Rules University Code of Conduct Sexual Harassment Prevention Policy University of Wollongong (Academic Staff) Enterprise Agreement University of Wollongong (Professional Services Employees) Enterprise Agreement		
Relevant Legislation & External Documents:			
Audience:	Public		

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1 Purpose of Policy

1. The purpose of this policy is to:
 - a. Assist the University fulfil its obligations and duty of care to ensure the health, safety and welfare of all workers, students and visitors in the workplace.
 - b. Assist workers, students and visitors to fulfil their responsibility to take reasonable care for themselves and others in the workplace.
 - c. Preserve the reputation of the University in the community.
 - d. Promote awareness of personal safety and security in relation to alcohol and drug consumption.
 - e. Minimise the University's exposure to legal action arising out of the abuse or inappropriate use of alcohol and prohibited drugs.
 - f. Ensure that individuals preserve the dignity and professionalism expected of them by students, co-workers and the community.
 - g. Provide University workers, students and visitors with adequate information about the ways in which drugs and alcohol can impair safe and competent performance of work and the consequences of their inappropriate use.
 - h. Provide guidelines to workers who are in a supervisory role in relation to managing alcohol and drug problems in the workplace.

2 Definitions

Word/Term	Definition (with examples if required)
Medically prescribed drugs	Drugs which are prescribed by a medical practitioner and issued by a pharmacist.
Over the counter drugs	Drugs which can be purchased legally without prescription e.g. paracetamol, antihistamine or ibuprofen.
Prohibited drug	Those drugs which are prohibited according to Schedule 1 of the Drug Misuse and Trafficking Act 1985. Examples include alkoxy- amphetamines, cannabis, heroin, isomethadone and LSD.
Worker	Any person who carries out work for the University which includes: Employees Trainees Volunteers and affiliates including visiting and honorary fellows Outworkers Apprentices Work experience students Contractors or sub-contractors Employees of a contractor or sub-contractor Employees of a labour hire company assigned to work for the University.



3 Application & Scope

1. This policy applies to all work undertaken by University workers, students and visitors whether on or off campus. The Guidelines on the Use and Management of Alcohol at University Functions must also be considered in conjunction with this policy.

4 Policy Principles

1. Being affected by alcohol or drugs at work, particularly in high risk environments, can seriously compromise the health, safety and welfare of employees, students and others in the workplace. It also may impair an individual's ability to perform their work competently and professionally. Further, inappropriate or unlawful conduct arising out of alcohol or drug use may expose the University to legal liability in some circumstances.
2. It is recognised from time to time that workers, students and visitors may consume alcohol or drugs at work or before/after work.

5 Policy Requirements

1. Workers, students and visitors must not consume alcohol, medically prescribed drugs or over the counter drugs while at work or on University business, other than in accordance with this policy.
2. Workers, students and visitors must not be impaired in their ability to perform their duties safely, competently and/or professionally by alcohol or drugs including medically prescribed or over the counter drugs.
3. The following activities or locations have been determined as high risk and as such workers, students or visitors must not consume or be impaired by alcohol and/or drugs:
 - a. While operating or driving any mobile equipment, including private or commercial vehicles, lawn mowers, excavation equipment, forklifts, tractors and the like.
 - b. Working in confined spaces, laboratories, workshops or at height which includes rooftops (unless they have been assessed as low risk in accordance WHS Risk Management Guidelines).
 - c. Undertaking medium to high levels of physical exertion, whether for short or long duration.
 - d. During the use of medium, high or extreme risk substances, such as dangerous goods, hazardous chemicals, genetically modified organisms, bio-hazardous or radioactive substances.
 - e. Providing first aid. Thus any worker who is receiving a first aid allowance is not permitted to drink alcohol while on duty.
 - f. Operating hand held power tools.
 - g. Performing any construction work including any licensed work e.g. plumbing, electrical tasks.
 - h. Any other activity which has been determined as extreme or high risk upon completion of a risk assessment in accordance with the WHS Risk Management Guidelines.



4. Where a worker or student suspects their or another's performance may be impaired by drugs or alcohol they must inform their supervisor in order for the risk to be managed in accordance with the WHS Risk Management Guidelines.
5. Workers, students or visitors should seek advice from their medical practitioner or pharmacist in regards to information on the possible effects of taking medically prescribed drugs or over the counter drugs. A risk assessment is to be completed in accordance with the WHS Risk Management Guidelines where a person's ability to perform the requirements of their work is impaired.
6. Workers, students and visitors must not possess, distribute, sell or consume prohibited drugs in the workplace.
7. Assistance and support will be offered to workers where there is a perceived or identified substance abuse or dependency problem via the University's Employee Assistance Program (EAP).

6 Consequences of Breaching This Policy

1. The University views any breach of this policy as extremely serious. Depending on the severity of the breach, a worker, student or visitor may face disciplinary action in accordance with the University's disciplinary procedures, which may include a warning, final warning or dismissal.
2. Where appropriate, the University may recommend, or direct a worker, student or visitor to attend internal or external drug and alcohol counselling.

7 Information and Assistance

1. The University is committed to providing information to workers and as such education forms a key part of the implementation phase of this Policy. Information on alcohol and prohibited drugs is available via the EAP website or upon request to the WHS Unit.
2. The University will support any worker requiring assistance with drugs or alcohol related issues via the EAP, which includes confidential counselling services at no cost. For further information on the EAP contact one of the HR Advisors via telephone on 02 4221 5902, Manager WHS on 4221 3204 or self refer on 1300 361 008.

8 Policy Review

1. This Policy will be reviewed as required or at least every 5 years.

9 Roles & Responsibilities

Executive Deans and Directors

2. Executive Deans and Directors are responsible for:
 - a. The implementation of this Policy in their area.
 - b. Compliance with the Guidelines on the Use and Management of Alcohol at University Functions.



Heads of School, Managers and Supervisors

3. Heads of School, Managers and Supervisors are responsible for ensuring that this Policy is implemented and communicated to their workers, students and visitors. This includes ensuring that:
 - a. All workers, students and visitors in their units are made aware of the policy.
 - b. Risk assessments are undertaken on work tasks in consultation with workers and students as per the WHS Risk Management Guidelines.
 - c. Any concerns or issues are addressed proactively and expediently to ensure health and safety of all workers, students and visitors.
 - d. Any suspected breaches of this policy are reported to the Manager WHS and to seek advice on management of that specific case.
 - e. The Guidelines on the Use and Management of Alcohol at University Functions are implemented.
 - f. Any necessary action is taken under the Student Conduct Rules in relation to student consumption of drugs or alcohol in a manner contrary to this policy.

Workers, Students and Visitors

4. All workers, students and visitors must fulfil their responsibilities and obligations as outlined in this Policy. This includes:
 - a. Observing all directions from their supervisor in regards to this Policy.
 - b. Notifying their supervisor if they have a concern, or believe they or a co-worker presents a threat to the health and safety of themselves or others.
 - c. Notifying their supervisor where their work performance could be affected by alcohol or drugs and to implement appropriate risk control measures.
 - d. Not undertaking duties if their ability to perform their duties safely, competently and/or professionally is impaired by alcohol or drugs.
 - e. Not consuming alcohol while on duty, other than in accordance with this Policy.
 - f. Not possessing, distributing or otherwise consuming any prohibited drugs while on duty or on University premises.
 - g. Compliance with the Guidelines on the Use and Management of Alcohol at University Functions.

WHS Committee

5. The WHS Committee will be considered the main forum for consultation with workers and students on this Policy.



10 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	15 April 2005	University Council	First Version
2	24 July 2007	Administrative Committee	Reviewed for currency and formatting.
3	6 May 2009	Vice Principal (Administration)	Migrated to UOW Policy Template as per Policy Directory Refresh
4	26 August 2010	Vice-Principal (Administration)	Updated to reflect divisional name change from Personnel Services to Human Resources Division
5	1 March 2011	Senior Manager, Policy & Governance	Updated to reflect name change to University Code of Conduct and amend links to include Academic & General Staff Agreements.
6	14 October 2011	Senior Manager, Policy & Governance	Reference to Children on Campus Policy updated to Children in the Workplace and Study Environment Policy.
7	3 September 2013	Finance and Resources Committee	Scheduled review of policy. No significant changes. Addition of worker definition, students and visitors. Title change.